

# CRABoard Meeting

July 29-30, 2021

Olympia, WA



**2404 Chandler Court SW, Suite 240**  
**Olympia, WA 98502**  
**360-753-5989**  
**[www.crab.wa.gov](http://www.crab.wa.gov)**



May 10, 2021

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

Mr. Koster:

The Board of Directors of the Washington State Association of Counties (WSAC) appoints the following members to the County Road Administration Board:

- Lisa Janicki, Skagit County Commissioner (30,000 – 150,000 pop., Elected)
- Kathy Lambert, King County Councilmember (Population over 150,000, Elected)
- Douglas McCormick, Snohomish County Engineer

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

Sincerely,



Eric B. Johnson  
Executive Director  
Washington State Association of Counties

cc:

Lisa Janicki, Skagit County Commissioner  
Kathy Lambert, King County Councilmember  
Douglas McCormick, Snohomish County Engineer



**AGENDA**  
 County Road Administration Board  
 July 29-30, 2021  
 CRAB Office - Olympia, WA  
 Zoom attendance available

**July 29, 2021 1:00 pm**

**1 Call to Order**

**2 Vice Chair's Report - Commissioner Coffman**

- A. Board Appointments
- B. Approve July 29-30, 2021 Agenda
- C. Approve Minutes of April 29-30, 2021 CRABoard Meeting
- D. Elect Chair, Vice Chair, and Second Vice Chair

Info	Enclosure
Action	Enclosure
Action	Enclosure
Action	

**3 Executive Director's Report - Jane Wall**

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**4 Certifications - Mike Clark**

- A. Resolution 2021-005 - Certify the Master Road Log
- B. Resolution 2021-006 - Certify MVFT Allocation Factors

Action	Enclosure
Action	Enclosure

**5 Rural Arterial Program - Steve Johnson, P.E.**

- A. Program Status Report
- B. Regional Meetings Update
- C. Project Request Actions Taken by CRAB Staff
- D. Resolution 2021-007 - Apportion RATA Funds to Regions
- E. Resolution 2021-008 - Establish 2021-2023 Regional Apportionment Percentages
- F. Resolution 2021-009 - Amending Resolution 2021-001

Info	Enclosure
Info	Enclosure
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Action	Enclosure

Action	Enclosure
Action	Enclosure

**6 County Ferry Capital Improvement Program - Derek Pohle, P.E. and Steve Johnson, P.E.**

- A. Call for Projects

Action	Enclosure
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**7 WAC Revisions - Derek Pohle, PE**

Action	Enclosure
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**8 Executive Session - Personnel - RCW 42.30.110(g)**

Info	Enclosure
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**9 Deputy Director's Report - Drew Woods, P.E.**

- A. Deputy Director's Report
- B. Budget Reports

Info	Enclosure
Info	Enclosure

**RECESS**

**5:00 pm Dinner at Anthony's Homeport**

July 30, 2021 8:30 am

10 Call to Order

11 WSACE Update - submitted by Eric Johnson

Info	Enclosure
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12 Division Reports

A. Engineering & Admin Support/Compliance - Derek Pohle, P.E.

Info	Enclosure
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B. Information Services - Eric Hagenlock

Info	Enclosure
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1. IT Security Report - Scott Campbell

Info	
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C. Design and UAS Systems - Brian Bailey

Info	Enclosure
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ADJOURN

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

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



**Minutes**  
**County Road Administration Board**  
**April 29-30, 2021**  
**CRAB Office – Olympia, WA and via Zoom**

**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  
Kathy Lambert, King County Council Member  
Brad Peck, Franklin County Commissioner  
Mark Storey, PE, Whitman County Engineer  
Gary Stamper, Lewis County Commissioner **via Zoom 4/29, in person 4/30**  
Grant Morgan, PE, Garfield County Engineer **via Zoom**

**Staff Present:** John Koster, Executive Director  
Andrew Woods, PE, Deputy Director  
Eric Hagenlock, Information Services Division Manager  
Steve Johnson, PE, Grant Programs Manager  
Derek Pohle, PE, Engineering & Admin Support Specialist  
Karen Pendleton, Executive Assistant **via Zoom**  
Rhonda Mayner, Secretary  
Mike Clark, Road Systems Inventory Manager  
**\*\*Brian Bailey, PE, Design Systems and UAS Program Manager**

**Guests:** \*Walt Olsen, PE, Interim Asotin County Engineer  
\*Chris Seubert, Asotin County Commissioner  
\*Ted Sharpe, PE, Asotin County Project Manager  
\*Jim Karcher, PE, Whatcom County PW Director **via Zoom**  
\*Elizabeth Kosa, Whatcom County, Assistant PW Director **via Zoom**  
**\*\*Jane Wall, WSACE Managing Director**

*\*Present April 29, 2021 only*

*\*\*Present April 30, 2021 only*

**CALL TO ORDER**

Chair Stacy called the meeting to order at 1:00 p.m. He requested that all electronic devices be silenced and that guests sign in.

**CHAIR'S REPORT**

**Approve April 29-30, 2021 Agenda**

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

**Approve Minutes of January 28, 2021 CRABoard Meeting**

Commissioner French moved and Mr. Storey seconded to approve the minutes of the January 28, 2021 CRABoard Meeting. **Motion carried unanimously.**

## **Approve Minutes of March 10-11, 2021 Special CRABoard Meeting**

Vice-Chair Coffman moved and Commissioner Peck seconded to approve the minutes of the March 10-11, 2021 Special CRABoard Meeting. **Motion carried unanimously.**

### **RURAL ARTERIAL PROGRAM**

#### **Asotin County Request for Waiver of Payback**

Mr. Johnson reported that Asotin County has requested that the CRABoard waive reimbursement of an estimated \$1,126,960 of expended RATA funds used for their withdrawn Snake River Road project. The county has used an actual total of \$1,122,461.87 in RATA funds for design and construction preparation.

The subject contract began as two separate projects along the Snake River Road. Snake River Road MP 19.00 to MP 20.55 Reconstruction Project was originally executed in May 2005, and amended in August 2008, updating the project limits to exclude the Fishers Gulch Bridge, MP 19.61 – MP 19.63, which was replaced separately as an emergency project. This project was estimated to cost \$1,526,000; and requested \$1,373,000 in RATA funds.

Snake River Road MP 20.55 to MP 21.97 Reconstruction Project was originally executed in May 2009. This project was estimated to cost \$2,666,600; and requested \$2,399,940 in RATA funds.

The projects were combined into the current contract, executed in November 2010. The combined project estimated original costs add up to \$4,192,600; with a total request of \$3,772,940 in RATA funds. The latest contract amendment, bringing the project to full RATA request authorization, was executed in May 2015.

The county has expended \$1,122,461.87 RATA funds for design of the project, submitting 84 requests for reimbursement from September 2006 through the present.

Mr. Johnson noted several factors that led to the delay in the project. Snake River Road is in an area with known potential for tribal cultural sites. Asotin County included the Nez Perce Tribe in project meetings from the beginning of the project. A Request for Termination letter from Asotin County outlines several steps that were taken along the way that resulted in significant project delays, but ultimately resulted in the development of a Memorandum of Agreement, signed in December of 2020. The MOA has a duration of five years from execution.

The Washington Department of Ecology's Shoreline Master Program (SMP) for Asotin County was made effective on March 9, 2017. The implementation of this Program established local land-use policies and regulations that protect natural resources, provide for public access to public waters and shores, and includes requirements to mitigate for shoreline riparian impacts. These additional permit and mitigation requirements have resulted in project delays and increased costs. As stated in the Request for Termination letter from Asotin County, two of the early environmental

documents have expired due to the long duration of this project. Both of these studies have since been amended and are now valid through 2025.

The original cost estimates for this project were prepared between 12 and 16 years ago. Based on the original estimates, the project secured a total of \$3,772,940 in RATA funding. The most recent project construction estimate has revealed a funding shortage of \$4,395,176. At this time, Asotin County has not secured the additional funding necessary to meet this shortfall. The increase of cost can be assigned primarily to inflation over the long time delay, and also to specific site constraints that require a significant amount of wall construction.

The project has been designed to the 90% stage. Asotin County intends to continue pursuing the cultural resource requirements and permitting in order to establish an achievable timeline for construction. The County has also indicated the intention to resubmit this project under future RATA funding opportunities. If the project can be adequately funded, retain cultural resource approval for the timeline necessary, and obtain permits with sufficient time to enable construction, then the County can successfully complete the project.

Since the project has been significantly delayed due to reasons including cultural preservation and environmental permitting, the project is now expected to cost far more than originally estimated. Although the County has continued to make progress on both the design, and seeking agreement on cultural preservation, the available RAP contract time to reach construction has run out. Asotin County has therefore withdrawn the project and is seeking a waiver of \$1,122,461.87 of the RATA funds it has expended. The county has committed to continuing this project, requesting future RAP funding and aims to construct the project within the MOA and permitting timelines.

Mr. Johnson reported that staff finds that the county has explained the significant timing delays of this project; the county has detailed the increased cost of this project; the county has submitted a request for waiver of payback in a timely manner; the county has adequately defined the costs it incurred to develop this project; The already expended RATA costs of \$1,122,461.87 appear to be usable on a future replacement project, assuming that the project can reach construction within the timelines of the cultural resource agreement and permitting; the county has provided written assurance that they are committed to finishing this project, and plan to resubmit the project for future RAP funding; the recently approved cultural resource Memorandum Of Agreement has a duration of five years from date of execution of the agreement, and pending environmental permit expiration dates are expected to have a similar duration for construction; and the CRABoard has conditioned approval of past waiver of payback amounts upon items of the prospectus that were constructed, or in the event that none were built, on assurances that a project similar to the prospectus will be advanced by the county in the near future.

Therefore, staff recommends that the request for the waiver of payback of \$1,122,461.87 in expended RATA funds used for the withdrawn Snake River Road

project be approved, on the condition that Asotin County commences all phases of construction no later than a date of the CRA Board's choosing. If the county does not commence construction on all phases by that date, the county must pay back all of the expended RATA funds.

Mr. Johnson introduced Mr. Olsen, Commissioner Seubert and Mr. Sharpe, who supplied further information on the request.

Following discussion, Commissioner French moved and Commissioner Peck seconded to approve Asotin County's request for waived reimbursement of an estimated \$1,122,461.87 of expended RATA funds used for their withdrawn Snake River Road project, on the condition that Asotin County commences all phases of construction no later than December 31, 2025, when the MOA with resource agencies expires, and when the environmental permits are expected to expire. At that time, an extension to April 2027 may be granted if the County is able to obtain an extension to the MOA and new permits. At that time, a second extension to April 2030 may be granted if the County is able to show proof of progress on the project. If Asotin County does not commence construction on all phases by April 2030, the County shall pay back all of the expended RATA funds. **Motion passed unanimously.**

#### **Program Status Report**

Mr. Johnson reviewed the Rural Arterial Program status report, noting that 1,101 of 1,220 projects have been completed. Anticipated revenue to the end of the 2019-21 biennium is \$645,238,024. RAP expenditures to date total \$625,628,840. RAP obligations remaining to active projects through the 2019-21 biennium total \$120,131,572. The RATA fund balance as of March 31 was \$14,212,153.

He presented highlights of completed projects in Lincoln, Mason and Grant Counties.

#### **Resolution 2021-002 - Apportion RATA Funds to Regions**

Mr. Johnson presented Resolution 2021-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$4,025,840 deposited to the RATA for January, February and March 2021 be apportioned to the regions by the established 2019-2021 biennium regional percentages after setting aside \$19,267 for administration. Mr. Johnson noted that the administrative expenses are lower than usual due to some budgeting adjustments made as we near the end of the biennium.

Commissioner French moved and Second Vice-Chair seconded to approve Resolution 2021-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

#### **Consideration of Available Funds for Allocation**

Mr. Johnson reported that per WAC 136-161-020 (6), "The county road administration board reviews the rank-ordered arrays in each region and, based upon the RATA funds projected to be allocable for the next project program period, selects and approves specific projects for RATA funding."

The CRABoard used an estimate of \$45,000,000 as the basis for its call for new projects in October 2019. County submittals and funding limits for the 2021-23 biennium are based on that amount. There are additional funds of \$2,896,579 turned back from the prior array and from prior projects that were recently withdrawn or underrun. Total available RATA funds are \$47,896,400, which multiplied by 90% equals \$43,106,760.

The CRABoard has advised staff to maintain a minimum balance of \$5,000,000 in the account. The anticipated balance by the end of the 2019-21 biennium is \$15,012,153. Further reimbursement to counties in the 2021-23 biennium, based on forecast and spending history, will bring this balance to about \$16,392,153.

Of the \$43,106,760 to be allocated to projects, \$27,551,580 would be added to current funded projects and \$13,901,609 would be allocated to new projects. An estimated additional \$4,789,640 can be allocated at the April 2022 CRABoard meeting. Per WAC 136-161-070 (4), the CRABoard can allocate no more than 90% of estimated revenue in the first year of the biennium and the remainder "at such time as deemed appropriate" by the board.

If funded, CRABstaff would schedule design reimbursements for new projects to begin within this first year, and construction reimbursements for new projects in the 2025 - 2027 biennium. This five year period is typical for project delivery times. Projects that progress faster can have access to RATA funds upon a clear demonstration of progress and the availability of funds.

The RATA balance has cycled between \$20 million and \$15 million before and after each construction season since 2013. This past year, the balance dipped lower than typical, down to about \$12 million, and is currently recovering ahead of the upcoming construction season. In the near term, as the revenue continues a return to normal, the RATA balance is expected to follow historical patterns, increasing balance in the first and second quarters, with higher expenditures in the third and fourth quarters for construction reimbursements.

Allocating to partially funded projects at this meeting will assure the program continues without interruptions and will maintain the forecast of expenditures as presented. Any subset of projects could be delayed, if necessary, to maintain a \$5,000,000 balance.

The RATA appears to have weathered most of the impacts from the pandemic shutdown and has the ability to program construction reimbursements of new projects in 2026 and later.

**Resolution 2021-003 – To Approve 2019-2021 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue**

Mr. Johnson presented Resolution 2021-003 - To Approve 2021-2023 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue, which allocates 90% of the estimated 2021-2023 fuel tax revenue and turned-back funds for a total of \$43,106,760

to the listed projects in the five regions.

Following questions and discussion, Mr. Storey moved and Commissioner French seconded to approve Resolution 2021-003 - To Approve 2021-2023 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue. **Motion carried unanimously.**

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

1 - Garfield County's Kirby-Mayview Phase I 2R project remains in the design phase but is nearing construction. The County was recently able to take advantage of available Surface Transportation Block Grant (STBG) funding.

Due to the increase in outside funding, the County requested a reduction in the RATA allocated to this project. The original RATA asked for this project was \$2,600,000. The revised RATA amount request is \$2,430,000 – a reduction of \$170,000. Mr. Koster forwarded a letter on February 5, 2021 with a contract amendment for the change in RATA amount for the project. The amendment has been signed and executed.

2 - Ferry County requested a construction lapse extension for their Boulder Creek Section 1 3R project. The request is based on effects from several changes to administration and staff at Ferry County, and cited recent progress on the project, with the expectation to construct the improvements in a timely manner, if the extension is granted. Mr. Koster forwarded a letter on February 23, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

3 - Cowlitz County requested a construction lapse extension for their South Cloverdale Road 3R project. The request is based on additional requirements and delays due to obtaining additional federal STBG funding for the project. While the additional funding makes the project more achievable, the subsequent process and necessary steps associated with this funding resulted in project delays. Mr. Koster forwarded a letter on March 1, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

4 - Asotin County requested a construction lapse extension for their Snake River Road 2R project. The request is based on physical site conditions and constraints that results in a higher than expected project cost. The project is designed, and permits have been obtained. Asotin County is pursuing additional outside funding in order to fully fund the construction. Mr. Koster forwarded a letter on March 9, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

5 - Skagit County requested a construction lapse extension for their Francis Road Section 1 3R project. The request is based on difficulties with utility relocation, Right Of Way acquisition, and Covid 19 delays of design by consultant. Mr. Koster forwarded a letter on March 9, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

6 - Klickitat County requested a scope change to extend the limits of their Courtney Road 2R Project (2016-01). The extension would add 0.85 miles of overlay, with no additional RATA request. This extension will eliminate the gap between the Courtney 2R project and the Courtney RC project. Secondly, with the two Courtney projects becoming adjacent projects, Klickitat County requested that they be combined into a single contract, thereby reducing construction and administration costs. Mr. Koster forwarded a letter accepting both requests, with a new contract addressing both the extension and the combination of the two projects. The new contract has been signed and executed.

7 - Lewis County requested a scope change for their Centralia Alpha RC project. The change being requested is shift the project beginning milepost by approximately 200 feet. The original project scope included realigning a vertical curve and construction of a new turn lane for a campground road approach. During the design of the project, the County has determined that a turn lane is not warranted. However, there is an existing culvert at this location that was not accounted for in the original project scoping. Adjusting the project limits will allow the intended reconstruction project to continue as scoped, without adding the cost of replacing this culvert and related impacts such as Right of Way acquisition and permitting. The proposed adjustment to project length did not affect the original project scoring or placement in the funding array. Mr. Koster has forwarded a letter with a contract amendment for the change in scope for each project.

8 - Grays Harbor County requested a construction lapse extension for their Garrard Creek Road Realignment RC project. The request is based on additional requirements and delays due to previously unmapped wetlands in the project vicinity. These delays, in addition to impacts from the pandemic shutdown, prevented the project from reaching construction on the original timeline. Mr. Koster forwarded a letter on April 9, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

9 - Mason County has withdrawn their Shelton Matlock Culvert project and agreed to pay back all RATA funds spent on the project. The original RATA funding was approved in April 2015. The original project scope included replacing the existing 40-inch concrete culvert with an 18 to 20-foot box or arch culvert to provide for fish passage. The existing culvert is 30 feet below the road surface. The original project estimate in 2015 was \$500,000.

Upon initiation of design, the County was informed by the Department of Fish and Wildlife that a 30-foot-wide structure is the minimum size acceptable for their permitting. This larger construction footprint resulted in significantly more cost due to the increased need for retaining walls, increased traffic control effort, and the larger structure itself. Additionally, one adjacent property owner has refused to cooperate with the county for an easement, which severely limits the project constructability.

The County considered several design adjustments to accommodate the limited easement availability, and proposed alternatives to WDFW that would make the project



more feasible, without success. The updated project cost estimate is now \$1.3 million but remains without the possibility of an easement.

The County has determined that at this time, they do not have adequate funding or right of way to proceed with this project. While the engineering work that has been completed to date can be utilized in the future, unless and until the property rights may become available, the project cannot proceed. Therefore, the County will repay the full \$52,045.61 in RATA funds spent on the project to date. Mr. Koster forwarded a letter on April 23 acknowledging the withdrawal and establishing the 60-day timeline for payback of RATA funds.

Mr. Johnson noted that the Board has requested regular progress reports from counties who have been granted an extension by the Board rather than through staff action, and asked for the Board's input on building that process. The Board indicated that they would like to see a quarterly report, with counties not showing progress asked to come before the Board to explain their difficulties.

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

Chair Stacy presented a plaque to Mr. Koster and a certificate to Ms. Pendleton, congratulating them on their upcoming retirements and thanking them for their service to CRAB and the counties.

Mr. Koster presented a certificate to Chair Stacy, thanking him for his 17 years of service on the CRABoard. Chair Stacy's term ends on June 30, and he will not be seeking reappointment to the Board.

**EXECUTIVE DIRECTOR'S REPORT**

**CRABoard Positions**

Mr. Koster reported that on February 26, 2021 he sent a letter to WSAC President Michael Largent notifying him of the June 2021 expiration of the terms of Chair Stacy, Second Vice-Chair Janicki, and Councilmember Lambert. He noted that all three members are eligible for reappointment by WSAC. Second Vice-Chair Janicki and Councilmember Lambert reported that they have applied for reappointment.

**WSACE Award Nominations**

Mr. Koster reported that nomination forms for the WSACE Engineer of the Year and Project-Program Manager of the Year have been sent out. The application deadline is May 7, 2021. The awards will be presented at the WSACE Conference in June.

**Updates**

Mr. Koster reported on the recently passed budget for 2021-23, noting increases on some items and reductions on others. Although the agency did not get everything requested, we ended up doing very well.

## **COMPLIANCE REPORT**

### **County Engineers Vacancies**

Mr. Pohle noted that Pacific County Engineer Robert Kimble, PE, resigned effective June 13, 2021. Brook Priest, PE was appointed County Engineer/Public Works Director on April 27, 2021.

Asotin County Engineer Michael White, PE, was terminated. Walt Olsen, PE, is continuing as Interim County Engineer.

Lincoln County is actively grooming to fill the County Engineer position currently held on an interim basis by Walt Olsen, PE.

### **County Audit Reviews**

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.

	<b>Number</b>	<b>Findings</b>	<b>Management Letters</b>	<b>County Road or ER&amp;R</b>	<b>CRAB Follow-Up Needed</b>
<i>Financial</i>	1	0	0	No	No
<i>Accountability</i>	7	0	1 Lewis	No	No
<i>Fraud</i>	2	2 Thurston Cowlitz	0	No	No
<i>Performance</i>	0	0	0	No	No

### **April 1, 2021 Submittal Requirements**

Mr. Pohle reported that all 39 counties submitted the required Annual Certification, Annual Construction Report, Certification of Expenses for Fish Passage Barrier Removal, Marine Navigation and Moorage Certification, Traffic Law Enforcement Expenditures Certification, Annual Certification for Maintenance Management, CAPP Report, and County Ferry System Report to CRAB by the April 1 deadline.

He noted that the Director of Highways and Local Programs has certified to CRAB that all 39 counties have current Bridge Inspection Certificates on file with the Department.

Mr. Pohle certified that he has reviewed all of the compliance reporting with Mr. Woods. Staff recommends issuance of a 2020 Certificate of Good Practice for all 39 counties.

He reported on his other activities and meetings since the January 2021 CRABoard meeting.

### **Resolution 2021-004 – Certificates of Good Practice**

Mr. Koster announced that as required by RCW 36.78.090 and RCW 36.78.100, and

pursuant to WAC 136-04-010 through WAC 136-04-060, he is submitting to the County Road Administration Board a report of the review of the annual certifications submitted by the counties for the calendar year 2020. Each year, these certifications provide information to this agency which touches upon three main areas: Management and Administration; Document Submittal, which includes such items as road levy certification, road log updates, construction reports, etc.; and Operations. From receipt of this information, staff is able to determine the level of compliance with applicable laws and Standards of Good Practice achieved by the counties of the State of Washington, and it is upon demonstrated compliance with these laws and standards which continued receipt of the fuel tax distribution depends.

He concluded that all 39 counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice.

Following questions and discussion, Vice-Chair Coffman moved and Commissioner French seconded to approve Resolution 2021-004, issuing Certificates of Good Practice to all 39 counties. **Motion carried unanimously.**

#### **COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM**

Mr. Johnson presented a framework of the program and processes. He noted that it is at this meeting that a qualified ferry county may appear before the Board to request a call for projects.

He introduced Mr. Karcher and Ms. Kosa, who gave a presentation to the Board requesting a call for projects. They are hoping to build a new boat to replace the current Lummi Island Ferry, the MV Whatcom Chief, which is nearly 60 years old, as well as make terminal and shoreside improvements to accommodate a newer, larger vessel.

Following questions and discussion, Commissioner French moved and Second Vice-Chair Janicki seconded to authorize a call for projects at the July 2021 CRABoard meeting.

#### **CORRECTIONS TO 2020 AND 2021 MVFT ALLOCATION FACTORS**

Mr. Clark reported that with CRAB's transition from Mobility, a Linear Referencing system, to GIS-Mo, an ESRI geospatial data system for all 39 counties, staff anticipated there would be some potential Road Log discrepancies. During the current Road Log audit review, staff found several shared border roads, gaps, overlaps and a few segments with incorrect jurisdictional ownership. A majority of them were within the State of Washington, however, it discovered that Walla Walla and Asotin County each had a road segment in Oregon.

Chapter 36.75.160 RCW authorizes the board of any county to construct, maintain, and operate any county road which forms the boundary line between another county within the state or another county in any other state or which through its meandering crosses such boundary. The concern of CRAB staff is that Asotin and Walla Walla Counties have large enough road segments outside of Washington State that they may go

beyond the “meandering” as authorized by the legislature. Following discussions with each of the individual County Engineers and Road Log Managers, both counties immediately changed their Jurisdiction Code in Mobility.

Additional analysis of roads between Oregon and Idaho showed approximately 40 miles of roads in numerous counties that were straddling and meandering throughout Oregon and Idaho. These were considered di minimis by staff since they are typically only a few hundred feet in length.

After several internal meetings, CRAB staff contacted Albert Wang, Assistant Attorney General, to provide some legal interpretation. CRAB was not questioning if a county can spend road fund dollars, regardless of the source of money, on the maintenance and operation of border roads, but whether CRAB can include any portion of roads outside of the state in our MVFT allocation calculation that are being spent on the replacement and maintenance of “county roads”, as that term is used in the statute.

Based on Mr. Wang’s response: *“This is an interesting question that does not necessarily have a clear answer, but on balance I believe it would be permissible for CRAB to include those portions of county roads that cross into other states when calculating MVFT allocations.”*, CRAB staff provided the CRABoard with suggested actions to address whether the Asotin and/or Walla Walla County road segments are within the Board’s opinion of what “meander” means. Some of these actions would necessitate amendment of the Master County Road Log for the calendar years 2020 and 2021, the two years under the current MVFT allocation cycle. Mr. Clark noted that the Board’s decision on this matter will also guide staff on potential clarifying language for WAC amendments.

