

CRABoard Meeting  
October 28, 2021  
Olympia, Washington



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



## AGENDA

County Road Administration Board  
 Thursday, October 28, 2021  
 CRAB Office & Via Zoom (hybrid)  
 9:00 am – 4:00 pm

**Thursday 9:00am**

- 1. Call to Order**
  - 2. Chair's Report – Commissioner Coffman**
    - A. Commissioner Stamper Recognition Info
    - B. Approve October 28, 2021 Agenda Action Enclosure
    - C. Approve Minutes of July 29-30, 2021 CRABoard Meeting Action Enclosure
    - D. Set 2022 Meeting Schedule Action Enclosure
    - E. Staff Introductions (Jane Wall to introduce Tommy Weed) Info
  - 3. Rural Arterial Program – Steve Johnson, P.E.**
    - A. Program Status Report Info Enclosure
      - i. Completed Projects Info Enclosure
    - B. Resolution 2021-010 – Apportion RATA Funds to Regions Action Enclosure
    - C. Board Action – Adams County Request Advance Construction Funds Action Enclosure
    - D. Consider a Call For Projects 2023-25 Biennium Action Enclosure
  - 4. Washington State Representative Jake Fey** Info
  - 5. WSACE Managing Director's Report – Axel Swanson** Info
- Lunch Break (12:30 – 1:00pm)**
- 6. Executive Director's Report – Jane Wall**
    - A. Approve Annual Certification Form Action Enclosure
    - B. Staffing Info
    - C. Strategic Plan Update Info Enclosure
    - D. Director's Activities Info
  - 7. Proposed WAC Changes:**
    - A. Public Hearing (2:00pm)**
      - i. CR-102 - Amending WAC 136-12; 136-14; 136-15; 136-50 Action Enclosure
      - ii. CR-102 - Amending WAC 136-130; 136-161; 136-163; 136-165; 136-167; 136-170
    - B. Review Proposed New or Amended WAC** Action Enclosure
      - i. WAC 136-150-021 - Due Date of County Road Levy Certification
      - ii. New Chapter WAC 136-600 - Equipment Rental & Revolving Fund
      - iii. Set public hearing
  - 8. Deputy Director's Report – Drew Woods, P.E.**
    - A. 2021-2023 Current Budget Status Info Enclosure
    - B. 2021-2023 Supplemental Budget Request Info Enclosure
    - C. County Engineers/PWD Status Info Enclosure
    - D. Deputy Director's Activities Info Enclosure

**9. Staff Reports**

- A. Engineering & Administrative Support – Derek Pohle, P.E.
- B. Compliance Report – Derek Pohle, P.E.
- C. Information Services – Tommy Weed
- D. Design & UAS Systems / LMS Report – Brian Bailey

Info  
Info  
Info  
Info

Enclosure  
Enclosure  
Enclosure  
Enclosure

**10. Possible Executive Session**

**ADJOURN**

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

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

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

**Members Present:** Rob Coffman, Lincoln County Commissioner, Chair  
Lisa Janicki, Skagit County Commissioner, Vice-Chair  
Mark Storey, PE, Whitman County Engineer, Second Vice-Chair  
Al French, Spokane County Commissioner  
Kathy Lambert, King County Council Member  
Doug McCormick, PE, Snohomish County Engineer  
\*Grant Morgan, PE, Garfield County Engineer – via Zoom  
Gary Stamper, Lewis County Commissioner

**Member Absent:** Brad Peck, Franklin County Commissioner

**Staff Present:** Jane Wall, Executive Director  
Drew Woods, PE, Deputy Director  
Eric Hagenlock, Info Services Division Manager – via Zoom 7/29  
Jason Bergquist, Executive Assistant  
Rhonda Mayner, Secretary  
Mike Clark, Road System Inventory Manager  
Steve Johnson, PE, Grant Programs Manager  
Derek Pohle, PE, Engineering & Administrative Support Manager  
\*\*Scott Campbell, Systems Manager  
\*\*Brian Bailey, Design Systems & UAS Program Manager

**Guests:** \*Melissa Mohr, Kitsap County – via Zoom  
\*Cindy – via Zoom

\*Present July 29, 2021 only

\*\*Present July 30, 2021 only

**CALL TO ORDER**

Vice-Chair Coffman called the County Road Administration Board meeting to order at 1:00 pm.

**VICE-CHAIR’S REPORT**

**Board Appointments**

Vice-Chair Coffman noted that Commissioner Janicki and Council Member Lambert were re-appointed to additional terms, and Mr. McCormick was appointed to a new term. All will serve three year terms expiring in June 2024.

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

Vice-Chair Coffman noted that there was no need for an Executive Session. Commissioner French moved and Second Vice-Chair Janicki seconded to approve the agenda as amended. **Motion passed unanimously.**

**Approve Minutes of April 29-30 2021 CRABoard Meeting**

Mr. Storey moved and Commissioner French seconded to approve the minutes of the April 29-30, 2021 CRABoard meeting. **Motion passed unanimously.**

**Election of Chair, Vice-Chair and Second Vice-Chair**

Vice-Chair Coffman opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair.

Mr. Storey moved and Commissioner French seconded to nominate Vice-Chair Coffman as Chair.

Mr. Storey moved and Commissioner French seconded to nominate Second Vice-Chair Janicki as Vice-Chair.

Second Vice-Chair Janicki moved and Commissioner French seconded to nominate Mr. Storey as Second Vice-Chair.

Vice-Chair Coffman closed nominations.

Commissioner French moved and Mr. McCormick seconded to approve the slate of officers as nominated. **Motion passed unanimously.**

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Wall reported on her first two months at CRAB. She noted that she has been meeting individually with staff and Board members, and will continue to do so in the near future.

She announced that Ms. Mayner and Mr. Hagenlock will both be leaving CRAB at the end of September. She thanked them for their years of service and contributions to the agency and the counties.

She reported on her discussions with Representative Ramos regarding potential future transportation packages.

Ms. Wall asked that the Board give input on topics and speakers for future meetings.

She reported that she would like to work with the Board on a strategic planning process regarding future revenues. Second Vice-Chair Storey suggested beginning in October.

**CERTIFICATIONS**

**Resolution 2021-005 Certifying the 2020 Master County Road Log**

Mr. Clark presented Resolution 2021-005 - Certifying the 2020 Master County Road Log, to reflect the county road system as of January 1, 2021. He reported that all 39 counties are compliant with the requirements, and staff recommends approval of the road log.

He noted a .436 mile net gain in statewide centerline miles from last year.

Following discussion and questions, Commissioner French moved and Council Member Lambert seconded to approve Resolution 2021-005 - Certifying the 2020 Master County Road Log. **Motion passed unanimously.**

**Resolution 2021-006 Regarding Roadway Categories and Unit Costs for the 2022 and 2023 County Fuel Tax Distribution**

Mr. Clark presented Resolution 2021-006 - Regarding Roadway Categories and Unit Costs for the 2022 and 2023 County Fuel Tax Distribution, which certifies the factors used in the computation of the fuel tax allocation to the individual counties. Staff recommends approval of the resolution.

Following discussion and questions, Commissioner French moved and Second Vice-Chair Storey seconded to approve Resolution 2021-006 - Regarding Roadway Categories and Unit Costs for the 2022 and 2023 County Fuel Tax Distribution. **Motion passed unanimously.**

**RURAL ARTERIAL PROGRAM**

**Program Status Report**

Mr. Johnson reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,109 of 1,236 projects have been completed to date. Anticipated revenue at the end of the 2019-2021 biennium is \$644,127,088. RAP expenditures to date total \$629,100,988. RAP obligations remaining are \$140,392,357.

He presented photographs of recently completed RAP projects in Island, Lewis, and Jefferson Counties.

**Regional Meetings Update**

Mr. Johnson reported on the meetings held in June in all five regions. He noted that Sonia Lowry with WSDOT Bridge Office attended most meetings, providing information relating to the recent call for bridge projects and upcoming training opportunities.

Brian Bailey presented and demonstrated the Pinnacle Learning Management System (LMS) at the meetings.

Mr. Johnson noted that 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 the agency to purchase and provide additional licenses for \$203 each, and then invoice the county for that cost, which is CAPA eligible.

Funding and project status for the RAP program was discussed, and all active RAP projects with a high-level (construction-centric) project status overview were reviewed.

Counties were given a reminder to keep the Reimbursement Schedules updated for all projects. They were informed that CRAB will be replacing the RAP Online program, but

this process will take some time. Staff expects to use the existing RAP Online program through this biennium.

Several changes to existing project evaluation processes were discussed. The Northeast and Southeast regions are considering additional coring data that may be worth scoring for 3R BST roads. The Northwest region is considering allowing bridge projects to compete, and the Southwest region is considering allowing intersection projects to compete. Final decisions will be made in the fall RAP meetings.

Mr. Johnson reported that the Emergency Loan Program has received 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. Mr. Pohle 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 Request Actions Taken by Staff**

Mr. Johnson reported that Whitman County requested a scope change for their Almota Road (Phase 3) project to adjust the project ending mile post. The adjacent Almota Road 4 project, which is currently in construction, was previously adjusted due to the location of a vertical curve which 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.

CRAB's Executive Director forwarded a letter with a contract amendment, which has been signed and executed.

Mr. Johnson reported that Chelan County requested a scope change for their Goodwin Road project. This project includes improvements to Goodwin Road, Sunset Highway, and Evergreen Road. The request is to adjust 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 gap between these projects on Sunset Highway. The change requested will eliminate the gap without increasing the overall project cost.

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

CRAB's Executive Director forwarded a letter with a contract amendment, which has been signed and executed.

Mr. Johnson provided updates on previous CRABoard actions:

- **Columbia County – Lower Hogeys (0713-02) construction lapse extension**  
Completed geotechnical work and 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 application assistance 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 was the start of the in-water work window, so those repairs can now continue. The county is still processing FEMA paperwork. As of check-in date, the 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. The county is beginning the FEMA process for additional reimbursements.

#### **Resolution 2021-007 Apportion RATA Funds to Regions**

Mr. Johnson presented Resolution 2021-007 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$4,238,757 now credited to RATA for April, May and June 2021 to the regions by the established 2019-2021 biennium regional percentages after setting aside \$131,912 for administration. Staff recommends approval of the resolution.

Council Member Lambert moved and Vice-Chair Janicki seconded to approve Resolution 2021-007 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

#### **Resolution 2021-008 To Establish Regional Percentages for the Apportioning of RATA Funds During the 2021-2023 Biennium**

Mr. Johnson presented Resolution 2021-008 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2021-2023 Biennium, which establishes the apportionment percentages for the five regions.

Following questions and discussion, Second Vice-Chair Storey moved and Mr. McCormick seconded to approve Resolution 2021-008 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2021-2023 Biennium. **Motion passed unanimously.**



### **Resolution 2021-009 – Amending Resolution 2021-001**

Mr. Johnson presented Resolution 2021-009 – Amending Resolution 2021-001. He noted that the original resolution was adopted by the CRABoard on January 28, 2021 but shows an incorrect adoption date of October 29, 2020. Resolution 2021-001 will be rescinded and replaced with Resolution 2021-009.

Following questions and discussion, Mr. McCormick moved and Commissioner Stamper seconded to approve Resolution 2021-009 – Amending Resolution 2021-001. **Motion passed unanimously.**

### **COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM (CFCIP)**

Mr. Johnson presented the Project Call Consideration for the CFCIP. He noted that the CFCIP has 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.

Mr. Johnson presented supporting information for staff's recommendation that the CRABoard issue a call for CFCIP projects, with applications to be submitted no later than December 31, 2021.

Following questions and discussion, Vice-Chair Janicki moved and Second Vice-Chair Storey seconded to issue a call for County Ferry Capital Improvement Program projects, with applications to be submitted no later than December 31, 2021. **Motion passed unanimously.**

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

### **WAC REVISIONS**

Mr. Pohle, Mr. Johnson and Mr. Clark presented proposed revisions to 12 existing WACs. Many of the revisions are housekeeping changes, and updates to reflect current practices. As these are mostly minor changes to existing WACs, staff recommends setting a Public Hearing on these 12 WACs at the October 2021 CRABoard Meeting.

Following questions and discussion, Commissioner French moved and Council Member Lambert seconded to schedule a Public Hearing on Thursday, October 28 at 2:00 pm on WACs 136-12, 136-14, 136-15, 136-50, 136-60, 136-130, 136-161, 136-163, 136-165, 136-167, and 136-170. **Motion passed unanimously.**

### **PROPOSED NEW WAC**

Mr. Woods presented staff's proposal of new WAC 136-600 Equipment Rental and Revolving Fund. Staff recommends initiating the CR-101 filing process with the Office of the Code Reviser. Any public comments on the WAC would be presented to the Board at the October 2021 CRABoard Meeting. The Board could then set a Public Hearing on

WAC 136-600 at the January 2022 CRABoard Meeting if they wish to move forward.

Following questions and discussion, Commissioner French moved and Mr. McCormick seconded to direct staff to file a CR-101 on WAC 136-600 Equipment Rental and Revolving Fund, and to present any comments on the WAC at the October 2021 CRABoard Meeting. **Motion passed unanimously.**

#### **DEPUTY DIRECTOR'S REPORT**

Mr. Woods reported that no new county engineers have been appointed since April. He noted that all county contacts were by telephone, email and virtual meetings.

Mr. Woods reviewed a list of his activities since the April 2021 CRABoard meeting.

Mr. Woods presented reports for all budget activity for the biennium ending June 30, 2021. He noted that the agency was under budget in several areas, and those savings will be returned to the counties through RATA or CAPA.

**Chair Coffman recessed the meeting at 4:19 pm. The meeting was scheduled to reconvene at 8:30 am on Friday, July 30, 2021.**

**Friday, July 30, 2021**

**CALL TO ORDER**

Chair Coffman reconvened the meeting at 8:30 am.

**WSACE UPDATE**

Mr. Woods noted that WSAC Director Eric Johnson submitted a written report of the association's recent activity. Of particular note is the hiring of Axel Swanson as the WSACE Managing Director, filling the position vacated by Ms. Wall when she came to CRAB. Mr. Swanson will begin his duties on August 30.

**ENGINEERING AND ADMINISTRATIVE SUPPORT MANAGER'S REPORT**

Mr. Pohle noted onsite visits to Pacific and Kittitas Counties to meet with their new County Engineers, and contacts with 17 counties, seven with other agencies and three with the public since the April CRABoard meeting.

He noted that one new audit issue, with compliance components initiating consultative contacts, involving the road fund or road departments, has been reviewed in the last quarter for Benton County. One management letter for County Road/ER&R was regarding an abandoned gravel stockpile. CRAB staff has initiated consultation, and there is no resolution at this time.

Mr. Pohle noted that he has updated the County Engineers' and Legislative Authority training content for upcoming classes. County Engineers' training is scheduled for September, December, February, and May.

He has updated the County Engineer Desk Reference, and posted it to the CRAB website in May.

Mr. Pohle reported on his other activities since the April CRABoard meeting.

**COMPLIANCE AND DATA ANALYSIS MANAGER'S REPORT**

Mr. Pohle noted that the Clark County Engineer was recently terminated. Rob Klug, PE, is serving as the Interim County Engineer. Asotin and Lincoln Counties continue to actively recruit for a County Engineer and have Interim County Engineers in place.

He reported that all 39 counties submitted the required Road Log Update forms and documentation by the May 1 deadline, to initiate the transition from Mobility to GIS-Mo.

