



## AGENDA

County Road Administration Board  
 July 26-27, 2018  
 CRAB Office - Olympia Washington

**Thursday**  
**1:00 PM**

**1 Call to Order**

**2 Chair's Report**

- A. New Board Members and Reappointments
- B. New Staff Members
- C. Approve July 26-27, 2018 Agenda
- D. Approve Minutes of April 19-20, 2018 CRABoard Meeting
- E. Elect Chair, Vice Chair, and Second Vice Chair

Info	Enclosure
Info	Enclosure
Action	Enclosure
Action	Enclosure
Action	

**3 Certifications - Mike Clark**

- A. Resolution 2018-006 - Certify the Master Road Log
- B. Resolution 2018-007 - Certify MVFT Allocation Factors

Action	Enclosure
Action	Enclosure

**4 Clallam County PMS - Walt Olsen, PE**

Info	Enclosure
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**5 Rural Arterial Program - Randy Hart, P.E.**

- A. Program Status Report
- B. Regional Meeting Update
- C. Resolution 2018-008 - Apportion RATA Funds to Regions
- D. Project Request Actions Taken by CRAB Staff

Info	Enclosure
Info	Enclosure
Action	Enclosure
Info	Enclosure

**6 Executive Director's Report - John Koster**

- A. Current Budget Status
- B. 2019-21 Budget Preparation
- C. Activities

Info	Enclosure
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**7 Transportation Commission Report - Paul Parker**

Info	
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**8 Deputy Director's Report - Walt Olsen, P.E.**

- A. County Engineers/PWD Status
- B. County Visits Completed Since April 2018
- C. County Audits
- D. Activities
- E. Mitigation Survey Results - Mike Clark

Info	Enclosure
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**RECESS 5:30 PM - Dinner at Budd Bay Café**

**Friday  
8:30 AM**

**9 Call to Order**

**10 Staff Reports**

- A. Engineering & Admin Support - Derek Pohle, P.E.
- B. Compliance & Data Analysis - Drew Woods, P.E.
- C. Information Services - Eric Hagenlock
  - 1. Ongoing Projects
  - 2. IS Activities
  - 3. GIS-Mo Workgroup Results - Mike Clark & Kathy O'Shea
- D. Design Systems - Jim Ayres, PE

Info	Enclosure
Info	Enclosure

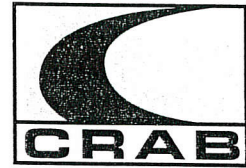
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**11 Possible Executive Session**

**ADJOURN**

Chair: \_\_\_\_\_

Attest: \_\_\_\_\_



March 1, 2018

Commissioner Blair Brady  
WSAC President  
206 Tenth Avenue SE  
Olympia, WA 98501-1311

## CRABoard Appointments

Dear Commissioner Brady:

It is time again to begin the process to fill the positions of three CRABoard members whose terms expire June 30, 2018. This year, Pierce County Engineer Brian Stacy, P.E., Skagit County Commissioner Lisa Janicki, and King County Council Member Kathy Lambert's terms expire. County Engineer Stacy has served on the Board since July 2004, Commissioner Janicki has served on the Board since July 2015, and Council Member Lambert since July 2015.

In compliance with state law (RCW 36.78.040), the three positions must be filled under the following populations:

County Engineer Stacy = population greater than 125,000  
Council Member Lambert = population greater than 125,000  
Commissioner Janicki = population between 20,000 and 125,000

The only restriction is that no more than one member of the Board shall be from any single county. The WSAC Board of Directors is free to reappoint present members to the CRABoard, or to appoint replacements. There is no statutory limit on the number of terms served.

By copy of this letter, I am reminding WSACE President Melissa McFadden that she needs to make available to you two nominations for the position presently occupied by Brian Stacy.

If you have questions about any part of this process, please call me at 360.753.5989.

Sincerely,



JOHN KOSTER  
Executive Director

Cc: Brian Stacy, PE, CRABoard Chairman  
Commissioner Lisa Janicki  
Council Member Kathy Lambert  
Eric Johnson, WSAC Executive Director  
Melissa McFadden, PE, WSACE President



May 3, 2018

Commissioner Blair Brady  
WSAC President  
206 Tenth Avenue SE  
Olympia, WA 98501-1311

CRABoard Appointments

Dear Commissioner Brady:

As I am sure, you have heard Columbia County Engineer Drew Woods, PE has accepted the position of Compliance and Data Analysis Manager at CRAB. Drew currently sits on our Board representing a county population less than 20,000.

We are requesting your Board to appoint a new County Engineer to the CRABoard.

By copy of this letter, I am reminding WSACE President Melissa McFadden that she needs to make available to you two nominations for the position presently occupied by Drew Woods.

If you have questions about any part of this process, please call me at 360.753.5989.

Sincerely,

A handwritten signature in black ink that reads "John Koster". The signature is fluid and cursive, with the first name "John" being particularly prominent.

JOHN KOSTER  
Executive Director

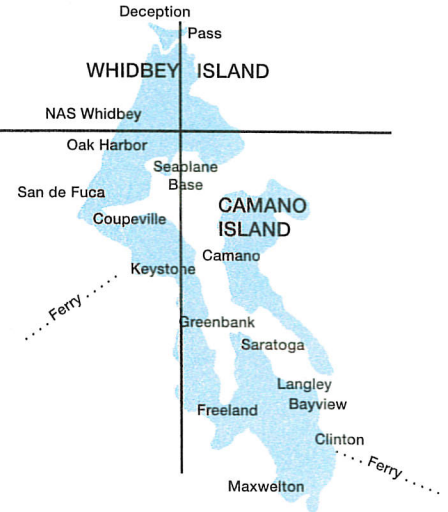
Cc: Brian Stacy, CRABoard Chairman  
Eric Johnson, WSAC Executive Director  
Melissa McFadden, PE, WSACE President



# Island County Board of Commissioners

P.O. Box 5000  
Coupeville, Washington 98239-5000

Phone: (360) 679-7354  
From Camano: (360) 629-4522  
From S. Whidbey: (360) 321-5111  
Fax: (360) 679-7381  
[www.islandcounty.net](http://www.islandcounty.net)



May 15, 2018

County Road Administration Board  
2404 Chandler Court SW, Suite 240  
Olympia, WA 98502

Director Koster and Honorable members of CRAB,

I have truly enjoyed my time on the County Road Administrative Board, however due to increases in some other obligations, I am stepping down from my seat. The work of the CRAB is so important for Washington State and our local communities, it deserves committed and focused attention by members of the Board.

The WSAC Board of Directors took action last week appointing Commissioner Ross from Grays Harbor to fill my unexpired term. I know he will enjoy the same warm reception extended to me. The people of CRAB are exceptional and I will miss the camaraderie of our time together, but trust that our friendship will continue.

I have been honored to be a part of this team and am confident that this program is in very good hands for the future. Thank you for your leadership, and know that I would gladly assist you in any educational outreach efforts during upcoming legislative sessions.

Warmest regards,

Helen Price Johnson  
Island County Commissioner, District 1

Cc: Eric Johnson, WSAC Exec. Director

RECEIVED

BY: CRAB

DATE: 5/18/18



**Washington State**  
**Association of Counties**  
The Voice of Washington Counties

206 Tenth Avenue SE  
Olympia, WA 98501  
P: 360-753-1886

July 12, 2018

John Koster  
County Road Administration Board  
PO Box 40913  
Olympia, WA 98504-0913

Dear Mr. Koster,

The Board of Directors of the Washington State Association of Counties (WSAC) has appointed the following Washington State Association of County Engineers (WSACE) Member to retain the seat for the County Road Administration Board, 20,000 population or less – Engineer.

- Brian Stacy, Pierce County Engineer to fill the term until June 2021.

If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or [danderson@wsac.org](mailto:danderson@wsac.org).

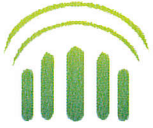
I support  
Sincerely,

A handwritten signature in black ink that reads "Eric B. Johnson".

Eric B. Johnson  
WSAC Executive Director

cc:

Brian Stacy, Pierce County Engineer  
Washington State Association of Counties' File



Washington State  
Association of Counties  
The Voice of Washington Counties

206 Tenth Avenue SE  
Olympia, WA 98501  
P: 360-753-1886

July 12, 2018

John Koster  
County Road Administration Board  
PO Box 40913  
Olympia, WA 98504-0913

Dear Mr. Koster,

The Board of Directors of the Washington State Association of Counties (WSAC) has appointed the following WSAC Member to retain the seat for the County Road Administration Board (CRAB) 125,000 population or more.

- Kathy Lambert, King County Councilmember to fill the term until June 2021.

If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or [danderson@wsac.org](mailto:danderson@wsac.org).

Sincerely,

A handwritten signature in cursive script that reads "Eric B. Johnson".

Eric B. Johnson  
WSAC Executive Director

cc:

Kathy Lambert, King County Councilmember  
Washington State Association of Counties' File



Washington State  
Association of Counties  
The Voice of Washington Counties

206 Tenth Avenue SE  
Olympia, WA 98501  
P: 360-753-1886

July 12, 2018

John Koster  
County Road Administration Board  
PO Box 40913  
Olympia, WA 98504-0913

Dear Mr. Koster,

The Board of Directors of the Washington State Association of Counties (WSAC) has appointed the following WSAC member to retain the seat for the County Road Administration Board (CRAB) 20,000 -125,000 population.

- Randy Ross, Grays Harbor County Commissioner to fill the term until June 2020.

If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or [danderson@wsac.org](mailto:danderson@wsac.org).

Sincerely,

A handwritten signature in cursive script that reads "Eric B. Johnson".

Eric B. Johnson  
WSAC Executive Director

cc:

Randy Ross, Grays Harbor County Commissioner  
Washington State Association of Counties' File



Washington State  
Association of Counties  
The Voice of Washington Counties

206TenthAvenueSE  
Olympia,WA98501  
P: 360-753-1886

July 12, 2018

John Koster  
County Road Administration Board  
PO Box 40913  
Olympia, WA 98504-0913

Dear Mr. Koster,

The Board of Directors of the Washington State Association of Counties (WSAC) has appointed the following Washington State Association of County Engineers (WSACE) Member to retain the seat for the County Road Administration Board, 20,000 population or less – Engineer.

- Walter Morgan, Garfield County Engineer to fill the term until June 2020.

If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or [danderson@wsac.org](mailto:danderson@wsac.org).

I suppo  
Sincerely,

A handwritten signature in black ink that reads "Eric B. Johnson".

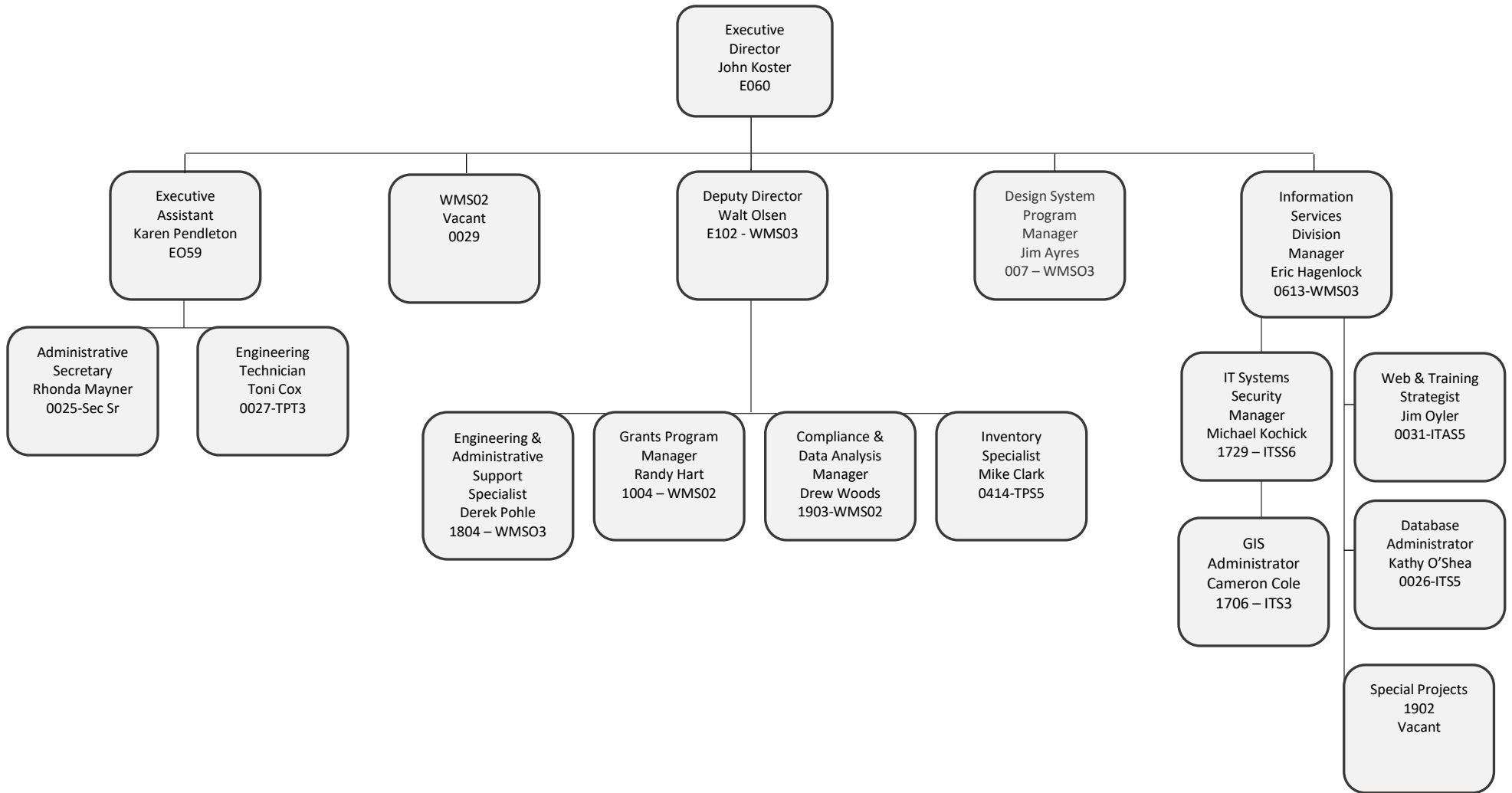
Eric B. Johnson  
WSAC Executive Director

cc:

Walter Morgan, Garfield County Engineer  
Washington State Association of Counties' File