Following questions and discussion, Mr. Storey moved and Commissioner French seconded to take no action to either Walla Walla or Asotin County based on the County Engineers’ actions to remove the segments from their county’s Road Log. **Motion carried unanimously.**

**Chair Stacy recessed the meeting at 4:50 p.m. The meeting will reconvene April 30, 2021 at 8:30 a.m.**

**County Road Administration Board  
Friday, April 30, 2021**

**CALL TO ORDER**

The meeting was reconvened by Chair Stacy at 8:30 a.m.

**DEPUTY DIRECTOR'S REPORT**

Mr. Woods noted a visit to Whatcom County in mid-April. He reviewed a list of his activities since the January 2021 CRABoard meeting, including several meetings with Representative Ramos, and attending the National Association of County Engineers Virtual Conference.

**Current Budget Status**

Mr. Woods reported that the agency fund balances are under budget as the end of the biennium approaches. He noted that staff has moved some expenses forward from the 2021-23 biennium, and any funds left in the MVFT account will be shifted into RAP and CAPP in order to remain available to the counties.

**FY 2021 Supplemental Budget**

Mr. Woods reported that the legislature allocated \$75,000 to CRAB for retirement buyouts and an increase to CAPA, which will result in an extra \$5,175,500 going out to the counties by the end of June. He noted that Wahkiakum County has been struggling to maintain their ferry system, and was awarded \$280,000 to assist in those efforts.

**2021-2023 Budget**

Mr. Woods reported that the legislature awarded \$2,000,000 to the Emergency Loan Fund and allocated \$7,563,000 to CRAB's operating budget. They approved \$1,023,000 to the WSACE for a study of the use of county right of way as a potential source of revenue; updating CRAB's dashboard, reporting systems and program management software; and continuing fish barrier inventory.

The budget for RAP was set at \$55,028,000 and the budget for CAPP at \$37,379,000. The biennial expenditures of \$1,455,000 from the CFCIP were also funded.

**WSACE UPDATE**

Ms. Wall reported on the recent legislative session and its outcomes. Items of note include the state's investment in fish passage barrier removal and the passage of a carbon revenue bill.

She noted that the annual WSACE Conference will be June 8-11 at Campbell's Resort in Chelan County. It is being combined with the annual Professional Development Conference, which was postponed from February.

She reported that her last day at WSACE will be May 7. She will be taking three weeks off before beginning as CRAB's new Executive Director on June 1.

## **STAFF REPORTS**

### **Engineering and Support Services**

Mr. Pohle noted one visit to Whatcom County, and contacts with 32 counties and eight other agencies since the January CRABoard meeting.

He reported that no new audit issues with compliance components initiating consultative contacts or involving the road fund or road departments have been reviewed in the last quarter.

Mr. Pohle noted that a virtual Legislative/Executive Authority and the County Road Department Training was conducted on March 10-11 via Zoom, with 75 participants on the first day and 65 participants the second day. He has updated the training content for that class as well as the Office of the County Engineer Training. Staff hopes to resume in person classes this fall.

He has begun updating the County Engineer Desk Reference, repairing broken web-links and updating selected link titles. He plans to post the update in May.

He reported on his other activities since the January CRABoard meeting.

### **Information Systems**

Mr. Hagenlock reported that all major projects are within scope, schedule, and budget. GIS-Mo will officially be three years old on May 1, 2021. It went live on January 11, and initial migration from Mobility scheduled through July 31. Project tracking metrics give 63 average days to completion. With all road logs due May 3, the last county will go live by July 5. This gives a three week gap in the schedule for official oversight, which is scheduled through July 31. CRAB and County staff continue to collaborate and support each other through this major organizational change.

The first step into Microsoft 365 (M365) was completed April 18. This was the most significant change and wasn't without its challenges. However, Scott Campbell, IT System Security Specialist, and Angela Rice, IT System Administrator, worked through the weekend with WaTech to achieve the project objectives. CRAB staff and customers did experience some communication issues using email, and CRAB staff lost productivity, with certain services being unavailable initially on Monday. By Wednesday upwards of 99% of products and services were available.

M365 has already provided a valuable resource in Microsoft Teams for communication, collaboration, and remote work. Additionally, we now have staff documents backed up to Microsoft OneDrive, improving our disaster recovery posture.

The remaining phases of this project will bring more remote work functionality in the form of Teams Telephony, and collaboration tools such as SharePoint. Ultimately, CRAB staff will have tools to increase productivity and responsiveness without a net increase.

He reported that Donna Quach and Nolen Young have had their respective titles changed to Software Engineer to better convey their duties and skills. Ms. Quach is working on her BS in Computer Science, and Mr. Campbell and Ms. Rice have taken administrative classes.

He noted that periodic IT Security Assessment preparation is underway. Staff is focusing on cybersecurity and the continuous monitoring of advanced threat protection tools. Staff has evaluated threat exposure and is underway with remediation. Windows critical updates have been performed, along with full server anti-virus sweeps.

Mr. Hagenlock noted that the IT department is under budget for biennial hardware replacement, and all hardware has been received with the exception of docking stations.

He reported that 125 service requests were submitted regarding developing uniform and efficient transportation-related information technology resources. In the last quarter, 85% of the submitted requests were resolved. The agency systems were up-time during operational hours (6:00 AM – 6:00 PM Monday-Friday) 99.98549% of the time.

### **Design Systems and UAS Program**

Mr. Bailey noted that no in-person learning has been delivered or scheduled for last quarter. Staff is planning to begin offering in-person training this quarter.

In 2005, CRAB negotiated with Autodesk, the makers of Civil 3D, to replace Eagle Point, which the counties had been using for 10 years. While Civil 3D is a robust design platform, it has always had holes in its usability. With Design Systems' most recent initiative, we have moved to help the counties by patching those holes. Quux Software's Sincpac tools for Civil 3D provide a suite of tools that improve the functionality of Civil 3D for the end user. CRAB negotiated with the vendor to provide 200 licenses of their product to be distributed statewide to the counties. These licenses are being provided to CRAB at an 85% discount from their standard pricing, including their annual subscription to maintain functionality with Autodesk's ever morphing products. CRAB will provide technical support and training in the use of these tools through our LMS Training Portal.

In the Pinnacle Series LMS, staff has completed translation and uploaded assets and a learning path in support of CRAB's Annual Reporting System. Staff is in the process of adding 300+ help documents and videos in support of Sincpac tools for Civil 3D. CRAB has held three LMS scheduled events that attracted 50± users per event. Each event has increased average use following the events.

The platform has 761 registered users and has had 170 unique active logins during the period. Users have accessed 671 assets and 236 learning path courses. Of the assets accessed, 214 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. Using imputed averages for assets and courses, CRAB provided approximately 151 person-hours of training.



Mr. Bailey issued a survey in early January to solicit feedback on Pinnacle's content and usability. Approximately 16% of the users logging into the system in the fourth quarter responded. The results of the survey reflected that 79% of respondents found the LMS improved their skill. A question regarding content revealed that about 40 percent of content that the users wanted to learn already resides on the system. This indicates that users may need added training to utilize the search engine effectively. Other requests for content will be considered based on value to the users and CRAB's ability to produce the desired content.

In February, Mr. Bailey traveled to Benton County to provide a demonstration of the quadcopter and the process for collection of topographic data. He met with staff from the GIS, Design and Survey Groups to fly their Badger Pit stockpile. Following the flight, he processed the flight data and prepared a ground model which was used to generate a volume of the stockpiles on the site. He discussed specifications of the best equipment to fit their needs in order to implement their own program.

Kitsap County has requested a demonstration of the quadcopter for the purpose of public involvement. They would like to video a completed project from the air to highlight the improvements to the community.

CRAB has been in contact over the past few months with Airworks, an aerial data processing company in Boston, Massachusetts to discuss the advance of the use of unmanned aircraft in the process of automated pavement rating. Pavement rating is currently done, for the most part, by an inspector physically driving a road and recording defects based on manual input and their training in pavement rating criteria. As you can imagine, each person may have a different view of the defects and as a result rate them differently. Airworks has already developed an autonomous system to convert aerial orthophotos into planimetric data that can be used in design. Staff believes that system can be trained to identify road defects and apply a standardized rating to them. This could in turn be used to create a level un-biased pavement rating system. Over the next few months, staff will work with them to develop a project scope.

CRAB has acquired some new equipment for the quadcopter. Staff has upgraded to quadcopter to collect accurate survey grade data using global positioning systems that will improve accuracy to 2-3 cm horizontally and 5 cm vertically. This system includes a 20-megapixel camera to improve image quality. Staff has also acquired a thermal camera for the quadcopter. With the addition of this camera, CRAB will combine it with the existing zoom camera to demonstrate to the counties the value of unmanned aircraft in collection of visual inspection data for bridges and structures.

## **OTHER BUSINESS**

The Board thanked Chair Stacy for his leadership and service and wished him well in the future.

Chair Stacy adjourned the CRABoard meeting at 10:25 a.m.

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Chair

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Attest

**RESOLUTION 2021-005**

**CERTIFYING THE MASTER COUNTY ROAD LOG  
AS OF JANUARY 1, 2021**

WHEREAS, Chapter 120, Laws of 1985, Regular Session, Section 1 (2) and WAC 136-60, as originally adopted by the County Road Administration Board on November 12, 1986, and last revised on August 13, 2014, provides for the maintenance and updating of the County Road Log; and

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

WHEREAS, all 39 counties have submitted their County Road Log updates, which substantially reflect their road systems as of January 1, 2021; and

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

NOW, THEREFORE, BE IT RESOLVED that the master County Road Log for all counties reflecting the county road system as of January 1, 2021 be certified as the provisional official County Road Log, and

Adopted by the CRABoard on July 29, 2021 during its regular meeting held in Olympia, Washington.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Attest

**Table F**  
**COUNTY ROAD MILEAGE - 1/1/2021**

COUNTY	URBAN ROADS			RURAL ROADS			SYSTEM CENTERLINE TOTAL	PAVED ARTERIAL C/L MILES	PAVED ARTERIAL LANE-MILES	UNPAVED C/L MILES
	ACCESS	ARTERIAL	TOTAL	ACCESS	ARTERIAL	TOTAL				
Adams	10.789	3.726	14.515	1,091.252	664.750	1,756.002	1,770.517	549.230	1,075.475	1,119.726
Asotin	59.403	20.495	79.898	166.281	152.075	318.356	398.254	100.420	203.097	229.912
Benton	127.591	52.269	179.860	393.077	289.745	682.822	862.682	300.707	601.414	246.462
Chelan	54.135	25.910	80.045	357.565	209.875	567.440	647.485	235.505	471.660	123.325
Clallam	83.470	14.590	98.060	270.080	120.790	390.870	488.930	135.380	270.760	2.960
Clark	431.508	146.520	578.028	276.010	272.570	548.580	1,126.608	419.090	898.405	12.800
Columbia				271.362	229.100	500.462	500.462	141.443	282.886	353.576
Cowlitz	46.320	25.570	71.890	259.612	195.690	455.302	527.192	221.260	442.570	5.960
Douglas	63.560	38.250	101.810	1,153.916	389.050	1,542.966	1,644.776	296.420	600.020	1,202.000
Ferry				476.820	232.320	709.140	709.140	177.625	355.628	507.615
Franklin	21.288	11.283	32.571	613.962	337.050	951.012	983.583	342.998	684.386	389.185
Garfield				232.027	213.026	445.053	445.053	126.175	252.350	313.431
Grant	62.600	30.780	93.380	1,535.692	872.396	2,408.088	2,501.468	832.437	1,671.952	1,009.961
Grays Harbor	32.905	19.433	52.338	264.960	244.231	509.191	561.529	259.048	518.057	35.565
Island	95.490	35.015	130.505	270.557	182.646	453.203	583.708	217.595	434.016	5.136
Jefferson	5.136		5.136	254.618	138.475	393.093	398.229	130.335	261.300	72.268
King	629.702	207.364	837.066	388.023	242.140	630.163	1,467.229	449.504	937.239	51.033
Kitsap	411.501	166.767	578.268	195.326	139.911	335.237	913.505	306.678	622.454	0.651
Kittitas	9.134	10.345	19.479	262.033	296.227	558.260	577.739	302.762	609.852	80.950
Klickitat				691.844	384.490	1,076.334	1,076.334	368.250	735.640	503.706
Lewis	35.463	22.440	57.903	718.374	266.135	984.509	1,042.412	286.542	573.800	42.311
Lincoln				1,338.060	658.520	1,996.580	1,996.580	382.514	765.028	1,547.051
Mason	27.721	9.556	37.277	315.583	263.755	579.338	616.615	263.718	527.028	44.782
Okanogan	7.132	2.802	9.934	834.608	490.233	1,324.841	1,334.775	418.216	836.432	652.713
Pacific				214.959	130.125	345.084	345.084	119.825	240.040	44.315
Pend Oreille				379.137	180.856	559.993	559.993	167.492	334.984	264.313
Pierce	646.031	430.025	1,076.056	249.930	250.740	500.670	1,576.726	680.765	1,441.520	10.900
San Juan				182.497	88.693	271.190	271.190	88.693	177.386	34.487
Skagit	71.689	36.850	108.539	371.866	319.849	691.715	800.254	356.699	713.658	38.218
Skamania				149.112	90.225	239.337	239.337	90.225	180.921	28.728
Snohomish	633.180	187.304	820.484	451.464	330.380	781.844	1,602.328	514.684	1,056.274	11.158
Spokane	295.480	126.223	421.703	1,443.792	665.519	2,109.311	2,531.014	720.452	1,475.584	1,131.066
Stevens				929.912	560.815	1,490.727	1,490.727	468.615	937.260	823.185
Thurston	337.501	112.559	450.060	349.448	231.915	581.363	1,031.423	344.429	701.291	21.531
Wahkiakum				56.059	81.819	137.878	137.878	78.311	156.622	12.534
Walla Walla	41.267	33.408	74.675	452.108	422.918	875.026	949.701	411.904	823.978	363.058
Whatcom	123.270	68.340	191.610	455.950	287.940	743.890	935.500	356.280	714.400	29.670
Whitman				1,276.177	613.981	1,890.158	1,890.158	424.492	848.984	1,443.585
Yakima	121.350	101.540	222.890	773.610	646.070	1,419.680	1,642.570	725.770	1,467.160	538.682
Statewide	4,484.616	1,939.364	6,423.980	20,367.663	12,387.045	32,754.708	39,178.688	12,812.488	25,901.511	13,348.509
Eastern	873.729	457.031	1,330.760	14,673.235	8,509.016	23,182.251	24,513.011	7,493.427	15,033.770	12,843.502
Western	3,610.887	1,482.333	5,093.220	5,694.428	3,878.029	9,572.457	14,665.677	5,319.061	10,867.741	505.007

Data from County Road Logs certified 1/1/2021 by the County Road Administration Board

## RESOLUTION 2021-006

### REGARDING ROADWAY CATEGORIES AND UNIT COSTS FOR THE 2022 AND 2023 COUNTY FUEL TAX DISTRIBUTION (Revenue forecast based upon 2021 Legislative action)

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

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

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

WHEREAS, each of the 39 counties have submitted updates to their County Road Log, and the CRABoard has certified the official County Road Log as of January 1, 2021 by Resolution 2021-005 Adopted July 29, 2021: and

WHEREAS, based on the updated county Road Log, staff has calculated the single statewide unit costs for both maintenance and reconstruction for each roadway category based on the costs contained within the Road Jurisdiction Study; Phase II, completed in 1988 and updated biennially thereafter by application of the Implicit Price Deflator provided by WSDOT.

NOW, THEREFORE, BE IT RESOLVED that for purposes of determining each county's fuel tax distribution factor for calendar year 2022 and 2023:

1. That the roadway categories and associated unit costs as shown in Attachment A for computing maintenance and reconstruction costs within the statutory fuel tax allocation formula be used; and
2. That the roadway category mileages for each county derived from the County Road Log certified as of January 1, 2021 as shown in Attachment A shall be used for the computation of the fuel tax allocation factors.

Adopted by the CRABoard on July 29, 2021 during its regular meeting held in Olympia, Washington.

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Chair

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Attest

**Attachment A**

CRABoard Resolution 2021-006 - July 29, 2019

**MAINTENANCE AND RECONSTRUCTION CATEGORIES AND UNIT COSTS  
FOR 2022-2023 COUNTY FUEL TAX ALLOCATIONS**

Categories from 1983 Cost Factor Study, for Roadlog Certified 1/1/2021

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

Maintenance and Reconstruction Cost Adjustments from WSDOT RF2106, Implicit Price Deflator - 1.5440977%

**MAINTENANCE PER CENTERLINE MILE**

Maintenance Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars	2021 Dollars
					Unit Cost (\$/Mile)	Unit Cost (\$/Mile)
M - 1	R	All	Unimproved	All	737	1,138
M - 2	R	All	Graded	All	1,546	2,387
M - 3	R	Access	Gravel	All	5,664	8,746
M - 4	R	Arterial	Gravel	All	7,753	11,971
M - 5	R	Access	BST	All	8,681	13,404
M - 6	R	Arterial	BST	All	10,492	16,201
M - 7	R	Access	Paved	All	11,399	17,601
M - 8	R	Arterial	Paved	All	14,406	22,244
M - 9	U	Access	BST & Less	All	9,581	14,794
M - 10	U	Arterial	BST & Less	All	21,570	33,306
M - 11	U	Access	Paved	All	12,933	19,970
M - 12	U	Arterial	Paved	< 5,000	28,989	44,762
M - 13	U	Arterial	Paved	5,000 +	51,103	78,908

**RECONSTRUCTION \ REPLACEMENT PER CENTERLINE MILE**

Replacement Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars	2021 Dollars
					Unit Cost (\$/Mile)	Unit Cost (\$/Mile)
R - 1	R	Access	Unpaved	All	239,766	370,222
R - 2	R	Access	BST	All	278,368	429,827
R - 3	R	Access	Paved	All	278,526	430,071
R - 4	R	Min Coll	BST & Less	All	402,577	621,618
R - 5	R	Min Coll	Paved	All	392,985	606,807
R - 6	R	Arterial	BST & Less	All	385,983	595,995
R - 7	R	Arterial	Paved	All	364,100	562,206
R - 8	U	Access	BST & Less	All	618,582	955,151
R - 9	U	Access	Paved	All	621,640	959,873
R - 10	U	Collector	BST & Less	All	667,000	1,029,913
R - 11	U	Collector	Paved	All	671,897	1,037,475
R - 12	U	Min Art	BST & Less	All	893,918	1,380,297
R - 13	U	Min Art	Paved	All	927,474	1,432,110
R - 14	U	Arterial	BST & Less	All	1,346,095	2,078,502
R - 15	U	Arterial	Paved	All	1,577,968	2,436,537

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

**ESTIMATED 2022 REVENUES  
MOTOR VEHICLE FUEL TAX**

Calendar Year

June Revenue Forecast

**\$138,931,073**

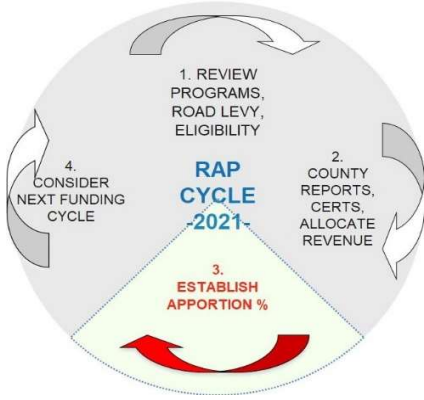
County Road Log Certified January 1, 2021

**2022 Calendar Year Allocation**

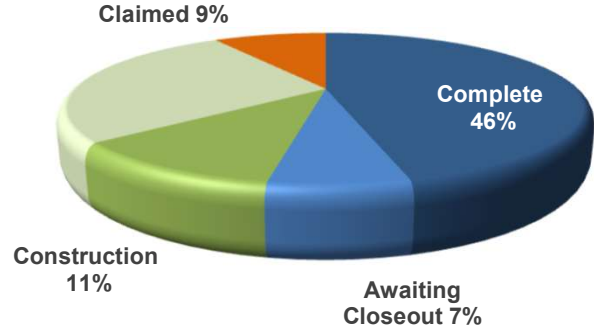
<b>County</b>	<b>Percent</b>	<b>Revenue</b>
Adams	2.9745	\$4,132,505
Asotin	1.0740	\$1,492,120
Benton	2.3031	\$3,199,722
Chelan	1.5018	\$2,086,467
Clallam	1.4403	\$2,001,024
Clark	4.3466	\$6,038,778
Columbia	1.0273	\$1,427,239
Cowlitz	1.4933	\$2,074,658
Douglas	2.6537	\$3,686,814
Ferry	1.2531	\$1,740,945
Franklin	2.0328	\$2,824,191
Garfield	0.9216	\$1,280,389
Grant	4.5871	\$6,372,907
Grays Harbor	1.6484	\$2,290,140
Island	1.5476	\$2,150,097
Jefferson	0.9964	\$1,384,309
King	7.7510	\$10,768,547
Kitsap	3.5162	\$4,885,094
Kittitas	1.4079	\$1,956,011
Klickitat	1.8981	\$2,637,051
Lewis	2.3385	\$3,248,903
Lincoln	3.0572	\$4,247,401
Mason	1.5538	\$2,158,711
Okanogan	2.3744	\$3,298,779
Pacific	0.9434	\$1,310,676
Pend Oreille	1.1577	\$1,608,405
Pierce	7.5330	\$10,465,678
San Juan	0.5800	\$805,800
Skagit	2.2056	\$3,064,264
Skamania	0.6545	\$909,304
Snohomish	6.2820	\$8,727,649
Spokane	6.0062	\$8,344,478
Stevens	2.6461	\$3,676,255
Thurston	3.5416	\$4,920,383
Wahkiakum	0.6291	\$874,015
Walla Walla	2.0436	\$2,839,195
Whatcom	2.9500	\$4,098,467
Whitman	3.0050	\$4,174,879
Yakima	4.1235	\$5,728,823
<b>TOTAL</b>	<b>100.0000</b>	<b>\$138,931,073</b>



**RURAL ARTERIAL PROGRAM**  
July 2021



**Projects Funded 2009 - 2023**



**PROJECT STATUS:**

Billing Phase	'83-'09	'09-'11	'11-'13	'13-'15	'15-'17	'17-'19	'19-'21	Current Biennium '21-'23	TOTAL
Completed	1002	37	2	40	18	10			1109
Awaiting Closeout		1		6		7	2		16
Some RATA paid	1	1		4	23	23	35	3	90
No RATA Paid						2	6	13	21
<b>TOTAL</b>	1003	39	2	50	41	42	43	16	1236

**FUND STATUS:**

**ACTUAL Revenue to end of '19 - '21 Biennium:**

Fuel tax receipts and interest through June, 2019	607,140,559
ACTUAL fuel tax , int, Elect Vehicle overages and CW Transfers July 2019 thru June 2021	36,986,529
<b>Total estimated revenue</b>	<b>644,127,088</b>

**RAP Expenditures to date:**

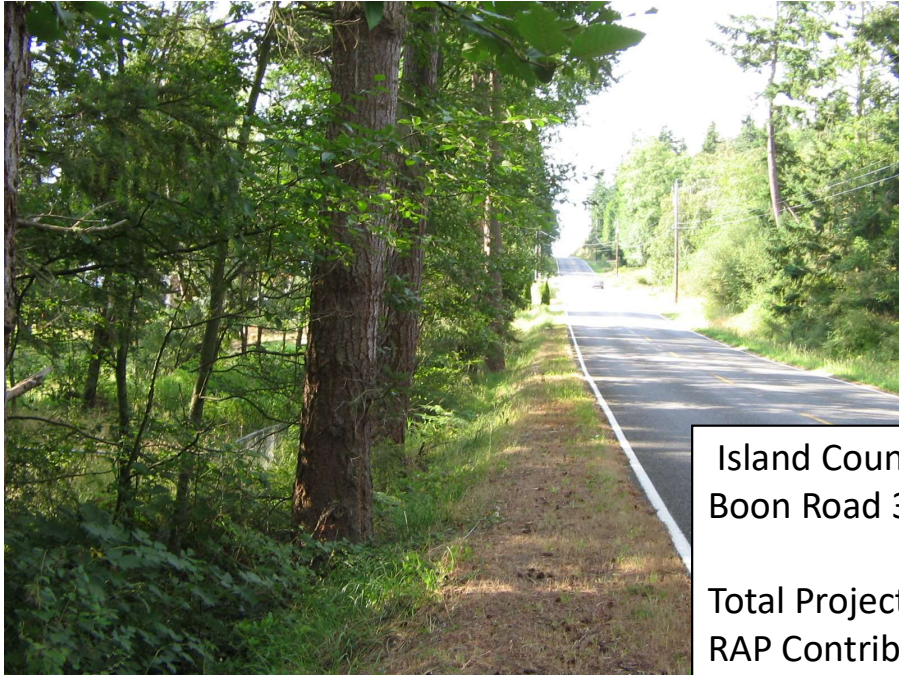
To Completed Projects	579,085,538
To Projects in Design or Under Construction	36,971,134
Administration	13,044,316
<b>Total RATA spent</b>	<b>629,100,988</b>

**RAP Obligations:**

RATA Balance on Active Projects	121,707,754
RATA \$ yet to allocate to Partially funded projects -	17,462,266
Requests for reimbursement - pending	1,222,337
Estimated remaining administration through 2019- 2021 biennium	0
<b>Total RATA obligated</b>	<b>140,392,357</b>

**QTR 2 - 2021 RATA ACTIVITY:**

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
April	\$14,212,153.12	1,222,543.63	\$8,675.27	(525,657.28)	19	(44,234.05)	\$14,873,480.69
May	\$14,873,480.69	\$1,464,341.71	\$8,942.82	(660,777.19)	27	(42,702.99)	\$15,643,285.04
June	\$15,643,285.04	\$1,526,655.00	\$7,597.68	(825,756.15)	34	(44,975.06)	\$16,306,806.51
<b>TOTALS:</b>		\$4,213,540.34	\$25,215.77	(2,012,190.62)	80	(131,912.10)	



Island County  
Boon Road 3R -1514-01

Total Project Cost: \$1,771,339  
RAP Contribution: \$1,594,204  
Local Contribution: \$ 177,135







Lewis County  
North Fork Road RC -2113-01

Total Project Cost: \$3,301,533.11  
RAP Contribution: \$2,600,000  
Local Contribution: \$ 701,533.11





Jefferson County  
Center Rd 2R -1618-02

Total Project Cost: \$633,294.89  
RAP Contribution: \$569,965  
Local Contribution: \$ 63,329.89



*County Road Administration Board – July 29, 2021*  
**Regional RAP meetings update**

Regional meetings were held in June 2021. Topics covered:

- Sonia Lowry, with WSDOT Bridge office attended most meetings, providing information relating to the recent call for bridge projects (~\$85m available, currently reviewing projects, total requested amount ~\$180m) and shared upcoming training opportunities.
- Brian Bailey presented and demonstrated the Pinnacle Learning Management System (LMS).
- One ESRI license for GIS-Mo is provided by CRAB. If counties need additional licenses (specifically for road log editing), CRAB has prepared an agreement form that will allow us to purchase/provide additional licenses, and then invoice the county for that cost (\$203 per additional license). This cost is CAPA eligible.
- Funding and project status for the RAP program, as summarized on the RAP Program Status Report.
- RAP Online updates – reminder to keep the Reimbursement Schedules updated for all projects. Also, CRAB will be replacing the RAP Online program, but this process will take some time. We expect to use the existing RAP Online program through this biennium.
- Reviewed all active RAP projects with a high-level (construction-centric) project status overview.
- Several changes to existing project evaluation processes were discussed. NE and SE regions are considering additional coring data that may be worth scoring for 3R BST roads. NW region is considering allowing bridge projects to compete. SW region is considering allowing intersection projects to compete. Final decision (for the upcoming '21-'23 worksheets) will be made in the fall RAP meetings.
- The Emergency Loan Program has received the additional funding, and now has \$2,001,553.97 (including interest) available for requests.
- Derek Pohle presented an issue and resolution relating to property corners. A concern was expressed regarding the proper handling of property corners during the Right Of Way acquisition or construction phase. Derek clarified the requirement that any newly set permanent property corner must be filed following the requirements of the Survey Recording Act.
- Executive Order 21-02 (replacing E.O. 05-05) regarding archaeology and historic preservation process for projects using State funding was discussed. CRAB has provided updated direction, and will be updating RAP Online to support the changes.

