



AGENDA
County Road Administration Board
April 16, 2020
via WebEx

Thursday 1:00 pm

1 Call to Order

2 Chair's Report - Brian Stacy, PE

- A. Approve April 16, 2020 Agenda
- B. Approve Minutes of January 23-24, 2020 CRABoard Meeting

Action	Enclosure
Action	Enclosure

3 Rural Arterial Program - Randy Hart, PE and Steve Johnson, PE

- A. Program Status Report
- B. Preliminary Proposals 2021 - 2023 Biennium
- C. Project Actions Taken by Staff
- D. Resolution 2020-002 Apportion RATA Revenues to Regions
- E. Resolution 2020-003 Allocate Estimated Revenue to Projects
- F. Emergency Loan Program - Columbia County

Info	Enclosure
Info	Enclosure
Info	Enclosure
Action	Enclosure
Action	Enclosure
Info	Enclosure

4 Director's Report - John Koster

- A. CRABoard Positions
- B. WSACE Award Nominations
- C. Accountability Audit
- D. Legislative and Other Updates
- E. Current Budget Status - **Chad Johnson**

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure

5 Compliance Report - Drew Woods, PE

Info	Enclosure
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6 Resolution 2020-004 Annual Certification - John Koster

Action	Enclosure
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7 Division Updates

- A. Deputy Director's Report - Walt Olsen, PE
- B. Engineering and Administrative Services - Derek Pohle, PE
- C. Information Services - Eric Hagenlock
- D. Design and UAS Systems - Brian Bailey

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure

8 WSACE Report - Jane Wall

Info	Enclosure
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9 Possible Executive Session via Zoom - Personnel Matters

ADJOURN

Chair: _____

Attest: _____

Minutes
County Road Administration Board
January 30-31, 2020
CRAB Office – Olympia, Washington

Members Present: Brian Stacy, PE, Pierce County Engineer, Chair
Rob Coffman, Lincoln County Commissioner, Vice-Chair
Lisa Janicki, Skagit County Commissioner, Second Vice-Chair
Al French, Spokane County Commissioner
Bob Koch, Franklin County Commissioner
Kathy Lambert, King County Councilmember
Grant Morgan, PE, Garfield County Engineer
Randy Ross, Grays Harbor County Commissioner
Mark Storey, PE, Whitman County Engineer

Staff Present: John Koster, Executive Director
Walt Olsen, PE, Deputy Director
Eric Hagenlock, Information Services Division Manager
Karen Pendleton, Executive Assistant
Rhonda Mayner, Secretary
Randy Hart, PE, Grant Programs Manager
Derek Pohle, PE, Engineering & Admin Support Manager
Andrew Woods, PE, Compliance & Data Analysis Manager
Mike Clark, Road Systems Inventory Manager
**Brian Bailey, Design Systems and UAS Program Manager

Guests: *Chad Johnson, DES, Budget Analyst
*Steve Johnson, Thurston County
*Bob Moorhead, former CRAB staff
**Jane Wall, WSACE Managing Director

**January 30 only*

***January 31 only*

CALL TO ORDER

Chair Stacy called the meeting to order at 1:00 pm. He asked guests to sign the attendance sheet and to silence all electronic devices.

CHAIR'S REPORT

Approve Agenda for the January 30-31, 2020 Meeting

Vice-Chair Coffman moved and Commissioner French seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of October 24-25, 2019 CRABoard Meeting

Commissioner Koch moved and Commissioner Ross seconded to approve the minutes as presented. **Motion passed unanimously.**

DIRECTOR'S REPORT

Introduction of Steve Johnson

Mr. Koster introduced Mr. Johnson, who will begin at CRAB on March 1. He will be double-filling with Mr. Hart as Grant Programs Manager, in preparation for Mr. Hart's retirement in December. He is currently employed at Thurston County Public Works.

2019 Annual Report

Mr. Koster noted that the reports have been mailed to the members of the House and Senate Transportation Committees, and posted on the CRAB website.

Current Budget Status

Mr. Koster introduced Mr. Johnson, who noted that the agency is in good status overall this biennium. The slight overage in Fund 102 is due to past employee buy-outs.

Mr. Johnson reported that his office incorrectly coded a transaction regarding the GIS-Mo grant from the Washington Traffic Safety Commission. By the time the error was discovered, the federal deadline for re-submitting it had passed. This resulted in \$67,000 of the grant being unclaimed, which will come out of CRAB's regular budget instead. He noted that several controls are being implemented to prevent such an error in the future, including distinctive fund nomenclature, state and federal fiscal year-end reconciliation for grants, and having the contract manager prepare the A19 forms.

Mr. Johnson noted that prior to this issue, the agency was projected to end the biennium with \$66,000 in reserves. With some adjustments to planned purchases, the agency should still end with no overspending.

Move Update

Mr. Koster reported that the agency has moved into the new offices. He gave special recognition to the IT staff for the extra hours put in to move all of the technical systems.

Director's Activities

Mr. Koster reported on his recent activities, including working with the legislature to measure and mitigate potential loss of funding due to the passage of I-976.

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart noted that 2,001 projects have been completed to date. Anticipated revenue at the end of the 2019-2021 biennium is \$652,460,759. RAP expenditures to date total \$599,881,987. RAP obligations remaining are \$151,236,319, and 1.97 percent of revenue is set aside for administrative expenses.

Regional RAP Meetings Update

Mr. Hart reported that regional meetings were held in November, December and January. Topics covered included review of the elements supporting the CRABoard's call for projects for the 2021–2023 biennium; 2021–2023 biennial funding estimates for

RAP and CAPP; counties were reminded to include each RAP project on the Six Year Transportation Improvement Plan (TIP), or the project would lose eligibility for RATA funds; and RAP Online training for prospectus submittals.

He noted that the Federal Lands Access Program funding is programmed to projects through 2023. Western Federal Lands is planning for a possible call for new projects in March 2020. When the local agency elects to be the lead agency on new projects, the funds will now be administered through WSDOT, similar to the other federal aid programs.

Mr. Hart reported that all of the regions expressed satisfaction with current RAP project types and rating methods, and the counties have updated the 'most optimistic' start of construction timeframe for their RAP projects.

Mr. Bailey attended each RAP meeting and provided an overview of his plans for adding features to CRAB's Design Systems training and for organizing the Design Conference, and Mr. Woods discussed compliance issues as well as the basic requirements and restrictions of the new Emergency Loan Program.

Resolution 2020-001 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2020-001 – apportion RATA funds to regions, which approves that the accrued amount of \$6,515,950 now credited to RATA in October, November and December 2019 be apportioned to the regions by the established 2019-2021 biennium regional percentages after setting aside \$140,416 for administration.

Commissioner French moved and Second Vice-Chair Janicki seconded to approve Resolution 2020-001 – Apportion Rata Funds to Regions. **Motion passed unanimously.**

Project Request Actions Taken by CRAB Staff

Mr. Hart noted that the following projects were dropped from the 2019–2021 RAP priority arrays, as they were not included in the counties' 2020–2025 Six Year TIP as submitted December 31, 2019:

<u>County</u>	<u>Projects</u>
Douglas	Whitehall Road
Grant	4-NW/NE
Pend Oreille	Westside Calispel and McKenzie Road
Stevens	Cedonia – Addy
Franklin	Hollingsworth Road
Thurston	McCorkle Road and 113 th Ave SW
Pacific	South Fork Road

Mr. Hart reported that the 1.52 mile length of Kitsap County's RAP-funded Seabeck Highway project, as listed on their Six Year TIP, did not match the prospectus length of 1.63 miles. The county engineer explained that this was due to misreporting of limits on the prospectus as milepost 3.34 to 4.97. The county engineer submitted a request to

reduce the length of the project to the correct 1.52-mile length, mileposts 3.40 to 4.92, on January 14, 2020. CRAB staff found the change did not affect the overall scope or cost of the project and in fact increased the project score from 85.40 to 85.55. Based on these findings, Mr. Koster approved the scope change and offered the county a contract amendment revising the project limits to milepost 3.40 to 4.92.

The Lincoln County Public Works Director submitted a draft request letter on January 3, 2020 seeking increased RAP funding on the emergency-funded Porcupine Bay Road project. After discussions among CRAB staff the request was found to be ineligible for increased funding since the work had already been awarded. Upon informing the county of CRAB's finding, the county withdrew its request.

On January 16, 2020, Pierce County notified CRAB staff via email that it had gained BRAC funding for bridge deck repair for their Dingle Basin Bridge No. 33206A, which is located in the middle of the RAP-funded Sumner Buckley Highway project. Since the deck repair was planned much sooner than the road surfacing, the two items of work will fall outside the two-year time window for commencement of all phases and so could not be performed as one RAP project. Staff suggested the county submit a scope revision, exempting the milepost limits for the deck repair out of the road project. Further discussions, however, revealed the two items of work might possibly be done within the two-year period 2021–2023, and the county elected to postpone consideration of a scope change request until a later time when the schedules will be firmer.

PUBLIC HEARING

Chair Stacy opened the public hearing on WAC 136-500 at 2:00 pm.

Adopt WAC 136-500 Emergency Loan Program

Mr. Woods reported that the goal of the program is to provide financial assistance to counties during a disaster, and presented the proposed language for WAC 136-500, Emergency Loan Program (ELP).

He reported that no comments have been received on the CR-102 filed in November 2019.

Chair Stacy opened the public hearing to public comments. Hearing none, the public comment portion of the hearing was closed.

Chair Stacy closed the public hearing on WAC 136-500 at 2:07 pm.

Following questions and discussion, Commissioner Ross moved and Commissioner French seconded to adopt WAC 136-500, Emergency Loan Program (ELP). **Motion passed unanimously.**

Chair Stacy opened the public hearing on WAC 136-163 at 2:08 pm.

Amend WAC 136-163 Allocation of RATA Funds to Projects

Mr. Woods noted that the proposed amendments eliminate the category of “emergency” in the criteria for eligibility for RATA Funding.

He reported that no comments have been received on the CR-102 filed in November 2019.

Chair Stacy opened the public hearing to public comments. Hearing none, the public comment portion of the hearing was closed.

Chair Stacy closed the public hearing on WAC 136-163 at 2:15 pm.

Following questions and discussion Commissioner Ross moved and Commissioner French seconded to amend WAC 136-163, Allocation of RATA Funds to Projects, as presented. **Motion passed unanimously.**

Chair Stacy called for a brief recess.

COMPLIANCE AND DATA ANALYSIS REPORT

Mr. Woods reported that all 39 counties submitted the required Six-Year Transportation Improvement Program (TIP) and Budget Analysis; Annual Construction Program; County Arterial Preservation Program (CAPP); County Budget Summary; Pavement Management System Certification for CAPP; Work Plan and Budget for Maintenance Management System (MMS); and Engineer Certification of December Forms by the December 31 due date. All those forms have been reviewed and accepted, and all 39 counties are in reasonable compliance for submitting their year-end forms.

The Certification of the 2020 Road Levy and Estimated Revenue Produced and Digital Submittal Certification for Forms Due February 3 forms went live on the CARS platform on January 7, 2020.

Mr. Woods noted that Grant, Kittitas and Mason Counties are actively recruiting to fill vacancies in the County Engineer’s position. Jeff Tincher, P.E. has submitted his resignation to Grant County, but is staying on a part time basis until the position is filled.

County Audit Reviews

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	2	2	1	No	No
<i>Accountability</i>	8	0	0	No	No
<i>Fraud</i>	2	2	0	No	No
<i>Performance</i>	1	0	0	No	No

Mr. Woods noted that the State Auditor's Office has requested that Benton County shorten the time period of an interfund loan from their capital fund to ER&R for the construction of a fleet services building. This request was made during the exit conference and is not included in the management letter.

Mr. Woods certified that he has reviewed all of the above compliance reporting with the Deputy Director.

Mr. Woods reported on his other activities since the October 2019 CRABoard Meeting

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

By phone January 10, 2020, Grant County announced that Jeff Tincher would resign as County Engineer, effective January 31, 2020.

By email December 16, 2019 and by letter on January 22, 2020, Mason County announced that Diane Sheesley, PE, would resign as County Engineer, effective January 24, 2020. Mason County has named Dave Smith, PE, as Acting County Engineer for a period not to exceed six months, effective January 23, 2020.

County Visits completed since July 2019

Mr. Olsen reported that official County Visits were conducted in Kitsap and Pierce 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 13 audit reports representing 11 counties since the October 2019 board meeting. Four audits contained a total of four findings issued and none involved County Road Funds in some form. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

2018 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1025348	Garfield County	Accountability	01/01/2017 to 12/31/2018	12/26/2019				
1025353	Garfield County	Financial	01/01/2017 to 12/31/2018	12/26/2019	1	NCR		
1025125	Kitsap County	Accountability	01/01/2018 to 12/31/2018	12/19/2019				
1025233	Snohomish County	Accountability	01/01/2018 to 12/31/2018	12/19/2019				
1025184	Yakima County	Accountability	01/01/2018 to 12/31/2018	12/16/2019				
1025213	Spokane County	Accountability	01/01/2018 to 12/31/2018	12/9/2019				
1025139	Grant County	Accountability	01/01/2018 to 12/31/2018	12/2/2019			1	NCR
1025046	Benton County	Financial and Federal	01/01/2018 to 12/31/2018	11/21/2019	1	NCR		
1025006	Benton County	CAFR	01/01/2018 to 12/31/2018	11/19/2019				
1025052	Chelan County	Fraud	04/03/2019 to 07/19/2019	11/14/2019	1	NCR		
1024809	King County	Fraud	07/01/2017 to 06/30/2018	11/7/2019	1	NCR		
1024930	Clallam County	Accountability	01/01/2018 to 12/31/2018	10/31/2019			1	NCR
1024913	Kittitas County	Accountability	01/01/2018 to 12/31/2018	10/28/2019				
NC	County Road-Not Corrected			TOTALS	4	0	2	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

Deputy Director's Activities

Mr. Olsen reported on his activities since the October 2019 CRABoard meeting.

Kitsap County Complaint Inquiry

In a complaint filed Saturday, January 18, 2020, Ms. Alexandra Bry alleged that Kitsap County is out of compliance with the provisions of law relating to county road administration and with the standards of good practice as formulated by the County Road Administration Board.

She alleges that construction by county forces of Baltic Lane in Poulsbo has not been accomplished within statutory limitations; citing a lack of necessary and sufficient construction plans, a failure to maintain project records, and violations of construction.

She cites road reconstruction and road vacation as issues for review, alleging a disregard for residents' safety, as numerous accidents and one death have occurred at the intersection of Baltic Lane and Highway 3 because access could not be provided via Scenic Drive.

The complaint requests that *“CRAB investigate Kitsap County for its failure to meet State and County Storm Water Codes/ Manual and County Road Codes; take any other appropriate measures within CRAB’s authority to require Kitsap County to comply with statutorily requirements; and until this deficiency can be remedied, that the Board shall issue only a Conditional Certificate of Good Practice for Kitsap County when required to file such certification.”*

Prior to filing of a formal complaint, a number of contacts between Ms. Bry and CRAB staff by phone and email were initiated by the complainant, and a Public Records Request was filed on January 15, 2020, and fulfilled by CRAB staff on January 16, 2020. Ms. Bry requested clarification of information provided by Mr. Clark, and Mr. Olsen provided the response on January 17, 2020. The official complaint was filed on Saturday, January 18, 2020 at 1:24 pm. On Tuesday, January 21, 2020, Mr. Olsen

instructed staff to terminate any further discussions with Ms. Bry until staff made inquiry into the issue and reported to the CRABoard at its next regular meeting.

Mr. Olsen, Mr. Pohle, and Mr. Woods met with Kitsap County Engineer Jon Brand, Maintenance Superintendent Jacque Dean and Right of Way Manager Molly Foster on January 23, 2020, to review all of the documents concerning the road vacation of Scenic Drive and the conversion of Baltic Lane from gravel to asphalt surface. Upon completion of the documentation review, the review team found that, according to the file, the section of Scenic Drive was petitioned for vacation by Mr. Armitage and approved by the Board of Kitsap County Commissioners in 1977. When Ms. Bry inquired about the road vacation in 2008, it was discovered that the condition of granting a 15-foot easement to the public was not fulfilled. At first, the County's position was that the road vacation was invalid (per email dated February 3, 2009). At that time, Right of Way Manager Molly Foster was instructed to prepare a Resolution to the Board nullifying the road vacation (email dated February 10, 2009). However, after the road vacation was further discussed amongst staff and the Deputy Prosecuting Attorney, the DPA changed the County's original position, as there was no enforceable period for the agreement to be executed as instructed by the Board during the public hearing. Thus, the County allowed Mr. Armitage the opportunity for corrective action and set a period for which he had to comply. It is clear through the numerous emails in the file that he was contacted for compliance and did, in fact, comply, granting a 15-foot wide public easement. This determination and the County's position had been communicated to Ms. Bry throughout the process in 2009.