Mr. Pohle reported on his other activities since the April CRABoard meeting.

**INFORMATION SERVICES DIVISION MANAGER'S REPORT**

Mr. Hagenlock reported that 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, and to tailor configurations and train counties to finish transitioning from Mobility to GIS-Mo.

He noted that in March 2021, CRAB began to upgrade its Microsoft Office 2016

software to cloud based Office 365, now called Microsoft 365. Staff took advantage of the combined enterprise environment and discount price from WaTech. This upgrade includes access to Sharepoint Online for file sharing, Exchange Online for email, and other tools like PowerBI, which all work in concert with Windows 10. This move also allowed staff to remove the landline phone system and switch to Microsoft Teams Telephony, allowing for CRAB staff to answer their phones from anywhere. This project was completed on time on June 28.

Mr. Hagenlock reported that the Washington State Learning Center has replaced the previous Learning Management System (LMS) as the state's online training system for state employees and other learners across the state. The new platform offers better functionality and performance, is easier to maintain and can be used by all state agencies and organizations. CRAB employees have access to the new system and have begun meeting their training requirements.

He noted that staff has also completed annual asset inventory and new workstation deployment, Cameron Cole presented at the WSACE Conference in Chelan on Story Maps, and staff has worked with Spokane County on their configuration, Clark County and various other county integrations, and Whatcom County and various other counties creating and training on new workflows. They have also worked with the Department of Military Interactions for Emergency Planning and Route Priority mapping for the state.

Staff also met with the Recreational Conservation Office and ESRI reps about the GIS-Mo 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. They have begun a Story Map project, and had meetings with two companies and staff to plan the scope for Request For Proposal. The CARS/RAP Online replacement project planning has begun.

Mr. Hagenlock noted that Angela Rice has completed her Network+ Recertification, Advanced eDiscovery and Microsoft Enterprise Skills Initiative. Donna Quach continues to work toward a B.S. in Computer Science.

Staff continues to update the agency's system security. A periodic IT Security Assessment preparation is underway, there is continuous monitoring of advanced threat protection tools, and staff has evaluated the agency's threat exposure. Windows critical updates have been performed along with full server anti-virus sweeps.

Mr. Hagenlock reported that staff is developing budget allotments for the 2021-2023 biennium. He also noted that for service requests resolved in developing uniform and efficient transportation-related information technology resources, from January 1 to June 31 206 requests were submitted and 183 were resolved. During the same period, CRAB systems up-time percentage during operational hours of 6:00 am to 6:00 pm Monday through Friday was 99.9999927%.

He introduced Mr. Campbell, who gave a brief presentation on information systems security.

## **DESIGN SYSTEMS AND UAV PROGRAM REPORT**

Mr. Bailey noted that no in-person learning was delivered last quarter. He did conduct an AutoCAD Civil 3D class in the CRAB Training Room on July 20-22, 2021, with seven participants.

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 quarter's LMS performance numbers indicate that users are accessing significantly more information through the platform. Design Systems has begun logging all Pinnacle support requests into CRAB-NET as well, which will help staff gauge the time spent in support of the LMS platform.

Mr. Bailey reported that in the Pinnacle Series LMS, CRAB staff 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 respectively. Each showed increased average use of the platform following the events. In the 2021 second quarter, the platform had 815 registered users and 163 unique active logins during the period. Those 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.

He noted that using imputed averages for assets and courses, CRAB provided approximately 230 person-hours of training. 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, which may indicate that the users logging in are consuming more content and that they find added value in the content. Staff 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 nine users per day. This follows the trend of increased content use by the same number of users compared to the previous quarter.

Mr. Bailey reported that there was no activity involving the UAS Program last quarter.

The Board informally discussed several topics related to county roads. No action was taken as a result of any discussion.

**Chair Coffman adjourned the CRABoard meeting at 9:41 am.**

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Chair

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Attest

# 2022 CRABoard Meeting Schedule

(proposed)

January 27-28, 2022 CRAB Office, Olympia

April 21-22, 2022 CRAB Office, Olympia

July 28-29, 2022 CRAB Office, Olympia

October 27-28, 2022 CRAB Office, Olympia

January 14 – FMSIB

\*\*January 18-19 – Transportation Commission (WSTC)

January 28 – WSAC LSC Zoom Meeting (11am – 1pm)

January 27-28 – TIB Mtg (Olympia)

\*\*April 19-20 – Transportation Commission (WSTC)

April 24-27 – NACE Annual Conference, Buffalo, New York

July TBD – Lakefair (no dates posted, 2021 was cancelled)

\*\*July 19-20 – Transportation Commission (WSTC)

July 21-24 – NACO Annual Conference, Aurora, Colorado

\*\*October 18-19 – Transportation Commission (WSTC)

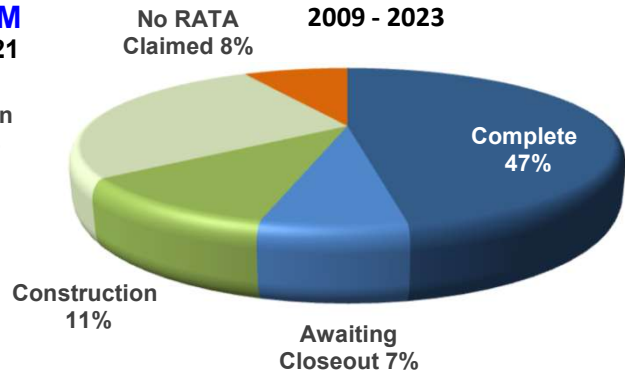
\*\*Best guess based on prior years' scheduling

*All meetings are scheduled to begin at 1:00 pm the first day  
and to reconvene at 8:30 am the second day*

**RURAL ARTERIAL PROGRAM**  
October 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	42	18	11	1		1113
Awaiting Closeout		1		4	1	8	2		16
Some RATA paid	1	1		4	22	22	34	6	90
No RATA Paid						1	6	12	19
<b>TOTAL</b>	1003	39	2	50	41	42	43	18	1238

**FUND STATUS:**

**Anticipated Revenue to end of '21 - '23 Biennium:**

Fuel tax receipts and interest through June, 2021	644,127,088
Estimated fuel tax, int, Elect Vehicle overages and MVA Transfers July '21 thru June '23	48,497,800
<b>Total estimated revenue</b>	<b>692,624,888</b>

**RAP Expenditures to date:**

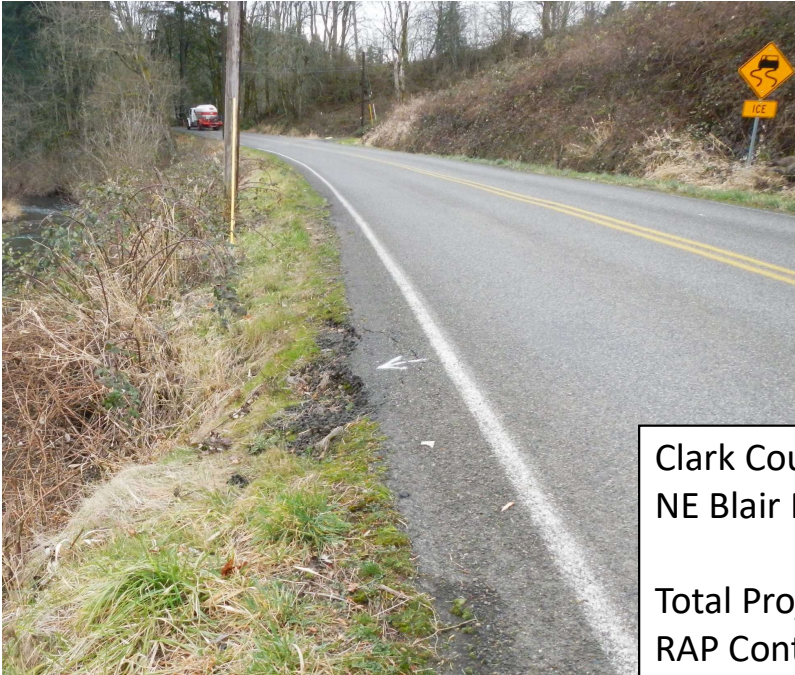
To Completed Projects	579,085,538
To Projects in Design or Under Construction	37,058,651
Administration	13,129,145
<b>Total RATA spent</b>	<b>629,273,333</b>

**RAP Obligations:**

RATA Balance on Active Projects	114,624,901
RATA \$ yet to allocate to Partially funded projects -	17,295,949
Requests for reimbursement - pending	2,883,916
Estimated remaining administration through 2021- 2023 biennium	1,049,172
<b>Total RATA obligated</b>	<b>135,853,938</b>

**QTR 3 - 2021 RATA ACTIVITY:**

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
July	\$16,306,806.51	\$2,232,848.90	\$6,763.66	(144,644.27)	12	(45,472.72)	\$18,356,302.08
August	\$18,356,302.08	\$1,693,628.50	\$6,473.27	(275,682.04)	19	(39,355.52)	\$19,741,366.29
September	\$19,741,366.29	\$2,795,639.77	\$5,906.55	(3,386,155.79)	39	(47,491.87)	\$19,109,264.95
<b>TOTALS:</b>		\$6,722,117.17	\$19,143.48	(3,806,482.10)	70	(132,320.11)	



Clark County  
NE Blair Road 2R -0613-01

Total Project Cost: \$3,254,000  
RAP Contribution: \$ 471,900  
Fed Contribution: \$1,000,000  
Local Contribution: \$1,782,100







Clark County  
NW Pacific Highway Culvert  
Replacement at Wellman Road  
EM -0619-02

Total Project Cost: \$501,751.66  
RAP Contribution: \$451,576.49  
Local Contribution: \$ 50,175.17





Lewis County  
Jackson Hwy S DR -2117-01

Total Project Cost: \$874,263.58  
RAP Contribution: \$499,500  
Local Contribution: \$374,763.58





King County  
West Snoqualmie Valley Road NE  
Culvert Replacement DR -1713-01

Total Project Cost: \$627,408  
RAP Contribution: \$564,667  
Local Contribution: \$ 62,741



**RESOLUTION 2021-010  
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 2021 - 2023 biennium at its meeting of July 29, 2021; 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 \$6,741,261 made available in the RATA in **July, August, and September 2021** be apportioned to the regions by their 2021-2023 biennium percentages after setting aside \$132,320 for administration.

<u>REGION</u>	<u>APPORTION- MENT PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2021 - 2023)</u>	<u>PRIOR PROGRAM (1983 - 2021)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		<b>132,320</b>	132,320	14,131,198	<b>14,263,519</b>
NORTHEAST	43.67%	<b>2,886,124</b>	2,886,124	270,465,681	<b>273,351,805</b>
NORTHWEST	10.92%	<b>721,696</b>	721,696	71,477,795	<b>72,199,492</b>
PUGET SOUND	6.91%	<b>456,678</b>	456,678	45,140,336	<b>45,597,014</b>
SOUTHEAST	23.62%	<b>1,561,032</b>	1,561,032	148,650,071	<b>150,211,103</b>
SOUTHWEST	<u>14.88%</u>	<u><b>983,410</b></u>	<u>983,410</u>	<u>94,262,006</u>	<u><b>95,245,416</b></u>
<b>TOTAL</b>	100.00%	<b>6,741,261</b>	6,741,261	644,127,088	<b>650,868,348</b>

Adopted by the CRABoard on October 28, 2021

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

\_\_\_\_\_  
ATTEST

## **REQUEST ADVANCE CONSTRUCTION FUNDS – RAP PROGRAM**

McKinney Rd. #1 – 2R  
ADAMS COUNTY

### Nature of Request:

Adams County is requesting a contract amendment to authorize the remaining RATA funds for the active project 0119-01 – McKinney Road #1 2R project. The requested RATA funds for this project totals \$1,067,400. RATA authorized to date is \$814,700. The remaining \$252,700 in RATA funds is expected to be authorized as part of the 2023-2025 biennium RAP cycle. If the funds are made available now, Adams County intends to construct the project in the summer of 2022 instead of 2023.

### Background:

The McKinney Road #1 project was originally awarded RATA funding in the 2019-2021 RAP cycle, authorizing \$64,700. The 2021-2023 RAP cycle authorized an additional \$750,000 to the project, which is the maximum allowed amount for 2R projects per biennium in the NE region. The remaining \$250,700 is expected to be authorized as part of the 2023-2025 RAP cycle. If this funding is authorized early, the funds would be deducted from the Adams County funding limit on the array of proposed 2023-2025 projects.

### Staff Analysis:

- RATA balance and revenue forecast remains stable, and has capacity for advancing some of the existing obligation for projects
- The legislature provided a significantly increased Motor Vehicle Account transfer into the RATA fund for the current biennium to help recover from last year, which is already being reflected in the balance

### Staff findings:

Staff has reviewed the project request and finds:

- Adams County has the capacity to complete the project in 2022.
- The RATA account has the capacity to reimburse the project costs ahead of the current 2023 reimbursement schedule.
- Adams County has agreed to the reduced funding limit for the 2023-2025 RAP cycle, if the request is approved.

### Recommendation:

Staff recommends authorizing \$252,700 in advanced RATA funding for the McKinney Road #1 2R project, MP 0.00 to 2.01. This funding, if approved by the CRABoard, will be deducted from the Adams County funding limit on the 2023-2025 array of RAP proposed projects.



*County Road Administration Board – October 28, 2021*  
**Consider a call for Projects  
and establish a funding period in 2021 - 2023  
WAC 136-161-020**

**Introduction:**

Per WAC 136-161-020, the Rural Arterial Program project funding cycle begins at the fall odd-year CRABoard meeting, when the board considers the Rural Arterial Trust Account (RATA) balance and future revenue to determine if enough funds will be available to provide for an additional array of projects for the ensuing biennium (2023– 2025).

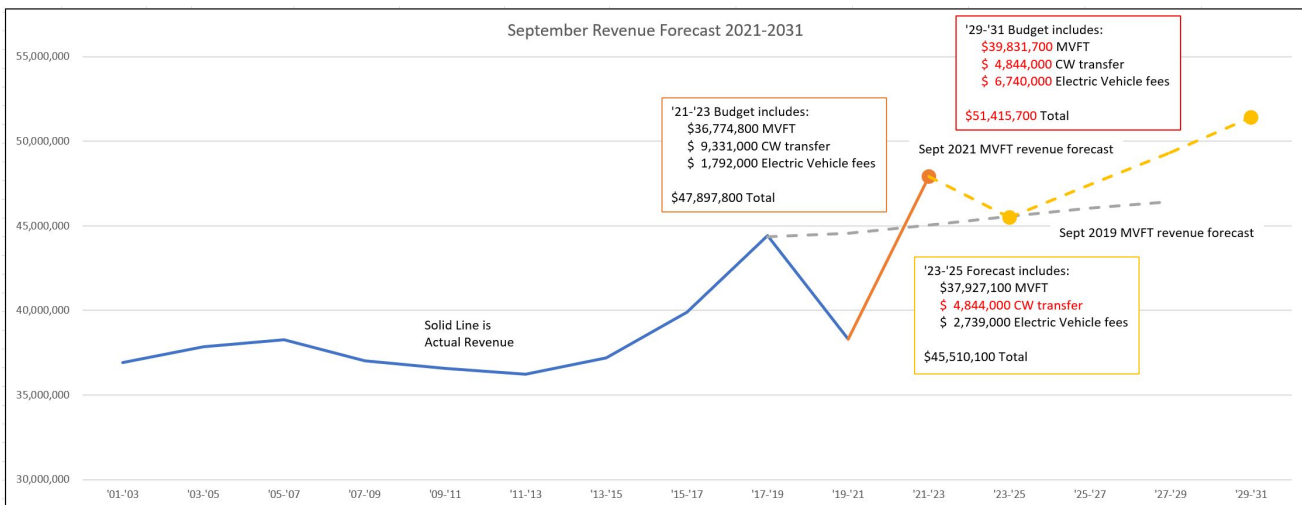
“(1) The CRABoard establishes a funding period if it determines that sufficient future RATA funds are available to provide for new RAP projects. This determination takes place during the CRABoard's regularly scheduled fall meeting in odd-numbered years.”