# COUNTY ROAD ADMINISTRATION BOARD

6 County Commissioners / Council Members & 3 County Engineers





**Minutes**  
**County Road Administration Board**  
**April 19-20, 2018**  
**CRAB Office – Olympia, Washington**

**Members Present:** \*Brian Stacy, PE, Pierce County Engineer, Chair  
Rob Coffman, Lincoln County Commissioner, Vice-Chair  
Andrew Woods, PE, Columbia County Engineer, Second Vice-Chair  
Al French, Spokane County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Bob Koch, Franklin County Commissioner  
Kathy Lambert, King County Council Member  
Helen Price Johnson, Island County Commissioner  
Mark Storey, PE, Whitman County Engineer

**Staff Present:** John Koster, Executive Director  
Walt Olsen, PE, Deputy Director  
Jeff Monsen, PE, Intergovernmental Policy Manager  
Randy Hart, PE, Grant Programs Manager  
Derek Pohle, PE, Engineering & Admin Support Specialist  
Karen Pendleton, Executive Assistant  
Rhonda Mayner, Secretary  
Jim Ayres, Design Systems Manager  
\*\*Eric Hagenlock, Information Services Division Manager  
\*\*Jim Oyler, Web & Training Strategist  
\*\*Mike Clark, Road Systems Inventory Manager  
\*\*Kathy O'Shea, Database Administrator  
\*\*Michael Kochick, IT Systems Security Manager

**Guests:** \*Paul Randall-Grutter, PE, Skagit County Engineer  
\*Dan Berentson, Skagit County Public Works Director  
\*Rachel Rowe, Skagit County Ferry Division Manager  
\*Jim Mickel, Skagit County Comptroller  
\*William L. Moon III, PE, Glosten, Marine Architect  
\*Stephen Orsini, Guemes Island resident  
\*Glen Veal, Guemes Island resident  
\*Dixon Elder, Guemes Island resident  
\*Howard Pellett, Guemes Island resident  
\*Monte Reinders, PE, Jefferson County Engineer  
\*Wendy Clark Getzin, Jefferson County Transportation Planner  
\*Commissioner Kathleen Kler, Jefferson County  
\*Gary Rowe, PE, WSACE Managing Director  
\*Rick Becker, PE, Lincoln County Engineer  
\*Ramiro Chavez, PE, Thurston County Manager  
\*Jennifer Walker, Thurston County Public Works Director  
\*Scott Lindblom, PE, Thurston County Engineer

*\*Present April 19, 2018 only*

*\*\*Present April 20, 2018 only*

## **CALL TO ORDER**

Chair Stacy called the meeting to order at 1:00 p.m. He requested that cell phones be silenced and that guests please sign in.

## **CHAIR'S REPORT**

### **Approve April 19-20, 2018 Agenda**

Chair Stacy noted a number of guests concerning Skagit County's Ferry request, and asked if the Board had any objection to allowing public comment. There were no objections from the Board. He then requested that the County Project Requests be moved from item 4.F to 4.A in order to allow those counties' staff members to travel home sooner.

Mr. Storey moved and Commissioner French seconded to amend the agenda as requested. **Motion carried unanimously.**

Commissioner Price Johnson moved and Commissioner Koch seconded to approve the agenda as amended. **Motion carried unanimously.**

### **Approve Minutes of February 1-2, 2018 CRABoard Meeting**

Commissioner French moved and Commissioner Koch seconded to approve the minutes of the February 1-2, 2018 CRABoard Meeting. **Motion carried unanimously.**

## **COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM**

Mr. Monsen gave some background information on the program and on Skagit County's request for funding. He then presented the Technical Review Committee's minutes and final report to the Board.

Mr. Koster reported the committee's recommendation, that: Should Skagit County not form a Ferry District, Skagit County should be awarded up to 30% of the project cost, not to exceed \$7.5 million. Should Skagit County successfully form a Ferry District, and the financial plan demonstrate the Ferry District will contribute more than 5% of the project cost, Skagit County should be awarded up to 50% of the project cost, not to exceed \$10 million.

Mr. Koster noted a letter received today from the Skagit County Board of Commissioners stating that they do not intend to form a ferry district, and therefore are requesting \$7.5 million in funding.

Mr. Monsen noted that, if approved by the Legislature, payments for the project can only be claimed on expenses incurred following legislative approval, and must be paid back in full if the project is not completed.

Mr. Veal, Mr. Orsini, and Mr. Elder voiced concerns as to the timing of the ferry replacement, feeling that the current vessel still has many years of life left. All three have served on the Skagit County Ferry Committee in the past.

The Board thanked the citizens for their comments, but stated that their role is not to evaluate the project itself, but to evaluate the application and consider the Technical Review Committee's recommendation.

Commissioner Janicki noted that the costs of maintenance on the existing vessel are rising every year, and having a large impact on the county's road fund. She then recused herself from voting on the matter.

Following public comment, questions and discussion, Commissioner French moved and Commissioner Price Johnson seconded to direct CRAB staff to submit a budget request to the Legislature in 2019 for up to \$7.5 million, to be taken off the top of the counties' share of the Motor Vehicle Fuel Tax and distributed to Skagit County in 20 annual installments of \$375,000, beginning July 1, 2019. **Motion carried unanimously**, with Commissioner Janicki recused.

## **RURAL ARTERIAL PROGRAM**

### **Jefferson County Project Request**

Mr. Hart reported that Jefferson County has requested \$336,370 in emergency RATA funding for the repair of Upper Hoh Road, MP 7.89 to MP 7. Federal funding is not available, and the WSDOT determined that the regional extent of storm damage was too low for FHWA Emergency Relief funding to be applied.

Heavy rains in mid-October 2017 caused high peak flows on the Hoh River and led to undermining and collapse of the eastbound lane of the road. The westbound lane was also undermined. The road was closed on November 23, 2017 after evacuation of the Hoh River Visitors Center staff and park visitors, and the County Commissioners declared an emergency on November 27, 2017. Contractors were mobilized the following day and after sufficient repairs were completed the road was reopened on December 19, 2017. Cost of this work was \$269,535.

Re-surfacing and guardrail is yet needed to complete the full establishment of the road to safe functioning condition. Estimated additional cost is \$104,209, for total costs of \$373,744. The county recognizes that the amount of RATA funds approved by the CRABoard will be deducted from the county's 2019-2021 biennium funding limit.

The history of work on Upper Hoh River Road has been extensive. RAP funded repairs and RC projects date back to 1985, along with additional work accomplished relative to the Upper Hoh River Road. The county is also currently applying for \$211,500 in RAP funding for the 2019-2021 biennium, and \$1,355,691 in Federal Lands Access Program funding for a resurfacing project, milepost 0.00 to 12.04.

The road has been repaired to the basic pre-event condition. The county is asking that CRAB also fund paving and guardrail to restore full function of the road.

Staff has reviewed the project site and finds that the county has completed needed repair of Upper Hoh River Road at milepost 8 vicinity due to loss of the road by the encroaching Hoh River; that immediately upstream of these repairs, the roadway appears prone to further sliding into the river. The county has confirmed that the river could take the upstream section out next year or it could remain for the next 20; that the county declared an emergency on November 27, 2017; and that the county's request meets the requirements for RAP emergency funding.

Therefore, staff recommends approval of \$336,470 in RATA funding for repair of Upper Hoh River Road from milepost 7.89- 7.95. This funding amount, if approved, will be deducted from the county's funding limit for the 2019-2021 biennium.

Mr. Hart introduced Mr. Reinders, who gave further information on the request.

Following discussion, Second Vice-Chair Woods moved and Commissioner Janicki seconded to approve Jefferson County's request for \$336,470 in emergency funding for repair of Upper Hoh River Road from milepost 7.89-7.95. This amount will be deducted from the county's funding limit for the 2019-2021 biennium. **Motion passed unanimously.**

### **Lincoln County Project Request**

Mr. Hart reported that Lincoln County has requested \$638,258 in emergency RATA funding for the repair of Porcupine Bay Road, milepost 5.00 to milepost 5.44.

During the first quarter of 2017 significant weather related issues, including an abundance of rainfall and melting snow pack, impacted many areas of Washington State. This prompted the Governor to declare a statewide emergency extending from March 10 thru April 3, 2017 and then extended to May 18, 2017. This event caused a landslide on Porcupine Bay Road on April 2, 2017. The embankment that supports a 500 foot long section of roadway failed, causing one lane of the roadway to slide into Lake Roosevelt. Lincoln County closed the road that same day to all traffic to evaluate a possible detour and repair. The county decided to keep the road closed until a permanent repair could be constructed. The County Commissioners declared an emergency on March 6, 2017, to remain in effect until severe weather issues subsided. The county secured initial funding of \$1.9 million from the ER Program thru WSDOT. After further evaluation by the geotechnical consultant, the cost has increased to \$6,564,797. ER funding of \$5,676,539 was subsequently approved by WSDOT on March 15, 2018

The county cites the required matching funds will cause a severe strain on its road budget, and seeks CRABoard approval of RATA funding in the amount of \$638,258. The county recognizes that the amount of RATA funds approved by the CRABoard will be deducted from the county's 2019-2021 biennium funding limit.

Staff has reviewed the project site, and finds that due to severe weather events in early 2017, Porcupine Bay Road suffered significant damage, and is closed to traffic. This request meets the requirements for RAP emergency funds, and recommends approval of \$638,258 for permanent repair of Porcupine Bay Road, milepost 5.00 – 5.44. If approved, this amount will be deducted from the county's funding limit for the 2019-2021 biennium.

Mr. Hart introduced Mr. Becker, who gave further information on the request. Mr. Ayres showed footage of the slide recorded with CRAB's unmanned aerial vehicle.

Vice-Chair Coffman noted that there have been over 150 documented slides in this area, and there is no way around this road. He then recused himself from discussion and voting on the request.

Following discussion, Second Vice-Chair Woods moved and Commissioner French

seconded to approve Lincoln County's request for \$638,258 in emergency funding for the repair of Porcupine Bay Road, milepost 5.00 to 5.44. This amount will be deducted from the county's funding limit for the 2019-2021 biennium. **Motion passed unanimously**, with Vice-Chair Coffman recused.

### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program status report, noting that 1,057 of 1,171 projects have been completed. Anticipated revenue to the end of the 2017-19 biennium is \$607,294,948. RAP expenditures to date total \$557,561,108. RAP obligations remaining to active projects through the 2017-19 biennium total \$122,957,842. The RATA fund balance as of March 31 was just over \$19.5 million.

He noted that preliminary project prospectuses were due March 1 for the upcoming funding cycle. The total of the requested funds is \$210 million. Projected revenue during the 2019-2021 biennium is \$46 million, of which approximately \$13 million will be allocated to current partially funded projects and the remainder to new requests.

Of the 145 projects submitted, staff anticipates that roughly half will be submitted as final proposals, which are due in September. Due to increased estimated revenue, the counties are showing a renewed focus on full rehabilitation projects.

### **RATA Fund Usage History**

Mr. Hart reported that in the early years of the program, it became somewhat inflexible. Several factors restricted the funding available and many projects were withdrawn. Changes to the program in the last ten years have resulted in higher delivery rates statewide.

He gave a brief presentation on the usage broken down into categories by number of RAP-eligible road miles per county.

### **Project Request Actions Taken by Staff**

Mr. Hart reported that Kittitas County recently gained federal funding for replacement of the Manastash Road Bridge, and has requested that the RATA amount for this project be reduced from \$1,300,000 to \$686,325. This will allow design to be completed with RATA funds and provide a match for the federal funding. The county also requested that reimbursement of the remaining RATA construction funding of \$342,000 be advanced from quarter 3, 2020 to quarter 4, 2018. Staff processed the requested changes, noting the payments for match to the federal bridge project will not adversely affect the RATA balance.

Spokane County notified CRAB on March 7, 2018 that it would be advertising three Argonne Road paving projects as tied bids. Only one is RAP funded. The county assured CRAB each contract would have separate bids, schedules and individual financial tracking.

Spokane County requested that the Forker Road project be split into two segments. The south segment will commence construction work in June 2018, and the north segment will be constructed in 2020 and tied in with Bigelow Gulch Road 4A at the north end. An amendment was offered to the county on March 29, 2018. The signed amendment was returned to CRAB and executed on April 3, 2018.

Douglas County requested that the milepost limits for the Douglas North Road paving project be extended from 5.81 to 6.37, in order to do additional paving needed in this extended section. Staff confirmed that the additional length is of the same condition as the original submittal, and that no additional RATA funds would be requested. An amendment was forwarded to the county April 10, 2018.

**Resolution 2018-002 - Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2018-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$3,153,118 deposited to the RATA for February and March 2018 be apportioned to the regions by the established 2017-2019 biennium regional percentages after setting aside \$86,000 for administration.

Following questions and discussion, Commissioner French moved Council Member Lambert seconded to approve Resolution 2018-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

**Resolution 2018-003 – Allocate Remaining Estimated 2017-2019 RATA Revenue and Approve 2017-2019 RAP Projects**

Mr. Hart presented Resolution 2018-003 - Allocate Remaining Estimated 2017-2019 RATA Revenue and Approve 2017-2019 RAP Projects, allocates the remaining estimated 2017-2019 fuel tax revenue and turned-back funds of \$8,639,679 as “New Funding” to the listed projects in the five regions.

Following questions and discussion, Vice-Chair Coffman moved and Commissioner Price Johnson seconded to approve presented Resolution 2018-003 - Allocate Remaining Estimated 2017-2019 RATA Revenue and Approve 2017-2019 RAP Projects. **Motion carried unanimously.**

**Chair Stacy called for a brief recess.**

**WSACE UPDATE**

Mr. Rowe noted that the annual WSACE Conference will be June 5-7 at the Alderbrook Resort on Hood Canal. On June 5, a barbecue reception will be held honoring him and Mr. Monsen as they prepare to retire in June.

He reported that the association’s studies on culvert and road safety data collection are continuing.

He urged the Board to be more proactive in the future in regards to county road funding, and thanked the Board for the opportunity to represent the WSACE at their meetings.

Chair Stacy thanked Mr. Rowe for his service to the association.

**COMPLIANCE REPORT**

Mr. Pohle reported that 38 counties submitted the Road Levy Certification by the February 1 deadline. The one delinquency was due to serious illness of the County Engineer.



All 39 counties submitted the required Traffic Law Enforcement Certification, Certification of Expenses for Fish Passage Barrier Removal, Annual Construction Report, CAPP Report, Bridge Inspections, Annual Certification, Annual Certification for Maintenance Management, and County Ferry System Report to CRAB by the April 2 deadline.

The Director of Highways and Local Programs has certified to CRAB that all counties have current Bridge Inspection Certificates on file with the Department.

Mr. Pohle noted three issues:

For a few years, counties using certain accounting/asset management software are producing poor quality CAPP reporting data. These systems apply unreasonably small costs to road segments, skewing the costs per lane/centerline mile. Mr. Hart has been working with these agencies to correct their data before we allow it into our system.