The conversion of Baltic Lane from gravel surface to asphalt surface was done in 2017 under County Road Project #1603 and was properly documented on the Annual Construction Program and Annual Construction Report for 2017 as required by WAC 136-18-060. The county had initially chosen to do the work using the bituminous surfacing method but subsequently chose to improve the roadway with asphalt concrete pavement for construction and durability reasons. This was a field decision made at the time of construction by the supervisor and was not reviewed with the County Engineer before the project was completed. The change in surfacing type triggered a Storm Water review that found that even though the method of surfacing had changed, no storm water mitigation was required as per Kitsap County Storm Water Management Code, Chapter 12.20, as the surfacing did not exceed the 10,000 square foot impervious surface criteria.

Detailed plans and specifications for the county forces construction of Baltic Lane were not required for this project as per RCW 36.80.070 and WAC 136-18-035. This is a routine construction activity, easily completed with limited direction of highly skilled personnel well versed in the techniques used to accomplish the project. The County was well within their annual limit for county forces construction. The County received letters of appreciation from five other residents of Baltic Lane after the project was completed.

CRAB staff conducted a field review of Baltic Lane at 1:30 pm on January 23, 2020. Photos were taken of the conditions existing at that time. The roadway is not signed as primitive and is no longer eligible for that designation. It had rained 3.24 inches in the 48 hours prior to the review, yet very little storm water runoff appeared in any of the ditches on Baltic Lane. The surface was well constructed and maintained, properly graded and sloped and showed no surface condition issues normally associated with subsurface water incursion or storm water sheetflow in the area.

The intersection of Baltic Lane and State Route 3 is at a slight skew but sight distance in both directions is sufficient for the 50 mph speed limit set for SR3. In the last five years, eight accidents have occurred on SR 3 near the Baltic Lane intersection but, there appear to be no accidents involving the turning movements in either direction from Baltic Lane to SR 3 or vice versa.

CRAB staff feels that many of the other issues raised by Ms. Bry can and should be addressed by other departments in Kitsap County. It is the opinion of the CRAB staff who conducted the review of the documents and performed the field review that Kitsap County Road Department is not in violation of any Standards of Good Practice concerning general administration of county road programs and that a Conditional Certificate of Good Practice is not warranted.

The Board commended the CRAB staff for an excellent job handling the request in a prompt and professional manner, and conducting a thorough and comprehensive review of the documents and facts as well as the conditions in the field.

Following questions and discussion, Commissioner French moved and Second Vice-Chair Janicki seconded that:

The Board accepts staff's report;

The Board concurs with the findings of staff's report;

The Board agrees that issuance of a Conditional Certificate of Good Practice to Kitsap County is not warranted;

The Board considers that staff has fulfilled Ms. Bry's request in full, and the matter is closed.

Motion passed unanimously.

INFORMATION SERVICES DIVISION REPORT

Mr. Hagenlock reported on the GIS-Mo project, noting that a Go-Live Readiness Briefing was held December 11, 2019. Staff has obtained an OCIO Waiver through the roll-out scheduled for July 31, 2021. He presented a detailed activity schedule for 2020, and noted that CRAB staff has conducted two-day GIS-Mo training for 17 counties.

For the migration of servers to WA-Tech, staff has obtained a waiver through January 31, reconfigured the original architecture, and submitted a supplemental budget request for private cloud operating costs. Staff intends to request an extension of the waiver, as all delays have been on WA-Tech's end.

Mr. Hagenlock noted that Mr. Campbell has completed IT Infrastructure Library Certification and Web Development Certification. Mr. Oyler and Mr. Clark attended the VUECon Conference 2019 in Orlando, FL, and received an award for Project Return on Investment.

In the second quarter of FY2019, 79 issues were reported across 17 categories, and 96 issues were resolved across 18 categories.

ENGINEERING AND ADMINISTRATIVE SUPPORT REPORT

Mr. Pohle reported one official County Visit to Kitsap County. He noted 38 total contacts in the last quarter: 18 with counties, six with other agencies, and two with the public.

He noted that one new audit issue, with compliance components initiating consultative contacts, involving the road fund or road departments, has been reviewed in the last quarter.

Office of the County Engineer Training was held in the CRAB offices December 3-5. There were 12 participants from nine counties and three from CRAB staff. Mr. Pohle has updated the agenda and some content for the May 2020 class.

He reported on his other activities since the October 2019 CRABoard Meeting.

Chair Stacy recessed the meeting at 4:03 pm, until January 31, 2020 at 8:30 am.

County Road Administration Board
Friday, January 31, 2020

CALL TO ORDER

The meeting was called to order by Chair Stacy at 8:30 am.

WSACE REPORT

Ms. Wall reported that the topic for the annual Professional Development Conference February 5-7 at the Suncadia Resort is "Law School for Public Works". There are almost 90 attendees registered from 29 counties and other agencies including CRAB.

She noted that the WSACE Board has adopted a new dues structure and updated their bylaws.

She listed possible ramifications of the passage of I-976, noting that the House and Senate are currently at odds over how to address the loss of approximately \$450 million in revenue.

Ms. Wall and the Board discussed several transportation bills currently before the legislature. She reported that the WSACE plans to spend this year looking toward 2021 and a possible transportation spending package.

DESIGN SYSTEMS AND UAS PROGRAM REPORT

Mr. Bailey noted that he attended four regional RAP Meetings with Mr. Hart and Mr. Woods, where he met with approximately 40 county personnel and presented the status and a projected vision of the Design Systems and UAS Programs.

He provided in-person project support to Skagit County on their Bow Hill Project and followed up with a remote support session via TeamViewer. He also provided support to Whitman County through CRAB-NET and generated a knowledge base article for future reference. He intends to promote CRAB-NET and TeamViewer to all of the counties so staff can more readily assist counties when they have support issues.

Mr. Bailey is planning for the 30th Road Design Conference, to be held March 14-16 at Campbell's Resort at Lake Chelan. He has secured full sponsorship of all planned events, and is working with presenters to form training sessions.

He attended Autodesk University 2020 in Las Vegas in November 2019, attending 15 training courses over five days. Many of the AEC courses were overbooked. Fourteen courses were on-screen, and one was a hands-on lab. He noted that 2020 will be the last year of this format, moving to smaller individual conferences for specific product lines. At the conference, he met with five software vendors regarding Civil 3D tools and CRAB's interest in the development of an e-learning system.

Mr. Bailey reviewed CRAB's current training materials, determining that it is outdated. He noted that development of in-house training materials would require approximately 1000 hours to create. Therefore, staff decided to purchase the materials from a highly respected instructor and author, whose course normally costs \$1,295 per student,

including materials. CRAB negotiated for the purchase of the materials alone for \$85 per student. An estimated budget for future training costs is being developed.

He reported that he will be conducting his first Civil 3D class February 12-14 in the CRAB Training Room, with eight attendees. The waitlist currently has 12 additional county personnel requesting training.

With the focus on getting Design Systems Training back on-line, the UAS Program has no change of status. He noted that the Federal Aviation Administration (FAA) has issued the proposed rule for remote identification of drones. It is currently in a 60-day review and comment period. This would build on previous steps taken by the FAA and the UAS industry to safely integrate operations. These efforts are the foundation for more complex operations as the industry moves toward a traffic management ecosystem for drone flights separate from, but complementary to, the air traffic management system. If enacted, existing registered aircraft will be required to comply within 36 months. An internet hot-spot may be required to execute missions

Ms. Mayner reported that the annual WSACE Conference will be held June 8-11 at Lake Chelan. Tuesday, June 9 there will be a retirement celebration for Mr. Olsen.

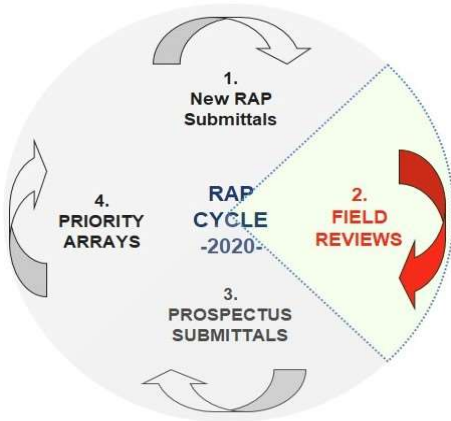
Commissioner Koch noted that former CRABoard member David Carey passed away on January 1.

Meeting adjourned by Chair Stacy at 9:48 am.

Chair

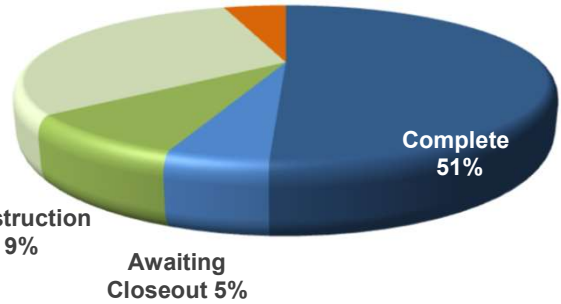
Attest

RURAL ARTERIAL PROGRAM
April, 2020



Projects Funded 2007 - 2018
No RATA Claimed 5%

Design 31%



PROJECT STATUS:

Billing Phase	'83-'07	'07-'09	'09-'11	'11-'13	'13-'15	'15-'17	'17-'19	Current Biennium '19-'21	TOTAL
Completed	958	43	35	2	34	14	6		1092
Awaiting Closeout		1	1		7	3	1		13
Some RATA paid	1		4		9	26	33	32	105
No RATA Paid							3	10	13
TOTAL	959	44	40	2	50	43	43	42	1223

FUND STATUS:

Anticipated Revenue to end of '19 - '21 Biennium:

Fuel tax receipts and interest through June, 2019	607,140,559
Estimated fuel tax receipts, interest and CW Transfers July 2019 thru June 2021	42,398,900
Total estimated revenue	649,539,459

RAP Expenditures to date:

To Completed Projects	548,705,471
To Projects in Design or Under Construction	42,300,892
Administration	12,296,840
Total RATA spent	603,303,203

RAP Obligations:

RATA Balance on Active Projects	113,070,617
RATA \$ yet to allocate to Partially funded projects -	29,115,838
Requests for reimbursement - pending	166,447
Estimated remaining administration through 2019- 2021 biennium	712,954
Total RATA obligated	143,065,856

QTR 1 - 2020 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
January	\$17,907,820.60	1,603,971.48	\$22,743.71	(1,414,620.06)	33	(47,455.39)	\$18,072,460.34
February	\$18,072,460.34	\$1,571,110.20	\$23,869.94	(1,815,991.26)	42	(46,868.55)	\$17,804,580.67
March	\$17,804,580.67	\$2,064,127.82	\$24,835.97	(484,418.51)	32	(60,040.04)	\$19,349,085.91
TOTALS:		\$5,239,209.50	\$48,705.91	(3,715,029.83)	107	(154,363.98)	

PRELIMINARY PROSPECTUS SUBMITTALS – RAP PROGRAM

At its October 2019 meeting, the CRABoard initiated a call for new projects to be funded by the RATA during the 2021-2023 biennium. All preliminary proposals have been received (due March 1 2020) and CRAB staff have commenced field reviews with the counties.

Proposals submitted to CRAB on March 1, 2020:

TYPES	No. Submitted	Average RATA	NE	NW	PS	SE	SW	TYPES
2R	33	1,003,555	10	11	3	4	5	2R
3R	61	2,147,066	21	11	1	13	15	3R
RC	15	1,899,687	8			3	4	RC
DR	11	647,800	2		3		6	DR
FA	9	580,000	2		2	5		FA
SA	3	1,179,900	2			1		SA
IS	3	1,976,100			3			IS
Total	135		45	22	12	26	30	135
RATA Millions			74.04	30.54	13.71	50.28	45.83	214.40

Total requested RATA funds from preliminary proposals is \$214.4 million. Revenue during the 2021-2023 biennium is estimated at \$46 million, of which approximately \$31 million will be allocated to current partially funded projects and the remaining \$15 million to new proposals. Since the funding forecasts were prepared prior to the COVID-19 situation, it is expected that the actual funding will be reduced, which may impact county funding limits.

There have been several additional issues resulting in delays and difficulty in preparing and submitting these preliminary prospectuses, including movement and retirement of County Engineers, and flooding in Columbia County which resulted in an emergency declaration. Also, Wahkiakum County chose not to submit any new projects due to their large commitment of current RAP projects (5). The SW Region county limits will be adjusted accordingly.

Of the 135 projects listed, CRAB staff anticipates that fewer than half will be submitted as final proposals, which are due in September.

Counties are again showing a focus on 3R projects (nearly 50% of submittals). Federal Aid Bridge and Drainage projects also received increased interest in the SE and SW regions.

Project types:

- 2R Resurface and Restore
- 3R Rehabilitate (bring to full design standards where feasible) on existing alignment
- RC Reconstruction: full standards, on new alignment.
- DR Drainage structures such as culverts and short span (<20 ft.) bridges.
- FA Bridge funded by FHWA, for which county seeks RAP as matching funds.
- SA Bridge to be funded by county and RAP.
- IS Intersection

County Road Administration Board – April 16, 2020

Project Actions Taken by CRAB Staff

Stevens and Okanogan Counties – RAP contracts offered that were not approved by the CRABoard

On April 25, 2019, the CRABoard met and approved **Resolution 2019-003 Allocate Estimated Revenue to Projects**, which allocated 90% of estimated revenue to selected projects on the 5 regional RAP arrays. According to WAC 136-161-070 (4); “The RATA amounts allocated to projects in the first year of the biennium are limited to no more than ninety percent of the net amount estimated to be allocable to each region for the project program period, with the remaining percentage allocated at such time as deemed appropriate by the county road administration board.” The remaining 100% estimated revenue is typically allocated at the spring, even-year CRABoard meeting, in advance of the second year of the biennium.

On April 29, 2019, CRAB staff printed and mailed out contracts to the listed counties based on 100% of the revenue estimate for the NE region by mistake. (The statewide list that included 100% NE funding was *nearly* identical to the resolution passed by the board). As a result, the following two contracts were offered that had not been approved by the CRABoard:

Stevens County Cedonia- Addy Milepost 3.10 -6.20	\$1,426,700 RAP funding
Okanogan County Old 97 milepost 4.15 to 5.35	\$593,400 RAP funding

The error was discovered in late February, 2020 by CRAB staff in preparation for the April, 2020 CRABoard meeting. No requests for reimbursement had been submitted for either project.

CRAB staff informed Stevens County (by phone) on March 25 that, regrettably, the contract for Cedonia-Addy was not authorized by the CRABoard, was therefore void, and would need to be returned to CRAB. Staff indicated the potential for funding at the April 16, 2020. A follow up letter was sent to the county engineer on March 30, 2020 stating the same.

CRAB staff also contacted Okanogan County by phone on April 1, 2020 informing the county engineer that although the CRABoard had authorized \$39,879 in RATA funding for Old 97, the contract amount of \$593,400 was incorrect and an amendment would need to be processed. After further discussions among CRAB staff however, it was agreed that, since the \$593,400 was likely to be funded in the April 16, 2020 CRABoard meeting, processing multiple amendments in such a short time frame would be counterproductive. The county engineer was therefore informed that the status of contract was on hold, pending outcome of the April 16, 2020 CRABoard meeting.

**RESOLUTION 2020-002
APPORTION RATA FUNDS TO REGIONS**

- WHEREAS** RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and
- WHEREAS** RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and
- WHEREAS** the CRABoard established regional apportionment percentages for the 2019 - 2021 biennium at its meeting of July 25, 2019; and
- WHEREAS** RCW 36.79.050 states that the apportionment percentages shall be used once each calendar quarter by the board to apportion funds credited to the rural arterial trust account; and
- WHEREAS** RCW 36.79.020 authorizes expenditure of RATA funds for costs associated with program administration;
- NOW THEREFORE, BE IT RESOLVED,** that the accrued amount of \$5,310,659 made available in the RATA in **January, February, and March 2020** be apportioned to the regions by their 2019-2021 biennium percentages after setting aside \$154,364 for administration.

