



AGENDA

County Road Administration Board
 April 21-22, 2022
 CRAB Office - Olympia, Washington
 & Via Zoom

Thursday 1:00 pm

Call to Order

			Page #'s
1	Chair's Report - Commissioner Rob Coffman		
	A. Approve April 21-22, 2022 Agenda	Action	Enclosure
	B. Approve Minutes of January 27-28, 2022 CRABoard Meeting	Action	Enclosure
	C. Welcome Board Member - Eric Pierson, PE Chelan County Engineer	Info	Enclosure
	D. Second Vice Chair - Nominations & Appointment	Action	
			1 - 2
			3 - 12
			13
2	Grant & Loan Programs - Steve Johnson, PE		
	A. Columbia County Emergency Loan Request	Action	Enclosure
	B. Preliminary Proposals 2023 - 2025 Biennium	Info	Enclosure
	C. Program Status Report & Completed Projects	Info	Enclosure
	D. Resolution 2022-002 Apportion RATA Revenues to Regions	Action	Enclosure
	E. Consideration of Available Funds for Allocation ('21-'23 cycle)	Info	Enclosure
	F. Resolution 2022-003 Allocate Estimated Revenue to Projects ('21-'23)	Action	Enclosure
	G. Project Actions Taken by Staff & Updates on Previous Board Actions	Info	Enclosure
			14 - 17
			18
			19 - 23
			24
			25 - 26
			27 - 28
			29 - 32
3	Strategic Plan Update - Jane Wall and Drew Woods, PE		
	A. CRAB Strategy Map	Action	Enclosure
	B. Environmental Justice & CRAB's Future	Info	Enclosure
		Info	Enclosure
			33
			34 - 40
4	County Ferry Capital Improvement Program (CFCIP) - Derek Pohle, PE and Steve Johnson, PE (Approx. @ 3:00pm)		
	A. Consider Technical Review Committee Report	Action	Enclosure
			41 - 44
5	Compliance Report - Derek Pohle, PE		
		Info	Enclosure
			45 - 46
6	Resolution 2022-004 Annual Certification - Jane Wall		
		Action	Enclosure
			47
7	Executive Director's Report - Jane Wall		
	A. CRABoard Positions	Info	Enclosure
	B. WSACE Award Nominations	Info	Enclosure
	C. Legislative and Other Updates	Info	
	D. Open Public Meeting Act (OPMA) Discussion	Info	Enclosure
			48
			49 - 52
			53 - 56
8	Deputy Director's Report - Drew Woods, PE		
	A. Deputy Director's Report	Info	Enclosure
	B. Current Budget Status	Info	Enclosure
	C. 2021 - 2023 Supplemental Budget Request	Info	Enclosure
			57 - 62
			63 - 71
			72

RECESS

5:30 pm Dinner at Mercato Ristorante

111 Market St NE, Olympia WA 98501

Friday 8:30 am

Call to Order

9 WSACE Report - Axel Swanson, Managing Director

Info	
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10 Division Reports

- A. Engineering & Administrative Support Services - Derek Pohle, PE
- B. Information Services - Tommy Weed
- C. Design and UAS Systems - Brian Bailey

Info	Enclosure
Info	Enclosure
Info	Enclosure

73
74 - 75
76 - 77

11 Special Presentation: UAS Program - Brian Bailey

12 Possible Executive Session

ADJOURN

Chair's Signature: _____

Attest: _____

Minutes
County Road Administration Board
January 27-28, 2022
CRAB Office - Olympia, WA
and Zoom participation

Members Present: Lisa Janicki, Skagit County Commissioner, Vice-Chair
Doug McCormick, PE, Snohomish County Engineer
Mark Storey, PE, Whitman County Engineer, Second Vice-Chair
Al French, Spokane County Commissioner
Brad Peck, Franklin County Commissioner
Lindsey Pollock, Lewis County Commissioner
Carolina Mejia, Thurston County Commissioner (*1/28/22)

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
via Zoom Grant Morgan, PE, Garfield County Engineer

Member Absent: Carolina Mejia, Thurston County Commissioner (*1/27/22)

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Tommy Weed, IT Director
Jason Bergquist, Executive Assistant
Derek Pohle, PE, Engineering & Administrative Support Manager
Mike Clark, Road System Inventory Manager
Brian Bailey, Design Systems & UAS Program Manager

Staff Present: Steve Johnson, PE, Grant Programs Manager
Via Zoom

Guests: Axel Swanson, WSACE Managing Director
Toby Rickman (Pierce County – Planning & Public Works)

Thursday, January 27, 2022

CALL TO ORDER

Chair Coffman called the meeting to order at 1:00 pm. He then asked Commissioner Janicki to run the meeting and she happily obliged.

CHAIR'S REPORT

Approve Agenda for January 27-28, 2022 Meeting

Commissioner French moved and Mark Storey seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of October 28, 2021 CRABoard Meeting

Commissioner Peck moved and Commissioner French seconded to approve the minutes of the October 28, 2021 CRABoard meeting. **Motion passed unanimously.**

EXECUTIVE DIRECTOR'S REPORT

2021 Annual Report

Jane Wall noted that CRAB's 2021 Annual Report has been mailed out to the members of the House and Senate Transportation Committees, and shared out electronically with CRABoard members and other interested parties, as well as posted on the CRAB website.

Staffing update

Ms. Wall announced that Cameron Cole was promoted to GIS Manager, and we will be recruiting for a GIS Administrator position to fill his former role. Toni Cox's position was reallocated to Administrative Assistant 3 to better reflect the change in her administrative duties. Ms. Cox previously served as a Transportation Planning Technician 3 but with the departure of the Senior Secretary position (which we chose not to fill), those duties were split between the Executive Assistant and this new Administration Assistant 3 position. This staffing move also allows CRAB to utilize an FTE towards our GIS-Mo workload and position CRAB stronger.

Director's Activities

Ms. Wall reported on her recent activities. These included extensive preparatory work for strategic planning. A stakeholder survey was sent out in November, a one-on-one stakeholder session was conducted with the county engineers association Board in mid-December, and staff participated in a 6-hour work session in mid-January. Work will continue into the winter and

spring to complete the strategic plan prior to the start of 2023-2025 budget preparation and submittal.

Ms. Wall attended the County Leader's Conference in November where she presented on CRAB activities. She also attended the Washington Highway User's Federation interim briefing and board meeting where she serves as an ex-officio board member.

Ms. Wall continues to engage with stakeholder groups and actively participate on boards and commissions that she is a member of as the Executive Director. These include the Transportation Improvement Board, the Transportation Commissioner's Road Usage Charge Steering Committee, and the Highway User's Federation.

Ms. Wall met with several legislators and other contacts in the lead up to the legislative session.

RURAL ARTERIAL PROGRAM

Program Status Report

Steve Johnson reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,120 of 1,238 projects have been completed to date. Anticipated revenue at the end of the 2021-2023 biennium is \$692,624,888. RAP expenditures to date total \$642,814,646. RAP obligations remaining are \$129,648,622.

Mr. Johnson shared 14 projects are awaiting closeout, while 104 are either in design or construction phase. As for RAP Obligations, \$17.0M is yet to be allocated to partially funded projects, and nearly \$1.5M have pending requests for reimbursement. CRAB has \$18.7M in cash flow (as of the end of December 2021). New RAP submittals in 2022 will take place in 1st Quarter, then we'll be reviewing these by March (2nd Quarter).

Mr. Johnson presented some before and after photographs of recently completed RAP projects in Adams, Chelan, Douglas, Garfield, Kittitas, Okanogan, and Pend Oreille Counties.

Regional RAP Meetings Update

Steve Johnson reported that regional meetings were held in November and December 2021. Regional RAP meetings are held twice a year in 5 regions. Topics covered ranged from: funding and project status for the RAP program (as summarized on the RAP Program Status Report), RAP balance impacts and forecasts, and an update on the Call for Projects for the '23-'25 biennium. There have also been no Emergency Loan Program requests since late 2020 and now has \$2,005,791.77 (including interest) available for requests. Still monitoring the three active loans.

Update on previous Board actions - Projects

Mr. Johnson shared the status on previous Board Action projects, including:

Columbia County – Lower Hogeeye (0713-02) construction lapse extension to April 2023.

Columbia County is bringing on a Right of Way consultant to help finish up this phase of the work. The overall project schedule is aiming for full design completion by the end of this year, and advertising for construction by March of 2023, which will meet our contract requirement.

Wahkiakum County – Elochoman Valley Road and Clear Creek fish Passage (3515-04) construction lapse extension to September 2022.

Wahkiakum County applied for additional funding through the Recreation Conservation Office (RCO), however did not receive any of the requested funding. Therefore, the County is intending to withdraw the project, and plans to request a waiver of payback for a portion of the RATA funds spent to date. We expect this discussion to occur prior to the construction lapse extension date.

Asotin County – Snake River Road project termination and waiver of payback.

Asotin County has hired a consultant to provide grant funding assistance (in applying for grants) for this project as well as others, has sent a letter requesting legislative support to Senator Patty Murray’s office and another to Senator Schoesler’s office.

The County is planning to apply for RATA funding in our current cycle, aiming to construct what they are calling Phase 1 – a portion of the original project, while pursuing alternative sources for the remaining project length.

Update on previous Board actions – Emergency Loan Projects

Columbia County Emergency Loan for Road, Bridge, and Streambank Repairs damaged in Flooding Event (two loans – Original loan of \$500,000; second loan of \$312,196 for a total amount of \$812,196)

Repair work has been completed for all but seven sites (of the 125 sited damaged by the emergency event). These seven locations have the most complex repairs and are also the most difficult for permitting. As of check-in date, county has received \$1.4 million contribution from the Army Corps of Engineers but is still waiting on reimbursement claims from FEMA and FHWA. There have been no ELP repayments made yet. The 2-year contract term for the first loan is coming up in April 2022. The 2nd loan’s 2-year contract is through January 2023. The County has confirmed that they will have sufficient funds and has budgeted to repay the loans on schedule.

Franklin County Emergency Loan for Replacing Culvert destroyed by wildland fire (loan of \$200,000)

All work except guardrail replacement has been completed. The guardrail work is 90% complete. The FEMA process continues for additional reimbursements. There have been no ELP repayments made yet. Franklin county intends to make full repayment in early 2022. The 2-year contract term is through January 2023.

Status update on County Ferry Capital Improvement Program (CFCIP) Call for Projects

One CFCIP project application was received from Whatcom County, for the Lummi Island Ferry Replacement and System Modernization Project. Next Steps include the formation of a

Technical Review Committee to evaluate the application and prepare a recommendation to present to the CRABoard at the spring Board meeting.

Resolution 2022-001 – Apportion Rata Funds to Regions

Mr. Johnson presented Resolution 2022-001 – Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$5,892,469 deposited to the RATA for October, November, and December 2021 be apportioned to the regions by the established 2021-2023 biennium percentages after setting aside \$127,052 for administration.

Following questions and discussion, Commissioner Peck moved, and Mark Storey seconded to approve Resolution 2022-001 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

Vice Chair Janicki opened the public hearing @ 1:58pm.

PUBLIC HEARING - WAC PROPOSED CHANGES

Drew Woods presented the 3 WACs up for discussion to be voted for the Board's adoption.

Adopt WAC 136-60 to update for changes to the master county road log control fields and items necessary for the implementation of the new GIS-Mo system.

Public Comments were shared on screen that had been received by the advertised deadline. These were also included in Board packet.

Following questions and discussion, Commissioner French moved, and Mark Storey seconded, to adopt the language proposed in WSR 21-22-079 to WAC 136-60. **Motion passed unanimously.**

Adopt Chapter 136-600 WAC Equipment Rental and Revolving (ER&R) Fund

Public Comments were shared on screen that had been received by the deadline. These were also included in the Board packet. Toby Rickman (Pierce County Planning & Public Works) came in person to share his public comments on this matter.

Doug McCormick made a motion to amend section 136-600-050 for the first sentence to read "Rental rates of equipment shall be reviewed annual, or biannually for those counties that budget on a biannual basis, by the county's legislative authority." Commissioner Peck seconded, to accept the proposed language change amending section 136-600-050. **Motion passed unanimously.**

Discussions were had around section 136-600-080 (Support by road fund – County vehicle ferry) and the decision was made to exclude that section for now. CRAB staff will set up a workgroup with the 4 ferry counties to have further discussion on how best to revise the language. Then new language for section 136-600-080 (if agreed upon) will be presented at either the April or July CRABoard meeting.

Following questions and discussion, Commissioner Peck made a motion to approve adopting

WAC 136-600 as presented in WSR 21-22-095, with amending section 136-600-050, but excluding section 136-600-080. Commissioner Pollock seconded. **Motion passed unanimously.**

Adopt WAC 136-150-021 to change the county road levy certification due date.

Mr. Woods presented the proposed amendment to WAC 136-150-021 which is requesting to change the due date for the road levy certification date from February 1st to March 1st.

Mr. Woods asked if there were any questions or comments and there was none.

No public comments were received on this WAC amendment.

Following questions and discussion, Commissioner Pollock moved, and Commissioner French seconded, to adopt the proposed changes to WAC 136-150-021 in WSR 21-22-099.

Motion passed unanimously.

Vice Chair Janicki called for a 10-min recess @ 2:40pm, then resumed the meeting @2:50pm.

DEPUTY DIRECTOR'S REPORT

Drew Woods presented reports for all budget activity for the current budget ending December 31, 2021, as well as the proposed supplemental budget currently before the Legislature.

Mr. Woods reported that 4 new county engineers have been appointed since October. Mary Jensen, P.E. was appointed County Engineer for Pend Oreille County on December 10th following the retirement of Don Ramsey. Matt Zarecor, P.E. was appointed County Engineer for Spokane County on December 14th following a restructuring that promoted the previous county engineer, Chad Coles, P.E. to Public Works Director. Connie Bowers, P.E. was appointed County Engineer for Island County following the retirement of Bill Oakes. Rob Klug, P.E. was appointed County Engineer for Clark County on January 4th after serving as the interim County Engineer since July.

He noted that all county contacts were by telephone, email and virtual meetings.

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

Board Recognition

Vice Chair Janicki welcomed the two new CRABoard members - Lewis County Commissioner Lindsey Pollock (who replaced Commissioner Stamper), and Thurston County Commissioner Carolina Mejia (who replaced Council Member Lambert). Commissioner Pollock shared a few words about her background and why she was excited to be joining the CRABoard. She shared that former Lewis County Commissioner Stamper had encouraged her to run for Commissioner. A recognition plaque has been made that will be sent to former King County Councilmember Kathy Lambert thanking her for her dedication and 8 years of service to the CRABoard.

Vice Chair Janicki called for Recess @ 3:12pm.

Friday, January 28, 2022

Vice Chair Janicki called the meeting to order @ 8:30am.

WSACE Managing Director – Axel Swanson

Mr. Swanson shared that the County Engineers group (WSACE) met at the County Leaders Conference in November 2021 in a hybrid environment with many county engineers in attendance. The group worked on updating their Legislative priorities and strategic plan. Mr. Swanson talked about the bi-partisan infrastructure bill. WSACE Board met with CRAB staff as part of helping with CRAB’s strategic planning. The 2022 Professional Development Conference is cancelled (like last year’s was) due to Covid concerns, so WSACE will be pivoting to the Annual Conference (in June 2022) to combine elements of professional development training. Mr. Swanson is working with CRAB staff on technical issues, and appreciates the immense value CRAB provides to his on-going learning as the new WSACE Managing Director.

Mr. Swanson provided an update on current legislative activities and answered questions of the CRABBoard.

ENGINEERING AND ADMINISTRATIVE SUPPORT SERVICES

Compliance Report

Derek Pohle reported that both four counties have vacancies in the county engineer position, but have appointed interim county engineers while they recruit for a permanent county engineer. Pacific County continues to utilize Paul Lacy, PE (Wahkiakum County Engineer) as the interim County Engineer. Asotin County has appointed Ted Sharp, PE as the Interim County Engineer. Pierce County’s County Engineer (Brian Stacy) retired, so Toby Rickman, PE was appointed the Interim County Engineer. Clallam County has appointed Joe Donisi, PE as Interim County Engineer.