Last year three counties had yet to update their Bridge and Inspection reports to contain the statutory minimum requirements. That has improved to two counties, and CRAB staff will continue to work with these counties in an effort to bring these reports up to minimum requirements.

There are some counties that are still over-diverting Road Levy in excess of the amount established by resolution during their budget process.

Mr. Pohle reported that based on the April 2 submittals, SAO audit reviews for 2016 and 2017, and the performance of the 39 counties during the year 2017, a recommendation regarding the issuing of Certificates of Good Practice for fiscal year will depend on some deliberation by the Board.

Mr. Pohle reported briefly on vacancies in the office of County Engineer, noted no county audit findings of a compliance nature to report, and outlined his recent meetings and activities.

#### **Resolution 2018-004 – Certificates of Good Practice**

Mr. Koster announced that as required by RCW 36.78.090 and RCW 36.78.100, and pursuant to WAC 136-04-010 through WAC 136-04-060, he is submitting to the County Road Administration Board a report of the review of the annual certifications submitted by the counties for the calendar year 2017. Each year, these certifications provide information to this agency which touches upon three main areas: Management and Administration; Document Submittal, which includes such items as road levy certification, road log updates, construction reports, etc.; and Operations. From receipt of this information, staff is able to determine the level of compliance with applicable laws and Standards of Good Practice achieved by the counties of the State of Washington, and it is upon demonstrated compliance with these laws and standards which continued receipt of the fuel tax distribution depends.

He concluded that 38 counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice. Staff recommends that Thurston County's certification be conditioned based upon the fact that they did not accurately report to the CRABoard Thurston County's expenditures of diverted road levy for traffic policing.

Mr. Chavez reported that the county believes they have accurately reported their Traffic Law Expenditures.

Following questions and discussion, the Board decided to vote on two resolutions: 2018-004 Certificate of Good Practice, to be issued to 38 counties excepting Thurston; and 2018-005 Certificate of Good Practice, to be issued to Thurston County along with supporting documentation of the path taken by the Board to this point. While these were being drafted, the Board moved on with the agenda.

## **EXECUTIVE DIRECTOR'S REPORT**

### **CRABoard Positions**

Mr. Koster reported that on March 1, 2018 he sent a letter to WSAC President Blair Brady notifying him of the expiration in June 2018 of the terms of Commissioner Janicki, Council Member Lambert, and County Engineer Stacy. He noted that all three members are eligible for reappointment by WSAC.

### **WSACE Award Nominations**

Koster reported that nomination forms for the WSACE Engineer of the Year and Project-Program Manager of the Year have been sent out. The application deadline is May 18, 2018. The awards will be given at the WSACE Conference in June.

### **Current Budget Status and Supplemental Budget**

Mr. Koster reported that the variances seen are largely due to the Legislature's passage of the transportation budget before passage of the capital budget, resulting in an accounting imbalance in wages and salaries paid. This will resolve itself throughout the remainder of the biennium.

### **Staff Updates**

Mr. Koster reported that Mr. Pohle was chosen to succeed Mr. Monsen, and the position title changed to Engineering and Administrative Support Specialist, effective March 1, 2018. The agency organizational chart has been updated.

Mr. Pohle's former position of Compliance and Data Analysis Manager was advertised in April, and interviews were conducted April 18. The GIS Program Administrator position will be advertised May 1, with an anticipated start date of July 1, 2018. The Financial Analyst position will be advertised July 1.

## **DEPUTY DIRECTOR'S REPORT**

### **County Engineers/Public Works Directors**

Mr. Olsen noted that on February 27, 2018, Skamania County appointed Tim Elsea, PE, as the County Engineer after the retirement of Tim Homann, PE, effective March 1, 2018.

On March 19, 2018, Yakima County appointed Matt Pietrusiewicz, PE, as the County Engineer after the retirement of Gary Ekstedt, PE, effective April 1, 2018.

On April 11, 2018, Kittitas County Engineer Lucas Huck, PE, announced his resignation, effective April 30, 2018. It is anticipated that Public Works Director Mark Cook will be appointed as Interim County Engineer.

**County Visits completed since January 2018**

Mr. Olsen noted visits to Snohomish, Adams, Whitman, Grant, Chelan, and Douglas Counties. Numerous contacts with County Engineers took place in other venues.

**State Auditor’s Report**

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed five audit reports representing five counties since the February 2018 board meeting. One audit contained a total of one finding issued and none involved County Road Funds in some form. Any audit with a number in bold print under the “Co.Rd?” heading, revealed substantive findings involving County Road Funds.

**2016 Audits**

Report #	Entity/Description	Report Type	Audit Period	Date Released	New?	Co. Rd?	Prev?	Status
1021018	Walla Walla County	Accountability	01/01/2016 to 12/31/2016	4/9/2018				
1021017	Pierce County	Accountability	01/01/2016 to 12/31/2015	3/25/2018				
1020919	Spokane County	Accountability	01/01/2016 to 12/31/2016	4/5/2018				
1020688	Stevens County	Financial	01/01/2016 to 12/31/2016	3/5/2018	<b>1</b>	<b>NCR</b>		
1020726	Snohomish County	Accountability	01/01/2016 to 12/31/2016	3/1/2018				
				TOTAL	<b>1</b>		<b>0</b>	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

**Activities**

Mr. Olsen reviewed a list of his activities since the February 2018 CRABoard meeting.

**Eminent Domain Study**

Mr. Olsen reported the results of Mr. Pohle’s study on use of Eminent Domain. There were 15 responses to the question: Is your legislative/executive authority willing to authorize use of Eminent Domain when necessary to complete capital projects? 53.3% responded Yes. Several counties commented on the pros and cons of the practice.

**CERTIFICATES OF GOOD PRACTICE continued**

Ms. Pendleton presented the final draft of the resolutions.

**Resolution 2018-004 – Certificates of Good Practice**

Commissioner Price Johnson moved and Vice-Chair Coffman seconded to approve Resolution 2018-004, issuing Certificates of Good Practice to 38 counties, excluding Thurston. **Motion carried unanimously.**

**Resolution 2018-005 – Certificate of Good Practice – Thurston County**

Mr. Storey moved and Commissioner Koch seconded to approve Resolution 2018-005, issuing a Certificate of Good Practice to Thurston County with supporting documentation. **Motion carried unanimously.**

**Chair Stacy recessed the meeting at 4:37 p.m. The meeting will reconvene April 20, 2018 at 8:30 a.m.**

**County Road Administration Board  
Friday, April 20, 2018**

**CALL TO ORDER**

The meeting was reconvened by Vice-Chair Coffman at 8:30 a.m.

**STAFF REPORTS**

**Environmental Mitigation Survey**

Mr. Clark reported on the initial results of the survey sent to the counties in early March. He noted nine responses, with four more pending. He plans to do further investigation into the many changing regulations regarding maintenance issues such as ditching and solid waste storage, and report again at the July CRABoard meeting.

The Board expressed disappointment at the low response rate, and directed Mr. Clark to send the survey out again to those counties who had not participated. Mr. Clark will give an update at the July 2018 CRABoard Meeting.

He reported that he has received Road Log Updates from 19 counties to date. They are due to CRAB by May 1.

**Information Systems**

Mr. Hagenlock reported on the status of the GIS-Mo project, noting that the WTSC Traffic Records Committee Workgroup recommended approval of the full grant request of \$400,000.

On March 30 he sent an update to the Steering Committee, informing them of the plan to split the group into an Executive Steering Committee and Technical Workgroups consisting of a Data Structure and Documentation Workgroup, a GIS Specification and Workflow Workgroup, and an Interoperability Workgroup.

On April 18, Mr. Koster, Mr. Olsen and Mr. Hagenlock met with OCIO Oversight for a Concept Review. The OCIO is requiring that CRAB hire a Quality Assurance Consultant, which may add significant costs to the project. Staff will research how much a consultant will be truly needed to attempt to minimize those expenses.

Next steps include the Washington Electronic Business Solution (WEBS) Announcement of Sole Source Intent, and the DES Sole Source Justification Submittal. Mr. Hagenlock will be attending the WAURISA 2018 WA GIS Conference May 21-24, where he will give a GIS-Mo Lightning Talk Presentation. He will present a GIS-Mo Update at the WSACE Annual Conference in early June.

Mr. Hagenlock reported that staff plans to advertise for a GIS Administrator on May 1-15. Interviews and selection will be May 22-24, with the goal of a July 2 start date.

The completed “Plan to Plan” regarding server migration was delivered to WATECH. The “Plan” is due December 31. The move is required by June 30, 2019.

Mr. Hagenlock reported on recent system security updates, noting that the Secure Socket Layer (SSL) has been renewed through 2020 and the systems have been updated. Fire wall improvements have reduced penetration attempts; the Department of Homeland Security spent two weeks attempting to exploit CRAB at the request of the OCIO. Staff has requested a report of their findings.

Effective February 15, CRAB has an IT Backup Policy, which improves disaster recovery capabilities. He noted that the Colorado DOT and City of Atlanta recently experienced a ransomware attack targeting vulnerabilities shared by many government organizations, and in Atlanta’s case the hackers successfully encrypted their on-site backups. CRAB’s policy will mitigate these unavoidable risks by providing off-site backups. It is not intended for archiving or version history.

Mr. Hagenlock reported that in the first quarter of 2018, staff conducted 226 person hours of training, involving the staff of 15 counties. He noted that regularly scheduled classroom Mobility training will no longer be offered. Future Mobility training will be determined on an as-needed basis, by request and/or waitlist demand.

Also in the first quarter of 2018, 83 reported issues were resolved across seven categories, and staff attended 183.5 hours of professional development and training

Mr. Oyler gave a brief demonstration of the CRAB website enhancement project.

### **Design Systems**

Mr. Ayres noted several training sessions held in the CRAB offices in the past months, for a total of ten training days for 35 county staff members from nine different counties. CRAB does not charge the county staff to attend these classes, compared to almost \$2,500 per person if taken from a private vendor.

He reported on the progress of CRAB’s declaration of the Lead Applicant for the new FAA Integration Pilot Program (IPP). The IPP is an opportunity for governmental agencies to partner with private sector entities to accelerate safe Unmanned Aerial Systems integration. The IPP aims to accomplish operations for research including advancing beyond line-of-sight flight, night operations, and flying over human beings. The FAA will announce the IPP winners on May 7.

He has several UAV flights scheduled this spring, and plans to use many of the videos as training tools on the new website. He also plans to conduct a UAS Policy Workshop for the counties.

### **Intergovernmental Policy**

Mr. Mosen reported on his activities since the February 2018 CRABoard meeting. He noted that his last working day at CRAB will be June 29.



He reported that a customized County Engineers' Training was presented to Snohomish County on March 1-2, with 12 participants in Road Maintenance attending 3 hours at Cathcart Shop, and 36 participants in Engineering and Administration attending 6 hours at the Snohomish Administration Building. Eleven participants from ten counties are registered for the County Engineers' Training to be held at the CRAB offices May 1-3, 2018. He presented a compilation of the evaluations of the classes held since 2013.

As one of his final duties, an updated version of the County Engineers and Public Works Directors' Manual will be released soon.

Mr. Olsen thanked Mr. Monsen for his many years of service, not only to CRAB but to Whatcom and Skagit Counties.

Vice-Chair Coffman adjourned the CRABoard meeting at 10:14 a.m.

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Chair

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Attest

**RESOLUTION 2018-006**

**CERTIFYING THE MASTER COUNTY ROAD LOG  
AS OF JANUARY 1, 2018**

WHEREAS, Chapter 120, Laws of 1985, Regular Session, Section 1 (2) and WAC 136-60, as originally adopted by the County Road Administration Board on November 12, 1986, and last revised on January 16, 2003, provides for the maintenance and updating of the County Road Log; and

WHEREAS, CRAB staff provides estimated revenues for both the Motor Vehicle Fuel Tax and the County Arterial Preservation Program to the several counties upon adoption of the County Road Log by the CRABoard at their July meeting, so the counties can start their budget process in a timely manner.

WHEREAS, all counties have submitted their County Road Log updates, which substantially reflect their road systems as of January 1, 2018; and

WHEREAS, CRAB staff has reviewed each county's update and finds them to be in substantial compliance with all statutory and administrative code requirements;

NOW, THEREFORE, BE IT RESOLVED that the master County Road Log for all counties reflecting the county road system as of January 1, 2018 be certified as the provisional official County Road Log, and

Adopted by the CRABoard on July 26, 2018 during its regular meeting held in Olympia, Washington.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Attest

## RESOLUTION 2018-007

### REGARDING ROADWAY CATEGORIES AND UNIT COSTS FOR THE 2018 AND 2019 COUNTY FUEL TAX DISTRIBUTION (Revenue forecast based upon 2018 Legislative action)

WHEREAS, RCW 46.68.124(2) makes the CRABoard responsible for (1) establishing a uniform system of roadway categories for both maintenance and construction, (2) establishing a single state-wide cost per mile for each roadway category, and (3) verifying and approving all changes, corrections, and deletions to the County Road Log; and

WHEREAS, the roadway categories established by the Secretary of Transportation in 1983 with the advice and assistance of the CRABoard and in cooperation with the Washington State Association of County Engineers were reaffirmed by the CRABoard for the 2002-2003 update on July 19, 2001, and are included here as Attachment A; and

WHEREAS, the roadway category mileages are derived from the County Road Log as maintained and approved by the CRABoard of each odd-numbered year; and

WHEREAS, each of the several counties have submitted updates to their County Road Log, and the CRABoard has certified the official County Road Log as of January 1, 2018 by Resolution 2018-006 Adopted July 26, 2018; and

WHEREAS, based on the updated county Road Log, staff has calculated the single statewide unit costs for both maintenance and reconstruction for each roadway category based on the costs contained within the Road Jurisdiction Study; Phase II, completed in 1988.

NOW, THEREFORE, BE IT RESOLVED that for purposes of determining each county's fuel tax distribution factor for calendar year 2019:

1. that the roadway categories and associated unit costs as shown in Attachment A for computing maintenance and reconstruction costs within the statutory fuel tax allocation formula be used, and
2. that the roadway category mileages for each county derived from the County Road Log certified as of January 1, 2018 as shown in Attachment A shall be used for the computation of the fuel tax allocation factors.

