



WASHINGTON STATE

**COUNTY ROAD  
ADMINISTRATION BOARD**

CRABoard Meeting

January 30, 2025  
Olympia, Washington

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



WASHINGTON STATE  
**COUNTY ROAD**  
 ADMINISTRATION BOARD

**AGENDA**

**January 30, 2025**

**CRAB Office - Olympia, Washington  
 via Zoom**

**January 29**

**Legislative Hill Visit (9:00 am meet at CRAB, Hill Climb @ 10:00am)**

Gather to discuss plans before heading up to the Capitol, lunch break 1-2pm (WSAC)

**5:30PM Dinner - 5:30pm**

Location: **Uptown Grill** (514 Capitol Way S, Olympia WA, WA 98501)

**January 30**

**8:30 AM Call to Order**

Page  
#

**1 Chair's Report - Rob Coffman**

A. Approve January 30, 2025 Agenda

|        |           |   |
|--------|-----------|---|
| Action | Enclosure | 1 |
|--------|-----------|---|

B. Approve Minutes of October 24, 2024 CRABoard Meeting

|        |           |   |
|--------|-----------|---|
| Action | Enclosure | 3 |
|--------|-----------|---|

**Public Comment Period**

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

A. Legislative Update & Hill Debrief

|      |  |  |
|------|--|--|
| Info |  |  |
|------|--|--|

B. 2024 Annual Report

|      |           |    |
|------|-----------|----|
| Info | Enclosure | 12 |
|------|-----------|----|

C. Director's Activities

|      |  |    |
|------|--|----|
| Info |  | 13 |
|------|--|----|

D. Updates on Conditional Certificates of Good Practice

|      |  |  |
|------|--|--|
| Info |  |  |
|------|--|--|

**9:00AM**

**3 CFCIP Updates - Whatcom & Skagit** (virtual or in-person) - 1 hour

|      |  |    |
|------|--|----|
| Info |  | 14 |
|------|--|----|

**4 Compliance Report - Derek Pohle, P.E.**

|      |  |  |
|------|--|--|
| Info |  |  |
|------|--|--|

**5 IT Division Report - Eric Hagenlock**

|      |           |    |
|------|-----------|----|
| Info | Enclosure | 15 |
|------|-----------|----|

**6 Rural Arterial Program - Steve Johnson, PE**

A. Resolution **2025-001** - Apportion RATA Funds to Regions

|        |           |    |
|--------|-----------|----|
| Action | Enclosure | 18 |
|--------|-----------|----|

B. Board Action:

i) Skagit County extension

|        |           |    |
|--------|-----------|----|
| Action | Enclosure | 19 |
|--------|-----------|----|

ii) Whitman County extension

|        |           |    |
|--------|-----------|----|
| Action | Enclosure | 23 |
|--------|-----------|----|

iii) Benton County extension

|        |           |    |
|--------|-----------|----|
| Action | Enclosure | 28 |
|--------|-----------|----|

iiii) Wahkiakum County extension

|        |           |    |
|--------|-----------|----|
| Action | Enclosure | 32 |
|--------|-----------|----|

**7 Deputy Director's Report - Drew Woods, PE**

A. Puget Sound Ferry Deposit Update

|      |  |  |
|------|--|--|
| Info |  |  |
|------|--|--|

B. Current Budget Status

|      |           |    |
|------|-----------|----|
| Info | Enclosure | 37 |
|------|-----------|----|

C. Engineering Division Report Q&A

|      |           |    |
|------|-----------|----|
| Info | Enclosure | 46 |
|------|-----------|----|

**11:30 AM**

**8**

**WSACE Report - Axel Swanson, Managing Director**

|      |  |
|------|--|
| Info |  |
|------|--|

**12:00 PM Possible Executive Session**

|      |  |
|------|--|
| Info |  |
|------|--|

**ADJOURN**

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

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

**Minutes**  
**County Road Administration Board**  
**October 24, 2024**  
**Marcus Whitman Hotel – Native American Room (Walla Walla, WA)**  
**and Teams participation**

**Members Present:** Rob Coffman, Lincoln County Commissioner, Chair  
Grant Morgan, PE, Garfield County Engineer, Vice-Chair  
Lindsey Pollock, Lewis County Commissioner, 2<sup>nd</sup> Vice Chair (*via Teams*)  
Doug McCormick, PE, Snohomish County Engineer  
Carolina Mejia, Thurston County Commissioner (*via Teams*)  
Peter Browning, Skagit County Commissioner  
Art Swannack, Whitman County Commissioner  
Al French, Spokane County Commissioner

**Members Absent:** Eric Pierson, PE, Chelan County Engineer

**Staff Present:** Jane Wall, Executive Director  
Drew Woods, PE, Deputy Director  
Jason Bergquist, Executive Assistant  
Steve Johnson, PE, Grant Programs Manager  
Scott Campbell, IT Security Engineer  
Jacque Netzer, Communications Director

**Staff Present:** Eric Hagenlock, IT Director  
**via Teams** Derek Pohle, PE, Support, Training and Compliance Manager  
Mike Clark, Road System Inventory Manager  
Liana Roberson, GIS Specialist  
Bree Norlander, Data Quality Assurance & Analysis Manager

**Guests:** Josh Thomson – Okanogan County Engineer  
Tom Fellows – Umatilla County (Oregon) Public Works Director  
Axel Swanson, WSACE Managing Director  
Mark Storey, Whitman County Public Works Director (*via Teams*)  
Rep. Jake Fey (House Transportation Chair) (*via Teams*)  
Loren Othon (staff to Rep. Fey) (*via Teams*)  
Marty Hall – Columbia County Commissioner  
Stephanie Konen – Columbia County staff  
Amber Phinney – Columbia County staff  
John Guillotte – Columbia County staff  
Jeff McCowen – Columbia County staff  
Ron Weeks – Columbia County staff

**Thursday, October 24, 2024**

**CALL TO ORDER**

Chair Coffman called the meeting to order at 9:02 am.

## **CHAIR'S REPORT**

### **Approve October 24, 2024 CRABoard Meeting Agenda**

Grant Morgan moved and Commissioner Doug McCormick seconded to approve the agenda as presented. **Motion passed unanimously.**

### **Approve Minutes of July 25, 2024 CRABoard Meeting**

Commissioner Browning moved and Commissioner Swannack seconded to approve the revised minutes of the July 25, 2024 CRABoard meeting. **Motion passed unanimously.**

### **Set 2025 CRABoard Meeting Dates**

Chair Coffman asked for any comments on the proposed dates for the 2025 Meeting schedule. Jane explained the plan was to have an all-day board meeting in January 2025 and then do a Hill visit with Legislators the day before for those that could attend. Discussion was had around whether to keep with the current Thursday-Friday cadence, or switch to a Wednesday-Thursday one. After discussion, it was decided to keep the Thursday-Friday cadence for April, July & October 2025 but institute a Wednesday-Thursday meeting schedule for January 2025.

Commissioner Browning moved, and Grant Morgan seconded to set the 2025 meeting dates for: January 29-30 (Olympia), May 1-2 (Olympia), July 31- August 1 (Cowlitz/Clark) and October 23-24 (Yakima). **Motion passed unanimously.**

### **Public Comment Period**

Chair Coffman opened the floor for any public comment. Seeing that there was none, he closed discussion. Chair Coffman resumed the Board meeting.

### **Public Hearing @9:15am**

Chair Coffman opened the Public Hearing @9:19am. Drew Woods provided an update to the Board on proposed changes made to WAC 136-060 (making changes to the Standards of Good Practice for maintenance of county road logs), and WAC 136-161 (to make changes to the Rural Arterial Program (RAP), which needed the Board's approval.

CRAB staff did a round of outreach to the counties and no written comments were received. Once filed with Code Revisor's Office, changes will take effect 31 days from that point.

Grant Morgan moved and Doug McCormick seconded to approve the proposed WAC changes in Washington State Register 24-19-016. **Motion passed unanimously.**

Chair Coffman closed the public hearing @9:24am and resumed the regular business meeting.

### **SPECIAL GUEST: Washington State House Transportation Chair – Representative Fey**

Chair Coffman introduced Representative Fey (representing the 27<sup>th</sup> District). He shared his legislative agenda, including huge work being done to develop legislation for a road usage charge (RUC) or mileage-based road fee as a replacement to the gas tax. He said he will help fund transportation projects. He also shared the budget deficits they are facing in 2025-2027 and 2027-2029 and how this will make budgeting this coming session difficult. Representative Fey then opened the floor to questions and conversations with the Board. Board members stressed the importance of revenue sharing with counties if a RUC is instituted, and why an 18<sup>th</sup> amendment protection will be important.

**Chair Coffman called for a 10-min recess @10:05am, we resumed at 10:19am**

---

**COUNTY OVERVIEW & PROJECT PRESENTATIONS**

Columbia County (and Umatilla County, Oregon) were invited to present to the Board an overview of their county road department, any CRAB funded projects, as well as any challenges they're currently facing. Speakers included: Grant Morgan (Columbia County Engineer), and Tom Fellows (Umatilla County – Oregon, Public Works Director).

**Chair Coffman called for a 5-min recess @11:27am, we resumed at 11:32am**

---

**CERTIFICATIONS**

**Resolution 2024-008 - Apportion RATA Funds to Regions**

Steve Johnson presented Resolution 2024-008 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$5,452,428 deposited to the RATA for July, August and September 2024 be apportioned to the regions by the established 2023-2025 biennium regional percentages after setting aside \$214,209 for administration.