Mr. Pohle shared his reports and informed the Board he had no county visits since the last October 2021 Board meeting, however he had 113 total contacts representing 36 counties and other state agencies and interactions with the public.

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 CRABBoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

Number	Findings	Management	County Road	CRAB Follow-Up
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			Letters	or ER&R	Needed
<i>Financial</i>	13	7	5	No	No
<i>Accountability</i>	11	0	5	Yes Clallam, Kitsap	Yes
<i>Fraud</i>	1	1	0	No	No
<i>Performance</i>	0	0	0	No	No

One accountability audit management letter for the road department (Kitsap county) was regarding procurement, failure to publicly bid due to failure of in-house automated system. The other management letter for the road department (Clallam county) was for unallowable expenditure of the road fund. Both required CRAB staff to initiate consultation and are ongoing. Mr. Pohle shared that 3 counties (San Juan, King and Pacific) were not in compliance with WAC 136-70 as of 12/31/2021 deadline due to a failure to rate the pavement of all arterial and collector roads within a two year period. Two of the counties, San Juan and King, became compliant in January 2022. There is a written agreement between CRAB and Pacific County to be in compliance by March 2022.

Mr. Pohle noted that two classes of County Engineer training were held in December 2021. Two more classes will be held in February 2022 (2/8/22 – 2/10/22) and May 2022 (5/3/22 – 5/5/22). Mr. Pohle shared that Snohomish County has on-site training scheduled for its staff for late February. Mr. Pohle has worked on updating some additional documents in the training manuals as well.

Information Systems

Mr. Weed reported that the GIS-Mo project has been moving closer toward completing the first phase of the GIS-Mo Project. The first phase of the GIS-Mo project consists of a three-part process. The first part saw the county in the Soft-Launched stage. The Soft-Launched provides county access to VUEworks in GIS-Mo, allowing the individual county to manage their assets inside of GIS-MO. The Second phase of GIS-Mo is the Full-Launched phase. The Full-Launched phase includes the Soft-Launched feature with the additional functions of adding work orders and report to the VUEWorks sites and enabling audit trails in GIS-Mo for the individual county. The third and final stage of the first GIS-Mo project is scheduling the one-on-one training with individual county and one of our CRAB staff on the handoff of the GIS-Mo application to the county.

Mr. Weed shared some graphics that illustrated the current standing of the GIS-Mo first phase of the project and stated that we are projected to complete all three phases by the end of January 2022. Currently, the first phase has two counties waiting in the queue to be scheduled to complete. The project's second phase is completed, and all counties have been fully

launched. The third phase will be complete by the end of January. All counties will have the full training hand-off of GIS-Mo by the end of January.

Mr. Weed also shared that The C.A.R.S (CRAB Annual Reporting System) and RAP (Rural Arterial Program) application update/ upgrade are underway with a stakeholder meeting set for February. The meeting is to narrow down what is needed and wanted coming into the new application for the update/upgrade. We will target the completion of the C.A.R.S and RAP applications by the end of 2022. More to come on this update in the future quarterly report.

Lastly, Mr. Weed share about the Log4J security vulnerability that affected the IT community worldwide in the last quarter of 2021 but thankfully was minimal at CRAB. The IT team at CRAB quickly resolved any Log4J issues that were identified. The log4J security issue created zero work-stoppage for CRAB business. Log4J is a piece of software that logs user activity and app behavior on a computer network.

Design and UAS Systems

For the benefit of our 2 new members, Brian Bailey shared with the CRABoard what his role was at CRAB and explained in detail about what both the Design Systems and UAS Programs were. This information was also shared in the Board packet.

Mr. Bailey shared that due to the rise of COVID-19 infection rates, CRAB did not provide any in-person training at our training facility in Olympia. However, two sessions of in-person on-site training were provided to Grant and Spokane Counties. Design Systems provided minimal assistance to county design staff through CRAB-NET support ticketing during the quarter.

Pinnacle Series LMS

CRAB continues to add helpful documents and training videos in support of VUEWorks and Road and Highways. 2021 4th Quarter performance metrics:

- The platform had 801 registered users and 106 unique active logins during the period.
- Users have accessed 543 individual assets and 280 learning path courses.
- Of the assets accessed, 231 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This is a 45% increase over the previous quarter
- Using imputed averages for assets and courses, CRAB provided approximately 178 person-hours of training.

This is the first quarter that the LMS has seen a substantial decrease in unique user logins but has maintained a strong total content consumed and average users per day.

2022 Road Design Conference

CRAB's Road Design Conference has been scheduled for March 23rd to March 25th, 2022. It will be held at Campbell's resort in Chelan, WA. The conference will consist of a combination of live presentations and a few virtual presentations. Registration opened in mid-December and currently has 50 attendees registered. All conference events have been sponsored and most presentations have been scheduled into the agenda.

UAS Program

The program manager worked with Spokane County in November to collect data over five bridges with the drone mounted with a FLIR infrared camera. Several data sets processed without errors and showed promise in the identification of defects in the bridge deck. As with any new process, we are still refining the standard operating procedures to collect the most clean, accurate data possible. Poor weather precluded any further flights for the remainder of 2021.

In December, the program manager met with WSDOT to discuss how CRAB can partner in their initiative for the use of drones in bridge inspection. WSDOT has been working with Skydio, a drone manufacturer, to test the feasibility of using their drones to inspect bridge decks, superstructure, and substructure. This study is very similar in scope to what CRAB began studying in October of 2021. Since both agencies are working toward a similar goal, we feel it is in our best interest to work together to advance this initiative. This was an introductory meeting and further plans to participate will be discussed in 2022.

Mr. Bailey was asked to share out some photos and samples of the UAS drone work at the next CRABoard meeting in April 2022.

Vice Chair Janicki noted that there was no need for an Executive Session.

Vice Chair Janicki adjourned the meeting at 10:21 am.

Chair

Attest



March 11, 2022



Eric Pierson

Chelan County Engineer

[509-667-6415](tel:509-667-6415) Eric.pierson@co.chelan.wa.us

Medium County: Population Between 30,000 - 150,000

Term Expires: June 2022

Chelan County Engineer Eric Pierson, PE, was recently appointed to the CRABoard. His term began on March 8, 2022 and will expire on June 30, 2022, however he is eligible to continue on for another term starting July 1st. After graduating from Washington State University, Eric worked for WSDOT for 11 years filling various positions in delivering their Design and Construction program at the North Central Region. He joined Chelan County in 2011 as the Assistant Director and moved into his current position as Director/County Engineer in 2015. He is a past President of WSACE, a current representative on the County Design Standards Committee, and a member of the Infrastructure Subcommittee for the Autonomous Vehicle Workgroup. Eric, welcome to the CRAB!

Emergency Loan Payback Extension Request

Columbia County
ELP #2007-01

Nature of Request:

Columbia County is requesting an extension of the contract terms for payback of their \$500,000 Emergency Loan. This loan was provided in April 2020, with a 2-year payback term which is the term specified in WAC 136-500-080.

Background:

In February 2020, Columbia County Commissioners declared a local emergency for a flooding event that resulted in significant damage at multiple locations across the County. In March 2020, the County requested assistance through CRAB's Emergency Loan Program. In April 2020, following review and evaluation procedures, a \$500,000 emergency loan (the maximum amount available at the administrative level) was provided to Columbia County to assist with immediate response and cash flow to support long term response.

In October 2020 Columbia County requested additional loan assistance to help with gap financing for the flood repairs until FEMA and FHWA funding become available, cover flood repair costs that are not covered by federal agencies, and provide match funding for outside funding reimbursements. An additional loan of \$312,196 was provided at that time.

Columbia County has been progressing with these repairs over the past two years and is expecting to complete the repair work this summer. The County has also been working with FEMA to coordinate federal reimbursements but has not yet received any FEMA reimbursement. In addition to the FEMA reimbursement delays, Columbia County recently had a large property owner, Columbia Pulp, go through a judicial foreclosure resulting in the expected loss of \$198,000 in County Road tax revenue.

Due to the delayed FEMA reimbursements, reduced County Road tax revenue, elevated costs of materials for continuing road maintenance and preservation work, as well as anticipated reduction in fuel tax revenue due to elevated fuel costs, Columbia County is requesting an extension of payback term for their original \$500,000 loan.

Staff Analysis:

- The original \$500,000 loan has been put to use in Columbia County for cash flow support, gap financing, and flood damage repairs.
- The original \$500,000 loan payback due date is April 2022.
- The second \$312,196 loan has been put to use in Columbia County for continuing cash flow support, gap financing, and flood damage repairs.
- The second \$312,196 loan payback due date is January 2023.
- Columbia County has not yet received any FEMA reimbursements, which was factored in with their expectation of paying back the loans.
- The emergency work is expected to be fully complete this summer.

- Columbia County anticipates revenue shortfalls and elevated costs for road maintenance during 2022 (as stated in their extension request letter)
 - Columbia Pulp to be sold at Sheriff Sale, jeopardizing approximately \$198,000 in County Road tax revenue
 - Likely reduction in fuel tax revenue due to elevated costs of fuel
 - Elevated costs for materials in road maintenance and preservation work

Staff findings:

Staff has reviewed the project request and finds:

- Columbia County has conducted the repair work to address the damage caused by the February 2020 flooding event
- Columbia County has not yet received any FEMA reimbursement
- Columbia County anticipates a locally significant revenue shortfall, on top of elevated road maintenance costs

Recommendation:

Staff recommends approving the requested Emergency Loan payback extension request for the original \$500,000 loan (#2007-01), allowing Columbia County an additional two years (April 2024) to repay the loan. Interest will continue to be accrued on any balance until paid back in full.

COLUMBIA COUNTY PUBLIC WORKS

County Road • GIS • Solid Waste • Fleet Management

April 5, 2022

Jane Wall
CRAB Executive Director
County Road Administration Board
2404 Chandler Court SW, Suite 240
Olympia, Washington 98502-6067

Dear Ms. Wall,

Columbia County entered into agreement with County Road Administration Board (CRAB) to receive two loans from CRAB approved by the Board of County Commissioners through resolutions 2020-18 and 2020-56.

Resolution 2020-18 authorized the Chairman of the Board to execute an agreement with CRAB to receive Emergency Loan Funds through Loan ELP2007-01 for the amount of \$500,000 with interest to be accrued. The payback date for ELP2007-01 is April 2022.

Resolution 2020-56 is of the same nature authorizing the Chairman to execute and agreement to receive Emergency Loan Funds through Loan ELP2007-01 for the amount of \$312,196 with interest to be accrued. The payback date for ELP2007-02 is January 2023.

Columbia County anticipates revenue shortfalls and elevated costs for road maintenance during 2022:

- Columbia Pulp, and its affiliated owners, is a significant property owner in Columbia County. By court order, a judge has ordered the Columbia Pulp property to be sold at Sheriff's Sale; this action could jeopardize approximately \$198,000 in County Road tax revenue.
- We anticipate there will be a reduction in fuel tax revenue due to the elevated costs of fuel.
- We are experiencing elevated cost for materials to do our road maintenance and preservation work.

As of the date of this letter, Columbia County has not received any reimbursement from FEMA for the 2020 Flood Repair work. We recognize the coordination with FEMA is advancing but we do not have a commitment on dates for reimbursements.

WAC 136-500-080 facilitates Columbia County Board of Commissioners requesting a revised payback term during the next regularly scheduled board meeting.

COLUMBIA COUNTY PUBLIC WORKS

County Road • GIS • Solid Waste • Fleet Management

Columbia County is requesting a revised payback term for ELP2007-01 in which the County pays \$300,000 to CRAB against the principle and interest by the end of April 2023 and the remainder of the loan by the end of April 2024. Upon receipt of \$600,000 or more in reimbursements from FEMA, the County will pay back the entirety of ELP2007-01 regardless of time remaining on a payback extension.

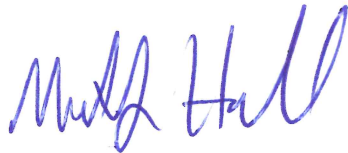
Columbia County plans to pay back the ELP2007-02 loan by (or before) the January 2023 date.

Columbia County request that the above detailed revised payback terms be added to the upcoming April 2022 CRAB Board Meeting agenda.

I authorize Jeremy Weiland, County Engineer, to respond on the County's behalf to any questions CRAB may have or need for additional information.

Thank you for your consideration.

Marty Hall
Chairman
Columbia County Board of Commissioners



County Road Administration Board – April 21, 2022

Preliminary Proposals – 2023-2025 Biennium

The CRABoard initiated a call for new projects at its October 2021 meeting, to be funded from the RATA account based on revenue forecasts of the 2023-2024 biennium. Preliminary prospectus proposals have been received in RAP Online (due March 1, 2022). There were a total of 118 projects submitted, totaling a request of \$208,493,300.

This is the first phase of project application in the RAP cycle for the '23-'25 biennium. Counties are limited to a maximum of 5 project submittals at this time but are not limited to the total dollar request.

TYPES	No. Submitted	Average RATA	NE	NW	PS	SE	SW	TYPES
2R	25	1,146,936	8	10	2	2	3	2R
3R	56	2,230,038	20	7	1	19	9	3R
RC	18	2,079,156	6			5	7	RC
DR	14	735,629	3		4		7	DR
FA	2	1,149,650			1	1		FA
SA	2	747,450			1	1		SA
IS	1	3,420,000			1			IS
Total	118		37	17	10	28	26	118
RATA Millions			70.91	25.72	12.67	72.84	26.36	208.49

Total requested RATA funds from preliminary proposals is \$208.49 million. The '23-'25 call for projects is estimated at a \$50 million revenue, of which approximately \$15 million will be allocated to current partially funded projects, with the remaining \$35 million to new proposals.

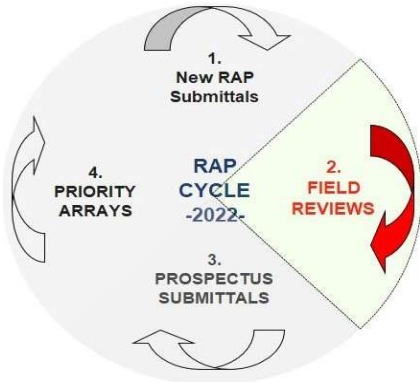
CRAB staff is scheduling project reviews with each county to generate the surface scoring and preliminary project array, which will be presented to the Board at the July meeting.

San Juan County and Pacific County chose not to submit any new projects for various reasons, so the NW and SW Region county limits will be adjusted accordingly.

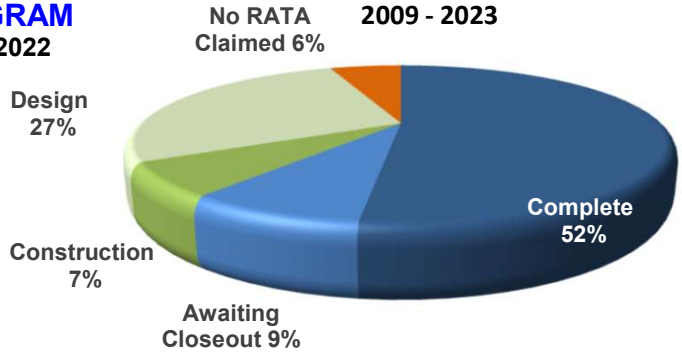
Final Prospectuses will be due on September 1, 2022 where the counties will be limited in RATA request to their county and submittal limits. Staff anticipates that fewer than half of the projects will be submitted as final proposals as the counties prioritize these projects.

Counties remain focused on 3R projects, with the number of 2R and RC projects remaining consistent with previous cycles. Drainage projects continue to rise in interest from previous years, especially in the SW and PS regions.