## **Project Actions Taken by CRAB Staff**

### **I. Whitman County – Scope Change for Almota Road (Phase 3) (3816-01)**

Whitman County requested a scope change for their Almota Road (Phase 3) project. The change being requested is an adjustment of the project EMP. The adjacent Almota Road 4 project, which is currently in construction, was previously adjusted due to the location of a vertical curve. Previously, the vertical curve was split between the two projects. Now, the entire curve is included with the Phase 4 project, and this scope change is updating the Phase 3 project limits.

The decreased length for the Phase 3 project did not alter the project's position in the original array, and there was no RATA funding adjustment requested for either project change.

The director forwarded a letter with a contract amendment, which has been signed and executed.

### **II. Chelan County – Scope Change for Goodwin Road (0419-02)**

Chelan County requested a scope change for their Goodwin Road project. This project includes improvements to Goodwin Road, Sunset Highway, and Evergreen Road. The change being requested is an adjustment of the project limits on Sunset Highway, and Evergreen Road.

The City of Cashmere is improving Sunset Highway to the city limits. With the original project limits, this would result in a 0.035 mile (185 ft) gap between these projects on Sunset Highway. The scope change requested by Chelan County will eliminate the gap, without increasing the overall project cost.

The adjusted project limits did not alter the project's funding expectation in the original array.

The director forwarded a letter with a contract amendment, which has been signed and executed.

### **III. Updates on previous Board action**

- **Columbia County – Lower Hogeys (0713-02) construction lapse extension**
  - Completed geotechnical work. Will need additional survey topo on the uphill side of the project. Construction remains scheduled for summer 2022.
- **Wahkiakum County – Elochoman Valley Road and Clear Creek fish Passage (3515-04) construction lapse extension**
  - Wahkiakum County has applied for additional funding through the Recreation Conservation Office (RCO), but as of July they have not heard back.
- **Asotin County – Snake River Road project termination and waiver of payback**
  - Asotin County is in the process of hiring a consultant to provide grant funding assistance (in applying for grants) for this project as well as others.
  - Environmental permits are being pursued by the County's project design consultant.
- **Columbia County Emergency Loan**
  - July 15<sup>th</sup> was the start of the in-water work window, so those repairs can now continue.
  - Still processing FEMA paperwork. As of check-in date, county has still not received any reimbursements, and the effort is very labor intensive.
- **Franklin County Emergency Loan**
  - The burned-out structure and damaged signs have been replaced, and debris removed. Guardrail has not yet been replaced.
  - Beginning FEMA process for additional reimbursements.



**RESOLUTION 2021-007  
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 \$4,238,757 made available in the RATA in **April, May, and June 2021** be apportioned to the regions by their 2019-2021 biennium percentages after setting aside \$131,912 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.		<b>131,912</b>	1,171,522	12,959,676	<b>14,131,198</b>
NORTHEAST	43.67%	<b>1,793,459</b>	15,640,413	254,825,268	<b>270,465,681</b>
NORTHWEST	10.92%	<b>448,467</b>	3,910,998	67,566,797	<b>71,477,795</b>
PUGET SOUND	6.91%	<b>283,783</b>	2,474,818	42,665,519	<b>45,140,336</b>
SOUTHEAST	23.62%	<b>970,037</b>	8,459,504	140,190,567	<b>148,650,071</b>
SOUTHWEST	<u>14.88%</u>	<u><b>611,099</b></u>	<u>5,329,272</u>	<u>88,932,733</u>	<u><b>94,262,006</b></u>
<b>TOTAL</b>	100.00%	<b>4,238,757</b>	36,986,528	607,140,559	<b>644,127,088</b>

Adopted by the CRABoard on July 29, 2021

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
ATTEST



RESOLUTION 2021-008

**TO ESTABLISH REGIONAL PERCENTAGES FOR THE APPORTIONING OF RATA FUNDS DURING THE 2021-2023 BIENNIUM**

WHEREAS, RCW 36.79.030 establishes five regions within the state for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and,

WHEREAS, RCW 36.79.040 establishes the requirements for the apportioning of RATA funds; and,

WHEREAS, WAC 136-100-050 contains the computation of **rural land areas** based on the most recent census data (2010) from the Office of Financial Management as follows:

<u>Region</u>	<u>Rural Land Area (Square Miles)</u>	<u>Percent of Total</u>
Northeast	26,648	41.58
Northwest	7,798	12.17
Puget Sound	4,756	7.42
Southeast	14,641	22.85
Southwest	<u>10,238</u>	<u>15.98</u>
TOTAL	64,081	100.00

and,

WHEREAS, The **mileages of rural principal and minor arterials, and rural major and minor collectors** for each of the five regions, as shown in the County Road Log maintained by the CRABoard office as of July 29, 2021 as required by WAC 136-100-050 are as follows:

<u>Region</u>	<u>Road Mileage</u>	<u>Percent of Total</u>
Northeast	5,537.95	44.71
Northwest	1,278.30	10.32
Puget Sound	823.26	6.65
Southeast	2,970.70	23.99
Southwest	<u>1,776.73</u>	<u>14.34</u>
TOTAL	12,386.95	100.00

and,

WHEREAS, The computation of **apportionment percentages** for each of the five regions result in the following:

<u>Region</u>	<b><u>Final Apportionment Percentages</u></b>
Northeast	<b>43.67</b>
Northwest	<b>10.92</b>
Puget Sound	<b>6.91</b>
Southeast	<b>23.62</b>
Southwest	<b><u>14.88</u></b>
TOTAL	<b>100.00</b>

NOW, THEREFORE BE IT RESOLVED that the apportionment percentages shown above are hereby established for the five regions for use in the apportionment of RATA funds deposited during the **2021-2023** biennium.

Adopted by the CRABoard on July 29, 2021

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
ATTEST

**RESOLUTION 2021-009  
AMENDING RESOLUTION 2021-001  
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;

**WHEREAS** Resolution 2021-001 was adopted with an incorrect adoption date;

**NOW THEREFORE, BE IT RESOLVED**, that Resolution 2021-001 be rescinded, and that the accrued amount of \$5,623,531 made available in the RATA in **October, November, and December 2020** be apportioned to the regions by their 2019-2021 biennium percentages after setting aside \$209,529 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.		<b>209,529</b>	827,800	12,959,676	<b>13,787,476</b>
NORTHEAST	43.67%	<b>2,364,295</b>	10,472,806	254,825,268	<b>265,298,074</b>
NORTHWEST	10.92%	<b>591,209</b>	2,618,801	67,566,797	<b>70,185,598</b>
PUGET SOUND	6.91%	<b>374,108</b>	1,657,135	42,665,519	<b>44,322,654</b>
SOUTHEAST	23.62%	<b>1,278,787</b>	5,664,476	140,190,567	<b>145,855,043</b>
SOUTHWEST	<u>14.88%</u>	<b><u>805,603</u></b>	<u>3,568,476</u>	<u>88,932,733</u>	<b><u>92,501,209</u></b>
<b>TOTAL</b>	100.00%	<b>5,623,531</b>	24,809,495	607,140,559	<b>631,950,054</b>

Adopted by the CRABoard on July 29, 2021

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Chair

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ATTEST

**RESOLUTION 2021-001  
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 \$5,623,531 made available in the RATA in **October, November, and December 2020** be apportioned to the regions by their 2019-2021 biennium percentages after setting aside \$209,529 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.		209,529	827,800	12,959,676	13,787,476
NORTHEAST	43.67%	2,364,295	10,472,806	254,825,268	265,298,074
NORTHWEST	10.92%	591,209	2,618,801	67,566,797	70,185,598
PUGET SOUND	6.91%	374,108	1,657,135	42,665,519	44,322,654
SOUTHEAST	23.62%	1,278,787	5,664,476	140,190,567	145,855,043
SOUTHWEST	14.88%	805,603	3,568,476	88,932,733	92,501,209
<b>TOTAL</b>	100.00%	<b>5,623,531</b>	24,809,495	607,140,559	<b>631,950,054</b>

Adopted by the CRABoard on **October 29, 2020**

  
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 Chair's Signature  
  
 \_\_\_\_\_  
 ATTEST

**County Ferry Capital Improvement Program (CFCIP)  
Project Call Consideration**

**General:**

The County Ferry Capital Improvement Program is a four year cycle, providing the opportunity for eligible counties to request funding for eligible projects.

Of the four potentially eligible counties, two already have a current CFCIP contract. This limits potential applications for new projects to Wahkiakum County and Whatcom County only.

In April 2021, following the proper procedures, Whatcom County requested that the CRABoard issue a call for projects.

Staff recommends that the CRABoard issue a call for County Ferry Capital Improvement Program projects, with applications to be submitted no later than December 31, 2021.

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**Supporting Information**

**County Eligibility:**

- Counties eligible to apply for county ferry capital improvement funds are Pierce, Skagit, Wahkiakum, and Whatcom.
- For the project to be eligible it must be included in both the county's six-year transportation program and its ferry system fourteen-year long range capital improvement plan.
- Any county holding an approved and executed county ferry capital improvement program contract is ineligible to submit a project funding application for additional ferry capital improvement funds until the existing contract is fully performed or has been mutually terminated.

**Eligible Projects:**

- ❖ Purchase of new vessels
- ❖ Major vessel refurbishment (e.g., engines, structural steel, controls) that substantially extends the life of the vessel
- ❖ Facility refurbishment/replacement (e.g., complete replacement, major rebuilding or redecking of a dock) that substantially extends the life of the facility
- ❖ Installation of items that substantially improve ferry facilities or operations
- ❖ Construction of infrastructure that provides new or additional access or increases the capacity of terminal facilities

## **Project Development Calendar and Procedural Steps:**

Year A = 2020, 2024, 2028, etc.

**Year B = 2021, 2025, 2029, etc.**

Year C = 2022, 2026, 2030, etc.

Year D = 2023, 2027, 2031, etc.

*Note: The following procedural steps require an affirmative action to take place in order for the subsequent step to proceed*

### **Year A (or earlier) actions:**

- Project planning and engineering adequate for:
  - o inclusion in 6-year and 14-year documents and their adoption
  - o creation of a county ferry district (subject to counties financial plan)
  - o submission of project funding request to the Public Works Board or any other available revenue source

### **Year B actions:**

- County requests CRABoard to issue call for projects at Spring meeting
- **CRABoard may act on a call for projects at the Spring meeting, but must act on request no later than Summer meeting**
- If a call for projects is approved, project applications must be submitted no later than December 31st

### **Year C actions:**

- Technical Review Committee completes its review and develops a written report no later than 30 days prior to the CRABoard Spring meeting
- CRABoard reviews the committee report and may act at the Spring meeting, but must act no later than Summer meeting
- If approved by the CRABoard, a CFCIP project funding request is included in the CRAB agency biennial budget request submitted late summer

### **Year D actions:**

- State Legislature reviews CRAB CFCIP budgetary request
- If approved by the Legislature and Governor, CFCIP funds available for project expenditures beginning July 1st, or upon execution of the CRAB/County contract, whichever occurs last

Chapter 136-12 WAC

STANDARDS OF GOOD PRACTICE—VACANCY OR CHANGE IN POSITION OF  
COUNTY ENGINEER

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Last Update: 1/29/19

**WAC**

- 136-12-010 Purpose and authority.
- 136-12-020 Procedure during vacancy or change.
- 136-12-030 Acting county engineer.
- 136-12-045 Notification of hiring.
- 136-12-060 Failure to comply.
- 136-12-070 County engineer in counties that choose to employ a  
part-time county engineer or a contract county  
engineer.
- 136-12-080 Supervision of nonengineering county engineer duties  
in counties with a part-time county engineer or a  
contract county engineer.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

136-12-040 Duties of acting county engineer. [Regulation 1, § 136-12-040, filed 12/13/67.] Repealed by Order 1, filed 7/17/68.

136-12-050 Construction during vacancy. [Regulation 1, § 136-12-050, filed 12/13/67.] Repealed by Order 1, filed 7/17/68.

**WAC 136-12-010 Purpose and authority.** The laws of the state of Washington make detailed provisions in chapter 36.80 RCW, for the employment of a county engineer in each county. This chapter specifies that the county legislative authority of each county shall employ a county road engineer on either a full-time or part-time basis, or by contracting with another county for the engineering services of a county road engineer; that ~~he/she~~ they shall be a registered and licensed professional civil engineer under the laws of this state; that ~~he/she~~ they shall have supervision, under the direction of the county legislative authority, of all activities related to the county roads of the county, including maintenance; that ~~he/she~~ they shall certify to the county legislative authority all bills with

respect to county roads; that ~~he/she~~ they shall keep complete public records of all road department activities; that ~~he/she~~ they shall prepare plans and specifications for all construction work on the county road system; give an official bond to the county conditioned upon faithfully performing all the duties and accounting for county property entrusted to ~~him or her~~ them.

[Statutory Authority: Chapter 36.78 RCW. WSR 17-11-037, § 136-12-010, filed 5/11/17, effective 6/11/17. Statutory Authority: Chapter 36.79 RCW. WSR 02-18-018, § 136-12-010, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-12-010, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.080. WSR 90-07-074 (Order 74), § 136-12-010, filed 3/21/90, effective 4/21/90; Order 13, § 136-12-010, filed 12/26/69; Regulation 1, § 136-12-010, filed 12/13/67.]

**WAC 136-12-020 Procedure during vacancy or change.** When a vacancy or change occurs in the office of county engineer for any reason, the county legislative authority shall take immediate steps to find a replacement. The county legislative authority or county executive shall, by electronic email or



official letter, within five business days, notify the county road administration board of the vacancy or change, the effective date of the vacancy or change and of the procedure to be followed during the period of vacancy. The notice to the county road administration board shall state that the legislative authority or county executive has reviewed the requirements within chapter 136-12 WAC.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-12-020, filed 1/29/19, effective 3/1/19; WSR 17-11-037, § 136-12-020, filed 5/11/17, effective 6/11/17; WSR 14-17-035, § 136-12-020, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 02-18-018, § 136-12-020, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.080. WSR 90-07-074 (Order 74), § 136-12-020, filed 3/21/90, effective 4/21/90; Regulation 1, § 136-12-020, filed 12/13/67.]

**WAC 136-12-030 Acting county engineer.** If for any reason it is impossible to employ a new county engineer immediately, the county legislative authority shall designate, by resolution, an acting county engineer for an interim period not to exceed six months except as provided in WAC 136-12-060. A copy of such

resolution shall be forwarded to the county road administration board within five business days of the effective date of the vacancy.

If the acting county engineer is not a licensed professional civil engineer, the legislative authority shall designate a licensed professional civil engineer to perform all professional civil engineering functions during the interim period as required by chapter 18.43 RCW, and the unlicensed acting county engineer shall perform only those functions of the office not requiring a professional civil engineer's license.

Per 18.43.120 RCW, it is unlawful for a person to practice engineering without a license, unless directly overseen by a licensed individual. For the purposes of this chapter, the practice of engineering involves anything requiring engineering opinion, judgement, consultation, analysis, calculation or design, but would exclude certain routine maintenance and operations decision making and calculations by qualified personnel.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-12-030, filed 1/29/19, effective 3/1/19. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-12-030, filed 12/7/98,

effective 1/7/99. Statutory Authority: RCW 36.78.080. WSR 90-07-074 (Order 74), § 136-12-030, filed 3/21/90, effective 4/21/90; Order 25, § 136-12-030, filed 1/27/75; Order 1, § 136-12-030, filed 7/17/68; Regulation 1, § 136-12-030, filed 12/13/67.]

**WAC 136-12-045 Notification of hiring.** When final arrangements for the employment of a new county engineer have been made, the county legislative authority or the county executive shall, within five business days, notify the county road administration board in writing and shall include the following information: Name of new county engineer, Washington professional civil engineer registration number, start date, and contact information, including an email address when available. In addition, the notification shall include a copy of the organization chart detailing the responsibilities of the county engineer if there is an adopted change, WAC 136-50-051, and a copy of the appointment resolution, letter of appointment, or copy of the meeting minutes of the legislative authority recording the appointment.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-12-045, filed 1/29/19, effective 3/1/19; WSR 17-11-037, § 136-12-045, filed 5/11/17, effective 6/11/17. Statutory Authority:

Chapter 36.79 RCW. WSR 02-18-018, § 136-12-045, filed 8/22/02, effective 9/22/02.]

**WAC 136-12-060 Failure to comply.** In the case of vacancy or change, if a county fails to comply with any portion of chapter 136-12 WAC, the matter will be considered at the next regular meeting of the county road administration board. The county road administration board may take any action regarding county forces construction, the county's motor vehicle fuel tax distribution, county arterial preservation program eligibility or rural arterial program eligibility it deems appropriate: Provided however, that it may continue to grant reasonable extensions in the event the affected county can give adequate proof or demonstrate at the next regularly scheduled board meeting that a diligent effort has been made to secure the services of a qualified professional civil engineer.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-12-060, filed 1/29/19, effective 3/1/19; WSR 17-11-037, § 136-12-060, filed 5/11/17, effective 6/11/17; WSR 09-23-044, § 136-12-060, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter 36.79 RCW. WSR 02-18-018, § 136-12-060, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-060, filed 12/7/98,

effective 1/7/99. Statutory Authority: RCW 36.78.080. WSR 90-07-074 (Order 74), § 136-12-060, filed 3/21/90, effective 4/21/90; Regulation 1, § 136-12-060, filed 12/13/67.]

**WAC 136-12-070 County engineer in counties that choose to employ a part-time county engineer or a contract county**

**engineer.** When the county legislative authority chooses to employ a county engineer on a part-time basis the terms of such employment shall be set forth in a contract adopted by resolution of the legislative authority. Such contract shall specify, but need not be limited to: Statement of legal responsibility, salary or wage arrangements, meetings with the legislative authority, travel expenses and relationship with regular employees. A copy of such resolution and contract shall be forwarded to the office of the county road administration board within five business days of adoption.

When the legislative authority chooses to contract with another county for services such contract shall be approved by resolution of both legislative authorities. Such contract shall specify, but need not be limited to: Statement of legal responsibility, salary or wage arrangements, meetings with the

legislative authority, travel expenses and relationship with regular employees. A copy of the contract and both resolutions shall be forwarded to the office of the county road administration board within five business days of adoption by both counties. Any such contract shall be in accordance with the procedures of the Interlocal Cooperation Act, chapter 39.34 RCW. [Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-12-070, filed 1/29/19, effective 3/1/19. Statutory Authority: Chapter 36.79 RCW. WSR 02-18-018, § 136-12-070, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-070, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-12-070, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.080. WSR 90-07-074 (Order 74), § 136-12-070, filed 3/21/90, effective 4/21/90; Order 13, § 136-12-070, filed 12/26/69.]

**WAC 136-12-080 Supervision of nonengineering county engineer duties in counties with a part-time county engineer or a contract county engineer.** When a legislative authority of a county chooses to employ a county engineer on a part-time basis or contract with another county for the services of its county engineer, it shall designate by resolution a full-time employee

to perform the day-to-day supervision of the county engineer duties not requiring a professional civil engineering license in accordance with policies established by the legislative authority.

Per 18.43.120 RCW, it is unlawful for a person to practice engineering without a license, unless directly overseen by a licensed individual. For the purposes of this chapter, the practice of engineering involves anything requiring engineering opinion, judgement, consultation, analysis, calculation or design, but would exclude certain routine maintenance and operations decision making and calculations by qualified personnel.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-12-080, filed 1/29/19, effective 3/1/19. Statutory Authority: Chapter 36.79 RCW. WSR 02-18-018, § 136-12-080, filed 8/22/02, effective 9/22/02. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-12-080, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.080. WSR 90-07-074 (Order 74), § 136-12-080, filed 3/21/90, effective 4/21/90; Order 13, § 136-12-080, filed 12/26/69.]

Chapter 136-14 WAC

STANDARDS OF GOOD PRACTICE—PRIORITY PROGRAMMING

Last Update: 1/29/19

**WAC**

136-14-010 Purpose and authority.

136-14-020 Application.

136-14-030 Process.

136-14-040 Application of process.

136-14-050 Certification.

136-14-060 Inventory records.

**WAC 136-14-010 Purpose and authority.** The requirement to develop and adopt both long range and short range programs as a prerequisite to road construction is established in RCW 36.79.080, 36.81.121 and 36.81.130. Numerous studies have shown that road construction needs far exceed available revenue. Priority programming is the development and application of techniques designed to rank any array of potential projects in order of importance to serve as a guide in assisting a county legislative authority in the formulation of road programs and



distribution of limited resources. Priority programming procedures for counties must be adaptable to a wide variety of situations.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-14-010, filed 1/29/19, effective 3/1/19. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-14-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070. WSR 90-07-075 (Order 75), § 136-14-010, filed 3/21/90, effective 4/21/90; Order 16, § 136-14-010, filed 7/22/71.]

**WAC 136-14-020 Application.** Priority programming techniques shall be applied in the ranking of all potential projects on the road system of each county. They may be applied to all road and bridge projects combined in a single group, ~~or~~ may be applied to individual functional classes of roads and further subdivided into rural and urban systems if desired, or by funding source(s). Priority programming will not be required, but is recommended, for the local access road system. However, bridges on the local access road system must be included in priority programming.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-14-020, filed 1/29/19, effective 3/1/19. Statutory Authority:

RCW 36.78.070. WSR 90-07-075 (Order 75), § 136-14-020, filed 3/21/90, effective 4/21/90; Order 16, § 136-14-020, filed 7/22/71.]

**WAC 136-14-030 Process.** Each county engineer will be required to develop a priority programming process tailored to meet the overall roadway system development policy determined by ~~his or her~~ their county legislative authority. Items to be included and considered, which may vary from county to county, in the technique for roads shall include, but need not be limited to the following:

- (1) Traffic volumes;
- (2) Roadway condition;
- (3) Geometrics;
- (4) Safety and accident history; and
- (5) Matters of significant local importance.

~~The manner in which these various items are treated may vary from county to county.~~

Bridge priorities shall be established in accordance with WAC 136-20-060. A description of the priority programming

technique to be used shall be submitted by each county engineer to the county road administration board~~-,~~ upon request.

The county road administration board, upon request, will provide assistance to counties in the development, evaluation or modification of their priority programming process in order to meet the requirements of this rule.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-14-030, filed 1/29/19, effective 3/1/19. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-14-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-14-030, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070. WSR 90-07-075 (Order 75), § 136-14-030, filed 3/21/90, effective 4/21/90; Order 3388, § 136-14-030, filed 4/7/72; Order 16, § 136-14-030, filed 7/22/71.]