Commissioner Swannack moved and Commissioner Browning seconded to approve the Resolution 2024-008 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

**Review of RAP Priority Arrays**

Steve Johnson shared a Review of RAP Priority Arrays. After the January 2024 request for project submittals, the counties submitted 105 preliminary proposals on March 1, 2024. CRAB engineering staff field reviewed these preliminary submittals in the spring of 2024 with the county engineer or responsible staff to evaluate surface conditions and discuss overall scope of each of the proposals. 64 final prospectuses were received from the counties this cycle, requesting \$134,584,200 in RATA funding in the 2025-2027 biennium. This is compared to the 63 prospectuses requesting \$100,660,700 in the current ('23-'25) biennium and 75 prospectuses requesting \$103,132,800 in the '19-'21 biennium.

The estimated revenue for the 2025-2027 biennium is approximately \$50,000,000, which includes \$4,844,000 in legislative Motor Vehicle Account transfers into the RATA account. The Call for Projects amount was \$70,000,000 (based on a high account balance and increasing future revenues tied to construction timelines). The high Call amount ensures the Board has a large array that can direct all potential funding to the most competitive projects in each region.

The September 2024 MVFT forecast (now prepared by the Economic and Revenue Forecast Council) demonstrates a slight decrease in the RATA forecast through the '31-'33 biennium (from \$67.5m to \$64.3m). Staff will continue to monitor the forecast as we approach the April 2025 award timeframe.

CRAB staff will review the 2025-2031 Six Year Program submittals for each county early in January to ensure that proposed RAP projects are included in those programs.

Steve shared attached draft funding arrays that include a column showing likely funding amounts. These amounts are assigned based on project scoring, with consideration of county funding limit, as well as project type (in some regions). There may be changes to the arrays and funding

amounts depending on budget forecasts, and county priorities. Initial funding (90% of the forecast amount) will be presented to the Board for consideration in April 2025. These are in the board packet. There is no further action needed; this information was just for the Board's knowledge.

### **PROJECT BOARD ACTIONS**

Mr. Johnson presented a request received from Okanogan County that needs CRABoard approval.

Okanogan County has requested to waive reimbursement of an estimated \$102,176.44 of expended RATA funds used for their Cameron Lake Road project that is in the process of being withdrawn. The county has used an actual total of \$102,176.44 in RATA funds for design, permitting, Right of Way negotiation, and utility coordination to date and is requesting to waive the payback of the full amount. The waiver of payback of RATA funds must be considered by the CRABoard per WAC 136-167-030. Staff recommend that the request be approved, on the condition that Okanogan County re-apply for funding no later than the 2029-2031 cycle, the County must continue to apply for funding and reach construction by 2036 or pay back the RATA funds.

Commissioner Swannack moved and Commissioner Browning seconded to approve Okanogan County's request to waive payback funds with conditions. **Motion carried unanimously.**

**Chair Coffman called for a 60-min lunch recess @12:02pm, we resumed at 1:38pm**

### **PRESENTATION: MVFT Direct Distribution**

Drew Woods, PE provided the Board with an in-depth overview of the Motor Vehicle Fuel Tax (MVFT) Direct Distribution and how statute prescribes how funds be deposited into various accounts, including the Puget Sound ferry account.

---

## **EXECUTIVE DIRECTOR'S REPORT**

### **Annual Certification Form**

Director Jane Wall asked for approval of the 2024 Annual Certification Form. The required information and data are the same as the 2023 Annual Certification form approved last year.

Commissioner French moved, and Commissioner Swannack seconded to approve the 2024 Annual Certification Form. **Motion passed unanimously.**

### **Director Activities**

Ms. Wall reported the activities she has undertaken over the 3<sup>rd</sup> quarter. Much of her work has focused on the rollout of CRAB's decision packages and budget requests that were submitted to the Governor in mid-September.

CRAB's budget requests include a new position in the IT department that will help streamline work between GIS, our data manager, and software developers.

CRAB is also asking for a new grant program be established at the agency – a local road program.

The program is seeking funding in 2025 with a plan to ramp up over the next to biennia.

Ms. Wall also reported that we are having difficulty filling our Federal Fund Facilitator position. The position will remain open until filled.

**Chair Coffman called for a 5-min recess @2:48pm, we resumed at 2:53pm**

---

**SPECIAL PRESENTATION: 2025 Budget Request & Legislative Session**

Jane Wall shared slides for “*Hidden in Plain Sight – What’s in Store for Washington’s Most Neglected Roads*” presentation, featuring our 2024 Miss Dungeness Contest which was advertised out to all Washington’s 39 counties to participate. 27 of 39 counties sent in submissions. This presentation will be shared at the upcoming County Leaders Conference (CLC) in November.

Jane Wall and Drew Woods, PE provided the Board with an overview of CRAB’s 2025-2027 Decision Packages, Budget Requests and the upcoming Legislative Session. Included in this was a request for a new, one-time Bridge Load Rating Grant Program to assist counties and cities with the cost of obtaining a new Federal Highway Administration (FHWA) load rating rule for bridges to carry legal loads authorized by RCW 46.44.041.

---

**IT DIVISION REPORT**

Eric Hagenlock, CRAB IT Director, provided updates from his team, a few of which include:

**Applications - PAVER™ CRAB Secured \$50,400 in grant funds** from the Technology Services Board (TSB) Innovation and Modernization Fund (IMF) to purchase PAVER™ licenses for all 39 counties and integration development for PAVER™ Pavement Condition Index (PCI) inspection records and GIS-Mo County Road Log. Scott Campbell (IT Security Engineer) is managing this project and has completed an Interagency Agreement with Colorado State University for the required licenses and services necessary. Mike Clark (Road Systems Inventory Manager) has completed Beginner, Intermediate, and Advanced PAVER™ training to become our Subject Matter Expert and begin preparations for the organization change necessary to transition from Pavement Structural Condition (PSC) to PCI.

Ultimately PCI will give CRAB, Counties, and Legislature a better representation of the overall condition of the county road network as we are able to include more distresses in our 0-100 score.

**GIS-Mo Training**

This past quarter Cameron Cole (GIS Manager), Brian Bailey (Design System & UAS Programs Manager), Liana Roberson (GIS Specialist), James Rea (Software Engineer) successfully delivered the first GIS-Mo Training class since implementation in 2021! This two-day in-person training was held in Moses Lake, WA Best Western Conference Center. Training included GIS Fundamentals, GIS-Mo Asset Editing & Maintenance, and GIS-Mo Reporting Fundamentals. These three modules provided comprehensive training to enrich the understanding of those who attended. **Counties in attendance included Adams, Asotin, Chelan, Ferry, Kittitas, Okanogan, Pend Oreille, Skagit, Stevens, Spokane, and Yakima.**



As of this report, **28 of 39 (72%) counties have attended at least one training** event of CRAB's new GIS-Mo training program. The participants were asked to rate their understanding of material before they attended these new training courses on 1 (least understanding) of 5 (most understanding) scale. The aggregate score of understanding was 1.9 of 5 before training. Although low, this score highlights the need for expanding our training efforts and building a community of self-sufficient users to reach product maturity. We asked attendees to score their understanding after training and found a significant increase from before, with **aggregate score of understanding increasing to 3.6 of 5!** Nearly double their understating before training. Next steps for improvements to GIS-Mo Training Program include new CRAB staff giving the training. More instructors will allow CRAB to offer more training events.

**GIS-Mo System Upgrade has been put on hold indefinitely.** We were able to complete a major component via Angela Rice (IT Systems Administrator) and our database backend. However, a critical bug was encountered in VUEWorks which was determined to be incompatible with the new version of ESRI. Short-term, we will update existing VUEWorks and ESRI environment with business essential improvements. These improvements include updated reports implemented by Donna Quach (Software Engineer) to facilitate the upcoming annual road log audit and GIS symbology courtesy of Ms. Roberson. Long-term, we are working with vendors on resolving critical issues and exploring alternative strategies if necessary.

**IT Security Audit** - Mr. Campbell is currently engaged with the Transportation Improvement Board to perform our triannual independent security audit as required by WaTech Policy IT-SEC-09: IT Security Audit and Accountability Policy. Completion of our audit will be documented and submitted to State Chief Information Security Officer.

**CRAB has successfully completed all 5 parts of the 2024 Annual Technology Certification.** These five areas include Application Inventory, Infrastructure Inventory, Technology Policy compliance, Privacy assessment, and our IT Security report. This certification is meant to protect our data and technology assets which support nearly every state government function.

**CRAB Pinnacle Series Learning Management System (LMS)** Pinnacle LMS usage continues to increase. Mr. Bailey is nearly done with a Washing Traffic Safety Commission grant project for GIS-Mo training LMS content, we expect this increase to continue into 2025.

### **IT Portfolio**

CRAB IT has implemented formal project management into its everyday work. Since the inception of this program in May 2023, **CRAB IT has completed 44 projects, 23 active projects, and another 20 projects in backlog.** Part of the project request and approval process is to determine strategic goal alignment of the project. As of this report, **50% of all IT projects align with strategic goals of Optimize Resources for County Transportation Needs and Provide Innovation Solutions.**

---

## **BUDGET UPDATE**

Drew Woods provided an update to the Board on the 2023-2025 Current Budget Status. We're coming in good so far as we enter into the second year of the biennium, with a \$200,000 positive variance. In terms of 2023– 2025 Supplemental Budget Requests, there was only one OFM asked us to submit which was for the Building rent increase that goes into effect in January 2025.

## **ENGINEERING REPORT**

Drew Woods shared some highlights:

On August 20, 2024, Jane, Drew and Steve travelled to Snohomish County to attend the Snohomish County Council meeting to surprise some award winners:

- Doug McCormick, P.E. won “2024 County Engineer of the Year”
- Larry Brewer won “2024 Program Manager of the Year” for the Index-Galena project

It was wonderful to celebrate both award winners with the Council, County Executive Dave Somers, and the Snohomish County public works team.

Drew also gave a shout out to certain staff for their hard work this past quarter on SmartSimple (CARS), with a big thanks to James and Derek, Donna and Steve. Drew and Derek were busy meeting with counties about potential diversion and levy shifts going into this time of year.