**Things to Consider:**

**1. Revenue estimate**

RATA fund revenue experienced a downturn during the 2007 – 2013 three biennia period. After 2013 however, the revenue has increased steadily, apart from 2020 due to the pandemic effects. The most recent forecast shows that the revenue is expected to increase. The current '21-'23 budget includes RATA revenue of \$47,897,800. Estimated '23– '25 RATA revenue as of September 2021 is \$45,510,100 including the MVFT, electric vehicle licensing fee overages, and assuming that the legislature returns to the \$4,844,000 Connecting Washington transfers from the MVA into the RATA account.

Also shown is the revenue forecast for the '29-'31 biennium, which is the construction timeframe for many of the projects that will be funded by the period under consideration. This shows that the RATA revenue at that time could be another \$6 million higher than the '23-'25 revenue.



## 2. RATA Spending History and Balance

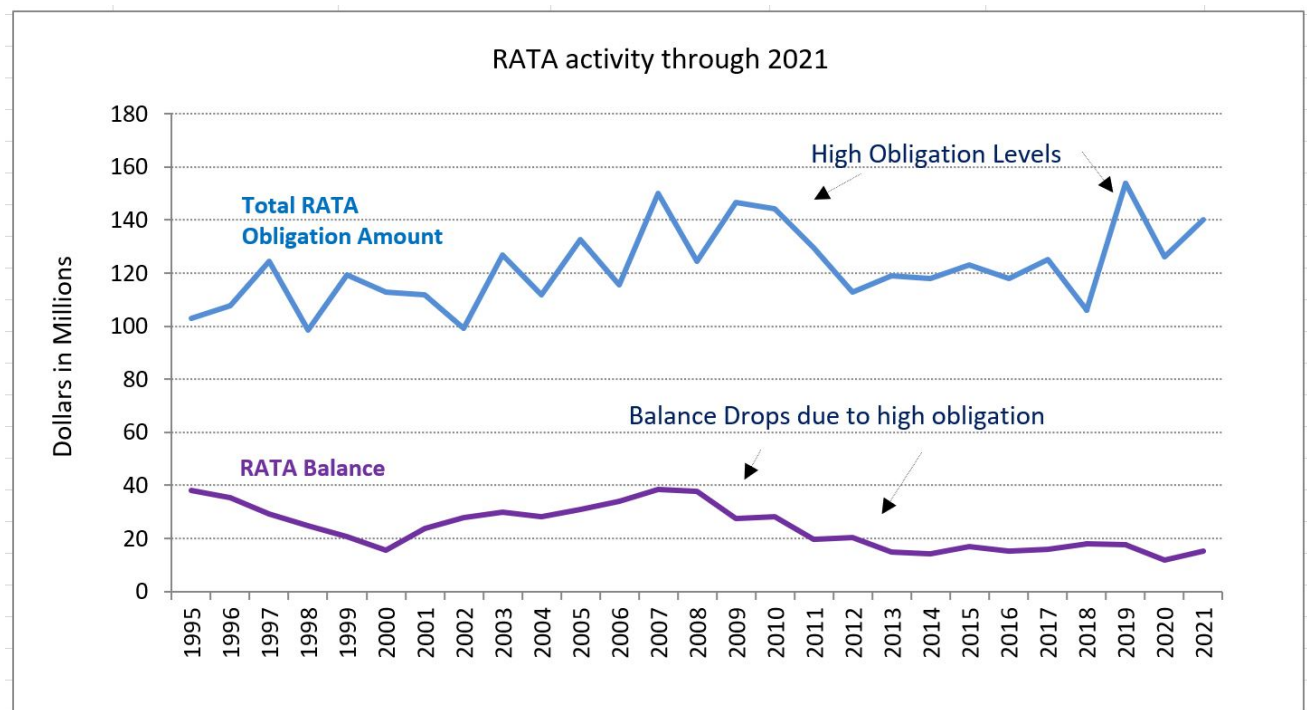
Biennium	Planned Spending	Actual Spending	Revenue	Ending Balance
'11 – '13	\$109,000,000	\$47,000,000	\$36,400,000	\$18,200,000
'13 – '15	\$76,000,000	\$38,700,000	\$37,300,000	\$17,800,000
'15 – '17	\$76,400,000	\$38,800,000	\$41,600,000	\$20,600,000
'17 – '19	\$71,600,000	\$46,100,000	\$45,000,000	\$19,500,000
'19 – '21	\$72,500,000	\$44,500,000 (62%)	\$39,000,000	\$16,600,000
'21 – '23	\$48,800,000	<i>\$44,800,000</i>	<i>\$47,900,000</i>	<i>\$19,700,000 est</i>
'23 – '25	<i>\$50,000,000*</i>	<i>\$45,000,000</i>	<i>\$45,500,000</i>	<i>\$20,200,000 est</i>
'25 – '27	<i>\$50,000,000*</i>	<i>\$45,000,000</i>	<i>\$47,400,000</i>	<i>\$22,600,000 est</i>

*\*adds new funding to current partially funded projects*

In the '19-'21 biennium RATA spending was 62% of that planned. Last year we implemented a Reimbursement Schedule change to better represent the true project schedules (no longer rolling unspent funding forward – so now each project needs to be updated every quarter). Therefore, you will see that the Planned Spending is now closer to what actual spending should be. Staff anticipates the end of 2021 – 2023 RATA balance at \$19,700,000. The balance during the '23 – '25 biennium will likely remain steady as there are more projects programmed for construction during that time, but the likely spending nearly matches the revenue forecast. The resulting balance at the end of the 2023 - 2025 biennium is anticipated to be about \$20,000,000. The balance will be slightly less if any new 2R projects (\$5,000,000 CN), scheduled for '25 – '27 advance into the '23 – '25 biennium.

## 3. Effect of Over-obligation

Though new projects aren't programmed for immediate construction reimbursement, adding new projects for reimbursement in later years has typically helped pressure older projects to get built. The over obligation of RATA funds (currently \$135,853,938 with new projects will have the effect of pushing the estimated \$22,600,000 balance at the end of the '25-'27 biennium lower.





#### **4. Funding new projects**

After funding partially funded projects (currently short by \$17,300,000 - see attached), the remaining funds would support new projects. CRABstaff would schedule construction reimbursements for new projects in the 2027 -2029 biennium, approximately 5 years after approval. Projects can advance to an earlier reimbursement based on progress certified in RAP Online by the county engineer.

Project progress milestones certified by county engineer:

50% Design

90% Design

Permits

PS&E

Right of Way

Advertisement for Construction

#### **5. Summary**

The RATA balance has remained steady over the past ten years, with an obvious jump then drop due to increased transfer of Connecting Washington funds in 2017 then lower MVFT revenue as well as a reduced transfer of CW funds last year. The revenue forecast shows a stable MVFT, with additional CW funds, expected to continue but not at the current funding level. The expected electric vehicle license fees are shown to be increasing significantly over time. In the next several years, reimbursements are expected to nearly match the revenue. With the RATA balance projected to remain relatively high over the next several years, smaller scope new projects (such as 2R projects) can easily advance into construction earlier than scheduled. With continued project management in RAP Online and additional projects funded in the 2023-2025 budget, staff can allow or even encourage projects to advance to construction in order to draw the balance down further.

#### **6. Findings**

- The fuel tax revenue estimate has been steadily increasing over the last several biennia, with the exception of the pandemic effects last year. Connecting Washington funds have also boosted the total revenue and is expected to continue in future biennia.
- Electric Vehicle License Fee revenue is expected to increase significantly in the next several biennia, resulting in increased total revenue.
- Most projects take an average of five to six years to reach construction, therefore the expected construction payout for projects funded in 2023-2025 period will be initially scheduled for 2028
- Most of the current projects were funded at the ~\$40M revenue level. Due to the increasing revenue levels and the average time for projects to reach construction, the RATA balance continues to gradually increase.
- Over obligation encourages counties to move projects to construction, tending to keep pressure on the RATA balance to remain low.
- A minimum balance of \$5M in the RATA is acceptable due to legislative approval of the Emergency Loan Program in April 2019. This program addresses emergency funding needs which were previously funded by the RAP.

- The RAP Online application, direct communication with the county engineers and RAP regional meetings tying reimbursement schedules closely to project progress allows staff to closely monitor project activity, account balance, and cash flow.

## **7. Recommendation**

Staff recommends a call for projects be issued by the CRABoard in January, 2022 for projects to be funded during the 2023 – 2025 funding period, with the first allocation to occur in the CRABoards' spring, 2023 meeting. A call for projects will require preliminary proposals be submitted to CRAB by March 1, 2022.

The funding level recommended by staff is \$50,000,000 based on projected RATA balance, forecast revenues, and timing for construction reimbursements of projects to be funded.

Staff further recommends that in the event the RATA balance should drop to \$5,000,000, projects be delayed based on progress as certified in RAP Online and discussions with the county engineers.

## Partially Funded Projects Awaiting Additional Funding

County	Region	Road Name	Proj #	BMP	EMP	RATA REQ	RATA AUTH	Yet to Allocate
Adams	NE	McKinney Rd. #1	0119-01	0.000	2.010	\$ 1,067,400.00	\$ 814,700.00	\$ 252,700.00
Asotin	SE	Grande Ronde Road	0219-01	9.720	9.750	\$ 1,685,700.00	\$ 1,559,318.00	\$ 126,382.00
Chelan	NE	Chumstick Highway	0421-01	5.150	6.600	\$ 923,000.00	\$ 750,000.00	\$ 173,000.00
Clark	SW	SE Blair Road	0619-01	2.470	3.910	\$ 1,509,000.00	\$ 1,417,800.00	\$ 91,200.00
Ferry	NE	East Silver Creek Br. No. 16	1021-01	19.010	19.090	\$ 1,939,500.00	\$ 1,626,200.00	\$ 313,300.00
King	PS	SE 384th St	1721-01	1.210	1.290	\$ 1,035,000.00	\$ 800,000.00	\$ 235,000.00
Kitsap	NW	Glenwood Road SW Improvements	1819-01	2.703	3.210	\$ 2,142,000.00	\$ 2,121,000.00	\$ 21,000.00
Kittitas	SE	Hungry Junction Road	1921-01	0.000	1.740	\$ 3,631,500.00	\$ 372,860.00	\$ 3,258,640.00
Klickitat	SE	Sundale Road & Old Hwy 8	2019-01	0.000	3.540	\$ 3,260,000.00	\$ 3,154,300.00	\$ 105,700.00
Lewis	SW	Centralia Alpha	2119-01	10.638	11.850	\$ 2,200,000.00	\$ 2,055,800.00	\$ 144,200.00
Lincoln	NE	Duck Lake Road	2221-01	20.300	23.300	\$ 2,226,500.00	\$ 1,363,319.00	\$ 863,181.00
Okanogan	NE	Loomis-Oroville Rd Drainage	2421-01	0.280	0.660	\$ 574,200.00	\$ 15,400.00	\$ 558,800.00
Pacific	SW	Raymond South Bend Rd	2521-02	1.450	1.620	\$ 486,900.00	\$ 280,709.00	\$ 206,191.00
Pend Oreille	NE	Mckenzie Rd	2621-02	0.500	2.270	\$ 1,494,000.00	\$ 750,000.00	\$ 744,000.00
Skagit	NW	FRANCIS ROAD	2919-01	2.870	3.850	\$ 2,400,000.00	\$ 1,487,221.00	\$ 912,779.00
Skamania	SW	Brooks Road	3021-01	0.000	0.625	\$ 2,122,200.00	\$ 1,100,000.00	\$ 1,022,200.00
Snohomish	PS	84 St NE	3121-01	1.998	2.302	\$ 1,448,900.00	\$ 1,086,120.00	\$ 362,780.00
Spokane	NE	Wheeler Road	3221-01	3.460	4.920	\$ 1,284,300.00	\$ 750,000.00	\$ 534,300.00
Stevens	NE	Cedonia-Addy	3320-01	3.100	6.200	\$ 3,150,000.00	\$ 1,723,403.00	\$ 1,426,597.00
Thurston	SW	183rd Ave SW	3421-01	6.000	7.710	\$ 2,200,000.00	\$ 1,100,000.00	\$ 1,100,000.00
Walla Walla	SE	Lyons Ferry	3621-01	0.200	2.810	\$ 2,600,000.00	\$ 729,062.00	\$ 1,870,938.00
Whatcom	NW	Hampton Road	3721-01	0.140	4.790	\$ 1,782,000.00	\$ 170,100.00	\$ 1,611,900.00
Whitman	NE	Pullman Airport Road	3819-02	3.400	6.110	\$ 3,528,000.00	\$ 2,920,000.00	\$ 608,000.00
Yakima	SE	N. Wenas Road	3921-01	5.170	6.360	\$ 2,439,000.00	\$ 1,685,839.00	\$ 753,161.00
								17,295,949

## RATA balance management history

- **1995 -** RATA balance \$41,000,000+:
  - CRABoard adopts dynamic project funding rules
  - Funds two biennia worth of projects and 2R/3R mini-program (\$106 M obligated)
  
- **2000 -** RATA balance \$15,000,000:
  - CRABoard places a moratorium on lapsing of county selected projects.
  - Retain withdrawn and under-run funds for use in future arrays
  - Maintain a minimum balance of \$12,000,000 for emergencies
  
- **2007-** RATA balance \$39,000,000:
  - Added \$18,450,548 of withdrawn funds back into previous and new 2007-2009 array
  - **Propose** adding \$8-\$12 million of withdrawn funds back into 2009-2011 array
  - Direct staff to program project expenditures at ~3X the revenue rate or higher.
  
- **2009-** RATA balance \$35,000,000 as of September 21:
  - Added \$15,225,036 of withdrawn funds back into previous and new 2009-2011 array
  - Staff continues to allow counties to program project expenditures at about 2-1/2 X the revenue rate.
  - Current obligation to active projects: \$144,047,691. To full funding of 2010 and 2011 partially funded projects: \$172,278,649.
  
- **2011-** RATA Balance \$22,000,000 as of September 26, 2011
  - Allocated \$22,000,000 in new project funding via supplemental appropriation and \$3,600,000 in turn-back funds in March 2010.  
Current obligation to active projects: \$116,829,190. To full funding of 2010 and 2011 partially funded projects: \$133,484,174.
  
- **2013-** RATA Balance at \$18,000,000 as of September 1, 2013
  - Allocated \$42,000,000 to partial and new projects. Obligation to active projects at that time was \$110,363,208. Full funding of all projects raised obligation to \$129,900,000.
  