<u>REGION</u>	<u>APPORTION- MENT PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2019 - 2021)</u>	<u>PRIOR PROGRAM (1983 - 2019)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		154,364	436,711	12,959,676	13,396,387
NORTHEAST	43.67%	2,251,754	6,633,261	254,825,268	261,458,528
NORTHWEST	10.92%	563,067	1,658,695	67,566,797	69,225,492
PUGET SOUND	6.91%	356,300	1,049,595	42,665,519	43,715,114
SOUTHEAST	23.62%	1,217,917	3,587,763	140,190,567	143,778,330
SOUTHWEST	<u>14.88%</u>	<u>767,257</u>	<u>2,260,200</u>	<u>88,932,733</u>	<u>91,192,933</u>
TOTAL	100.00%	5,310,659	15,626,224	607,140,559	622,766,783

Adopted by the CRABoard on April 16, 2020

Chair's Signature

ATTEST

RESOLUTION 2020-003
TO APPROVE 2019 - 2021 RAP PROJECTS
AND ALLOCATE REMAINING 100% OF ESTIMATED 2019 - 2021 RATA REVENUE

WHEREAS the CRABoard met in accordance with WAC 136-161-070 to approve Rural Arterial Program projects and allocate Rural Arterial Trust Account funds, and

WHEREAS in accordance with WAC 136-161-070, the CRABoard is authorized to allocate estimated RATA revenue to proposed RAP projects, and

WHEREAS The statewide net amount of RATA funds available for allocation to projects in the funding period will be based on the most recent state fuel tax revenue forecast prepared quarterly by the department of transportation (per WAC 136-161-070 (2)), plus any turned-back funds available in each region, and

WHEREAS the most recent estimate of 2019 - 2021 biennium revenues, including interest, and funds turned back through withdrawal or underrun, indicate that the following approximate amounts are available in the second year of the biennium for allocation to projects on the 2019 - 2021 arrays in the five regions:

<u>REGION</u>	<u>A</u> <u>Est. Fuel Tax</u> <u>'19- '21</u>	<u>B</u> <u>Turned-Back</u> <u>Funds</u>	<u>A+B</u> <u>Total \$</u> <u>Available</u>	<u>Previously</u> <u>Allocated</u> <u>('19-'21 Bien.)</u>	<u>Available Funds</u> <u>to Allocate</u>
Northeast	18,341,400	1,160,282	19,501,000	18,881,179	619,821
Northwest	4,586,400	1,418,224	6,004,000	5,788,800	215,200
Puget Sound	2,902,200	967,052	3,869,000	3,689,100	179,900
Southeast	9,920,400	1,601,175	11,521,000	11,223,000	298,000
Southwest	6,249,600	114,042	6,363,000	6,266,700	96,300
	42,000,000	5,260,775	47,258,000	45,848,779	1,409,221

(Totals are rounded down)

NOW, THEREFORE, BE IT RESOLVED, that the County Road Administration Board hereby approves the following projects in the five regions and allocates the remaining 100% of the est. 2019- 2021 fuel tax funds and turned-back funds to the listed projects in the amounts shown.

<u>County</u>	<u>RoadName</u>	<u>Project</u> <u>Type</u>	<u>TOTAL</u> <u>COST</u>	<u>RATA</u> <u>REQ</u>	<u>PRIOR</u> <u>FUNDING</u>	<u>NEW</u> <u>FUNDING</u>	<u>TOTAL</u> <u>FUNDING</u>	<u>Partial</u>
NORTHEAST REGION:								
Okanogan	Old 97	3R	2,040,000	1,836,000	39,879	553,521	593,400	P
Stevens	Cedonia-Addy	3R	3,500,000	3,150,000	-	66,300	66,300	P
TOTAL NEW NE REGION FUNDING						619,821		
NORTHWEST REGION:								
Clallam	Laird Road	2R	550,000	495,000	107,900	215,200	323,100	P
TOTAL NEW NW REGION FUNDING						215,200		
PUGET SOUND REGION								
Snohomish	Trout Creek Bridge #494	SA	4,078,000	1,000,000	289,100	179,900	469,000	P
TOTAL NEW PS REGION FUNDING						179,900		

<u>County</u>	<u>RoadName</u>	<u>Project Type</u>	<u>TOTAL COST</u>	<u>RATA REQ</u>	<u>PRIOR FUNDING</u>	<u>NEW FUNDING</u>	<u>TOTAL FUNDING</u>	<u>Partial</u>
SOUTHEAST REGION:								
Asotin	Grande Ronde Road	SA	1,873,000	1,685,700	427,000	29,800	456,800	P
Kittitas	Vantage Highway - Overlay	2R	3,465,000	2,635,000	1,039,660	268,200	1,307,860	P
TOTAL NEW SE REGION FUNDING						298,000		
SOUTHWEST REGION								
Cowlitz	Dike Road	2R	1,880,000	1,692,000	817,287	96,300	913,587	P
TOTAL NEW SW REGION FUNDING						96,300		

Project Types:

- RC = Reconstruction
- 3R = Rehabilitation
- 2R = Resurface and Restore
- DR = Drainage
- IS = Intersection
- FA = Federal Aid Bridge

Allocation Summary:

NE Region	619,821
NW Region	215,200
PS Region	179,900
SE Region	298,000
SW Region	96,300
Total Allocated:	1,409,221

Adopted by the CRABoard on April 16, 2020

Chair's Signature

ATTEST

County Road Administration Board – April 16, 2020

Emergency Loan Program Update

On March 9, 2020, Columbia County requested Emergency Loan funding to support repairs to damages caused by flooding in early February 2020.

An emergency was declared by the Columbia County Commissioners on February 6, 2020 for this flooding event, fulfilling one of the requirements for requesting emergency loan funding.

The funding request included brief descriptions for each location, along with cost estimates for the necessary repair work. Photos of each location are on file.

The loan amount requested was \$1 Million (or the maximum amount available).

Since the revolving fund account balance at the time was \$1 Million, the maximum amount available for Columbia County was \$500,000.

On March 11, 2020 an Emergency Loan Program Contract was sent to Columbia County, which was signed by Columbia County Commissioners on March 19, 2020.

CRAB Deputy Director Walt Olsen met with Chuck Eaton on March 19, 2020 to examine the damaged roadways.

A voucher for transfer of \$500,000 in Emergency Loan Program funds was forwarded to Columbia County for signature, returned, and is in process for disbursement.

The timing for repayment is a maximum of 24 months. If the loan amount is paid in full upon the initial invoicing (at six months), then there will be no interest owed. If the loan amount is not paid in full at six months, interest will be charged for the life of the loan.



Washington State

County Road Administration Board

2404 Chandler Court SW, Suite 240 Olympia, WA 98502

www.crab.wa.gov 360-753-5989

March 11, 2020

Commissioner Robert Gelder
WSAC President
206 Tenth Avenue SE
Olympia, WA 98501-1311

CRABoard Appointments

Dear Commissioner Gelder:

It is time again to begin the process to fill the positions of three CRABoard members whose terms expire June 30, 2020. This year, Spokane County Commissioner Al French, Grays Harbor Commissioner Randy Ross, and Garfield County Engineer Grant Morgan's terms expire.

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

Commissioner French = population greater than 150,000
Commissioner Ross = population between 30,000 and 150,000
County Engineer Morgan = population less than 30,000

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 Eric Pierson, PE that he needs to make available to you two nominations for the position presently occupied by Grant Morgan, PE.

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, CRABoard Chairman
Commissioner Al French
Commissioner Randy Ross
County Engineer Grant Morgan, PE
WSACE President Eric Pierson, PE

**Washington State
County Road Administration Board**
2404 Chandler Court SW, Ste 240, Olympia, WA 98504-0913
360/753.5989 – www.crab.wa.gov



March 23, 2020

TO: Interested Parties

FROM: John Koster, Executive Director

SUBJECT: “County Engineer of the Year” Nominations

Each year the County Road Administration Board honors a County Engineer as the “County Engineer of the Year”.

We are offering an opportunity to all interested parties from across the state to participate in nominating a County Engineer for this award.

If you know of a County Engineer who has been doing an exceptionally good job and deserves extra recognition, may I suggest that you nominate him or her by completing the attached nomination form and submit it via e-mail to Karen Pendleton at karen@crab.wa.gov no later than **May 8, 2020**. Your nomination will be considered with all other nominees.

The award will be made during the annual engineer’s banquet in June during the WSACE Summer Conference at the Campbell’s Resort in Lake Chelan.

If you have questions, please contact me at 360.753.5989.

NOMINATION FORM
WSACE "County Engineer of the Year"

2020

Nominee: _____

County: _____

Provide data in one or more of the following categories.

- Category 1 – MANAGEMENT SKILLS
(Provide details and samples/examples of why this engineer is an outstanding manager.)

- Category 2 – PUBLIC RELATIONS
(Provide details and samples/examples of why this engineer has outstanding skills in dealing with the public, with other county departments, and/or with the Board of Commissioners.)

- Category 3 – ENGINEERING EXPERTISE
(Provide details and samples/examples of how this engineer has demonstrated outstanding engineering skills and/or expertise.)

- Category 4 – COMMUNITY ACTIVITIES
(Provide details and samples/examples of how this engineer has helped to make the community/county a better place to live.)

- Category 5 – WSACE COMMITTEE ACTIVITY
(Provide details and samples/examples of how this engineer has provided leadership and/or support to help further the goals of the Association.)

- Category 6 – OTHER ACTIVITIES/QUALIFICATIONS
(Provide details and samples/examples of how this engineer has provided special support, expertise, and/or leadership in some related or unrelated field.)

[] Category 7 – SPECIAL CATEGORY
(List any special honors or awards that have been received by this engineer,
provide the names of the award(s), when received, etc.)

SUBMITTED BY:

Date



WSACE

2019 Project/Program Manager of the Year Award Nomination Form

Application Deadline: May 8, 2020

Nominee:	Title:	
County:	Department:	
Office Address:	Phone:	
City:	State:	Zip/Postal Code:
	WA	
<p>The following information will be used as selection criteria for the Awards Committee:</p> <p>This award will be presented annually to recognize a county project manager or county program manager working below the county engineer or agency head management level for outstanding service and meritorious achievement in or for a county in managing a construction project or a pavement, safety, operations, bridge, or other public works program.</p> <p>Eligible nominees could include supervisors, foremen, or engineers who manage a project or program. Nominations can be submitted by any WSACE voting member to the Awards Committee. Endorsements by County Board of Commissioners, County Executive or Council are encouraged although not required.</p> <p>The specific project or program must have been completed in 2019. If a project, it must be completed in 2019 or if a program substantially underway in 2019. A specific discussion on the actual project or program, its significance and importance, and the individual's performance and contribution to complete the project or program on time and within budget is requested as a part of the submission.</p>		
Nominated by:	Title:	
County:	Department	
Office Address:	Phone:	
City:	State:	Zip/Postal Code:
	WA	

Submit completed form and supporting documents to:

Karen Pendleton, Executive Assistant
County Road Administration Board
karen@crab.wa.gov
Ph. 360.753.5989



Office of the Washington State Auditor Pat McCarthy

March 26, 2020

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

We are pleased to confirm the audit to be performed by the Office of the Washington State Auditor, in accordance with the provisions of Chapter 43.09 RCW, for the County Road Administration Board. This letter confirms the nature and limitations of the audit, as well as responsibilities of the parties and other engagement terms.

Auditor Responsibilities

Accountability Audit

We will perform an accountability audit for the fiscal years ended June 30, 2019, 2018, 2017 and 2016 of the Board's compliance with applicable state laws, regulations, policies and procedures, and safeguarding of public resources in areas representing the highest risk of fraud, loss, abuse, or noncompliance.

Areas will be selected for audit using a risk-based approach and will be identified in the audit entrance conference.

Upon completion of our audit, we will issue a written report describing the overall results and conclusions for the areas we examined.

Other Auditor Responsibilities

Additionally, the Office of the Washington State Auditor will:

- Provide the Board with advanced notice if we identify issues that require further audit work and increase audit costs.
- Safeguard the Board's financial records and documentation from loss, damage, and inadvertent release to unauthorized persons.
- Conduct a formal entrance conference with the Board on the accountability audit.
- Conduct a formal exit conference with the Board to discuss results of the accountability audit.
- Interact with Board staff professionally and respectfully, and communicate needs and issues in a timely manner.
- Coordinate with Board staff to schedule testing to be performed.
- Provide advance notice when a scheduled meeting is to be cancelled.
- Allow the Board 10 business days to provide a written response to any findings.

Reporting Levels for Audit Issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** in an audit report formally address issues such as significant weaknesses in internal controls, misappropriations, or abuse or non-compliance with laws, regulations, contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response, or a synopsis of it, will be published in the audit report.
- **Management letters** communicate control deficiencies, non-compliance, abuse or errors with a less-than-material effect on audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies, non-compliance, abuse or errors that have an insignificant effect on the audit objectives. These issues are informally communicated to management and are not referenced in the audit report.

Client's Responsibilities

Management is responsible for the accuracy and completeness of information provided to the auditor and will provide the Office of the Washington State Auditor with:

- Unrestricted access to people with whom the auditor wishes to speak.
- All information that is requested or relevant to auditor requests.
- Notification when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws, such as HIPAA.
- Adequate workspace and conditions, including interacting with auditors professionally and respectfully and promptly communicating about any issues and concerns.

Moreover, our audit does not relieve management or the governing body of their responsibilities. These responsibilities include:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial records and related data, compliance and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.
- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.

Responsibilities at the conclusion of the audit

At the conclusion of our audit, the Board will provide us with a letter to confirm in writing certain express and implied representations made during the course of the audit. This letter includes representations regarding legal matters. A separate letter may be needed from the Board's legal counsel.

Management and the governing body are also responsible for following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the Board's own letterhead.

Estimated Audit Costs and Timeline

We estimate the cost of the audit work to be \$19,800, and other expenses, if any. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports, which will be addressed to the Board’s governing body and published on our website www.sao.wa.gov, to be available to you and the public as outlined below. These estimates are based on timely access to financial or other information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

Report	Date*
Independent Auditor’s Report on Accountability	June 2020

**Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation, will be made available upon request and in a timely manner to appropriate auditors and reviewers, Board’s management and governing body, and federal agencies for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

Expected Communications

During the course of the audit, we will communicate with the Board’s selected audit liaison, Karen Pendleton, Executive Assistant, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating the Board’s management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or at the Board’s request.

The SAO Audit Manager for this audit is Bryson Bristol. Please contact us if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter, you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,

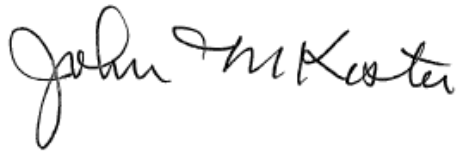


March 26, 2020

Troy Niemeyer, Assistant Director *Date*
Office of the Washington State Auditor

Board Response:

This letter correctly sets forth our understanding.



John Koster, Executive Director *Date*

Karen M Pendleton April 2, 2020

Karen Pendleton, Executive Assistant *Date*

John Koster's Executive Director Report
CRABoard Meeting April 16, 2020
1:00 PM via WebEx

Supplemental Transportation Budget

- The House Transportation Committee proposed a budget that initially funded less than half of our original supplemental budget requests. It did fund retirement buyouts for Walt Olsen and Randy Hart, which was a little over 25% of our requested for succession planning. It did not fund our request for double filling for Randy Hart and Jim Oyler's positions. The proposed House budget also reduced \$15 million from our RAP appropriation. The Budget that was voted out of the House 'restored' the \$15 million although they put the funds into an MVF, which still allows CRAB access to the funds through OFM.
- The Senate Transportation Committee budget ESHB2322 as it was proposed and subsequently passed out of the committee denied *all* of our supplemental budget requests, cut \$50,000 from our operation budget, and cut RAP by \$6.2 million.
- The budget that was negotiated in the Conference Committee adopted the House position on our supplemental budget requests, and cut RAP by \$3.1 million. The RAP reduction was based on legislative (staff) assumptions of "anticipated underruns" in the program. This cut is intended to be short-term, one-time, and is not intended to "eliminate or substantially delay" capital projects.
- Below is the Governor's veto language regarding the transportation budget:

"I am returning herewith, without my approval as to Sections 220(16); 301(3); 302, page 70, lines 33- 37 and page 71, lines 1-2; 303(2); 305(35); 307(2); 308(11); 309(17); 310(26); 207(15); 208(35); 208(22); 208(23); 208(24); 208(25); and 208(27), Engrossed Substitute House Bill No. 2322 entitled: 'AN ACT Relating to transportation funding and appropriations.' Section 220(16), page 60, Department of Transportation, Public Transportation, Program V; Section 301(3), page 70, Freight Mobility Strategic Investment Board; Section 302, page 70, lines 33-37, and page 71, lines 1-2, County Road Administration Board; Section 303(2), page 71, Transportation Improvement Board; Section 305(35), page 86, Department of Transportation, Improvements, Program I; Section 307(2), page 91, Department of Transportation, Traffic Operations, Program Q; Section 308(11), page 94, Department of Transportation, Washington State Ferries, Program W; Section 309(17), page 99, Department of Transportation, Rail, Program Y; and Section 310(26), page 107, Department of Transportation, Local Programs, Program Z These sections include language declaring the Legislature's intent that the projects in these sections should not be eliminated or substantially delayed due to revenue reductions taken in the budget as a short-term solution to balance the budget. In light of the

economic downturn due to the COVID-19 pandemic, it may be necessary to delay or eliminate projects. For this reason, I have vetoed Sections 220(16); 301(3); 302, page 70, lines 33-37, and page 71, lines 1-2; 303(2); 305(35); 307(2); 308 (11); 309(17); and 310(26).”