Per Brian’s report, this quarter was final push to complete the content creation for the Training Grant from WTSC, so we’ve received all the deliverables from vendors to be available to users in November. Now we’ll be working on getting grant repayments submitted.

In August, Brian was in Chelan and Douglas counties facilitating with a demonstration by Alynix for a several bridge deck inspections utilizing a drone and on-board thermal camera to look at temperature differentials which captured potential delamination of the deck indicating the health of the deck.

In September, Mike Clark attended the Roads & Streets Maintenance Conference in Wenatchee. In September & October, Mike participated in an on-line 36-hour PAVER training through Colorado State University. This is a nationally recognized Pavement Management System that uses ASTM D6433 Pavement Condition Index for rating methods used in pavement management programs.

Mike and others have been busy getting out and helping with GIS-Mo training as well. Bree Norlander has been busy working on creating interactive data dashboards in PowerBI, to hopefully present to the Board at the January or April 2025 board meeting. This is a crucial way to take lots of data submitted to CRAB and display it visually to better understand the data.

## **County Compliance**

### **County Engineer Appointments**

Mr. Woods shared effective August 16, 2024, Jen Tetatzin, P.E. assumed the duties of the County Engineer. Pierce County is a charter county and operates through delegation of authority. Ms. Tetatzin had previously delegated the duties of County Engineer to Melissa McFadden who left Pierce County to work for the City of Olympia. On September 3, 2024, Shawn Turpin, P.E. was appointed to the Garfield County Engineer. The position was previously filled by Kevin Poole, P.E. on an interim basis. Mr. Turpin comes to Garfield County from the public sector.

### **County Engineer Vacancies**

There are 3 active county engineer vacancies in Asotin, Pacific, and Walla Walla counties. Asotin County has a consulting firm providing interim county engineer support, with a recent six-month extension through November 31, 2024. Pacific County Engineer duties are being handled by an acting CE team of Jennifer Oatfield and Richard Drake through March 15, 2025. Matt Rasmussen, P.E. of Benton County is serving as interim County Engineer for Walla Walla County through March 7, 2025.

## County Audit Reviews

According to the State Auditor's Office (SAO), there were 34 county audits – 30 Financial, and 4 Accountability – with a total of 16 findings, and 3 management letters were sent out to Stevens, Skamania and Lincoln counties.

## RAP Program Status

The RAP Program Status summary sheet presents an at-a-glance summary of the number of active RAP projects, project status, account total historic revenue and usage (which includes \$158.8M Total RATA obligated to currently active projects), and summarizes the most recent quarterly revenues and expenses. The ending RATA balance is \$18.4M. September 2024 payout was \$7.5M, which is the highest monthly grant payout since the inception of the program.

## Completed Road Projects

Mr. Woods shared some before & after photos and project highlights for a few completed road projects, including *Boulder Creek Section 1* – 3R-1015-02 (Ferry County); *West Cashmere Bridge* – FA-0417-01 (Chelan County); and *Old Belfair Road* – 3R-2319-02 (Mason County).

## Current & Previous Board Actions

Project Actions taken by CRAB staff were then briefly shared on screen, followed by an update on Previous Board Actions taken (included in the board packet).

Current Staff Actions were:

- Chelan County requested a scope change to adjust the project milepost limits for their Squilchuck Road 3R project.
- Adams County requested additional RATA funding for their Lind-Hatton project #3. The request is in accordance with WAC 136-165-020.

Previous board actions were:

- **Asotin County** – Snake River project termination and waiver of payback (they may need to come back and ask for additional time)
- **Skagit County** – Francis Road extension
- **Cowlitz County** – South Cloverdale Road extension
- **Emergency Loan Projects** – All previous Emergency Loans have been repaid. No new applications. Current ELP account balance is \$3,230,381.45.
- **Resolution 2022-010** – Allowing additional RATA funding for projects reaching construction in 2023/2024. (**\$5.5M total authorized to date**)

## **Conditional Certificates of Good Practice Update**

No updates from Asotin, Pacific. Grays Harbor is still finishing 2 bridge ratings by end of year.

**WSACE Managing Director – Axel Swanson**

Mr. Swanson reported on the activities of the Washington State Association of County Engineers (WSACE), some of which include:

- In August, the Board appointed Skagit County Public Works Director and County Engineer, Grace Kane, P.E., to fill a vacancy for the Western District representative.
- Later this month, a special Eastern District meeting will be held to make a recommendation to the Board for an appointment to fill an Eastern District representative vacancy. The Board will make an appointment at the November meeting.

**Study and Projects Update:**

- Work has continued to be done on research, outreach, and contract preparation for WSACE studies and projects. These projects include the inventory of county-owned fish passage barriers, developing guidance for county Public Works Departments conducting environmental justice assessments and forming community engagement plans, identifying best practices within public works for the recruitment and retention of employees, and updating the 2020 County Transportation Revenue Study.

**Travel/Presentations Update:**

- As Managing Director, Axel has provided presentations to the Senate Transportation Committee in September and APWA and IACC in October so far.

**Upcoming Events:**

- We are finalizing our CLC agenda for November and should have some very interesting and educational sessions.
- In December, there will be a WSAC Newly Elected Officials training and Legislative Assembly Days in Olympia.
- We have upcoming WSAC Virtual Assembly dates scheduled for presentations on the Road Usage Charge and the Retail Delivery Fee.

Commissioner French shared that there will be a Ribbon cutting for Bigelow Gulch soon should any CRAB staff wish to attend. Contact him for more details.

Chair Coffman *noted that there was no need for an Executive Session.*

**Chair Coffman adjourned the meeting at 4:31pm.**

---

Chair Attest



WASHINGTON STATE  
**COUNTY ROAD**  
ADMINISTRATION BOARD

# ANNUAL REPORT 2024

*Recommendations for improving the administration of county road programs and proposals for addressing today's transportation challenges in Washington.*



Mission: Ensure the success and accountability of all Washington county road departments  
 Vision: Recognized national leader in trusted, effective, visionary transportation administration  
 Together We Value: Collaboration, innovation, service, leadership, integrity, accountability, diversity and inclusion

**A**  
Jane  
Create a legislative/public call to action to further agency strategic goals

- 1. Facilitate Legislative Communications**  
2024 annual report published, legislative handout materials, presentations & website in progress. JW meeting regularly with key legislators including Rep Fey and Sen. King. Hill climb scheduled for 1/29.
- 2. Increase In-Person Legislative Outreach**  
Ongoing efforts continue to foster positive relationships with policy makers and have resulted in key gains, including, Rep Low & Sen King sponsoring CRAB's local road bill.
- 3. Leverage Opportunities to Increase Partnerships**  
Activities include FGTS workgroup; Road log work; Traffic Safety Commission partnerships; Researching standardizing platforms and geoportals with WSDOT; Exploring TIB GIS coordination

**B**  
Drew  
Increase visibility and physical presence of CRAB with local agencies and tribes

- 1. Conduct County Engagement**  
(Broken Out by Task Below)
  - a. Track Communication with Regions**  
Quarterly report included in the Board packet under the Engineering Division report.
  - b. Set Goals/Tactics for County Engagement**  
Continuing GIS-Mo Forum and Open Support Hour. Will expand as topics arise such as call for projects, compliance submittals. Completing county visits for spring/summer.
  - c. Host two remote and two in-house board meetings**  
Scheduled and in progress for 2025: Olympia (Jan/Apr), Clark County (July) and Yakima County (Oct).
  - d. Host GIS-Mo Forum to Promote Technology**  
Planning in progress for 2025 GIS-Mo Conference in Ellensburg, WA this fall; registration will open in the spring.
- 2. Implement County Training**  
Legislative Authority Training in Feb and Office of the County Engineer training in May. Developing new County Road Levy and ER&R 101 classes.
- a. Plan and Host the Road Design Conference**  
Registration is open and sponsors have been solicited. Opening to city staff in Feb. Research underway for 2026 venue.
- 3. Evaluate Existing Grant Impacts as it Relates to Environmental Justice**  
Continued participation in statewide work groups. Environmental component added to Grant Program Effectiveness Study.
- 4. Implement federal fund facilitation pilot program for FY 25-28**  
Began recruitment efforts in fall 2024; currently on hold.

**C**  
Jane  
Position CRAB for funding opportunities internally and externally

- 1. Expand Data Reporting Infrastructure**  
CRAB Data Quality and Analysis Manager, Bree Norlander, has published the 2024 Annual Report Almanac Dashboards to our website.
- 2. Increase Engagement in Road Use Charge (RUC) Discussions**  
CRAB will engage in ongoing RUC efforts and plans to fold revenue recommendations into our messaging and legislative recommendations. JW in conversations with allies to preempt any legislation that would reduce EV fee to CRAB, as well as conversations around alternatives and/or additions to a RUC, including general fund transfers, a package delivery fee, etc.
- 3. Research and Explore Non-Legislated Funding Opportunities and Revenue Sources**  
Two staff will be attending 2025 Traffic Records Forum in Boston via a grant from WSTC and have submitted an abstract for GIS-Mo Presentation.

**D**  
Jacque  
Implement a communications infrastructure and establish a communications strategy

- 1. Develop Agency Visual Identity and Value Language**  
Branded communications materials in production for initiatives as needed; creating new assets for internal and external use.
- 2. Write and Implement an Integrated Marketing Plan**  
Marketing plan and calendar in progress; messaging for fall and '25 session complete; expanding channels for multiple audiences including social media growth and resource library (in progress).
- 3. Build Foundational Communications Infrastructure**  
(Broken Out by Tool Below)  
(Broken Out by Tool Below)
  - a. Emma Listserv**  
Monthly newsletter for audience of 1400, currently building templates, subscriptions & web tools for various agency uses. Ongoing staff training by request.
  - b. CRAB Website**  
2025 Legislative Session updates substantially complete, including 2024 Annual Report, Interactive Almanac Dashboards, Interactive Maps, and more. New resource library and dashboards in development. Targeting a 2025 website design evaluation.
  - c. Annual Report**  
2024 was published in Jan in a digital only format with link to data dashboards now on website.
  - d. Social Media**  
Social media being used to amplify other communications channels and highlight agency activities. Additional promotion on LinkedIn has increased followers by 135 in 2024.
- 4. Public Outreach and Education**  
CRAB continues its presence at APWA, IACC, CLC and IT Forum conferences, and continues to increase our presence with counties, the Legislature, etc.