**WAC 136-14-040 Application of process.** The priority programming process for roads shall be applied by the county engineer to all potential arterial, collector and bridge projects in the county, and to local access road projects if directed by the legislative authority. The resulting priority array(s) shall be updated not later than the first Monday in

October and shall be consulted together with bridge priorities by the county legislative authority and county engineer during the preparation of the proposed six-year transportation program as described in chapter 136-15 WAC.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-14-040, filed 1/29/19, effective 3/1/19. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-14-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-14-040, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070. WSR 90-07-075 (Order 75), § 136-14-040, filed 3/21/90, effective 4/21/90; Order 25, § 136-14-040, filed 1/27/75; Order 3388, § 136-14-040, filed 4/7/72; Order 16, § 136-14-040, filed 7/22/71.]

**WAC 136-14-050 Certification.** In order to assure that priority arrays were available and were consulted during the preparation of the proposed six-year transportation program each year, the resolution of adoption of such program by each legislative authority shall include assurances to this effect. A copy of the adopting resolution shall be forwarded to the county road administration board together with the six-year transportation program.

[Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-14-050, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070. WSR 90-07-075 (Order 75), § 136-14-050, filed 3/21/90, effective 4/21/90; Order 25, § 136-14-050, filed 1/27/75; Order 16, § 136-14-050, filed 7/22/71.]

**WAC 136-14-060 Inventory records.** Each priority programming process will be based, at least in part, on existing road conditions. It is required, therefore, that in each county an adequate road inventory system be maintained. The inventory system shall be updated no later than May 1st of each year to reflect work done and improvements made during the previous year in accordance with requirements of chapter 136-60 WAC.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-14-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-14-060, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070. WSR 90-07-075 (Order 75), § 136-14-060, filed 3/21/90, effective 4/21/90; Order 16, § 136-14-060, filed 7/22/71.]

Chapter 136-15 WAC

STANDARDS OF GOOD PRACTICE PROCEDURES FOR PREPARATION OF  
SIX-YEAR TRANSPORTATION PROGRAMS

Last Update: 1/29/19

**WAC**

- 136-15-010 Purpose and authority.
- 136-15-020 Contents of six-year program.
- 136-15-030 Road fund revenue and expenditure analysis.
- 136-15-040 Program listings of specific projects.
- 136-15-045 RAP projects in the six-year program.
- 136-15-050 Adoption and submittal of six-year program.
- 136-15-055 Modification of program.
- 136-15-060 Conflicts with WSDOT and TIB authority.

**WAC 136-15-010 Purpose and authority.** RCW 36.81.121 requires the preparation and annual updating of a six-year comprehensive transportation program. The program shall be adopted by the county legislative authority at any time before adoption of the annual budget and shall include all anticipated

road and bridge construction projects, capital ferry expenditures, paths and trails projects and any other specified capital outlays for the following six-year period. The purpose of this chapter is to implement these statutory requirements with assurance that the program is based on a realistic assessment of available funding during the program period.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-15-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.81.121. WSR 97-24-068, § 136-15-010, filed 12/2/97, effective 1/2/98. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-15-010, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR 88-16-017 (Order 68), § 136-15-010, filed 7/25/88.]

**WAC 136-15-020 Contents of six-year program.** Each adopted program shall designate the six-year time period included, the name of the county, the county number as assigned by the state office of financial management, the date(s) of the public hearing held to provide public input to the program, the date of the adoption by the legislative authority and the adopting resolution number. The adopted program for submittal to the county road administration board shall consist of two parts:

(1) A road fund revenue and expenditure analysis for the six-year time period; and

(2) A program listing of specific projects.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-15-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-15-020, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR 88-16-017 (Order 68), § 136-15-020, filed 7/25/88.]

**WAC 136-15-030 Road fund revenue and expenditure analysis.**

The road fund revenue and expenditure analysis shall include the county's best estimates of future road fund revenues and expenditures over each year of the six-year program period.

The anticipated revenues should include a line item for motor vehicle fuel tax, the road levy after diversion, federal transportation program grants (by program), TIB funds, RATA funds, RID funds, public works trust fund loans, state forest funds, federal forest funds, and other miscellaneous revenues.

The anticipated road fund expenditures should include line items for administration, maintenance, facilities, transfers and loan repayments, reimbursable work and miscellaneous



expenditures and shall show by subtraction the amount available for construction during each year of the program period.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-15-030, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 88-16-017 (Order 68), § 136-15-030, filed 7/25/88.]

**WAC 136-15-040 Program listings of specific projects.**

This listing shall include projects having an estimated cost approximately equal to the anticipated revenues for projects during the program period, clearly identifying those projects (1) for which funding is reasonably assured; (2) for which funds are not specifically assured but are within expected levels of existing programs for the applicable year; and (3), if desired, those which are unfunded within currently anticipated resources. Because of the possibility of unforeseen future circumstances at the time of approval of the six-year program, the above construction funding classification for any project shall not be considered final, but only an indication of the relative certainty of the various proposed projects.

Minimum required information for each project: road log number, beginning and ending mile post limits, project length, federal functional classification, freight and goods classification, project name, project description or type, estimated cost and funding sources, funding status.

It is recommended that provision be made in the program for one or more generic projects each year for improvements such as miscellaneous safety projects, new culvert and small bridge construction and other minor improvements.

[Statutory Authority: Chapter 36.78 RCW. WSR 88-16-017 (Order 68), § 136-15-040, filed 7/25/88.]

**WAC 136-15-045 RAP projects in the six-year program.** Each county's six-year transportation program shall include all projects for which the county is seeking RATA funds during the succeeding biennium. The six-year transportation program may include a general subprogram item of which RAP projects, although not specifically listed, may be a part. A county may only include a proposed RAP project within a subprogram item if:

(1) The project(s) is not rehabilitation or reconstruction in scope;

(2) The specific listing of projects used for support of the general subprogram item was made available to the public at the time of six-year program adoption;

(3) The county provides the county road administration board with the specific project listing in writing, citing the subprogram that includes the specific project.

[Statutory Authority: Chapter 36.78 RCW. WSR 13-16-105, § 136-15-045, filed 8/7/13, effective 9/7/13. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-15-045, filed 12/7/98, effective 1/7/99.]

**WAC 136-15-050 Adoption and submittal of six-year program.**

A six-year program shall be adopted by resolution of the county legislative authority after appropriate public hearing at any time before adoption of the annual budget. The resolution of adoption shall include reference to availability of:

(1) A priority array as required by WAC 136-14-050;

(2) An engineer's bridge condition report as required by WAC 136-20-060; and

(3) The multiyear financing plan of the transportation element of the county's comprehensive plan if required by chapter 36.70A RCW.

Within thirty days of adoption, the county legislative authority shall submit the six-year program to the county road administration board.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-15-050, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.81.121. WSR 97-24-068, § 136-15-050, filed 12/2/97, effective 1/2/98. Statutory Authority: Chapter 36.78 RCW. WSR 88-16-017 (Order 68), § 136-15-050, filed 7/25/88.]

**WAC 136-15-055 Modification of program.** The adopted six-year program may not be revised except by a majority vote of the members of the legislative authority who are present when the vote is taken. Such revisions shall be by resolution of the legislative authority and only after a public hearing thereon. A copy of such adopting resolution shall be forwarded to the county road administration board as part of the annual certification for that calendar year.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-048, § 136-15-055, filed 1/29/19, effective 3/1/19.]

**WAC 136-15-060 Conflicts with WSDOT and TIB authority.**

Nothing in this rule shall eliminate or modify any requirements or procedures or authorities of either the Washington state department of transportation or the transportation improvement board as codified in the Revised Code of Washington or as adopted in the Washington Administrative Code.

[Statutory Authority: Chapter 36.78 RCW. WSR 88-16-017 (Order 68), § 136-15-060, filed 7/25/88.]

Chapter 136-50 WAC

~~STANDARDS OF GOOD PRACTICE-STATUTORY RELATIONSHIP BETWEEN  
COUNTY ENGINEER AND COUNTY LEGISLATIVE AUTHORITY-ADOPTION OF  
WRITTEN POLICIES~~ COUNTY ROAD DEPARTMENT ADMINISTRATION

(Formerly chapter 136-10 WAC)

Last Update: 8/13/14

**WAC**

136-50-010 Purpose and authority.

136-50-020 Duties of county legislative authority.

136-50-030 Duties of the county engineer.

136-50-035 Charter counties.

136-50-050 Written policy.

~~136 50 051 Policy regarding organization.~~

~~136 50 052 Policy regarding personnel practices.~~

~~136 50 053 Policy regarding handling of complaints.~~

~~136 50 054 Policy regarding approval of work for other public  
agencies and county departments.~~

~~136 50 055 Policy regarding accommodation of utilities on  
county road rights of way.~~

136-50-070 Submittal of policies to the county road

administration board.

136-50-080 Notifications

136-50-090 Failure to comply

**WAC 136-50-010 Purpose and authority.** The powers and duties of the county legislative authority in relation to roads and bridges, and the qualifications and duties of the county engineer are detailed in Title 36 RCW. This chapter ~~reiterates the formal relationship between the legislative authority and its county engineer and requires that certain written policies be adopted to insure the efficient and productive operation of the road department.~~ Specifies policies and notifications to be coordinated between the county engineer, county legislative authority, and the county road administration board.

~~In this chapter and throughout Title 136 WAC, the term "county engineer" shall mean both "county road engineer" and "county engineer," as those terms are used in Title 36 RCW.~~

[Statutory Authority: Chapter 36.79 RCW. WSR 02-18-020, § 136-50-010, filed 8/22/02, effective 9/22/02.]

**WAC 136-50-020 Duties of county legislative authority.**

Certain specific powers and duties are set forth in RCW 36.75.040, 36.75.050, 36.80.010, 36.81.121, and 36.81.130. In addition to these specific statutory duties, the county legislative authority shall have the duty to develop written policies, regarding county road department operation for the information and guidance of the county engineer.

[Statutory Authority: Chapter 36.79 RCW. WSR 02-18-020, § 136-50-020, filed 8/22/02, effective 9/22/02.]

**WAC 136-50-030 Duties of the county engineer.** The various duties and responsibilities of the county engineer are set forth in chapter 36.80 RCW. In addition to these specifically defined duties, the county engineer shall be guided by written policies regarding county road department operation as promulgated by the county legislative authority.

In this chapter and throughout Title 136 WAC, the term "county engineer" shall mean both "county road engineer" and "county engineer," as those terms are used in Title 36 RCW. See AGO Letter Opinion 1972 No. 049.



[Statutory Authority: Chapter 36.79 RCW. WSR 02-18-020, § 136-50-030, filed 8/22/02, effective 9/22/02.]

**WAC 136-50-035 Charter counties.** In counties that have adopted a home rule charter, as provided for in Article 11 subsection 4 of the state Constitution, the duties and responsibilities of the county engineer set forth in chapter 36.80 RCW may be modified by the county legislative authority as allowed by existing constitutional law, statutory law, and the county's charter.

If the legislative/executive authority of a charter county has modified/delegated the statutory duties of the county engineer, the county shall submit the resolution or ordinance adopting these modifications/delegations to the county road administration board within five business days of adoption. This shall include any subsequent written delegations of authority.

[Statutory Authority: Chapter 36.79 RCW. WSR 02-18-020, § 136-50-035, filed 8/22/02, effective 9/22/02.]

**WAC 136-50-050 Written policy.** In order to implement the requirements of this chapter, the county legislative authority shall develop and by resolution or ordinance adopt written policies, within the limits of existing state law, that cover any matters relating to county road department operation administration, maintenance and construction as they may see fit. At a minimum, the following written policies must be adopted by the legislative authority: ~~to cover the issues listed in WAC 136-50-051 through 136-50-055.~~

- (1) Organization: A policy designating the interrelationships of all positions involved in the administration, operation, maintenance and construction of the county road system, including the legislative/executive authority. Said policy shall include a chart or pictorial representation of the interrelationships and must clearly show the chain of command throughout the entire organization. It is recommended, but not required, the positions be represented by title or position number rather than by employee name to reduce the frequency of revision, adoption, and required submission to CRAB.
- (2) Complaint handling: A policy establishing the method by which complaints from the general public and others will be received, assigned for review, response and any corrective action, and follow-up communication deemed appropriate.
- (3) Work for others: A policy regarding approval of work for other public agencies and county departments within the requirements of 35.77.020 RCW, 36.75.205 RCW, and 39.34 RCW. The policy shall include but not limited to the following:
  - (a) Statement of intent indicating whether the legislative authority will accept requests for work from other public agencies or other county departments; and,

- (b) Statement indicating procedures to be followed in processing such requests in accordance with applicable statutes; and,
- (c) Statement indicating any delegation of authority in processing such requests.
- (4) County road standards: the county engineer shall propose and, the legislative authority shall adopt, and amend as needed, standards for all county roads per 36.86 RCW, and shall include:
  - (a) Design standards, see wsdot local agency guidelines chapter 42.
  - (b) Construction specifications.
  - (c) Permitting work with the county road right-of-way.
- (5) Survey monument preservation: A policy regarding preservation, maintenance and restoration of survey monuments within the county road right-of-way.

[Statutory Authority: Chapter 36.79 RCW. WSR 02-18-020, § 136-50-050, filed 8/22/02, effective 9/22/02.]

~~WAC 136-50-051 Policy regarding organization. It shall be the duty of the county engineer to organize the road department in accordance with the policies of the county legislative authority, into such departments, divisions, districts, or units as may be necessary to meet statutory requirements and to perform such additional services as may be directed by policy of the legislative authority.~~

~~The county legislative authority shall adopt a written policy, including a chart or pictorial representation, designating the interrelationships of all positions in the road~~

~~department from the county legislative authority through all employees. The chart shall clearly show the complete chain of command throughout the entire organization. Copies of such chart shall be retained in the office of the county engineer and in all road department shops in such a manner that it will be readily available to all road department employees and the general public.~~

~~[Statutory Authority: Chapter 36.79 RCW. WSR 02 18 020, § 136-50-051, filed 8/22/02, effective 9/22/02.]~~

~~**WAC 136-50-052 Policy regarding personnel practices.** The county legislative authority shall adopt a written policy outlining all road department personnel practices. The policy shall address recruitment, appointment, promotion, dismissal, hours of work, overtime, annual leave, sick leave, military leave, holidays, classification, union relationship where applicable, and general work rules, and may also include other topics as desired by the legislative authority. Copies of such policy shall be retained in the office of the county engineer and in all road department shops in such a manner that it will~~

~~be readily available to all road department employees and prospective employees.~~

~~[Statutory Authority: Chapter 36.79 RCW. WSR 02 18 020, § 136-50-052, filed 8/22/02, effective 9/22/02.]~~

~~**WAC 136-50-053 Policy regarding handling of complaints.**~~

~~The county legislative authority shall adopt a written policy establishing the method by which complaints from the general public and others related to any road department activity will be handled. The purpose is to assure that each county will have an orderly procedure to insure that citizen complaints receive prompt attention.~~

~~[Statutory Authority: Chapter 36.79 RCW. WSR 02 18 020, § 136-50-053, filed 8/22/02, effective 9/22/02.]~~

~~**WAC 136-50-054 Policy regarding approval of work for other public agencies and county departments.** The county legislative authority shall adopt a written policy regarding approval of work for other public agencies and county departments. The policy shall include, but is not limited to, the following:~~

~~(1) Statement of intent indicating whether or not the legislative authority will accept requests for work for other public agencies or other county departments.~~

~~(2) Statement indicating procedures to be followed in processing such requests in accordance with applicable statutes.~~

~~(3) Statement indicating any delegation of authority in processing such requests.~~

~~[Statutory Authority: Chapter 36.79 RCW. WSR 02-18-020, § 136-50-054, filed 8/22/02, effective 9/22/02.]~~

~~**WAC 136-50-055 Policy regarding accommodation of utilities on county road rights of way.** The county legislative authority shall adopt a written policy in conformance with chapter 136-40 WAC outlining the county's administrative, procedural, and technical requirements regarding the installation, replacement, adjustment, relocation, and maintenance of all utilities in, on, or above the county road right of way.~~

~~[Statutory Authority: Chapter 36.78 RCW. WSR 14-17-035, § 136-50-055, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 02-18-020, § 136-50-055, filed 8/22/02, effective 9/22/02.]~~

**WAC 136-50-070 Submittal of policies to the county road**

**administration board.** Each county legislative authority shall submit to ~~the office of~~ the county road administration board one copy of each adopted policy required in WAC 136-50-0510 ~~through 136-50-055,~~ and any subsequent revisions thereto, ~~adopted pursuant to this regulation~~ within ten business days of adoption. The county road administration board shall maintain a current file of all such adopted policies for each county.

[Statutory Authority: Chapter 36.79 RCW. WSR 02-18-020, § 136-50-070, filed 8/22/02, effective 9/22/02.]

**WAC 136-50-080 Notifications.** To ensure that the standards of good practice are followed and, to facilitate county road administration board assistance and support to the counties, the county engineer shall notify the county legislative authority and the county road administration board within five business days regarding any of the following:

- (1) The county engineer's professional civil engineering license expires or is suspended by the board of registration for professional engineers and land surveyors.
- (2) The county, the county road department, or the county engineer is cited by any state or federal agency for

violating state or federal law regarding county road administration, operation, maintenance or construction.

(3) The county's certified agency certification is placed on probation or is revoked by the Washington state department of transportation.

(4) A finding or management letter from the state auditor's office directly or indirectly involving or effecting county road or equipment rental and revolving funds or policies.

(5) Lawsuits, judgements, or verdicts involving the county road department.



Chapter 136-60 WAC

STANDARDS OF GOOD PRACTICE—MAINTENANCE OF COUNTY ROAD LOGS

Last Update: 8/13/14

**WAC**

136-60-010 Purpose and authority.

136-60-020 Definitions.

136-60-030 Submittal of annual updates.

136-60-040 Validation of annual updates.

136-60-050 Validation requirements for control fields.

136-60-060 Use of common computer database.

**WAC 136-60-010 Purpose and authority.** RCW 46.68.124(2)

provides that the county road administration board shall maintain the county road log for the purpose of computing estimated county road replacement costs and estimated annual maintenance costs for county fuel tax allocations. It further provides that each county shall submit changes, corrections, additions, and deletions (i.e., "updates") to the county road administration board which in turn are subject to validation prior to inclusion in the road log maintained by the county road

administration board. This chapter describes the manner in which the county road administration board will administer this responsibility.

[Statutory Authority: Chapter 36.79 RCW. WSR 03-05-009, § 136-60-010, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-60-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-60-010, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR 86-23-050 (Order 64-P), § 136-60-010, filed 11/19/86.]

**WAC 136-60-020 Definitions.** For this chapter ~~purposes of implementing procedures for updating, validating and maintaining the county road log,~~ the following definitions shall apply:

(1) County road log - The listing, by county, of all roads under county jurisdiction including their description, length, milepost identification, functional class, surface type, traffic volume, federal highway administration MIRE FDE, and other administrative and physical inventory items that may be included.

(2) ~~Computer database application software~~ Asset management system - The suite of computer database application software by

which the county road log data is updated and maintained by all counties and the county road administration board.

(3) Updates - Periodic changes to the county road log involving any or all of the included data elements.

(4) Control fields - Those fields within the county road log for which all updates need to be verified by the county road administration board prior to inclusion in the master county road log. ~~Control fields are those fields utilized for the computation of gas tax allocations in accordance with RCW 46.68.124.~~ The control fields are: Unique identifier (county road number, beginning milepost, ending milepost), jurisdiction, length, function class, surface type, surface width, structure type, right and left shoulder type, right and left shoulder width, and average daily traffic volume of all roadway elements such as thru lane, other lane, bike lane, and shoulder.

(5) Master county road log - The combination of all county road logs as kept by the county road administration board containing the county road log of all counties as of July 1st of each year.

(6) Federal highway administration MIRE FDE - federal highway administration model inventory roadway elements: fundamental data elements.

[Statutory Authority: Chapter 36.79 RCW. WSR 03-05-009, § 136-60-020, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-60-020, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 86-23-050 (Order 64-P), § 136-60-020, filed 11/19/86.]

**WAC 136-60-030 Submittal of annual updates.** Each county shall be responsible for maintaining current information regarding its road log and, no later than ~~May~~April 1st of each year, shall submit an updated road log for its complete road system with all data elements as of December 31st of the preceding year. This annual update must ~~be on computer-readable medium and written in the computer database application software format~~ use the asset management system as prescribed by the county road administration board. All updates involving changes in control fields must include supporting documentation as required in WAC 136-60-050.

[Statutory Authority: Chapter 36.79 RCW. WSR 03-05-009, § 136-60-030, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-

60-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-60-030, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR 86-23-050 (Order 64-P), § 136-60-030, filed 11/19/86.]

**WAC 136-60-040 Validation of annual updates.** All control field updates will be subject to review, approval and acceptance (i.e., "validation") by the county road administration board. This process will involve reviewing the submitted documentation and conducting spot-checks as may be necessary. All such updates which are reviewed, approved and accepted by July 1st of each year will be entered into the master county road log. Non-control field updates will be entered into the master county road log file without review. The master county road log as of July 1st of each year will be utilized by the county road administration board for general informational purposes and:

(1) On each odd-numbered year, for computation of motor vehicle fuel tax allocations to the counties;

(2) Annually, for the computation of county arterial preservation program allocations to the counties; and

(3) On each odd-numbered year, for computation of rural arterial program allocations to the rural arterial program regions.

[Statutory Authority: Chapter 36.79 RCW. WSR 03-05-009, § 136-60-040, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-60-040, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 86-23-050 (Order 64-P), § 136-60-040, filed 11/19/86.]

**WAC 136-60-050 Validation requirements for control fields.**

Each update of a road log segment that involves a change in a control field (including additions or deletions of road segments) will be validated by the county road administration board. Documentation necessary to support control field changes is as follows:

**Function class** - Notice of FHWA approval from WSDOT.

**Pavement type** - Statement signed by county engineer with list of pavement type changes.

**Responsible agency** - The responsible agency is the legislative authority of the appropriate governmental agency with the authority to make the decision required for the action,

or the state or federal government person authorized to approve changes.

**Addition of mileage** - Official document signed by responsible agency authorizing and describing the circumstances of the addition. For example, additions can occur through county legislative approval of new plat, construction/reconstruction on new alignment, or a change in jurisdiction.

**Deletion of mileage** - Official document signed by responsible agency authorizing and describing the circumstances of the deletion. For example, deletions can occur through legislative approval of vacations or a change in jurisdiction.

**Traffic volume** - Statement signed by county engineer with list of segments affected by change in traffic volume above or below 5000 average daily traffic.

All changes to a control field will be located on appropriate map(s) with sufficient detail to identify the location of each change. All map(s) furnished in support of control field changes will be forwarded by the county road administration board to WSDOT for future reference and use.

[Statutory Authority: Chapter 36.78 RCW. WSR 14-17-035, § 136-60-050, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 03-05-009, § 136-60-050, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-60-050, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 86-23-050 (Order 64-P), § 136-60-050, filed 11/19/86.]

**WAC 136-60-060 Use of common ~~computer database~~ asset**

**management system**. Each county shall use the ~~computer database application software~~ asset management system for the maintenance and updating of its county road log prescribed by the county road administration board. Each county shall be responsible for the purchase of additional licenses not otherwise provided by the county road administration board and installation of the requisite software on its own ~~Windows compatible computer~~ and/or mobile device(s). To assist each county to meet its eligibility requirements, the county road administration board shall provide technical support and training.

[Statutory Authority: Chapter 36.78 RCW. WSR 14-17-035, § 136-60-060, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 03-05-009, § 136-60-060, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-60-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and



36.79.060. WSR 96-17-013, § 136-60-060, filed 8/12/96, effective  
9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR 86-23-050  
(Order 64-P), § 136-60-060, filed 11/19/86.]

**Chapter 136-600 WAC  
EQUIPMENT RENTAL AND REVOLVING FUND**

NEW SECTION

**WAC 136-600-010 Purpose and authority.** The laws of the state of Washington make detailed provision in chapter 36.33A RCW for the use of an equipment rental and revolving fund for all county road equipment, materials, and supplies. Chapter 36.33A RCW also specifies that the county road administration board has the ability to directly inquire into the process of setting rental rates while performing its statutory oversight responsibility.

[ ]

NEW SECTION

**WAC 136-600-020 Definitions.** For this chapter, the following definitions shall apply:

(1) Board - County road administration board as defined in chapter 36.78 RCW.

(2) County vehicle ferry - A ferry boat owned by the county for the purpose of carrying vehicles but may also carry walk-on passengers.

(3) CRAB - County road administration board.

(4) Equity - The amount of money that would be returned to a department should they withdraw from the county's ER&R fund.

(5) ER&R - Equipment rental and revolving fund as specified in chapter 36.33A RCW.

(6) MVFT - Motor vehicle fuel tax as defined in chapter 46.68 RCW.

[ ]

NEW SECTION

**WAC 136-600-030 Applicability.** This chapter is only applicable to that equipment, materials, and supplies within ER&R that are associated with the county road department. Any other county department participating in a county's ER&R program is excluded from the requirements of this chapter.

[ ]

NEW SECTION

**WAC 136-600-040 Protection of county road funds within ER&R fund.** Only county road departments are required by chapter 36.33A RCW

to utilize an ER&R fund. However, a county's legislative authority may choose to allow or require other county departments and offices to participate in the ER&R program. If noncounty road entities participate in the ER&R program, the county must have a system in place to ensure the following:

(1) Identify the equity each department and office has within the ER&R fund balance and ensure one fund does not benefit at the expense of another;

(2) Distribute the direct and indirect cost of maintaining and operating facilities specific for ER&R equipment equitably among the participants;

(3) Distribute the direct and indirect cost of maintaining and operating facilities specific for ER&R material and supplies equitably among the participants;

(4) Distribute the direct and indirect cost of administering the ER&R program equitably among the participants.