RURAL ARTERIAL PROGRAM
April 2022



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	43	22	14	4		1124
Awaiting Closeout		2		5	4	8	1		20
Some RATA paid	1			2	15	20	32	11	81
No RATA Paid							6	7	13
TOTAL	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	48,952,500
Total estimated revenue	693,079,588

RAP Expenditures to date:

To Completed Projects	591,501,510
To Projects in Design or Under Construction	42,692,906
Administration	13,437,751
Total RATA spent	647,632,167

RAP Obligations:

RATA Balance on Active Projects	107,144,435
RATA \$ yet to allocate to Partially funded projects -	17,043,249
Requests for reimbursement - pending	190,556
Estimated remaining administration through 2021- 2023 biennium	740,565
Total RATA obligated	125,118,805

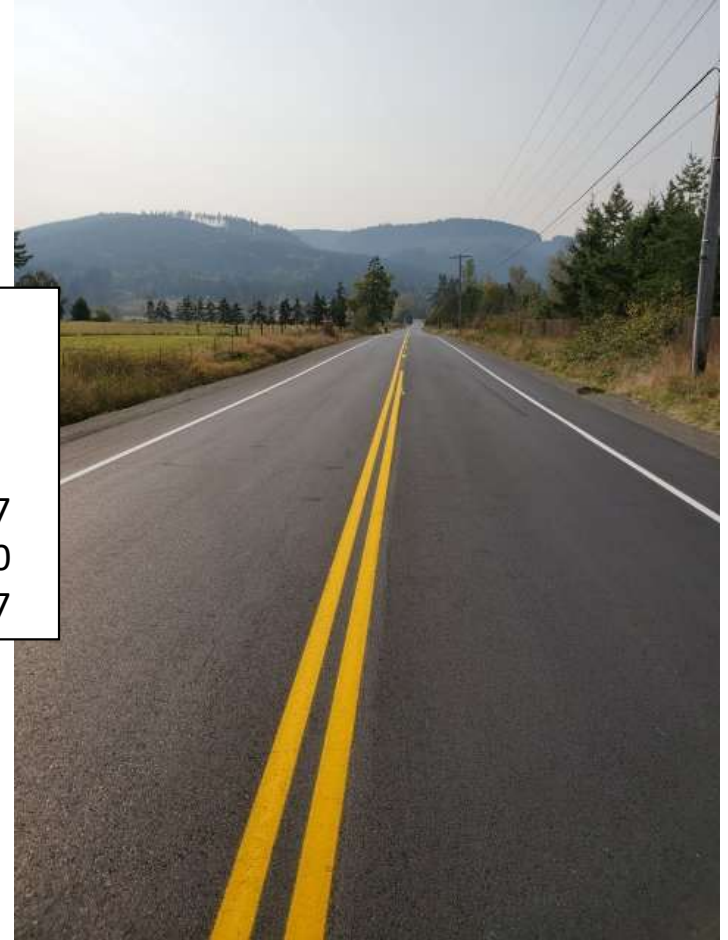
QTR 1 - 2022 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
January	\$18,718,338.14	\$1,471,703.97	\$5,213.15	(1,764,181.38)	21	(44,479.30)	\$18,386,594.58
February	\$18,386,594.58	\$1,551,245.64	\$5,994.09	(3,295,468.04)	30	(44,689.63)	\$16,603,676.64
March	\$16,603,676.64	\$2,410,804.12	\$5,988.90	(1,117,642.80)	20	(44,893.12)	\$17,857,933.74
TOTALS:		\$5,433,753.73	\$17,196.14	(6,177,292.22)	71	(134,062.05)	



Clallam County
Laird Road
2R -0519-02

Total Project Cost: \$721,287
RAP Contribution: \$495,000
Local Contribution: \$226,287





Lincoln County
Rocklyn Road Section 2
3R -2215-01

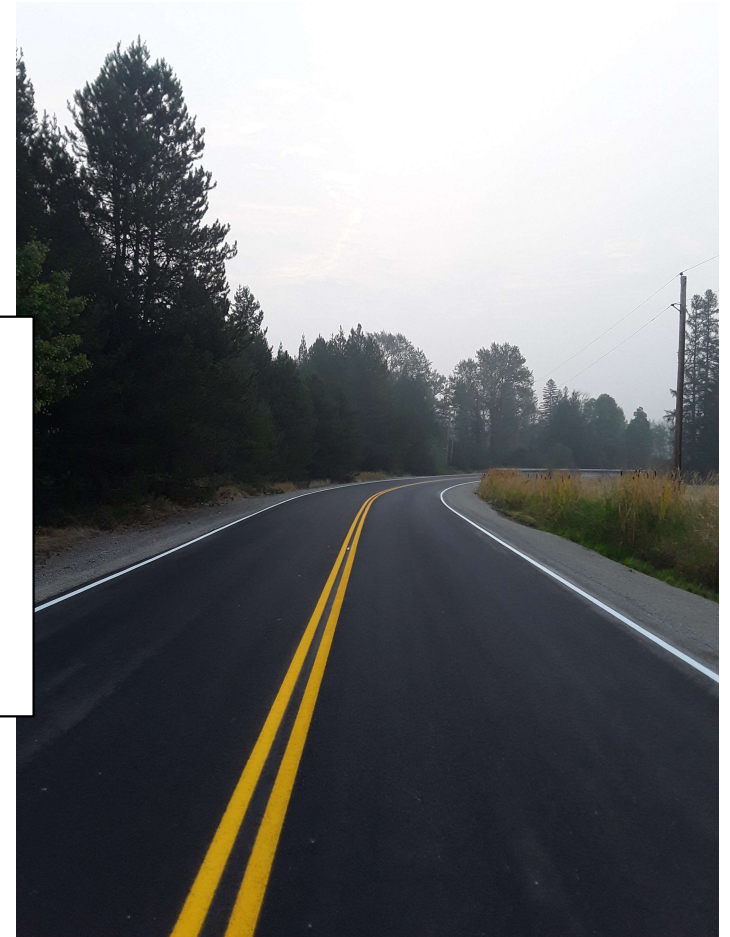
Total Project Cost: \$1,167,370
RAP Contribution: \$1,050,605
Local Contribution: \$ 116,765





Pend Oreille County
Flowery Trail Road
2R -2615-01

Total Project Cost: \$2,178,050
FED Contribution: \$1,098,390
RAP Contribution: \$ 816,432
Local Contribution: \$ 263,228





Pierce County
Orting Kapowsin Highway East
3R -2717-02

Total Project Cost: \$1,661,510
FED Contribution: \$1,425,792
RAP Contribution: \$ 223,746
Local Contribution: \$ 11,972



**RESOLUTION 2022-002
APPORTION RATA FUNDS TO REGIONS**

- WHEREAS** RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and
- WHEREAS** RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and
- WHEREAS** the CRABoard established regional apportionment percentages for the 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 \$5,450,950 made available in the RATA in **January, February, and March 2022** be apportioned to the regions by their 2021-2023 biennium percentages after setting aside \$134,062 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.		134,062	399,134	14,131,198	14,530,332
NORTHEAST	43.67%	2,321,885	7,723,277	270,465,681	278,188,958
NORTHWEST	10.92%	580,604	1,931,261	71,477,795	73,409,057
PUGET SOUND	6.91%	367,397	1,222,071	45,140,336	46,362,408
SOUTHEAST	23.62%	1,255,849	4,177,326	148,650,071	152,827,397
SOUTHWEST	14.88%	791,153	2,631,609	94,262,006	96,893,615
TOTAL	100.00%	5,450,950	18,084,679	644,127,088	662,211,767

Adopted by the CRABoard on April 21, 2022

Chair's Signature

ATTEST

County Road Administration Board – April 21, 2022
**Consideration of Available Funds for Allocating Remaining 2021-2023 RATA
Revenue Funds to Projects**

Introduction:

Per WAC 136-161-070 (4), the maximum initial allocation of RATA funds to projects is limited to 90% of the estimated available amount in the first year of the biennium. The 2021-2023 biennium cycle estimated a total of \$47.9 million (including turned back funds) for allocation. The CRABoard allocated the initial 90% at its April 2021 meeting. At this time, we are considering the allocation of the remaining '21-'23 funding.

“(4) The RATA amounts allocated to projects in the first year of the biennium are limited to no more than ninety percent of the net amount estimated to be allocable to each region for the project program period, with the remaining percentage allocated at such time as deemed appropriate by the county road administration board.”

Considerations:

1. Revenue estimate

The funding level for the '21-'23 Call for projects was \$47,896,400 including turned back funds from completed or withdrawn projects. In April 2021, \$41,453,189 was allocated to projects. This is slightly less than the full 90% since the NE Region's bridge set-aside amount was not fully utilized. This leaves \$6,443,211 to be allocated.

The most recent Motor Vehicle Fuel Tax revenue forecast (February 2022) shows that while the expected fuel tax revenue for this biennium has gone down, the Motor Vehicle Account transfer has gone up, and the electric vehicle licensing fee overage amounts have significantly increased. The resulting total RATA revenue for the current biennium has increased by \$2,815,400.

Including the increased revenue with the remaining original amount to be allocated allows for a total allocation amount of \$9,258,611.

2. RATA Balance and Cash Flow

The RATA balance has remained steady over the past ten years, even through the past two years. Although there was a noticeable reduction in revenue, there was also a slowdown of construction across the counties, and therefore less reimbursement from the RATA account. In addition, the State budget included increased transfers from the Motor Vehicle Account to help offset the reduced revenues. As counties catch up with their project schedules, the RATA cash flow is expected to return to the previous pattern of increasing in the first two quarters (reimbursing for design phase work) then decreasing in the second two quarters due to construction reimbursements. If we begin to see to large of a drop in the RATA balance, we can delay projects as necessary to retain our minimum balance.

3. Funding of projects

Allocating the remaining \$9.2 million of the '21-'23 biennium funding to projects will direct approximately \$2.5 million to current projects that have not yet reached full funding and will partially fund eleven new contracts from the '21-'23 project array.

4. Summary

- Based on the originally estimated revenue for the 2021-2023 biennium, there remains \$6,443,211 that can be allocated to projects.
- The February revenue forecast shows a '21-'23 RATA revenue increase of \$2,815,400, bringing the amount remaining available for allocation for the '21-'23 biennium to \$9,258,611.
- 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.

5. Recommendation

Staff recommends allocating the remaining '21-'23 biennium RATA revenue funding at this time to projects in the amount of \$9,258,611.

RESOLUTION 2022-003
TO APPROVE 2021 - 2023 RAP PROJECTS
AND ALLOCATE 100% of ESTIMATED 2021 - 2023 RATA REVENUE

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

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

WHEREAS the RATA amounts allocated to projects in the first year of the biennium are limited to no more than ninety percent of the net amount estimated to be allocable to each region for the project program period, with the remaining percentage to be allocated at such time as deemed appropriate by the County Road Administration Board, and

WHEREAS the most recent estimate of 2021 - 2023 biennium revenues, including interest, and funds turned back through withdrawal or underrun, indicate that the following approximate amounts are available in the second year of the biennium for allocation to projects on the 2021 - 2023 arrays in the five regions:

<u>REGION</u>	<u>A</u> <u>Est. Fuel Tax</u> <u>'21- '23</u>	<u>B</u> <u>Turned-Back</u> <u>Funds</u>	<u>A+B</u> <u>Total \$</u> <u>Available</u>	<u>Previously</u> <u>Allocated</u> <u>('21-'23 Bien.)</u>	<u>100%</u> <u>Available Funds</u> <u>to Allocate</u>
Northeast	20,928,844	255,429	21,184,200	16,303,139	4,881,061
Northwest	5,211,890	-	5,211,800	4,414,500	797,300
Puget Sound	3,256,236	1,024,372	4,280,600	3,679,920	600,680
Southeast	11,298,803	1,616,778	12,915,500	11,025,180	1,890,320
Southwest	7,119,728	-	7,119,700	6,030,450	1,089,250
	<u>47,815,500</u>	<u>2,896,579</u>	<u>50,711,800</u>	<u>41,453,189</u>	<u>9,258,611</u>

(Totals are rounded down)

NOW, THEREFORE, BE IT RESOLVED, that the County Road Administration Board hereby approves the following projects in the five regions and allocates the remaining 100% of the est. 2021- 2023 fuel tax funds and turned-back funds to the listed projects in the amounts shown.

<u>County</u>	<u>RoadName</u>	<u>Project</u> <u>Type</u>	<u>TOTAL</u> <u>COST</u>	<u>RATA</u> <u>REQ</u>	<u>PRIOR</u> <u>FUNDING</u>	<u>NEW PROJ.</u> <u>FUNDING</u>	<u>TOTAL</u> <u>FUNDING</u>	<u>Partial</u>
NORTHEAST REGION:								
Stevens	Cedonia-Addy	3R	3,500,000	3,150,000	1,723,403	842,897	2,566,300	P
Chelan	South Lakeshore Road	3R	2,049,000	1,844,100	-	626,200	626,200	P
Spokane	Brooks Road No.1	3R	2,129,335	1,830,000	-	971,433	971,433	P
Lincoln	Duck Lake Road	RC	2,474,000	2,226,500	1,363,319	112,481	1,475,800	P
Grant	9-NW Road (SR 283 to Dodson Rd	RC	2,103,000	1,892,400	-	1,801,600	1,801,600	P
Douglas	McNeil Canyon Rd	RC	2,948,000	<u>2,653,200</u>	-	526,450	526,450	P
						<u>4,881,061</u>	NEW NE Funding	
NORTHWEST REGION:								
Whatcom	Hampton Road	2R	1,980,000	1,782,000	170,100	519,900	690,000	P
Jefferson	Center Road	2R	1,889,872	<u>1,700,700</u>	-	277,400	277,400	P
						<u>797,300</u>	NEW NW Funding	
PUGET SOUND REGION								
Snohomish	84 St NE	IS	2,674,000	1,448,900	1,086,120	82,880	1,169,000	P
Pierce	304 St E	2R	1,089,000	980,100	-	517,800	517,800	P
						<u>600,680</u>	NEW PS Funding	
SOUTHEAST REGION:								
Asotin	Grande Ronde Road	SA	1,873,000	1,685,700	1,559,318	126,382	1,685,700	
Franklin	Hollingsworth Bridge #460-6.2	FA	925,000	184,800	-	62,650	62,650	P
Walla Walla	Lyons Ferry	3R	2,950,000	2,600,000	729,062	572,338	1,301,400	P
Franklin	Glade North All-Weather VIII	3R	1,530,000	<u>1,377,000</u>	-	1,128,950	1,128,950	P
						<u>1,890,320</u>	NEW SE Funding	

<u>County</u>	<u>RoadName</u>	<u>Project Type</u>	<u>TOTAL COST</u>	<u>RATA REQ</u>	<u>PRIOR FUNDING</u>	<u>NEW PROJ. FUNDING</u>	<u>TOTAL FUNDING</u>	<u>Partial</u>
SOUTHWEST REGION								
Pacific	Raymond South Bend Rd	3R	541,000	486,900	280,709	206,191	486,900	
Pacific	South Fork Road	3R	470,000	423,000	-	131,600	131,600	P
Cowlitz	South Silver Lake	3R	4,855,000	2,400,000	-	321,587	321,587	P
Mason	Shelton Valley Road Culvert	DR	559,000	492,300	-	429,872	429,872	P
						1,089,250	NEW SW Funding	

Partially funded from earlier Biennium

Project Types:

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

Allocation Summary:

NE Region	4,881,061
NW Region	797,300
PS Region	600,680
SE Region	1,890,320
SW Region	1,089,250
Total Allocated:	9,258,611

Adopted by the CRABoard on April 21, 2022

Chair's Signature

ATTEST

Project Actions Taken by CRAB Staff and Updates on Previous Board Actions

I. Staff Action Whitman County – Construction Extension request for Almota Road Phase 3 (3816-01)

Whitman County requested a construction lapse extension for their Almota Road Phase 3 3R project. The request is based on delays to the Right of Way acquisition process and permitting issues. The delays were caused by the abrupt retirement of a consultant, requiring the County to go through the process of bringing a new consultant on board. Since this project also has federal funds, all federal requirements were followed.

The director forwarded a letter on March 23, 2022 granting a two-year extension for this project, setting a new construction lapsing date of April 14, 2024.