Green = On Track   Yellow = In Progress   Red = Behind Schedule/Delayed   Black = On Hold



# County Ferry Capital Improvement Program (CFCIP) Updates

## Whatcom County

- **Doug Ranney, PE** (*County Engineer*)
- **Elizabeth Kosa** (*Public Works Director*)

## Skagit County

- **Grace Kane, PE** (*County Engineer & Public Works Director*)

# Information Services Division Report

Eric Hagenlock, IT Director | January 30<sup>th</sup>, 2025



## What's New?

### Major Website Updates

CRAB's Communications Director, Jacque Netzer, has established an Agency branding guide and worked with staff to apply these standards to outward facing products, such as, website, newsletters, conference booths, and presentations. Specifically, this last quarter major updates were made to [www.crab.wa.gov](http://www.crab.wa.gov) ahead of the 2025 Legislative Session. Highlights include the interactive maps of the county road network, by Legislative District and County, interactive dashboards for the Annual Report County Road Almanac, CRAB GIS-Mo training and support pages, and more!

Here are two examples of the new interactive tools available with URL and QR code. There are many more to explore and we welcome any feedback on what you'd like to see next!

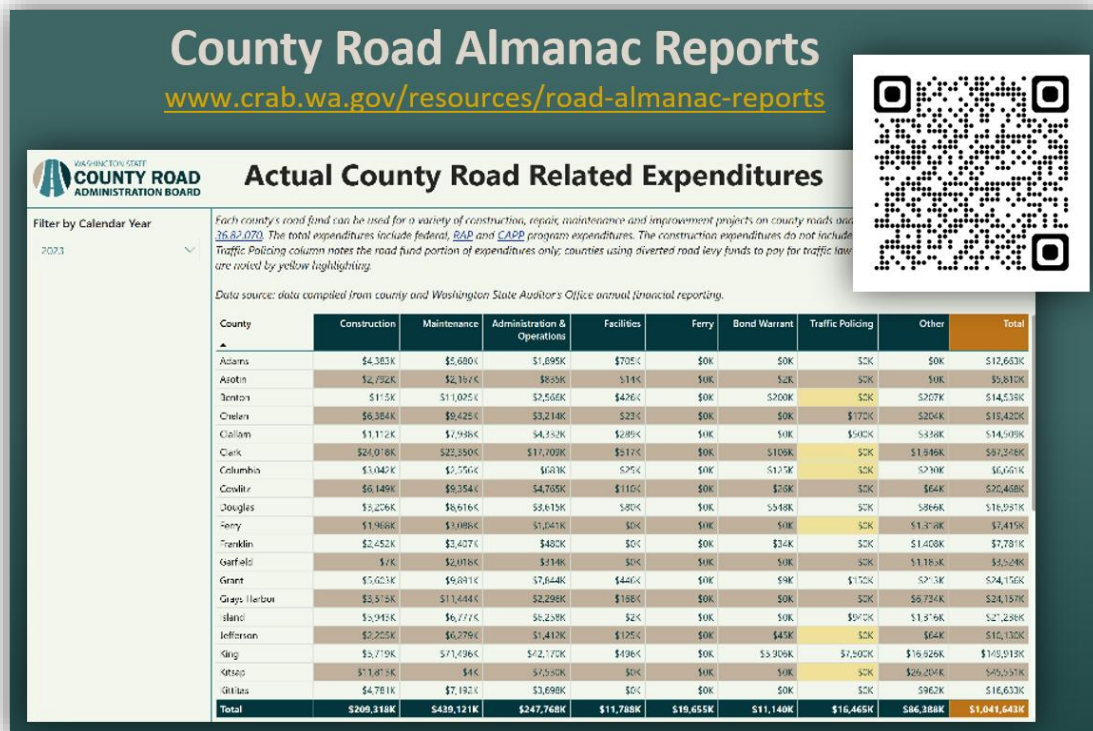


Figure 1 County Road Expenditures Dashboard  
 Bree Norlander, Data Quality Assurance & Analysis Manager



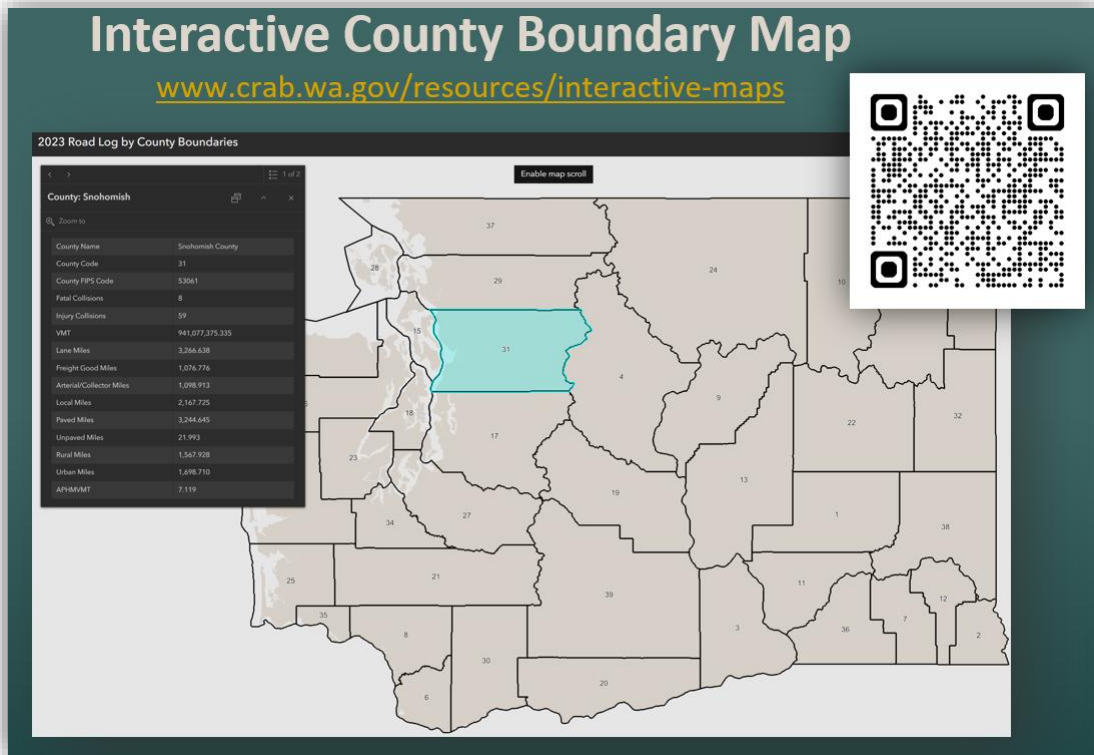


Figure 2 Interactive County Map  
Cameron Cole, GIS Manager



## Looking Ahead!

### 2025 GIS-Mo Conference

This September CRAB will host the first annual GIS-Mo Conference in Ellensburg, WA. This three-day event will be held at The Hotel Windrow, a boutique hotel and conference venue located in historic Ellensburg.

The agenda will offer learning seminars, expert panels, county presentations, and ample networking with attendees lodging at event venue as well as breaks and planned social activities.



In addition to CRAB subject matter experts and our county staff users, vendors like ESRI and Atkins Realis Allis and experts from partner

agencies will attend and participate at all levels of the agenda. Our ultimate goal is to create an atmosphere for open dialog and creative thinking/problem solving for the improvement of county road transportation asset management and its' impact to the safe and efficient movement of people and goods over county roads ([RCW 36.78.020](#)).

Registration will open in the next several months with a final agenda to include Keynote Speaker.



### Better Roads Through Better Technology: CRAB Data Pipelines & Microsoft Copilot (AI)

CRAB IT started transforming our IT infrastructure and legacy systems and services for almost five years. Amongst other drivers, the strategic vision for this transformation has been to better position CRAB and county road departments to leverage emerging technologies such as machine learning and/or artificial intelligence and low-code/no-code solutions for data analysis.

As mentioned, we're already realizing some part of this with the publication of the interactive County Road Almanac Reports and the interactive maps by Legislative District and County Boundary which display high-level road mileage, safety, and traffic data for the area by a single click.

It is exciting to see a glimmer of what's to come. Over the next few months CRAB staff will take on two projects which will open many more opportunities. First, staff has a scope of work to create a data pipeline which will give analysts the ability merge datasets and find correlations for decision making and forecasting and automate these routines for reliable, timely and accurate data. Second, several staff from both CRAB Engineering and IT are expected to get a license to Microsoft Copilot for Government. Copilot is a generative AI and integrated across all Microsoft products we already use.

Generative AI uses machine learning to create output based on the content and rules input. However, the output is dependent on the quality of the input. With potential from ranging from composing an email to recommending a low-cost countermeasure county road project for the overall improvement of systemic safety, CRAB Staff is committed to providing innovative solutions but in a responsible, transparent, and accountable environment.