[]

NEW SECTION

**WAC 136-600-050 Equipment rental rates.** Rental rates of

equipment shall be reviewed annually by the county's legislative authority. Rental rates must include, but are not limited to, the following:

(1) Estimated service life in years and service life remaining;

(2) Replacement cost;

(3) Salvage value;

(4) Estimated operating and maintenance cost;

(5) Direct and indirect cost of maintaining and operating facilities specific for ER&R equipment;

(6) ER&R program administration.

ER&R rates for equipment shall be determined by the county engineer or other appointee of the county legislative body. However, if the rates are set by an appointee other than the county engineer, the county engineer shall review the proposed rates and certify to the legislative body that the proposed rates are an appropriate use of county road funds as required by RCW 36.80.030 prior to adoption of the proposed rates by the legislative authority.

The resolution by the legislative authority adopting the rental rates must include reference to the fact that the rental rates for county road equipment have been reviewed by the county engineer and

certified as an appropriate use of county road funds as required by RCW 36.80.030.

[]

NEW SECTION

**WAC 136-600-060 Materials and supplies rates.** Rates for the sale of any material or supplies which have been purchased, maintained, or manufactured with ER&R funds for the use of the county road department shall be reviewed annually by the county's legislative authority. Rates must include, but are not limited to, the following:

(1) Cost of purchasing, storing, and distributing the material or supplies;

(2) Direct and indirect cost of maintaining and operating facilities specific for ER&R material and supplies;

(3) ER&R program administration.

ER&R rates for material and supplies shall be determined by the county engineer or other appointee of the county legislative body. However, if the rates are set by an appointee other than the county engineer, the county engineer shall review the proposed rates and certify to the legislative body that the proposed rates are an

appropriate use of county road funds as required by RCW 36.80.030 prior to adoption of the proposed rates by the legislative authority.

The resolution by the legislative authority adopting the material and supplies rates must include reference to the fact that the rates for county road materials and supplies have been reviewed by the county engineer and certified as an appropriate use of county road funds as required by RCW 36.80.030.

[ ]

NEW SECTION

**WAC 136-600-070 Submittals.** Each county engineer shall submit the following documents to CRAB no later than April 1st of each year:

(1) Adopted county road rental rates as of January 1st of that year;

(2) The resolution of the legislative authority adopting said rates;

(3) ER&R management policy.

[ ]

NEW SECTION

**WAC 136-600-080 Support by road fund—County vehicle ferry.**

Counties may elect to include vehicle ferry operations as part of their county road system. The operation of a county vehicle ferry is a component of the MVFT distribution calculation to the counties.

Because a vehicle ferry operated by a county is considered a part of the county road system, Article 2 section 40 of the Washington state Constitution authorizes the use of county road funds for the operation of ferries which are a part of any county road system.

Should a county elect to use county road funds for the operation of a county vehicle ferry, the ferry boat(s) shall be considered county road equipment and subject to all requirements of chapter 36.33A RCW and this chapter.

[ ]



## Chapter 136-130 WAC

### REGIONAL PRIORITIZATION OF RAP PROJECTS

Last Update: 1/29/19

#### WAC

- 136-130-010 Purpose and authority.
- 136-130-020 Priorities by project type.
- 136-130-030 Supplemental rules in Puget Sound region (PSR).
- 136-130-040 Supplemental rules in northwest region (NWR).
- 136-130-050 Supplemental rules in northeast region (NER).
- 136-130-060 Supplemental rules in southeast region (SER).
- 136-130-070 Supplemental rules in southwest region (SWR).
- 136-130-080 Limitation on rating points.
- 136-130-090 Reallocation of RATA funds between project types.

**WAC 136-130-010 Purpose and authority.** RCW 36.79.080 sets forth the criteria that will be used in determining the priority of specific improvement projects. This chapter describes how each RAP project type will rate and be prioritized within RAP regions.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-130-010, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-130-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-130-010, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-130-010, filed 7/30/84.]

**WAC 136-130-020 Priorities by project type.** The county road administration board has determined that the interests of the counties in the several regions will be best served by encouraging development of distinct project priority rating systems for each region.

There shall be five project types eligible for RATA funding, with each having separate rating systems for project ranking and selection. The five project types include:

(1) Reconstruction - Emphasis on alignment and grade changes on fifty percent or more of the project length, and may include additional travel lanes and right of way costs.

(2) 3R - Resurfacing, restoration, and rehabilitation - Primary focus on extending the service life of existing facility involving less than fifty percent vertical or horizontal

changes, and on safety improvements. Right of way costs are eligible for RATA reimbursement as a part of this project type.

(3) 2R - Resurfacing and restoration - Primary focus on restoration of the pavement structure on the existing vertical and horizontal alignment and spot safety improvements. Minor widening costs are allowed as a part of this project type. Right of way costs are not eligible for RATA reimbursement in this project type.

(4) Intersection - 3R or reconstruction work limited to the vicinity of an existing intersection, and may include additional travel lanes and right of way costs.

(5) Bridge and drainage structures - Replacement or major rehabilitation of an existing bridge or other drainage structure, and may include additional travel lanes and right of way costs. The bridge or drainage structure(s) cost must be a minimum of 50 percent of the overall project cost.

(a) All National Bridge Inventory (NBI) listed structures are eligible for replacement or rehabilitation. Rehabilitation is the major work required to restore the structural integrity

of a bridge as well as work necessary to correct major safety defects.

(b) All non-NBI structures are eligible for replacement of the existing structure.

In consultation with the individual regions, the executive director shall approve the various forms and procedures necessary to allocate available RATA funding, consistent with RCW 36.79.080.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-047, § 136-130-020, filed 1/29/19, effective 3/1/19; WSR 11-05-005, § 136-130-020, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-130-020, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-130-020, filed 7/30/84.]

**WAC 136-130-030 Supplemental rules in Puget Sound region (PSR).** Each county in the PSR may submit projects requesting RATA funds not to exceed eighty percent of the forecasted regional apportionment.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-130-030, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 06-11-067, § 136-130-030, filed 5/12/06,

effective 6/12/06; WSR 02-11-008, § 136-130-030, filed 5/2/02, effective 6/2/02; WSR 01-05-009, § 136-130-030, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-130-030, filed 12/7/98, effective 1/7/99; WSR 98-09-070, § 136-130-030, filed 4/20/98, effective 5/21/98. Statutory Authority: RCW 36.79.060. WSR 92-13-038 (Order 88), § 136-130-030, filed 6/10/92, effective 7/11/92. Statutory Authority: RCW 36.79.060 and 1983 1st ex.s. c 49. WSR 90-22-083 (Order 82), § 136-130-030, filed 11/6/90, effective 12/7/90. Statutory Authority: Chapter 36.78 RCW. WSR 86-06-005 (Order 61), § 136-130-030, filed 2/20/86; WSR 84-16-065 (Order 56), § 136-130-030, filed 7/30/84.]

**WAC 136-130-040 Supplemental rules in northwest region**

**(NWR).** Each county in the NWR may submit projects requesting RATA funds not to exceed forty percent of the forecasted regional apportionment.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-130-040, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 08-16-043, § 136-130-040, filed 7/29/08, effective 8/29/08; WSR 07-17-020, § 136-130-040, filed 8/6/07, effective 9/6/07; WSR 04-05-001, § 136-130-040, filed 2/4/04, effective 3/6/04; WSR 01-09-077, § 136-130-040, filed 4/17/01, effective 5/18/01; WSR 99-01-021, § 136-130-040, filed 12/7/98, effective 1/7/99; WSR 98-09-070, § 136-130-040, filed 4/20/98, effective 5/21/98. Statutory Authority: RCW 36.78.070 and

36.79.060. WSR 96-17-013, § 136-130-040, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.79.060. WSR 94-10-022, § 136-130-040, filed 4/27/94, effective 5/28/94. Statutory Authority: RCW 36.79.060 and 1983 1st ex.s. c 49. WSR 90-22-083 (Order 82), § 136-130-040, filed 11/6/90, effective 12/7/90. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-130-040, filed 7/30/84.]

**WAC 136-130-050 Supplemental rules in northeast region**

**(NER).** Each county in the NER may submit projects requesting RATA funds not to exceed twenty-five percent of the forecasted NER biennial apportionment.

Bridge projects may be submitted requesting RATA funds under one of the following conditions:

(1) Bridges must be approved for federal bridge funding and RATA funds shall be used only as a match for such federal funding. Bridges will be ranked for RATA funding using the WSDOT priority list and may be added to the NER Category 1 priority array at any time during the biennium upon approval of the bridge for federal bridge funding.

(2) A stand-alone bridge project may be submitted as an ordinary reconstruction or 3R RAP project provided that its

priority rating has been computed by the bridge rating method in the NER RAP rating procedures. Such projects shall not be considered for funding from the bridge reserve described above.

~~(3) RAP projects that include bridge improvements where the cost of the bridge improvements do not exceed twenty percent of the total project cost are not considered bridge projects as set out in this section.~~

[Statutory Authority: Chapter 36.78 RCW. WSR 13-16-105, § 136-130-050, filed 8/7/13, effective 9/7/13; WSR 11-05-005, § 136-130-050, filed 2/3/11, effective 3/6/11; WSR 10-05-019, § 136-130-050, filed 2/4/10, effective 3/7/10. Statutory Authority: Chapter 36.79 RCW. WSR 01-05-009, § 136-130-050, filed 2/8/01, effective 3/11/01; WSR 99-16-038, § 136-130-050, filed 7/29/99, effective 8/29/99; WSR 99-01-021, § 136-130-050, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 92-13-038 (Order 88), § 136-130-050, filed 6/10/92, effective 7/11/92. Statutory Authority: RCW 36.79.060 and 1983 1st ex.s. c 49. WSR 90-22-083 (Order 82), § 136-130-050, filed 11/6/90, effective 12/7/90. Statutory Authority: Chapter 36.78 RCW. WSR 88-12-080 (Order 69), § 136-130-050, filed 6/1/88; WSR 86-21-076 (Order 63-P), § 136-130-050, filed 10/15/86; WSR 86-06-005 (Order 61), § 136-130-050, filed 2/20/86; WSR 84-16-065 (Order 56), § 136-130-050, filed 7/30/84.]

**WAC 136-130-060 Supplemental rules in southeast region**

(SER). Each county in the SER may submit projects requesting RATA funds not to exceed twice the per county limit of the forecasted SER biennial apportionment as follows:

Asotin County	ten percent
Benton County	fourteen percent
Columbia County	eleven percent
Franklin County	thirteen percent
Garfield County	ten percent
Kittitas County	thirteen percent
Klickitat County	fourteen percent
Walla Walla County	fourteen percent
Yakima County	twenty percent

Federally funded bridges for which counties are seeking matching funds shall receive first consideration for bridge funds. Bridges receiving federal funding may be added to this list at any time during the biennium. Stand-alone bridges may compete for funds in this reserve that remain after all bridges seeking match for federal funds have been funded. Non-NBI drainage structures may compete for funds in this reserve after stand-alone bridges have been funded. Whatever part of the bridge reserve that is not allocated to bridge projects shall be available for allocation to other RAP projects.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-130-060, filed 2/3/11, effective 3/6/11. Statutory Authority:



Chapter 36.79 RCW. WSR 04-05-001, § 136-130-060, filed 2/4/04, effective 3/6/04; WSR 01-05-009, § 136-130-060, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-130-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 97-06-006, § 136-130-060, filed 2/24/97, effective 3/27/97; WSR 94-10-020, § 136-130-060, filed 4/27/94, effective 5/28/94; WSR 92-13-038 (Order 88), § 136-130-060, filed 6/10/92, effective 7/11/92. Statutory Authority: RCW 36.79.060 and 1983 1st ex.s. c 49. WSR 90-22-083 (Order 82), § 136-130-060, filed 11/6/90, effective 12/7/90. Statutory Authority: Chapter 36.78 RCW. WSR 88-05-040 (Order 68), § 136-130-060, filed 2/16/88; WSR 84-16-065 (Order 56), § 136-130-060, filed 7/30/84.]

**WAC 136-130-070 Supplemental rules in southwest region**

**(SWR).** Each county in the SWR may submit projects requesting RATA funds not to exceed thirty percent of the forecasted SWR biennial apportionment.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-130-070, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 04-05-001, § 136-130-070, filed 2/4/04, effective 3/6/04; WSR 02-11-008, § 136-130-070, filed 5/2/02, effective 6/2/02; WSR 01-05-009, § 136-130-070, filed 2/8/01, effective 3/11/01; WSR 99-24-057, § 136-130-070, filed 11/29/99, effective 12/30/99; WSR 99-01-021, § 136-130-070, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 92-13-

038 (Order 88), § 136-130-070, filed 6/10/92, effective 7/11/92. Statutory Authority: RCW 36.79.060 and 1983 1st ex.s. c 49. WSR 90-22-083 (Order 82), § 136-130-070, filed 11/6/90, effective 12/7/90. Statutory Authority: Chapter 36.78 RCW. WSR 88-05-040 (Order 68), § 136-130-070, filed 2/16/88; WSR 86-06-005 (Order 61), § 136-130-070, filed 2/20/86; WSR 84-16-065 (Order 56), § 136-130-070, filed 7/30/84.]

**WAC 136-130-080 Limitation on rating points.** In each of the project prioritization procedures and associated approved forms, for purposes of the RAP project prospectus submitted to the county road administration board, ~~geometric condition points shall be assigned only for those conditions which will be corrected by construction of the project.~~ if a county desires points for correcting geometric deficiencies, then all geometric deficiencies shall be listed, with points being assigned for those conditions that will be corrected by construction of the project.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-130-080, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-130-080, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-130-080, filed 7/30/84.]

**WAC 136-130-090 Reallocation of RATA funds between project**

**types.** In the event that no projects or an insufficient number of projects are submitted in any project type to utilize the RATA funds set aside for the project type, all remaining funds shall be divided among the remaining project types as the county road administration board deems appropriate. The intent is to divide all available funds into project types having a sufficient number of submitted projects to fully utilize the funds available during the biennium.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-130-090, filed 2/3/11, effective 3/6/11.]

Chapter 136-161 WAC

PROJECT SUBMITTAL, SELECTION AND INITIAL ALLOCATION OF RATA

FUNDS TO PROJECTS

Last Update: 1/29/19

WAC

- 136-161-010 Purpose and authority.
- 136-161-020 RAP program cycle—General.
- 136-161-030 RAP program cycle—Preliminary prospectus.
- 136-161-040 RAP program cycle—Field review by county road administration board.
- 136-161-050 RAP program cycle—Final prospectus.
- 136-161-060 RAP program cycle—Total project rating and priority array.
- 136-161-070 RAP program cycle—Selection and approval of projects for RATA funding.
- 136-161-080 Limitations on allocations of RATA funds to counties.
- 136-161-090 Limitations on use of RATA funds.

136-161-110 Use of other funds to match RATA funds.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

136-161-100 Use of RATA funds for emergent projects. [Statutory

Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-

100, filed 8/2/94, effective 9/2/94.] Repealed by

WSR 96-17-013, filed 8/12/96, effective 9/12/96.

Statutory Authority: RCW 36.78.070 and 36.79.060.

**WAC 136-161-010 Purpose and authority.** RCW 36.79.060

provides that the county road administration board shall administer the rural arterial program (RAP) established by chapter 36.79 RCW. This chapter describes the manner in which counties may request RATA funds for specific rural arterial projects and the manner in which the county road administration board will select projects and allocate RATA funds to such projects.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-161-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-010, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-020 RAP program cycle—General.** The RAP

biennial program cycle consists of the following basic steps:

(1) The CRABoard establishes a funding period if it determines that sufficient future RATA funds are available to provide for new RAP projects. This determination takes place during the CRABoard's regularly scheduled fall meeting in odd-numbered years.

Consistent with WAC 136-130-020, should the board determine there are adequate RATA funds available to be allocated to each region and, under advisement from each region, the board's action shall include the determination of the amount to be allocated to each project type within each region. The board's RATA funding allocation may include all or any subset of the project types described under WAC 136-130-020, and this decision may be unique to each region and may vary between funding periods.

(2) Each eligible county prepares and submits a preliminary prospectus to the county road administration board;

(3) County road administration board staff conducts a field review of each preliminary prospectus and provides to each

submitting county an evaluation and scoring of all priority elements which are based on a visual examination, using that region's priority rating process;

(4) Each eligible county prepares and submits a final prospectus to the county road administration board;

(5) For each final prospectus submitted, county road administration board staff computes the total priority rating score and assembles all projects into rank-ordered arrays by region; and

(6) The county road administration board reviews the rank-ordered arrays in each region and, based upon the RATA funds projected to be allocable for the next project program period (see WAC 136-161-070), selects and approves specific projects for RATA funding.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-161-020, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 01-05-009, § 136-161-020, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-161-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-020, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-030 RAP program cycle—Preliminary prospectus.**

By March 1st of each even-numbered year prior to a funding period, each eligible county shall, for each project for which it seeks RATA funds estimated to be available in the next project program period, submit a preliminary prospectus to the county road administration board. The format and content of the preliminary prospectus shall be prescribed by the county road administration board. Each preliminary prospectus shall be signed by the county engineer. The number of preliminary prospectuses submitted and the total amount of RATA funds requested by each eligible county should be sufficient to assure that, based upon such prospectuses, each county will be able to compete up to its county limit within its region, subject to the supplemental limitations under WAC 136-130-030 through 136-130-070.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-161-030, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 01-05-009, § 136-161-030, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-161-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-030, filed 8/2/94, effective 9/2/94.]



**WAC 136-161-040 RAP program cycle—Field review by county road administration board.** After all preliminary prospectuses are received, the county road administration board will schedule and conduct an on-site field review of each project. During the field review, conducted jointly with the county engineer or his/her designee (unless waived by the county engineer), the assigned county road administration board staff person will review the overall project scope with the county representative and, using that region's priority rating process, determine the rating score of all priority elements which are based on a visual examination. To ensure both uniformity and professional judgment in the visual ratings, the assigned county road administration board staff person shall be a licensed professional civil engineer in the state of Washington, and the same person shall review and rate all projects within a region. All field reviews will be completed, each project's type will be set, and the visual rating scores returned to each submitting county, by July 1st of each even-numbered year prior to a funding period.

[Statutory Authority: Chapter 36.79 RCW. WSR 01-05-009, § 136-161-040, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-161-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-040, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-050 RAP program cycle—Final prospectus.** By September 1st of each even-numbered year prior to a funding period, each eligible county shall submit a final prospectus for each project for which it seeks RATA funds. Each final prospectus shall be submitted on forms provided by the county road administration board and shall include a vicinity map, a typical cross-section (existing and proposed), and, if a design deviation is required, an evaluation and determination by the county engineer. If a project is for the improvement of a road which continues into an adjacent county and the project terminus is within one thousand feet of the county line, the prospectus shall include a statement signed by the county engineer of the adjacent county certifying that the adjacent county will cooperate with the applicant county to the extent necessary to achieve a mutually acceptable design. All final prospectuses

shall indicate that the design of the project shall begin not later than one year from the date of project approval by the county road administration board, and that construction of the project shall begin not later than six years from the date of project approval by the county road administration board. All final prospectuses shall come from the pool of preliminary prospectuses submitted and field reviewed as specified in WAC 136-161-030 and 136-161-040.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-161-050, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 01-05-009, § 136-161-050, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-161-050, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-050, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-060 RAP program cycle—Total project rating and priority array.** County road administration board staff will review all final prospectuses and ensure that:

- (1) All necessary information is included;
- (2) The project is from the pool of preliminary prospectuses;

(3) The project is eligible for RATA funding;

(4) The project schedule indicates that preliminary engineering will begin not later than one year from the date of project approval by the county road administration board, and that the construction of the project will begin not later than six years from the date of project approval by the county road administration board; and

(5) The total project priority rating is mathematically correct and the visual rating scores determined during the field review are included.

(6) Existing and proposed roadway cross sections, project narrative, and preconstruction photos are attached.

After county road administration board staff review, all accepted final prospectuses within each region will be placed in a declining total project rating array. After review by the county road administration board at its next regular meeting, the priority array for each region will be provided to each county in the region. These arrays will be preliminary only and will be provided to the counties to assist them in their internal budgeting and programming. No notations as to whether a

particular project will or will not be funded will be included. Projects not adopted in the six-year transportation program by December 31st of the submittal year will be dropped from the array of eligible projects and the revised array will be presented to the county road administration board at its next regularly scheduled meeting.

[Statutory Authority: Chapter 36.78 RCW. WSR 13-16-105, § 136-161-060, filed 8/7/13, effective 9/7/13; WSR 11-05-005, § 136-161-060, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-161-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-161-060, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-060, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-070 RAP program cycle—Selection and approval of projects for RATA funding.** (1) At its last regular meeting before the beginning of each biennium, the county road administration board will select projects and allocate anticipated RATA funds to projects in each region. The preliminary priority arrays as developed in WAC 136-161-060 will be updated to exclude any county which is ineligible under

chapter 136-150 WAC, and projects will be selected from these arrays. Selections will be made in each region in declining priority rank order, provided that:

(a) No county shall be allocated RATA funds in excess of its regional county limit as specified in WAC 136-161-080; and

(b) Any projects which were partially funded in the prior biennium shall, unless otherwise requested by the county, be fully funded before new projects are selected. Ties in total rating points will be broken by the county road administration board in favor of the county having the lesser total amount of previously allocated RATA funds.

(2) 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, less estimated administrative costs, and less any amounts set aside for emergent projects as described in WAC 136-163-020. The total amount of RATA funds available for allocation to projects in a region (i.e., "forecasted regional apportionment amount") will

be based on the regional apportionment percentages of the statewide net amount as determined in chapter 136-100 WAC.

(3) Project program periods and the corresponding funding periods shall both begin on July 1st of odd numbered years and end on June 30th of odd numbered years, unless modified by resolution of the board.

(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.

(5) Acceptance of the RATA allocation for a project by the full execution of a CRAB/county contract as described in chapter 136-170 WAC constitutes agreement to complete the project in compliance with the scope, design and project limits in the final prospectus. All material changes to the scope, design or project limits must be approved by the county road administration board prior to commencement of construction.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-161-070, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 01-05-009, § 136-161-070, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-161-070, filed 12/7/98, effective 1/7/99; WSR 98-09-070, § 136-161-070, filed 4/20/98, effective 5/21/98. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-161-070, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-070, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-080 Limitations on allocations of RATA funds to counties.** For any project program period, no county shall receive a RATA fund allocation greater than the following maximum project RATA contribution, or percentage of the forecasted regional apportionment amount:

(1) PSR: No maximum project RATA contribution; 40% limit on percentage of the forecasted regional apportionment amount;

(2) NWR: No maximum project RATA contribution; twenty percent limit on percentage of the forecasted regional apportionment amount;

(3) NER: No maximum project RATA contribution; maximum RATA contribution to each county for 2R and drainage projects



combined is seven hundred fifty thousand dollars; twelve and one-half percent limit on percentage of the forecasted regional apportionment amount;

(4) SWR: No maximum project RATA contribution; fifteen percent limit on percentage of the forecasted regional apportionment amount;

(5) SER: No maximum project RATA contribution; percentage varies by county as follows:

(a) Asotin County	ten percent
(b) Benton County	fourteen percent
(c) Columbia County	eleven percent
(d) Franklin County	thirteen percent
(e) Garfield County	ten percent
(f) Kittitas County	thirteen percent
(g) Klickitat County	fourteen percent
(h) Walla Walla County	fourteen percent
(i) Yakima County	twenty percent

(6) The county limits for all eligible and applying counties in each region will be adjusted to include by equal share the funding limit of any ineligible or nonapplying county.

(7) Projects must have a total estimated cost of two hundred fifty thousand dollars or greater to be eligible for RATA funding.

[Statutory Authority: Chapter 36.78 RCW. WSR 19-04-047, § 136-161-080, filed 1/29/19, effective 3/1/19; WSR 11-05-005, § 136-

161-080, filed 2/3/11, effective 3/6/11; WSR 10-05-018, § 136-161-080, filed 2/4/10, effective 3/7/10. Statutory Authority: Chapter 36.79 RCW. WSR 08-16-042, § 136-161-080, filed 7/29/08, effective 8/29/08; WSR 07-17-020, § 136-161-080, filed 8/6/07, effective 9/6/07; WSR 03-11-046, § 136-161-080, filed 5/16/03, effective 6/16/03; WSR 99-01-021, § 136-161-080, filed 12/7/98, effective 1/7/99; WSR 98-09-070, § 136-161-080, filed 4/20/98, effective 5/21/98. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-080, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-090 Limitations on use of RATA funds.** RATA

funds requested and allocated to a project are limited to ~~eighty~~ percent in the NWR for projects approved by the CRABoard on and prior to April 30, 2008, and ~~ninety percent~~ in the NWR for projects approved thereafter, and ~~ninety percent~~ in the PSR, SWR, NER and SER, ninety percent of the total eligible project development costs, which include preliminary engineering and construction costs in all regions, and non 2R type right of way costs in the PSR, NWR, NER and SER. RATA funds requested and allowed to a project are limited to the match requirements established by county road administration board policy following 36.79.120 RCW. The match requirements will be applied to the

total eligible project development costs, which include preliminary engineering and construction costs in all regions, and non 2R project type right-of-way costs in the PSR, NWR, NER, and SER.

Even though additional and eligible project development costs may be incurred by a county for a specific project, the maximum amount of RATA funds for that project is limited to the amount allocated and shown in the CRAB/county contract (see chapter 136-170 WAC), unless the allocation is increased pursuant to chapter 136-165 WAC.