Adopted by the CRABoard on July 26, 2018 during its regular meeting held in Olympia, Washington.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Attest

**Attachment A**

CRABoard Resolution 2018-007 - July 26, 2018

**MAINTENANCE AND RECONSTRUCTION CATEGORIES AND UNIT COSTS  
FOR 2018 - 2019 COUNTY FUEL TAX ALLOCATIONS**

Categories from 1983 Cost Factor Study, for Road Log Certified 1/1/2018

Costs are in 1988 dollars, based on Road Jurisdiction Study cost factors

Maintenance and Reconstruction Cost Adjustments from WSDOT RF1806, Implicit Price Deflator - 1.5630936228%

**MAINTENANCE PER CENTERLINE MILE**

Maintenance Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars Unit Cost (\$/Mile)	2018 Dollars Unit Cost (\$/Mile)
M - 1	R	All	Unimproved	All	737	1,152
M - 2	R	All	Graded	All	1,546	2,417
M - 3	R	Access	Gravel	All	5,664	8,853
M - 4	R	Arterial	Gravel	All	7,753	12,119
M - 5	R	Access	BST	All	8,681	13,569
M - 6	R	Arterial	BST	All	10,492	16,400
M - 7	R	Access	Paved	All	11,399	17,818
M - 8	R	Arterial	Paved	All	14,406	22,518
M - 9	U	Access	BST & Less	All	9,581	14,976
M - 10	U	Arterial	BST & Less	All	21,570	33,716
M - 11	U	Access	Paved	All	12,933	20,215
M - 12	U	Arterial	Paved	< 5,000	28,989	45,313
M - 13	U	Arterial	Paved	>5,000	51,103	79,879

**RECONSTRUCTION \ REPLACEMENT PER CENTERLINE MILE**

Replacement Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars Unit Cost (\$/Mile)	2018 Dollars Unit Cost (\$/Mile)
R - 1	R	Access	Unpaved	All	239,766	374,777
R - 2	R	Access	BST	All	278,368	435,115
R - 3	R	Access	Paved	All	278,526	435,362
R - 4	R	Min Coll	BST & Less	All	402,577	629,266
R - 5	R	Min Coll	Paved	All	392,985	614,272
R - 6	R	Arterial	BST & Less	All	385,983	603,328
R - 7	R	Arterial	Paved	All	364,100	569,122
R - 8	U	Access	BST & Less	All	618,582	966,902
R - 9	U	Access	Paved	All	621,640	971,682
R - 10	U	Collector	BST & Less	All	667,000	1,042,583
R - 11	U	Collector	Paved	All	671,897	1,050,238
R - 12	U	Min Art	BST & Less	All	893,918	1,397,278
R - 13	U	Min Art	Paved	All	927,474	1,449,729
R - 14	U	Arterial	BST & Less	All	1,346,095	2,104,073
R - 15	U	Arterial	Paved	All	1,577,968	2,466,512

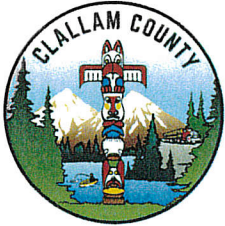
**These are costs per centerline mile for reconstruction of existing road to current standards  
Does not include Right-of-way, multi-modal, and environmental mitigation costs**

**ESTIMATED 2019 REVENUES  
MOTOR VEHICLE FUEL TAX**

June 2018 OFM Revenue Forecast  
County Road Log Certified January 1, 2018

\$149,726,447

COUNTY	2019 ALLOCATION	
	PERCENT	REVENUE
Adams	2.9012	\$4,343,864
Asotin	1.1328	\$1,696,101
Benton	2.2628	\$3,388,010
Chelan	1.5478	\$2,317,466
Clallam	1.4281	\$2,138,243
Clark	4.4470	\$6,658,335
Columbia	1.0135	\$1,517,478
Cowlitz	1.5828	\$2,369,870
Douglas	2.5988	\$3,891,091
Ferry	1.2221	\$1,829,807
Franklin	1.9749	\$2,956,948
Garfield	0.9025	\$1,351,281
Grant	4.4822	\$6,711,039
Grays Harbor	1.6334	\$2,445,632
Island	1.5817	\$2,368,223
Jefferson	0.9804	\$1,467,918
King	8.0757	\$12,091,459
Kitsap	3.5724	\$5,348,828
Kittitas	1.4149	\$2,118,479
Klickitat	1.8609	\$2,786,259
Lewis	2.2904	\$3,429,335
Lincoln	2.9784	\$4,459,452
Mason	1.6086	\$2,408,500
Okanogan	2.3174	\$3,469,761
Pacific	0.9286	\$1,390,360
Pend Oreille	1.1269	\$1,687,267
Pierce	7.5018	\$11,232,179
San Juan	0.6055	\$906,594
Skagit	2.2590	\$3,382,320
Skamania	0.6050	\$905,845
Snohomish	6.3229	\$9,467,054
Spokane	6.0927	\$9,122,383
Stevens	2.6044	\$3,899,476
Thurston	3.5535	\$5,320,529
Wahkiakum	0.5987	\$896,412
Walla Walla	2.0272	\$3,035,255
Whatcom	2.8431	\$4,256,873
Whitman	2.9633	\$4,436,844
Yakima	4.1567	\$6,223,679
<b>TOTAL</b>	<b>100.0000</b>	<b>\$149,726,447</b>



# Clallam County Public Works/Road Department

223 E. Fourth St., Suite 6

Port Angeles, WA 98362-3000

360-417-2448 Fax: 360-417-2513 E-mail: rtyler@co.clallam.wa.us

June 14, 2018

Walt Olson, Deputy Director  
County Road Administration Board  
2404 Chandler Ct. SW, Suite 240  
Olympia, WA 98502-0913

Subject: Clallam County Corrective Action Plan for Pavement Management System

Dear Walt:

Thank you for meeting with us on June 11, 2018, regarding the County Pavement Management System. We appreciate the training offered and the one-on-one staff time. Following the meeting, it was determined by your office that Clallam County prepare a Corrective Action Plan that assures the County Road Administration Board that compliance with WAC 136-70 will be achieved. We propose the following:

## **Phase 1 Immediate Pavement Condition Rating of all paved County Arterials**

1. Two County Engineering staff members have been assigned to work together to accomplish the pavement condition ratings.
2. County staff will meet with CRAB staff for training in early July (date tentatively set for July 1, 2018).
3. Ratings of Paved County Arterials will be completed, reviewed and submitted to CRAB by August 15, 2018.
4. The "Pavement Surface Condition Rating Manual" and the VizRate program will be used to record the pavement distresses.
5. The data will then be uploaded to the Mobility Database.
6. One Nitestar NS60 DMI has been ordered that will interface with the VizRate program.
7. A status report will be provided to CRAB by July 20, 2018.

## **Phase 2 Implement a staggering of the pavement ratings**

8. This step involves performing the west half of the County in "odd" years and the east half of the County in "even" years. This will allow the workload to be spread out and will also keep the individuals performing the ratings more current than if doing the ratings once every two years.
9. Paved Local Access Roads will begin to be rated, with a goal of having the entire system rated by the end of 2022.

Please consider this letter a commitment that staff involved and the undersigned will complete the work in compliance with WAC 136-70. As such, Clallam County intends to continue our eligibility for CAPP funds in accordance with our Certificate of Good Practice.

Sincerely,

Ross Tyler, P.E.

Director of Public Works/Road Department, County Engineer

Joe Donisi, PE  
Asst. County Engineer

RECEIVED

BY: R. Wagner

DATE: 6/18/18



WASHINGTON STATE  
**County Road Administration Board**

2404 Chandler Court SW Suite #240 Olympia, WA 98504-0913 [www.crab.wa.gov](http://www.crab.wa.gov)  
360/753-5989 FAX 360/586-0386



June 24, 2018

Ross Tyler, PE  
Clallam County Engineer  
223 E. Fourth Street, Suite 6  
Port Angeles, WA 98362-3000

RE: Clallam County Corrective Action Plan for Pavement Management System

Mr. Tyler:

County Road Administration Board is in receipt of your Corrective Action Plan for Pavement Management System, dated June 14, 2018, and have found it to be acceptable. We look forward to your status report prior to our July 26-27, 2018 CRABoard meeting. Thank you for your prompt response to our inquiry.

Sincerely,

A handwritten signature in black ink that reads "WALTER R. OLSEN, PE". The signature is written in a cursive style.

Walter R. Olsen, PE  
Deputy Director  
County Road Administration Board

XC: John Koster, Executive Director  
Derek Pohle, Engineering and Administrative Support Specialist  
Drew Woods, Compliance and Data Analysis Manager



## Clallam County Public Works/Road Department

223 E. Fourth St., Suite 6

Port Angeles, WA 98362-3000

360-417-2448 Fax: 360-417-2513 E-mail: [rtyler@co.clallam.wa.us](mailto:rtyler@co.clallam.wa.us)

July 20, 2018

Walt Olson, Deputy Director  
County Road Administration Board  
2404 Chandler Ct. SW, Suite 240  
Olympia, WA 98502-0913

Subject: Clallam County Status Report for Pavement Management System

Dear Walt:

Thank you and your staff for working with Clallam County on the update of the pavement ratings. There are now three employees in addition to myself actively involved in the pavement ratings using VizRate.

As of yesterday, July 19, 2018 Clallam County has rated 104.60 miles of paved County Arterials with 30.80 miles remaining to be rated. We expect to complete the additional mileage in the next week and to complete any quality control work and re-rating if necessary by August 15, 2018.

Sincerely,

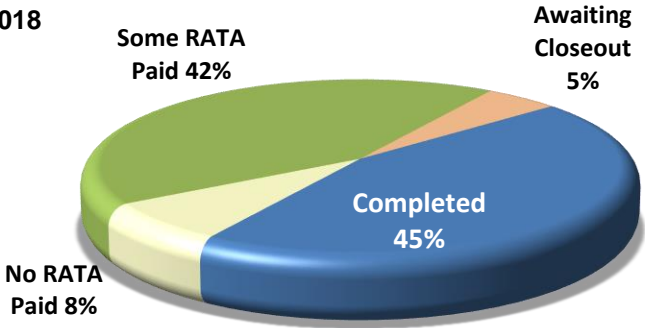
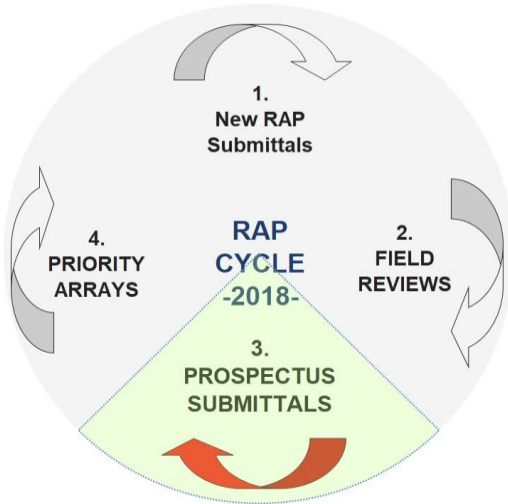
Ross Tyler, P.E.  
Director of Public Works/Road Department, County Engineer  
360-417-2448

Joe Donisi, PE  
Asst. County Engineer  
360-417-2404

## RURAL ARTERIAL PROGRAM

July, 2018

Projects Funded  
2007 - 2018



### PROJECT STATUS:

Billing Phase	'83-'07	'07-'09	'09-'13	'13-'15	'15-'17	Current Biennium '17-'19	TOTAL
<b>Completed</b>	958	39	33	24	4	0	1058
<b>Awaiting Closeout</b>		3	1	4	3	0	11
<b>Some RATA paid</b>	1	2	8	21	35	28	95
<b>No RATA Paid</b>				1	2	14	17
<b>TOTAL</b>	959	44	42	50	44	42	1181

### FUND STATUS:

**Anticipated Revenue to end of '17 - '19 Biennium:**

Fuel tax receipts and interest through June, 2017	562,159,348
<b>Estimated</b> fuel tax receipts, interest and <b>CW Transfers</b> July 2017 thru June 2019	46,398,300
Total estimated revenue	<b>608,557,648</b>

**RAP Expenditures to date:**

To Completed Projects	514,777,073
To Projects in Design or Under Construction	35,158,529
Administration	11,389,425
Total RATA spent	<b>561,325,028</b>

**RAP Obligations:**

RATA Balance on Active Projects	110,789,246
RATA \$ yet to allocate to Partially funded projects -	12,340,938
Requests for reimbursement - pending	1,092,508
Estimated remaining administration through 2017- 2019 biennium	468,413
Total RATA obligated	<b>124,691,105</b>

### QTR 2 - 2018 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
April	\$19,578,596.30	\$2,027,619.01	\$19,326.05	(922,113.63)	23	(44,201.36)	\$20,659,226.37
May	\$20,659,226.37	\$1,716,760.71	\$21,215.40	(679,605.00)	35	(45,012.27)	\$21,672,585.21
June	\$21,672,585.21	\$2,281,367.58	\$23,742.21	(824,626.00)	24	(43,169.81)	\$23,109,899.19
<b>TOTALS:</b>		\$6,025,747.30	\$64,283.66	(2,426,344.63)	82	(132,383.44)	

*County Road Administration Board – July 26, 2018*  
**Regional RAP (and statewide FLAP) meetings update**

Regional meetings were held in May and June, 2018. Items covered:

- Annual and biennial funding for RAP and CAPP including \$4.8 Million new funding to both accounts from Connecting Washington.
- Federal Lands Access Program funding.
- Final prospectus submittal process in RAP Online.
- Potential RAP and CAPP program delivery (dashboard) charts for the new website.

**NW Region – May 8:**

The NW Region counties submitted 14-2R and 11-3R projects. The region discussed potential funding for intersections and concluded that there is no need for formal funding in the region. Some intersection work has been done with RAP funds as a portion of a standard road project. All NW counties continue to borrow Whatcom County's road rater (deflection testing) for structural rating.

**SW Region – May 10:**

The SW Region counties submitted 4-2R 16-3R, 2-RC and 6-DR preliminary proposals. All SW projects are now structurally rated using VizRate. Only one or two counties had been using deflection testing over the last couple biennia. The region is satisfied with the current rating criteria and project types.

**NE Region - May 23:**

The NE Region counties submitted 12-2R, 25-3R, 5-RC, and 3-DR (drainage) projects as preliminary proposals. Federal Aid replacement bridge projects can be submitted at any time, mid-cycle. The group suggested raising the percent of revenue dedicated to 2R/DR projects from 30% to 35% or 40%, or increasing the 2R county limit (currently 750,000), since drainage projects now compete in the same pool. This will be reviewed in preparation for the next call.

**SE Region – May 24:**

The SE Region counties submitted 5-2R, 21-3R, 3-RC, 3-DR, 1-FA bridge and 1-SA bridge projects as preliminary proposals. Federal Aid replacement bridge projects can be submitted at any time, mid-cycle. The region is satisfied with the rating criteria currently in place.