II. Updates on previous Board actions - Projects

- **Columbia County – Lower Hogeys (0713-02) construction lapse extension to April 2023**
 - Columbia County has contracted with a Right Of Way consultant to help finish up this phase of the work. The overall project schedule is aiming for full design completion by the end of this year, and advertising for construction by March of 2023, which will meet our contract requirement.
- **Wahkiakum County – Elochoman Valley Road and Clear Creek fish Passage (3515-04) construction lapse extension to September 2022**
 - Wahkiakum County has applied for three additional new grants for the Clear Creek bridge project. They will hear in July whether they have received one of the grants (the smallest one) and should know their ranking on the other two grants at that time as well. Unfortunately, they will not know for certain whether either of the two larger grants will even be funded until legislative budget allocation in spring of 2023. Wahkiakum County would prefer not to withdraw the project but will not be in a position to support another extension request until July 2022 at the earliest.
- **Asotin County – Snake River Road project termination and waiver of payback**
 - Asotin County has applied for RATA funding in our current cycle ('23-'25), aiming to construct what they are calling Phase 1 – a portion of the original project, as well as continue design on Phase 2 while also pursuing STPR funding to help reach full funding on the entire project length. This entire project length will be conducted in four phases, scheduled to be completed within the timeline established in the waiver of payback agreement.

III. Updates on previous Board actions – Emergency Loan Projects

- **Columbia County Emergency Loan for Road, Bridge, and Streambank Repairs damaged in Flooding Event (two loans -Original loan of \$500,000; second loan of \$312,196 for a total amount of \$812,196)**
 - Repair work is continuing on the last several project locations and is expected to be complete this summer.
 - There have been no ELP repayments made yet. The 2-year contract term for the first loan is now due (April 2022). The 2nd loan's 2-year contract is through January 2023.
 - Although the County had budgeted to pay back the original loan on schedule, there are several recent circumstances that have raised concern, such that Columbia County is now requesting an extension of payback terms for the original loan.
- **Franklin County Emergency Loan for Replacing Culvert destroyed by Wildland Fire (loan of \$200,000)**
 - On February 24, 2022, Franklin County paid back their emergency loan in full, including accrued interest - \$200,180. The loan was repaid ahead of schedule.

Current ELP account balance is \$2,207,427.

WHITMAN COUNTY
Department of Public Works

Mailing Address:
P.O. Box 430
Colfax, WA 99111-0430

Administration/Engineering
Road Maintenance
Equipment Rental & Revolving
Solid Waste Division
Planning Division
Building & Development

PHONE: (509) 397-6206
Fax: (509) 397-6210

N. 310 Main
2nd Floor Public Service Bldg.
Colfax, WA 99111

March 23, 2022

Jane Wall, Executive Director
County Road Administration Board
2404 Chandler Court SW, Suite #240
Olympia, WA 98504-0913

Re: Almota Road (Phase 3)
Construction Lapsing Extension Request

Dear Jane:

Whitman County is in the process of acquiring Right of Way for the 3R project, Almota Road Phase 3. This letter is our request for an extension to the construction lapsing date of April 12, 2022, to April 12, 2024.

Project Details

The design of Almota Road Phase 3 is 95% complete, and we initiated the Right of Way acquisition phase in January. We anticipate completing the Right of Way acquisition in the next couple of months. Whitman County still intends to proceed to call for construction bids in early summer of 2022. This timing will obviously depend on the duration and success of Right of Way acquisition.

During design, we dealt with the abrupt retirement of the cultural resource consultant that Whitman County had been using exclusively for many years. This loss of our consultant in turn created a delay in finding a new consultant and bringing that consultant up to speed with the WSDOT process for Cultural Resource and Historic Properties Surveys. Since we have some federal funds involved in the project, we were required to go through a full and well documented consultant selection process. Since design is a fluid process, it affected several other aspect of our design process.

Since starting design of Almota Road Phase 3, it has been realized that there are low level wetlands adjacent to the project that. The wetlands will be directly impacted or the buffer areas of these wetlands will be impacted by the construction of the project. These wetland impacts resulted in an extended review period by our wetland biologist consultant, and the corresponding resource agencies involved. After meeting with the consultant and (later) the Army Corps of Engineers, about these wetlands, it was determined that Whitman County would need to mitigate for any wetland impacts on or adjacent to the project in order to be granted a Section 404 permit by the Army Corps for the construction of the project. We did not originally believe that the project would result in the need to

mitigate for the wetland impacts. The amount of time required to account for wetlands mitigation efforts significantly increased the time it has taken Whitman County to develop Right of Way plans because of the additional property requiring our acquisition.

We believe that the timing of a “call for bids” this late into a construction year will likely increase bid amounts as contractors already have relatively full schedules for the year. We also understand the state (volatility) of the economy and know that bid prices have been rapidly increasing for road construction in the state. This volatility of bid prices and the late timing of our “call for bids” lead us to the request for the full two year construction lapsing extension. The full extension may be needed if Whitman County needs to rebid the project should initial bids come in well over budget.

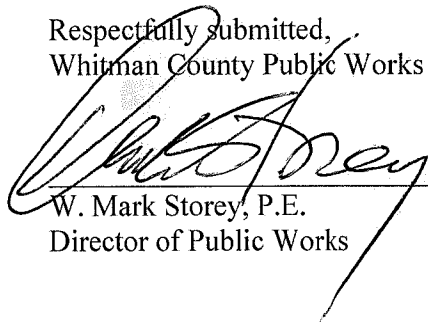
The Almota Road project is still extremely important to Whitman County and Washington State. With the extension of the construction lapsing date, Whitman County still intends to deliver a much needed project to complete the rebuilding of this important freight corridor, Almota Road.

Request Summary

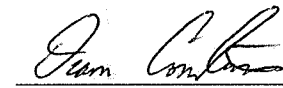
We are requesting to extend the construction lapsing date from April 12, 2022 to April 12, 2024 for Almota Road Phase 3.

We are available should you have any questions regarding our request.

Respectfully submitted,
Whitman County Public Works



W. Mark Storey, P.E.
Director of Public Works



Dean Cornelison, P.E.
County Engineer



Mission | Ensure the success and accountability of all Washington county road departments

Vision | Recognized national leader in trusted, effective, visionary transportation administration

Core Values | Together, we value collaboration, innovation, service, leadership, integrity, accountability, diversity, and inclusion.

Strategy Map

Updated March 29, 2022
Next Update scheduled for June 2022

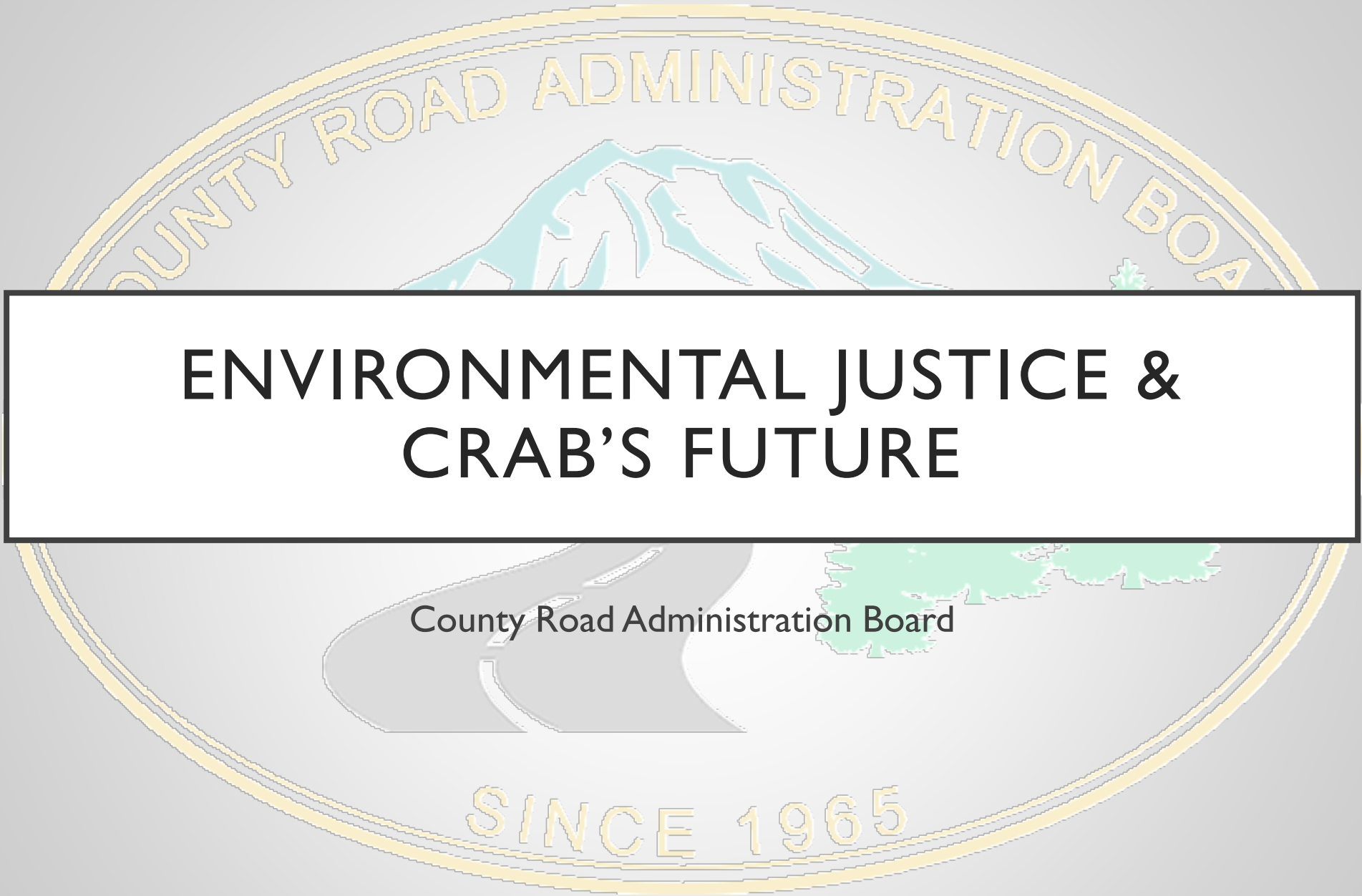
Strategic Goals

Continuously improve CRAB services.

Magnify CRAB presence and credibility.

Secure predictable funding sources for county transportation needs.

Strategy	Establish / increase a CRAB communications infrastructure / strategy	Create a Legislative/Public call to action to further agency strategic goals	Increase visibility & physical presence of CRAB with counties	Position CRAB for funding opportunities	Integrate environmental justice into CRAB programs and policies
Process Owner	Tommy Weed	Jane Wall	Drew Woods	Jane Wall / Drew Woods	Drew Woods
Key Initiatives	<ul style="list-style-type: none"> Secure Communications resource Improve website content editing tools Create and implement a Communications strategy (e.g., social media, listserv, policy & procedures) Data story project CARS/RAP Project Monthly Tech Talk Annual Report re-vamp Road design conference Training restart (external) 	<ul style="list-style-type: none"> Create and implement Communication materials campaign Increase Legislative Outreach / document plan Increase / improve Partnerships with CRAB Partners 	<ul style="list-style-type: none"> Create and implement county engagement plan Update and implement a county training plan Increase County Outreach/Document plan 	<ul style="list-style-type: none"> Establish data reporting infrastructure (e.g., project types, collection method & procedures, dashboard, annual reporting) Increase engagement in Road Use Charge discussions Research and explore funding opportunities 	<ul style="list-style-type: none"> Assume all of the substantive and procedural requirements of covered agencies under chapter 70A.02 RCW. Create an implementation plan as outlined in RCW 70A.02.040 Create and implement a community engagement plan as outlined in RCW 70A.02.050
As Measured By...	<ul style="list-style-type: none"> Completed communications strategy & campaign (metrics within) Updated website Establish & use of listservs 	<ul style="list-style-type: none"> Complete data story Legislative interaction (e.g., # of Legislator guests at Board Meetings; Presentations, 1:1 mtgs) 	<ul style="list-style-type: none"> Monthly Tech Talks (# completed, feedback) County interaction (e.g., % of counties per year; BOCC / Councils per year; # of regional meetings) Short virtual training sessions (# of new; feedback) County highlights (e.g., # of accomplishments shared; increase visibility / accessibility of county data) 	<ul style="list-style-type: none"> Data metrics reflect improvement from prior year County Road Funds has protected reserves New & efficient annual reporting is established 	<ul style="list-style-type: none"> Complete implementation plan Complete community engagement plan
Status	Expected date to report on first milestones & status tracking	Expected date to report on first milestones & status tracking	Expected date to report on first milestones & status tracking	Expected date to report on first milestones & status tracking	Expected date to report on first milestones & status tracking



ENVIRONMENTAL JUSTICE & CRAB'S FUTURE

County Road Administration Board

The background features the logo of the Washington State Department of Transportation. It is a circular emblem with a yellow border. Inside the border, the words "WASHINGTON STATE DEPARTMENT OF TRANSPORTATION" are written in a semi-circle at the top, and "SINCE 1908" is at the bottom. The center of the logo depicts a stylized landscape with a winding road, a mountain range, and a body of water.

BACKSTORY

- Legislature adopted the Healthy Environment for All (HEAL) act in 2021.
- Limited to largest agencies such as Commerce, DNR, WSDOT, etc.
- HEAL Act is codified as RCW 70A.02 – Environmental Justice
- Placed requirements on these agencies to have aspects of environmental justice in place by specific dates.
- Required elements of environmental justice be used for capital projects

2022 SUPPLEMENTAL BUDGET

- Legislature encouraged CRAB, TIB, and FMSIB to “opt in” to the substantive and procedural requirements of RCW 70A
- Also required CRAB to provide update in 2022 Annual Report as well as update on diversity, equity, and inclusion within the Board’s jurisdiction.

(2) Within appropriated funds, the county road administration board may opt in as provided under RCW 70A.02.030 to assume all of the substantive and procedural requirements of covered agencies under chapter 70A.02 RCW. The board shall include in its 2022 annual report to the legislature a progress report on opting into the healthy environment for all act and a status report on diversity, equity, and inclusion within the board's jurisdiction.

The background features a large, faint watermark of the California State Road Administration logo. The logo is circular with a yellow border and contains the text "CALIFORNIA STATE ROAD ADMINISTRATION" at the top and "SINCE 1900" at the bottom. In the center of the logo is a stylized map of California with a road winding through it.

WHAT IS ENVIRONMENTAL JUSTICE?

Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, rules, and policies. Environmental justice includes addressing disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm.



WHAT ARE THE HEAL ACT REQUIREMENTS?

Incorporating environmental justice into CRAB's strategic plan and develop an implementation plan (RCW 70A.02.040)

Create community engagement plan (RCW 70A.02.050)

Develop environmental justice assessment to be used when considering a significant agency action (RCW 70A.02.060)

Incorporate environmental justice principles into the decision processes for budget development, making expenditures, and granting or withholding environmental benefits (RCW 70A.02.080)

Develop a consultation framework in coordination with Tribal governments (RCW 70A.02.100)



WHAT ARE THE SIGNIFICANT AGENCY ACTIONS?

The development and adoption of significant legislative rules as defined in RCW 34.05.328

The development and adoption of any new grant or loan program that a covered agency is explicitly authorized or required by statute to carry out

A transportation project, grant, or loan award of at least \$15,000,000

The submission of agency request legislation to the office of the Governor or the office of financial management for approval

Any other agency actions deemed significant consistent with RCW 70A.02.060

WHAT DOES THIS MEAN FOR CRAB

CRAB is not required to meet any of the due dates specified in RCW 70A.02

Incorporate environmental justice into the strategic plan

Create an implementation plan (Complete in 2022)

Complete community engagement plan (Commence after completion of implementation plan).

Other work items will be added to the strategic plan as first two work items are completed

COUNTY FERRY CAPITAL IMPROVEMENT FUND REQUEST

LUMMI ISLAND FERRY REPLACEMENT AND SYSTEM MODERNIZATION PROJECT WHATCOM COUNTY

Nature of Request:

Under WAC 136-400-050, Whatcom County is requesting the County Road Administration Board (CRAB) accept their application for ferry capital improvement funds and submit the request for funding, per WAC 136-400-080, to the state legislature in the 2023 session. Whatcom County has prepared a Financial Plan that anticipates multiple funding sources for the Lummi Island Ferry Replacement and System Modernization Project. Whatcom County is requesting assistance from the County Ferry Capital Improvement Program (CFCIP). The CFCIP is funded by a share of the Motor Vehicle Fuel Tax distribution which financially impacts all 39 counties.