**RESOLUTION 2025-001  
 APPORTION RATA FUNDS TO REGIONS**

- WHEREAS** RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and
- WHEREAS** RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and
- WHEREAS** the CRABoard established regional apportionment percentages for the 2023 - 2025 biennium at its meeting of July 27, 2023; 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 \$5,332,219 made available in the RATA in **October, November, and December 2024** be apportioned to the regions by their 2023-2025 biennium percentages after setting aside \$120,364 for administration

| <u>REGION</u> | <u>APPORTION-<br/>MENT<br/>PERCENT</u> | <u>CURRENT<br/>APPORTION</u> | <u>BIENNIAL<br/>APPORTION<br/>(2023 - 2025)</u> | <u>PRIOR<br/>PROGRAM<br/>(1983 - 2023)</u> | <u>PROGRAM<br/>TO DATE</u> |
|---------------|--|------------------------------|---|--|----------------------------|
| ADMIN.        |  | 120,364                      | 1,135,569                                       | 15,314,272                                 | 16,449,841                 |
| NORTHEAST     | 43.67%                                 | 2,276,017                    | 14,933,144                                      | 290,597,303                                | 305,530,447                |
| NORTHWEST     | 10.92%                                 | 569,135                      | 3,734,141                                       | 76,511,853                                 | 80,245,994                 |
| PUGET SOUND   | 6.91%                                  | 360,139                      | 2,362,904                                       | 48,325,807                                 | 50,688,712                 |
| SOUTHEAST     | 23.62%                                 | 1,231,040                    | 8,076,960                                       | 159,538,758                                | 167,615,718                |
| SOUTHWEST     | 14.88%                                 | 775,524                      | 5,088,280                                       | 101,121,602                                | 106,209,881                |
| TOTAL         | 100.00%                                | 5,332,219                    | 35,330,998                                      | 691,409,596                                | 726,740,594                |

Adopted by the CRABoard on January 30, 2025

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

\_\_\_\_\_  
 ATTEST



# SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

1800 Continental Place, Mount Vernon, WA 98273-5625  
(360) 416-1400

November 26, 2024

Jane Wall  
Executive Director  
County Road Administration Board  
2404 Chandler Ct SW Suite 240  
Olympia, WA 98504

RE: Request for Funding Extension - Francis Road Segment 1, RAP Project # 2915-01

Dear Ms. Wall

Skagit County is requesting to extend the construction phase that will be lapsing for the above-mentioned RAP project on April 16, 2025. The Francis Road Segment 1 project is 0.61 miles long from milepost 5.05 to 5.66 between Segment 2 constructed in 2012 and the intersection with WSDOT's SR9 roundabout. Francis Road is a Rural Major Collector, and the project is a 3R reconstruction project that widens the road to current standards of 12-foot lanes and 8-foot paved shoulders, provides improved area-wide drainage to more effectively accommodate floodwaters, installs guardrails, and generally improves roadside safety conditions.

While the County has finished design, permitting, and property acquisitions, we again were unable to move into the construction phase of the project. During our previous extension, the County sought out and was awarded \$1.75M in federal Highway Safety Improvement Program funding in the fall of 2023. With this new federal funding nexus, we submitted our Contract Documents to WSDOT in the spring of 2024 for their "concurrence to award" approval. We later learned that WSDOT had revisited all NEPA approvals that were granted prior to July 1, 2022, to verify that all such projects met an ESA stormwater policy that went into effect in March of 2024. WSDOT determined that our project no longer met these more stringent ESA stormwater policy requirements. Our project now requires an updated NEPA which is on schedule to be submitted to WSDOT/NOAA in early February 2025. The timeline of approval by NOAA with the change in federal administration, will delay the project's construction until at least spring of 2025, or as late as 2026.

Our project construction phase funding is scheduled to lapse on April 16, 2025. By granting Skagit County a two-year extension allows us to deliver the project once we receive our new NEPA approval. Skagit County will continue to attentively work on the Francis Road Segment 1 Project to meet our goal of delivering the project within the two-year extension window.

We thank you for your consideration.

Sincerely,

Thomas Weller, P.E.  
Asst. County Engineer / Engineering Div. Manager

Cc: Steve Johnson, CRAB Grants Programs Manager  
Board of Skagit County Commissioners  
Trisha Logue, Skagit County Administrator  
Grace Kane, Director of Public Works / County Engineer  
Michael See, Assistant Director of Public Works  
Forrest Jones, Transportation Programs Section Manager  
David Walde, Design/Construction Section Manager

## **ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION**

FRANCIS ROAD SEGMENT 1, MP 5.05-5.66

SKAGIT COUNTY RAP PROJECT 2915-01 (17-29-1192)

### **I. Nature of Request:**

Skagit County has requested, per its November 26, 2024 letter, an additional construction time extension for the RAP funded Francis Road Segment 1 project. The project will currently lapse on April 16, 2025, after the county already received two 2-year construction time extensions for the original project. CRAB’s WAC 136-167-040 (5) allows that “The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary.” The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 16, 2027.

### **II. Background:**

The Francis Road (Segment 1) 3R project was submitted for funding in August 2014, requesting \$900,000 in RATA funding. The CRABoard allocated \$93,300 in RATA funding in April, 2015, and the final \$806,700 to full funding in May, 2017. The project proposes to enhance the safety of a portion of Francis Road to provide 12-ft travel lanes, 8-ft paved shoulders, improved drainage, and guardrail where necessary.

To date, the county has received \$60,953.42 in RATA reimbursements for design of the project.

### **III. Project development:**

#### **A. First lapsing occurrence:**

The original construction lapsing date for Francis Road (Segment 1) was April 16, 2021, six years after CRABoard approval of funding. An extension to April 16, 2023 was requested by the county on March 8, 2021 citing utility relocation delays, Right of Way acquisition difficulty, and consultant design delays due to the pandemic. This request was approved by the CRAB director on March 9, 2021.

#### **B. Second lapsing occurrence:**

The second construction lapsing date for Francis Road (Segment 1) was April 16, 2023, eight years after CRABoard approval of funding. The additional extension to April 16, 2025 was requested by the county on January 10, 2023 citing continued Right Of Way acquisition difficulty, permitting concerns, pandemic related delays, as well as significantly increased costs.

The additional extension allowed time for the County to pursue additional funds. This request was approved by the CRABoard on January 19, 2023, extending the construction lapse date to April 16, 2025.

C. Third lapsing occurrence:

The third lapsing date will arrive April 16, 2025 and the county has requested an additional extension. The County has completed design, permitting, and Right Of Way acquisition. The County was also awarded the necessary additional funds referenced in the previous extension request - \$1.75m in federal HSIP funding. However, a new Endangered Species Act (ESA) stormwater policy that went into effect in March 2024 required active projects to reassess NEPA approvals to ensure compliance.

WSDOT determined that the Francis Road project did not meet the more stringent ESA stormwater requirements, meaning that the project needs a new NEPA review and approval.

The County is now on schedule to submit the new NEPA for review in February 2025. The timeline for approval is expected to delay construction beyond the current RAP construction lapse date of April 16, 2025. In consideration of these circumstances the county requests an additional extension of construction lapsing to April 16, 2027

**Timeline Summary:**

| <u>Action:</u>                                   | <u>Date:</u>      | <u>Engineer:</u>                |
|--|-------------------|---------------------------------|
| • Initial CRAB Funding (3R):                     | April 16, 2015    | Paul Randall-Grutter, PE        |
| • Construction lapsing extension                 | March 8, 2021     | Paul Randall-Grutter, PE        |
| • Construction lapsing 2nd extension             | January 10, 2023  | Grace Kane, PE / Tom Weller, PE |
| • Request 2rd extension                          | November 16, 2024 | Grace Kane, PE / Tom Weller, PE |
| • Lapsing of Construction (3 <sup>rd</sup> time) | April 16, 2023    |                                 |

**IV. Pertinent WAC language:**

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

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

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

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

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

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

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

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

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

#### **V. Staff Analysis and Recommendation:**

The CRABoard has the authority to decide whether to grant the additional time extension for the Francis Road (Segment 1) project as requested by the county. If the extension is not granted, Skagit County will have until April 16, 2025 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- The County has actively pursued the design, permitting, and Right-Of-Way phases of the project.
- The County successfully obtained additional funding to construct the project.
- The updated ESA requirements are more stringent, requiring new NEPA approval, the County has responded to this change, but the associated delays are expected to extend beyond the current Construction Lapse date.
- The project will enhance roadway safety for a segment of the Francis Road corridor that Skagit County continues to improve.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding while it pursues the updated NEPA approval.

Staff recommends allowing this additional construction lapsing extension of Skagit County’s Francis Road (Segment 1) RAP project to April 16, 2027 per WAC 136-167-040 (5).

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

January 7, 2025

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

Re: Hume Road  
Construction Lapsing Extension 2<sup>nd</sup> Request

Dear Jane:

Whitman County is currently beginning the acquisition of Right of Way to construct the Hume Road project. There have been several delays since our last extension request dated April 12, 2023, that are detailed further below. This letter is our request for an extension to the construction lapsing date of April 27, 2025, to April 27, 2027.

Project Details

Since the first lapsing request, we, along with our design consultant, have worked diligently on completing the design for the project. The design is currently complete with right-of-way acquisition the final step towards going out to bid for the construction of the project. As mentioned above, there have been several unforeseen delays during the design process.

The single largest delay was due to the availability of the wetland subconsultant and the conclusions within the subsequent wetland delineation report. The large number of wetlands that were delineated caused both county staff and our design consultant to reconsider the overall design of the project. The mitigation of the wetland impacts, although minimized to the degree possible, caused multiple drafts of both the design and right-of-way plans. While wetlands were expected along the project site, the large number and extent (for Whitman County) of wetlands delineated and the significantly larger mitigation site caused multiple iterations of draft right-of-way plans. Particularly when considering right-of-way impacts. These iterations of draft right-of-way plans, due to the large wetland mitigation need, extended the design schedule to where we currently are, way beyond the original spring 2024 construction timeline.



We are asking for a two-year extension because of the high likelihood of the acquisition of the largest wetland mitigation site parcel leading to eminent domain proceedings. Whitman County isn't familiar with eminent domain proceedings, and how long the timeline may be extended, thus the two-year extension request.