Other updates:

1. Road Design Conference update: Because of the proclamations by the Governor regarding social distancing and meetings of 50 or more, we have postponed the Road Design Conference. We were planning to reschedule to a fall 2020 conference as we have held in the past, eventually moving back to a spring conference. Since that time, the Governor instituted a ‘stay at home’ order which has now been extended. While it might be lifted in time to have a fall conference, the economic impact in reality is likely to limit participation by many counties. The conference has been postponed until spring of 2021.
2. Staff is working with the Auditor’s office in response to our Accountability Audit covering the period of July 1, 2015 – June 30, 2019. Letter included in Board package.
3. WSACE letter for nominations for Engineer of the Year and Project/Program Manager of the Year have been sent out – copy included in Board package.
4. Walt Olsen has submitted his letter of retirement effective June 30, 2020. This will be Walt’s last Board meeting.
5. Karen Pendleton and I are planning to retire September 2020.

County Road Administration Board Agency Summary BITD as of March 2020

Fund 108 MVF Admin Operating

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,124,633	414,189	410,567	3,622	714,066
Employee Benefits	366,900	135,387	132,553	2,834	234,347
Travel	99,000	24,000	28,750	(4,750)	70,250
Capital Outlays	115,308	0	3,107	(3,107)	112,201
Grants, Benefits & Client Services	0	0	263	(263)	(263)
Goods and Services	1,097,159	284,557	252,156	32,401	845,003
Sum:	2,803,000	858,133	827,396	30,737	1,975,604

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	46,021	45,619	402	414,189	410,567	3,622
AA State Classified	26,728	26,254	474	240,552	236,282	4,270
AC State Exempt	19,293	19,365	(72)	173,637	174,285	(648)
Employee Benefits	15,043	14,505	538	135,387	132,553	2,834
BA Old Age and Survivors Insurance	2,853	2,748	105	25,677	24,499	1,178
BB Retirement and Pensions	5,918	5,867	51	53,262	52,799	463
BC Medical Aid & Industrial Insurance	350	177	173	3,150	1,568	1,582
BD Health, Life & Disability Insurance	5,071	5,071	0	45,639	45,541	98
BH Hospital Insurance (Medicare)	667	643	24	6,003	5,786	217
BK Paid Family and Medical Leave	184	0	184	1,656	(0)	1,656
BT Shared Leave Provided Sick Leave	0	0	0	0	2,360	(2,360)
Goods and Services	25,402	21,284	4,118	284,557	252,156	32,401
EA Supplies and Materials	975	988	(13)	8,775	7,923	852
EB Communications/Telecommunications	627	554	73	5,643	5,510	133
EC Utilities	1,023	668	355	9,207	6,304	2,903
ED Rentals and Leases - Land & Buildings	7,349	2,213	5,136	66,141	46,307	19,834
EE Repairs, Alterations & Maintenance	0	0	0	0	5,322	(5,322)
EF Printing and Reproduction	401	138	263	3,609	2,435	1,174
EG Employee Prof Dev & Training	0	1,148	(1,148)	20,000	13,433	6,567
EH Rental & Leases - Furn & Equipment	144	144	(0)	2,796	1,300	1,496
EJ Subscriptions	0	16	(16)	0	91	(91)
EK Facilities and Services	6,579	7,014	(435)	59,211	66,345	(7,134)
EL Data Processing Services (Interagency)	5,382	4,842	540	55,332	50,033	5,299
EM Attorney General Services	173	0	173	1,557	490	1,067
EN Personnel Services	2,243	3,327	(1,084)	20,187	31,695	(11,508)
EP Insurance	87	87	0	1,816	3,234	(1,418)
ER Other Contractual Services	419	0	419	23,757	7,011	16,746
ES Vehicle Maintenance & Operating Cst	0	145	(145)	2,750	371	2,379
ET Audit Services	0	0	0	0	0	0
EW Archives & Records Management Svcs	0	0	0	326	327	(1)
EY Software Licenses and Maintenance	0	0	0	0	4,028	(4,028)
EZ Other Goods and Services	0	0	0	3,450	0	3,450
Travel	2,000	2,719	(719)	24,000	28,750	(4,750)
GA In-State Subsistence & Lodging	1,000	714	286	9,000	12,472	(3,472)

<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>
GB In-State Air Transportation	0	0	0	0	649	(649)
GC Private Automobile Mileage	400	597	(197)	3,600	5,104	(1,504)
GD Other Travel Expenses	100	0	100	900	429	471
GF Out-of-State Subsistence & Lodging	0	0	0	4,500	0	4,500
GG Out-of-State Air Transportation	0	0	0	1,500	0	1,500
GN Motor Pool Services	500	1,408	(908)	4,500	10,096	(5,596)
Capital Outlays	0	1,911	(1,911)	0	3,107	(3,107)
JA Noncapitalized Assets	0	1,829	(1,829)	0	3,025	(3,025)
JB Noncapitalized Software	0	81	(81)	0	81	(81)
JC Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services	0	0	0	0	263	(263)
NZ Other Grants and Benefits	0	0	0	0	263	(263)
Total Dollars	88,466	86,036	2,430	858,133	827,396	30,737

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	1,054,561	386,601	384,579	2,022	669,982
Employee Benefits	346,415	127,170	119,689	7,481	226,726
Professional Service Contracts	0	0	200,375	(200,375)	(200,375)
Travel	30,360	7,240	11,013	(3,773)	19,347
Capital Outlays	17,721	0	953	(953)	16,768
Grants, Benefits & Client Services	0	0	81	(81)	(81)
Interagency Reimbursements	0	0	(208,775)	208,775	208,775
Goods and Services	227,943	43,203	39,223	3,980	188,720
Sum:	1,677,000	564,214	547,137	17,077	1,129,863

<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>
Salaries and Wages	43,005	41,949	1,056	386,601	384,579	2,022
AA State Classified	43,005	41,949	1,056	386,601	368,633	17,968
AS Sick Leave Buy-Out	0	0	0	0	3,992	(3,992)
AT Terminal Leave	0	0	0	0	11,954	(11,954)
Employee Benefits	14,141	13,734	407	127,170	119,689	7,481
BA Old Age and Survivors Insurance	2,666	2,524	142	23,967	22,939	1,028
BB Retirement and Pensions	5,531	5,395	136	49,719	47,407	2,312
BC Medical Aid & Industrial Insurance	171	172	(1)	1,539	1,508	31
BD Health, Life & Disability Insurance	4,977	4,977	0	44,793	43,429	1,364
BE Allowances	0	76	(76)	0	129	(129)
BH Hospital Insurance (Medicare)	624	590	34	5,607	5,365	242
BK Paid Family and Medical Leave	172	0	172	1,545	0	1,545

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
BT Shared Leave Provided Sick Leave	0	0	0	0	523	(523)
BV Shared Leave Provided Annual Leave	0	0	0	0	100	(100)
BW Shared Leave Received	0	0	0	0	(1,710)	1,710
Professional Service Contracts	0	875	(875)	0	200,375	(200,375)
CA Management and Organizational Services	0	875	(875)	0	5,375	(5,375)
CD Computer/Information Services	0	0	0	0	195,000	(195,000)
Goods and Services	3,227	1,470	1,757	43,203	39,223	3,980
EA Supplies and Materials	299	303	(4)	2,691	2,653	38
EB Communications/Telecommunications	193	170	23	1,737	1,546	191
EC Utilities	314	12	302	2,826	1,740	1,086
ED Rentals and Leases - Land & Buildings	2,254	679	1,575	20,286	14,201	6,085
EE Repairs, Alterations & Maintenance	0	(0)	0	0	128	(128)
EF Printing and Reproduction	123	36	87	1,107	740	367
EG Employee Prof Dev & Training	0	352	(352)	6,000	3,777	2,223
EH Rental & Leases - Furn & Equipment	44	44	(0)	856	397	459
EJ Subscriptions	0	5	(5)	0	28	(28)
EL Data Processing Services (Interagency)	0	0	0	0	0	0
ER Other Contractual Services	0	0	0	6,900	13,165	(6,265)
ES Vehicle Maintenance & Operating Cst	0	27	(27)	800	96	704
EY Software Licenses and Maintenance	0	0	0	0	1,235	(1,235)
EZ Other Goods and Services	0	(157)	157	0	(484)	484
Travel	600	319	281	7,240	11,013	(3,773)
GA In-State Subsistence & Lodging	300	239	61	2,700	5,586	(2,886)
GB In-State Air Transportation	0	0	0	0	168	(168)
GC Private Automobile Mileage	100	0	100	900	1,194	(294)
GD Other Travel Expenses	50	80	(30)	450	510	(60)
GF Out-of-State Subsistence & Lodging	0	0	0	1,380	2,179	(799)
GG Out-of-State Air Transportation	0	0	0	460	1,377	(917)
GN Motor Pool Services	150	0	150	1,350	0	1,350
Capital Outlays	0	586	(586)	0	953	(953)
JA Noncapitalized Assets	0	561	(561)	0	928	(928)
JB Noncapitalized Software	0	25	(25)	0	25	(25)
JC Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services	0	0	0	0	81	(81)
NZ Other Grants and Benefits	0	0	0	0	81	(81)
Interagency Reimbursements	0	0	0	0	(208,775)	208,775
SC Professional Service Contracts	0	0	0	0	(165,764)	165,764
SE Goods and Services	0	0	0	0	(37,065)	37,065
SJ Capital Outlays	0	0	0	0	(5,947)	5,947
Total Dollars	60,973	58,933	2,040	564,214	547,137	17,077

Category

Fund 102 RATA Operating

	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance	
Salaries and Wages	842,270	310,956	323,892	(12,936)	518,378	
Employee Benefits	279,824	102,606	101,504	1,102	178,320	
Travel	2,640	780	7,190	(6,410)	(4,550)	
Capital Outlays	0	0	83	(83)	(83)	
Grants, Benefits & Client Services	0	0	7	(7)	(7)	
Goods and Services	12,266	3,943	4,034	(91)	8,232	
Sum:	1,137,000	418,285	436,711	(18,426)	700,289	

<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>
Salaries and Wages	34,600	44,260	(9,660)	310,956	323,892	(12,936)
AA State Classified	34,600	44,260	(9,660)	310,956	315,306	(4,350)
AS Sick Leave Buy-Out	0	0	0	0	2,149	(2,149)
AT Terminal Leave	0	0	0	0	6,437	(6,437)
Employee Benefits	11,411	14,174	(2,763)	102,606	101,504	1,102
BA Old Age and Survivors Insurance	2,145	2,666	(521)	19,278	19,483	(205)
BB Retirement and Pensions	4,450	5,692	(1,242)	39,990	40,548	(558)
BC Medical Aid & Industrial Insurance	138	171	(33)	1,242	1,263	(21)
BD Health, Life & Disability Insurance	4,038	4,977	(939)	36,342	36,856	(514)
BE Allowances	0	44	(44)	0	71	(71)
BH Hospital Insurance (Medicare)	502	624	(122)	4,512	4,556	(44)
BK Paid Family and Medical Leave	138	0	138	1,242	0	1,242
BT Shared Leave Provided Sick Leave	0	0	0	0	174	(174)
BV Shared Leave Provided Annual Leave	0	0	0	0	263	(263)
BW Shared Leave Received	0	0	0	0	(1,710)	1,710
Goods and Services	540	142	398	3,943	4,034	(91)
EA Supplies and Materials	26	26	(0)	234	229	5
EB Communications/Telecommunications	16	15	1	152	134	18
EC Utilities	27	1	26	243	151	92
ED Rentals and Leases - Land & Buildings	196	59	137	1,764	1,235	529
EE Repairs, Alterations & Maintenance	0	(0)	0	0	11	(11)
EF Printing and Reproduction	11	3	8	99	64	35
EG Employee Prof Dev & Training	200	31	169	600	1,862	(1,262)
EH Rental & Leases - Furn & Equipment	4	4	0	75	76	(1)
EJ Subscriptions	58	0	58	58	2	56
EL Data Processing Services (Interagency)	0	0	0	0	0	0
ER Other Contractual Services	0	0	0	600	153	447
ES Vehicle Maintenance & Operating Cst	0	2	(2)	100	8	92
EY Software Licenses and Maintenance	0	0	0	0	107	(107)
EZ Other Goods and Services	2	0	2	18	0	18
Travel	10	1,414	(1,404)	780	7,190	(6,410)
GA In-State Subsistence & Lodging	0	1,387	(1,387)	400	4,760	(4,360)
GB In-State Air Transportation	0	0	0	0	15	(15)
GC Private Automobile Mileage	0	0	0	80	459	(379)
GD Other Travel Expenses	0	27	(27)	20	223	(203)

<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>
GF Out-of-State Subsistence & Lodging	0	0	0	120	921	(801)
GG Out-of-State Air Transportation	0	0	0	40	812	(772)
GN Motor Pool Services	10	0	10	120	0	120
Capital Outlays	0	51	(51)	0	83	(83)
JA Noncapitalized Assets	0	49	(49)	0	81	(81)
JB Noncapitalized Software	0	2	(2)	0	2	(2)
Grants, Benefits & Client Services	0	0	0	0	7	(7)
NZ Other Grants and Benefits	0	0	0	0	7	(7)
Total Dollars	<u>46,561</u>	<u>60,040</u>	<u>(13,479)</u>	<u>418,285</u>	<u>436,711</u>	<u>(18,426)</u>

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>
Grants, Benefits & Client Services	65,996,000	28,310,000	18,354,703	9,955,297	47,641,297
Sum:	<u>65,996,000</u>	<u>28,310,000</u>	<u>18,354,703</u>	<u>9,955,297</u>	<u>47,641,297</u>

<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	2,050,000	484,419	1,565,581	28,310,000	18,354,703	9,955,297
NZ Other Grants and Benefits	2,050,000	484,419	1,565,581	28,310,000	18,354,703	9,955,297
Total Dollars	<u>2,050,000</u>	<u>484,419</u>	<u>1,565,581</u>	<u>28,310,000</u>	<u>18,354,703</u>	<u>9,955,297</u>

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	1,456,000	728,000	727,900	100	728,100
Sum:	<u>1,456,000</u>	<u>728,000</u>	<u>727,900</u>	<u>100</u>	<u>728,100</u>

<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	728,000	727,900	100
NZ Other Grants and Benefits	0	0	0	728,000	727,900	100
Total Dollars	<u>0</u>	<u>0</u>	<u>0</u>	<u>728,000</u>	<u>727,900</u>	<u>100</u>

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	39,590,000	14,860,000	13,927,608	932,392	25,662,392
Sum:	<u>39,590,000</u>	<u>14,860,000</u>	<u>13,927,608</u>	<u>932,392</u>	<u>25,662,392</u>

<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	1,230,000	1,075,184	154,816	14,860,000	13,927,608	932,392
NZ Other Grants and Benefits	1,230,000	1,075,184	154,816	14,860,000	13,927,608	932,392
Total Dollars	<u>1,230,000</u>	<u>1,075,184</u>	<u>154,816</u>	<u>14,860,000</u>	<u>13,927,608</u>	<u>932,392</u>