Background:

The CFCIP is a four-year cycle grant program available to counties that operate vehicular ferry systems. This limits the program to four counties: Whatcom, Skagit, Pierce, and Wahkiakum. These counties are limited to one CFCIP contract at a time.

Eligible projects may include purchase of new vessels, major refurbishment of an existing vessel or facility, installation of facility or operation improvements, or construction of infrastructure that provides new or additional access or increases capacity of terminal facilities.

Any eligible project must be on the County's six-year transportation program and the ferry system fourteen-year long range capital improvement plan prior to application for CFCIP funding.

The maximum contribution from the CFCIP program is \$10 Million for any single project, provided as a maximum \$500,000 annual reimbursement.

Funding for the CFCIP program is taken from the County's direct distribution share of the motor vehicle fund (19.2287%). This will proportionally reduce the distributed funds to each of the 39 counties for the life of the CFCIP contract.

Since the funding of the CFCIP program is taken from the County's direct distribution share of the motor vehicle fund, when a project is awarded funding it will reduce every county's direct distribution amount for the duration of the project funding period (in this case, 20 years). RCW 47.56.725, as well as WAC 136-400-050 therefore require that any county applying for funding through the CFCIP program must first seek funding through the Public Works Trust Fund, or any other available revenue source.

Whatcom County’s Application:

Whatcom County applied on November 8, 2021 for CFCIP funding on their Lummi Island Ferry Replacement and System Modernization Project. This project will replace the 60-year old MV Whatcom Chief with a new vessel, appropriately sized to meet current and future service level and operating needs for travelers between the mainland and Lummi Island. The project will also include shoreside modifications to improve operations and retrofit existing in-water structures to accommodate the new vessel and preserve functionality.

This project is on Whatcom County’s six-year transportation program, and their ferry system fourteen-year long range capital improvement plan.

Total Project Cost: (estimated) \$50,300,000 (during construction)
(\$64,207,360 incl debt service)

Sources Of Funding (estimated/requested)

- Whatcom County Ferry Boat Program \$ 1,250,000
- USDOT RAISE Grant (in application) \$25,000,000
- **CRAB CFCIP Grant (in application) \$10,000,000**
- Move WA \$ 5,300,000
- Whatcom County Road Fund Loan \$ 5,000,000
- Whatcom County Capital Surcharge \$ 1,772,000
- Whatcom County Municipal Bonds \$ 9,470,000
- Whatcom County debt service \$ 6,415,360

Total \$64,207,360

Whatcom County is requesting \$10,000,000 over a 20-year period through the CFCIP to help fund this project.

Technical Review Committee:

Upon application, a Technical Review Committee was formed. The Technical Review Committee is composed of:

- Jane Wall, Executive Director, County Road Administration Board
- Jay Drye, Director, WSDOT Local Programs
- Cotty Fay, Chief Naval Architect & Manager of Vessel Design, Washington State Ferries
- Toby Rickman, Deputy Director, Pierce County Planning and Public Works
- Paul Randall-Grutter, County Engineer, Skagit County Public Works
- Chuck Beyer, Director, Wahkiakum County Public Works
- Elizabeth Kosa, Assistant Director, Whatcom County Public Works
- James Karcher, County Engineer, Whatcom County Public Works

The county representatives served as ex officio, nonvoting members of the Technical Review Committee and the Executive Director of County Road Administration Board served as chairperson.

The first meeting of the Technical Review Committee (TRC) was held February 22, 2022 from 10:00 AM to 11:00 AM via Microsoft TEAMS. The discussion verified that the proposed project met the eligibility requirements and was a complete application per WAC 136-400. Further discussion touched on vessel and terminal design details, as well as questions on the financial plan. There were several financial questions that remained open at the end of the first meeting.

Whatcom County prepared a written response to the remaining financial questions ahead of the second TRC meeting.

The second TRC meeting was held on March 29, 2022 from 3:00 PM to 3:45 PM via Microsoft TEAMS. This discussion focused on the follow-up financial related questions from the first TRC meeting. Whatcom County was also able to provide new information relating to their requested RAISE grant, as well as updated cost estimate information.

The third TRC meeting was held on April 15, 2022 from 3:00 PM to 3:35 PM via Microsoft TEAMS. Whatcom County provided the updated cost estimate and financial plan. Discussion again focused on financial related questions and resulted in the TRC Recommendation below. The primary financial question that remains is that Whatcom County has untapped banked county road levy capacity that could be directed to the project. The question is, if the county has not maximized its own available resources, should the other 38 counties be asked to make up the difference from their shares of the MVFT?

Technical Review Committee Recommendation:

The TRC finds that the project submitted by Whatcom County is a viable proposal and makes needed improvements for the county to continue to provide service to Lummi Island. Furthermore, the estimated total cost of the project appears to be reasonable.

However, due to unresolved questions regarding the county's decision to not incorporate banked county road levy capacity (Certified by Whatcom county to be \$2,865,462 in 2022) into the financial plan, the TRC cannot recommend funding of the project as currently proposed. It is recommended that the CRABoard provide Whatcom county time for further policy level discussions regarding the use of banked levy capacity in the financial plan for the project. It is further recommended that the matter be placed on the July CRABoard agenda at which time Whatcom county will have the opportunity to provide a revised financial plan addressing this concern.

MVFT Annual Cost per County for CFCIP Funding			
COUNTY	MVFT Distribution %	2022 MVFT Allocation	Proposed CFCIP Cost
Adams	2.9745%	\$ 4,132,505	\$ 14,873
Asotin	1.0740%	\$ 1,492,120	\$ 5,370
Benton	2.3031%	\$ 3,199,722	\$ 11,516
Chelan	1.5018%	\$ 2,086,467	\$ 7,509
Clallam	1.4403%	\$ 2,001,024	\$ 7,202
Clark	4.3466%	\$ 6,038,778	\$ 21,733
Columbia	1.0273%	\$ 1,427,239	\$ 5,137
Cowlitz	1.4933%	\$ 2,074,658	\$ 7,467
Douglas	2.6537%	\$ 3,686,814	\$ 13,269
Ferry	1.2531%	\$ 1,740,945	\$ 6,266
Franklin	2.0328%	\$ 2,824,191	\$ 10,164
Garfield	0.9216%	\$ 1,280,389	\$ 4,608
Grant	4.5871%	\$ 6,372,907	\$ 22,936
Grays Harbor	1.6484%	\$ 2,290,140	\$ 8,242
Island	1.5476%	\$ 2,150,097	\$ 7,738
Jefferson	0.9964%	\$ 1,384,309	\$ 4,982
King	7.7510%	\$ 10,768,547	\$ 38,755
Kitsap	3.5162%	\$ 4,885,094	\$ 17,581
Kittitas	1.4079%	\$ 1,956,011	\$ 7,040
Klickitat	1.8981%	\$ 2,637,051	\$ 9,491
Lewis	2.3385%	\$ 3,248,903	\$ 11,693
Lincoln	3.0572%	\$ 4,247,401	\$ 15,286
Mason	1.5538%	\$ 2,158,711	\$ 7,769
Okanogan	2.3744%	\$ 3,298,779	\$ 11,872
Pacific	0.9434%	\$ 1,310,676	\$ 4,717
Pend Oreille	1.1577%	\$ 1,608,405	\$ 5,789
Pierce	7.5330%	\$ 10,465,678	\$ 37,665
San Juan	0.5800%	\$ 805,800	\$ 2,900
Skagit	2.2056%	\$ 3,064,264	\$ 11,028
Skamania	0.6545%	\$ 909,304	\$ 3,273
Snohomish	6.2820%	\$ 8,727,649	\$ 31,410
Spokane	6.0062%	\$ 8,344,478	\$ 30,031
Stevens	2.6461%	\$ 3,676,255	\$ 13,231
Thurston	3.5416%	\$ 4,920,383	\$ 17,708
Wahkiakum	0.6291%	\$ 874,015	\$ 3,146
Walla Walla	2.0436%	\$ 2,839,195	\$ 10,218
Whatcom	2.9500%	\$ 4,098,467	\$ 14,750
Whitman	3.0050%	\$ 4,174,879	\$ 15,025
Yakima	4.1235%	\$ 5,728,823	\$ 20,618
TOTAL	1.0000	\$ 138,931,073	\$ 500,000

COMPLIANCE MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – April 21, 2022
 Reporting Period: February 2022 thru April 2022

COMPLIANCE

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

Update on Vacancies/Changes:

County	Effective Date	Original Six-Month Expiration	Six-Month Extension	Notes
Grant	January 27, 2022	July 27, 2022	-	Interim Susan Kovich PE
Pend Oreille	April ??, 2022	October ??, 2022	-	Mary Jensen PE resigned, Don Ramsey PE interim
Clark	April 19, 2022	October 19, 2022	-	Rob Klug PE resigned, Jennifer Reynolds PE appointed interim

County Audit Reviews

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	17	12	7 Klickitat Garfield	yes	Yes
<i>Accountability</i>	13	3	3	No	No
<i>Fraud</i>	0	0	0	No	No
<i>Performance</i>	0	0	0	No	No

Klickitat County received a management letter regarding ER&R rates. The SAO thought the county was not reviewing the rates annually with the BOCC but, the county could, and did, prove otherwise. Garfield County hadn't updated the federal procurement thresholds in the county policy, county-wide issue, not necessarily just county road.

April 1st, 2022 Submittal Requirements

Annual Certification, CAPP Accomplishments report, Annual Construction report, Fish Passage Barrier Removal Cost Report, Marine Navigation and Moorage Cert., Traffic Enforcement Expenditures Cert., Annual Certification for MMS, County Ferry System Report

All of the 39 counties' required submittals were submitted to CRAB by the April 1st deadline with the exception of two reports from Ferry, which they are considered to be in reasonable compliance.

Bridge Inspection Certification – WAC 136-20-040

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








**Staff recommends to the Board that all 39 counties receive their Certificate of Good Practice for the calendar year 2021, entitling them to continue to receive their MVFT allocation.*

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

-  CARS/RAP replacement project discussions
-  Pend Oreille County ER&R discussion
-  CFCIP TRC meetings (3)
-  Columbia County CARS discussion
-  Bill tracking
-  Collecting info/examples for model documents for proposed new ER&R WAC, monument preservation policy, model diversion resolution.
-  Strategic Planning meetings

RESOLUTION 2022-004

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

WHEREAS the County Road Administration Board met on April 21-22, 2022 in Olympia, Washington to make such a determination pursuant to an analysis of annual certification questionnaires in accordance with WAC 136-04 by the counties; and

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

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

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

Adopted by the CRABoard on April 21, 2022.

CRABoard Chairman
Commissioner Coffman

Executive Director
Jane Wall



Washington State

County Road Administration Board

2404 Chandler Court SW, Suite 240 Olympia, WA 98502

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

May 2, 2022

Commissioner Jamie Stephens
WSAC President
206 Tenth Avenue SE
Olympia, WA 98501-1311
CRABoard Appointments

Dear Commissioner Stephens:

It is time again to begin the process to fill the positions of three CRABoard members whose terms expire June 30, 2022.

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

County Engineer Eric Pierson, PE = population between 30,000 - 150,000

Commissioner Rob Coffman = population less than 30,000

Commissioner Brad Peck = population between 30,000 - 150,000

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

By copy of this letter, I am reminding WSACE President Josh Thomson, PE that he needs to make available to you two nominations for the position presently occupied by Eric Pierson, PE, or re-appoint him to serve another term.

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

Sincerely,

JANE WALL
Executive Director

Cc: Commissioner Rob Coffman, CRABoard Chair
Commissioner Lisa Janicki, CRABoard Vice Chair
Josh Thomson, PE, WSACE President
Eric Johnson, WSAC Executive Director



April 6, 2022

TO: Interested Parties

FROM: Jane Wall, Executive Director

SUBJECT: “County Engineer of the Year” Nominations

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

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

If you know of a County Engineer who has been doing an exceptionally good job and deserves extra recognition, may I suggest that you nominate him or her by completing the attached nomination form and submit it via e-mail to Jason Bergquist at Jason.Bergquist@crab.wa.gov no later than **May 6, 2022**. Your nomination will be considered with all other nominees.

The award will be made during the annual engineer’s banquet in June during the WSACE Summer Conference at the Sun Mountain Lodge in Winthrop, WA.

If you have questions, please contact me at 360.753.5989.

**NOMINATION FORM
WSACE "County Engineer of the Year"**

2022

Nominee: _____

County: _____

Provide data in one or more of the following categories.

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

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

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

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

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

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

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

SUBMITTED BY:

Date



CRAB & WSACE 2022 Project/Program Manager of the Year Award Nomination Form



Application Deadline: May 6, 2022

Nominee:		Title:	
County:		Department:	
Office Address:		Phone:	
City:	State:	Zip/Postal Code:	
<p>The following information will be used as selection criteria for the Awards Committee:</p> <p>This award will be presented annually to recognize a county project manager or county program manager working below the county engineer or agency head management level for outstanding service and meritorious achievement in or for a county in managing a construction project or a pavement, safety, operations, bridge, or other public works program.</p> <p>Eligible nominees could include supervisors, foremen, or engineers who manage a project or program. Nominations can be submitted by any WSACE voting member to the Awards Committee. Endorsements by County Board of Commissioners, County Executive or Council are encouraged although not required.</p> <p>The specific project or program must have been completed in 2021. If a project, it must be completed in 2021 or if a program substantially underway in 2021. A specific discussion on the actual project or program, its significance and importance, and the individual's performance and contribution to complete the project or program on time and within budget is requested as a part of the submission.</p>			
Nominated by:		Title:	
County:		Department	
Office Address:		Phone:	
City:	State:	Zip/Postal Code:	

Submit completed form and supporting documents to:

**Jason Bergquist, Executive Assistant
County Road Administration Board
Jason.bergquist@crab.wa.gov
Ph. 360.753.5989**

The OPMA Gets an Update from the Legislature

March 24, 2022 by [Flannery Collins](#)

Category: [Open Public Meetings Act](#), [New Legislation and Regulations](#)



Editor's note: This blog has been updated since the original date of publication in the following ways:

- To add that Governor Jay Inslee has signed HB 1329 into law (March 24, 2022),
 - To add the dates on which changes to the OPMA take effect,
 - To clarify what the OPMA defines as a 'governing body',
 - To clarify how a special or regular meeting can be adjourned, and
-
- To clarify remote meeting attendance.

Changes have been made to the [Open Public Meetings Act](#) (OPMA) in [HB 1329](#), with some changes effective upon Governor Jay Inslee's [signature on the bill](#) (March 24, 2022), while others are effective soon after (June 9, 2022). Local governments should familiarize themselves with these changes, so they are prepared to implement them immediately upon the governor's signature.

The most notable change (which is really more of a clarification) is that meetings subject to the OPMA must have a physical location (with a few allowed exceptions). Another significant change is the requirement for public comment at regular meetings where final action is taken. This blog will review the physical location and public comment requirements as well as other notable changes made to the OPMA. Unless otherwise noted below, all of the changes highlighted in this blog are effective as of March 24, 2022.

Location of Meetings

Over the years, those in the municipal field have debated the question of whether the OPMA requires a physical location for a meeting of the legislative body. A 2017 Attorney General opinion concluded that it did, interpreting the OPMA language as requiring meetings be held at a physical location and allowing remote attendance by the legislative body (see [AGO 2017 No.4](#)). That position has now been codified into the OPMA.

Of course, during the COVID-19 pandemic, the governor's proclamations made an exception to the physical location requirement, mandating that meetings of the legislative body be held remotely. And, despite the [recent lifting of the mask mandate](#), [Proclamation 20-28.14](#) (extended by [Proclamation 20-28.15](#)) remains in effect and requires

meetings subject to the OPMA be held remotely, with an in-person component optional. Once the proclamation expires, the new language in the OPMA will control.