- **2015-** RATA Balance at \$14,200,000 in January, \$16,000,000 in August
  - Allocated \$40,000,000 to partial and new projects in April. Contracted obligation (Balance) to active projects was \$114,700,000. Full funding of partially funded projects would increase the obligation to \$133,000,000

- **2017-** RATA Balance at \$15,500,000 as of March, 2017
  - Since the balance had been steadily declining over the prior 8 years, the counties were restricted to submitting about half the usual request amount for the 2017 - 2019 array. (Example: NE region \$5,000,000 historical submittal limit was restricted to \$2,500,000). Staff anticipates the end of 2017 balance to be about 18,000,000.
  
- **2019-** RATA Balance at \$19,500,000 as of September, 2019
  - Current program level is at ~157,000,000 through 2026, the highest the RAP has experienced. At its April 2019 meeting, the CRABoard programmed reimbursements for slow moving projects out 3 to 4 years for construction, and new projects to commence CN in 2024. The 2019 – 2021 biennium still faces a solid \$72.5M payout which should continue to moderate the balance.

### **Potential for next biennium**

- **2021-** Potential for additional allocation of \$50,000,000 in 2023-2025
  - Currently active RAP projects are \$17.3M short of full funding. The remaining allocation (\$32,700,000) would fund new projects. This large obligation to new projects will require close management of reimbursement schedules, as these projects develop, to maintain a RATA balance no lower than \$5M. Features have been added to RAP Online so that reimbursement schedules can advance only as counties demonstrate/certify project progress, and the Grant Program Manager approves.

**Adams County Annual Certification For Calendar Year 2021**

WAC 136-04

MANAGEMENT AND ADMINISTRATION

**A.** During **2021** the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030.

Explanation:

**B.** At any time during **2021** was there a vacancy/change in the position of County Engineer? If so, were the procedures in WAC 136-12 followed?

Explanation:

**C.** The processing of County Road Accident Reports during **2021** complied with WAC 136-28.

Explanation:

**D.** Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in **2021** per WAC 136-14-020.

Explanation:

**E.** As of December 31, **2021** the management of the county road department was in accordance with policies set by the county legislative authority including, but not limited to, the following specific policies required by WAC 136-50-050:

\*Has your agency sent the most recently adopted version to CRAB WAC 136-50-051?

<b>POLICY</b>	<b>WAC</b>	<b>DATE OF CURRENT VERSION</b>
Re: Organization	136-50-051	
Re: Personnel Practices	136-50-052	
Re: Complaint Handling	136-50-053	
Re: Work for Others	136-50-054	
Re: Utility Accommodation	136-50-055	
Re: Priority Programming	136-14-030	

Explanation:

**F.** The following were submitted to CRAB in a timely manner:

<b>DOCUMENT</b>	<b>WAC</b>	<b>DUE DATE</b>	<b>DATE OF ADOPTION / PREPARATION</b>	<b>DATE SENT TO CRAB</b>
'21 Six-Year Program	136-15-050	31-DEC-20		
'21 Annual Construction Program	136-16-040	31-DEC-20		
'21 CAPP Program	136-300-060	31-DEC-20		
'21 Road Fund Budget		31-DEC-20		
'21 Maintenance Management Work Plan & Budget	136-11-040	31-DEC-20		
'21 Road Levy	136-150-021	01-FEB-21		
'20 Certification of Diversion and Road Fund Exp. For Traffic Law Enforcement	136-150-022	01-APR-21		
'20 Engineer's Certification of Fish Barrier Removal Costs	136-150-023	01-APR-21		
'20 Certification of Road Fund Exp. for Marine Navigation and Moorage	136-150-025	01-APR-21		
'20 Annual Construction Report	136-16-050	01-APR-21		
'20 CAPP Report	136-300-090	01-APR-21		
'20 Maintenance Management Certification	136-11-050	01-APR-21		
'20 Annual Certification	136-04-030	01-APR-21		
'20 Road Log Update	136-60-030	01-MAY-21		
'21 PMS Certification for CAPA Eligibility	136-70-070	31-DEC-21		

Explanation:

**G.** Projects to which construction expenditures were charged were all on the originally adopted **2021** Annual Program or as amended per WAC 136-16-042 - Attach Amendments. (If No, please attach a brief explanation.)

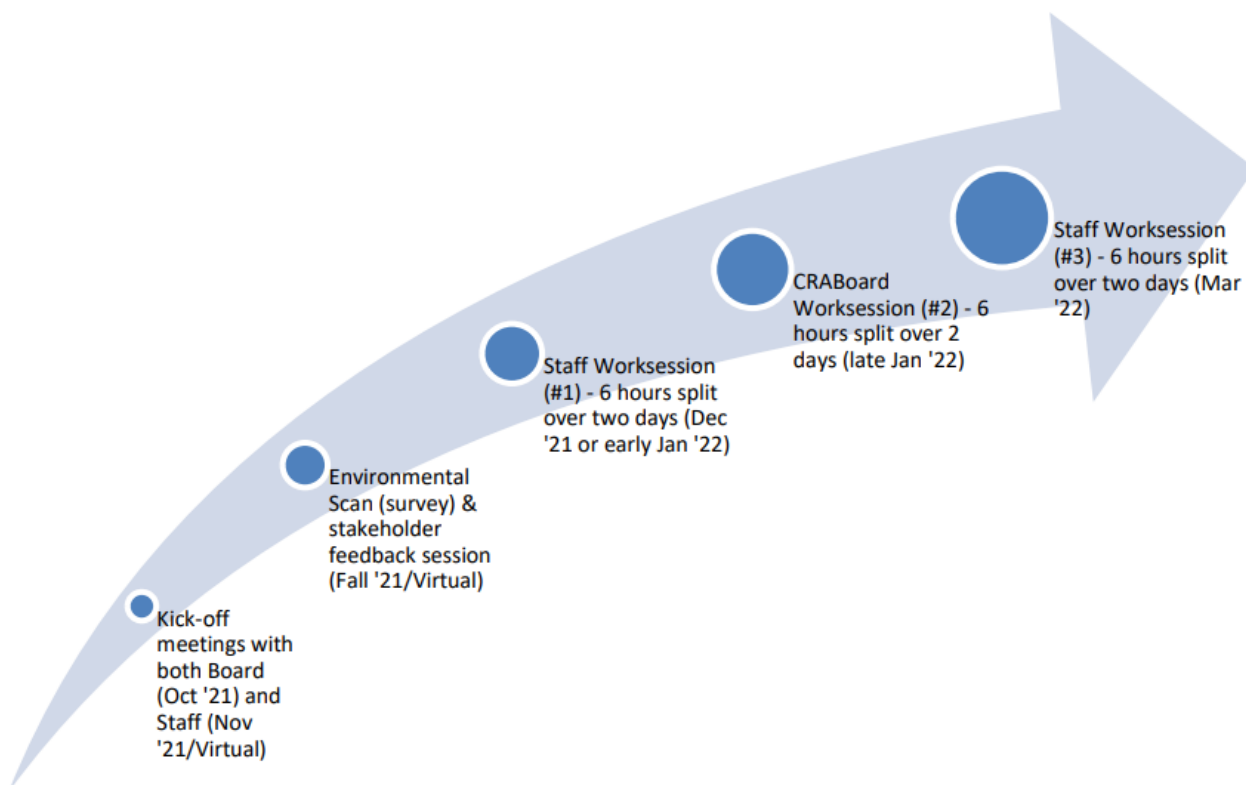
Explanation:

- H.** The County's construction by county forces limit for **2021** computed in accordance with RCW 36.77.065:
- I.** The actual expenditure for construction by county forces as reported in the **2021** Annual Const. Report:
- J.** As required by WAC 136-20-060, a written Bridge and Inspection Report for **2021** was furnished to the legislative authority on (attach a copy):

# of NBI Bridges as of December 31, **2021**:

**CRAB Strategic Plan process proposal**  
**October 28, 2021**  
**Jane Wall, Executive Director**

- 1) Project Initiation – November 2021:** Kick-off strategy meetings with CRAB staff to prepare for workshops and environmental scan (survey, one-on-one's, etc.)
- 2) Stakeholder Feedback Session – November – December 2021:** Follow-up on environmental scan in a facilitated workshop session with identified stakeholders. Work with CRAB staff to develop feedback discussion points.
- 3) Strategic Planning Workshops – January – April 2022:** Up to 3 planning workshops and supporting subgroup meetings (if needed). Workshops will incrementally develop the mission, vision, values, strategic goals for the next three years, and action plan activities for next year.
- 4) Post Workshop Activities – Through April 2022:** Summarize action items, document outcomes from the workshops, and finalize next steps.







# PROPOSED RULE MAKING

## CR-102 (December 2017) (Implements RCW 34.05.320)

Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED

DATE: September 22, 2021

TIME: 11:11 AM

WSR 21-19-154

**Agency:** County Road Administration Board

**Original Notice**

**Supplemental Notice to WSR** \_\_\_\_\_

**Continuance of WSR** \_\_\_\_\_

**Preproposal Statement of Inquiry was filed as WSR** \_\_\_\_\_ ; or

**Expedited Rule Making--Proposed notice was filed as WSR** \_\_\_\_\_ ; or

**Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or**

**Proposal is exempt under RCW 36.78.**

**Title of rule and other identifying information:** (describe subject) Amending WAC 136-12, WAC 136-14, WAC 136-15, and WAC 136-50, commonly known as the standards of good practice, to address housekeeping items as well as amend or remove outdated requirements and add new requirements necessitated by legislative change or outside agency WAC.

**Hearing location(s):**

**Date:**                      **Time:**                      **Location:** (be specific)                      **Comment:**

October 28, 2021	2:00pm	2404 Chandler Ct SW, Olympia, WA 98504	
------------------	--------	--	--

**Date of intended adoption:** October 28, 2021 (Note: This is **NOT** the **effective** date)

**Submit written comments to:**

Name: Drew Woods

Address: 2404 Chandler Ct SW, Suite 240, Olympia, WA 98504

Email: drew.woods@crab.wa.gov

Fax:

Other:

By (date) October 22, 2021

**Assistance for persons with disabilities:**

Contact Drew Woods

Phone: 360.753.5989

Fax:

TTY: 800.883.6384

Email: [drew.woods@crab.wa.gov](mailto:drew.woods@crab.wa.gov)

Other:

By (date) October 22, 2021

**Purpose of the proposal and its anticipated effects, including any changes in existing rules:**

**Reasons supporting proposal:** Housekeeping changes and necessary updates.

**Statutory authority for adoption:** Chapter 36.78 RCW

**Statute being implemented:** N/A

**Is rule necessary because of a:**

Federal Law?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Federal Court Decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
State Court Decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If yes, CITATION:

**Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters:** N/A

**Name of proponent:** (person or organization) County Road Administration Board

<input type="checkbox"/> Private
<input type="checkbox"/> Public
<input checked="" type="checkbox"/> Governmental

**Name of agency personnel responsible for:**

	Name	Office Location	Phone
Drafting:	Derek Pohle	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Implementation:	Derek Pohle	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Enforcement:	Drew Woods	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989

**Is a school district fiscal impact statement required under RCW 28A.305.135?**  Yes  No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name:  
Address:  
Phone:  
Fax:  
TTY:  
Email:  
Other:

**Is a cost-benefit analysis required under RCW 34.05.328?**

Yes: A preliminary cost-benefit analysis may be obtained by contacting:

Name:  
Address:  
Phone:  
Fax:  
TTY:  
Email:  
Other:

No: Please explain:

**Regulatory Fairness Act Cost Considerations for a Small Business Economic Impact Statement:**

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see chapter 19.85 RCW). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.061 because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by RCW 34.05.313 before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of RCW 15.65.570(2) because it was adopted by a referendum.

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(3). Check all that apply:

RCW 34.05.310 (4)(b)  
(Internal government operations)

RCW 34.05.310 (4)(e)  
(Dictated by statute)

RCW 34.05.310 (4)(c)  
(Incorporation by reference)

RCW 34.05.310 (4)(f)  
(Set or adjust fees)

RCW 34.05.310 (4)(d)  
(Correct or clarify language)

RCW 34.05.310 (4)(g)  
((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)

This rule proposal, or portions of the proposal, is exempt under RCW 36.78.

Explanation of exemptions, if necessary:

**COMPLETE THIS SECTION ONLY IF NO EXEMPTION APPLIES**

If the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

No Briefly summarize the agency's analysis showing how costs were calculated. \_\_\_\_\_

Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses, and a small business economic impact statement is required. Insert statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

- Name:
- Address:
- Phone:
- Fax:
- TTY:
- Email:
- Other:

<b>Date:</b> September 20, 2021
<b>Name:</b> Jane Wall
<b>Title:</b> Executive Director

**Signature:**



AMENDATORY SECTION (Amending WSR 17-11-037, filed 5/11/17, effective 6/11/17)

**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.

AMENDATORY SECTION (Amending WSR 19-04-048, filed 1/29/19, effective 3/1/19)

**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 RCW 18.43.120, 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, judgment, consultation, analysis, calculation, or design, but would exclude certain routine maintenance and operations decision making and calculations by qualified personnel.

AMENDATORY SECTION (Amending WSR 19-04-048, filed 1/29/19, effective 3/1/19)

**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 RCW 18.43.120, 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, judgment, consultation, analysis, calculation, or design, but would exclude certain routine maintenance and operations decision making and calculations by qualified personnel.

AMENDATORY SECTION (Amending WSR 19-04-048, filed 1/29/19, effective 3/1/19)

**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.

AMENDATORY SECTION (Amending WSR 19-04-048, filed 1/29/19, effective 3/1/19)

**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.

AMENDATORY SECTION (Amending WSR 19-04-048, filed 1/29/19, effective 3/1/19)

**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.

**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 proposed/secured funding sources, and 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.

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# PROPOSED RULE MAKING

## CR-102 (December 2017) (Implements RCW 34.05.320)

Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED

DATE: September 22, 2021

TIME: 11:11 AM

WSR 21-19-153

**Agency:** County Road Administration Board

**Original Notice**

**Supplemental Notice to WSR** \_\_\_\_\_

**Continuance of WSR** \_\_\_\_\_

**Preproposal Statement of Inquiry was filed as WSR** \_\_\_\_\_ ; or

**Expedited Rule Making--Proposed notice was filed as WSR** \_\_\_\_\_ ; or

**Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or**

**Proposal is exempt under RCW 36.78.**

**Title of rule and other identifying information:** (describe subject) Amending WAC 136-130; 136-161; 136-163; 136-165; 136-167; 136-170 to make housekeeping changes, changes requested by the RAP region(s), and clarifying that indirect costs are not eligible for reimbursement.