**County Road Administration Board - All Fund Rollup
19-21 Projections**

Category	FY20	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
	Allotments	FM09 Mar-2020	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19	FM 20	FM 21	FM 22	FM 23	FM 24	Exp. Total	Variance		
			Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021				
Salaries and Wages	3,021,464	1,119,038	137,746	145,585	169,708	149,720	149,720	150,124	168,472	150,735	182,390	186,545	139,286	157,638	131,121	131,121	131,121	3,400,070	(378,606)		
Employee Benefits	993,139	353,747	44,758	47,336	47,336	48,851	48,851	48,933	49,001	49,059	49,059	45,263	45,702	45,766	43,018	43,018	43,018	1,052,716	(59,577)		
Professional Service Contracts	-	(8,400)	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	10,350	(10,350)		
Goods and Other Services	1,337,368	295,414	36,394	88,762	60,634	42,237	31,565	32,410	30,587	36,309	31,459	31,387	32,509	30,359	32,953	70,559	79,932	963,470	373,898		
Travel	132,000	46,953	8,100	1,320	4,001	2,670	2,670	2,670	2,670	2,670	2,670	10,690	2,700	2,610	25,140	3,620	5,220	126,374	5,626		
Capital Outlays	133,029	4,142	4,500	7,500	-	-	-	-	-	-	-	-	-	-	-	-	45,000	61,142	71,887		
Grants	107,042,000	33,010,561	3,320,000	2,590,000	15,167,689	6,087,900	4,750,000	6,790,000	5,880,000	5,200,000	5,430,000	3,390,000	2,360,000	3,960,000	2,590,000	2,590,000	3,926,000	107,042,150	(150)		
Sum without Grants:	5,617,000	1,810,894	232,748	291,753	282,929	244,728	234,056	235,387	251,980	240,023	266,828	275,135	221,447	237,623	233,482	249,568	305,541	5,614,122	2,878		
Category																					
Salaries and Wages	3,021,464	1,119,038	137,746	145,585	169,708	149,720	149,720	150,124	168,472	150,735	182,390	186,545	139,286	157,638	131,121	131,121	131,121	3,400,070	(378,606)		
AA State Classified	2,551,472	920,222	118,381	126,220	126,220	129,773	129,773	130,177	130,505	130,788	130,788	120,778	120,778	121,091	112,613	112,613	112,613	2,773,333	(221,861)		
AC State Exempt	469,992	174,285	19,365	19,365	19,365	19,947	19,947	19,947	19,947	19,947	19,947	16,437	18,508	18,508	18,508	18,508	18,508	461,039	8,953		
AS Sick Leave Buy-Out	-	6,141	-	-	8,433	-	-	-	1,002	-	8,742	9,281	-	1,555	-	-	-	35,154	(35,154)		
AT Terminal Leave	-	18,390	-	-	15,690	-	-	-	17,018	-	22,913	40,049	-	16,484	-	-	-	130,544	(130,544)		
Employee Benefits	993,139	353,747	44,758	47,336	47,336	48,851	48,851	48,933	49,001	49,059	49,059	45,263	45,702	45,766	43,018	43,018	43,018	1,052,716	(59,577)		
BA Old Age and Survivors Insurance	187,566	66,921	8,540	9,026	9,026	9,283	9,283	9,308	9,328	9,346	9,346	8,507	8,636	8,655	8,129	8,129	8,129	199,592	(12,026)		
BB Retirement and Pensions	389,075	140,754	17,715	18,723	18,723	19,255	19,255	19,306	19,349	19,385	19,385	17,646	17,912	17,952	16,862	16,862	16,862	415,946	(26,871)		
BC Medical Aid & Industrial Insurance	15,816	4,339	542	574	574	574	574	574	574	574	574	528	542	542	510	510	510	12,615	3,201		
BD Health, Life & Disability Insurance	344,712	125,826	15,964	16,902	16,902	17,568	17,568	17,568	17,568	17,568	17,568	16,592	16,592	16,592	15,616	15,616	15,616	377,626	(32,914)		
BE Allowances	-	200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	(200)		
BH Hospital Insurance (Medicare)	43,865	15,707	1,997	2,111	2,111	2,171	2,171	2,177	2,182	2,186	2,186	1,990	2,020	2,025	1,901	1,901	1,901	46,737	(2,872)		
BK Paid Family and Medical Leave	12,105	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,105		
BT Shared Leave Provided Sick Leave	-	3,058	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,058	(3,058)	Not being charged - less than 50 Employees, will be reduced in supplemental	
BV Shared Leave Provided Annual Leave	-	363	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	363	(363)		
BW Shared Leave Received	-	(3,421)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(3,421)	3,421		
Professional Service Contracts	-	200,375	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	219,125	(219,125)		
CA Professional Service Contracts	-	200,375	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	219,125	(219,125)		
Goods and Other Services	1,337,368	295,414	36,394	88,762	60,634	42,237	31,565	32,410	30,587	36,309	31,459	31,387	32,509	30,359	32,953	70,559	79,932	963,470	373,898		
EA Supplies and Materials	31,148	10,805	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	30,305	843		
EB Communications/Telecommunications	20,040	7,191	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	23,451	(3,411)	CTS Services \$355/mo	
EC Utilities	32,720	8,195	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	28,655	4,065	Verizon US Bank \$729/mo	
ED Rentals and Leases - Land & Buildings	235,168	61,742	7,643	7,643	7,643	7,643	7,643	7,643	7,643	7,643	7,643	7,643	7,643	7,643	7,643	7,643	7,643	176,387	58,781	Elman Utilities	
EE Repairs, Alterations & Maintenance	6,790	5,461	-	-	3,003	-	-	-	-	-	-	-	-	-	-	-	3,395	11,859	(5,069)	Elman Rent	
EF Printing and Reproduction	12,818	3,240	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	4,740	8,078	Move Space Alterations	
EG Employee Prof Dev & Training	98,203	19,072	-	18,203	10,063	-	-	-	-	-	-	-	-	-	-	-	-	40,000	87,338	10,865	Sharp \$100/mo
EH Rental & Leases - Furn & Equipment	6,622	1,772	186	186	186	186	186	186	186	186	186	186	186	186	186	186	186	4,562	2,060	Sharp \$186/mo - August had September charged during the month	
EJ Subscriptions	5,800	121	-	-	2,822	-	-	-	-	-	-	-	-	-	-	-	2,900	5,843	(43)	DES CMS \$452/mo	
EK Facilities and Services	159,634	66,345	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	171,825	(12,191)	DES RES \$187/mo	
EL Data Processing Services (Interagency)	147,278	50,033	6,758	4,386	4,386	4,386	4,386	4,386	4,386	4,386	4,386	4,386	4,386	4,386	4,386	4,386	4,386	118,195	29,083	DES Office Fac \$273/mo	
EM Attorney General Services	4,214	490	-	-	1,588	-	-	-	-	-	-	-	-	-	-	-	2,078	4,156	58	DES SAFS \$6,120/mo	
EN Personnel Services	55,292	31,695	3,912	3,327	3,327	3,327	3,327	3,327	3,327	3,327	3,327	3,327	3,327	3,327	3,327	3,327	3,327	82,185	(26,893)	DES CMS \$452/mo	
EP Insurance	4,171	3,234	87	87	87	1,033	1,593	87	87	87	87	87	87	87	87	87	87	6,991	(2,820)	DES RES \$187/mo	
ER Other Contractual Services	33,950	20,329	419	-	419	-	-	419	419	-	419	419	419	419	419	419	419	22,424	11,526	DES Office Fac \$273/mo	
ES Vehicle Maintenance	9,517	476	50	50	50	50	50	50	50	2,500	50	2,500	50	1,066	50	50	7,142	2,375	DES SAFS \$6,120/mo		
ET Audit Services	21,103	-	-	-	10,399	10,704	-	-	-	-	-	-	-	-	-	-	-	21,103	0	DES Training \$3,327/mo	
EW Archives & Records Management Svcs	874	327	109	-	109	-	-	109	109	-	109	-	-	109	-	-	-	872	2	OFM Personnel \$585/qtr	
EY Software Licenses and Maintenance	447,802	5,371	4,850	44,000	5,000	3,500	3,500	4,000	3,500	7,300	4,900	4,300	3,500	3,800	4,850	44,000	5,000	151,371	296,431	Move costs \$30K	
EZ Other Goods and Services	4,224	(484)	1,500	-	1,200	-	-	1,851	-	-	-	-	-	-	-	-	-	4,067	157	OFM Central Service \$419/qtr	

Category	FY20	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
	Allotments	FM09 Mar-2020	FM 10 Apr-2020	FM 11 May-2020	FM 12 Jun-2020	FM 13 Jul-2020	FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Exp. Total	Variance		
Travel	132,000	46,953	8,100	1,320	4,001	2,670	2,670	2,670	2,670	2,670	2,670	10,690	2,700	2,610	25,140	3,620	5,220	126,374	5,626		
GA In-State Subsistence & Lodging	60,000	22,819			2,100	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,300	13,500	2,300	2,100	54,919	5,081		
GB In-State Air Transportation	-	832																832	(832)		
GC Private Automobile Mileage	16,000	6,757		510	550	510	510	510	510	510	510	510	500	2,360	510	550		15,817	183		
GD Other Travel Expenses	6,000	1,162		150	300	150	150	150	150	150	170	150	150	1,180	150	300		4,612	1,388		
GF Out-of-State Subsistence & Lodging	12,000	3,100																9,100	2,900		
GG Out-of-State Air Transportation	4,000	2,189										6,000						4,189	(189)		
GN Motor Pool Services	34,000	10,096	8,100	660	1,051	660	660	660	660	660	660	690	660	8,100	660	2,270		36,907	(2,907)		
Capital Outlays	133,029	4,142	4,500	7,500	-	-	-	-	-	-	-	-	-	-	-	45,000	61,142	71,887			
JA Noncapitalized Assets	115,821	4,034	4,500	7,500												45,000		61,034	54,787		
JB Noncapitalized Software	17,208	108																108	17,100		
Interagency Reimbursements	-	(208,775)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(208,775)	208,775			
SC Professional Service Contracts	-	(165,764)																(165,764)	165,764		
SE Goods and Services	-	(37,065)																(37,065)	37,065		
SJ Capital Outlays	-	(5,947)																(5,947)	5,947		
Grants	107,042,000	33,010,561	3,320,000	2,590,000	15,167,689	6,087,900	4,750,000	6,790,000	5,880,000	5,200,000	5,430,000	3,390,000	2,360,000	3,960,000	2,590,000	2,590,000	3,926,000	107,042,150	(150)		
NZ Grants RATA 102	65,996,000	18,354,703	1,360,000	1,360,000	12,005,297	2,270,000	3,520,000	4,880,000	4,650,000	3,970,000	3,520,000	2,160,000	1,130,000	2,050,000	1,360,000	1,360,000	2,046,000	65,996,000	0		
NZ Grants MVF 108	1,456,000	727,900			727,900													1,455,800	200		
NZ Grants CAPA 186	39,590,000	13,927,608	1,960,000	1,230,000	3,162,392	3,090,000	1,230,000	1,910,000	1,230,000	1,230,000	1,910,000	1,230,000	1,230,000	1,910,000	1,230,000	1,230,000	1,880,000	39,590,000	0		
NZ Grants Employee Benefits	-	350																350	(350)		
Total Dollars	5,617,000	1,810,894	232,748	291,753	282,929	244,728	234,056	235,387	251,980	240,023	266,828	275,135	221,447	237,623	233,482	249,568	305,541	5,614,122	2,878		

FY20 Supplemental

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









CRABoard Meeting – April 16, 2020
Reporting Period: January 25, 2020 thru April 10, 2020

COMPLIANCE

STANDARDS OF GOOD PRACTICE:

The Certification of the 2020 Road Levy and Estimated Revenue Produced is required to be submitted to CRAB no later than February 1. 33 of 39 counties submitted the required forms by the due date. The remaining 6 counties submitted their forms no later than February 12. The delay was primarily due to a delay receiving the appropriate levy numbers from the county assessor. All 39 counties submitted the required forms and are considered to be in reasonable compliance with the standard of good practice.

The following forms are required to be submitted to CRAB no later than April 1 of each year:

-  Annual Certification
-  Annual Construction Report
-  County Arterial Preservation Program Report
-  County Ferry System Report (Wahkiakum, Pierce, Skagit, and Whatcom only)
-  Fish Passage Barrier Removal Report
-  Maintenance Management Certification
-  Marine Navigation and Moorage Report (San Juan & Island only)
-  Traffic Law Enforcement Certification

All required forms were received reasonably close to the April 1 requirement. Due to the impacts from the Governor's stay at home order due to COVID-19, several counties had to resolve logistical issues to complete the forms, often after the April 1 deadline. However, all counties worked diligently to submit the required forms in as timely a manner as possible. I want to thank all of the counties for their efforts during the reporting period.

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

Update on Current Vacancies:

County	Effective Date	Original Six-Month Expiration	Six-Month Extension	Notes
Kittitas	April 30, 2018	October 30, 2018	October 30, 2020	Actively recruiting
Pacific	April 1, 2020	October 1, 2020		Actively recruiting

WAC 136-20 – Inspection of Bridges on County Roads:

By letter dated March 25, 2020, the director of WSDOT Local Programs certified to CRAB that all 39 counties are current on their bridge inspection requirements.

WAC 136-28 – Cooperative Procedures for Processing of County Road Accident Reports

This standard of good practice requires counties to supply county road log information for accident reports on the county road system. The counties shall complete and return to WSDOT at least 90% of these reports for the calendar year by December 31 of that year. All 39 counties are in reasonable compliance with this standard of good practice.

County Audit Reviews






	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	0	0	0	No	No
<i>Accountability</i>	5	0	1	Yes	Yes
<i>Fraud</i>	0	0	0	No	No
<i>Performance</i>	0	0	0	No	No

CERTIFICATION

I certify that I have reviewed all of the above compliance reporting with the Deputy Director.

After review of all required county submittals to CRAB and State Auditor Office reports and audits, I recommend approval of a Certificate of Good Practice for all 39 counties for FY 2020.

OTHER ACTIVITIES OF THE C&DA MANAGER

-  County Visits:
 - a. Kitsap County – February 12
-  Diversity Training – February 3 Olympia, WA
-  WSACE Professional Development Conference – February 5 - 7 Roslyn, WA
-  WSAC Legislative Authority Training – February 19 Olympia, WA
-  Bridge Inspection Update Training – February 26 – 27 Olympia, WA

BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION NO. 2020 - 072

**APPOINTING THE DIRECTOR OF PUBLIC WORKS ACTING COUNTY ENGINEER
FOR SIX MONTHS TERMINATING ON SEPTEMBER 6, 2020**

WHEREAS: The Board of County Commissioners appointed the Public Works Director Acting County Engineer with Resolution 2019-165; and

WHEREAS: The term of appointment identified in Resolution 2019-165 terminates on April 13, 2020; and

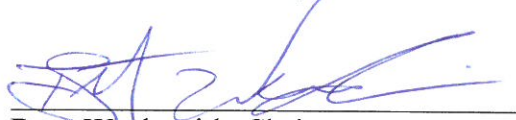
WHEREAS: Ongoing recruitment efforts for County Engineer have not produced a suitable candidate; and

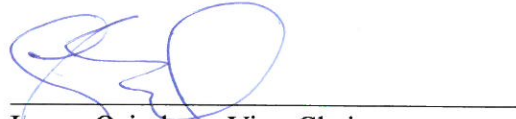
WHEREAS: Current travel restrictions limit the County's ability attracting County Engineer candidates for interviews and the duration of travel restriction is unknown;

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners, in the best interest of the public, does hereby appoint the Director of Public Works Acting County Engineer for a six-month period ending on September 6, 2020.

DATED this 7th day of April 2020, at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Brett Wachsmith, Chairman

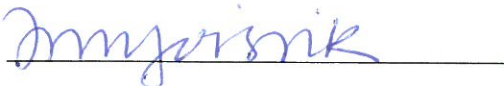

Laura Osiadacz, Vice-Chairman


Cory Wright, Commissioner



Clerk of the Board- Julie Kjorsvik

Deputy Clerk of the Board- Mandy Buchholz


Julie Kjorsvik



**Washington State
Department of Transportation**

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

March 25, 2020

Mr. John Koster
Executive Director
County Road Administration Board
PO Box 40913
Olympia, WA 98504

Re: Inspection of County Bridges for previous thirty months

Dear Mr. ~~Koster~~:

This letter is in response to your request dated February 12, 2020 requesting a list of county bridges that have not been inspected for the previous thirty months. Our Bridge Engineer has reviewed the inventory data and has confirmed that all counties have current inspections on file for all bridges in their inventories.