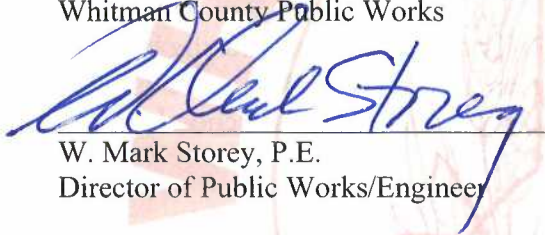
The Hume Road project is still extremely important to Whitman County and Washington State, particularly as a vital connector between SR 27 and US 195. This Hume Road project is the last portion of the corridor, or "missing link", in need of improvement, as Whitman County improved the remainder of the road with a structural overlay in 2013. With the extension of the construction lapsing date, Whitman County intends to deliver this much needed project as quickly as possible to complete the rebuilding of this important transportation corridor, Hume Road.

Request Summary

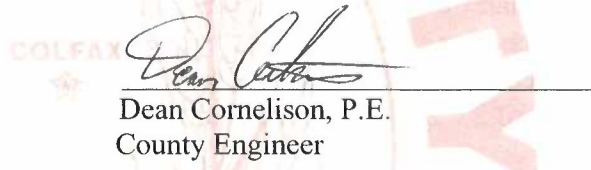
We are requesting to extend the construction lapsing date from April 27, 2025, to April 27, 2027 for Hume Road.

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/Engineer



Dean Cornelison, P.E.  
County Engineer

## **ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION**

HUME ROAD, MP 0.00-3.12

WHITMAN COUNTY RAP PROJECT 3817-01 (19-38-1247)

### **I. Nature of Request:**

Whitman County has requested, per its January 7, 2025 letter, an additional construction time extension for the RAP funded Hume Road project. The project will currently lapse on April 27, 2025, after the county already received a 2-year construction time extension for the original project. CRAB’s WAC 136-167-040 (5) allows that “The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary.” The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 27, 2027.

### **II. Background:**

The Hume Road Reconstruction project was submitted for funding in August 2016, requesting \$2,500,000 in RATA funding. The CRABoard allocated \$254,293 in RATA funding in April, 2017, an additional \$426,607 in August 2017, and the final \$1,819,100 to full funding in April, 2019. The project proposes to enhance the safety for three miles of Hume Road to provide wider travel lanes, paved shoulders, improve structural section, and remove clear zone hazards.

To date, the county has received \$279,553.61 in RATA reimbursements for design of the project.

### **III. Project development:**

#### **A. First lapsing occurrence:**

The original construction lapsing date for Hume Road was April 27, 2023, six years after CRABoard approval of funding. An extension to April 27, 2025 was requested by the county on April 12, 2023 citing delays related to the loss of key employees, and additional delays due to prioritization of other projects. This request was approved by the CRAB director on April 12, 2023.

#### **B. Second lapsing occurrence:**

The second lapsing date will arrive April 27, 2025 and the county has requested an additional extension. As noted in the first lapsing extension request, Whitman County experienced delays due to loss of key employees, and prioritization of other projects. However, the expected delays were significantly greater due to wetlands adjacent to the project. The availability of the wetland

subconsultant extended the project schedule, and the delineation and mitigation requirements resulted in multiple iterations of redesign to minimize wetland impacts, wetland mitigation locations, and the Right-Of-Way plans.

The acquisition of wetland mitigation property, for at least one necessary parcel, is expected to require eminent domain. Whitman County is not familiar with eminent domain proceedings, but the timeline can be significant.

In consideration of these circumstances the county requests an additional extension of construction lapsing to April 27, 2027.

**Timeline Summary:**

| <u>Action:</u>                                   | <u>Date:</u>   | <u>Engineer:</u>                      |
|--|----------------|---------------------------------------|
| • Initial CRAB Funding (RC):                     | April 27, 2017 | Mark Storey, PE                       |
| • Construction lapsing extension                 | April 12, 2023 | Mark Storey, PE / Dean Cornelison, PE |
| • Lapsing of Construction (2 <sup>nd</sup> time) | April 27, 2025 | Dean Cornelison, PE                   |

**IV. Pertinent WAC language:**

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

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

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

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

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

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

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

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

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

**V. Staff Analysis and Recommendation:**

The CRABoard has the authority to decide whether to grant the additional time extension for the Hume Road project as requested by the county. If the extension is not granted, Whitman County will have until April 27, 2027 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- The effort and timeline associated with the wetland delineation report, and the subsequent design modifications were significantly greater than originally scheduled.
- The County is actively pursuing Right-Of-Way phase of the project, but it is likely to require eminent domain proceedings for a necessary wetland mitigation parcel.
- The project will enhance roadway safety for three miles of the Hume Road corridor.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding while it completes the Right-Of-Way phase of the project and brings it to construction.

Staff recommends allowing this additional construction lapsing extension of Whitman County’s Hume Road RAP project to April 27, 2027 per WAC 136-167-040 (5).



January 9, 2025

Jane Wall, Executive Director  
County Road Administration Board  
2404 Chandler Court SW, Suite 240  
Olympia, WA 98502

**RE: Hanks Road Phase 1 (Project No: 0317-01) – Request for Construction Extension**

Dear Ms. Wall:

Benton County was awarded RAP funds for Hanks Road – Phase 1 to reconstruct approximately 1.5 miles of Hanks Road, located north of the City of Prosser, at an estimated cost of \$1,556,000.00. We have completed the plans, specs and estimate (PS&E) and intended for construction to commence in the 4<sup>th</sup> quarter of 2024, thus meeting the April 27, 2025 construction commencement deadline.

We have experienced an overall delay in the progress of this project due to perceived issues recently brought to our attention by an adjacent landowner who owns approximately 65% of the frontage. Although we were able to maintain all work within the existing right-of-way, the landowner maintains that the proposed improvements to the road profile will create air dams which could raise the frostline and impact his fruit trees and grapes. Through discussions with the County's Civil Deputy Prosecutor, we have been advised to seek expert consultation to determine whether the changes to the road profile would or would not have any impact on the existing air flow within the subject area, and if so, what are the potential cost-to-cures, if any.

Because this recent concern has delayed the project beyond our original schedule and we currently do not know the timeline for this type of evaluation, we are respectfully requesting an extension of one year on the construction of Hanks Road - Phase 1 from its original construction phase lapse date of April 27, 2025. Our plan is to be out to bid in the second quarter of 2025 and in construction this summer/fall. The requested extension will ensure we can complete the project and allows room for unexpected delays during construction.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Matt Rasmussen".

Matt Rasmussen, PE, PLS  
County Engineer / Deputy County Administrator

c: Project File

## **ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION**

HANKS ROAD PHASE 1, MP 0.00-3.12

BENTON COUNTY RAP PROJECT 0317-01 (19-3-1012)

### **I. Nature of Request:**

Benton County has requested, per its January 9, 2025 letter, an additional construction time extension for the RAP funded Hanks Road Phase 1 project. The project will currently lapse on April 27, 2025, after the county already received a 2-year construction time extension for the original project. CRAB’s WAC 136-167-040 (5) allows that “The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary.” The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 27, 2027.

### **II. Background:**

The Hanks Road Phase 1 reconstruction project was submitted for funding in August 2016, requesting \$1,400,000 in RATA funding. The CRABoard allocated \$746,500 in RATA funding in April, 2017, and the final \$653,500 to full funding in April, 2019. The project proposes to enhance the safety of a portion of Hanks Road to provide wider travel lanes and shoulder, improved vertical alignment to improve sight distance, and rebuild the road structure.

To date, the county has received \$126,134.74 in RATA reimbursements for design of the project.

### **III. Project development:**

#### **A. First lapsing occurrence:**

The original construction lapsing date for Hanks Road was April 27, 2023, six years after CRABoard approval of funding. An extension to April 27, 2025 was requested by the county on March 7, 2023 citing delays associated with the loss of key employees and overall staffing issues. This request was approved by the CRAB director on March 7, 2023.

#### **B. Second lapsing occurrence:**

The second lapsing date will arrive April 27, 2025 and the county has requested an additional extension. As noted in the first lapsing extension request, Benton County experienced delays due to staffing. The County has not completed the project plans, specifications, and estimate (PS&E) and were scheduling the project for advertisement ahead of the construction lapse date.

However, one of the adjacent property owners raised a potential legal concern regarding the project's impact to adjacent fruit trees and grapes. While the road project will not require additional Right-Of-Way, the raised profile of the road might create air dams, which could raise the frostline, impacting the fruit. This property owner owns approximately 65% of the project frontage.

Discussion with the County's Civil Deputy Prosecutor resulted in the recommendation that they seek expert consultation to resolve the question on whether the project would raise the frostline and impact the neighboring agriculture. Further, if there will be impact, they will recommend potential resolutions. This effort is expected to extend the project schedule beyond the current construction lapse date, therefore the county is requesting the extension of one additional year, to April 27, 2026.

**Timeline Summary:**

| <u>Action:</u>                                   | <u>Date:</u>   | <u>Engineer:</u>   |
|--|----------------|--------------------|
| • Initial CRAB Funding (RC):                     | April 27, 2017 | Matt Rasmussen, PE |
| • Construction lapsing extension                 | March 7, 2023  | Matt Rasmussen, PE |
| • Lapsing of Construction (2 <sup>nd</sup> time) | April 27, 2025 | Matt Rasmussen, PE |

**IV. Pertinent WAC language:**

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

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

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

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

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

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

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

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

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

#### **V. Staff Analysis and Recommendation:**

The CRABoard has the authority to decide whether to grant the additional time extension for the Hanks Road Phase 1 project as requested by the county. If the extension is not granted, Benton County will have until April 27, 2025 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- The County has completed the project plans, specifications, and estimate (PS&E).
- The concern raised by a neighboring landowner regarding the changed road profile and potential to raise the frostline was found sufficient to require expert evaluation, delaying construction of the project.
- The project will enhance roadway safety for a segment of the Hanks Road corridor.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding while they investigate and resolve the question of potential damages to neighboring fruit.