**Hearing location(s):**

Date:	Time:	Location: (be specific)	Comment:
October 28, 2021	2:00pm	2404 Chandler Ct SW, Olympia, WA 98504	

**Date of intended adoption:** October 28, 2021 (Note: This is **NOT** the **effective** date)

**Submit written comments to:**

Name: Drew Woods

Address: 2404 Chandler Ct SW, Suite 240, Olympia, WA 98504

Email: [drew.woods@crab.wa.gov](mailto:drew.woods@crab.wa.gov)

Fax:

Other:

By (date) October 22, 2021

**Assistance for persons with disabilities:**

Contact Drew Woods

Phone: 360.753.5989

Fax:

TTY: 800.883.6384

Email: [drew.woods@crab.wa.gov](mailto:drew.woods@crab.wa.gov)

Other:

By (date) October 22, 2021

**Purpose of the proposal and its anticipated effects, including any changes in existing rules:**

**Reasons supporting proposal:** Housekeeping changes

**Statutory authority for adoption:** Chapter 36.78 RCW

**Statute being implemented:** N/A

**Is rule necessary because of a:**

Federal Law?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Federal Court Decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
State Court Decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If yes, CITATION:

**Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters:** N/A

**Name of proponent:** (person or organization) County Road Administration Board

<input type="checkbox"/> Private
<input type="checkbox"/> Public
<input checked="" type="checkbox"/> Governmental

**Name of agency personnel responsible for:**

	Name	Office Location	Phone
Drafting:	Steve Johnson	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Implementation:	Steve Johnson	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Enforcement:	Drew Woods	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989

**Is a school district fiscal impact statement required under RCW 28A.305.135?**  Yes  No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name:  
Address:  
Phone:  
Fax:  
TTY:  
Email:  
Other:

**Is a cost-benefit analysis required under RCW 34.05.328?**

Yes: A preliminary cost-benefit analysis may be obtained by contacting:

Name:  
Address:  
Phone:  
Fax:  
TTY:  
Email:  
Other:

No: Please explain:

**Regulatory Fairness Act Cost Considerations for a Small Business Economic Impact Statement:**

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see chapter 19.85 RCW). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.061 because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by RCW 34.05.313 before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of RCW 15.65.570(2) because it was adopted by a referendum.

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(3). Check all that apply:

RCW 34.05.310 (4)(b)  
(Internal government operations)

RCW 34.05.310 (4)(e)  
(Dictated by statute)

RCW 34.05.310 (4)(c)  
(Incorporation by reference)

RCW 34.05.310 (4)(f)  
(Set or adjust fees)

RCW 34.05.310 (4)(d)  
(Correct or clarify language)

RCW 34.05.310 (4)(g)  
((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)

This rule proposal, or portions of the proposal, is exempt under RCW 36.78.

Explanation of exemptions, if necessary:

**COMPLETE THIS SECTION ONLY IF NO EXEMPTION APPLIES**

If the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

No Briefly summarize the agency's analysis showing how costs were calculated. \_\_\_\_\_

Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses, and a small business economic impact statement is required. Insert statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

- Name:
- Address:
- Phone:
- Fax:
- TTY:
- Email:
- Other:

<b>Date:</b> September 20, 2021
<b>Name:</b> Jane Wall
<b>Title:</b> Executive Director

**Signature:**



AMENDATORY SECTION (Amending WSR 19-04-047, filed 1/29/19, effective 3/1/19)

**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~~) 50 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~~) 50 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.

AMENDATORY SECTION (Amending WSR 13-16-105, filed 8/7/13, effective 9/7/13)

**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~~) 25 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.))~~

AMENDATORY SECTION (Amending WSR 11-05-005, filed 2/3/11, effective 3/6/11)

**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.

AMENDATORY SECTION (Amending WSR 11-05-005, filed 2/3/11, effective 3/6/11)

**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)) if a county desires points for correcting geometric deficiencies, then all geometric deficiencies shall be listed, with points be-

ing assigned for those conditions (~~(which)~~) that will be corrected by construction of the project.

AMENDATORY SECTION (Amending WSR 01-05-009, filed 2/8/01, effective 3/11/01)

**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.

AMENDATORY SECTION (Amending WSR 19-04-047, filed 1/29/19, effective 3/1/19)

**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.

AMENDATORY SECTION (Amending WSR 07-17-020, filed 8/6/07, effective 9/6/07)

**WAC 136-161-090 Limitations on use of RATA funds.** RATA funds requested and ((allocated)) allowed 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, of the total eligible project development costs, which include preliminary engineering and construction costs in all regions, and)) 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.

AMENDATORY SECTION (Amending WSR 07-17-020, filed 8/6/07, effective 9/6/07)

**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 set by county road administration board policy following RCW 36.79.120.



**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 (~~provided; however,~~) awarded. 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.

**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 professio-

nal 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.

**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))~~ 60 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 60 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.)~~

**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.

AMENDATORY SECTION (Amending WSR 09-23-044, filed 11/9/09, effective 12/10/09)

**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.

#### NEW SECTION

**WAC 136-170-045 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.

AMENDATORY SECTION (Amending WSR 09-23-044, filed 11/9/09, effective 12/10/09)

**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.



## Proposed WAC Amendment

### WAC 136-150-021

#### Ascertaining the road levy.

The county road administration board will require that every county legislative authority submit, no later than ~~February~~ **March** 1st of each year, a certification showing the amount of the road levy fixed and the amount, if any, budgeted for traffic law enforcement and/or any other purpose in accordance with RCW [36.33.220](#).



# PREPROPOSAL STATEMENT OF INQUIRY

## CR-101 (October 2017) (Implements RCW 34.05.310)

Do **NOT** use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED

DATE: September 22, 2021

TIME: 10:44 AM

WSR 21-19-151

**Agency:** County Road Administration Board

**Subject of possible rule making:** Creating Chapter 136-600 WAC Equipment Rental & Revolving Fund

**Statutes authorizing the agency to adopt rules on this subject:** 36.78 & 36.33A

**Reasons why rules on this subject may be needed and what they might accomplish:** Clarify duties, responsibilities, and submittal requirements and due date regarding the administration of an equipment rental & revolving fund.

**Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies:** None

**Process for developing new rule (check all that apply):**

- Negotiated rule making
- Pilot rule making
- Agency study
- Other (describe) Comments received will be presented to the CRABoard at their October 28, 2021 quarterly meeting.

**Interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication by contacting:**

Name: Drew Woods, P.E.	(If necessary) Name:
Address: 2404 Chandler Court SW, Suite 240 Olympia, WA 98504-0913	Address:
Phone: 360.753.5989	Phone:
Fax:	Fax:
TTY:	TTY:
Email: drew.woods@crab.wa.gov	Email:
Web site: www.crab.wa.gov	Web site:
Other:	Other:

Additional comments:

**Date:** September 20, 2021

**Name:** Jane Wall

**Title:** Executive Director

**Signature:**

**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 administered, purchased, maintained, or manufactured with ER&R funds for the use of the county road department 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.

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.



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

**To:** Jane Wall – Executive Director  
County Road Administration Board

**From:** Bret Skipworth, Senior Financial Consultant  
Department of Enterprise Services

**Date:** October 18, 2021

**Subject:** September 2021 (FM03) Financial Status

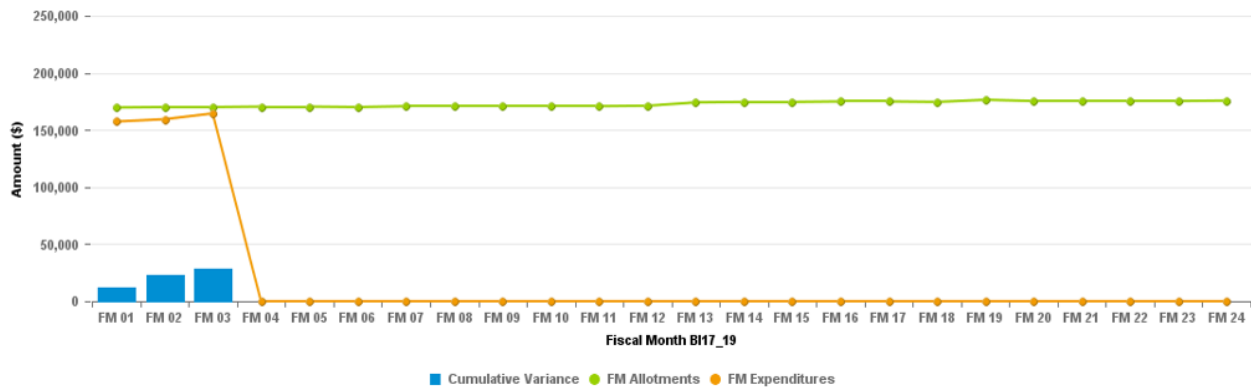
The September financial reports show the agency has spent **\$3,390** more authority than planned to date in fund 108, \$30,503 less authority than planned to date in fund 186, and \$2,191 less authority than planned to date in fund 102.

The following is a brief explanation on the variances between allotment assumptions and the actual expenditures/revenues:

**Salaries & Benefits (A&B)**

Positive BITD variance of **\$28,372** cumulative for all three funds, the current underspend is coming from projecting the previously vacant WMS Band 2 position. The current savings will likely decrease by a few thousand dollars over the next few months as Eric’s salary is a bit higher than what was projected for the WMS Band 2 position.

Salaries and Benefits through September 2021

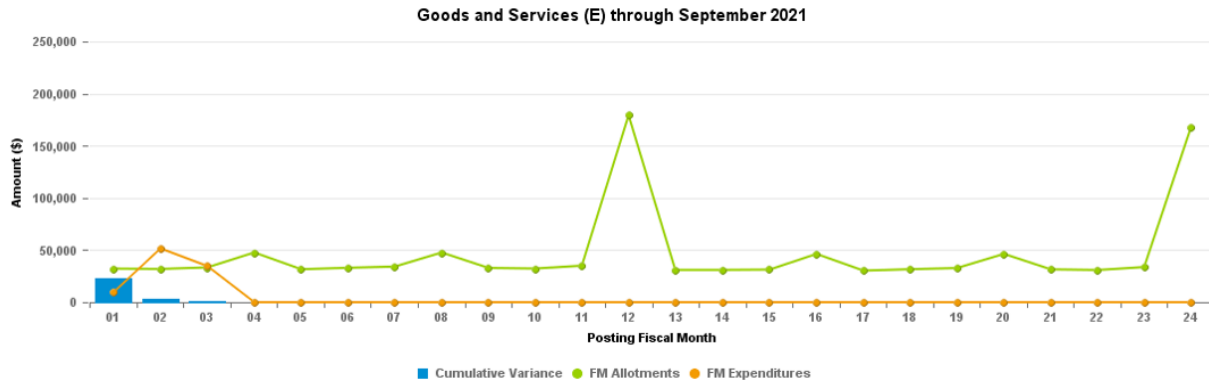


**Goods & Services (E)**

Positive BITD variance of **\$1,614** cumulative for all three funds.

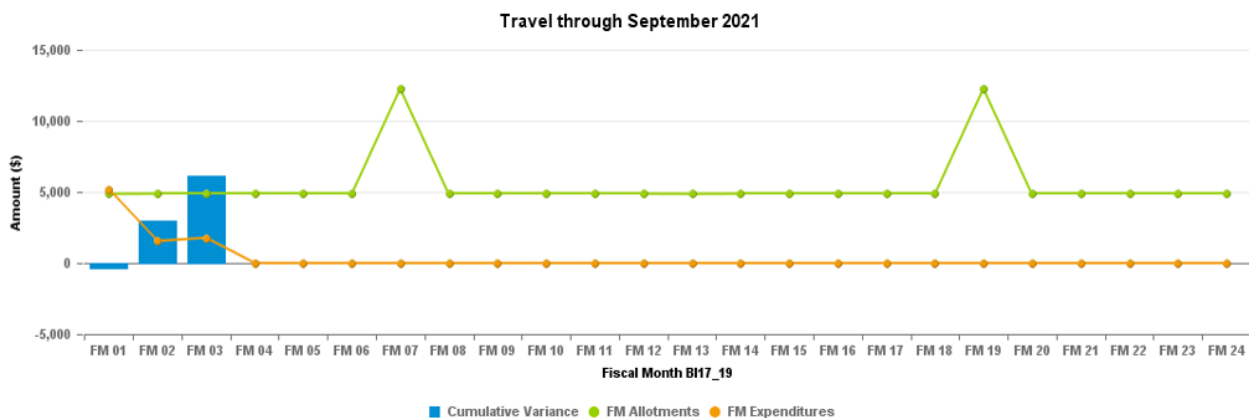
- EC – Utilities - \$1,666 underspent – The July invoices have been paid and accruals have been entered for August and September estimates. The estimated amounts were \$787 for each month based on the previous five months of expenditures.

- ED – Rent and Leases - \$6,464 underspent – \$9,799 allotted for each month, but actual payments have been \$7,643.
- EP – Insurance – Overspent **\$5,351** – This is due to two charges that were not planned for. Some of this is funded in the governor’s budget and we will be provided funding for it. These invoices were for Risk Management APIP Master Property and Commercial Cyber Liability License.



### Travel (G)

There is a positive BITD variance of **\$3,007**. Travel has been less than projected, but this was to be expected. With COVID travel expenses have slowed down over the previous year.



### Grants and Benefits (N) – Grants to Counties

The CAPA fund 186 has a negative variance of **\$6,619,583**, our RATA fund 102 has a \$3,072,018 variance. The negative variance for fund 186 is due to a large payment that was made in July.

If you have any questions or need additional information, feel free to call me at (360) 890-6657 or e-mail me at [bret.skipworth@des.wa.gov](mailto:bret.skipworth@des.wa.gov).

County Road Administration Board Agency Summary BITD by Expenditure Authority as of September 2021

Motor Vehicle Account - 108 - Approp 010

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,365,744	170,718	176,119	(5,401)	1,189,625
Employee Benefits	406,570	49,437	49,324	113	357,246
Travel	96,360	10,579	6,964	3,615	89,396
Capital Outlays	101,102	0	1,412	(1,412)	99,690
Grants, Benefits & Client Services	0	0	15	(15)	(15)
Goods and Services	790,224	70,491	70,782	(291)	719,442
<b>Sum:</b>	<b>2,760,000</b>	<b>301,225</b>	<b>304,615</b>	<b>(3,390)</b>	<b>2,455,385</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Salaries and Wages</b>	<b>56,906</b>	<b>62,229</b>	<b>(5,323)</b>	<b>170,718</b>	<b>176,119</b>	<b>(5,401)</b>
AA State Classified	37,593	39,397	(1,804)	112,779	114,660	(1,881)
AC State Exempt	19,313	19,313	0	57,939	57,939	0
AT Terminal Leave	0	3,520	(3,520)	0	3,520	(3,520)
<b>Employee Benefits</b>	<b>16,479</b>	<b>16,921</b>	<b>(442)</b>	<b>49,437</b>	<b>49,324</b>	<b>113</b>
BA Old Age and Survivors Insurance	3,528	3,771	(243)	10,584	10,640	(56)
BB Retirement and Pensions	5,833	6,018	(185)	17,499	17,694	(195)
BC Medical Aid & Industrial Insurance	218	219	(1)	654	644	10
BD Health, Life & Disability Insurance	5,990	5,990	(0)	17,970	17,737	233
BE Allowances	0	40	(40)	0	120	(120)
BH Hospital Insurance (Medicare)	825	882	(57)	2,475	2,488	(13)
BK Paid Family and Medical Leave	85	0	85	255	0	255
<b>Goods and Services</b>	<b>23,787</b>	<b>14,466</b>	<b>9,321</b>	<b>70,491</b>	<b>70,782</b>	<b>(291)</b>
EA Supplies and Materials	949	854	95	2,847	2,402	445
EB Communications/Telecommunications	610	66	544	1,825	845	980
EC Utilities	995	1,772	(777)	2,988	1,772	1,216
ED Rentals and Leases - Land & Buildings	7,153	5,579	1,574	21,459	16,891	4,568
EE Repairs, Alterations & Maintenance	0	0	0	0	34	(34)
EF Printing and Reproduction	391	69	322	1,168	106	1,062
EG Employee Prof Dev & Training	0	10	(10)	0	1,792	(1,792)
EH Rental & Leases - Furn & Equipment	141	63	78	417	518	(101)
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	3,959	1,120	2,839	11,882	13,029	(1,147)
EL Data Processing Services (Interagency)	6,467	4,716	1,751	19,395	18,787	608
EM Attorney General Services	314	0	314	941	0	941
EN Personnel Services	2,021	359	1,662	6,066	6,516	(450)
EP Insurance	787	(1,699)	2,486	897	4,804	(3,907)
ER Other Contractual Services	0	474	(474)	478	474	4
ES Vehicle Maintenance & Operating Cst	0	0	0	0	0	0
EW Archives & Records Management Svcs	0	171	(171)	128	171	(43)
EY Software Licenses and Maintenance	0	911	(911)	0	2,641	(2,641)
EZ Other Goods and Services	0	0	0	0	0	0
<b>Travel</b>	<b>3,529</b>	<b>1,432</b>	<b>2,097</b>	<b>10,579</b>	<b>6,964</b>	<b>3,615</b>
GA In-State Subsistence & Lodging	1,825	224	1,601	5,475	3,345	2,130
GC Private Automobile Mileage	487	0	487	1,457	1,641	(184)
GD Other Travel Expenses	183	22	161	543	44	499
GF Out-of-State Subsistence & Lodging	0	0	0	0	0	0
GG Out-of-State Air Transportation	0	0	0	0	0	0
GN Motor Pool Services	1,034	1,186	(152)	3,104	1,935	1,169
<b>Capital Outlays</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,412</b>	<b>(1,412)</b>
JA Noncapitalized Assets	0	0	0	0	1,412	(1,412)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>(15)</b>