If you have any questions or concerns, please call Roman Peralta, Local Programs Bridge Engineer, at (360) 705-7870, or by e-mail at PeraltaR@wsdot.wa.gov.

Sincerely,

Kathleen B. Davis
Director
Local Programs Division

KBD:rgp:ml

RECEIVED

BY: R Mayner

DATE: 3/26/20

RESOLUTION 2020-004

WHEREAS RCW 36.78.090 provides that the County Road Administration Board each year shall transmit to the State Treasurer Certificates of Good Practice on behalf of the counties which during the preceding calendar year have submitted to the State Transportation Commission or to the CRABoard all reports required by law or regulation of the CRABoard and have reasonably complied with provisions of law relating to county road administration and with Standards of Good Practice as formulated and adopted by the Board; and

WHEREAS the County Road Administration Board met on April 16, 2020 via WebEx to make such a determination pursuant to an analysis of annual certification questionnaires in accordance with WAC 136-04 by the counties; and

WHEREAS the County Road Administration Board determined that 39 counties were in compliance with the provisions of RCW 36.78.090 as they relate to the issuance of Certificates of Good Practice;

NOW, THEREFORE, BE IT RESOLVED that a Certificate of Good Practice be transmitted to the State Treasurer on behalf of the following counties:

ADAMS	GRAYS HARBOR	PIERCE
ASOTIN	ISLAND	SAN JUAN
BENTON	JEFFERSON	SKAGIT
CHELAN	KING	SKAMANIA
CLALLAM	KITSAP	SNOHOMISH
CLARK	KITTITAS	SPOKANE
COLUMBIA	KLICKITAT	STEVENS
COWLITZ	LEWIS	THURSTON
DOUGLAS	LINCOLN	WAHKIAKUM
FERRY	MASON	WALLA WALLA
FRANKLIN	OKANOGAN	WHATCOM
GARFIELD	PACIFIC	WHITMAN
GRANT	PEND OREILLE	YAKIMA

Adopted by the CRABoard on April 16, 2020

Chair

Executive Director

April 2020 CRABoard Meeting
Deputy Director's Report

A. County Engineer Changes since January 2020

1. By email on January 29, 2019 King County delegated certain developmental review duties of the County Road Engineer Joann Kosai-Eng to Scott Smith, PE as allowed by King County Code 2.16.140.
2. By email and resolution on February 11, 2020, Benton County appointed Doug D'Hondt, PE as County Road Engineer, effective February 11, 2020, after the resignation of Matt Rasmussen, PE.
3. By email on March 1, 2020 Whatcom County appointed James Karcher, PE as County Engineer after the resignation of Joe Rutan, PE on February 28, 2020.
4. By email and resolution on March 4, 2020, Mason County appointed Mike Collins, PE, as County Engineer, effective March 2, 2020.

B. County Visits completed since January 2020

- Kitsap County
- King County
- Kittitas County
- Yakima County
- Klickitat County
- Benton County
- Franklin County
- Walla Walla County
- Columbia County
- Garfield County
- Asotin County

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



Department of Local Services
Road Services Division

January 29, 2020

Via email and mail: john.koster@crab.wa.gov

Washington State County Road Administration Board
John Koster, Executive Director
2404 Chandler Court SW #240
Olympia, WA 98502-6067

RE: King County Road Engineer, Delegation of Authority

Dear Mr. Koster,

This letter is to notify the County Road Administration Board about a delegation of authority for King County Road Engineer duties. As allowed by King County Code 2.16.055.E.11.c., County Road Engineer duties may be delegated as needed to other qualified and certified professional engineer employees to meet the business needs of the county and to ensure the best interests of the public are served. The County has need to delegate authority to the Department of Local Services, Permitting Division for the processing and review of development permits including conditioning, inspection and approval of right-of-way use permits, and road and drainage improvements as outlined in the attached list of delegated authorities. The professional engineer is:

Scott Smith, P.E., Engineer IV
King County Department of Local Services, Permitting Division
35030 SE Douglas Street Suite 210
Mailstop SNO-DP-0210
Snoqualmie, WA 98065
Scott.smith-DPER@kingcounty.gov / Telephone 206-477-3785

Mr. Smith will regularly report to Joann Kosai-Eng, King County Road Engineer, and his delegated authority will continue for the duration of his time in this position. He is appointed under my delegated authority. Please let me know if you have any questions.

Sincerely,

Rick Brater
Director

Cc: Claudia Balducci, Chair, King County Council
John Taylor, Director, Department of Local Services (DLS)
Jim Chan, Director, DLS, Permitting Division
Scott Smith, Engineer IV, DLS, Permitting Division
Joann Kosai-Eng, King County Road Engineer, DLS, Road Services Division

Delegated Authorities, Department of Permitting and Environmental Review

Responsible for the conditioning, inspection and approval of right-of-way use permits, and road and drainage improvements constructed as part of development permits administered by the Department of Permitting and Environmental Review.

Approval responsibilities:

- Preliminary plats and short plats
- Right-of-way use permits
- Conditional Use permits
- Commercial permits
- All construction plans for any permit type with site infrastructure improvements subject to the Surface Water Design Manual
- All construction plans for any permit type with site infrastructure improvements subject to the King County Road Design and Construction Standards
- Adjustments to the Surface Water Design Manual
- Road variances for selected standards
- Acceptance of all constructed site infrastructure improvements private and public
- Final plats and short plats
- Miscellaneous survey products

Responsibilities:

- Provide signature approval for preliminary approval of plats and short plats. Establish policies/procedures for preliminary plat and short plat recommendations. Coordinate hand off between preliminary and engineering review.
- Provide technical oversight on matters involving interpretation of road and storm water standards, engineering review and construction inspection process uniformity and use of inspection and safety equipment.
- Quality assurance and plan approval on engineering plans review for private and public road construction and permanent storm water facilities.
- Quality assurance and final approval/signature of final plats and short plats.
- Respond to inquiries on ROW standards, engineering designs, and interpretations or relevant processing issues.
- Department representative at Surface Water Drainage Manual adjustment committee and co-sign decision on behalf of department.
- Department representative at road variance meetings. Review and approve/deny road variances that are the responsibility of the development engineer (private roads).
- Perform constructability review. Coordinate hand-off between engineering plan review and inspections.
- Provide liaison with DOT and DNRP to assure their requirements are being met. Facilitate unified inspection process.
- Provide quality control over plan changes, written directives and approval/enforcement actions involving site construction. Approve major plan changes during construction and sign final construction at completion and prior to release of financial guarantees.
- Coordinate with other product groups and departments as needed.
- Coordinate bond forfeiture work with County Road Engineer.



February 11, 2020

Andrew Woods
County Road Administration Board
2404 Chandler CT SW, Suite 240
Olympia, WA 98502-6067

RE: Change in the position of County Engineer

Mr. Woods,

After reviewing the requirements contained in WAC Chapter 136-12 I am hereby notifying you of a change in the person filling the role of County Road Engineer for Benton County. Our current County Road Engineer, Matt Rasmussen, vacated this position effective February 11, 2020. On that same day the Board of County Commissioners appointed Douglas D'Hondt, PE to the role of County Road Engineer. Mr. D'Hondt's information appears below:

Douglas P. D'Hondt, P.E., L.E.G.
License Number: 31922
Email: douglas.dhondt@co.benton.wa.us

He may also be reached at the address and phone number shown above.

A copy of the updated organizational chart and appointing resolution are included with this letter.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Jerrod MacPherson".

Jerrod MacPherson
County Administrator

RESOLUTION 2020-140A

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF APPOINTING THE COUNTY ROAD ENGINEER

WHEREAS, Revised Code of Washington Chapter 36.80 requires that the county employ a licensed professional engineer as the County Road Engineer or contract for services of such an engineer from another county; and

WHEREAS, the county currently employs such an engineer who is vacating that position; and

WHEREAS, the county also employs another engineer who is duly qualified and experienced to fill the role of County Road Engineer; and

WHEREAS, in order to avoid a vacancy in the position of the County Road Engineer the Board of Commissioners desires to appoint the current employee to that role; NOW, THEREFORE

BE IT RESOLVED, that the Board of Benton County Commissioners hereby appoints Douglas D'Hondt, PE to the role of County Road Engineer effective February 11, 2020.

Dated this 11th day of February 2020.



Chairman



Chairman Pro-Tem



Member

Constituting the Board of County
Commissioners of Benton County,
Washington

Attest: 
Clerk of the Board

RESOLUTION 2020 140

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY WASHINGTON:

IN THE MATTER OF APPROVING THE UPDATED BENTON COUNTY PUBLIC WORKS DEPARTMENT ORGANIZATIONAL CHART

WHEREAS, pursuant to recent structural revisions to the Public Works Department several changes to positions in the Department are necessary; and,

WHEREAS, a revised Benton County Public Works Department organizational chart has been prepared reflecting these changes; NOW THEREFORE,

BE IT RESOLVED that the revised Public Works Department Organizational Chart, attached, be hereby approved; and,

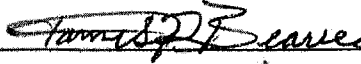
BE IT FURTHER RESOLVED that the Board of Benton County Commissioners retains the right to modify or repeal this determination at their discretion and without prior notification; and,

BE IT FURTHER RESOLVED that this Resolution is not intended nor shall be interpreted as limiting or compromising the County's "at will" employer status; and,


BE IT FURTHER RESOLVED that the County Engineer position is established at a Grade 11 (Managers Salary Schedule), Non-Bargaining employee; and

BE IT FURTHER RESOLVED that the Assistant County Engineer position is eliminated.

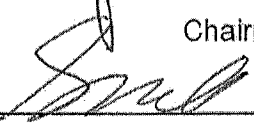
Dated this 11th day of February, 2020.



 Chairman of the Board



 Chairman Pro-Tem



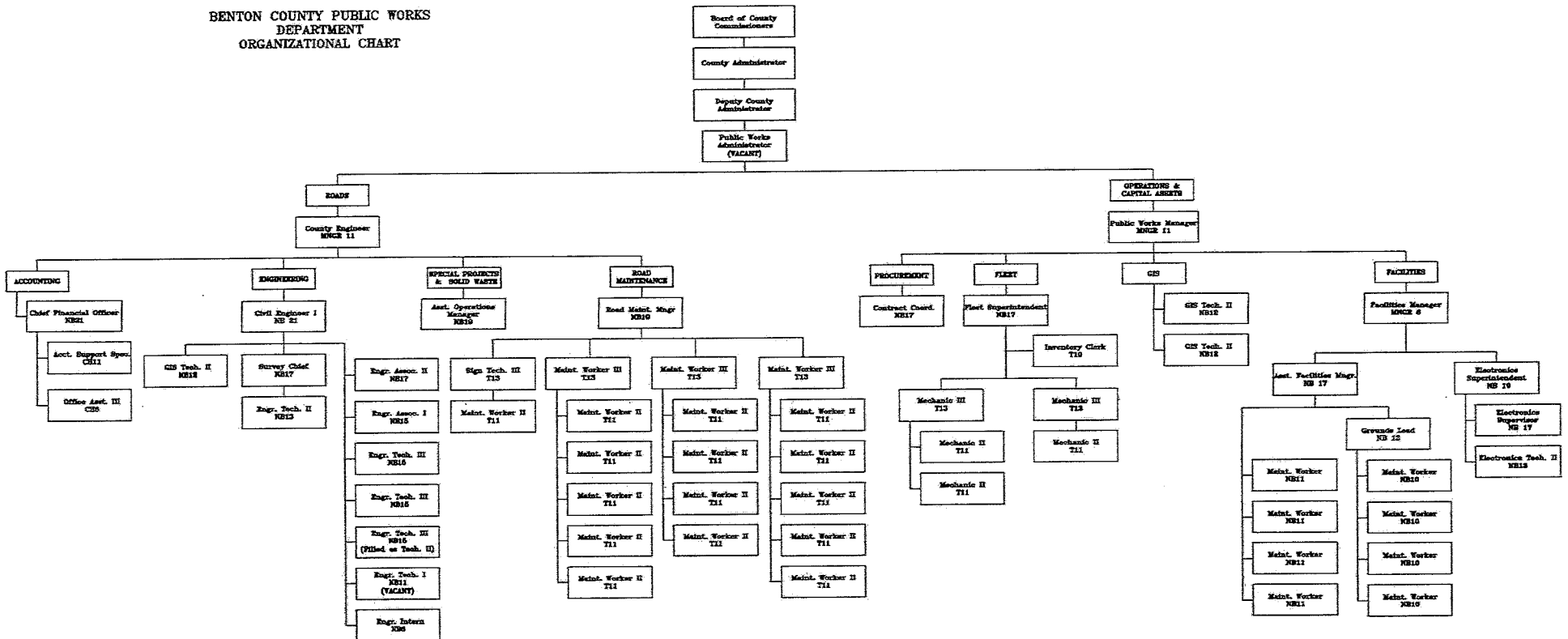
 Member

Attest: 

 Clerk of the Board

Constituting the Board of County Commissioners of Benton County, Washington

BENTON COUNTY PUBLIC WORKS
DEPARTMENT
ORGANIZATIONAL CHART



**WHATCOM COUNTY PUBLIC
WORKS DEPARTMENT**

Jon Hutchings, Director



322 N. Commercial Street, Suite 110
Bellingham, WA 98225
Telephone: (360) 778-6230
FAX: (360) 778-6231
www.whatcomcounty.us

Executive Director
Washington State County Road Administration Board
2404 Chandler CT SW, Suite 240
Olympia, WA 98502-6067

Dear Mr. Koster,

The purpose of this letter is to formally notify you about the February 28th, 2020 resignation of Whatcom County Engineer Joe Rutan. Pursuant to RCW 36.80, Whatcom County's long-time Engineering Manager James Karcher (license #34410) has accepted responsibilities of the office for the immediate future.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jon Hutchings".

Jon Hutchings

cc. Satpal Singh Sidhu, Whatcom County Executive
Tyler Schroeder, Deputy Executive
Chris Quinn, Deputy Prosecuting Attorney Civil Division
Barry Buchanan, Chair, Whatcom County Council
Walt Olsen, Deputy Director, County Road Administration Board
Office of the Whatcom County Engineer



MASON COUNTY
BOARD
OF
COMMISSIONERS

1ST District
RANDY NEATHERLIN

2ND District
KEVIN SHUTTY

3RD District
SHARON TRASK

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

March 4, 2020

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

RE: COUNTY ROAD ENGINEER

Board of County Commissioner appointed Dave Smith as the Public Works Acting County Engineer until Mason County could recruit a new County Engineer. Mason County has advertised, interviewed and selected a qualified candidate to fill the County Engineer/Deputy Director position within the Public Works Department.

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

County Engineer: Mike Collins
WA. State Professional Lic. Reg. No: 41792
Contact Information: Ph: 360.427.9670, Ext. 452
Cell: 360.490.0276
Email: mcollins@co.mason.wa.us

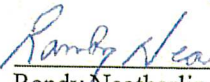
We have enclosed a copy of Resolution Number 2020-21 adopted by the Mason County Board of Commissioners, appointing Mike Collins as the new County Road Engineer for Mason County, effective March 2, 2020. A copy of the Public Works Organization Chart is also enclosed.

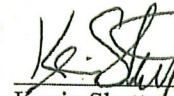
If you have questions, please do not hesitate to let us know.

Sincerely,

BOARD OF MASON COUNTY COMMISSIONERS


Sharon Trask
Chair


Randy Neatherlin
Vice Chair


Kevin Shutty
Commissioner

RESOLUTION NO. 2020-21
IN THE MATTER OF APPOINTING A COUNTY ROAD ENGINEER

WHEREAS, on January 21, 2020, per WAC 136-12-030, the Board of Mason County Commissioners designated Dave Smith, PE, as the Acting County Engineer, Resolution 20-11, effective January 10, 2020, due to the resignation of Diane Sheesley, PE.

WHEREAS, the Mason County Human Resources Department was directed to begin the recruitment process to fill the position of Public Works County Engineer; and

WHEREAS, the recruitment process has been completed and Mike Collins has been selected to fill the requirements of the position of the County Engineer.

WHEREAS, WAC 136-12-045 requires a resolution attesting to the appointment of the County Road Engineer to be approved and transmitted to the County Road Administration Board; and

NOW, THEREFORE BE IT RESOLVED that the Board of Mason County Commissioners does hereby appoint Mike Collins, PE, as the County Road Engineer for Mason County, Effective March 2, 2020.