That new OPMA language requires that all meetings of a governing body of a public agency be held in a physical location where the public can attend, with two exceptions:

1. If a local, state, or federal emergency has been declared and the public agency determines it cannot hold an in-person meeting, the meeting can be fully remote.
 - If required by the emergency, the public agency can either fully prohibit or limit in-person public attendance at the meeting.
 - If the meeting is held remotely or the public attendance is limited or prohibited, the agency must provide a cost-free option to attend in real-time, either by telephone or another readily available alternative.
2. If a governing body held some of its regular meetings remotely prior to March 1, 2020, they may continue to hold these meetings remotely with no declared emergency so long as the public may also attend remotely.

This latter option will only apply to a small handful of public agencies, as the March 1, 2020 date precedes by approximately three weeks the governor's [Proclamation 20-28](#) requiring all meetings be remote.

Notably, it is encouraged but not required that a governing body provide a remote meeting attendance option when there are no limitations to in-person meeting attendance by the public.

Remote Meeting Attendance by Members of the Legislative Body

Again confirming the direction in [AGO 2017 No.4](#), the OPMA now specifically permits members of the governing body to attend the meeting by phone or other electronic means that allows for real-time verbal communication. So, while the meeting must be held in a physical location and must allow the public to attend in-person (absent an emergency), any or all members of the governing body can choose to attend the in-person meeting remotely. See section 5, subsection 5 of [HB 1329](#), which provides that “[n]othing in this section alters the ability of public agencies... to have members of the governing body participate in a meeting remotely with no declared emergency.”

Online Posting of Regular Meeting Agendas

The general rule is that all public agencies must post their regular meeting agendas online no later than 24 hours in advance of the governing body's meeting. Previously, the OPMA allowed those agencies without a website or with fewer than 10 full time employees to opt out of online agenda posting. The bar for opting out of posting agendas online is now much higher. The OPMA now only allows special purpose districts, cities, or towns that meet the following criteria to opt out of online agenda posting:

- Has an aggregate valuation of the property subject to taxation by the district, city, or town of less than \$400,000,000;
- Has a population of under 3,000; and
- Provides confirmation to the state auditor that the cost of posting notices on its website or a shared website would exceed one-tenth of 1% of the local government's budget

Posting of Special Meeting Notice

Special meetings are any meetings of the legislative body that are not a regular meeting, and they require different types of notice. [RCW 42.30.080](#). The rules for special meeting notice have changed slightly. The chart below details the new rules by looking at the type of notice required and whether there is an exception:

Type of Notice (required at least 24 hours in advance of meeting)	Exception
---	-----------

Type of Notice (required at least 24 hours in advance of meeting)	Exception
Personal notification to each member of the governing body	If a waiver is on file or they are present at the meeting
Notification to news media if there is a request on file	None
Agency website posting	If the agency: (1) does not have a website; or (2) does not share a website with another agency; or (3) employs no full-time equivalent employees (the previous language was "employs fewer than 10 full-time equivalent employees."); or (4) does not employ personnel whose duty it is to maintain or update the website.
In print at the main entrance of agency's principal location for meetings held in person	If notice cannot be posted with reasonable safety (such as during a snowstorm or other hazard).

Notwithstanding the above requirements, special meeting notice is not required for the following:

- Special meetings called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage; or
- When the notice cannot be posted or displayed with reasonable safety.

However special meeting notice is required to be posted on the agency website for any special meetings that are being held remotely due to a declared emergency or where public attendance must be restricted, regardless of the number of employees or whether the agency employs personnel whose duty it is to update or maintain the website.

Receiving Public Comment and Recording Meetings

While the OPMA previously did not require governing bodies to receive public comment at their meetings, most public agencies did provide a set time on the meeting agenda for the public to comment on agency business. Effective June 9, 2022, public comment at regular meetings of a governing body of a public agency where final action is taken is now a requirement. Note that a governing body includes not just the city or county council or board of commissioners, but also planning commissions, civil service commissions, and other policy or rule-making bodies, and committees that act on behalf of the governing body, conduct hearings, or take testimony or public comment.

Public agencies must allow for the public to orally comment at the meeting or submit written comment prior to or at all regular meetings. [HB 1329](#) doesn't expressly state at what point during the meeting public comment must be taken, so this is a policy decision of the agency. Public comment is not required in emergency situations and is not required (but is recommended) at special meetings, even when final action is taken. If oral comment is allowed and an individual who has difficulty attending the meeting in-person requests an opportunity to provide oral comment remotely, the agency must provide this opportunity when feasible.

Also, effective June 9, 2022, the OPMA encourages agencies to make an audio or video recording of the regular meetings and make those recordings available online for a minimum of six months.

Purpose of Executive Sessions

Effective June 9, 2022, the OPMA now requires the announced purpose of the executive session be entered into the meeting minutes. See our [Executive Session Basics](#) topic page and [Executive Sessions FAQs](#) for more on executive sessions.

Adjournment of In-Person Meetings

Under the OPMA, a regular or special meeting can be "adjourned," or rescheduled, to a different time and place, so long as appropriate notice is provided. (While "adjourn" is commonly understood to mean simply ending a meeting, in the OPMA context it means to reschedule a scheduled meeting.) If an in-person meeting is adjourned (i.e.,

rescheduled), a copy of the order or notice of adjournment must be posted immediately after adjournment on or near the door where the meeting was held. If the meeting was held remotely, no notice of adjournment is required.

Conclusion

As the reader can see based on the length of this blog, the legislature changed many details in the OPMA. While this blog highlights these changes, a careful read of [HB 1329](#) is recommended to ensure your agency's meetings are in compliance with the OPMA.

If you are interested in learning more about the OPMA, MRSC has a wealth of OPMA information available on its website, including:

- [Open Public Meetings Act Basics](#) topic page
- *The OPMA – Latest Issues and Case Law Update* on-demand webinar broadcast in February 2022. To access the webinar, visit [On Demand Webinars](#) and scroll down to Open Government (PRA and OPMA).
- MRSC Insight blogs
 - [Tips for Government Bodies Meeting Remotely](#)
 - [Working on Council Guidelines? What About Remote Meeting Attendance?](#)
 - [Technology and Open Government: Maximizing Participation and Transparency](#)

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



About Flannary Collins

Flannary Collins is the Managing Attorney for MRSC. Flannary first joined MRSC as a legal consultant in August 2013 after serving as assistant city attorney for the city of Shoreline where she advised all city departments on a wide range of issues.

At MRSC, Flannary enjoys providing legal guidance to municipalities on all municipal issues, including the OPMA, PRA, and personnel. She also serves on the WSAMA Board of Directors as Secretary-Treasurer.

[VIEW ALL POSTS BY FLANNARY COLLINS](#) ▶

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DEPUTY DIRECTOR'S REPORT
Prepared by Andrew Woods, PE

CRABoard Meeting – April 21, 2022





Reporting Period: January 22, 2022 to April 20, 2022

DEPUTY DIRECTOR REPORT












County Engineer Appointments Since January 2022:



























-  Dean Cornelison, P.E. was appointed Whitman County Engineer on February 22, 2022 effect March 1st. Dean was appointed to the county engineer position after the previous county engineer, Mark Story, P.E., was promoted to Public Works Director.
-  Grace Barnkow, P.E. was appointed Pacific County Engineer on March 8, 2022. Grace's first day as county engineer was March 28th. Grace worked for the City of SeaTac before accepting the Pacific County Engineer position.
-  Melissa McFadden, P.E. was appointed Pierce County Engineer on March 21, 2022. Melissa was previously Pierce County's Assistant County Engineer – Storm Water Manager.

County Visits Since January 2022:

-  Kitsap County – April 5th – RAP Project Reviews
-  Jefferson County – April 6th – RAP Project Reviews
-  Clallam County – April 6th – RAP Project Reviews
-  Pacific County – April 20th – Meet and greet new county engineer, PW director, and county administrator.

OTHER ACTIVITIES OF THE DEPUTY DIRECTOR

-  Washington Highway Users Federation Weekly Briefing – Every Wednesday During Session
-  APWA Legislative Briefings – Every Thursday During Session
-  "Water of the United States" Webinar on Proposed Federal Rule Changes – January 24th
-  Clallam County GIS-Mo Road Log & Audit Trail Training – January 25th
-  CRABoard Strategic Planning – January 26th & 27th
-  Representative Ramos – January 31st
-  NPDES Bridge Washing Stakeholder Group Meeting – February 1st
-  Data Story RFP Meeting – February 1st
-  Facilities Meeting with OFM – February 1st
-  AWC Aerial Imagery Demonstration – February 2nd
-  Annual Report Reformat Discussion – February 7th

-  County Engineers Training – February 8th to 10th
-  Pend Oreille County ER&R Conversation – February 11th
-  County Ferry Capital Improvement Program (CFCIP) Technical Review Committee Meeting – February 24th
-  Traffic Records Governance Council – March 2nd
-  GIS Interviews – March 2nd & 3rd
-  SmartSimple Demonstration (Possible RAP Online Replacement Software) – March 8th
-  Strategic Planning – March 8th
-  Public to Private Road – San Juan County – March 11th
-  April CRABoard Prep Meeting – March 14th
-  Data Story Project RFP Meeting – March 16th
-  NPDES Bridge Washing Stakeholder Group Meeting – March 17th
-  Farewell Lunch for Nolen Young – March 17th
-  SmartSimple Demonstration Debrief – March 21st
-  WSACE Maintenance Management System Conversation – March 21st
-  Potential Traffic Safety Commission Funding – March 21st
-  Road Design Conference – March 22nd to 24th
-  GISMars & GIS-Mo Schema Update – March 25th
-  CFCIP Technical Review Committee Meeting – March 28th
-  Strategic Planning Meeting – March 29th
-  Data Story Project RFP Meeting – March 28th
-  County Arterial Preservation Account Fund Balance Discussion – April 1st
-  Meeting With Clark County – April 13th
-  Data Story Project RFP Meeting – April 13th, 14th, and 15th
-  Quarterly Meeting and Annual Review with DES SAFS – April 15th
-  Data Story Project RFP Interviews – April 18th
-  Data Story Project Vendor Selection Meeting – April 19th

RESOLUTION NO. 085430

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the matter of appointing Dean Cornelison as the Whitman County Engineer provided for by Chapter 36.80 RCW.

WHEREAS, the current County Engineer, Mark Storey, will no longer serve the BOCC as the County Engineer, but will remain in the employ of Whitman County as the Public Works Director,

WHEREAS, pursuant to the provisions of Chapter 36.80 RCW, the County legislative authority of each county shall employ a County Road Engineer on either a full time or part time basis. The County Engineer shall be a registered and licensed professional Civil Engineer under the laws of the State of Washington, duly qualified and experienced in highway and road engineering and construction. The County Engineer shall serve at the pleasure of the legislative authority; and

WHEREAS, the County Road Administration has adopted WAC regulations addressing vacancies in the position of County Engineer. WAC 136-12-045 provides: When final arrangements for the employment of a new County Engineer have been made, the county legislative authority or the county executive shall, within five working days, notify the County Road Administration Board in writing and shall include the following information: Name of new County Engineer, Washington registration number, start date, and contact information, including and e-mail address if available. In addition, the notification shall include a copy of the organization chart detailing the responsibilities of the County Engineer"; and

WHEREAS, the current County Engineer, Mark Storey, is being replaced by Dean Cornelison in that role.

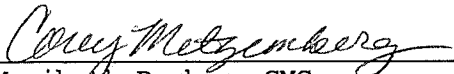
NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Whitman County, pursuant to RCW 36.80.010 and RCW 36.80.020, that the Board hereby appoints:

Dean Cornelison, PE
Washington Registration Number - 49435
310 North Main, 2nd floor PSB
Colfax, WA 99111
Dean.Cornelison@whitmancounty.net
(509) 397-6206

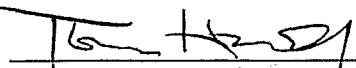
As the Whitman County Engineer, subject to the provisions of RCW 36.80.020, without bond, commencing March 1, 2022.

Adopted this 22nd day of February, 2022.

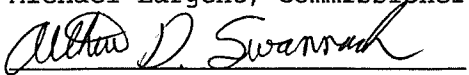
ATTEST:

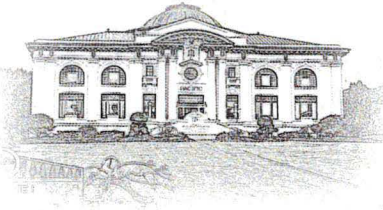

Maribeth Becker, CMC
Clerk of the Board
BY: Corey Mitzimberg
Deputy Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON


Tom Handy, Chairman

ABSENT

Michael Largent, Commissioner

Arthur Swannack, Commissioner



Pacific County GENERAL ADMINISTRATION

Paul T. Plakinger, County Administrative Officer

March 30, 2022

County Road Administration Board (CRAB)
Attn: Derek Pohle
2404 Chandler Court SW, Suite 240
Olympia, WA 98504-0913

Re: Notification of hiring new county engineer in accordance with WAC 136-12-045

During their open public meeting on Tuesday, March 8, 2022, the Pacific County Board of County Commissioners (BOCC) appointed a new county engineer. Here are the pertinent details:

- Name of new county engineer: **Grace Amundsen Barnkow**
- Washington professional civil engineer registration number: **56162**
- First day of employment with Pacific County: **Monday, March 28, 2022**
- Telephone: **360-875-9300 extension 2272**
- Email address: gbarnkow@co.pacific.wa.us

Ms. Barnkow will have two different offices in northern Pacific County: one in downtown Raymond (the primary home for the Department of Public Works) and another at the County Annex in South Bend (the County Seat). Here are the physical addresses for both locations:

- 211 North Commercial Street
Raymond, WA 98577
- 1216 West Robert Bush Drive
South Bend, WA 98586

For your reference, I have also included the following information with this notification letter:

- BOCC Resolution No. 2022-016 in the matter of appointing a new county engineer
- BOCC Resolution No. 2022-022 in the matter of a new organization chart for Public Works
- Copy of minutes from the BOCC meeting on March 8, 2022 recording the appointment
- Copy of Ms. Barnkow's engineering certificate

Sincerely,

Paul T. Plakinger
County Administrative Officer

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. 2022- 016

IN THE MATTER OF APPOINTING A COUNTY ENGINEER

WHEREAS, Chapter 36.80.010 RCW states that the county legislative authority of each county shall employ a county road engineer on either a full-time or part-time basis, or may contract with another county for the engineering services of a county road engineer from such other county; and

WHEREAS, Chapter 36.80.020 RCW requires the county engineer to be a registered and licensed professional civil engineer under the laws of the State of Washington, duly qualified and experienced in highway and road engineering and construction, and shall serve at the pleasure of the Board; and

WHEREAS, Chapter 36.80.020 RCW further requires the county engineer to produce a bond in an amount determined by the Board, conditioned upon the fact that he or she will faithfully perform all the duties of his or her employment and account for all property of the county entrusted to his or her care.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON, that the Board of County Commissioners hereby appoints Grace Amundsen Barnkow, PE WA License #56162 as the County Engineer, effective March 28, 2022, and shall present an official bond in the amount of \$50,000.

PASSED by the following vote this 8th day of March, 2022 by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage:

 3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON



Lisa Olsen, Chair

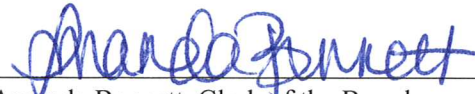


Frank Wolfe, Commissioner



Mike Runyon, Commissioner

ATTEST:



Amanda Bennett, Clerk of the Board



2702 South 42nd Street, Suite 109
Tacoma, Washington 98409-7315
piercescountywa.gov/ppw

March 21, 2022

Drew Woods, P.E.
County Road Administration Board
2404 Chandler Court SW, Suite 240
Olympia, WA 98502-6067

Subject: **Distribution of the Duties of the County Engineer**

Dear Drew Woods:

The Washington State Constitution, Article XI, Section 4, "County Government and Township Organization," permits counties that are organized by charter considerable flexibility in how they choose to organize and operate; thus, counties may organize functions of the County Engineer differently than generally provided for in state law.