**PS Region – June 21:**

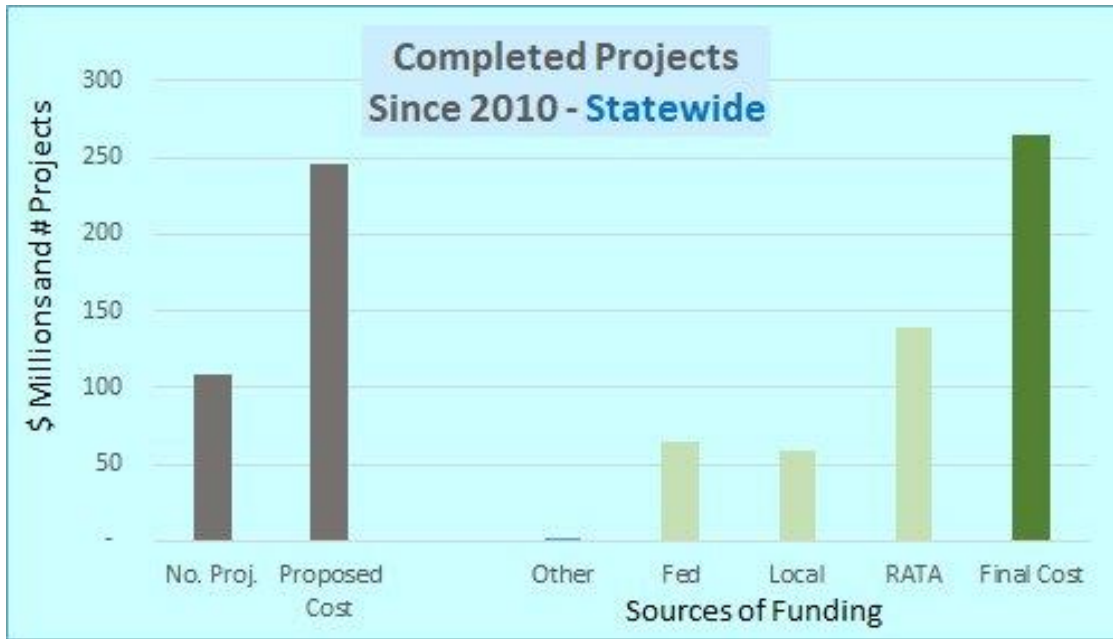
The PS Region counties submitted 3-2R, 4-DR, 3-SA bridge and 3-IS projects as preliminary proposals. Federal Aid replacement bridge projects can be submitted at any time, mid-cycle. The majority of attendees were new to RAP funding and this required more basic coverage of the program. Mike Clark provided an overview of current environmental issues counties are facing.

**Federal Lands Access Program Meeting – May 31**

CRAB staff represented local agencies as part of the 3-member Program Decisions Committee (PDC) for Federal Lands Access Program (FLAP) funding. 49 projects requesting \$67.2 Million were received and evaluated. 17 proposals requesting \$25 Million were approved for funding. This included 8 county projects for \$18.2 Million and 2 city projects for \$3.8 Million. FHWA sent notifications to all applicants in early June.

**Codes for project types:**

- 2R – Paving
- 3R – Rehabilitation,
- RC – Reconstruction (Realignment)
- IS – Intersection project
- DR – Culvert replacement project
- FA – Federally funded bridge replacement project
- SA – Locally funded bridge replacement project



*County Road Administration Board – July 26, 2018*

**Project Actions Taken by CRAB Staff**

**Clallam County – Carlsborg Road:**

The county gained funding for its' 2017 - 2019 Carlsborg Road proposal, milepost 0.00 to 1.76, at the April 2018 CRABoard meeting, and a contract was offered to the county for \$524,509. During field reviews with Clallam County staff for next biennium proposals, CRAB staff suggested that since there was a double application between the two proposals (one funded and one proposed for next biennium), one of the two must be dropped. Clallam County explained that a portion of the newly funded project (milepost 0.0 – 1.01) had actually been constructed in 2017, prior to the county being awarded the new RAP funding. This was confirmed by CRAB staff upon reviewing the next biennium proposal location. The county was informed that the contract that CRAB offered for the new funding was not valid since the proposed improvements had been constructed prior to funding. The funded Carlsborg Road proposal was subsequently withdrawn from the 2017-2019 array. The \$524,509 in withdrawn funding will be used to fund new 2019 – 2021 proposals in the NW region.



**County Road Administration Board Agency Summary FYTD as of June 2018**

**Fund 108 MVF Admin Operating**

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	1,606,565	834,650	671,729	162,921	934,836
Employee Benefits	502,753	248,016	203,426	44,590	299,327
Travel	31,700	14,040	46,834	(32,794)	(15,134)
Capital Outlays	87,395	33,793	3,255	30,538	84,140
Grants, Benefits & Client Services	0	0	238	(238)	(238)
Goods and Services	491,587	247,318	249,980	(2,662)	241,607
<b>Sum:</b>	<b>2,720,000</b>	<b>1,377,817</b>	<b>1,175,462</b>	<b>202,355</b>	<b>1,544,538</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
<b>Salaries and Wages</b>	<b>96,242</b>	<b>68,870</b>	<b>27,372</b>	<b>834,650</b>	<b>671,729</b>	<b>162,921</b>
AA State Classified	53,319	33,422	19,897	555,574	407,017	148,557
AC State Exempt	17,923	17,458	465	215,076	210,423	4,653
AS Sick Leave Buy-Out	0	10,207	(10,207)	0	19,995	(19,995)
AT Terminal Leave	25,000	7,784	17,216	64,000	34,294	29,706
<b>Employee Benefits</b>	<b>23,750</b>	<b>16,721</b>	<b>7,029</b>	<b>248,016</b>	<b>203,426</b>	<b>44,590</b>
BA Old Age and Survivors Insurance	4,418	3,557	861	47,578	39,331	8,247
BB Retirement and Pensions	9,048	6,462	2,586	97,876	78,415	19,461
BC Medical Aid & Industrial Insurance	(656)	210	(866)	2,732	2,683	49
BD Health, Life & Disability Insurance	9,989	5,661	4,328	88,738	69,662	19,076
BH Hospital Insurance (Medicare)	951	832	119	11,092	9,198	1,894
BT Shared Leave Provided Sick Leave	0	0	0	0	4,112	(4,112)
BZ Other Employee Benefits	0	0	0	0	25	(25)
<b>Goods and Services</b>	<b>21,749</b>	<b>16,513</b>	<b>5,236</b>	<b>247,318</b>	<b>249,980</b>	<b>(2,662)</b>
EA Supplies and Materials	90	222	(132)	1,080	1,717	(637)
EB Communications/Telecommunications	208	2	206	2,518	2,081	437
EC Utilities	808	(663)	1,471	3,238	2,581	657
ED Rentals and Leases - Land & Buildings	1,862	1,862	0	22,452	30,278	(7,826)
EE Repairs, Alterations & Maintenance	0	0	0	0	229	(229)
EF Printing and Reproduction	38	88	(50)	456	860	(404)
EG Employee Prof Dev & Training	266	76	190	3,192	3,405	(213)
EH Rental & Leases - Furn & Equipment	29	36	(7)	414	528	(114)
EJ Subscriptions	44	23	21	528	285	243
EK Facilities and Services	7,585	7,297	289	90,994	90,732	262
EL Data Processing Services (Interagency)	7,189	5,114	2,076	68,268	62,153	6,115
EM Attorney General Services	421	0	421	5,052	1,972	3,080
EN Personnel Services	2,070	2,070	(0)	23,354	24,196	(842)
EP Insurance	119	120	(1)	4,525	3,808	717
ER Other Contractual Services	0	0	0	8,430	3,468	4,962
ES Vehicle Maintenance & Operating Cst	0	153	(153)	0	1,291	(1,291)
EW Archives & Records Management Svcs	0	0	0	388	388	0

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
EY Software Licenses and Maintenance	1,020	113	907	12,240	20,007	(7,767)
EZ Other Goods and Services	0	0	0	189	0	189
<b>Travel</b>	<b>1,170</b>	<b>3,335</b>	<b>(2,165)</b>	<b>14,040</b>	<b>46,834</b>	<b>(32,794)</b>
GA In-State Subsistence & Lodging	705	1,596	(891)	8,460	21,627	(13,167)
GB In-State Air Transportation	0	0	0	0	96	(96)
GC Private Automobile Mileage	120	81	39	1,440	4,362	(2,922)
GD Other Travel Expenses	45	0	45	540	1,206	(666)
GF Out-of-State Subsistence & Lodging	30	0	30	360	2,711	(2,351)
GG Out-of-State Air Transportation	15	0	15	180	939	(759)
GN Motor Pool Services	255	1,658	(1,403)	3,060	15,892	(12,832)
<b>Capital Outlays</b>	<b>10,875</b>	<b>0</b>	<b>10,875</b>	<b>33,793</b>	<b>3,255</b>	<b>30,538</b>
JA Noncapitalized Assets	10,875	0	10,875	33,793	3,255	30,538
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>238</b>	<b>(238)</b>
NZ Other Grants and Benefits	0	0	0	0	238	(238)
<b>Total Dollars</b>	<b>153,786</b>	<b>105,440</b>	<b>48,346</b>	<b>1,377,817</b>	<b>1,175,462</b>	<b>202,355</b>

### Fund 186 CAPA Operating

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	719,255	328,234	319,906	8,328	399,349
Employee Benefits	242,485	108,500	105,353	3,147	137,132
Travel	117,048	58,524	24,707	33,817	92,341
Capital Outlays	141,315	87,792	12,849	74,943	128,466
Grants, Benefits & Client Services	0	0	150	(150)	(150)
Goods and Services	371,897	185,950	158,936	27,014	212,961
<b>Sum:</b>	<b>1,592,000</b>	<b>769,000</b>	<b>621,901</b>	<b>147,099</b>	<b>970,099</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
<b>Salaries and Wages</b>	<b>31,542</b>	<b>30,412</b>	<b>1,130</b>	<b>328,234</b>	<b>319,906</b>	<b>8,328</b>
AA State Classified	31,542	30,412	1,130	328,234	319,906	8,328
<b>Employee Benefits</b>	<b>9,514</b>	<b>9,697</b>	<b>(183)</b>	<b>108,500</b>	<b>105,353</b>	<b>3,147</b>
BA Old Age and Survivors Insurance	1,956	1,833	123	20,353	19,255	1,098
BB Retirement and Pensions	4,006	3,862	144	41,683	40,628	1,055
BC Medical Aid & Industrial Insurance	169	149	20	1,758	1,615	143
BD Health, Life & Disability Insurance	2,926	3,424	(498)	39,947	39,350	597
BH Hospital Insurance (Medicare)	457	429	28	4,759	4,503	256
<b>Goods and Services</b>	<b>17,717</b>	<b>7,550</b>	<b>10,167</b>	<b>185,950</b>	<b>158,936</b>	<b>27,014</b>
EA Supplies and Materials	375	877	(502)	4,500	6,671	(2,171)
EB Communications/Telecommunications	736	8	728	8,832	6,914	1,918
EC Utilities	3,373	(2,616)	5,989	13,492	10,189	3,303
ED Rentals and Leases - Land & Buildings	7,349	7,349	0	88,188	80,839	7,349
EE Repairs, Alterations & Maintenance	0	0	0	0	903	(903)
EF Printing and Reproduction	158	348	(190)	1,896	3,396	(1,500)
EG Employee Prof Dev & Training	1,106	300	806	13,272	9,510	3,762
EH Rental & Leases - Furn & Equipment	144	144	0	1,728	2,085	(357)
EJ Subscriptions	181	90	91	2,172	972	1,200



<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
EK Facilities and Services	0	0	0	0	(186)	186
EL Data Processing Services (Interagency)	0	0	0	0	0	(0)
EN Personnel Services	0	0	0	0	0	0
EP Insurance	0	0	0	0	0	(0)
ER Other Contractual Services	0	0	0	0	8,449	(8,449)
ES Vehicle Maintenance & Operating Cst	0	605	(605)	0	5,096	(5,096)
EW Archives & Records Management Svcs	0	0	0	0	0	0
EY Software Licenses and Maintenance	4,250	446	3,805	51,000	24,899	26,101
EZ Other Goods and Services	45	0	45	870	(801)	1,671
<b>Travel</b>	<b>4,877</b>	<b>0</b>	<b>4,877</b>	<b>58,524</b>	<b>24,707</b>	<b>33,817</b>
GA In-State Subsistence & Lodging	2,938	0	2,938	35,256	15,436	19,820
GB In-State Air Transportation	0	0	0	0	380	(380)
GC Private Automobile Mileage	500	0	500	6,000	6,132	(132)
GD Other Travel Expenses	188	0	188	2,256	573	1,683
GF Out-of-State Subsistence & Lodging	125	0	125	1,500	0	1,500
GG Out-of-State Air Transportation	63	0	63	756	0	756
GN Motor Pool Services	1,063	0	1,063	12,756	2,185	10,571
<b>Capital Outlays</b>	<b>7,316</b>	<b>0</b>	<b>7,316</b>	<b>87,792</b>	<b>12,849</b>	<b>74,943</b>
JA Noncapitalized Assets	7,316	0	7,316	87,792	12,849	74,943
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>(150)</b>
NZ Other Grants and Benefits	0	0	0	0	150	(150)
<b>Total Dollars</b>	<b>70,966</b>	<b>47,659</b>	<b>23,307</b>	<b>769,000</b>	<b>621,901</b>	<b>147,099</b>

## Fund 102 RATA Operating

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	759,484	367,061	380,032	(12,971)	379,452
Employee Benefits	243,506	115,844	122,852	(7,008)	120,654
Travel	10,875	3,960	7,309	(3,349)	3,566
Capital Outlays	12,379	11,379	1,028	10,351	11,351
Grants, Benefits & Client Services	0	0	12	(12)	(12)
Goods and Services	29,756	18,958	12,779	6,179	16,977
<b>Sum:</b>	<b>1,056,000</b>	<b>517,202</b>	<b>524,012</b>	<b>(6,810)</b>	<b>531,988</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
<b>Salaries and Wages</b>	<b>31,768</b>	<b>31,948</b>	<b>(180)</b>	<b>367,061</b>	<b>380,032</b>	<b>(12,971)</b>
AA State Classified	31,768	31,948	(180)	367,061	380,032	(12,971)
<b>Employee Benefits</b>	<b>11,023</b>	<b>10,288</b>	<b>735</b>	<b>115,844</b>	<b>122,852</b>	<b>(7,008)</b>
BA Old Age and Survivors Insurance	1,908	1,939	(31)	21,894	23,065	(1,171)
BB Retirement and Pensions	3,908	4,057	(149)	44,840	48,264	(3,424)
BC Medical Aid & Industrial Insurance	155	140	15	1,770	1,758	12
BD Health, Life & Disability Insurance	4,606	3,698	908	42,220	44,372	(2,152)
BH Hospital Insurance (Medicare)	446	454	(8)	5,120	5,394	(274)
<b>Goods and Services</b>	<b>1,736</b>	<b>604</b>	<b>1,132</b>	<b>18,958</b>	<b>12,779</b>	<b>6,179</b>
EA Supplies and Materials	30	70	(40)	360	534	(174)
EB Communications/Telecommunications	57	1	56	706	553	153