DATED this 25th day of February, 2020.
DATED this 3rd day of March, 2020.

BOARD OF MASON COUNTY
COMMISSIONERS



Sharon Trask, Chair




Randy Neatherlin, Vice Chair



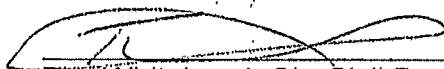
Kevin Shutty, Commissioner

ATTEST:

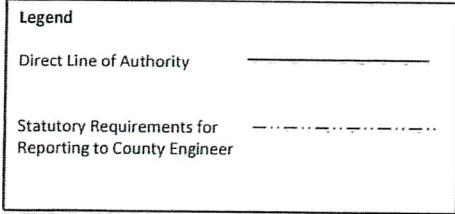


Melissa Drewry, Clerk of the Board

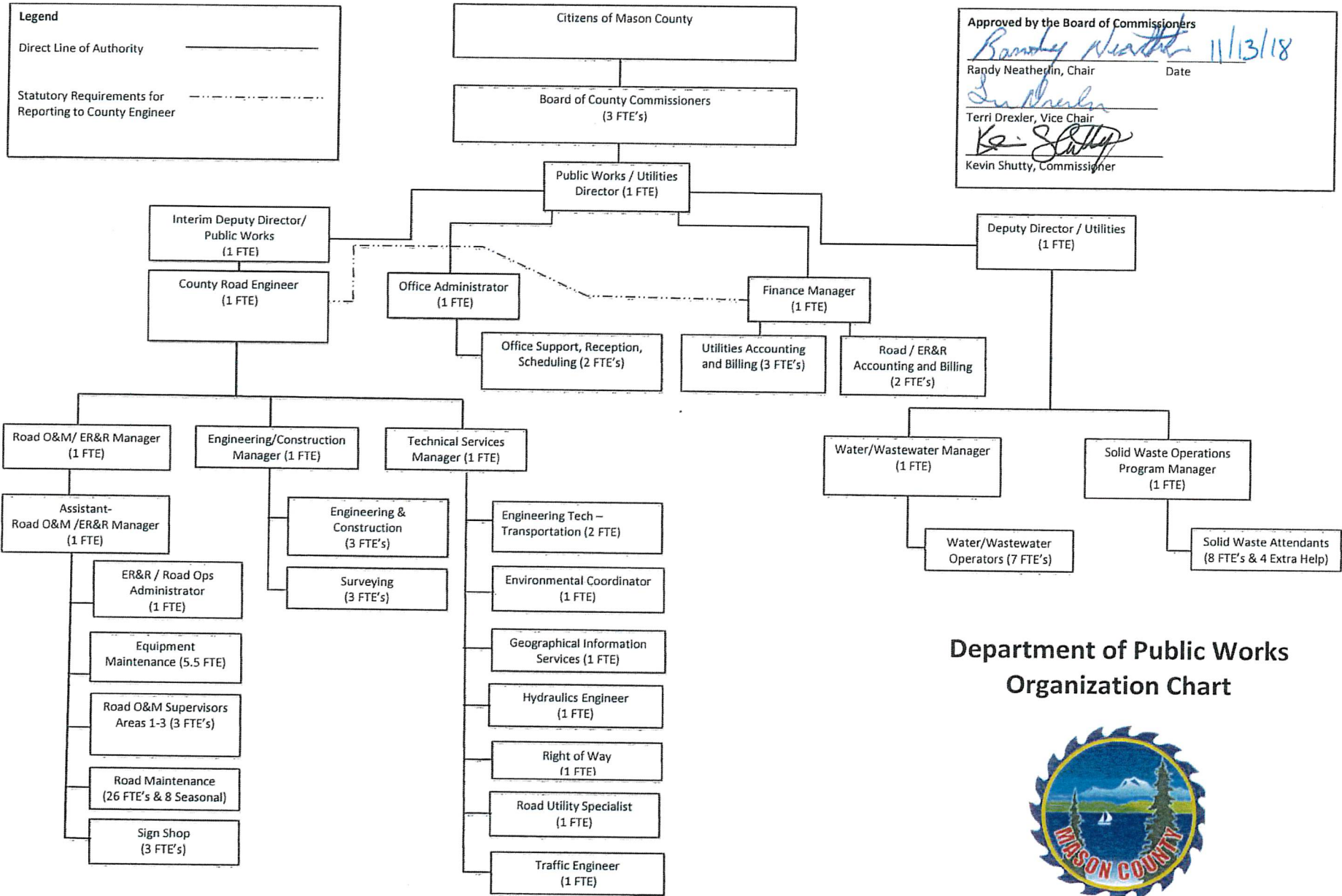
REVIEWED AS TO FORM:



Tim Whitehead, Ch. Civil Prosecutor



Approved by the Board of Commissioners
Randy Weatherin 11/13/18
 Randy Weatherin, Chair Date
Terri Drexler
 Terri Drexler, Vice Chair
Kevin Shutty
 Kevin Shutty, Commissioner



**Department of Public Works
 Organization Chart**



C. County Audit Reports reviewed since January 2020

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 January 2019 board meeting. **No** audits contained a finding issued and **no** audit involved County Road Funds in some form. **One** audit had a prior finding not involving County Road Funds. Any audit with a number in bold print under the “**Co.Rd?**” heading revealed substantive findings involving County Road Funds.

2018 Audits

DDR 2020 Q2 Audit reports		3/26/20 12:59 PM						
Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1025613	Benton County	Accountability	01/01/2018 to 12/31/2018	2/3/2020				
1025672	Columbia County	Accountability	01/01/2018 to 12/31/2018	2/13/2020			1	NCR
1025691	Walla Walla County	Accountability	01/01/2018 to 12/31/2018	2/18/2020				
1025795	Franklin County	Accountability	01/01/2018 to 12/31/2018	3/5/2020				
1025885	Pierce County	Accountability	01/01/2018 to 12/31/2018	3/26/2020				
NC	County Road-Not Corrected			TOTALS	0	0	1	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

D. Other Activities and Visits since January 2020

4 February	CRAB Exec Team Meeting	CRAB Office
5 February	WSACE Exec Board Meeting	Suncadia
5-7 February	Professional Development Conference	Suncadia
11 February	CRAB Exec Team Meeting	CRAB Office
11 February	MIRE-FDE Discussion	CRAB Office
12 February	Kitsap County PWD CRAB Work Session	Port Orchard
14 February	BoCC PWD Training Session	CRAB Office
18 February	CRAB Exec Team Meeting	CRAB Office
20 February	GIS-Mo Exec Steering Committee Meeting	CRAB Office
25 February	CRAB Exec Team Meeting	CRAB Office
27 January	King County CE Training Visit	Renton
2 March	Skagit County Indirect Cost Allocation Meeting	CRAB Office
3 March	CRAB Exec Team Meeting	CRAB Office
5 March	CRAB Staff Meeting	CRAB Office
9 March	Engineering Staff Meeting	CRAB Office
10 March	CRAB Exec Team Meeting	CRAB Office
10 March	Columbia County Emergency Loan App Review	CRAB Office
12 March	Supplemental Budget Analysis Meeting	CRAB Office
13 March	Mike Clark PDP	CRAB Office
13 March	Randy Hart PDP	CRAB Office
13 March	Steve Johnson PDP	CRAB Office
16 March	Engineering Staff Meeting	CRAB Office
16 March	Kittitas County RAP Project Rating	Ellensburg
16 March	Yakima County RAP Project Rating	Yakima
17 March	Klickitat County RAP Project Rating	Goldendale
17 March	Benton County RAP Project Rating	Prosser
17 March	Franklin County RAP Project Rating	Pasco
18 March	Walla Walla County RAP Project Rating	Walla Walla
19 March	Columbia County RAP Project Rating	Dayton
19 March	Columbia County ELP Damage Inspections	Dayton
19 March	Garfield County RAP Project Rating	Pomeroy
20 March	Asotin County RAP Project Rating	Asotin
3/23 - ??	*Work from Home*	Olympia

various phone conferences and video meetings held during this time

ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – April 16, 2020

*Meeting truncated due to Governor's COVID-19 orders

Reporting Period: February 2020 thru April 2020

COUNTY VISITS

Kitsap 2/12/20, King 2/27/20

COUNTY CONTACTS/CONSULTING

Total Contacts: 44

Number of: Counties: 20 Other Agencies: 6 Public: 2

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

Commissioner Training February 19 at WSAC, two participants from two counties.

Updated training agenda and some content for May 2020.

Whatcom County CE training for M&O managers postponed due to COVID-19.

COUNTY ENGINEER DESK REFERENCE

Began tracking and marking existing DR for editing

OTHER ACTIVITIES OF THE EASS

- Professional Development Conference at Suncadia
- WSACE COVID-19 response conference calls
- Spring WSACE Western Roundtable – postponed due to COVID-19
- Helped develop CRAB client survey questionnaire for online survey
- DNR CR 102 hearing for sealcoat MOU WAC

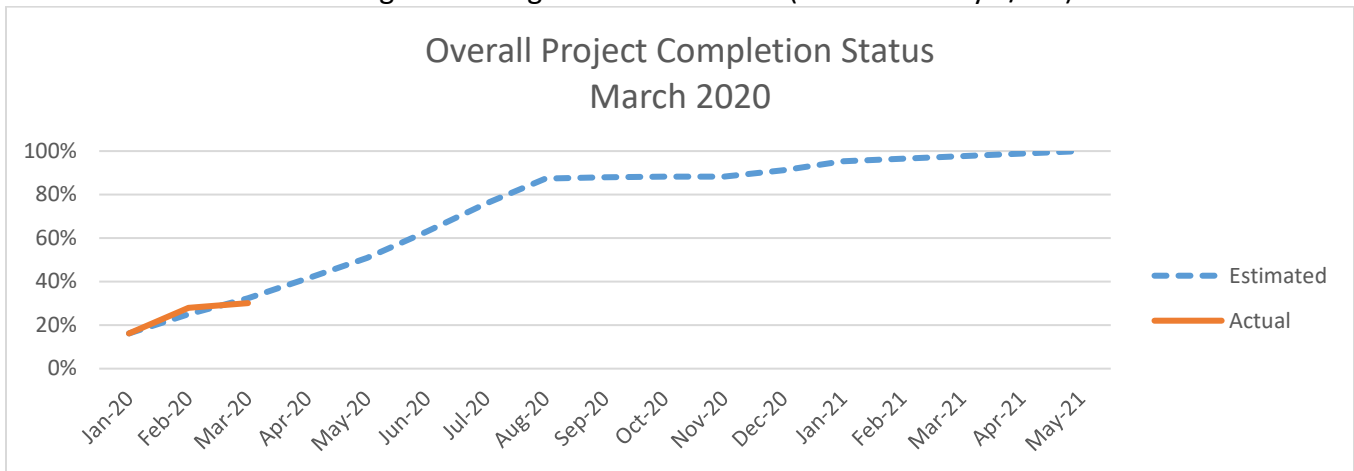
April 2020 CRABoard Meeting Information Services Update



A. Ongoing Projects

a. GIS-Mo Project

- i. Security design review complete, awaiting OCS signature
- ii. GIS-Mo in-person training **cancelled due to COVID-19** – 3/18-19 & 4/1-2
 - 1. August training added to eastside (Adams County 8/5-6)



b. WATECH Migration Project

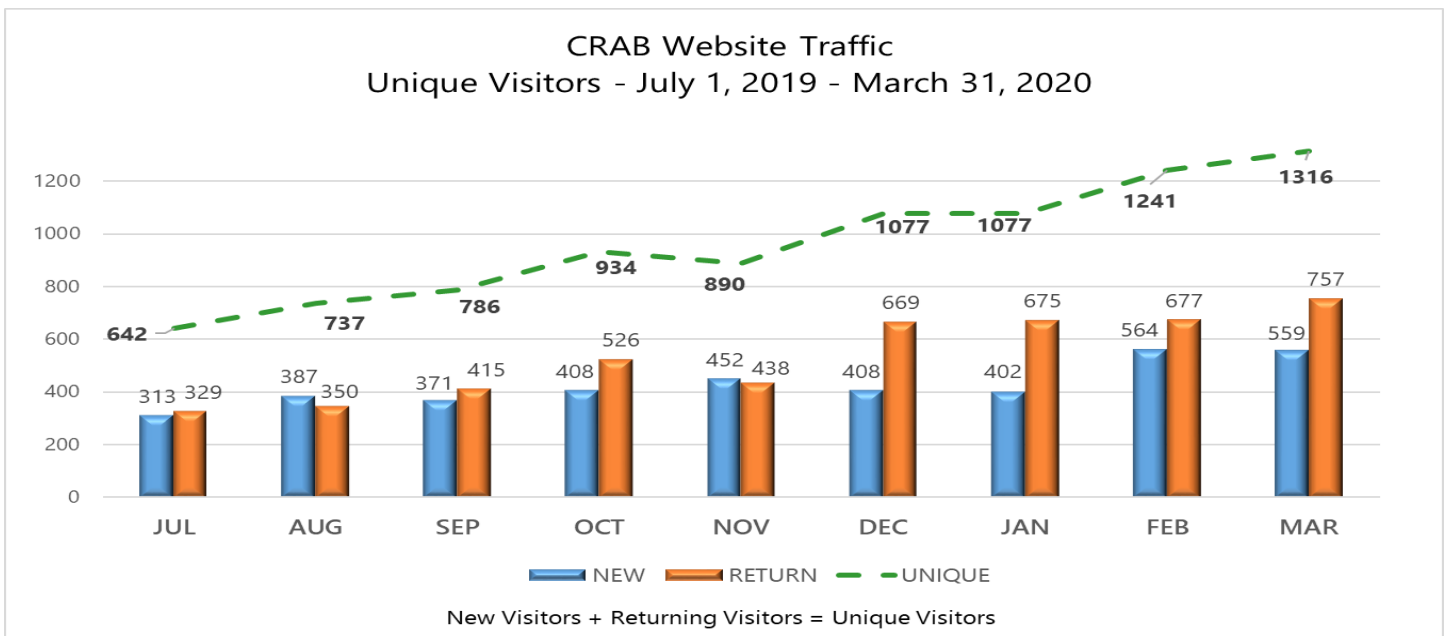
- i. Supplemental budget request for private cloud operating costs denied
- ii. Working with WaTech on cloud cutover, tentatively scheduled April 18, 2020

c. SQL Server Migration

- i. Production migration completed April 4, 2020

d. CRAB Website

- i. Site Analytics

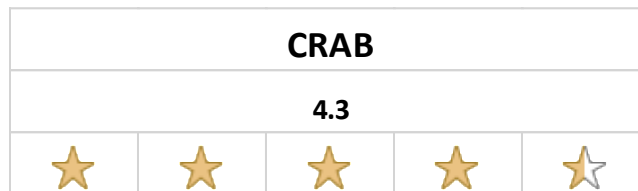


















































































e. CRAB Survey (results shown as of 4/8/20)

- i. Survey opened March 26, 2020
- ii. Survey closes April 30, 2020
- iii. Survey contains 12 questions and takes 10 – 15 minutes to complete
- iv. 72 respondents over 35 counties
- v. Full presentation at July 2020 Board meeting
- vi. <https://www.surveymonkey.com/r/crabSurvey2020>