	NZ	Other Grants and Benefits	0	0	0	0	15	(15)
<b>Total Dollars</b>			<b>100,701</b>	<b>95,048</b>	<b>5,653</b>	<b>301,225</b>	<b>304,615</b>	<b>(3,390)</b>

**County Arterial Preservation Acct - 186 - Approp 070**

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,020,535	125,505	99,136	26,369	921,399
Employee Benefits	320,510	38,366	30,914	7,452	289,596
Professional Service Contracts	0	0	4,875	(4,875)	(4,875)
Travel	26,400	2,906	1,331	1,575	25,069
Capital Outlays	55,000	0	416	(416)	54,584
Grants, Benefits & Client Services	0	0	4	(4)	(4)
Goods and Services	246,555	19,295	18,893	402	227,662
<b>Sum:</b>	<b>1,669,000</b>	<b>186,072</b>	<b>155,569</b>	<b>30,503</b>	<b>1,513,431</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Salaries and Wages</b>	<b>41,887</b>	<b>33,103</b>	<b>8,784</b>	<b>125,505</b>	<b>99,136</b>	<b>26,369</b>
A AA State Classified	41,887	33,103	8,784	125,505	99,136	26,369
<b>Employee Benefits</b>	<b>12,798</b>	<b>10,174</b>	<b>2,624</b>	<b>38,366</b>	<b>30,914</b>	<b>7,452</b>
BA Old Age and Survivors Insurance	2,597	1,996	601	7,781	5,977	1,804
BB Retirement and Pensions	4,293	3,393	900	12,863	10,163	2,700
BC Medical Aid & Industrial Insurance	184	150	34	552	449	103
BD Health, Life & Disability Insurance	5,054	4,118	936	15,162	12,776	2,386
BE Allowances	0	50	(50)	0	150	(150)
BH Hospital Insurance (Medicare)	607	467	140	1,819	1,398	421
BK Paid Family and Medical Leave	63	0	63	189	0	189
<b>Professional Service Contracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,875</b>	<b>(4,875)</b>
C CA Management and Organizational Services	0	0	0	0	4,875	(4,875)
<b>Goods and Services</b>	<b>6,484</b>	<b>14,879</b>	<b>(8,395)</b>	<b>19,295</b>	<b>18,893</b>	<b>402</b>
EA Supplies and Materials	260	234	26	780	677	103
EB Communications/Telecommunications	167	148	19	501	148	353
EC Utilities	273	485	(212)	815	485	330
ED Rentals and Leases - Land & Buildings	1,960	1,529	431	5,877	4,815	1,062
EE Repairs, Alterations & Maintenance	0	0	0	0	10	(10)
EF Printing and Reproduction	107	19	88	321	29	292
EG Employee Prof Dev & Training	0	3	(3)	0	106	(106)
EH Rental & Leases - Furn & Equipment	39	17	22	111	142	(31)
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	1,085	3,570	(2,485)	3,252	3,570	(318)
EL Data Processing Services (Interagency)	1,771	5,147	(3,376)	5,313	5,147	166
EM Attorney General Services	86	0	86	258	0	258
EN Personnel Services	554	1,785	(1,231)	1,658	1,785	(127)
EP Insurance	16	1,316	(1,300)	243	1,316	(1,073)
ER Other Contractual Services	132	130	2	132	130	2
ES Vehicle Maintenance & Operating Cst	0	0	0	0	0	0
EW Archives & Records Management Svcs	34	0	34	34	0	34
EY Software Licenses and Maintenance	0	683	(683)	0	719	(719)
EZ Other Goods and Services	0	(186)	186	0	(186)	186
<b>Travel</b>	<b>966</b>	<b>241</b>	<b>725</b>	<b>2,906</b>	<b>1,331</b>	<b>1,575</b>
G GA In-State Subsistence & Lodging	500	97	403	1,500	863	637
GC Private Automobile Mileage	133	0	133	403	323	80
GD Other Travel Expenses	50	0	50	150	0	150
GF Out-of-State Subsistence & Lodging	0	0	0	0	0	0
GG Out-of-State Air Transportation	0	0	0	0	0	0
GN Motor Pool Services	283	144	139	853	144	709
<b>Capital Outlays</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>416</b>	<b>(416)</b>
J JA Noncapitalized Assets	0	0	0	0	416	(416)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>(4)</b>
NZ Other Grants and Benefits	0	0	0	0	4	(4)

<b>Total Dollars</b>		<b>62,135</b>	<b>58,397</b>	<b>3,738</b>	<b>186,072</b>	<b>155,569</b>	<b>30,503</b>
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**Rural Arterial Trust Account - 102 - Approp 090**

<b>Category</b>	<b>BI Allotment</b>	<b>BITD Allotment</b>	<b>BITD Expenditures</b>	<b>BITD Variance</b>	<b>BI Variance</b>
Salaries and Wages	785,562	96,132	96,642	(510)	688,920
Employee Benefits	247,931	29,573	29,224	349	218,707
Travel	9,240	1,146	223	923	9,017
Capital Outlays	12,290	0	72	(72)	12,218
Grants, Benefits & Client Services	0	0	1	(1)	(1)
Goods and Services	78,977	7,662	6,159	1,503	72,818
<b>Sum:</b>	<b>1,134,000</b>	<b>134,513</b>	<b>132,322</b>	<b>2,191</b>	<b>1,001,678</b>

<b>Category</b>	<b>FM Allotment</b>	<b>FM Expenditure</b>	<b>FM Variance</b>	<b>BITD Allotment</b>	<b>BITD Expenditures</b>	<b>BITD Variance</b>
<b>Salaries and Wages</b>	<b>32,096</b>	<b>32,298</b>	<b>(202)</b>	<b>96,132</b>	<b>96,642</b>	<b>(510)</b>
AA State Classified	32,096	32,298	(202)	96,132	96,642	(510)
<b>Employee Benefits</b>	<b>9,867</b>	<b>9,818</b>	<b>49</b>	<b>29,573</b>	<b>29,224</b>	<b>349</b>
BA Old Age and Survivors Insurance	1,990	1,948	42	5,960	5,829	131
BB Retirement and Pensions	3,290	3,311	(21)	9,854	9,906	(52)
BC Medical Aid & Industrial Insurance	143	143	0	429	429	0
BD Health, Life & Disability Insurance	3,931	3,931	(0)	11,793	11,606	187
BE Allowances	0	30	(30)	0	90	(90)
BH Hospital Insurance (Medicare)	465	456	9	1,393	1,363	30
BK Paid Family and Medical Leave	48	0	48	144	0	144
<b>Goods and Services</b>	<b>3,081</b>	<b>5,273</b>	<b>(2,192)</b>	<b>7,662</b>	<b>6,159</b>	<b>1,503</b>
EA Supplies and Materials	91	82	9	273	190	83
EB Communications/Telecommunications	59	52	7	170	52	118
EC Utilities	95	170	(75)	290	170	120
ED Rentals and Leases - Land & Buildings	686	535	151	2,057	1,223	834
EE Repairs, Alterations & Maintenance	0	0	0	0	1	(1)
EF Printing and Reproduction	37	7	30	116	10	106
EG Employee Prof Dev & Training	851	1	850	851	30	821
EH Rental & Leases - Furn & Equipment	25	6	19	76	50	26
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	380	1,249	(869)	1,136	1,249	(113)
EL Data Processing Services (Interagency)	621	1,801	(1,180)	1,852	1,801	51
EM Attorney General Services	30	0	30	91	0	91
EN Personnel Services	194	625	(431)	580	625	(45)
EP Insurance	5	461	(456)	90	461	(371)
ER Other Contractual Services	0	45	(45)	46	45	1
ES Vehicle Maintenance & Operating Cst	0	0	0	0	0	0
EW Archives & Records Management Svcs	0	0	0	13	0	13
EY Software Licenses and Maintenance	0	239	(239)	0	252	(252)
EZ Other Goods and Services	7	0	7	21	0	21
<b>Travel</b>	<b>386</b>	<b>103</b>	<b>283</b>	<b>1,146</b>	<b>223</b>	<b>923</b>
GA In-State Subsistence & Lodging	175	52	123	525	140	385
GC Private Automobile Mileage	47	0	47	137	33	104
GD Other Travel Expenses	18	0	18	48	0	48
GF Out-of-State Subsistence & Lodging	35	0	35	105	0	105
GG Out-of-State Air Transportation	12	0	12	32	0	32
GN Motor Pool Services	99	50	49	299	50	249
<b>Capital Outlays</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>72</b>	<b>(72)</b>
JA Noncapitalized Assets	0	0	(0)	0	72	(72)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>(1)</b>
NZ Other Grants and Benefits	0	0	0	0	1	(1)
<b>Total Dollars</b>	<b>45,430</b>	<b>47,492</b>	<b>(2,062)</b>	<b>134,513</b>	<b>132,322</b>	<b>2,191</b>

**Rural Arterial Trust Account - 102 - Approp A10**

<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	55,028,000	6,878,499	3,806,481	3,072,018	51,221,519
<b>Sum:</b>	<b>55,028,000</b>	<b>6,878,499</b>	<b>3,806,481</b>	<b>3,072,018</b>	<b>51,221,519</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	2,292,833	3,386,156	(1,093,323)	6,878,499	3,806,481	3,072,018
NZ Other Grants and Benefits	2,292,833	3,386,156	(1,093,323)	6,878,499	3,806,481	3,072,018
<b>Total Dollars</b>	<b>2,292,833</b>	<b>3,386,156</b>	<b>(1,093,323)</b>	<b>6,878,499</b>	<b>3,806,481</b>	<b>3,072,018</b>

### Motor Vehicle Account - 108 - Approp A20

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Grants, Benefits & Client Services	1,456,000	728,000	727,900	100	728,100
<b>Sum:</b>	<b>1,456,000</b>	<b>728,000</b>	<b>727,900</b>	<b>100</b>	<b>728,100</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	0	0	0	728,000	727,900	100
NZ Other Grants and Benefits	0	0	0	728,000	727,900	100
<b>Total Dollars</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>728,000</b>	<b>727,900</b>	<b>100</b>

### County Arterial Preservation Acct - 186 - Approp A30

<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	37,379,000	4,672,374	11,291,957	(6,619,583)	26,087,043
<b>Sum:</b>	<b>37,379,000</b>	<b>4,672,374</b>	<b>11,291,957</b>	<b>(6,619,583)</b>	<b>26,087,043</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	1,557,458	2,215,064	(657,606)	4,672,374	11,291,957	(6,619,583)
NZ Other Grants and Benefits	1,557,458	2,215,064	(657,606)	4,672,374	11,291,957	(6,619,583)
<b>Total Dollars</b>	<b>1,557,458</b>	<b>2,215,064</b>	<b>(657,606)</b>	<b>4,672,374</b>	<b>11,291,957</b>	<b>(6,619,583)</b>

### Motor Vehicle Account - 108 - Approp BT0

<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	0	0	0	0	0
Inter Agency/Fund Transfers	2,000,000	2,000,000	2,000,000	0	0
<b>Sum:</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>	<b>0</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>
Inter Agency/Fund Transfers	2,000,000	0	2,000,000	2,000,000	2,000,000	0
MB Interfund Operating Transfers Out	2,000,000	0	2,000,000	2,000,000	2,000,000	0
Grants, Benefits & Client Services	0	0	0	0	0	0
NZ Other Grants and Benefits	0	0	0	0	0	0
<b>Total Dollars</b>	<b>2,000,000</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>

## 2021-23 Biennial Budget Decision Package

**Agency:** County Road Administration Board (CRAB)

**DP code/title:** County Arterial Preservation Account

**Budget period:** 2021-23

**Budget level:** ML or PL

**Agency RecSum text:**

Increase the expenditure authority of the County Arterial Preservation Account (Account 186-1) capital program by \$8,774k. The increased expenditure authority is needed due to an increase in the MVA transfer adopted in the 21-23 transportation budget, American Rescue Plan Act funds, and increased revenue estimates from the June 2021 transportation revenue forecast.

CRAB is responsible, by statute, for administration of this portion of the counties’ share of the motor vehicle fuel tax, and for certification that each county receiving these funds has in place, and uses, a pavement preservation program as required by the Standards of Good Practice established in WAC by the County Road Administration Board.

**Fiscal detail:**

Operating Expenditures	FY 2022	FY 2023	FY 2024	FY 2025
Fund 186-1	\$7,815,000	\$959,000	\$510,000	\$516,000
<b>Total Expenditures</b>	<b>\$7,815,000</b>	<b>\$959,000</b>	<b>\$510,000</b>	<b>\$516,000</b>
<b>Biennial Totals</b>	<b>\$8,744,000</b>		<b>\$1,026,000</b>	
Staffing	FY 2022	FY 2023	FY 2024	FY 2025
FTEs	0	0	0	0
<b>Average Annual</b>	<b>0</b>		<b>0</b>	
Object of Expenditure	FY 2022	FY 2023	FY 2024	FY 2025
Obj. N	\$7,815,000	\$959,000	\$510,000	\$516,000
Revenue	FY 2022	FY 2023	FY 2024	FY 2025
Fund 186-1	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Biennial Totals</b>				

## Package description

The distribution of CAPP funds is a critical element in the counties' efforts to maintain and preserve the county arterial system.

CRAB continues to expect optimum results in pavement preservation with a pavement rating of all thirty-nine counties to be at or near that of the state highway system.

Timely application of preservation activities to any roadway surface assures maximum life and cost effective use of construction dollars. CAPP distributions and rules of eligibility to access this grant program certifies a consistent, programmatic approach to arterial preservation statewide.

CRAB expects to continue the practice of formulaic distribution of CAPP dollars to the counties based upon need, as measured by arterial lane mile totals in each county.

The program annually purchases preservation work elements of resurfacing of existing paved roadway widths upon eligible road miles.