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
EC Utilities	269	(209)	478	1,079	815	264
ED Rentals and Leases - Land & Buildings	587	588	(1)	7,055	6,467	588
EE Repairs, Alterations & Maintenance	0	0	0	0	72	(72)
EF Printing and Reproduction	8	28	(20)	151	272	(121)
EG Employee Prof Dev & Training	84	24	60	1,063	761	302
EH Rental & Leases - Furn & Equipment	6	11	(5)	138	167	(29)
EJ Subscriptions	9	7	2	174	78	96
EK Facilities and Services	0	0	0	0	(15)	15
EL Data Processing Services (Interagency)	0	0	0	0	0	(0)
EN Personnel Services	0	0	0	0	0	0
EP Insurance	0	0	0	0	0	(0)
ER Other Contractual Services	0	0	0	0	676	(676)
ES Vehicle Maintenance & Operating Cst	0	48	(48)	0	408	(408)
EW Archives & Records Management Svcs	0	0	0	0	0	0
EY Software Licenses and Maintenance	680	36	644	8,160	1,992	6,168
EZ Other Goods and Services	6	0	6	72	0	72
<b>Travel</b>	<b>330</b>	<b>329</b>	<b>1</b>	<b>3,960</b>	<b>7,309</b>	<b>(3,349)</b>
GA In-State Subsistence & Lodging	235	329	(94)	2,820	5,826	(3,006)
GB In-State Air Transportation	0	0	0	0	30	(30)
GC Private Automobile Mileage	40	0	40	480	1,053	(573)
GD Other Travel Expenses	15	0	15	180	224	(44)
GF Out-of-State Subsistence & Lodging	10	0	10	120	0	120
GG Out-of-State Air Transportation	30	0	30	360	0	360
GN Motor Pool Services	0	0	0	0	175	(175)
<b>Capital Outlays</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>11,379</b>	<b>1,028</b>	<b>10,351</b>
JA Noncapitalized Assets	1,000	0	1,000	11,379	1,028	10,351
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>(12)</b>
NZ Other Grants and Benefits	0	0	0	0	12	(12)
<b>Total Dollars</b>	<b>45,857</b>	<b>43,170</b>	<b>2,687</b>	<b>517,202</b>	<b>524,012</b>	<b>(6,810)</b>

### GISMO UAR - WSAC - Approp 9A0 Fund 186

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Professional Service Contracts	100,000	0	0	0	100,000
Capital Outlays	12,500	12,500	0	12,500	12,500
Goods and Services	12,500	12,500	199	12,301	12,301
<b>Sum:</b>	<b>125,000</b>	<b>25,000</b>	<b>199</b>	<b>24,801</b>	<b>124,801</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
<b>Professional Service Contracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CD Computer/Information Services	0	0	0	0	0	0
<b>Goods and Services</b>	<b>4,500</b>	<b>199</b>	<b>4,301</b>	<b>12,500</b>	<b>199</b>	<b>12,301</b>
EA Supplies and Materials	0	37	(37)	0	37	(37)
EB Communications/Telecommunications	0	162	(162)	0	162	(162)
EY Software Licenses and Maintenance	4,500	0	4,500	12,500	0	12,500
<b>Capital Outlays</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>12,500</b>	<b>0</b>	<b>12,500</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
JA Noncapitalized Assets	4,500	0	4,500	12,500	0	12,500
<b>Total Dollars</b>	<b>9,000</b>	<b>199</b>	<b>8,801</b>	<b>25,000</b>	<b>199</b>	<b>24,801</b>

### Fund 186 CAPA Capital Grants

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Grants, Benefits & Client Services	38,434,000	18,537,000	18,517,071	19,929	19,916,929
<b>Sum:</b>	<b>38,434,000</b>	<b>18,537,000</b>	<b>18,517,071</b>	<b>19,929</b>	<b>19,916,929</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	1,993,500	1,898,263	95,237	18,537,000	18,517,071	19,929
NZ Other Grants and Benefits	1,993,500	1,898,263	95,237	18,537,000	18,517,071	19,929
<b>Total Dollars</b>	<b>1,993,500</b>	<b>1,898,263</b>	<b>95,237</b>	<b>18,537,000</b>	<b>18,517,071</b>	<b>19,929</b>

### Fund 102 RATA Capital Grants

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Travel	0	0	0	0	0
Grants, Benefits & Client Services	63,186,000	29,804,000	19,096,886	10,707,114	44,089,114
<b>Sum:</b>	<b>63,186,000</b>	<b>29,804,000</b>	<b>19,096,886</b>	<b>10,707,114</b>	<b>44,089,114</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Travel	0	0	0	0	0	0
GA In-State Subsistence & Lodging	0	0	0	0	0	0
Grants, Benefits & Client Services	2,077,500	824,626	1,252,874	29,804,000	19,096,886	10,707,114
NZ Other Grants and Benefits	2,077,500	824,626	1,252,874	29,804,000	19,096,886	10,707,114
<b>Total Dollars</b>	<b>2,077,500</b>	<b>824,626</b>	<b>1,252,874</b>	<b>29,804,000</b>	<b>19,096,886</b>	<b>10,707,114</b>

### Fund 108 MVF Capital Grants

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Grants, Benefits & Client Services	706,000	353,000	352,900	100	353,100
<b>Sum:</b>	<b>706,000</b>	<b>353,000</b>	<b>352,900</b>	<b>100</b>	<b>353,100</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	0	0	0	353,000	352,900	100
NZ Other Grants and Benefits	0	0	0	353,000	352,900	100
<b>Total Dollars</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>353,000</b>	<b>352,900</b>	<b>100</b>

# **July 2018 CRABoard Meeting** **Deputy Director's Report**

## **A. County Engineer Changes since April 2018**

1. By email and resolution on April 24, 2018, Walla Walla County notified CRAB that County Engineer Randy Glaeser would retire June 15, 2018 and appointed Tony Garcia, PE, County Engineer, effective June 15, 2018.
2. By email and resolution on April 30, 2018, Douglas County appointed Aaron Simmons, PE as acting County Engineer, effective April 30, 2018, and until the Board appoints a new engineer.
3. By letter on May 3, 2018 and resolution on April 28, 2018, Kittitas County appointed Mark Cook, PE as acting County Engineer for a period not to exceed six months.
4. By email and resolution May 21, 2018, Columbia County appointed Grant Morgan, PE, as acting County Engineer until the Board appoints a new engineer.
5. By email and resolution July 10, 2018, Mason County announced the resignation of John Huestis, PE, effective July 15, 2018 and appointed Jerry Hauth PE, as acting County Engineer until the Board appoints a new engineer.

## **B. County Visits completed since April 2018**

- Pend Oreille County (2)
- Stevens County
- Ferry County
- Okanogan County
- Whitman County
- Spokane County
- Lincoln County
- Clallam County
- Whatcom County
- Skagit County
- Cowlitz County
- Kittitas County
- Yakima County

There were numerous contacts with County Engineers in other various venues.



COUNTY OF WALLA WALLA  
STATE OF WASHINGTON  
BOARD OF COUNTY COMMISSIONERS

April 24, 2018

Via email

County Road Administration Board  
2404 Chandler Court SW  
Olympia, WA 98502-0913

Attention: Derek Pohle, Executive Director

Re: Walla Walla Public Works Director/County Engineer position

Dear Mr. Pohle:

This will supplement January emails notifying CRAB that current County Engineer Randy Glaeser had filed notice of intent to retire effective June 15, 2018. Mr. Glaeser advised on April 20, 2018 that his last day will be June 1, 2018, after which he will use up vacation.

After an internal posting process overseen by our HR Department, at the conclusion of interviews we have selected **Antonio (Tony) Garcia Morales**, who had been serving Walla Walla County as interim Chief of Road Operations and Fleet Management, to fill the position of County Engineer. Mr. Garcia has been with Walla Walla County Public Works since May of 2012, and had been in the position of Assistant Chief of Engineering and Construction prior to the aforementioned interim appointment. Although Randy Glaeser's shoes will be hard to fill, he has always done a great job with staff mentoring, and we fully expect Mr. Garcia to "hit the ground running". He can be reached here via his email address of [tgarcia@co.walla-walla.wa.us](mailto:tgarcia@co.walla-walla.wa.us); Public Works Department main telephone number of 509/524-2710, and direct line of 509/524-2743. A copy of the resolution approving the employment agreement with Mr. Garcia is attached.

We have included a copy of the job description, to reflect the responsibilities of the County Engineer, as that information is not on our organization chart. Regarding professional licenses, they are as follows:

Professional Engineer	WA	47331 (issued 8-19-2010; expires 10-22-2019)
Professional Engineer	AZ	51123 (issued 5-25-2010; expires 6-30-2019)
Certified Bridge Inspector	WA	G1313 (issue date 5-2018)


If you have any questions please do not hesitate to contact us. Thank you.

Sincerely,


WALLA WALLA COUNTY BOARD OF COMMISSIONERS



James K. Johnson  
Chair



Todd L. Kimball  
Member



James L. Duncan  
Member

WALLA WALLA COUNTY PUBLIC HEALTH AND LEGISLATIVE BUILDING, 314 WEST MAIN  
P.O. BOX 1506 • WALLA WALLA, WASHINGTON 99362-0316 • [wwwccommissioners@co.walla-walla.wa.us](mailto:wwwccommissioners@co.walla-walla.wa.us)  
PHONE: (509) 524-2505 • FAX: (509) 524-2512

District No. 1  
JAMES K. JOHNSON

District No. 2  
TODD L. KIMBALL

District No. 3  
JAMES L. DUNCAN

BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF EXECUTING  
AN EMPLOYMENT AGREEMENT  
WITH ANTONIO (TONY) GARCIA  
MORALES

RESOLUTION NO. **18 100**

**WHEREAS**, in January of 2018, Randy Glaeser, Walla Walla County Engineer/Public Works Department Director, provided notice to the Board of County Commissioners that he would be leaving that position on or about June 15, 2018; and

**WHEREAS**, a process to fill that upcoming vacancy was undertaken, and subsequently an employment agreement has been offered to Antonio (Tony) Garcia Morales relative to the position, and he has executed same; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they shall approve and sign said Employment Agreement between Walla Walla County and Antonio (Tony) Garcia Morales.

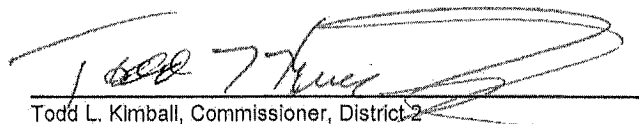
"Passed this 23rd day of April, 2018 by Board members as follows: 3 Present or 0 Participating via other means, and by the following vote: 3 Aye 0 Nay 0 Abstained 0 Absent."

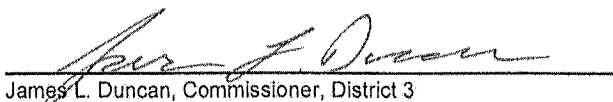
Attest:



Connie R. Vinti, Clerk of the Board

  
James K. Johnson, Chairman, District 1

  
Todd L. Kimball, Commissioner, District 2

  
James L. Duncan, Commissioner, District 3

Constituting the Board of County Commissioners  
of Walla Walla County, Washington

**Walla Walla County  
Position Description**

**JOB TITLE:** Public Works Director/County Engineer  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Board of County Commissioners  
**PAY GRADE:** DOE; DOQ; Employment Agreement; Full Time; FSLA Exempt

**JOB SUMMARY:** The Director works at the pleasure of the Board of County Commissioners to whom he/she is directly responsible for all matters of Department operations. Leads and directs a diverse staff of 60 engineers, surveyors, construction and GIS specialists, equipment operators, road maintenance crews and professional support staff operating across 1300 square miles in southeast Washington. Programs and executes an annual budget in excess of \$20 million across four separate and distinct funds. Accounts for and maintains property valuing more than \$30 million. Responsible for planning, engineering, design, construction, operation and maintenance of approximately 1000 miles of county roadways, 200 bridges and over 6 miles of flood control channel. Coordinates design and construction of new development transportation infrastructure with developers, other county agencies and cities. Provides county-wide GIS support, oversees the County storm water management program and manages the County's vehicle and equipment fleet. Leads county flood response efforts and supports natural disaster recovery operations. Maintains personal liaison with Federal, Native American tribal, state and local officials.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises five (5) Division Managers; indirectly supervises all employees within the Public Works Department.

**ESSENTIAL FUNCTIONS:**

- Leads, manages, recruits, hires, develops, counsels, trains, mentors and disciplines personnel in the Department.
- Plans, develops, initiates, administers and coordinates all construction, road maintenance and engineering and other public works activities associated with county roads and bridges.
- Directs and participates in the development of short and long range programs and operational plans for each Division; approves modifications to plans and monitors progress in accomplishing established goals and objectives.
- Formulates Department policies to ensure safe, efficient and effective execution of all activities; provides information and recommendations to assist the Board of County Commissioners in making sound, public works related decisions.
- Responds to natural disasters of all types, supporting elected officials and the citizens of Walla Walla County with the legal, authorized and appropriate use of department resources to save lives and protect public infrastructure across Walla Walla County.
- Develops, directs, oversees and executes the Department's annual County Road, Equipment Rental and Revolving Fund, Mill Creek Flood Control Zone District and the Stormwater Management Utility District budgets.
- Oversees county-wide stormwater, GIS, Mill Creek Channel and Fleet Management operations and maintenance activities
- Develops and maintains effective working relationships with County elected officials and department heads; federal, state and local government executives and officials; and the public at large.

**EXAMPLE OF DUTIES:**

- Prioritizes construction efforts and maintenance activities across the Department and assigns funding and other resources accordingly.
- Coordinates manpower and equipment requirements during extraordinary weather conditions such as flooding and heavy snow.
- Evaluates completed work for quality and conformance to established standard.
- Plans future projects and maintenance activities per defined priorities and seeks funding accordingly.
- Monitors fleet costs and equipment rental rates to fully capture operational, replacement and overhead components of fleet ownership.
- Chairs selection panels, develops recruitment plans, participates in employment interviews and approves final selection of new employees.
- Oversees development and ensures accuracy of the Department's annual Business Plan.
- Administers personnel policies and safety rules. Periodically reviews and analyzes the effectiveness of safety programs and adjusts as necessary.
- Negotiates contracts and agreements with other agencies, vendors and suppliers.
- Represents county in professional manner, dealing with the public, local municipalities, state and federal agencies, private contractors and utility providers.
- Responds to and resolves difficult public concerns regarding construction, maintenance and other operational issues.
- Assists in bargaining unit negotiations for Public Works union contracts.
- Represents the Public Works Department on various committees, associations and/or groups.
- Directs the development and implementation of departmental financial management policies and annual budgets.
- Provides effective leadership and direction in the administration of the Department; delegates authority to personnel commensurate with assigned responsibility and ensures acceptable performance of department staff.
- Performs senior employee counseling and performance evaluations.
- Reviews annual maintenance plan for the Mill Creek flood control channel; coordinates inspection requirements with the US Army Corps of Engineers.
- Ensures developers meet county design standards for new transportation infrastructure and stormwater retention.