Pursuant to the authority granted to the County Executive by the Pierce County Charter, Chapter 12.04.030, I have been assigned those duties together with the authority to delegate any or all of those duties as I see fit, provided they are assigned to a qualified individual. I hereby assign the duties of the County Engineer for Pierce County accordingly:

All duties of the Office of County Engineer as prescribed by state law are hereby assigned to Melissa McFadden, P.E., County Engineer, together with authority to have other qualified individuals assist in the administration of those duties, except as follows:

Toby Rickman, P.E., Deputy Director, Pierce County Planning and Public Works, being the direct supervisor of the County Engineer shall perform until further notice the duties relative to:

- a. RCW 36.33A.040, the setting of ER&R rates subject to annual review of the Pierce County Council; and
- b. RCW 36.40.020, RCW 36.80.030, and RCW 36.80.060, those duties relative to County Road Maintenance; and
- c. RCW 36.78.020, assure certain practices in compliance with the County Road Administration Board - Standards of Good Practice; and
- d. RCW 36.82.160, advise and assist the Pierce County Council in approval of the Road Fund Budget; and

Drew Woods
March 21, 2022
Page 2

e. RCW 86.15.060, those duties related to the administration of the Flood Control Zone District.

If you have further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Toby Rickman". The signature is fluid and cursive, written over a white background.

Toby Rickman, P.E., Deputy Director

Cc Jen Tetatzin, P.E., Director, Pierce County Planning and Public Works
Melissa McFadden, P.E., County Engineer, Pierce County Planning and Public Works
Jane Wall, Executive Director, County Road Administration Board



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: April 18, 2022

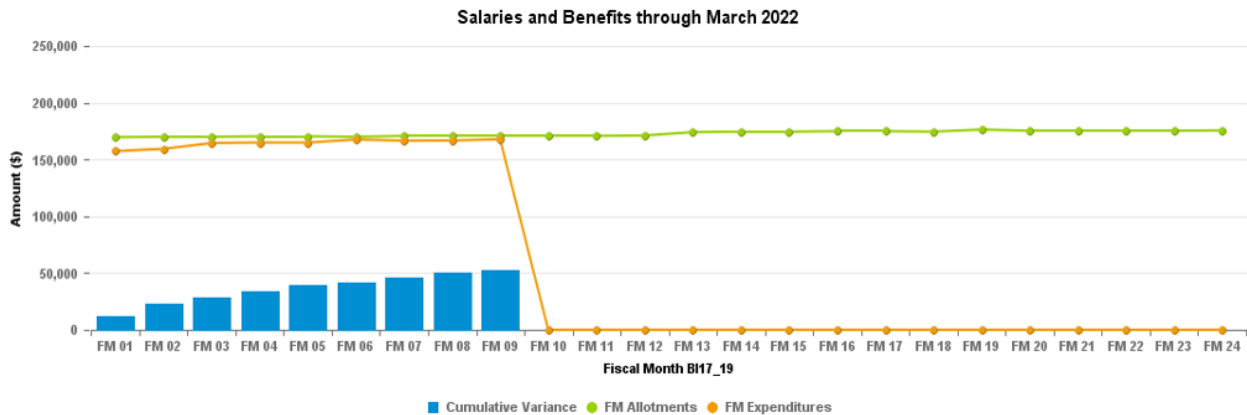
Subject: March 2022 (FM09) Financial Status

The March financial reports show the agency has spent **\$16,707** more authority than planned to date in Fund 108, \$66,923 less authority than planned to date in Fund 186, and \$12,672 less authority than planned to date in Fund 102. The overspend in Fund 108 is due to the correction of central service payment allocations.

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 **\$52,883** cumulative for all three funds. The March underspend of \$2,902 for salary and benefits is coming from the vacant Secretary Senior position and other staffing changes.

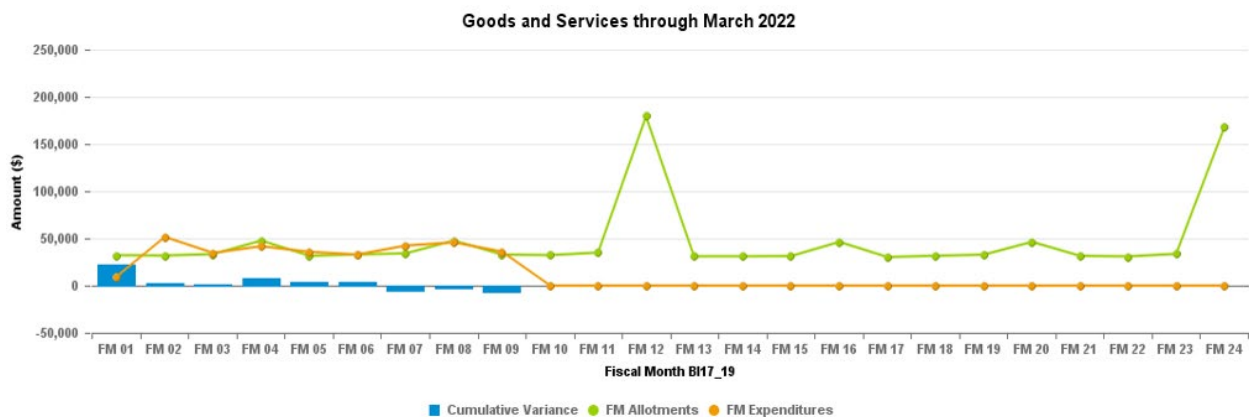


Goods & Services (E)

Negative BITD variance of **\$5,970** cumulative for all three funds.

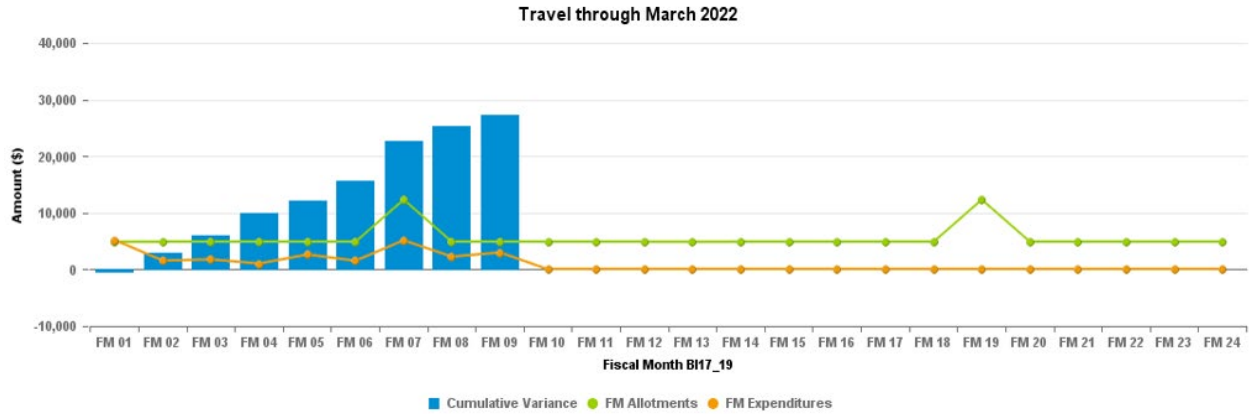
- ED – Rent and Leases - \$19,401 underspent – \$9,799 allotted for each month, but actual payments have been \$7,643.

- EG – Employee Professional Development & Training – Underspent \$12,696. Biennium - to-date, \$30,553 was allotted and only \$17,857 has been spent. Looking at the expenditures, there have been tuition reimbursements paid, and various trainings that have occurred this year. The amounts have just been less than anticipated so far.
- EK – Facilities and Services – Overspent \$4,788 – This overspend is primarily coming from charges for consolidated mail services. When initially planning the budget and allotments, these charges were not planned for.
- EL – Data Processing Services – Overspent \$10,332 – This overspend comes from two factors. The OFM invoices have been higher than anticipated so far this year and when setting up the allotments, I split a quarterly invoice out to monthly amounts.
- EP – Insurance – Overspent \$5,349 – 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.
- ER – Other Contractual Services – Overspent \$13,607 – In March an invoice in the amount of \$4,500 was paid for a strategic planning workshop. This expenditure was paid entirely out of Fund 108.
- EY – Software Licenses and Maintenance – Overspent \$21,287 – March contained \$2,708 of expenditures to the following vendors: US Bank VISA (Charges to JITBIT for Helpdesk Company Upgrade), and CTS Services.



Travel (G)

There is a positive BITD variance of \$27,249. 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 **\$7,052,658**, our RATA Fund 102 has a \$2,728,751 variance. The negative variance for Fund 186 is due to a large payment that was made in July. This current amount on the MFSR does not include the amount provided in the FY22 Supplemental Budget. The projections worksheet has been updated to include the adjustments made from the enacted budget and these will show in the April MFSR.

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.

Category	BI21-23 Allotments	Exp. Thru FM09 Mar-2020	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
			FM 9 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	Projected FM24 Jun-23	Exp. Total	Variance	
Travel	132,000	24,108	4,881	4,881	4,881	4,881	4,869	4,881	4,881	4,881	4,881	4,881	12,321	4,881	4,881	4,881	5,385	4,377	104,751	27,249	
GA In-State Subsistence & Lodging	60,000	11,279	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	48,779	11,221	
GB In-State Air Transportation	-	504															504	(504)	504	(504)	
GC Private Automobile Mileage	16,000	4,026	667	667	667	667	663	667	667	667	667	667	667	667	667	667	667	667	14,027	1,973	
GD Other Travel Expenses	6,000	324	251	251	251	251	239	251	251	251	251	251	251	251	251	251	251	251	4,077	1,923	
GF Out-of-State Subsistence & Lodging	12,000	-	35	35	35	35	35	35	35	35	35	35	35	5,615	35	35	35	35	6,105	5,895	
GG Out-of-State Air Transportation	4,000	904	12	12	12	12	8	12	12	12	12	12	12	1,872	12	12	12	12	2,940	1,060	
GN Motor Pool Services	34,000	7,071	1,416	1,416	1,416	1,416	1,424	1,416	1,416	1,416	1,416	1,416	1,416	1,416	1,416	1,416	1,416	1,416	28,319	5,681	
Capital Outlays	168,392	6,178	-	-	-	89,731	-	-	-	-	-	-	-	-	-	-	-	-	78,661	174,570	(6,178)
JA Noncapitalized Assets	120,392	6,178				65,731													54,661	126,570	(6,178)
JB Noncapitalized Software	28,000	-				14,000													14,000	28,000	0
JC Furnishings & Equipment	20,000	-				10,000													10,000	20,000	0
Interagency Reimbursements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-	0
SC Professional Service Contracts	-	-																	0	-	0
SE Goods and Services	-	-																	0	-	0
SJ Capital Outlays	-	-																	0	-	0
Transfers	2,000,000	2,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000,000	2,000,000	0
MB Operating Transfers Out	2,000,000	2,000,000																	2,000,000	2,000,000	0
Grants	111,137,000	39,704,646	3,850,291	3,850,291	3,850,291	3,850,299	4,658,215	3,930,207	3,930,207	3,930,207	3,930,207	3,930,207	3,930,207	3,930,207	3,930,207	3,930,207	3,930,207	3,930,211	99,146,023	11,990,977	
NZ Grants RATA 102	55,028,000	17,906,761	2,292,833	2,292,833	2,292,833	2,292,837	2,292,833	2,292,833	2,292,833	2,292,833	2,292,833	2,292,833	2,292,833	2,292,833	2,292,833	2,292,833	2,292,833	2,292,837	52,299,264	2,728,736	
NZ Grants MVF 108	1,456,000	728,061				728,000														1,456,061	(61)
NZ Grants CAPA 186	44,653,000	21,069,824	1,557,458	1,557,458	1,557,458	1,557,462	1,637,382	1,637,374	1,637,374	1,637,374	1,637,374	1,637,374	1,637,374	1,637,374	1,637,374	1,637,374	1,637,374	1,637,374	45,390,698	(737,698)	
NZ Move Ahead WA 26P	10,000,000	-				10,000,000														10,000,000	0
Total Dollars	118,806,000	43,550,243	4,058,798	4,059,077	4,061,056	4,303,000	4,875,717	4,148,143	4,148,454	4,163,898	4,147,883	4,148,151	4,158,183	4,164,293	4,149,472	4,148,876	4,152,195	4,364,114	106,742,755	12,063,245	

County Road Administration Board Agency Summary - BITD by Fund as of March 2022

Fund 102- Rural Arterial Trust Account Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	785,562	290,199	295,351	(5,152)	490,211
Employee Benefits	247,931	89,048	88,999	49	158,932
Travel	9,240	3,462	1,158	2,304	8,082
Capital Outlays	12,290	0	224	(224)	12,066
Grants, Benefits & Client Services	55,028,000	20,635,497	17,906,761	2,728,736	37,121,239
Goods and Services	78,977	23,413	7,703	15,710	71,274
Sum:	56,162,000	21,041,619	18,300,196	2,741,423	37,861,804

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	32,421	33,779	(1,358)	290,199	295,351	(5,152)
AA State Classified	32,421	33,779	(1,358)	290,199	295,351	(5,152)
Employee Benefits	9,926	10,078	(152)	89,048	88,999	49
BA Old Age and Survivors Insurance	2,010	2,037	(27)	17,993	17,814	179
BB Retirement and Pensions	3,323	3,462	(139)	29,747	30,274	(527)
BC Medical Aid & Industrial Insurance	143	141	2	1,287	1,281	6
BD Health, Life & Disability Insurance	3,931	3,931	(0)	35,379	35,194	185
BE Allowances	0	30	(30)	0	270	(270)
BH Hospital Insurance (Medicare)	470	476	(6)	4,207	4,166	41
BK Paid Family and Medical Leave	49	0	49	435	0	435
Goods and Services	3,284	874	2,410	23,413	7,703	15,710
EA Supplies and Materials	91	68	23	819	531	288
EB Communications/Telecommunications	59	0	59	524	76	448
EC Utilities	95	91	4	860	677	183
ED Rentals and Leases - Land & Buildings	686	535	151	6,173	4,815	1,358
EE Repairs, Alterations & Maintenance	0	0	0	0	1	(1)
EF Printing and Reproduction	37	1	36	338	183	155
EG Employee Prof Dev & Training	851	32	820	2,553	444	2,109
EH Rental & Leases - Furn & Equipment	25	13	12	226	129	97
EJ Subscriptions	203	0	203	203	0	203
EK Facilities and Services	380	0	380	3,416	(0)	3,416
EL Data Processing Services (Interagency)	621	0	621	5,578	(0)	5,578
EM Attorney General Services	30	0	30	271	0	271
EN Personnel Services	194	0	194	1,744	0	1,744
EP Insurance	5	0	5	120	0	120
ER Other Contractual Services	0	0	0	138	1	137
ES Vehicle Maintenance & Operating Cst	0	0	0	350	79	271
EW Archives & Records Management Svcs	0	0	0	37	0	37
EY Software Licenses and Maintenance	0	134	(134)	0	768	(768)
EZ Other Goods and Services	7	0	7	63	0	63
Travel	386	161	225	3,462	1,158	2,304
GA In-State Subsistence & Lodging	175	86	90	1,575	872	703
GB In-State Air Transportation	0	0	0	0	35	(35)
GC Private Automobile Mileage	47	55	(8)	419	168	251
GD Other Travel Expenses	18	0	18	156	20	136
GF Out-of-State Subsistence & Lodging	35	0	35	315	0	315
GG Out-of-State Air Transportation	12	21	(9)	104	63	41
GN Motor Pool Services	99	0	99	893	0	893
Capital Outlays	0	0	0	0	224	(224)
JA Noncapitalized Assets	0	0	0	0	224	(224)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services	2,292,833	1,117,643	1,175,190	20,635,497	17,906,761	2,728,736
NZ Other Grants and Benefits	2,292,833	1,117,643	1,175,190	20,635,497	17,906,761	2,728,736
Total Dollars	2,338,850	1,162,536	1,176,314	21,041,619	18,300,196	2,741,423