Staff recommends allowing this additional construction lapsing extension of Benton County’s Hanks Road RAP project to April 27, 2026 per WAC 136-167-040 (5).





## Wahkiakum County Public Works Department

**Charles J. (Chuck) Beyer**  
Public Works Director

**Paul Lacy, PE**  
County Road Engineer

January 7, 2025

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

Re: East Valley Road Construction Lapsing Extension 2nd Request

Dear Jane:

Wahkiakum County's consultant has completed the Construction Plans and Cost estimate for East Valley Road. Unfortunately, the engineers' cost estimate is significantly higher than the available funds.

Our current lapse is in April 2025, and it will not be possible to secure additional funding and advertise the construction by April.

This letter is our request for an extension to the construction lapsing date of April 27, 2025, to April 27, 2027.

Project Details:

Since the first lapsing request, we, along with our design consultant, have worked diligently on completing the design for the project. The design is currently complete.

The project is complicated with Skamokawa Creek on one side and a rock face on the other. The project is in an historical with a historical building on one side and a historical bridge on the state highway on the other.

Wahkiakum County does not have funds in its current budget for 2025 to cover the \$600,000 cost increase. We need the additional time to secure funding before going out to bid for the construction of the project.


The design was delayed by the conflict with retaining wall footings and existing water utilities. East Valley Road intersection is an important Improvement for the county because it provides a bypass route for the state highway SR-4, provides access to county Fair Grounds and access of fire and emergency services to SR-4.

Wahkiakum County needs to rebuild this intersection as soon as possible.

Request Summary:

Wahkiakum County is requesting to extend the construction lapsing date from April 27, 2025, to April 27, 2027 for East Valley Road.

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

 PE  
Paul D. Lacy P.E.  
County Engineer

Chuck Beyer  
Director of Public Works

## **ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION**

EAST VALLEY ROAD, MP 0.00-0.10

WAHKIAKUM COUNTY RAP PROJECT 3517-01 (19-35-1230)

### **I. Nature of Request:**

Wahkiakum County has requested, per its January 7, 2025 letter, an additional construction time extension for the RAP funded East Valley Road project. The project will currently lapse on April 27, 2025, after the county already received a 2-year construction time extension for the original project. CRAB’s WAC 136-167-040 (5) allows that “The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary.” The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 27, 2027.

### **II. Background:**

The East Valley Road 3R project was submitted for funding in August 2016, requesting \$431,500 in RATA funding. The CRABoard allocated full funding of \$431,500 in April, 2017. The project proposes to enhance the safety for the intersection of East Valley Road with SR 4. The road will be widened, allowing for better horizontal and vertical alignment at the intersection.

To date, the county has received \$130,671.80 in RATA reimbursements for design of the project.

### **III. Project development:**

#### **A. First lapsing occurrence:**

The original construction lapsing date for East Valley Road was April 27, 2023, six years after CRABoard approval of funding. An extension to April 27, 2025 was requested by the county on citing delays related to the loss of key employees, overall staffing issues. This request was approved by the CRAB director on March 20, 2023.

#### **B. Second lapsing occurrence:**

The second lapsing date will arrive April 27, 2025 and the county has requested an additional extension. As noted in the first lapsing extension request, Wahkiakum County experienced delays due to loss of key employees. Since that time, the County has worked with their design consultant, completing the design. However, this project is complicated with Skamokawa Creek along one side, a rock face opposite, A historic bridge on the state highway at the intersection,

and a historic building also adjacent. Due to these multiple complications, the design effort was delayed, and options are severely limited, resulting in a significantly higher estimate for construction now that the design is bid ready.

This project is a high priority for Wahkiakum County, but they will need to pursue additional funding for this project, or potentially reduce scope to fit within budget.

In consideration of these circumstances the county requests an additional extension of construction lapsing to April 27, 2027.

**Timeline Summary:**

| <u>Action:</u>                                   | <u>Date:</u>   | <u>Engineer:</u> |
|--|----------------|------------------|
| • Initial CRAB Funding (3R):                     | April 27, 2017 | Paul Lacy, PE    |
| • Construction lapsing extension                 | March 20, 2023 | Paul Lacy, PE    |
| • Lapsing of Construction (2 <sup>nd</sup> time) | April 27, 2025 | Paul Lacy, PE    |

**IV. Pertinent WAC language:**

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

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

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

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

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

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

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

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

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

**V. Staff Analysis and Recommendation:**

The CRABoard has the authority to decide whether to grant the additional time extension for the East Valley Road project as requested by the county. If the extension is not granted, Wahkiakum County will have until April 27, 2027 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- Significant site constraints resulted in delayed design, and severely limited options.
- The County has completed the bid-ready plans, specifications, and estimate, however this estimate is much higher than the current budget can support.
- Pursuing additional funding, or evaluating scope reductions to stay within budget is expected to take more time than currently available before the construction lapse date.
- The project will improve safety for East Valley Road at the intersection with SR 4.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding pursuing additional funding.

Staff recommends allowing this additional construction lapsing extension of Wahkiakum County’s East Valley Road RAP project to April 27, 2027 per WAC 136-167-040 (5).



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

**From:** Christina Shearer, Senior Financial Consultant  
 Department of Enterprise Services

**Date:** January 17, 2025

**Subject:** December 2024 (FM18) Financial Status

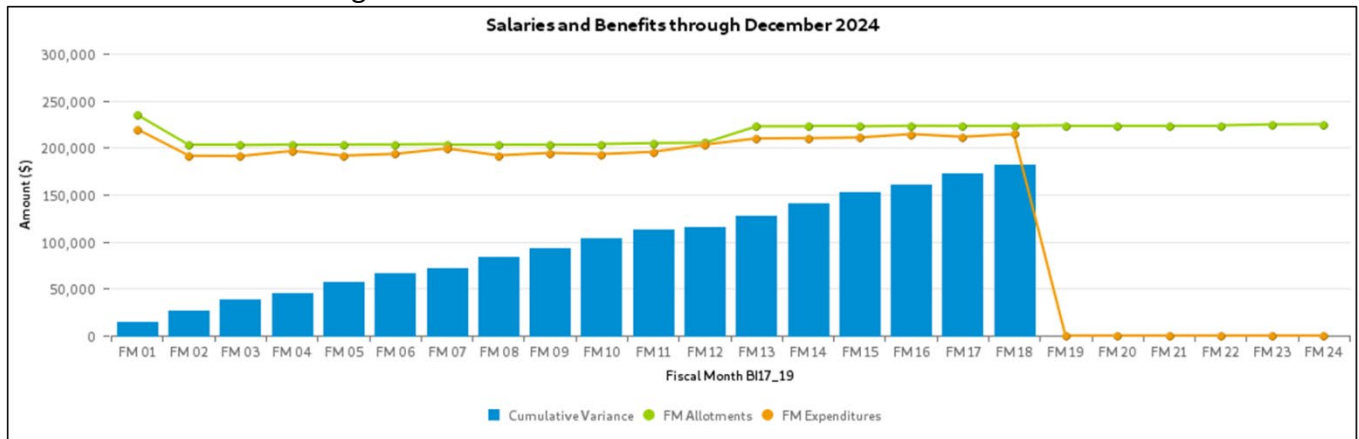
**Operations Summary:**

|   | BITD Allotment | BITD Expenditure | BITD Variance   |
|---|----------------|------------------|-----------------|
| 108/010 Motor Vehicle Account             | \$2,539,086    | \$2,366,783      | \$172,303       |
| 186/070 County Arterial Preservation Acct | \$1,364,280    | \$1,230,839      | \$133,441       |
| 102/090 Rural Arterial Trust Account      | \$1,173,994    | \$1,214,761      | <b>\$40,767</b> |

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

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

Positive BITD operating variance of **\$181,304** cumulative for all three funds. There is a continued variance building.



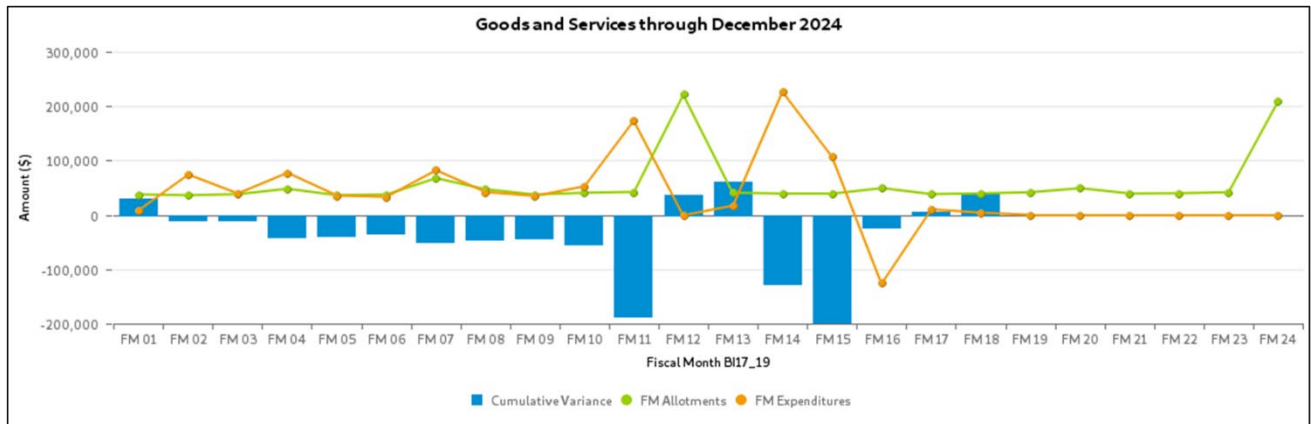
**Professional Service Contracts (C)**

Positive BITD variance of **\$45,669** cumulative for all three funds.