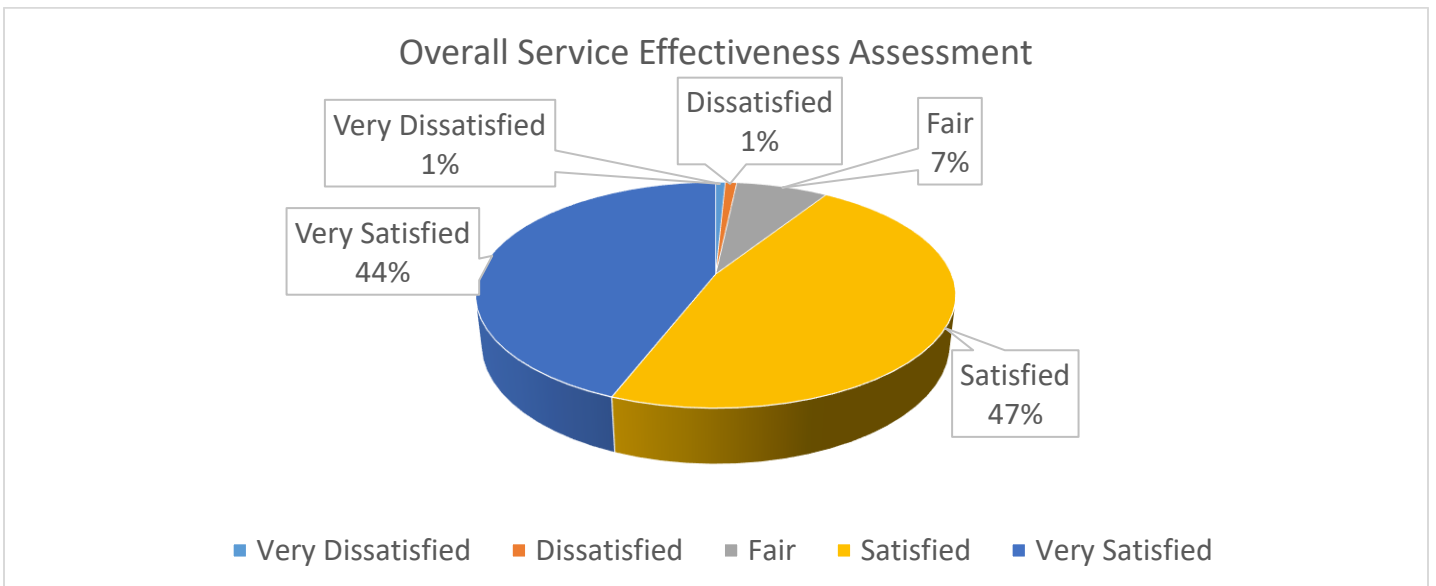
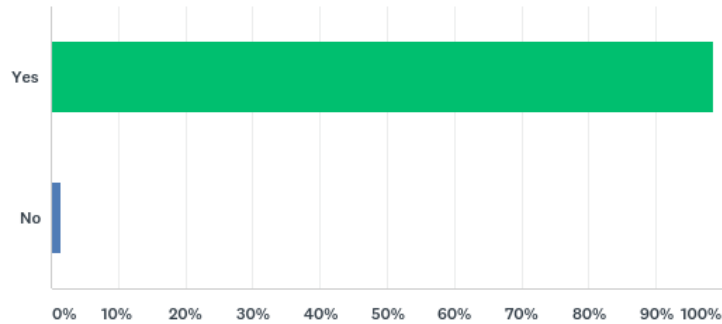
“Thanks for the opportunity to take the survey. Usually I avoid these things like the plague but I was glad to participate this one out because I very much appreciate all the outreach and support that I have enjoyed in my short and limited experience with CRAB. Long before I took this seat, CRAB and Spokane County have enjoyed a long and successful partnership that I have come to value and hope to further increase.”

Scott Engelhard –Capital Program Manager
Spokane County, WA



Service	Very Dissatisfied	Dissatisfied	Fair	Satisfied	Very Satisfied	N/A	Total	Average	Star Rating				
									1	2	3	4	5
RAP	0	1	1	28	32	10	72	4.47					
CAPP	0	0	1	24	37	10	72	4.58					
CE Training	0	0	2	11	34	25	72	4.68					
ELP	0	0	5	13	8	46	72	4.12					
SoGP	0	0	3	32	25	12	72	4.37					
Design Systems	0	0	3	16	16	37	72	4.37					
UAS	0	0	6	13	4	49	72	3.91					
Mobility	1	1	7	28	23	12	72	4.18					
VisRate	1	0	4	22	14	31	72	4.17					
SignRate	2	0	0	19	9	42	72	4.10					
RAP Online	0	1	6	30	19	16	72	4.20					
CARS	0	2	5	35	19	11	72	4.16					
CTM	0	0	7	16	7	42	72	4.00					
CRAB Website	0	1	4	34	31	2	72	4.36					
CRAB HelpDesk	1	0	2	24	29	16	72	4.43					
Agency Average								4.3					

Q12 If CRAB were to offer an online Learning Management System that offered training in many different disciplines, do you think you and your employees would use such a system for their training needs?



Additional Information Services Activities Update

a. Administrative

- i. IT Staff Professional Development
 - Scott completed Web UI design!
 - Jim completed Camtasia training course!
 - Asset Management training through FHWA/WSDOT – **canceled due to COVID-19**

b. System Security Update

- i. Updated development schedule from DTS on SAW integration
- ii. Teleworking policy updated in response to **COVID-19 Stay at Home order**
- iii. Windows critical updates performed
- iv. Full server Anti-Virus sweeps

c. CRAB Customer Training and Support

i. CRAB Customer Training

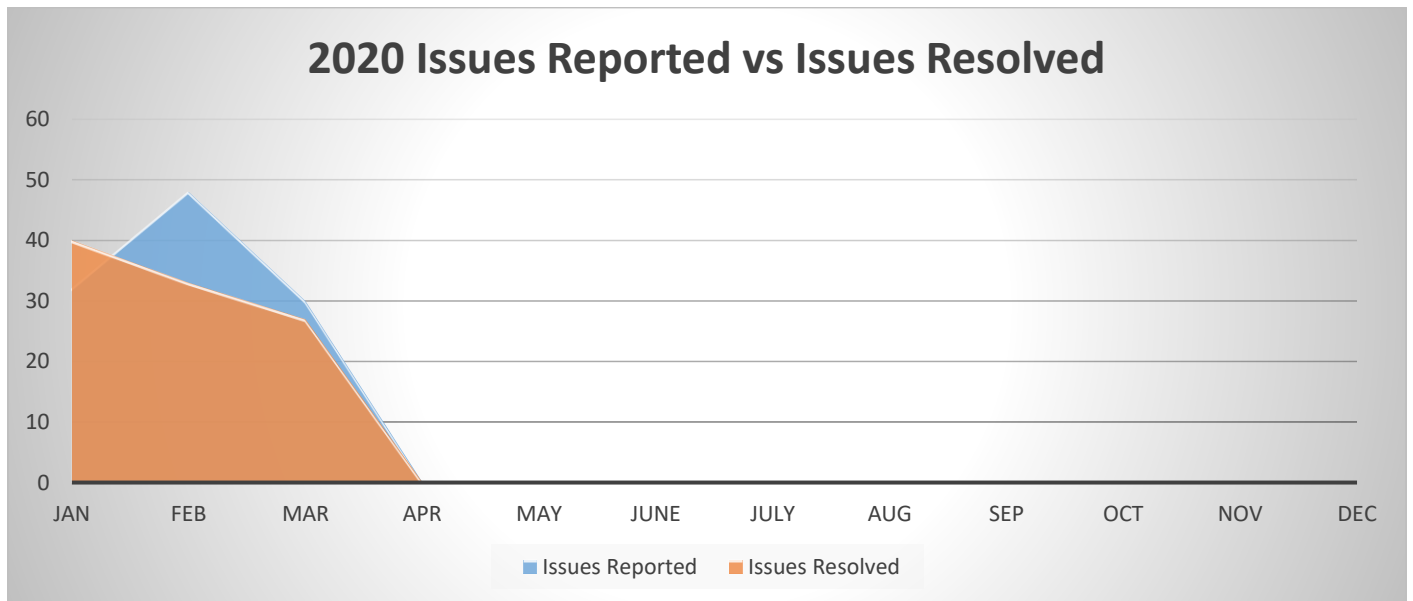
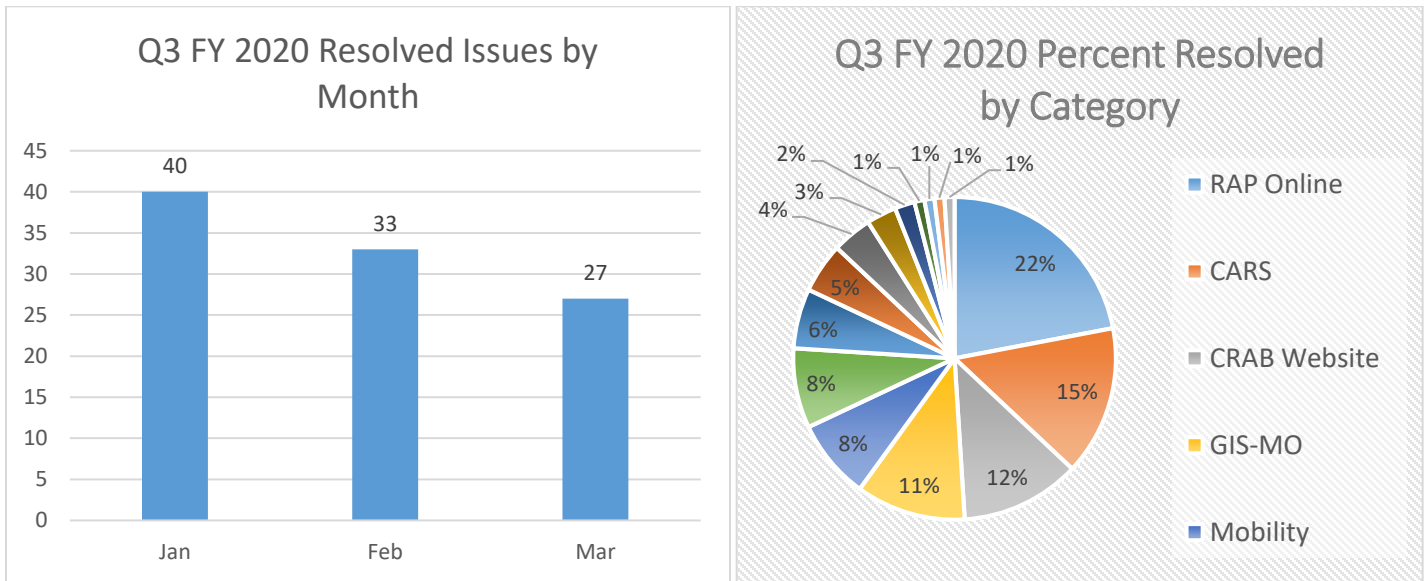
- 14 Counties: Cowlitz, Ferry, Garfield, Grant, Kitsap, Kittitas, Klickitat, Lewis, Mason, Skagit, Skamania, Snohomish, Whatcom, and Yakima attended 2 day GIS-Mo Training

ii. Stakeholder Engagement

- CRAB Strategic Planning Survey (as of 4/13/2020 35 of 39 counties responded)

iii. CRAB Customer Support

- 3rd Quarter, FY2020 – 126 issues reported across 17 categories; 100 issues resolved across 15 categories.



2019 - 2020 GIS-Mo Training Schedule

November 2019						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	22	23	24	25	26	27
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

GIS-Mo Training in Olympia

GIS-Mo Training in Eastern WA

GIS-Mo Training - Cancelled

Design Systems and UAS Programs

1. County Contact

- The Program Manager attended the WSACE Professional Development Conference in Cle Elum in February. CRAB spoke with engineers from many of the counties, discussing how the Design Systems and UAS programs could be improved to provide more value to them.

2. Design Systems

- CRAB Completed planning for the 30th Road Design Conference.
 - Through the early stages of the Coronavirus outbreak, we were able to maintain scheduled sponsorship and attendance.
 - On March 16, 2020 following Governor Inslee's directives to curb the spread of the Coronavirus, CRAB canceled the Road Design Conference with the intent to reschedule in November of 2020.
 - Following the cancelation of the conference, The Program Manager and John Koster discussed the potential budget impacts to the counties from the coronavirus and felt that a November conference would likely not be well attended. We decided to completely cancel the 2020 conference and look toward organizing the next conference for March of 2021.
- Training Program
 - In February, CRAB offered the first new Civil 3D training course, "A Practical Guide to Civil 3D". The course was well received and reviewed. We utilized Survey Monkey to measure how well the course was received. The results showed an overwhelming positive response and can be seen at <https://www.surveymonkey.com/stories/SM-WBSBYV39/>
 - The next Civil 3D training courses were scheduled for April and May, but have been subsequently canceled due to the coronavirus crisis.
 - The Program Manager attended a training course in February in preparation for adding a CRAB course in the use of Autodesk InfraWorks. This is a course that Jim Ayers had just started offering prior to his departure. There is demand from the counties and there are currently six users waiting for instruction.

3. UAS Program

- During the stay-at-home order, The Program Manager has been working with the new drone hardware and data processing. Once CRAB returns to normalized work conditions, we will begin training flights with the equipment and demonstrations to the counties.

WSACE Report to County Road Administration Board

April 2020

WSACE Updates

I continue to manage the association from home as the Governor's "stay home, stay healthy" order is in place. The Association has begun hosting weekly check-in meetings with county engineer's as we grapple with our "new normal." The conversations are an opportunity for engineers to share with their peers best practices, ask questions, and gain intel as we whether the pandemic. The calls will continue indefinitely so long as they provide value for the group.

I also continue to serve as an intermediary for the group with the Governor's Office and Legislature. I have begun participating on a construction roundtable call with the Governor's office and contractor and labor community to determine when it will be safe and appropriate to get construction underway. I have also been regularly checking in with legislators, and legislative and WSDOT staff.

Annual Conference

At this point the June 2020 Annual Conference is still on, but that is likely to change. A cancellation has not yet to been called due to site restrictions on reservations. Our venue this year, Campbell's Resort, will only refund WSACE if the Governor declares it unsafe to meet. While we expect this to happen, we must wait. The WSACE Board of Directors will be discussing the annual conference during their next board meeting, Wednesday, April 15.

Legislative Session recap

It is hard to believe the 2020 legislative session only concluded 4 weeks ago. It feels like a million years since the gavel dropped closing out the supplemental session. With Coronavirus completely overtaking every conversation since, the short 60-day session is a distant memory. And, unfortunately, many county accomplishments met a tragic end with the Governor's pen. In his effort to find savings throughout the operating budget, Governor Inslee vetoed several key county 2020 "wins." The Governor left the transportation and capital budgets alone, but gains made to remedy issues with REET collections, a \$7 million increase in funding for county solid waste programs, and increased funding for Group B water systems, among others, were all vetoed by the Governor.

The final transportation budget was a mixed bag for counties. While we were largely protected from large cuts to our programs, we will feel the pain caused by Initiative 976. This includes a \$3.1 million cut to CRAB's RAP program, based on legislative assumptions of "anticipated underruns" in the program. This cut is intended to be short-term, one-time.

Most all of our bills of interest, primarily problematic bills, did not make it across the finish line. A few bills worthy of note include:

[**ESHB 2676**](#), Rep. Shelly Kloba (D-Kirkland), concerns the regulation of the testing of autonomous vehicles (AVs). The bill requires that entities testing AVs hold liability insurance and requires them to work closely with WSDOT in the testing process. This bill comes out of recommendations from the

Transportation Commission's Autonomous Vehicle workgroup of which WSACE's Eric Pierson (Chelan) and Todd O'Brien (Adams) are members of. This bill is on its way to the Governor's desk.

[HB 2850/SB 6519](#): Rep. Debra Lekanoff (D-Bow)/Sen. John McCoy (D-Tulalip), concerned the protection of archaeological and cultural sites by state and local governments and all recipients of state funding. These bills would have required any "groundbreaking" public work that involved state funding to first be reviewed by the Department of Archaeology and Historic Preservation and any interested federally recognized tribe to determine whether the project would have a potential impact on archaeological and cultural sites. We had a lot of questions and concerns surrounding the feasibility of these bills. Both bills died, but we have been told that the Governor is considering issuing an executive order during the interim related to this issue. We are in close conversations with his staff on these efforts and will work to ensure county voices are at the table.

[ESB 5457](#), Sen. Karen Keiser (D-Des Moines), requires prime contractors to name subcontractors for the work of structural steel installation and rebar installation on public works construction projects expected to cost over \$1 million, within 48 hours after the published bid submittal time. In its original form WSAC had significant concerns with the underlying bill, however, as amended we are neutral. This bill is on its way to the Governor's desk.

Fish Barrier Removal

The final capital budget includes a proviso directing the Brian Abbott Fish Barrier Removal Board to develop a comprehensive statewide culvert remediation plan that works in conjunction with the state approach to fully satisfy the fish barrier removal injunction mandate. The comprehensive plan must be consistent with the principles and requirements of the injunction and must achieve coordinated investment strategy goals of permanent injunction compliance. The Fish Barrier Removal board shall work and consult with tribes to develop this watershed approach.

This proviso is a big win for local governments who have been advocating for a watershed, statewide approach to the culvert issue. While no funding is associated with the proviso, our hope is this direction will help lay the groundwork for a more comprehensive approach to addressing fish blocking culverts.