[Statutory Authority: Chapter 36.79 RCW. WSR 07-17-020, § 136-161-090, filed 8/6/07, effective 9/6/07; WSR 99-01-021, § 136-161-090, filed 12/7/98, effective 1/7/99; WSR 98-09-070, § 136-161-090, filed 4/20/98, effective 5/21/98. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-090, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-110 Use of other funds to match RATA funds.** A county with an approved RAP project may use any other funds available for such project including federal, other state, private, and local funds, ~~provided that the county will be~~

~~required to use such other funds to match any RATA funds allocated to the project with a minimum of twenty percent other funds in the NWR for projects approved by the CRABoard on and prior to April 30, 2008, and ten percent other funds in the NWR for projects approved thereafter, and ten percent other funds in the PSR, SWR, NER, and SER. The minimum match of RATA funds allocated to the project shall be ten percent.~~

[Statutory Authority: Chapter 36.79 RCW. WSR 07-17-020, § 136-161-110, filed 8/6/07, effective 9/6/07; WSR 99-01-021, § 136-161-110, filed 12/7/98, effective 1/7/99.]

**Chapter 136-163 WAC**

**ALLOCATION OF RATA FUNDS TO EMERGENT PROJECTS**

**Last Update:** 2/4/20

**WAC**

136-163-010 Purpose and authority.

136-163-020 Project eligibility.

136-163-050 Limitations and conditions.

136-163-060 Action by the county road administration board.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

136-163-030 Limitations and conditions—Emergency projects.

[Statutory Authority: Chapter 36.79 RCW. WSR 03-05-011, § 136-163-030, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-163-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 96-17-014, § 136-163-030, filed 8/12/96, effective 9/12/96.] Repealed by WSR 20-04-077, filed 2/4/20, effective 3/6/20. Statutory Authority: Chapter 36.78 RCW.

136-163-040 Limitations and conditions—Emergent projects.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-163-040, filed 12/7/98, effective 1/7/99.

Statutory Authority: RCW 36.79.060. WSR 96-17-014, § 136-163-040, filed 8/12/96, effective 9/12/96.]

Repealed by WSR 20-04-077, filed 2/4/20, effective 3/6/20. Statutory Authority: Chapter 36.78 RCW.

**WAC 136-163-010 Purpose and authority.** RCW 36.79.140

provides for the authorization of rural arterial trust account funds for projects of an emergent nature. This chapter describes the manner in which counties may request funding for such emergent projects and the manner in which the county road administration board will respond to such requests.

[Statutory Authority: Chapter 36.78 RCW. WSR 20-04-077, § 136-163-010, filed 2/4/20, effective 3/6/20. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-163-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 96-17-014, § 136-163-010, filed 8/12/96, effective 9/12/96.]

**WAC 136-163-020 Project eligibility.** Projects of an emergent nature may be funded through the rural arterial program

as authorized by chapter 36.79 RCW. An emergent project is defined as a project whose need the county was unable to anticipate at the time the six-year program of the county was developed. Emergency work to temporarily restore a county road for the short-term use of the traveling public is not eligible for funding as an emergent project; however, a project to permanently repair a county road after an emergency may be considered for funding if the proposed project meets all other requirements of the rural arterial program.

To be eligible for emergent project approval, the project shall be evaluated by the county road administration board grant programs engineer, with the participation of the county engineer, on the same point system as all other projects within the region. The proposed emergent project must rank at or above the regional funding cutoff line on the current array based upon one hundred percent of the current estimated regional allocation as determined by the county road administration board.

[Statutory Authority: Chapter 36.78 RCW. WSR 20-04-077, § 136-163-020, filed 2/4/20, effective 3/6/20. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-163-020, filed 12/7/98,

effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 96-17-014, § 136-163-020, filed 8/12/96, effective 9/12/96.]

**WAC 136-163-050 Limitations and conditions.** All projects for which rural arterial program funding is being requested under this chapter are subject to the following:

(1) The requesting county has the sole burden of making a clear and conclusive showing that the project is emergent as described in this chapter; and

(2) The requesting county shall clearly demonstrate that the need for the project was unable to be anticipated at the time the current six-year transportation program was developed; and

(3) The requesting county agrees to a reduction in the next funding period's maximum RATA eligibility to the county equal to the RATA that may be awarded. ~~provided; however, should~~ Should that region not have a maximum RATA eligibility for each county, the requesting county agrees to withdraw, amend or delay an existing approved project or portion thereof in an amount equal to the RATA that may be provided for the project.

[Statutory Authority: Chapter 36.78 RCW. WSR 20-04-077, § 136-163-050, filed 2/4/20, effective 3/6/20. Statutory Authority:



Chapter 36.79 RCW. WSR 01-05-009, § 136-163-050, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-163-050, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 96-17-014, § 136-163-050, filed 8/12/96, effective 9/12/96.]

**WAC 136-163-060 Action by the county road administration board.** Counties may request consideration and action by the county road administration board at any time, however, the county road administration board will address all such requests at its next regular quarterly meeting. A county may request, and the county road administration board chair may convene, a special meeting to consider such a request as provided for in WAC 136-01-030.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-163-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 96-17-014, § 136-163-060, filed 8/12/96, effective 9/12/96.]

Chapter 136-165 WAC

INCREASED ALLOCATIONS OF RATA FUNDS TO PROJECTS

Last Update: 2/3/11

**WAC**

136-165-010 Purpose and authority.

136-165-020 Requirements for consideration of RATA fund  
increases.

136-165-030 County road administration board evaluation,  
consideration and action.

136-165-040 Effect of receiving RATA increase.

136-165-050 Amendment of CRAB/county contract.

**WAC 136-165-010 Purpose and authority.** RCW 36.79.150

provides for increasing the amount of RATA funds allocated to a  
project. This chapter describes the manner in which counties may  
request an increase in the amount of RATA funds allocated to a  
project and the manner in which the county road administration  
board will respond to such requests. ~~This chapter will apply~~

~~only to projects for which RATA funds have been allocated after July 1, 1995.~~

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-165-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-010, filed 8/2/94, effective 9/2/94.]

**WAC 136-165-020 Requirements for consideration of RATA fund increases.** (1) When a county submits its final prospectus as described in WAC 136-161-050, the county road administration board presumes that the amount of RATA funds requested, plus any non-RATA funds that may be designated for the project, are sufficient to fully, and in a timely manner, complete the project as described.

(2) All cost increases during the course of construction shall be the responsibility of the county. In extraordinary circumstances, a county may request an increase in the amount of RATA funds allocated to a project. A county may request an increase in a project's RATA allocation once during the course of a project's development, and such request may occur only after completion of preliminary engineering, but prior to

commencing construction. A project shall be considered to have commenced construction if:

(a) The construction contract for the work has been awarded; or

(b) If done by county forces, the work has commenced, except for construction engineering.

Requests for increases in excess of twenty-five percent of the original RATA allocation will not be considered or granted; the county must secure other funds, withdraw or request the termination of the project, or request a change in scope and/or project limits. If current funding sources are not sufficient to cover the costs beyond a twenty-five percent increase, the county may resubmit the same project for funding in the next funding period. Upon funding of the new project by the county road administration board, the previous contract shall become void. All RATA funds expended on the previous contract shall be repaid to the county road administration board unless waived by the county road administration board in keeping with provisions of WAC 136-167-030.

(3) A request by a county for an increase in RATA funds allocated to a project shall demonstrate that:

(a) The county at the time of preparing its final project prospectus considered the factors listed in subsection (4) of this section;

(b) The request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in subsection (5) of this section;

(c) It is not feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation;

(d) The request is not to pay for an expansion of the originally approved project;

(e) If the work is to be done by contract, the county has supplied to the CRABoard, an updated engineer's cost estimate prior to, and within three months of, advertisement of the project for construction bids; and

(f) If the work is to be done by county forces, the county has supplied to the CRABoard, an updated engineer's cost

estimate prior to, and within three months of, commencement of the work.

(4) At the time of preparation and submittal of the final project prospectus, a county is expected to consider all information which may affect the cost of the project. In cases where the information is incomplete or poorly defined, the county is to exercise good professional judgment and/or seek outside professional assistance and advice in order to prepare a reasonable RATA fund request. The information which a county is expected to consider includes, but is not limited to, the following:

(a) The availability at the needed time of matching funds and other supplementary funds;

(b) All technical data reasonably available such as topographic maps, reconnaissance reports, surface and subsurface geotechnical data, hydraulic and hydrological data, sources of materials, applicable design standards, and any earlier preliminary engineering;

(c) Required permits, including preproject scoping consultations with the permitting agencies and an estimate of the costs of complying with permit requirements;

(d) Required right of way or other easements, and the time and cost of acquisition;

(e) Availability of qualified contractors to perform the work;

(f) Ownership, type, amount, and time requirements of any required utility relocation;

(g) Historical and projected labor, equipment and material costs; and

(h) The project development timetable leading to completed construction and the interrelation of this project to all other work activities under the control of the county engineer.

(5) The county road administration board will increase RATA funds allocated to a project only if it finds that the request for an increased allocation is based on extraordinary and unforeseeable circumstances, including but not limited to the following:

(a) The county relied on existing technical data which were later found to be in error, and which will necessitate a significant design change prior to proceeding with construction;

(b) Project permit requirements were substantially changed, or new permits were required;

(c) Supplementary funds, such as impact fees, developer contributions, grants, etc., which were forecasted to be available for the project, were withdrawn or otherwise became unavailable;

(d) Design or other standards applicable to the project were changed; and/or

(e) The start of construction will be significantly delayed or additional construction requirements will be added as a direct result of legal action; provided however, that the failure of a county to exercise its statutory powers, such as condemnation, will not be grounds for increasing RATA funds.

(6) Extraordinary and unforeseeable market-wide fluctuations in standard bid item costs will not be considered a basis for project cost increases by the county road administration board.



[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-165-020, filed 2/3/11, effective 3/6/11; WSR 09-23-044, § 136-165-020, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter 36.79 RCW. WSR 06-11-067, § 136-165-020, filed 5/12/06, effective 6/12/06; WSR 99-01-021, § 136-165-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-020, filed 8/2/94, effective 9/2/94.]

**WAC 136-165-030 County road administration board**

**evaluation, consideration and action.** (1) In deciding whether to grant a request for a RATA allocation increase submitted under the provisions of WAC 136-165-020, the county road administration board will consider the following factors:

(a) Whether the county, at the time of preparing its final project prospectus, considered the factors listed in WAC 136-165-020(4);

(b) Whether the county's request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in WAC 136-165-020(5);

(c) Whether it is feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation;

(d) Whether the request is to pay for an expansion of the project; and

(e) Whether the increased allocation will have an adverse effect on other approved or requested RATA funded projects.

(2) If the county road administration board finds that an increase in RATA funds for a previously approved project is justified, some or all of the requested increase may be allocated.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-165-030, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-165-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-030, filed 8/2/94, effective 9/2/94.]

**WAC 136-165-040 Effect of receiving RATA increase.** A county's increased RATA funds for a project program period shall correspondingly reduce the limit of RATA funds that may be allocated to the county in the next project program period; provided that the county road administration board may grant a county's request to decrease such a reduction by the total amount of increased but unexpended RATA funds.

All reductions and reduction adjustments as described shall be effective in the project program period following the period in which the increase in the RATA funds is approved.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-165-040, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-165-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-040, filed 8/2/94, effective 9/2/94.]

**WAC 136-165-050 Amendment of CRAB/county contract.** All changes in approved RATA allocations and other county road administration board actions taken under the provisions of this chapter shall be reflected by amending the CRAB/county contract. Failure of a county to sign and return an amended CRAB/county contract within forty-five calendar days of its mailing by the county road administration board shall nullify all allocation increases and other county road administration board actions.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-165-050, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-165-050, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-050, filed 8/2/94, effective 9/2/94.]

Chapter 136-167 WAC

WITHDRAWALS, EARLY TERMINATION, AND LAPSING OF APPROVED  
PROJECTS

Last Update: 7/24/15

**WAC**

136-167-010 Purpose and authority.

136-167-020 Withdrawal of approved project before RATA  
reimbursement.

136-167-030 Termination of approved project after RATA  
reimbursement.

136-167-040 Lapsing of RATA allocation for approved projects.

**WAC 136-167-010 Purpose and authority.** RCW 36.79.060

authorizes the county road administration board to adopt rules relating to the allocation of funds in the rural arterial trust account (RATA). This chapter describes the manner in which the county road administration board will administer project withdrawals, early termination, and lapsing of approved projects.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-167-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-110, § 136-167-010, filed 8/2/94, effective 9/2/94.]

**WAC 136-167-020 Withdrawal of approved project before RATA reimbursement.** At any time after the submittal of a final prospectus and prior to the time the first RATA reimbursement has been sent to the county, a county may withdraw a RATA funded project. Withdrawal may occur either before or after the county road administration board has allocated RATA funds to the project. The statement of withdrawal must be in writing and signed by the chair of the board of county commissioners or the county executive, as appropriate. The withdrawal shall be effective upon receipt by the county road administration board. If RATA funds have been allocated to the project and a CRAB/county contract has been executed, the contract will be voided and the RATA funds will be allocated to other projects within the region.

[Statutory Authority: Chapter 36.79 RCW. WSR 00-05-043, § 136-167-020, filed 2/11/00, effective 3/13/00; WSR 99-01-021, § 136-167-020, filed 12/7/98, effective 1/7/99. Statutory Authority:

RCW 36.79.060. WSR 94-16-110, § 136-167-020, filed 8/2/94,  
effective 9/2/94.]

**WAC 136-167-030 Termination of approved project after RATA reimbursement.** (1) If a county terminates an uncompleted RATA funded project for which RATA reimbursement has been made, for other than an unanticipated scope change, and is prepared to repay the RATA for all RATA funds received, the county shall, by means of a letter signed by the chair of the board of county commissioners or the county executive as appropriate, inform the county road administration board of its termination of the project. The letter shall state the reasons for termination and commit to repaying all RATA funds received for the project. Upon acknowledgment of such termination by the county road administration board, the county shall repay the county road administration board for all RATA funds paid to the county on that project within sixty days of such acknowledgment. After receipt of the RATA repayment, the county road administration board will void the CRAB/county contract and allocate the RATA funds to other projects within the region.

(2) If a county terminates an uncompleted RATA funded project for which RATA reimbursement has been made, for other than an unanticipated scope change, and does not want to be required to repay the county road administration board for all RATA funds received, a letter of request signed by the chair of the board of county commissioners or the county executive as appropriate must be sent to the county road administration board. The request must include:

(a) An explanation of the reasons that the project will not proceed to completion;

(b) A statement of the amount of RATA funds which the county does not want to repay; ~~and~~

(c) An explanation of why the county believes full repayment should not be made. —, and

(d) Agreement to provide supporting documentation for amounts the county does not want to repay.

If the county road administration board grants the request, the county shall repay all RATA funds not exempted from repayment within sixty days of the county road administration board's action, the CRAB/county contract will be amended, and

the remaining RATA funds will be allocated to other projects within the region. If the county road administration board denies the request, full repayment shall be made as provided in subsection (1) of this section.

~~(3) If after an engineering design study for the RATA funded project has been completed, and as a result of that study it is found that the project scope submitted the final project prospectus must be significantly altered due to factors not anticipated at the time of final prospectus submittal, a county may voluntarily withdraw the project and resubmit a revised project during a later RAP cycle.~~

~~A county wishing to voluntarily withdraw a project for an unanticipated scope change shall submit a request signed by the chair of the board of county commissioners or the county executive as appropriate, to the county road administration board notifying the board of the county's intention to withdraw the project and the nature of the unanticipated project scope change. The county may retain up to five percent of the RATA request amount, not to exceed seventy-five thousand dollars for the RATA share of the cost to perform the engineering design~~



~~study. In order to be eligible to retain the RATA share of the cost to perform the engineering design study, the project must have begun the engineering design within one year of project approval by the county road administration board and it must be documented in the request that the changed conditions could not have been reasonably anticipated at the time of final prospectus submittal. The director shall make the determination of eligibility for the following conditions:~~

~~(a) Unanticipated subsurface conditions identified in a geotechnical report resulting from subsurface explorations (i.e., drilling) that would not normally be completed prior to the final prospectus;~~

~~(b) Unanticipated environmental and/or cultural resource issues identified in an environmental or cultural resource discipline report that would not normally be completed prior to the final prospectus submittal;~~

~~(c) Changes in project eligibility resulting from annexation or functional classification changes not anticipated prior to final prospectus submittal;~~

~~(d) Inability to obtain necessary rights of way from agencies/ entities that are not subject to eminent domain (i.e., federal or tribal agencies); or~~

~~(e) Major geometric changes required to mitigate impacts identified by the public and/or adjacent property owners as the result of a formal environmental determination, formal public involvement process, or unanticipated costs for utility relocations that were not reasonably anticipated prior to final prospectus submittal.~~

~~Upon a determination of eligibility by the director, the county shall repay the county road administration board for all costs in excess of the eligible amount within sixty days of such acknowledgment, the CRAB/county contract will be amended, and the remaining RATA funds will be allocated to other projects within the region. Any determination made by the director under this subsection may be appealed to the full board for a final determination of eligibility. Nothing in this subsection is intended to limit or restrict a county from making a request to the county road administration board as allowed under subsection (2) of this section.~~

~~[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-167-030, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 00-05-043, § 136-167-030, filed 2/11/00, effective 3/13/00; WSR 99-01-021, § 136-167-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-110, § 136-167-030, filed 8/2/94, effective 9/2/94.]~~

**WAC 136-167-040 Lapsing of RATA allocation for approved projects.** To encourage timely development and construction of approved projects, all projects for which RATA funds have been allocated must meet certain project development milestones. Failure to meet the milestones will result in action by the county road administration board to withdraw RATA funds from the project.

(1) For the purposes of this section, a project will be subject to lapsing and withdrawal of its RATA allocation if:

(a) The project has not begun the preliminary engineering within one year of project approval by the county road administration board; or

(b) The project has not begun construction within six years of the date of project approval by the county road administration board.

(2) A project shall be considered in preliminary engineering if RATA funds have been expended or evidence that non-RATA funds have been expended for preliminary engineering as provided for in RCW 36.75.050. A project shall be considered in construction if:

(a) The construction contract for the work has been advertised for bids as provided for in RCW 36.77.020;

(b) A contract has been awarded under the provisions of the small works roster contract award process; or

(c) If done by county forces, the work has commenced.

(3) If an approved project does not meet a required project development milestone, the county road administration board will, at its next regular meeting, withdraw RATA funds from the project.

(4) At any time up to ten days before such meeting, the county may, in writing, request an extension of the lapse date. The county road administration board may grant such an extension if it finds that the delay in project development was for reasons that were both unanticipated and beyond the control of the county, and subject to the following:

(a) A project extension will be granted one time only and will be no more than two years in length; and

(b) The county can demonstrate that the project was actively pursued for completion within the original CRAB/county contract terms and can be completed within a two year extension; and

(c) The request for an extension is based on unforeseeable circumstances that the county could not have anticipated at the time the project was submitted for RATA funding; and

(d) An approved time extension will not be grounds for the county to request an increase in the RATA funding of the project; and

(e) The executive director will determine a new lapse date, and all of the requirements listed above under subsections (1) and (2) of this section will apply except that further extensions will not be granted.

(5) The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary. If such a determination is made, the

CRABoard may grant an additional extension and set the duration thereof.

(6) The CRABoard may at any time place a moratorium on lapsing of projects that are delayed due to CRAB initiated rescheduling and establish a new lapsing date to fit the CRABoard's programming needs. For those projects given a lapsing moratorium, section four shall be held in abeyance until the new lapsing date.

[Statutory Authority: Chapter 36.78 RCW. WSR 15-16-015, § 136-167-040, filed 7/24/15, effective 8/24/15; WSR 11-05-005, § 136-167-040, filed 2/3/11, effective 3/6/11; WSR 09-23-044, § 136-167-040, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter 36.79 RCW. WSR 01-09-077, § 136-167-040, filed 4/17/01, effective 5/18/01; WSR 99-01-021, § 136-167-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-110, § 136-167-040, filed 8/2/94, effective 9/2/94.]

Chapter 136-170 WAC

EXECUTION OF A CRAB/COUNTY CONTRACT

Last Update: 8/7/13

WAC

- 136-170-010 Purpose and authority.
- 136-170-020 Notification of counties.
- 136-170-030 Terms of CRAB/county contract.
- 136-170-040 Combining of CRAB/county contracts.
- 136-170-050 Combining of RATA funded project with non-RATA  
funded project.
- 136-170-060 Splitting of CRAB/county contracts.

**WAC 136-170-010 Purpose and authority.** RCW 36.79.060

authorizes the county road administration board to adopt rules to implement the rural arterial program (RAP). This chapter describes the individual project contract between the county road administration board and a county (CRAB/county contract) to be used to administer each approved RAP project.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-170-010, filed 12/7/98, effective 1/7/99. Statutory Authority:

RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-170-010, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.79.060. WSR 94-16-112, § 136-170-010, filed 8/2/94, effective 9/2/94. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-170-010, filed 7/30/84.]

**WAC 136-170-020 Notification of counties.** The county road administration board shall, within ten days of its RAP project approval meeting, notify each county having an approved project of such approval and of the amount of RATA funds allocated to each approved project. The county road administration board shall offer a contract for each such approved project setting forth the terms and conditions under which RATA funds will be provided.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-170-020, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-170-020, filed 7/30/84.]

**WAC 136-170-030 Terms of CRAB/county contract.** (1) The CRAB/county contract shall include, but not be limited to, the following provisions:

(a) The contract shall be valid and binding, and the county shall be entitled to receive RATA funding in accordance with the



vouchering/payment process as described in chapter 136-180 WAC, only if the contract is properly signed and returned to the county road administration board within forty-five calendar days of its mailing by the county road administration board.

(b) The county certifies that it is in compliance with the provisions of chapter 136-150 WAC.

(c) The project will be constructed in accordance with the scope, design and project limits as described in the final prospectus and in accordance with the plans and specifications approved by the county engineer, and, if applicable, the phased construction plan submitted by the county engineer to the county road administration board.

(d) The county will notify the county road administration board:

(i) If a single construction contract is intended to fully complete the project, at the time of project advertisement, construction contract, and when the project has been completed. Should the small works roster process be utilized, then the initial notice must occur prior to initiating the contractor selection process.

(ii) If county forces are utilized to fully complete the project, at the time of project notice, as required in RCW 36.77.070, commencement of construction activities, and when the project has been completed.

(iii) If the project applies a phased construction methodology, at those times described in a phased construction plan, consistent with subsection (2) of this section.

(e) The county road administration board will reimburse counties on the basis of monthly progress payment vouchers received and approved on individual projects in the order in which they are received in the county road administration board office, subject to the availability of RATA funds apportioned to the region; or subject to a minimum regional balance determined by the CRABoard for the purposes of cash flow; provided however, that if insufficient RATA funds are available or the legislature fails to appropriate sufficient RATA funds, payment of vouchers may be delayed or denied. Counties are ineligible to receive RATA funded construction cost reimbursements prior to satisfaction of the initial project notice requirement described in subsection (1)(d) of this section.

(f) The county will reimburse the RATA in the event a project post-audit reveals ineligible expenditures of RATA funds.

(g) The county may be required to reimburse the RATA in the event of early termination in accordance with the provisions of chapter 136-167 WAC.

(h) The county agrees to amend the contract in cases where:

(i) Additional RATA funds have been requested and approved under chapter 136-165 WAC;

(ii) Other relief from the original scope, design or project limits has been approved by the county road administration board under chapter 136-165 WAC; or

(iii) A project has been terminated without full RATA reimbursement under WAC 136-167-030(2).

(i) The county agrees to provide periodic project development progress reports as requested by the county road administration board.

(2) Counties may implement a phased construction methodology in the completion of RATA funded projects. A phased construction methodology is described as the process to

implement multiple construction contracts through competitive bid and award, contracts awarded through exercise of the small works roster process, or construction by county forces, or a combination of two or more of these three methods, in order to complete a single RATA funded project. If a county elects to use phased construction methodology, construction of at least one of the project phases must commence by the lapsing date and all remaining phases must commence within two years of commencement of the first phase. In the event the county fails to meet either of these timelines, repayment of expended RATA funds for all phases of the project will be required unless waived by the county road administration board in keeping with the provisions of this section.

(a) In order to be considered phased construction, each phase must:

(i) Be distinct, independent, and nonoverlapping construction activities as to location and type of work;

(ii) Result in separate function and utility;

(iii) Be part of related and sequential construction activities that lead to overall project completion;

(iv) Separately and collectively comply with state laws as to procurement of contract work and use of county forces; and

(v) Not be implemented in a way that would otherwise be considered a split project, as described in WAC 136-170-060, without first obtaining approval as a split project.

(b) In order to satisfy notification requirement of subsection (1)(d) of this section, a phased construction plan must be developed and submitted to the county road administration board at least fifteen calendar days prior to contract bid advertisement, beginning the selection process for a contractor through a small works roster process, or commencement of construction by county forces, whichever occurs first. The phased construction plan must:

(i) Include a description of each construction phase, the contracting method to be employed or that county forces will be used;

(ii) Include an estimated cost and begin and end dates for each construction phase; and

(iii) Describe the relationship between construction phases and ultimate completion of the overall project.

[Statutory Authority: Chapter 36.78 RCW. WSR 13-16-105, § 136-170-030, filed 8/7/13, effective 9/7/13; WSR 11-05-005, § 136-170-030, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 01-05-008, § 136-170-030, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-170-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-170-030, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.79.060. WSR 94-16-112, § 136-170-030, filed 8/2/94, effective 9/2/94. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-170-030, filed 7/30/84.]