**EQUIPMENT TO BE USED:** Computers, calculator, printers, scanners, copiers and any other office equipment as needed; associated software, to include Wincams, Microsoft Office, Excel, Access and Power Point. Must be able to comprehend and use complex budgeting software and fleet management programs. Must be able to operate county vehicles, radios, traffic measuring devices, and assorted instruments and equipment necessary to perform the job duties.

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:** This position involves both office and field work. Must possess the physical ability to perform field work involving bending, lifting and twisting, and sitting or standing for extended time to perform essential job duties. May be required to work in adverse weather conditions. Must also possess physical abilities typically related to office operations including manual dexterity and visual acuity to operate computers and other office equipment, and sufficient hearing and speech ability to communicate verbally and in written forms.



**KNOWLEDGE AND ABILITIES:**

- Knowledge of government organization, rules, regulations and process.
- Knowledge of public works services, methodologies, and technologies and knowledge of relevant laws and regulatory agency requirements including federal, state, and local laws, rules and regulations.
- Knowledge of sound and accepted engineering principles and practices necessary to plan, develop, finance, operate, construct and maintain major County infrastructure, facilities, capital projects and equipment.
- Knowledge of senior management principles and practices, including the use of human and material resources.
- Knowledge of fiscal programming and budgeting processes necessary to develop, manage and execute annual budgets.
- Knowledge of traffic control signing, construction zone signing and pavement marking.
- Knowledge of environmental regulations and requirements.
- Knowledge of and ability to administer personnel laws, regulations and policies.
- Knowledge of union contracts and related actions.
- Knowledge of accident investigation and documentation for liability protection.
- Knowledge of county contracting requirements, contract administration and procurement law.
- Ability to stay abreast of current technology, trends and developments in the public works and government management fields.
- Ability to apply judgment and discretion in resolving problems.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to accurately analyze situations and adopt effective courses of action.
- Ability to effectively express ideas, both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to operate a personal computer with word processing, database, and spreadsheet software.
- Ability to assume community-oriented leadership roles with experience in cross-over intergovernmental programs and cooperative operations.

**EDUCATION AND EXPERIENCE:** A Bachelor's Degree in Civil Engineering AND five (5) years of progressive engineering related work experience, INCLUDING three (3) years of top-level administrative experience OR an Associate's Degree in Civil Engineering AND seven (7) years of progressive engineering related work experience, INCLUDING three (3) years of top-level administrative experience. Must possess strong management and effective oral/written communication skills.

**LICENSES AND OTHER REQUIREMENTS:** Professional civil engineer license required. If registered in a state other than Washington, must obtain registration in the State of Washington within six (6) months of hire. Must have a valid driver's license. Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**

BOARD OF COUNTY COMMISSIONERS  
DOUGLAS COUNTY, WASHINGTON

In the Matter of Appointment of )  
an Acting County Road Engineer )

RESOLUTION No. TLS 18-19

WHEREAS, the Board of County Commissioners of Douglas County having convened in Regular Session this day; and

WHEREAS, a vacancy has occurred with the resignation of the current County Road Engineer Mitch Reister P.E.; and

WHEREAS, WAC 136-12 requires the temporary appointment of an Acting County Engineer for the interim period until the County Road Engineer position can be filled;

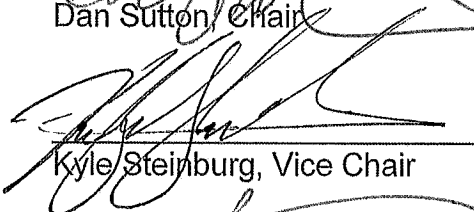
NOW, THEREFORE, BE IT HEREBY RESOLVED that until such time as this Board appoints a new County Road Engineer, Mr. Aaron Simmons, P.E., County Road Engineer for Douglas County, shall serve as Acting County Road Engineer.

ADOPTED by the Douglas County Board of Commissioners, State of Washington, this 30<sup>th</sup> day of April, 2018.

BOARD OF COUNTY COMMISSIONERS  
DOUGLAS COUNTY, WASHINGTON

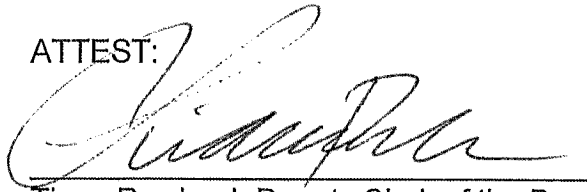


  
\_\_\_\_\_  
Dan Sutton, Chair

  
\_\_\_\_\_  
Kyle Steinburg, Vice Chair

  
\_\_\_\_\_  
Steven D. Jenkins, Member

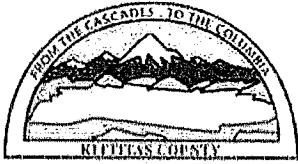
ATTEST:

  
\_\_\_\_\_  
Tiana Rowland, Deputy Clerk of the Board

RECEIVED

BY: CRAB

DATE: 5/1/18



Kittitas County, Washington  
**BOARD OF COUNTY COMMISSIONERS**

District One  
Paul Jewell

District Two  
Laura Osiadacz

District Three  
Obie O'Brien

May 3, 2018

Mr. John Koster, Executive Director  
County Road Administration Board  
2404 Chandler CT SW, Suite 240  
Olympia, WA 98502-0913

RE: Vacancy of County Engineer

Dear Mr. Koster:

Pursuant to Washington Administrative Code (WAC) 136-12-030, the Kittitas County Board of County Commissioners is noticing the County Road Administration Board (CRAB) of our recent appointment of an Acting County Engineer (Resolution 2018-066 attached). Our Public Works Director, Mark R. Cook, PE will serve as Acting County Engineer for a period of time not to exceed six months beginning May 1, 2018. We will notice CRAB once we have hired a replacement County Engineer. As required by WAC 136-12-020; I have reviewed WAC 136-12 in preparation of submitting this letter to CRAB.

Sincerely,

Ms. Laura Osiadacz, Chairman

RECEIVED

BY: CRAB

DATE: 5/7/18

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON

RESOLUTION NO. 2018-066

DESIGNATING AN INTERIM ACTING COUNTY ENGINEER, NOT TO EXCEED SIX MONTHS (05/2018 THROUGH 11/2018)

WHEREAS: The County legislative authority of each county is required to employ a county road engineer (RCW 36.80.010); and

WHEREAS: The County legislative authority of each county is required to collect an official bond (RCW 36.80.020) from a county road engineer upon employment; and

WHEREAS: Kittitas County Public Works Director Mark R. Cook is a licensed professional engineer in the State of Washington in good standing with the Washington State Board of Licensing; and

WHEREAS: The Kittitas County Board of County Commissioners elects to name Mark R. Cook, PE, under a county bond during his tenure as Interim Acting County Engineer; and

NOW, THEREFORE BE IT RESOLVED the Kittitas County Board of County Commissioners declares it be in the best interest of the public, does hereby name Mark R. Cook, PE, as Interim Acting County Engineer, not to exceed six months (05/2018 through 11/2018).

DATED this 23rd day of April, 2018, at Ellensburg, Washington.



Clerk of the Board- Julie Kjorsvik

Deputy Clerk of the Board- Mandy Buchholz

Mandy Buchholz

BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

Laura Osadaez, Chairman

Obie O'Brien, Vice-Chairman

Paul Jewell, Commissioner

BEFORE THE BOARD OF COLUMBIA COUNTY COMMISSIONERS

In the Matter of Appointment of Acting )  
County Engineer for the Columbia County ) Resolution 2018-18  
Road Department )

WHEREAS, the Board of County Commissioners of Columbia County having convened in Regular Session this 21<sup>st</sup> day of May, 2018; and

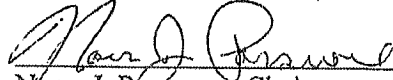
WHEREAS, a vacancy has occurred with the resignation of the current County Engineer; and

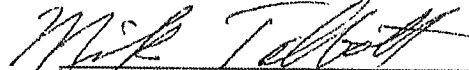
WHEREAS, CRAB's WAC 136-12 requires the temporary appointment of an acting county engineer for the interim period until the County Engineer's position can be filled;

NOW, THEREFORE, BE IT HEREBY RESOLVED that in accordance with WAC 136-12-030 and until such time as this Board appoints a County Engineer, Mr. Grant Morgan of Garfield County will assume the duties of Acting County Engineer.


PASSED AND ADOPTED by the Columbia County Board of Commissioners, State of Washington, this 21<sup>st</sup> day of May, 2018.

BOARD OF COUNTY COMMISSIONERS  
COLUMBIA COUNTY, WASHINGTON

  
Norm J. Passmore, Chairman

  
Michael A. Talbott, Commissioner

  
Merle D. Jackson, Commissioner

Attest:   
Leanne J. Peters  
Clerk of the Board

Received 7/10/18  
Email



MASON COUNTY  
BOARD  
OF  
COMMISSIONERS

1<sup>ST</sup> District  
RANDY NEATHERLIN

2<sup>ND</sup> District  
KEVIN SHUTTY

3<sup>RD</sup> District  
TERRI DREXLER

Mason County Building 1  
411 North Fifth Street  
Shelton, WA 98584-3400  
(360) 427-9670 ext. 419  
(360) 275-4467 ext. 419  
(360) 482-5269 ext. 419  
Fax (360) 427-8437

July 10, 2018

County Road Administration Board  
2404 Chandler Court SW, Suite 240  
Olympia WA 98504-0913

RE: ACTING COUNTY ENGINEER

With the current Mason County Deputy Director/County Road Engineer, John Huestis, resigning July 15, 2018, Mason County Public Works will be advertising and interviewing for a new County Engineer. During this process the current Public Works Director will take on the duties/responsibilities of County Engineer until a permanent County Engineer is selected.

The following information is notification required by WAC 136-12 for designating an acting County Engineer:

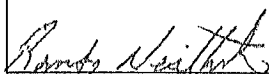
Director Public Works and Utilities/County Engineer: Jerry W. Hauth  
WA. State Professional Lic. Reg. No: 16911  
Contact Information: Ph: 360.427.9670, Ext. 453  
Cell: 360.490.3381  
Email: [jhauth@co.mason.wa.us](mailto:jhauth@co.mason.wa.us)


We have enclosed a copy of Resolution Number 46-18, adopted by the Mason County Board of Commissioners, appointing Jerry W. Hauth as the Public Works Director/Acting County Road Engineer for Mason County, effective July 16, 2018, not to exceed six months.


If you have questions, please do not hesitate to let us know.

Sincerely,

BOARD OF MASON COUNTY COMMISSIONERS

  
Randy Neatherlin  
Chair

  
Kevin Shutty  
Commissioner

  
Terri Drexler  
Commissioner

RESOLUTION NO. 46-18

IN THE MATTER OF DESIGNATING AN ACTING COUNTY ENGINEER FOR AN INTERIM PERIOD, NOT TO EXCEED SIX MONTHS

WHEREAS, RCW 36.80.010 indicates the "The county legislative authority of each county shall employ a County Road Engineer ..."

WHEREAS, the current Public Works Deputy Director/County Engineer, John Huestis has resigned from his position effective July 15, 2018; and,

WHEREAS, WAC 136-12-030; requires a resolution attesting to the appointment of an acting County Engineer to be approved and transmitted to the County Road Administration Board.

WHEREAS, the Mason County Human Resource Department has been directed to begin the recruitment process to fill the position of Public Works Deputy Director/County Engineer;

NOW, THEREFORE BE IT RESOLVED that the Board of Mason County Commissioners does hereby designate Jerry W. Hauth as the Acting County Engineer for a period not to exceed six months beginning July 16, 2018.

DATED this 3<sup>rd</sup> day of July, 2018.

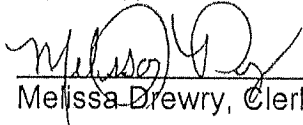
BOARD OF MASON COUNTY  
COMMISSIONERS

  
\_\_\_\_\_  
Randy Neatherlin, Chair

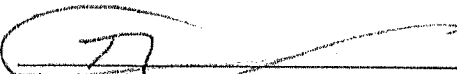
  
\_\_\_\_\_  
Terri Drexler, Vice Chair

  
\_\_\_\_\_  
Kevin Shutty, Commissioner

ATTEST:

  
\_\_\_\_\_  
Melissa Drewry, Clerk of the Board

APPROVE AS TO FORM:

  
\_\_\_\_\_  
Tim Whitehead, Ch. D.P.A.

## C. County Audit Reports reviewed since April 2018

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed 15 audit reports representing nine counties since the April 2018 board meeting. Six audit contained a total of six findings issued and none involved County Road Funds in some form. Any audit with a number under the "New?" or "Prev?" heading, revealed findings. Status of those findings involving County Road Funds is also shown.