Fund 108- Motor Vehicle Account Summary

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	1,365,744	512,154	490,832	21,322	874,912
Employee Benefits	406,570	147,896	136,975	10,921	269,595
Travel	96,360	37,593	19,190	18,403	77,170
Capital Outlays	101,102	0	5,105	(5,105)	95,997
Grants, Benefits & Client Services	1,456,000	728,000	728,061	(61)	727,939
Inter Agency/Fund Transfers	2,000,000	2,000,000	2,000,000	0	0
Goods and Services	790,224	236,157	298,245	(62,088)	491,979
Sum:	6,216,000	3,661,800	3,678,407	(16,607)	2,537,593

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Salaries and Wages	56,906	52,452	4,454	512,154	490,832	21,322
AA State Classified	37,593	33,139	4,454	338,337	313,495	24,842
AC State Exempt	19,313	19,313	0	173,817	173,817	0
AT Terminal Leave	0	0	0	0	3,520	(3,520)
Employee Benefits	16,479	14,558	1,921	147,896	136,975	10,921
BA Old Age and Survivors Insurance	3,528	3,172	356	31,346	29,665	1,681
BB Retirement and Pensions	5,833	5,376	457	52,497	49,952	2,545
BC Medical Aid & Industrial Insurance	218	188	30	1,962	1,744	218
BD Health, Life & Disability Insurance	5,990	5,054	936	53,910	48,532	5,378
BE Allowances	0	0	0	0	120	(120)
BH Hospital Insurance (Medicare)	825	742	83	7,425	6,938	487
BK Paid Family and Medical Leave	85	0	85	756	0	756
BZ Other Employee Benefits	0	25	(25)	0	25	(25)
Goods and Services	23,057	32,702	(9,645)	236,157	298,245	(62,088)
EA Supplies and Materials	949	712	237	8,541	6,272	2,269
EB Communications/Telecommunications	610	308	302	5,485	2,764	2,721
EC Utilities	995	950	45	8,958	7,913	1,045
ED Rentals and Leases - Land & Buildings	7,153	5,579	1,574	64,377	50,214	14,163
EE Repairs, Alterations & Maintenance	0	0	0	0	34	(34)
EF Printing and Reproduction	391	16	375	3,514	1,908	1,606
EG Employee Prof Dev & Training	0	329	(329)	22,000	16,125	5,875
EH Rental & Leases - Furn & Equipment	141	136	5	2,723	2,541	182
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	3,959	5,954	(1,995)	35,636	53,602	(17,966)
EL Data Processing Services (Interagency)	6,467	8,925	(2,458)	58,197	90,050	(31,853)
EM Attorney General Services	314	254	60	2,825	345	2,480
EN Personnel Services	2,021	2,769	(748)	18,192	26,777	(8,585)
EP Insurance	57	78	(21)	1,239	7,047	(5,808)
ER Other Contractual Services	0	4,500	(4,500)	1,438	15,574	(14,136)
ES Vehicle Maintenance & Operating Cst	0	0	0	2,650	826	1,824
EW Archives & Records Management Svcs	0	0	0	382	513	(131)
EY Software Licenses and Maintenance	0	2,192	(2,192)	0	15,740	(15,740)
EZ Other Goods and Services	0	0	0	0	0	0
Travel	3,529	2,356	1,173	37,593	19,190	18,403
GA In-State Subsistence & Lodging	1,825	1,001	824	16,425	7,700	8,725
GB In-State Air Transportation	0	0	0	0	368	(368)
GC Private Automobile Mileage	487	311	176	4,379	3,143	1,236
GD Other Travel Expenses	183	0	183	1,641	248	1,393
GF Out-of-State Subsistence & Lodging	0	0	0	4,380	0	4,380
GG Out-of-State Air Transportation	0	217	(217)	1,460	660	800
GN Motor Pool Services	1,034	827	207	9,308	7,071	2,237
Capital Outlays	0	0	0	0	5,105	(5,105)
JA Noncapitalized Assets	0	0	0	0	5,105	(5,105)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
Inter Agency/Fund Transfers	0	0	0	2,000,000	2,000,000	0
MB Interfund Operating Transfers Out	0	0	0	2,000,000	2,000,000	0

Grants, Benefits & Client Services			0	0	0	728,000	728,061	(61)
	NZ	Other Grants and Benefits	0	0	0	728,000	728,061	(61)
Total Dollars			99,971	102,069	(2,098)	3,661,800	3,678,407	(16,607)

Fund 186- County Arterial Preservation Acct Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,020,535	378,315	359,724	18,591	660,811
Employee Benefits	320,510	115,427	108,277	7,150	212,233
Professional Service Contracts	0	0	4,875	(4,875)	(4,875)
Travel	26,400	10,302	3,760	6,542	22,640
Capital Outlays	55,000	0	849	(849)	54,151
Grants, Benefits & Client Services	37,379,000	14,017,122	21,069,824	(7,052,702)	16,309,176
Goods and Services	246,555	64,739	24,331	40,408	222,224
Sum:	39,048,000	14,585,905	21,571,640	(6,985,735)	17,476,360

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	42,211	43,966	(1,755)	378,315	359,724	18,591
A AA State Classified	42,211	43,966	(1,755)	378,315	359,724	18,591
Employee Benefits	12,857	13,064	(207)	115,427	108,277	7,150
BA Old Age and Survivors Insurance	2,617	2,646	(29)	23,456	21,669	1,787
BB Retirement and Pensions	4,327	4,507	(180)	38,777	36,874	1,903
BC Medical Aid & Industrial Insurance	184	148	36	1,656	1,342	314
BD Health, Life & Disability Insurance	5,054	5,054	(0)	45,486	42,635	2,851
BE Allowances	0	90	(90)	0	690	(690)
BH Hospital Insurance (Medicare)	612	619	(7)	5,485	5,068	417
BK Paid Family and Medical Leave	63	0	63	567	0	567
Professional Service Contracts	0	0	0	0	4,875	(4,875)
C CA Management and Organizational Services	0	0	0	0	4,875	(4,875)
Goods and Services	6,485	2,373	4,112	64,739	24,331	40,408
EA Supplies and Materials	260	195	65	2,340	1,651	689
EB Communications/Telecommunications	167	0	167	1,503	217	1,286
EC Utilities	273	260	13	2,453	1,936	517
ED Rentals and Leases - Land & Buildings	1,960	1,529	431	17,637	13,757	3,880
EE Repairs, Alterations & Maintenance	0	0	0	0	10	(10)
EF Printing and Reproduction	107	4	103	963	523	440
EG Employee Prof Dev & Training	0	90	(90)	6,000	1,288	4,712
EH Rental & Leases - Furn & Equipment	39	37	2	745	368	377
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	1,085	0	1,085	9,762	(0)	9,762
EL Data Processing Services (Interagency)	1,772	0	1,772	15,943	(0)	15,943
EM Attorney General Services	86	0	86	774	0	774
EN Personnel Services	554	0	554	4,982	(0)	4,982
EP Insurance	16	0	16	339	(0)	339
ER Other Contractual Services	131	0	131	394	2	392
ES Vehicle Maintenance & Operating Cst	0	0	0	800	226	574
EW Archives & Records Management Svcs	35	0	35	104	0	104
EY Software Licenses and Maintenance	0	383	(383)	0	4,779	(4,779)
EZ Other Goods and Services	0	(125)	125	0	(424)	424
Travel	966	480	486	10,302	3,760	6,542
G GA In-State Subsistence & Lodging	500	257	244	4,500	2,707	1,793
GB In-State Air Transportation	0	0	0	0	101	(101)
GC Private Automobile Mileage	133	164	(31)	1,201	715	486
GD Other Travel Expenses	50	0	50	450	56	394
GF Out-of-State Subsistence & Lodging	0	0	0	1,200	0	1,200
GG Out-of-State Air Transportation	0	59	(59)	400	181	219
GN Motor Pool Services	283	0	283	2,551	0	2,551
Capital Outlays	0	0	0	0	849	(849)
JA Noncapitalized Assets	0	0	0	0	849	(849)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0

Grants, Benefits & Client Services			1,557,458	1,858,202	(300,744)	14,017,122	21,069,824	(7,052,702)
	NZ	Other Grants and Benefits	1,557,458	1,858,202	(300,744)	14,017,122	21,069,824	(7,052,702)
Total Dollars			<u>1,619,977</u>	<u>1,918,085</u>	<u>(298,108)</u>	<u>14,585,905</u>	<u>21,571,640</u>	<u>(6,985,735)</u>

2022 Supplemental Budget
 Operating and Capital
 406 - County Road Administration Board

State of Washington, Office of Financial Management
2021-23 Expenditure Authority Schedule
Incremental Changes

Report Number: EAS013
Date Run: 04/05/22 08:24AM
 Appropriations, Allocations, Nonappropriated,
 FTEs Enacted

Account Expenditure Authority	EA Code	Restriction	Cap Re- approp	Prog/Sub program	EA Type	Project Number	Capital Appropriation	Operating FY 22	Operating FY 23	Operating 2021-23 Bien	Leg Session	Chapter- Section	Document Reference
Appropriations													
102 Rural Arterial Trust Account Salaries and Expenses	090			010	1					21,000	2022	186-202	
108 Motor Vehicle Account Salaries and Expenses	010			010	1					61,000	2022	186-202	
186 County Arterial Preservation Acct Salaries and Expenses	070			010	1					24,000	2022	186-202	
Salaries and Expenses	A30				1		7,274,000				2022	186-303	
186-1 State Subtotal							7,274,000			24,000			
26P Move Ahead WA Account Salaries and Expenses	C00				1		0				2022	187-302	
County Arterial Preservation Allocations	C01	P			1		10,000,000				2022	187-302	
26P-1 State Subtotal							10,000,000						
Appropriations Grand Total							17,274,000			106,000			
406 - County Road Administration Board Total By Fiscal Period							17,274,000			106,000			

Nonappropriated amounts come from legislative budget databases; these are reference numbers rather than legal limits.

ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – April 21, 2022

Reporting Period: February 2022 thru April 2022

COUNTY VISITS

Pacific County 4/20/22

COUNTY CONTACTS/CONSULTING

Total Contacts: 136

Number of Counties: 34 Other Agency contacts: 4 Public contacts: 1

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

Performed CE Training February 8-10








Provided a 1.5 hour standards of good practice and reporting training to King Co.

CE training scheduled for May, with onsite training for Snohomish County scheduled for Summer and, Benton, Franklin, and Walla Walla Counties in early October.

COUNTY ENGINEER DESK REFERENCE

Desk Reference 2021 Update released in May 2021.

OTHER ACTIVITIES OF THE EASS

-  CARS/RAP replacement project discussions
-  Pend Oreille County ER&R discussion
-  CFCIP TRC meetings (3)
-  Columbia County CARS discussion
-  Bill tracking
-  Collecting info/examples for model documents for proposed new ER&R WAC, monument preservation policy, model diversion resolution.
-  Strategic Planning meetings

CRAB Information Technology Quarterly Updates

Staff Updates

Nolen Young

A bittersweet moment for CRAB as we say goodbye and good luck to Nolen Young. Nolen started his IT career with CRAB after graduating from Washington State University. Nolen was one of our Software Engineers at CRAB and was a vital member of the CRAB Staff and the mission we as an agency are trying to accomplish. Nolen is a very talented and skilled young programmer that brought his desire to code and skill to develop software that can help people do their jobs every day at CRAB. We wish Nolen the best of luck as he takes on his new opportunity and challenges with Amazon.



Liana Roberson

We welcome Liana Roberson for accepting the GIS specialist reporting to Cameron Cole, the GIS Manager. Liana comes to CRAB after working in Hawaii for the last 14 years with many different outfits, including the U.S Army Corps of Engineers as the GIS specialist that help the development and management of an enterprise GIS for the state of Hawaii Department of Transportation (HDOT) Harbor Division. NOAA as the Optical Mapping Associate developing comprehensive benthic habitat maps of shallow-water coral reefs in the U.S. Pacific Remote Island Area (PRIA) and mapping the Marianas Trench. Liana comes to us with many experiences in the GIS world. Liana is also FAA Certified Small Unmanned Aircraft Systems (sUAS/Drone Pilot). More to come from Liana as she will be formally introduced in the July board meeting.

James Rea

CRAB is committed to replacing the vacated position by Nolen Young as quickly as possible with a candidate that best fits this vacancy. The recruitment search went out immediately with the understanding of the expectations that CRAB is competing with a larger know-name agency in the state, counties, and company that brings their larger composition in the software engineer job market. This is not deterring us from finding the correct candidates that best fit the position that supports the CRAB mission.

We welcome James Rea for accepting the Software Engineer Position that was vacated by Nolen Young. James will be reporting directly to Tommy Weed the IT Director. James brings us years of experience in software development and teaching software development from South Puget Sound Community College to CRAB. James will start with CRAB on May 9th.

GIS-Mo Updates

Temporary Setback

Due to staff changes, It came to our attention that a GIS-Mo works re-prioritization is needed. The re-prioritization will focus on a handful of work to better set up the GIS-Mo project for future project delivery to our county road office customers.

CRAB will focus our current IT staff and resources on addressing high-priority works. Road log, audit trail, and data schema review will be the first part of this high-priority work to be completed on our schedule and will take the first half of the re-prioritization timeline that we have scoped out.

We are confident that once this delay has been solved and adequately analyzed, we will be able to complete the GIS-Mo project more efficiently.



Design Systems and UAS Programs

1. Design Systems

➤ Training Program

- CRAB did not provide any Design Systems in-person training at our training facility this quarter.

➤ Pinnacle Series LMS

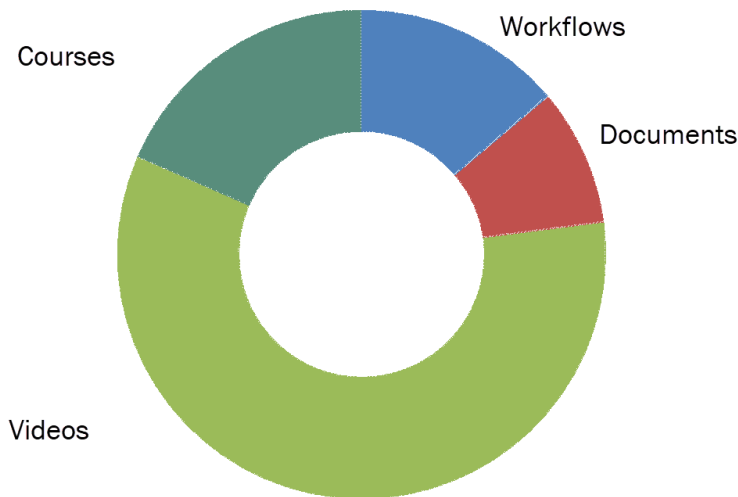
- CRAB continues to add help documents and videos in support of VUEWorks and Road and Highways and posted recorded sessions of most of the Road Design Conference content.
- 2022 1st quarter performance
 - The platform has 800 registered users and has had 160 unique active logins during the period.
 - Users have accessed 1,046 individual assets and 239 learning path courses.
 - Of the assets accessed, 797 were CRAB’s custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This represents 62% of all content consumed in this quarter.
- Using imputed averages for assets and courses, CRAB provided approximately 431 person-hours of training.



Resource Access/Use

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

Period: 1/1/2022 - 3/31/2022
Report Date/Time: 4/12/2022 10:14:52 AM



Summary		
Workflows:	179	(13.85%)
Documents:	117	(9.06%)
Videos:	757	(58.59%)
Courses:	239	(18.5%)
Total:	1292	

Summary	
Current Registered Users:	800

Summary	
Total Unique Sign-ins:	160

- This quarter saw a substantial increase in user access and content consumed, increasing person-hours of training by nearly 250%. Average daily user access is up to 16 persons per day.

➤ 2022 Road Design Conference

- CRAB's Road Design Conference was successfully completed! 73 county staff attended, representing 29 counties.
- 20 individual sessions were presented by speakers, sponsors, and vendors for a total of 1,460 person-hours of training.
- Of the 73 attendees, approximately 27% provided feedback through our conference surveys.



2. UAS Program

- Preparation for the 2022 Road Design Conference took precedence during this quarter, so no UAS activity occurred.