**WAC 136-170-040 Combining of CRAB/county contracts.** In those cases when a county desires to combine two or more adjacent RATA funded projects into a single ~~construction~~ contract, the county, prior to advertising for the construction contract, or prior to commencing construction should any of the projects be scheduled for completion by county forces, must make a formal written request to the county road administration board to combine the projects into a single project, assuring that the original prospectus work will be accomplished as originally proposed or as previously revised by the county road administration board, regardless of the applicable maximum project RATA contribution.

Upon receipt of a letter of request to combine, and consideration and approval by the director of the county road administration board, a revised CRAB/county contract will be prepared and sent to the county for its execution and returned in the same manner as for the original contract(s). Projects shall be considered adjacent if they have a common terminus. [Statutory Authority: Chapter 36.78 RCW. WSR 09-23-044, § 136-170-040, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter 36.79 RCW. WSR 08-16-044, § 136-170-040, filed 7/29/08, effective 8/29/08; WSR 99-01-021, § 136-170-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-112, § 136-170-040, filed 8/2/94, effective 9/2/94.]

WAC 136-170-0405 Bundling of construction projects. In those cases when a county desires to bundle two or more RATA funded projects into a single construction contract, the county, prior to advertising for the construction contract, or prior to commencing construction should any of the projects be scheduled for completion by county forces, must make a formal written request to the county road administration board to bundle the projects into a single construction contract. This request must describe the benefit to bundling the projects into a single construction contract and demonstrate how the county will separately track each individual project/item cost.

Upon receipt of a letter of request to bundle funded projects for construction, a letter approving or denying the

request will be prepared and sent to the county from the county road administration board executive director.

**WAC 136-170-050 Combining of RATA funded project with non-RATA funded project.** In those cases when a county desires to combine a RATA funded project with one or more adjacent non-RATA funded projects, the county, prior to advertising for the construction contract, or prior to commencing construction should any of the projects be scheduled for completion by county forces, shall notify the county road administration board in writing of its plans to combine the projects into a single construction project, assuring in writing that the work items assigned to the RATA funded section will remain distinct and separate through the bid documents and contract plans.

Upon verification that the request is submitted in a timely manner, that the combined project will meet the conditions of the CRAB/county contract and prospectus requirements, and that RATA funded items of work will be sufficiently separated from other work, the CRAB director will respond in writing, to grant the combination. Projects shall be considered adjacent if they have a common terminus.



[Statutory Authority: Chapter 36.78 RCW. WSR 09-23-044, § 136-170-050, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter 36.79 RCW. WSR 08-16-044, § 136-170-050, filed 7/29/08, effective 8/29/08.]

**WAC 136-170-060 Splitting of CRAB/county contracts.** (1) A county may split a single rural arterial trust account funded project into multiple adjacent project segments only upon written request and approval by the director of the county road administration board.

(2) The county must submit the request prior to advertising for any construction contract, or prior to commencing any construction by county forces. The request shall contain detailed information prepared by the county engineer demonstrating fulfillment of the original CRAB/county contract selected through the region's project array, including:

(a) The relationship between the original and segmented project termini;

(b) Each segment's distinct and separate utility; and

(c) The planned timing and funding for each segment.

(3) Upon receipt of the county's written request to split a RAP project, the CRAB director will consider and may approve the split.

(4) Upon such approval, a revised CRAB/county contract will be prepared, and sent to the county for its execution and returned in the same manner as for the original contract. The final contract must be fully executed prior to advertisement for contract construction, or if done by county forces, prior to commencing construction.

(5) Failure of a county to sign and return an amended CRAB/county contract within forty-five calendar days of receipt shall nullify any split requests and any other county road administration board actions associated with the split request.

(6) Construction on at least one of the split project segments must commence by the lapsing date of the original project and all remaining portions must proceed to construction within two years of commencement of the first project. In the event the county fails to meet either of these timelines, repayment of expended RATA funds for all portions of the projects will be required unless waived by the county road

administration board in keeping with provisions of WAC 136-167-030.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-170-060, filed 2/3/11, effective 3/6/11; WSR 09-23-044, § 136-170-060, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter 36.79 RCW. WSR 08-16-044, § 136-170-060, filed 7/29/08, effective 8/29/08.]

Chapter 136-180 WAC

PROCESSING OF RAP VOUCHERS

Last Update: 8/7/13

**WAC**

136-180-010 Purpose and authority.

136-180-020 Voucher form.

136-180-030 Voucher approval.

136-180-040 Payment of vouchers.

**WAC 136-180-010 Purpose and authority. RCW 36.79.160**

provides that counties shall submit vouchers for payment of the RATA share of the cost of work completed on each RAP project.

This chapter describes the manner in which the county road administration board will implement the provisions related to payment of vouchers.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-180-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-180-010, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-180-010, filed 7/30/84.]

**WAC 136-180-020 Voucher form.** The county road administration board shall prepare and distribute to all counties with approved RAP projects, voucher forms for use in requesting progress payments and final payment for each approved RAP project.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-180-020, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-180-020, filed 7/30/84.]

**WAC 136-180-030 Voucher approval.** The county constructing each RAP project may submit vouchers monthly as the work progresses and shall submit a final voucher after completion of each RAP project for the payment of the RATA share of the project cost. Each voucher shall include total project costs to date, including costs covered by other funding sources. The county shall include with each voucher sufficient documentation to verify costs. Reimbursable costs include all eligible direct costs for the design phase, right-of-way phase in allowed regions, and construction phase. Indirect costs shall not be included. The chair of the county road administration board or

his/her designee shall approve such vouchers for payment to the county submitting the voucher.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-180-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-180-030, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-180-030, filed 7/30/84.]

**WAC 136-180-040 Payment of vouchers.** Upon approval of each RAP project voucher by the chair of the county road administration board or his/her designee, it shall be transmitted to the state treasurer.

[Statutory Authority: Chapter 36.78 RCW. WSR 13-16-105, § 136-180-040, filed 8/7/13, effective 9/7/13. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-180-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-180-040, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.79.060. WSR 94-10-021, § 136-180-040, filed 4/27/94, effective 5/28/94. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-180-040, filed 7/30/84.]

DEPUTY DIRECTOR  
*Prepared by Andrew Woods, PE*

CRABoard Meeting – July 29, 2021

Reporting Period: April 24, 2021 to July 28, 2021



























County Engineer Changes Since April 2020:

No new county engineers were appointed during this reporting period.

County Visits Since April 2020:

All county contacts were by phone, email and virtual meetings.

**OTHER ACTIVITIES OF THE DEPUTY DIRECTOR**

-  County Engineer, Program Manager, and Project Manager of the year award deliberation – May 13
-  WSACE Managing Director selection discussion – May 18
-  Executive Order 21-02 discussion with DAHP – May 20
-  Staff Meeting – John’s last day – May 26
-  Engineering Division update for Jane’s first day – June 1
-  WSACE Managing Director interviews (First round) – June 2 & 3
-  WSACE Annual Conference – June 8 thru 10
-  GIS-Mo project status meeting – June 15
-  Regional RAP Meetings:
  - a. SW Region – June 16
  - b. NE Region – June 17
  - c. SE Region – June 23
  - d. NW Region – June 24
  - e. PS Region – June 28
-  Staff meeting – June 17
-  Telecommute policy review – June 21
-  Small Agency Financial Services (SAFS) meet-and-greet – June 22
-  Karen’s farewell – June 25
-  WSACE Managing Director interviews (Final round) – June 30
-  Budget 101 & meet new SAFS Fiscal Analyst – July 2
-  WAC revision review – July 6
-  Critical transportation route planning – July 6
-  IT Team meeting – July 12
-  Jury duty – July 12 & 13
-  OCIO GIS-Mo update – July 14
-  Supplemental budget discussion with OFM – July 15
-  WAC revision review – July 19
-  HEAL Act discussion of impact to CRAB – July 20
-  Budget status and 21-23 allotment review – July 21
-  GIS-Mo demonstration – July 26
-  Story maps kickoff meeting – July 27

## County Road Administration Board Agency Summary BITD as of June 2021

<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	3,207,464	3,207,464	3,163,596	43,868	43,868
Employee Benefits	993,139	993,139	993,011	128	128
Professional Service Contracts	0	0	201,625	(201,625)	(201,625)
Travel	132,000	132,000	83,682	48,318	48,318
Capital Outlays	133,029	133,029	97,925	35,104	35,104
Grants, Benefits & Client Services	93,242,196	93,242,196	78,501,743	14,740,453	14,740,453
Interagency Reimbursements	0	0	(352,336)	352,336	352,336
Goods and Services	1,343,368	1,343,368	1,147,384	195,984	195,984
<b>Sum:</b>	<b>99,051,196</b>	<b>99,051,196</b>	<b>83,836,630</b>	<b>15,214,566</b>	<b>15,214,566</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
<b>Salaries and Wages</b>	<b>199,584</b>	<b>147,399</b>	<b>52,185</b>	<b>3,207,464</b>	<b>3,163,596</b>	<b>43,868</b>
AA State Classified	104,711	101,578	3,133	2,609,472	2,558,647	50,825
AC State Exempt	19,873	26,522	(6,649)	469,992	478,308	(8,316)
AS Sick Leave Buy-Out	28,000	5,101	22,899	35,000	35,010	(10)
AT Terminal Leave	47,000	14,198	32,802	93,000	91,631	1,369
<b>Employee Benefits</b>	<b>42,273</b>	<b>43,518</b>	<b>(1,245)</b>	<b>993,139</b>	<b>993,011</b>	<b>128</b>
BA Old Age and Survivors Insurance	7,972	8,615	(643)	187,566	188,317	(751)
BB Retirement and Pensions	16,623	16,615	8	390,075	391,952	(1,877)
BC Medical Aid & Industrial Insurance	746	538	208	16,816	12,158	4,658
BD Health, Life & Disability Insurance	14,640	15,616	(976)	344,712	354,386	(9,674)
BE Allowances	0	120	(120)	0	2,000	(2,000)



BH	Hospital Insurance (Medicare)	1,864	2,015	(151)	43,865	44,149	(284)
BK	Paid Family and Medical Leave	428	0	428	10,105	0	10,105
BT	Shared Leave Provided Sick Leave	0	0	0	0	5,819	(5,819)
BU	Shared Leave Provided Per Holiday	0	0	0	0	(0)	0
BV	Shared Leave Provided Annual Leave	0	0	0	0	6,084	(6,084)
BW	Shared Leave Received	0	0	0	0	(11,903)	11,903
BZ	Other Employee Benefits	0	0	0	0	50	(50)
<b>Professional Service Contracts</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>201,625</b>	<b>(201,625)</b>
CA	Management and Organizational Services	0	0	0	0	6,625	(6,625)
CD	Computer/Information Services	0	0	0	0	195,000	(195,000)
<b>Goods and Services</b>		<b>268,155</b>	<b>14,248</b>	<b>253,907</b>	<b>1,343,368</b>	<b>1,147,384</b>	<b>195,984</b>
EA	Supplies and Materials	1,274	5,472	(4,198)	31,148	36,278	(5,130)
EB	Communications/Telecommunications	822	65	757	20,040	14,381	5,659
EC	Utilities	1,359	(1,189)	2,548	32,720	20,951	11,769
ED	Rentals and Leases - Land & Buildings	9,795	7,643	2,152	235,168	176,386	58,782
EE	Repairs, Alterations & Maintenance	0	0	0	6,790	7,722	(932)
EF	Printing and Reproduction	528	(11)	539	12,818	5,936	6,882
EG	Employee Prof Dev & Training	4,969	1,724	3,245	98,203	49,388	48,815
EH	Rental & Leases - Furn & Equipment	200	187	13	6,622	6,069	553
EJ	Subscriptions	2,842	0	2,842	5,800	2,889	2,911
EK	Facilities and Services	6,719	0	6,719	159,634	168,240	(8,606)
EL	Data Processing Services (Interagency)	5,284	0	5,284	144,278	154,788	(10,510)
EM	Attorney General Services	178	513	(335)	4,214	4,352	(138)
EN	Personnel Services	2,529	0	2,529	60,292	83,197	(22,905)
EP	Insurance	93	0	93	4,171	6,798	(2,627)
ER	Other Contractual Services	418	0	418	37,950	39,956	(2,006)

	ES	Vehicle Maintenance & Operating Cst	1,000	0	1,000	9,517	783	8,734
	ET	Audit Services	0	0	0	21,103	19,140	1,963
	EW	Archives & Records Management Svcs	0	0	0	874	873	1
	EY	Software Licenses and Maintenance	230,143	108	230,035	447,802	350,628	97,174
	EZ	Other Goods and Services	2	(265)	267	4,224	(1,370)	5,594
<b>Travel</b>			<b>5,220</b>	<b>7,757</b>	<b>(2,537)</b>	<b>132,000</b>	<b>83,682</b>	<b>48,318</b>
	GA	In-State Subsistence & Lodging	2,100	5,534	(3,434)	60,000	41,318	18,682
	GB	In-State Air Transportation	0	0	0	0	832	(832)
	GC	Private Automobile Mileage	550	2,163	(1,613)	16,000	13,612	2,388
	GD	Other Travel Expenses	300	60	240	6,000	1,298	4,702
	GF	Out-of-State Subsistence & Lodging	0	0	0	12,000	3,100	8,900
	GG	Out-of-State Air Transportation	0	0	0	4,000	2,189	1,811
	GN	Motor Pool Services	2,270	0	2,270	34,000	21,334	12,666
<b>Capital Outlays</b>			<b>67,768</b>	<b>9,739</b>	<b>58,029</b>	<b>133,029</b>	<b>97,925</b>	<b>35,104</b>
	JA	Noncapitalized Assets	53,264	9,739	43,525	104,082	97,817	6,265
	JB	Noncapitalized Software	8,604	0	8,604	17,208	108	17,100
	JC	Furnishings & Equipment	5,900	0	5,900	11,739	0	11,739
<b>Grants, Benefits &amp; Client Services</b>			<b>(8,379,500)</b>	<b>2,003,817</b>	<b>(10,383,317)</b>	<b>93,242,196</b>	<b>78,501,743</b>	<b>14,740,453</b>
	NR	Loan Disbursements	0	0	0	1,012,196	1,012,196	0
	NZ	Other Grants and Benefits	(8,379,500)	2,003,817	(10,383,317)	92,230,000	77,489,547	14,740,453
<b>Interagency Reimbursements</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(352,336)</b>	<b>352,336</b>
	SA	Salaries and Wages	0	0	0	0	(17,560)	17,560
	SC	Professional Service Contracts	0	0	0	0	(165,764)	165,764
	SE	Goods and Services	0	0	0	0	(154,286)	154,286
	SJ	Capital Outlays	0	0	0	0	(14,726)	14,726
<b>Total Dollars</b>			<b>(7,796,500)</b>	<b>2,226,478</b>	<b>(10,022,978)</b>	<b>99,051,196</b>	<b>83,836,630</b>	<b>15,214,566</b>



**County Road Administration Board Agency Summary - BITD by Fund as of June 2021**

**Fund 001- General Fund Summary**

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Goods and Services	0	0	0	0	0
<b>Sum:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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>
Goods and Services	0	0	0	0	0	0
EA Supplies and Materials	0	0	0	0	0	0
<b>Total Dollars</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Fund 102- Rural Arterial Trust Account Summary**

<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	842,270	842,270	826,136	16,134	16,134
Employee Benefits	279,824	279,824	269,025	10,799	10,799
Travel	2,640	2,640	3,794	(1,154)	(1,154)
Capital Outlays	0	0	1,456	(1,456)	(1,456)
Grants, Benefits & Client Services	51,184,000	51,184,000	42,225,993	8,958,007	8,958,007
Goods and Services	12,266	12,266	14,152	(1,886)	(1,886)
<b>Sum:</b>	<u>52,321,000</u>	<u>52,321,000</u>	<u>43,340,555</u>	<u>8,980,445</u>	<u>8,980,445</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>
Salaries and Wages	28,727	32,023	(3,296)	842,270	826,136	16,134
AA State Classified	28,727	32,023	(3,296)	842,270	826,133	16,137
AS Sick Leave Buy-Out	0	0	0	0	1	(1)
AT Terminal Leave	0	0	0	0	3	(3)



<b>Employee Benefits</b>		<b>11,917</b>	<b>10,412</b>	<b>1,505</b>	<b>279,824</b>	<b>269,025</b>	<b>10,799</b>
BA	Old Age and Survivors Insurance	2,248	1,926	322	52,683	50,917	1,766
BB	Retirement and Pensions	4,663	4,153	510	109,285	106,533	2,752
BC	Medical Aid & Industrial Insurance	138	129	9	3,312	3,218	94
BD	Health, Life & Disability Insurance	4,197	3,709	488	98,820	96,379	2,442
BE	Allowances	0	44	(44)	0	731	(731)
BH	Hospital Insurance (Medicare)	526	451	75	12,328	13,436	(1,108)
BK	Paid Family and Medical Leave	145	0	145	3,396	(0)	3,396
BT	Shared Leave Provided Sick Leave	0	0	0	0	2,098	(2,098)
BU	Shared Leave Provided Per Holiday	0	0	0	0	(0)	0
BV	Shared Leave Provided Annual Leave	0	0	0	0	1,666	(1,666)
BW	Shared Leave Received	0	0	0	0	(5,952)	5,952
<b>Goods and Services</b>		<b>248</b>	<b>269</b>	<b>(21)</b>	<b>12,266</b>	<b>14,152</b>	<b>(1,886)</b>
EA	Supplies and Materials	0	109	(109)	572	578	(6)
EB	Communications/Telecommunications	16	(2)	18	400	121	279
EC	Utilities	30	(24)	54	654	406	248
ED	Rentals and Leases - Land & Buildings	196	153	43	4,704	3,528	1,176
EE	Repairs, Alterations & Maintenance	0	0	0	136	56	80
EF	Printing and Reproduction	0	(0)	0	234	119	115
EG	Employee Prof Dev & Training	0	26	(26)	1,550	5,625	(4,075)
EH	Rental & Leases - Furn & Equipment	4	4	0	134	132	2
EJ	Subscriptions	0	0	0	116	12	104
EL	Data Processing Services (Interagency)	0	0	0	0	0	0
ER	Other Contractual Services	0	0	0	1,200	153	1,047
ES	Vehicle Maintenance & Operating Cst	0	0	0	200	8	192
EY	Software Licenses and Maintenance	0	2	(2)	2,318	3,414	(1,096)
EZ	Other Goods and Services	2	0	2	48	0	48
<b>Travel</b>		<b>20</b>	<b>2,096</b>	<b>(2,076)</b>	<b>2,640</b>	<b>3,794</b>	<b>(1,154)</b>



	GA	In-State Subsistence & Lodging	0	1,496	(1,496)	1,200	2,728	(1,528)
	GB	In-State Air Transportation	0	0	0	0	15	(15)
	GC	Private Automobile Mileage	10	573	(563)	320	868	(548)
	GD	Other Travel Expenses	0	27	(27)	120	51	69
	GF	Out-of-State Subsistence & Lodging	0	0	0	240	121	119
	GG	Out-of-State Air Transportation	0	0	0	80	12	68
	GN	Motor Pool Services	10	0	10	680	0	680
<b>Capital Outlays</b>			<b>0</b>	<b>172</b>	<b>(172)</b>	<b>0</b>	<b>1,456</b>	<b>(1,456)</b>
	JA	Noncapitalized Assets	0	172	(172)	0	1,454	(1,454)
	JB	Noncapitalized Software	0	0	0	0	2	(2)
<b>Grants, Benefits &amp; Client Services</b>			<b>(10,259,500)</b>	<b>825,760</b>	<b>(11,085,260)</b>	<b>51,184,000</b>	<b>42,225,993</b>	<b>8,958,007</b>
	NZ	Other Grants and Benefits	(10,259,500)	825,760	(11,085,260)	51,184,000	42,225,993	8,958,007
<b>Total Dollars</b>			<b>(10,218,588)</b>	<b>870,731</b>	<b>(11,089,319)</b>	<b>52,321,000</b>	<b>43,340,555</b>	<b>8,980,445</b>

## Fund 108- Motor Vehicle Account Summary

<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	1,310,633	1,310,633	1,355,539	(44,906)	(44,906)
Employee Benefits	366,900	366,900	406,014	(39,114)	(39,114)
Travel	99,000	99,000	60,931	38,069	38,069
Capital Outlays	115,308	115,308	79,729	35,579	35,579
Grants, Benefits & Client Services	1,456,000	1,456,000	1,456,713	(713)	(713)
Goods and Services	1,103,159	1,103,159	845,812	257,347	257,347
<b>Sum:</b>	<b>4,451,000</b>	<b>4,451,000</b>	<b>4,204,737</b>	<b>246,263</b>	<b>246,263</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Salaries and Wages	125,937	76,076	49,861	1,310,633	1,355,539	(44,906)
AA State Classified	31,064	30,254	810	712,641	771,201	(58,560)



	AC	State Exempt	19,873	26,522	(6,649)	469,992	478,308	(8,316)
	AS	Sick Leave Buy-Out	28,000	5,101	22,899	35,000	30,529	4,471
	AT	Terminal Leave	47,000	14,198	32,802	93,000	75,501	17,499
<b>Employee Benefits</b>			<b>15,619</b>	<b>19,660</b>	<b>(4,041)</b>	<b>366,900</b>	<b>406,014</b>	<b>(39,114)</b>
	BA	Old Age and Survivors Insurance	2,939	4,322	(1,383)	69,504	78,544	(9,040)
	BB	Retirement and Pensions	6,183	7,364	(1,181)	145,168	161,367	(16,199)
	BC	Medical Aid & Industrial Insurance	437	230	208	9,400	4,879	4,521
	BD	Health, Life & Disability Insurance	5,270	6,734	(1,464)	124,092	140,015	(15,923)
	BH	Hospital Insurance (Medicare)	687	1,011	(324)	16,248	16,948	(700)
	BK	Paid Family and Medical Leave	103	0	103	2,488	(0)	2,488
	BT	Shared Leave Provided Sick Leave	0	0	0	0	1,458	(1,458)
	BU	Shared Leave Provided Per Holiday	0	0	0	0	0	0
	BV	Shared Leave Provided Annual Leave	0	0	0	0	2,753	(2,753)
	BZ	Other Employee Benefits	0	0	0	0	50	(50)
<b>Goods and Services</b>			<b>208,940</b>	<b>11,157</b>	<b>197,783</b>	<b>1,103,159</b>	<b>845,812</b>	<b>257,347</b>
	EA	Supplies and Materials	975	4,104	(3,129)	23,400	29,042	(5,642)
	EB	Communications/Telecommunications	621	86	535	15,030	12,871	2,159
	EC	Utilities	1,020	(891)	1,911	24,540	15,871	8,669
	ED	Rentals and Leases - Land & Buildings	7,349	5,732	1,617	176,376	132,289	44,087
	EE	Repairs, Alterations & Maintenance	0	0	0	5,092	7,018	(1,926)
	EF	Printing and Reproduction	404	(8)	412	9,630	4,452	5,178
	EG	Employee Prof Dev & Training	4,969	1,400	3,569	73,969	31,982	41,987
	EH	Rental & Leases - Furn & Equipment	149	140	9	4,966	4,898	68
	EJ	Subscriptions	2,175	0	2,175	4,350	2,741	1,609
	EK	Facilities and Services	6,719	0	6,719	159,634	168,240	(8,606)
	EL	Data Processing Services (Interagency)	5,284	0	5,284	144,278	154,788	(10,510)
	EM	Attorney General Services	178	513	(335)	4,214	4,352	(138)
	EN	Personnel Services	2,529	0	2,529	60,292	83,197	(22,905)



	EP	Insurance	93	0	93	4,171	6,798	(2,627)
	ER	Other Contractual Services	418	0	418	29,850	26,637	3,213
	ES	Vehicle Maintenance & Operating Cst	1,000	0	1,000	7,500	678	6,822
	ET	Audit Services	0	0	0	21,103	19,140	1,963
	EW	Archives & Records Management Svcs	0	0	0	874	873	1
	EY	Software Licenses and Maintenance	175,057	81	174,976	329,990	139,939	190,051
	EZ	Other Goods and Services	0	0	0	3,900	8	3,893
<b>Travel</b>			<b>3,900</b>	<b>3,222</b>	<b>678</b>	<b>99,000</b>	<b>60,931</b>	<b>38,069</b>
	GA	In-State Subsistence & Lodging	1,500	2,322	(822)	45,000	27,812	17,188
	GB	In-State Air Transportation	0	0	0	0	649	(649)
	GC	Private Automobile Mileage	400	896	(496)	12,000	8,903	3,097
	GD	Other Travel Expenses	250	5	246	4,500	633	3,867
	GF	Out-of-State Subsistence & Lodging	0	0	0	9,000	800	8,200
	GG	Out-of-State Air Transportation	0	0	0	3,000	800	2,200
	GN	Motor Pool Services	1,750	0	1,750	25,500	21,334	4,166
<b>Capital Outlays</b>			<b>62,400</b>	<b>7,584</b>	<b>54,816</b>	<b>115,308</b>	<b>79,729</b>	<b>35,579</b>
	JA	Noncapitalized Assets	51,300	7,584	43,716	93,169	79,648	13,521
	JB	Noncapitalized Software	7,500	0	7,500	15,000	81	14,919
	JC	Furnishings & Equipment	3,600	0	3,600	7,139	0	7,139
<b>Grants, Benefits &amp; Client Services</b>			<b>0</b>	<b>350</b>	<b>(350)</b>	<b>1,456,000</b>	<b>1,456,713</b>	<b>(713)</b>
	NZ	Other Grants and Benefits	0	350	(350)	1,456,000	1,456,713	(713)
<b>Total Dollars</b>			<b><u>416,796</u></b>	<b><u>118,049</u></b>	<b><u>298,747</u></b>	<b><u>4,451,000</u></b>	<b><u>4,204,737</u></b>	<b><u>246,263</u></b>