In 2018 CAPP funded 2,602 lane miles of seal coat work and 287 lane miles of overlay work. In 2019 CAPP funded 3,251 lane miles of seal coat work and 245 lane miles of overlay work. This work has been certified to CRAB by each county engineer and county legislative authority and is auditable. While unit costs may vary over the 21-23 biennium, a similar effort is anticipated.

The heaviest impact of not funding these activities would fall on the arterial system generally and the identified freight and goods system specifically. While CAPP funds contribute only a portion of the county preservation work, it is a critical portion. In particular, smaller counties with a lower property tax basis but large freight and goods systems (primarily due to agricultural activity) would be harmed the most. Additionally, if the program is not funded, it would severely impair the counties' ability to adequately maintain the regional transportation links of the arterial and collector system.

Contact Steve Johnson or Drew Woods at 360.753.5989

## Assumptions and calculations

CRAB has made a commitment to assist the counties in the improvement and preservation of their arterial road systems and ensure grants are used for their intended purpose.

This grant program is a capital program authorized by statute (RCW 46.68.090(2)(i)). This decision package allows for an increase in the expenditure authority of this program. The supplemental 19-21 budget increased the transfer from the motor vehicle account by \$5,073k. The transfer of these additional funds occurred at the end of FY21. The distribution to the counties of these competitive grant funds took place in FY22.

Counties depend upon the distribution of CAPP funds for construction and maintenance of arterials and collectors. This program was authorized by the legislature to enable counties to ensure at least minimal preservation activities on the arterial system. CRAB administers these programs to

guarantee fairness in the award process. CRAB also ensures pavement management systems are in place in each county for optimum, effective use of CAPP maintenance dollars.

The requested expenditure authority is based on revenues from the statutory portion of the motor vehicle fuel tax and the continued transfers from the Transportation Partnership Account, the Motor Vehicle Account, and American Rescue Plan Act (ARPA) funds.

	FY 2022	FY 2023	FY 2024	FY 2025
<i>Statutory Distribution* (RCW 46.68.090(2)(i))</i>	\$14,066,200	\$14,409,000	\$14,618,700	\$14,764,000
<i>Transfer from TPA (RCW 46.68.295(1)(c))</i>	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
<i>Transfer from MVA (Sec. 406(5))</i>	\$3,833,000	\$3,833,000	\$3,833,000	\$3,833,000
<i>ARPA Funds (Sec. 408(2))</i>	\$1,939,000			
<i>19-21 Supplemental Budget Increase</i>	\$5,073,000			
<i>Transfer from MVA Distributed FY22</i>				
<b>Total Requested Expenditure Authority</b>	<b>\$26,411,200</b>	<b>\$19,742,000</b>	<b>\$19,951,700</b>	<b>\$20,097,000</b>

\*Transportation Revenue Forecast Council June 2021

	FY 2022	FY 2023	FY 2024	FY 2025
<i>21-23 Transportation Budget</i>	\$18,596,000	\$18,783,000	\$19,442,363	\$19,581,119
<i>Total Requested Expenditure Authority</i>	\$26,411,200	\$19,742,000	\$19,951,700	\$20,097,000
<b>21-23 Supplemental Budget Request</b>	<b>\$7,815,200</b>	<b>\$959,000</b>	<b>\$509,337</b>	<b>\$515,881</b>

21-23 Transportation Budget Expenditure Authority (Section 303)	\$37,379,000
Supplemental Budget Expenditure Authority	<u>\$46,153,200</u>
<b>Increase to Expenditure Authority</b>	<b>\$8,774,200</b>

### Strategic and performance outcomes

No performance measures submitted for this decision package.

### Other collateral connections

Intergovernmental – 39 counties

Stakeholder response – N/A

Legal or administrative mandates – N/A

Changes from current law – N/A

State workforce impacts – N/A

State facilities impacts – N/A

Puget Sound recovery – N/A

Other supporting materials

**Information Technology**

Does this DP include funding for any IT-related costs, including hardware, software (including cloud-based services), contracts or IT staff?

No

Yes

Please download the [IT-addendum](#) and follow the directions on the bottom of the addendum to meet requirements for OCIO review. After completing the IT addendum, please upload the document to continue.

DEPUTY DIRECTOR'S REPORT  
*Prepared by Andrew Woods, PE*

CRABoard Meeting – October 28, 2021

Reporting Period: July 29, 2021 to October 27, 2021

County Engineer Changes Since July 2021:

No new county engineers were appointed during this reporting period.

County Visits Since July 2021:

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

**OTHER ACTIVITIES OF THE DEPUTY DIRECTOR**

-  Meet Jay Drye – New Local Programs Director – August 3<sup>rd</sup>
-  Using Drones to Inspect Bridges Webinar – August 4<sup>th</sup>
-  WSACE Managing Director Interviews – August 18<sup>th</sup> & 19<sup>th</sup>
-  Clark County Meeting – August 19<sup>th</sup>
-  CRAB Staff Retreat – August 26<sup>th</sup>
-  WAC Submittal and Change Review – September 9<sup>th</sup>
-  Benton County Management Letter Meeting w/ Benton County Staff – September 22<sup>nd</sup>
-  Rep. Ramos Grant Program Discussion – September 22<sup>nd</sup>
-  GIS-Mo Update w/ WaTech and OCIO – September 28<sup>th</sup>
-  New Grant Program Discussion – September 30<sup>th</sup>
-  October CRABoard Agenda Meeting – October 4<sup>th</sup>
-  Health Disparity Map Integration Kickoff Meeting – October 5<sup>th</sup>
-  WSACE/CRAB Touch Base – October 7<sup>th</sup>
-  Meet and Greet w/ Bret Skidmore (DES SAFS) and Tommy
-  Quarterly Budget Review w/ SAFS – October 19<sup>th</sup>
-  Health Disparity Map Integration Review – October 19<sup>th</sup>
-  Annual Report Planning Meeting – October 20<sup>th</sup>
-  HEAL Act Discussion w/ TIB – October 20<sup>th</sup>
-  StoryMaps RFP Kickoff Meeting – October 22<sup>nd</sup>
-  WSACE/CRAB Touch Base – October 22<sup>nd</sup>
-  Reintroduction w/ DTS (GIS-Mo Software Provider) – October 25<sup>th</sup>
-  Health Disparity Map Integration Preliminary Review – October 25<sup>th</sup>
-  GIS-Mo Lessons Learned & Recommendations Review – October 26<sup>th</sup>
-  WSACE Strategic Plan Review – October 27<sup>th</sup>





Washington State

## **County Road Administration Board**

2404 Chandler Court SW, Suite 240 Olympia, WA 98502

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

September 2, 2021

Ms. Eva Haney  
Interim Public Works Director  
Clark County Public Works

Mr. Rob Klug, PE  
Interim County Engineer  
Clark County Public Works

Re: County Road Administration Board Compliance Concerns

Greetings Ms. Haney and Mr. Klug,

On July 16<sup>th</sup>, Mr. Rob Klug contacted the County Road Administration Board (CRAB) office to inform us of the immediate termination of then Clark County Director of Public Works/County Engineer Ahmad Qayoumi, PE. He indicated that within a day or two the Clark County Council intended to appoint an interim county engineer and an interim public works director, and at that time he would have more information on the quickly developing situation. In a subsequent call on July 19<sup>th</sup>, Mr. Klug informed us of the interim appointments of himself as County Engineer, and Ms. Eva Haney as Public Works Director. We inquired as to the reason for the sudden termination and if there were any compliance issues CRAB needed to be aware of and could help Clark County work through. Mr. Klug indicated it was still a rapidly developing situation and requested a few weeks to get a handle on many suspected or alleged potential compliance related issues. We agreed.

In early August Mr. Klug informed us that while they were still working to understand some issues, they were ready to report to CRAB on compliance related matters. A meeting was scheduled for August 19<sup>th</sup> at the CRAB offices in Olympia.

On August 19<sup>th</sup>, CRAB staff met with the two of you in our Olympia office. CRAB very much appreciated your time, patience, and forthrightness informing us about your compliance status and answering our questions. It is apparent you and your public works staff have invested considerable time and energy in not only determining the extent of the challenges you face, but in creating an environment where you can succeed.

A fundamental role of CRAB is regulatory, but we believe the best way to maintain compliance is to help counties be successful. However, counties who are out of compliance may face significant consequences, including, suspension of one's certificate of good practice, suspension of motor vehicle fuel tax direct allocations and County Arterial Preservation Program (CAPP) distributions, immediate ineligibility for the Rural Arterial Program (RAP) which includes loss of all open contracts and immediate repayment of all RAP reimbursements on all open CRAB/County contracts regardless of project status, suspension of ability to use county forces for capital construction, ineligibility for the emergency loan program, and repayment of any road levy or road fund determined to be misappropriated.

CRAB is aware of four issues potentially affecting Clark County's compliance standing with our agency. These, along with requests for information, are detailed as follows:



Washington State

## **County Road Administration Board**

2404 Chandler Court SW, Suite 240 Olympia, WA 98502

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

### 1. Allocation of Overhead and Indirect Costs

We understand that since 2009, the Public Works Department's overhead and indirect costs failed to be equitably allocated annually to the various funds and divisions of Public Works, resulting in the county road fund paying a higher than equitable amount. CRAB's expectation is that this will be researched to determine the equitable distribution for each year from 2009 to present and the appropriate amounts refunded to county road.

Please provide this office with the analysis and the plan for repaying county road.

### 2. Equipment Rental & Revolving Fund (ER&R)

We understand the participant equity is purportedly out of balance by \$3 to \$4 million dollars, resulting in county road subsidizing the other participants within ER&R. Also, it appears there may be some issue with replacement rates resulting in underfunded replacement. CRAB's expectation is that these will be researched to determine what each participant's equity position should be, if and to what extent replacement has been underfunded, and the appropriate amounts refunded to county road's ER&R equity resulting from these imbalances.

Please provide this office with the analysis and the plan for any corrective action resulting from the analysis.

### 3. Missing Inventory

We understand there may be as much as \$250,000 of gravel inventory unaccounted for over the last two years. This may be the result of a combination of several equipment and process failures/disconnects.

Please describe what steps have been, or will be, taken to prevent this occurring in the future. Also, please provide the results of any reconciliation done over time that may adjust the current estimate of the missing gravel inventory.

### 4. Road Levy Diversion

Clark County has the largest statutory road levy diversion of all the 39 counties. The stated purpose of this diversion is traffic law enforcement conducted by the Clark County Sheriff's Office in the unincorporated area of the county. WAC 136-25-040 requires a county to maintain adequate records of annual traffic law enforcement expenditures to demonstrate that the diverted road funds were used only for traffic law enforcement in the unincorporated area of the county. When queried whether anyone has seen such records to support that the \$4.532 million dollar diversion was appropriately spent, you were not aware of any such records being available.



Washington State

**County Road Administration Board**

2404 Chandler Court SW, Suite 240 Olympia, WA 98502

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

Please provide the required records for the diverted road levy for the following years: 2018, 2019, 2020, and 2021 to date. This shall include the allocation plan or utilization methodology and the detailed analysis year(s) the plan or methodology is based on.

CRAB requests a written status update on or before September 30<sup>th</sup>, 2021. This is so we may ask any clarifying questions and be prepared to advise the CRABoard of Clark County's status at the CRABoard's next meeting on October 28<sup>th</sup>. If new issues come to light over the next several months, please forward those to us for review. We stand ready to assist Clark County in any way we can to better help you understand compliance nexus, how to analyze an issue and keep it as simple as possible to still satisfy our regulatory needs and, simply offer encouragement and a sympathetic ear.

Sincerely,

William "Drew" Woods, P.E.

Deputy Director

CC: Ms. Jane Wall, Executive Director  
Mr. Derek Pohle, County Support and Compliance Manager

# ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

*Prepared by Derek Pohle, PE*

CRABoard Meeting – October 28, 2021

Reporting Period: August 2021 thru October 2021

## **COUNTY VISITS**

None

## **COUNTY CONTACTS/CONSULTING**

Total Contacts: 69

Number of:    Counties: 28    Other Agencies: 8    Public: 2

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

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

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

Updated CE and BOCC training content for 2021/2022.







CE training scheduled for December(2 classes), February, and May.

## **COUNTY ENGINEER DESK REFERENCE**

Desk Reference 2021 Update released in May.

Updating New County Engineer introduction document.

## **OTHER ACTIVITIES OF THE EASS**

-  SAO local government accounting committee meeting
-  County Road Levy research project/internal report to the Deputy Director
-  Working with Steve Johnson, Mike Clark and Drew Woods on proposed WAC updates
-  Working with Steve Johnson and Drew Woods on proposed new grant program
-  CLCF required September 30 status update to the counties
-  Collecting info/examples for model documents for proposed new ER&R WAC

# COMPLIANCE MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – October 28, 2021

Reporting Period: August 2021 thru October 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, Interim Rob Klug, PE
Asotin	July 1, 2021	January 1, 2022	-	Actively recruiting Interim Ted Sharp, PE
Lincoln	October 1, 2020	April 1, 2021	NA	Interim Walt Olsen, PE
Pacific	Sept. 30, 2021	March 31, 2022	-	CE resigned Interim Paul Lacy, PE

### Benton County:

Earlier this year Benton County was issued a Management Letter associated with their Accountability Audit regarding an abandoned stockpile, see the attached narrative from Benton County. This matter has no satisfactory resolution, staff considers the matter closed.

### Clark County:

Following the termination of the county engineer earlier this summer, Clark County Public Works staff self-reported that they suspected the department had some compliance issues. CRAB staff met with Clark County staff to go over the potential issues, isolated four compliance issues to focus on, and associated reporting.

**County Audit Reviews**

	<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>	13	3	0	Yes Ferry, Pend Oreille	No
<i>Accountability</i>	5	0	4	Yes Clark	No
<i>Fraud</i>	0	0	0	No	No
<i>Performance</i>	0	0	0	No	No







Ferry and Pend Oreille counties both had findings regarding procurement policies not being up to date and have been resolved. Clark had a management letter regarding the use of piggyback contracts for the procurement of ER&R vehicles and the county has since changed its process.

**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 the above compliance reporting with the Deputy Director.

**OTHER ACTIVITIES OF THE COMPLIANCE MANAGER**

-  SAO local government accounting committee meeting
-  County Road Levy research project/internal report to the Deputy Director
-  Working with Steve Johnson, Mike Clark and Drew Woods on proposed WAC updates
-  Working with Steve Johnson and Drew Woods on proposed new grant program
-  CLCF required September 30 status update to the counties
-  Collecting info/examples for model documents for proposed new ER&R WAC

BENTON COUNTY  
By Matt Rasmussen and Doug D'Hondt

Narrative regarding Management Letter resulting from 2019 Accountability Audit

During the 2019 accountability audit performed by the Washington State Auditors Office they pointed out a concern that County Road funds had been utilized to purchase soil and rock inventory that was abandoned by the Equipment Rental and Replacement (ER&R) fund. This narrative provides a history, as it is known to me, and reasoning for utilizing road funds in this manner.

In May of 2011 the Benton County Road Department advertised for bids for the Clodfelter Road/Locust Grove Road project. A contract for construction was entered into with Tapani Underground later that year. As the work progressed Tapani began notifying the County that there was significantly more earth material than originally estimated in the project which would require removal as well as several large rock cuts that required excavation and removal. It appears the County had multiple verbal conversations with the Contractor on this issue the result of which was for the County to agree to purchase the excess material from the Contractor. The County obtained, and provided to the Contractor, two separate off-site locations on which to place said materials. The lease for each site was for a term of 5 years. The soil material was placed at the site known as the Clodfelter site and the rock material was placed at the site known as the Root Road site.