### 2016 - 2017 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New?	Co. Rd?	Prev?	Status
1021756	Grant County	Accountability	01/01/2016 to 12/31/2017	7/23/2018	1	N	1	NCR
1021757	Grant County	Financial and	01/01/2016 to 12/31/2016	7/23/2018	1	N	1	NCR
1021739	Yakima County	Financial and	01/01/2017 to 12/31/2017	7/9/2018				
1021665	Thurston County	Financial and Federal	01/01/2017 to 12/31/2017	6/28/2018				
1021671	King County	CPA	01/01/2017 to 12/31/2017	6/28/2018				
1021674	King County	CPA	01/01/2017 to 12/31/2017	6/28/2018				
1021619	Snohomish County	CAFR	01/01/2017 to 12/31/2017	6/27/2018				
1021664	Thurston County	CAFR	01/01/2017 to 12/31/2017	6/25/2018				
1021616	Pierce County	CAFR	01/01/2017 to 12/31/2017	6/21/2018				
1021414	King County	Accountability	07/01/2016 to 06/30/2017	5/31/2018				
1021228	Whitman County	Accountability	01/01/2016 to 12/31/2016	5/17/2018	1	N	1	NCR
1021129	Franklin County	Accountability	01/01/2016 to 12/31/2016	4/30/2018	1	N		
1021289	Franklin County	Fraud	01/01/2016 to 12/31/2017	4/30/2018	1	N		
1021151	Yakima County	Fraud	01/01/2017 to 12/31/2017	4/23/2018	1	N		
1021021	Benton County	Accountability	01/01/2016 to 12/31/2016	4/19/2018				
				TOTAL	<b>6</b>		<b>3</b>	
				<i>NCR</i>				<i>Non-County Road</i>
				<i>CR-FC</i>				<i>County Road-Fully Corrected</i>
				<i>CR-PC</i>				<i>County Road-Partially Corrected</i>



## D. Other Activities and Visits since April 2018

21-26 April	NACE Conference	Wisconsin
27 April	Data Standards Committee Meeting	CRAB Office
30 April	GIS-Mo/WATech QA Services Meeting	DES Office
May 1	GIS-Mo Executive Committee Meeting	CRAB Office
May 1-3	County Engineer Training	CRAB Office
7 May	Pend Oreille County RAP Ratings	Newport
8 May	Stevens County RAP Ratings	Colville
9 May	Ferry County RAP Ratings	Republic
10 May	Okanogan County RAP Ratings	Okanogan
15 May	Whitman County RAP Ratings	Colfax
16 May	Spokane County RAP Ratings	Spokane
17 May	Lincoln County RAP Ratings	Davenport
21 May	Clallam County Scope Change Conference Call	CRAB Office
22 May	GIS-Mo/WATech QA Services Meeting	CRAB Office
29 May	Clallam County RAP/PMS Field Review	Port Angeles
30 May	CRAB Website Progress Update	CRAB Office
5-7 June	WSACE Summer Conference	Alderbrook
11 June	Clallam County RAP/PMS Office Review	CRAB Office
12 June	Whatcom County Ferry Review	Bellingham
13 June	Skagit County Ferry Review	Mount Vernon
19 June	QA Readiness Assessment Review	CRAB Office
20 June	CRAB GIS-MO Executive Steering Committee Mtg	CRAB Office
20 June	Phone Conference- TIB Cost Overrun Policy	CRAB Office
25 June	Cowlitz County FDR Project Field Review	Kelso
27 June	Jeff Monsen Retirement	CRAB Office
28 June	CRABoard Agenda Meeting	CRAB Office
2 July-5 July	Vacation	Newport
12 July	Professional Development Conference Call	CRAB Office
17 July	Pend Oreille County Visit	Newport
23 July	Kittitas County Visit	Ellensburg
23 July	Yakima County Visit	Yakima
24 July	SACS Quarterly Meeting	CRAB Office

# **ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT**

*Prepared by Derek Pohle, PE*

CRABoard Meeting – July 26, 2018

Reporting Period: May 2018 thru July 2018

## **COUNTY VISITS**

Clallam 5/29

## **COUNTY CONTACTS/CONSULTING**

Total Contacts: 55

Number of:    Counties: 17                    Other Agencies: 4                    Public: 8

## **COUNTY AUDITS – For Fiscal Year 2017**

No new audit issues with compliance components initiating consultative contacts, involving the road fund or road departments, have been reviewed in the last quarter.

## **OFFICE OF THE COUNTY ENGINEER TRAINING**

County Engineers' Training May 1-3 in Olympia

## **COUNTY ENGINEER DESK REFERENCE**

No Activity

## **OTHER ACTIVITIES OF THE EASS**

- NACE conference in Wisconsin Dells, WI
- RAP Preliminary Prospectus reviews: Mason, Cowlitz, Wahkiakum
- NHI Bridge Inspection Refresher Training
- Attend quarterly LGAC meeting, SAO
- Program/Project Manager Award deliberation
- Engineer of the Year Award deliberation
- WSACE Annual Conference at Alderbrook Resort in Mason County.
- Meetings with Jeff Monsen preparatory to his retirement
- Regional Road Maintenance Forum, quarterly meeting
- Meeting at DNR – proposed new rule detailing topographic map elements

COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT  
*Prepared by Drew Woods, PE*

CRABoard Meeting – July 27, 2018

Reporting Period: May 2018 thru July 21, 2018

**COMPLIANCE**

STANDARDS OF GOOD PRACTICE:

WAC 136-60 – Maintenance of County Road Logs

WAC 136-60-030 requires all counties to submit an updated road log, no later than May 1 of each year, for its complete road system with all data elements as of December 31 of the preceding year.

38 of the 39 counties submitted the required forms and documentation by the May 1 deadline.

Ferry County did not submit their updated road log until May 11, 2018. Other than the late submittal, their road log is in good standing.

WAC 136-12 – Vacancy or Change in Position of County Engineer:

1. Walla Walla County: Randy Glaeser, PE announced his retirement with his last day at the county being June 1, 2018. Tony Garcia, PE has been appointed County Engineer for Walla Walla County, effective June 1, 2018. Notice to CRAB was received by email in a timely manner per the standard of good practice on April 24, 2018.
2. Douglas County: Mitch Reister, PE tendered his resignation with his last day at the county being April 27, 2018. On April 30, 2018 the BOCC designated Aaron Simmons, PE as acting county road engineer per WAC 136-12 for six months, in conformance with the standard of good practice for vacancy or change in the position of county engineer. Notice to CRAB was received by email in a timely manner per the standard of good practice on April 30, 2018.
3. Kittitas County: Lucas Huck, PE tendered his resignation with his last day at the county being April 30, 2018. On April 23, 2018 the BOCC designated Mark Cook, PE as acting county road engineer per WAC 136-12 for six months, in conformance with the standard of good practice for vacancy or change in the

position of county engineer. Notice to CRAB was mailed in a timely manner per the standard of good practice on May 3, 2018.

4. Columbia County: Andrew Woods, PE tendered his resignation with my last day at the county being June 13, 2018. The BOCC designated Grant Morgan, PE as acting county road engineer per WAC 136-12 for six months, in conformance with the standard of good practice for vacancy or change in the position of county engineer. Notice to CRAB was emailed/mailed in a timely manner per the standard of good practice.
5. Mason County: John Huestis, PE tendered his resignation with his last day at the county being July 15, 2018. On July 3, 2018 the BOCC designated Jerry Hauth, PE as acting county road engineer per WAC 136-12 for six months, in conformance with the standard of good practice for a change or vacancy in the position of the county road engineer. Notice to CRAB was emailed in a timely manner per the standard of good practice on July 10, 2018.





#### County Audits – For Fiscal Year 2017

From June 18, 2018 to July 21, 2018, no new county audit findings regarding compliance issues specific to county road funds.

### **CERTIFICATION**

Per the SAO's recommendation, I hereby certify that I have reviewed all of the above compliance reporting with the Deputy Director.

### **OTHER ACTIVITIES OF THE C&DA MANAGER**

- |   |   |
|---|---|
|  June 18 | Found my desk and the coffee pot                              |
|  July 2  | Clallam County visit  |
|  July 12 | Professional Development conference meeting (conference call) |
|  July 18 | WSACE Board meeting (conference call)                         |

## July 2018 CRABoard Meeting Information Services Update

### A. Ongoing Projects

#### a. **GIS-Mo Project**

- i. TRC Grants Approved, \$400,000
- ii. Rob Smith, QA
  1. QA Readiness Assessment
- iii. OCIO Oversight Executive Steering Committee
  1. Investment Plan
- iv. Data Standards Workgroup Completed
- v. Sole Source Justification
  1. Submitted to SSCD
  2. Draft Contract
- vi. May 24<sup>th</sup>, 2018, WAURISA GIS Conference Presentation
- vii. GIS Specifications Work Group in Planning Stages
  1. Working Workgroup Charter Draft
  2. Identified Stakeholders: County GIS & Engineers, WSDOT, OCIO, ESRI, WTSC
  3. Anticipated Start Early August 2018
  4. Anticipated End October – November 2018

#### b. **WATECH Migration Project**

- i. Project Manager has been assigned
- ii. Terms of Service Signed
- iii. July 2<sup>nd</sup>, 2018 - OCS Review of Mobility
- iv. OCIO is requiring CRAB to submit a status update on the 5<sup>th</sup> of every month until migration is completed. The first update was successfully submitted on July 5<sup>th</sup>, 2018.

#### c. **CRAB Website Enhancement Project**

- i. Schedule update, launch planned for fall 2018
- ii. Content Management System planned for in-house development
- iii. CRAB staff providing and reviewing content

**B. Additional Information Services Activities Update**

**a. Administrative**

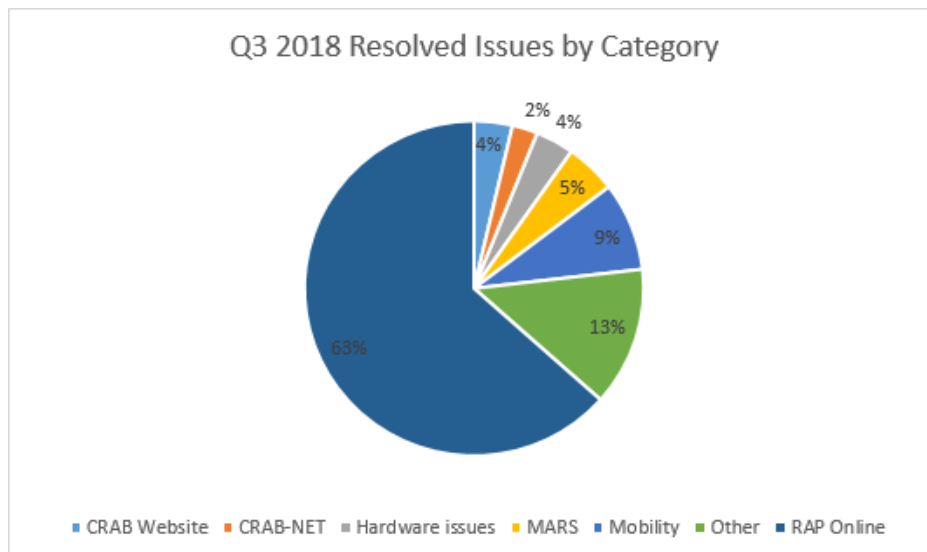
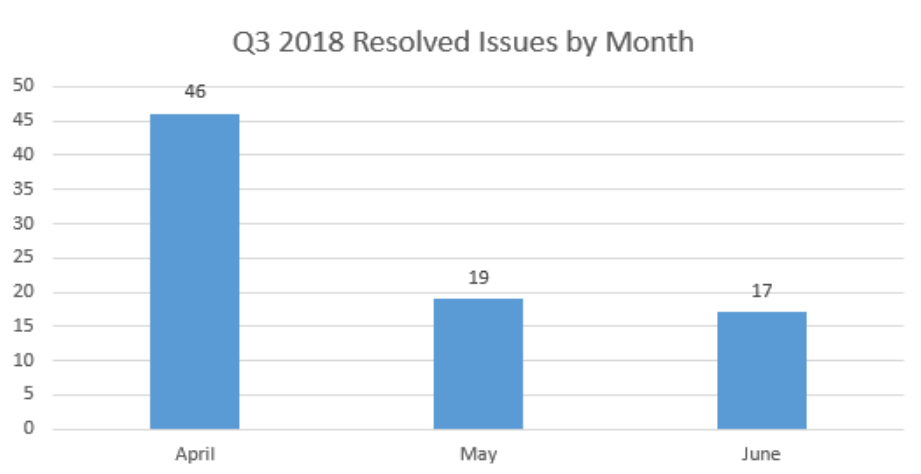
- i. CRAB GIS Administrator Hired
  - i. Cameron Cole, formerly of Benton County Public Works, started July 2<sup>nd</sup>, 2018
- ii. Created a Standard Operating Procedure for HelpDesk
- iii. IT Staff Professional Development
  - i. 3<sup>rd</sup> Quarter, 2018 – 79 labor hours of professional development and training
  - ii. Three IT staff will attend the Northwest VUEWorks User Conference in Boise, Idaho on August 14<sup>th</sup>, 2018.

**b. System Security Update**

- i. Submitted CRAB’s 2018 OCIO Annual Certification
- ii. Updated CRAB’s Disaster Recovery / Continuity Plan (19 pages in 2017 -> 39 pages in 2018)
- iii. Disabled SSL 3.0 on CRAB’s external system as required by the State of Washington on June 30. (i.e. Website, RDP, Email)

**c. CRAB Customer Training and Support**

- i. CRAB Customer Training
  - Six on waiting list for Mobility Training (various regions)
  - No formal training this quarter as we prepare for GIS-MO
- ii. CRAB Customer Support
  - 3<sup>rd</sup> Quarter, 2018 – 64 issues reported across 11 categories; 82 issues resolved across 7 categories.



# **Overview of GIS-Mo**

## **History**

CRAB was given responsibility for the calculation of the county portion of the Motor Vehicle Fuel Tax (MVFT) and the maintenance of the county road system inventory by the Legislature in 1985.

In 1997, CRAB began actively seeking a program to replace the original County Road Information System (CRIS), which was installed in the counties in 1989. Mobility was developed and deployed in 2004, becoming the software that the counties have used for roadway inventory management since that time.

In 2017, CRAB began the investigation into using Mobility data in a Geographic Information System (GIS), which revealed many gaps between a geo-spatial referencing system and a linear referenced road inventory system (LRS).

## **Requirements and Objectives**

The roadway elements required in the Model Inventory of Roadway Elements Fundamental Data Elements (MIRE FDE) are associated with RCW's and WAC's. Additionally, in 2010, FHWA started requiring all State DOTs to report on all public roads spatially.

In 2015, CRAB collaborated with WSDOT to perform a feasibility study to bring the two agencies' LRS to a spatial environment. They agreed that a commercial off the shelf (COTS) product should be purchased to bridge this gap. This resulted in the current development of Geographic Information Systems – Mobility (GIS-Mo).

Some high-value functionality targeted by GIS-Mo includes: spatial location and data visualization, spatial analysis, field data collection, and inter-agency data communication and utilization. This will promote and improve the county engineer's data-driven decision-making capabilities, which will include accessibility, timeliness, accuracy, uniformity, integration and consistency of data.

## **Current Status**

Three workgroups were conceptualized to facilitate the creation of GIS-Mo: Data Standards, GIS Specifications, and Interoperability.

The Data Standards workgroup was established to evaluate existing Mobility Road Log data for applicability for MIRE FDE and HPMS, and migration into GIS-Mo. It met for the first time on May 14, 2018, with the final meeting on June 25, 2018.

This workgroup consisted of 28 members, which included county agency personnel from small and large counties (both Eastern and Western WA), WSDOT, OCIO, WSAC, and CRAB.

The Data Standards workgroup objectives have been met and the workgroup has completed the tasks set out.