## Fund 186- County Arterial Preservation Acct Summary

<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	1,054,561	981,921	72,640	72,640
Employee Benefits	346,415	346,415	317,972	28,443	28,443



Professional Service Contracts	0	0	201,625	(201,625)	(201,625)
Travel	30,360	30,360	18,958	11,402	11,402
Capital Outlays	17,721	17,721	16,741	980	980
Grants, Benefits & Client Services	39,590,000	39,590,000	33,806,842	5,783,158	5,783,158
Interagency Reimbursements	0	0	(352,336)	352,336	352,336
Goods and Services	227,943	227,943	287,420	(59,477)	(59,477)
<b>Sum:</b>	<b>41,267,000</b>	<b>41,267,000</b>	<b>35,279,142</b>	<b>5,987,858</b>	<b>5,987,858</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
<b>Salaries and Wages</b>	<b>44,920</b>	<b>39,301</b>	<b>5,619</b>	<b>1,054,561</b>	<b>981,921</b>	<b>72,640</b>
AA State Classified	44,920	39,301	5,619	1,054,561	961,313	93,248
AS Sick Leave Buy-Out	0	0	0	0	4,480	(4,480)
AT Terminal Leave	0	0	0	0	16,127	(16,127)
<b>Employee Benefits</b>	<b>14,737</b>	<b>13,447</b>	<b>1,290</b>	<b>346,415</b>	<b>317,972</b>	<b>28,443</b>
BA Old Age and Survivors Insurance	2,785	2,367	418	65,379	58,856	6,523
BB Retirement and Pensions	5,777	5,097	680	135,622	124,051	11,571
BC Medical Aid & Industrial Insurance	171	180	(9)	4,104	4,061	43
BD Health, Life & Disability Insurance	5,173	5,173	0	121,800	117,992	3,808
BE Allowances	0	76	(76)	0	1,269	(1,269)
BH Hospital Insurance (Medicare)	651	554	97	15,289	13,765	1,524
BK Paid Family and Medical Leave	180	0	180	4,221	0	4,221
BT Shared Leave Provided Sick Leave	0	0	0	0	2,263	(2,263)
BU Shared Leave Provided Per Holiday	0	0	0	0	0	0
BV Shared Leave Provided Annual Leave	0	0	0	0	1,666	(1,666)
BW Shared Leave Received	0	0	0	0	(5,952)	5,952
<b>Professional Service Contracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>201,625</b>	<b>(201,625)</b>
CA Management and Organizational Services	0	0	0	0	6,625	(6,625)
CD Computer/Information Services	0	0	0	0	195,000	(195,000)



<b>Goods and Services</b>		<b>58,967</b>	<b>2,823</b>	<b>56,144</b>	<b>227,943</b>	<b>287,420</b>	<b>(59,477)</b>
EA	Supplies and Materials	299	1,259	(960)	7,176	6,659	517
EB	Communications/Telecommunications	185	(19)	204	4,610	1,389	3,221
EC	Utilities	309	(273)	582	7,526	4,674	2,852
ED	Rentals and Leases - Land & Buildings	2,250	1,758	492	54,088	40,569	13,519
EE	Repairs, Alterations & Maintenance	0	0	0	1,562	648	914
EF	Printing and Reproduction	124	(2)	126	2,954	1,365	1,589
EG	Employee Prof Dev & Training	0	299	(299)	22,684	11,782	10,902
EH	Rental & Leases - Furn & Equipment	47	43	4	1,522	1,040	482
EJ	Subscriptions	667	0	667	1,334	136	1,198
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	0	0	1,817	96	1,721
EY	Software Licenses and Maintenance	55,086	25	55,061	115,494	207,275	(91,781)
EZ	Other Goods and Services	0	(265)	265	276	(1,378)	1,654
<b>Travel</b>		<b>1,300</b>	<b>2,439</b>	<b>(1,139)</b>	<b>30,360</b>	<b>18,958</b>	<b>11,402</b>
GA	In-State Subsistence & Lodging	600	1,717	(1,117)	13,800	10,778	3,022
GB	In-State Air Transportation	0	0	0	0	168	(168)
GC	Private Automobile Mileage	140	693	(553)	3,680	3,842	(162)
GD	Other Travel Expenses	50	29	21	1,380	614	766
GF	Out-of-State Subsistence & Lodging	0	0	0	2,760	2,179	581
GG	Out-of-State Air Transportation	0	0	0	920	1,377	(457)
GN	Motor Pool Services	510	0	510	7,820	0	7,820
<b>Capital Outlays</b>		<b>5,368</b>	<b>1,982</b>	<b>3,386</b>	<b>17,721</b>	<b>16,741</b>	<b>980</b>
JA	Noncapitalized Assets	1,964	1,982	(18)	10,913	16,716	(5,803)
JB	Noncapitalized Software	1,104	0	1,104	2,208	25	2,183
JC	Furnishings & Equipment	2,300	0	2,300	4,600	0	4,600
<b>Grants, Benefits &amp; Client Services</b>		<b>1,880,000</b>	<b>1,177,707</b>	<b>702,293</b>	<b>39,590,000</b>	<b>33,806,842</b>	<b>5,783,158</b>

NZ	Other Grants and Benefits	1,880,000	1,177,707	702,293	39,590,000	33,806,842	5,783,158
<b>Interagency Reimbursements</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(352,336)</b>	<b>352,336</b>
SA	Salaries and Wages	0	0	0	0	(17,560)	17,560
SC	Professional Service Contracts	0	0	0	0	(165,764)	165,764
SE	Goods and Services	0	0	0	0	(154,286)	154,286
SJ	Capital Outlays	0	0	0	0	(14,726)	14,726
<b>Total Dollars</b>		<b><u>2,005,292</u></b>	<b><u>1,237,698</u></b>	<b><u>767,594</u></b>	<b><u>41,267,000</u></b>	<b><u>35,279,142</u></b>	<b><u>5,987,858</u></b>

## Fund 23M- County Rd Admin Brd Emergency Loan Acct Summary

<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	1,012,196	1,012,196	1,012,196	0	0
<b>Sum:</b>	<b><u>1,012,196</u></b>	<b><u>1,012,196</u></b>	<b><u>1,012,196</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	0	0	0	1,012,196	1,012,196	0
NR    Loan Disbursements	0	0	0	1,012,196	1,012,196	0
NZ    Other Grants and Benefits	0	0	0	0	0	0
<b>Total Dollars</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>1,012,196</u></b>	<b><u>1,012,196</u></b>	<b><u>0</u></b>



## July 2021 Report

### 1. WSACE 2021-22 WSACE Board of Directors

- Josh Thomson, Okanogan County, President
- Leticia Neal, Pierce County, President Elect
- Scott Yeager, Adams County, Secretary/Treasurer
- Scott Lindblom, Thurston County, Past President
- Doug McCormick, Western Representative
- Tony Garcia, Eastern Representative
- Paul Randall-Grutter, NACE Director-at-Large

### 2. Member Engagement

- WSACE facilitated roundtable discussions on a variety of issues including continued issues regarding operational issues within the ongoing COVID-19 Pandemic
- Information Sharing on L&I Emergency Rule/Wildfire Smoke on the Job
- Clearing house for questions/responses from members

### 3. WSACE Managing Director Recruitment/Selection Process

The Washington State Association of Counties facilitated the recruitment for the WSACE Managing Director. Then WSACE President Scott Lindblom, and President Elect Josh Thomson are fully engaged and involved in the recruitment and selection process. WSAC and WSACE agreement calls for a “consensual hire”. Additionally, several other WSAC, WSACE, and CRAB staff participated throughout the process.

- |                    |   |
|--------------------|---|
| • April 13 – May 9 | Applications Accepted                           |
| • May 10 – May 14  | Application Screening – 32 Applicants           |
| • May 17           | Interview Candidate Selection                   |
| • June 3           | Initial Candidate Interviews – 3 Candidates     |
| • June 30          | 2 <sup>nd</sup> Round Interviews – 2 Candidates |
| •                  | Reference Checks                                |
| • July 29          | New WSACE Managing Director Announcement        |
| • August 30        | New WSACE Managing Director Starts              |



#### 4. WSACE Annual Conference

WSACE Annual Conference was held in Chelan County, Campbell's Resort, in conjunction with a professional development day with speaker David Rabiner (<https://rabiner.com/>) Over 60 attendees participated in the conference and professional development activities.

Evaluations of the event are positive. Other sessions included:

- WSACE Board of Directors
- WSACE Membership Business Meeting
- Partner Agency Reports/Presentations
- GIS-Mo, County Road Data, Story Maps Update
- Catastrophic Planning
- Design Documentation Process
- Call for Projects

#### 5. Study Funding

WSAC received \$1,000,023 in funding in the 2021-2023 transportation budget for transportation studies. Each biennium, counties receive a small portion of state fuel tax to support studies. WSAC works with WSACE to determine the studies to conduct. For 2021-2023, the study money allocation is as follows:

- \$400,000 County Road Administration Board
  1. Acquire Software/Services for Data Dashboard
  2. Acquire Software/Services to Replace and Enhance RAP/CARS Process, Data Information, Ease of Access, Transparency
- \$350,000 Washington Department of Fish and Wildlife
  1. Culvert Inventory
  2. Case Area Counties Focus; Snohomish, Lewis. Douglas County
- \$100,000 Right of Way Franchise Study
- \$100,000 WSACE/WSAC Indirect/Staffing Costs
- \$73,000 Contingency

#### 6. Legislative and Policy

- COVID-19 Operations
- ARPA Funding
- L&I Emergency Rule/Wildfire Smoke on the Job
- Special Session/Transportation Funding
- Secure Rural Schools Federal Funding



July 29, 2021

TO: WSAC Members, WSACE Members, Staff and Interested Parties

FROM: Eric Johnson, Executive Director  
Washington State Association of Counties (WSAC)

Josh Thomson, President  
Washington State Association of County Engineers (WSACE)

SUBJ: ANNOUNCEMENT: Axel Swanson Appointed Managing Director for Washington State Association of County Engineers

We are pleased to announce the appointment of Axel Swanson as Managing Director for Washington State Association of County Engineers (WSACE). Axel will start his new role August 30, 2021.

Mr. Swanson brings to WSAC and WSACE a unique blend of experience in policy development, county administration, and serving a membership organization. In Axel's role with WSACE, he will have responsibilities in four core areas:

- Advocacy and Policy Development
- Member Communication and Partnership Development
- Coordination of Professional Development and Training
- Association Management, Budget, and Operations

Axel brings relevant education and professional experiences to his new role including:

- Gonzaga University, Bachelor of Arts, Political Science
- Vermont Law School, Juris Doctor and Master of Studies in Environmental Law
- United States Marine Corps Reserve
- Cowlitz County Commissioner
- Senior Policy Analyst, Clark County
- Research Director, Washington State Association of Counties
- Chief of Staff, Cowlitz County

Axel replaces Ms. Jane Wall, who became the Executive Director of the County Road Administration Board in June.

Please join us in welcoming Axel to his new role with WSAC and WSACE. If you have any questions, please do not hesitate to contact us.

**Josh Thomson, P.E., President, Washington**  
Director / County Engineer  
Okanogan County Dept. of Public Works  
509-422-7317  
[jthomson@co.okanogan.wa.us](mailto:jthomson@co.okanogan.wa.us)

Eric Johnson, Executive Director  
Washington State Association of Counties  
206 10th Ave SE | Olympia, WA 98501-1311  
O. 360.753.1886 D. 360.489.3013 C. 360.481.2241

# ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

*Prepared by Derek Pohle, PE*

CRABoard Meeting – July 29-30, 2021

Reporting Period: May 2021 - July 2021

## **COUNTY VISITS**

Pacific County, New County Engineer visit

Kittitas County, New County Engineer visit

## **COUNTY CONTACTS/CONSULTING**

Total Contacts: 37

Number of:    Counties: 17    Other Agencies: 7    Public: 3

## **COUNTY AUDITS – For Fiscal Year 2020**

One new audit issue, with compliance components initiating consultative contacts, involving the road fund or road departments, has been reviewed in the last quarter. Benton County.

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







Updated CE and BOCC training content for 2021/2022.

CE training scheduled for September, December, February, and May.

## **COUNTY ENGINEER DESK REFERENCE**

Desk Reference 2021 - Update released in May.

## **OTHER ACTIVITIES OF THE EASS**

-  DNR PLSO meeting regarding ROW/property corner monumentation
-  County Engineer of the Year deliberation
-  RAP meetings: SE, NE, SW, PS, NW
-  WSACE County Leaders Conference - Campbell's Resort, Chelan
-  SAO Local Government Accounting Committee meeting
-  Working with Steve Johnson, Mike Clark and Drew Woods on proposed WAC updates

# COMPLIANCE MANAGER'S REPORT

*Prepared by Derek Pohle, PE*

CRABoard Meeting – July 29-30, 2021

Reporting Period: May 2021 - July 2021

## COMPLIANCE

### 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
Clark	July 20, 2021	January 20, 2022	-	CE terminated, Actively recruiting Interim Rob Klug
Asotin	July 1, 2021	January 1, 2022	-	Actively recruiting Interim Ted Sharp
Lincoln	October 1, 2020	April 1, 2021	-	Actively recruiting Interim Walt Olsen

### County Audit Reviews

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	7	0	0	No	No
<i>Accountability</i>	3	1	2 Benton	Yes Benton	Yes
<i>Fraud</i>	0	0	0	No	No
<i>Performance</i>	0	0	0	No	No

One management letter for County Road/ER&R was regarding an abandoned gravel stockpile. CRAB staff has initiated consultation, no resolution at this time.

**May 1, 2021 required submittals: Road Log Update**







All of the 39 counties submitted the required forms and documentation by the May 1 deadline, to initiate the transition to GisMo.

**CERTIFICATION**

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.

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

**OTHER ACTIVITIES OF THE COMPLIANCE MANAGER**

-  DNR PLSO meeting regarding ROW/property corner monumentation
-  County Engineer of the Year Award deliberation
-  RAP meetings: SE, NE, SW, PS, NW
-  WSACE County Leaders Conference - Campbell's Resort, Chelan
-  SAO Local Government Accounting Committee meeting
-  Working with Steve Johnson, Mike Clark and Drew Woods on proposed WAC updates



# July 2021 CRABoard Meeting Information Services Update

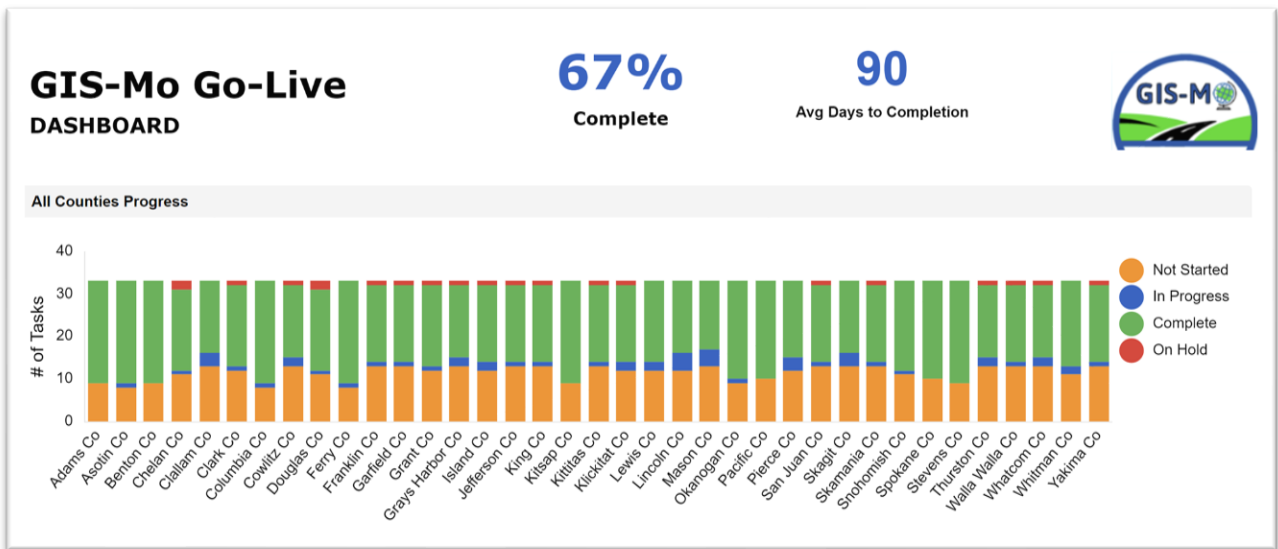
## Ongoing Projects Summary



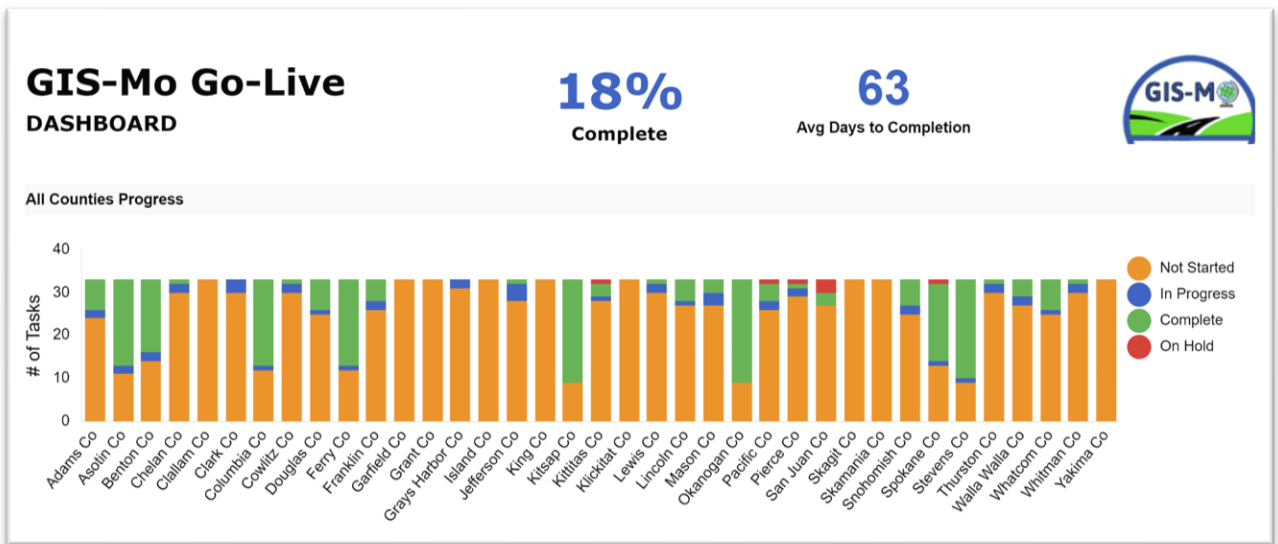
The GIS-Mo project has been officially extended through October 30, 2021. This decision was made to give CRAB staff additional time to finalize audit trail work flow and configuration. This also provides CRAB staff time to tailor configurations and train counties to finish transitioning from Mobility© to GIS-Mo. The following graphics depict the progress this last quarter, between

April and July 2021.

STATUS JULY 27, 2021



STATUS APRIL 27, 2021





## County Road Administration Board is officially in the Cloud!

Starting in March 2021, CRAB began to upgrade its Microsoft Office 2016 software to cloud based Office 365, now called Microsoft 365. We hopped on board the WaTech train and took advantage of the combined enterprise environment and discount price to offer a superior service at a lower cost. This move gave us

access to Sharepoint Online for file sharing, Exchange Online for email, and other tools like PowerBI which all work in concert with Windows 10. In addition to the software suite of M365, this move also allowed us to drop our phone system, and switch to Microsoft Teams Telephony, allowing for any CRAB staff to take their office with them anywhere. This project was completed on time on June 28.



## Washington State Learning Center

**Deployed!** The Washington State Learning Center is the state's online training system for state employees and other learners across the state. The Learning Center has replaced the previous Learning Management System (LMS) with better functionality and performance. The new platform is easier to maintain and can be

used by all state agencies and organizations. CRAB employees now have access to the new system and have already begun meeting their training requirements.

## Additional Activities

1. Completed annual asset inventory
2. Completed workstation deployment
3. Cameron Cole presented at the WSACE Conference in Chelan on Story Maps
4. County Interactions
  - a. Spokane County configuration
  - b. Clark County and various other county integrations
  - c. Whatcom County and various other counties creating/training new workflows
5. Department of Military interactions for Emergency Planning and Route Priority mapping for the state
6. Spoke with Recreational Conservation Office with ESRI reps about our project and how trails across the state might adopt a similar statewide editing platform for stake holders through Roads and Highways and ESRI Enterprise services
7. Story Map project, had meetings with 2 companies and staff to plan the scope for RFP
8. CARS/RAP Online replacement project planning has begun.

## Additional Information Services Activities Update

### **a. Administrative**

- i. IT Staff Professional Development
  - Angela Rice
    - 1. Network+ Recertification
    - 2. Advanced eDiscovery
  - Microsoft Enterprise Skills Initiative
  - Donna underway with B.S. in Computer Science

### **b. System Security Update**

- i. Periodic IT Security Assessment preparation underway
- ii. Cybersecurity
  - Continuous monitoring of advanced threat protection tools
  - Evaluated threat exposure
  - Underway with remediation
- iii. Windows critical updates performed
- iv. Full server Anti-Virus sweeps

### **c. Budget**

- i. Developing budget allotments for 21-23.

## Strategic Plan & Performance Measures

**4A1** Service requests resolved in developing uniform and efficient transportation-related information technology resources.

January 1, 2021 to June 31, 2021: **88.8%** (206 submitted, 183 resolved)

**4A2** Percent of Agency systems up-time during operational hours (6AM – 6PM, M-F).

January 1, 2021 to June 31, 2021: **99.999927% uptime**

# Design Systems and UAS Programs

## 1. Design Systems

### ➤ Training Program

- No in-person learning was delivered last quarter. CRAB did however schedule an in-person training session at our training facility in Olympia. This class was successfully presented on July 20 - 22, 2021.

### ➤ Software Support

- Design Systems provided minimal assistance to county design staff through CRAB-NET support ticketing during the quarter. With the implementation of CRAB's Pinnacle LMS system, support tickets have dramatically decreased. This quarters LMS performance numbers indicate that users are accessing significantly more information through the platform. Design Systems has recently begun logging all Pinnacle support requests into CRAB-NET as well. This will help CRAB gauge the time spent in support of the LMS platform.

### ➤ Pinnacle Series LMS

- CRAB is in the process of adding help documents and videos in support of Sincpac tools for Civil 3D.
- CRAB has held two LMS scheduled events that attracted 35 and 45 users per event respectively. Each event has increased average use of the platform following the events.
- 2021 Second Quarter performance
  - The platform has 815 registered users and has had 163 unique active logins during the period.
  - Users have accessed 834 individual assets and 320 learning path courses.
  - Of the assets accessed, 206 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac.
- Using imputed averages for assets and courses, CRAB provided approximately 230 person-hours of training.

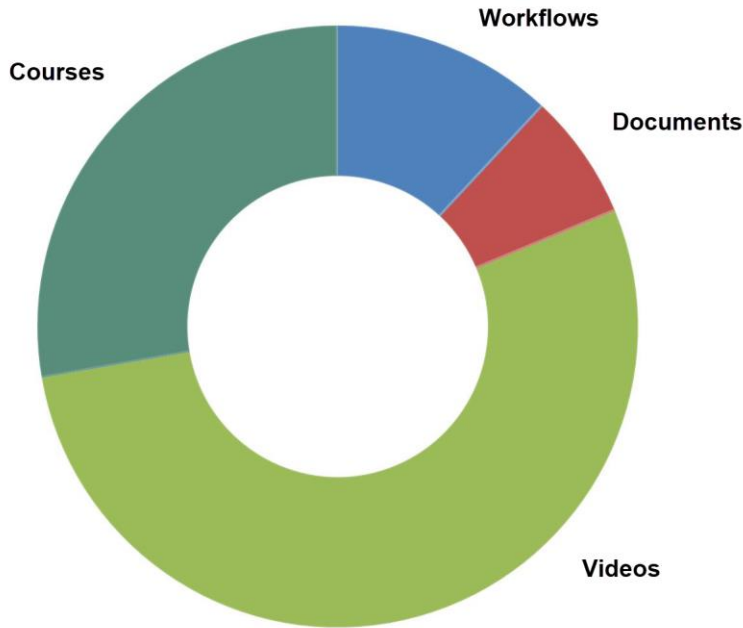


## Resource Access/Use

Content items and features access/used by Resource during the period.

**Period:** 4/1/2021 - 6/30/2021

**Report Date/Time:** 7/7/2021 10:50:26 AM



Summary		
Workflows:	138	(11.96%)
Documents:	78	(6.76%)
Videos:	618	(53.55%)
Courses:	320	(27.73%)
<b>Total:</b>	1154	

Summary	
<b>Current Registered Users:</b>	815

Summary	
<b>Total Unique Active Users:</b>	163

- In comparison to the first quarter, user logins have been consistent with a 0.5% variance. An interesting trend occurred this quarter with a 70% increase of content consumed by an equal number of user logins. This trend may indicate that the users logging in are consuming more content which could indicate they find added value in the content. CRAB will continue to monitor use daily. The number of average users per day has increased over the quarter to 12 per day, compared to the previous quarter average of 9 users per day. This increase follows the trend of increased content use by the same number of users compared to last quarter.

## 2. UAS Program

There was no activity involving the UAS Program this quarter.