At the time of this project the County Engineer had authority to enter into any change order related to a road construction project without review or concurrence of the Board of County Commissioners. Although no official change order can be found it appears the County Engineer intended to address this soil and rock purchase on his own with no involvement from the Commissioners. After completion of the work there appears to have been some dispute as to whether those verbal arrangements constituted an agreement by the County. The County at one point appears to have denied ever making such arrangements and the Contract subsequently threatens to take the matter to a Dispute Resolution Board pursuant to the Contract specifications. After some legal wrangling the County Commissioners entered into a settlement agreement (Resolution 2012-783) in which the County paid Tapani \$326,500 to "transport, shape and dispose" of said material at those off-site locations. This final payment was made on or about December 28, 2012. Money for the payment came from the Benton County ER&R fund with the understanding that it would be purchased by the Road Department for an upcoming project and future road maintenance.

In 2017 the lease for each of the original off-site locations was coming to an end. In the time since placement of the materials very little of it had been removed for any road purpose. In fact, both sites had become so overgrown that the stockpiled materials were nearly indistinguishable from the native soils. The County Engineer at that time estimated the cost to remove the materials for use on another project and found that it was cost prohibitive to do so. The costs of the leases where also slated to increase. The County Engineer at that point determined that it would be of the most benefit to the County to abandon the materials in place and allow the leases to expire. Contact was made with each landowner and they were agreeable to that course of action.

On a subsequent review of the ER&R funds books in 2019 the Chief Financial Officer pointed out that the ER&R fund could not simply absorb the cost of the original rock purchase. Since that material was purchased on behalf of the County Road fund, which later decided it could not use said materials, those

costs must be recovered from the Road fund. After numerous discussions the County Engineer agreed, and the County Road fund paid \$304,023.44 to the ER&R fund in December 2019 for the balance of the remaining materials.

It should be noted that as a result of the original issue with the purchase of materials from Tapani the County Engineer at the time was relieved of his position and the policy regarding change orders was amended to require the concurrence of the County Administrator for all change orders on road construction projects. The policy was further amended in 2020 to require all change orders obtain concurrence of the County Administrator and be ratified by the Board of County Commissioners within 2 weeks of approval by the County Engineer.



# Information Services Update



## Ongoing Projects Summary

### GIS-Mo:

*Transportation Asset Management System (TAMS)*

- Report out for OCIO design review closeout report
- We will recognize the efforts of all involved should the end-date not be amended

### GIS-Mo Full Launched

- Spokane, Clark, and Whatcom
- We will pause full launches to develop knowledgebase articles after the full launch of Spokane, Clark, and Whatcom
  - Knowledgebase article creation after the first group of full launch is to create sustainability of GIS-Mo as move forward on full launch of the other county



## IT Security

2021

- Who
  - Every CRAB Staff
- What
  - Hacktober
- When
  - Every October
- Where
  - Staff computers
- Why
  - Cybersecurity Awareness Month (aka Hacktober) kicks off every October for the purpose of improving everyone's understanding of online threats and how to protect the information entrusted to the State and its agencies such as CRAB

### Additional Security Activities

- Completed annual asset inventory
- Completed Annual IT Certification from OCIO
- Updated Disaster Recovery Manual
- Overhauled the Security Program for OCIO policy 141.10 compliancy in prep for our tri-annual IT Security Audit
- Working with TIB to complete the tri-annual Security Audit in October.

## System Security Update

Periodic IT Security Assessment preparation underway

- Cybersecurity
  - Continuous monitoring of advanced threat protection tools
  - Evaluated threat exposure
  - Underway with remediation
- Windows critical updates performed
- Full server Anti-Virus sweeps

## Additional Information Services Activities

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- Updated Disaster Recovery Manual
- Overhauled the Security Program for OCIO policy 141.10 compliancy in prep for our tri-annual IT Security Audit
- Working with TIB to complete the tri-annual Security Audit in October.
- Updated the IT Portfolio
- Rotated CRAB training room workstations and remote training machines
- Completed workstation deployment
- Cameron Cole presented at the WSACE Conference in Chelan on Story Maps
- County Interactions
  - a. Spokane County configuration
  - b. Clark County integration
  - c. Whatcom County creating workflows
- Department of Military interactions for Emergency Planning
- Spoke with RCO with ESRI reps about our project and how trails across the State might adopt a similar platform for stakeholders
- Story Map project had meetings with two companies and are planning the scope for RFP
- CARS/RAP Online replacement project is in the pre-planning phase

## Additional Information Services Activities Update

### Administrative

IT Staff Professional Development

- Microsoft Enterprise Skills Initiative is made available to staff to continue IT skill sets in Microsoft products. Microsoft Enterprise Skills Initiative gives the availability for staff to train and earn Microsoft Certificates.
- Donna underway with B.S. in Computer Science
- Angela renewed her CompTIA Security+ certification

## Strategic Plan & Performance Measures

**4A1** Service requests resolved in developing uniform and efficient transportation-related information technology resources.

4<sup>th</sup> quarter update here

Annual update here

**84.8%** (125 submitted, 106 resolved)

**4A2** Percent of Agency systems up-time during operational hours (6 AM – 6 PM, M-F).

4<sup>th</sup> quarter update here

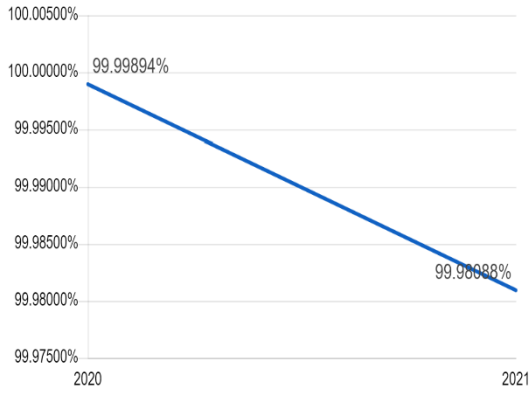
97.8325%

Annual update here

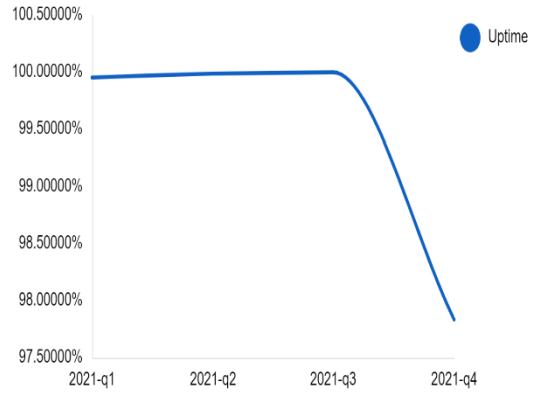
**99.98088% uptime**

🕒 System Uptime Dashboard ☆

UptimePerformance



Quarterly Uptime Performance



# Design Systems and UAS Programs

## 1. Design Systems

### ➤ Training Program

- CRAB provided one in-person training event at our training facility in Olympia. This three-day training was attended by 7 county staff from Mason, Ferry, Thurston, and Island Counties. In total, we provided 140 person-hours of in-person training.

### ➤ Software Support

- Design Systems provided minimal assistance to county design staff through CRAB-NET support ticketing during the quarter. There was a slight up-tick from last quarter. This can be attributed to conversations with counties where we have emphasized the need for staff to submit their questions via the CRAB-Net support tickets.

### ➤ Pinnacle Series LMS

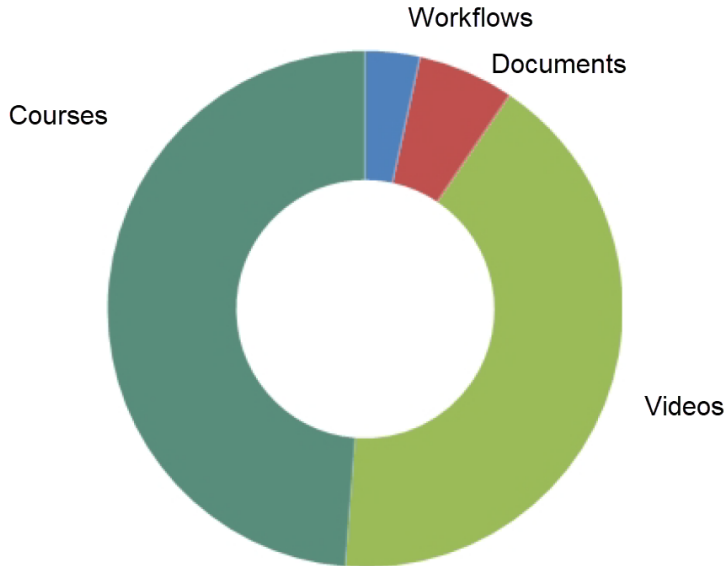
- CRAB continues to add help documents and videos in support of Sincpac tools for Civil 3D.
- CRAB held two LMS scheduled events that attracted 34 and 48 users per event respectively. As in past quarters, each event has increased average use of the platform following the events.
- 2021 3<sup>RD</sup> quarter performance
  - The platform has 784 registered users and has had 168 unique active logins during the period. The total number of users had decreased as a result of invalid email address for users.
  - Users have accessed 695 individual assets and 339 learning path courses.
  - Of the assets accessed, 159 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 200 person-hours of training.



## Resource Access/Use

Content items and features access/used by Resource during the period.

**Period:** 7/1/2021 - 9/30/2021  
**Report Date/Time:** 10/12/2021 1:09:05 PM



Summary		
<b>Workflows:</b>	24	(3.45%)
<b>Documents:</b>	42	(6.04%)
<b>Videos:</b>	290	(41.73%)
<b>Courses:</b>	339	(48.78%)
<b>Total:</b>	695	

Summary	
<b>Current Registered Users:</b>	784

Summary	
<b>Total Unique Sign-ins:</b>	168

- In comparison to previous quarters, user logins have been consistent a small variance. A small decrease in consumed content may be attributed to increased staff leave during the summer months. The number of average users per day has maintained consistent through the quarters.

## 2. UAS Program

In September, CRAB flew a mission with Skagit County. This mission consisted of acquiring imagery of a debris pile that had formed at the base of several piers of a county owned bridge on the Skagit River. The county wanted to quantify the mass before the rainy season and compare it with a flight next spring. The use of a drone in this instance exemplifies the cost savings and safety improvements for survey staff that the county would normally incur to quantify such a project.

For this project, CRAB used it's newly aquired 20 megapixel camera for improved ground sampling distance. This improvement allows each pixel in the image to represent an approximate one-half inch measurement. In comparison, our original camera represented an approximate 3.5 inch measurement.



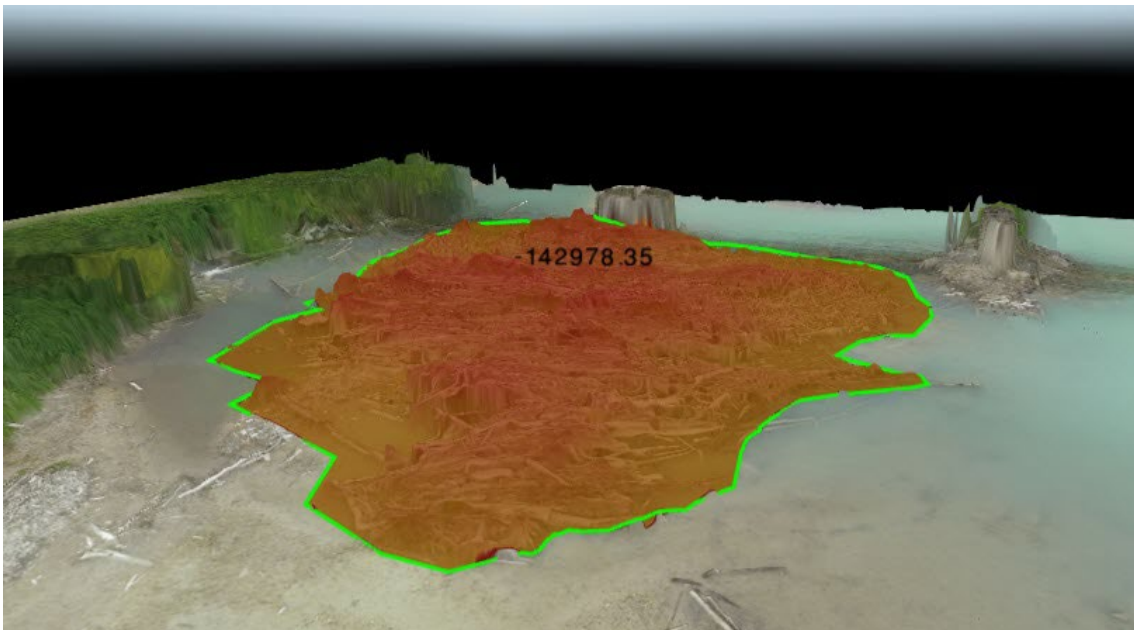
Figure 1 - Skagit County Project Location



Figure 2 - Skagit River Train Trestle at SR9



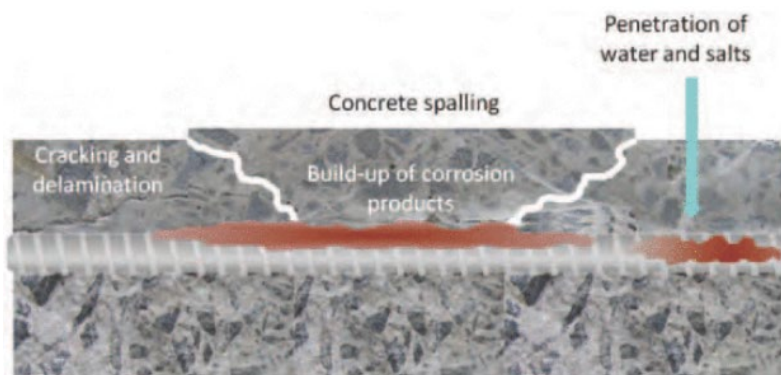
Figure 3 - Woody Debris Pile Quantity



Looking forward to the next quarter, CRAB will be working with Spokane County with our newly acquired FLIR thermal camera. In this study, we hope to analyze the temperature difference of a bridge deck to show areas of potential delamination.



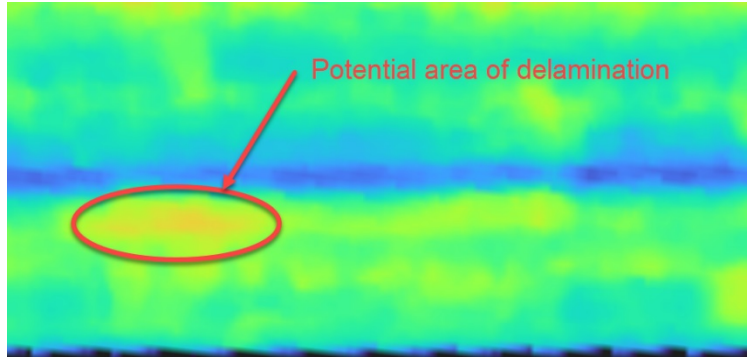
Figure 4 - Corrosion Process



This image shows the air gaps that can appear with these types defects.

Figure 5 - Bridge Deck Thermal Image

This air in the cracking is typically warmer than the surrounding concrete and can show up as hot spots on the deck.



CRAB will report further on this proof-of-concept project next quarter.