**Goods & Services (E)**

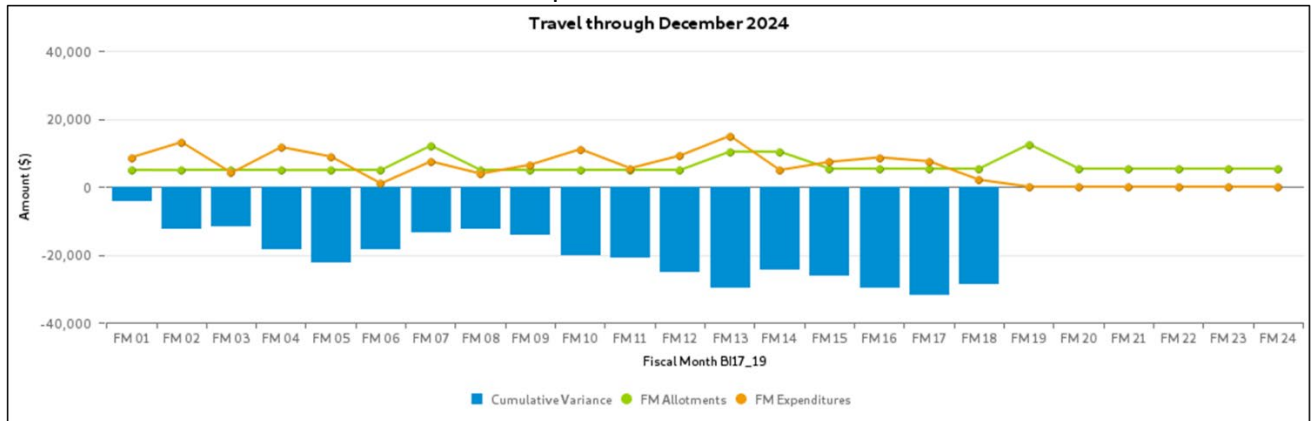
Positive BITD variance of **\$41,466** cumulative for all three funds. Significant variances are discussed below.

- EB – Communications/Telecommunications: Underspent \$9,556. Consistent small underspend vs allotment.
- EF – Printing & Reproduction: Underspent \$8,017. Consistent small underspend vs. allotment.
- EK – Facilities & Services: Overspent **\$5,228**. Small monthly overspend.
- EL – Data Processing Services (Interagency): Underspent \$37,120.
- EN- Personnel Services: Overspent **\$5,269**. Small consistent overspend due to DES Training expenses vs allotment.
- EP – Insurance: Overspent **\$22,349**.
- EY – Software Licenses and Maintenance: Underspent \$5,369. Correcting entries have reversed this overspend.



**Travel (G)**

There is a negative BITD variance of **\$28,152**. Limitations on travel due to Governor’s budget instructions have slowed the rate of overspend.



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

December had grant expenditures totaling \$6,723,246, including an \$850,000 distribution from the Emergency Loan Account (23M). The CAPA Fund 186 has a positive variance of \$713,768 BITD, and the RATA Fund 102 has a negative **\$5,575,497** BITD variance.

At this time, I do not have any concerns for the agency. If you have any questions, please do not hesitate to contact me at (360) 407-8129 or [christina.shearer@des.wa.gov](mailto:christina.shearer@des.wa.gov).

*Christina Shearer*

DES Small Agency Financial Services



County Road Administration Board Agency Summary BITD as of December 2024

| Category                           | BI Allotment       | BITD Allotment    | BITD Expenditures | BITD Variance      | BI Variance       |
|------------------------------------|--------------------|-------------------|-------------------|--------------------|-------------------|
| Salaries and Wages                 | 3,978,978          | 2,942,130         | 2,797,674         | 144,456            | 1,181,304         |
| Employee Benefits                  | 1,177,239          | 869,911           | 833,063           | 36,848             | 344,176           |
| Professional Service Contracts     | 250,000            | 187,498           | 141,829           | 45,669             | 108,171           |
| Travel                             | 147,000            | 107,908           | 136,060           | (28,152)           | 10,940            |
| Capital Outlays                    | 68,898             | 34,449            | 15,759            | 18,690             | 53,139            |
| Grants, Benefits & Client Services | 109,776,000        | 85,311,706        | 91,024,515        | (5,712,809)        | 18,751,485        |
| Goods and Services                 | 1,355,885          | 935,464           | 893,998           | 41,466             | 461,887           |
| <b>Sum:</b>                        | <b>116,754,000</b> | <b>90,389,066</b> | <b>95,842,899</b> | <b>(5,453,833)</b> | <b>20,911,101</b> |

| Category                                  | FM Allotment   | FM Expenditure | FM Variance   | BITD Allotment   | BITD Expenditures | BITD Variance   |
|---|----------------|----------------|---------------|------------------|-------------------|-----------------|
| <b>Salaries and Wages</b>                 | <b>172,032</b> | <b>164,454</b> | <b>7,578</b>  | <b>2,942,130</b> | <b>2,797,674</b>  | <b>144,456</b>  |
| A AA State Classified                     | 150,292        | 140,683        | 9,609         | 2,554,406        | 2,387,463         | 166,943         |
| AC State Exempt                           | 21,740         | 23,771         | (2,031)       | 387,724          | 407,964           | (20,240)        |
| AU Overtime and Call-Back                 | 0              | 0              | 0             | 0                | 2,248             | (2,248)         |
| <b>Employee Benefits</b>                  | <b>51,089</b>  | <b>49,968</b>  | <b>1,121</b>  | <b>869,911</b>   | <b>833,063</b>    | <b>36,848</b>   |
| BA Old Age and Survivors Insurance        | 10,533         | 10,034         | 499           | 179,715          | 169,017           | 10,698          |
| BB Retirement and Pensions                | 16,209         | 14,982         | 1,227         | 273,587          | 260,747           | 12,840          |
| BC Medical Aid & Industrial Insurance     | 558            | 500            | 58            | 10,044           | 8,655             | 1,389           |
| BD Health, Life & Disability Insurance    | 21,164         | 19,890         | 1,274         | 360,572          | 340,325           | 20,247          |
| BE Allowances                             | 0              | 2,216          | (2,216)       | 0                | 6,939             | (6,939)         |
| BF Unemployment Compensation              | 0              | 0              | 0             | 0                | 7,826             | (7,826)         |
| BH Hospital Insurance (Medicare)          | 2,364          | 2,347          | 17            | 41,420           | 39,528            | 1,892           |
| BK Paid Family and Medical Leave          | 261            | 0              | 261           | 4,573            | 0                 | 4,573           |
| BZ Other Employee Benefits                | 0              | 0              | 0             | 0                | 25                | (25)            |
| <b>Professional Service Contracts</b>     | <b>10,417</b>  | <b>(2,693)</b> | <b>13,110</b> | <b>187,498</b>   | <b>141,829</b>    | <b>45,669</b>   |
| C CZ Other Professional Services          | 10,417         | (2,693)        | 13,110        | 187,498          | 141,829           | 45,669          |
| <b>Goods and Services</b>                 | <b>39,482</b>  | <b>4,055</b>   | <b>35,427</b> | <b>935,464</b>   | <b>893,998</b>    | <b>41,466</b>   |
| EA Supplies and Materials                 | 1,300          | 575            | 725           | 23,400           | 25,818            | (2,418)         |
| EB Communications/Telecommunications      | 924            | 367            | 557           | 16,644           | 7,088             | 9,556           |
| EC Utilities                              | 1,363          | 1,112          | 251           | 24,542           | 21,376            | 3,166           |
| ED Rentals and Leases - Land & Buildings  | 7,643          | 7,643          | 0             | 137,574          | 137,573           | 1               |
| EE Repairs, Alterations & Maintenance     | 0              | 0              | 0             | 3,394            | 0                 | 3,394           |
| EF Printing and Reproduction              | 535            | 0              | 535           | 9,630            | 1,613             | 8,017           |
| EG Employee Prof Dev & Training           | 841            | 1,751          | (910)         | 44,307           | 41,330            | 2,977           |
| EH Rental & Leases - Furn & Equipment     | 210            | (0)            | 210           | 5,563            | 7,014             | (1,451)         |
| EJ Subscriptions                          | 0              | 0              | 0             | 2,900            | 0                 | 2,900           |
| EK Facilities and Services                | 6,866          | 8,027          | (1,161)       | 122,753          | 128,041           | (5,288)         |
| EL Data Processing Services (Interagency) | 14,566         | 9,726          | 4,840         | 249,233          | 212,113           | 37,120          |
| EM Attorney General Services              | 252            | 0              | 252           | 4,481            | 1,247             | 3,234           |
| EN Personnel Services                     | 3,590          | 3,604          | (14)          | 62,507           | 67,776            | (5,269)         |
| EP Insurance                              | 87             | 87             | (0)           | 3,599            | 25,948            | (22,349)        |
| ER Other Contractual Services             | 0              | 0              | 0             | 5,233            | 5,565             | (332)           |
| ES Vehicle Maintenance & Operating Cst    | 500            | 0              | 500           | 6,900            | 3,647             | 3,253           |
| ET Audit Services                         | 0              | 0              | 0             | 28,000           | 26,865            | 1,135           |
| EU Office of Equity Services              | 0              | 0              | 0             | 3,027            | 3,073             | (46)            |
| EW Archives & Records Management Svcs     | 0              | 0              | 0             | 1,131            | 908               | 223             |
| EY Software Licenses and Maintenance      | 795            | (28,838)       | 29,633        | 179,386          | 174,017           | 5,369           |
| EZ Other Goods and Services               | 10             | 0              | 10            | 1,260            | 2,987             | (1,727)         |
| <b>Travel</b>                             | <b>5,316</b>   | <b>2,031</b>   | <b>3,285</b>  | <b>107,908</b>   | <b>136,060</b>    | <b>(28,152)</b> |
| G GA In-State Subsistence & Lodging       | 2,666          | 419            | 2,247         | 46,004           | 68,072            | (22,068)        |
| GB In-State Air Transportation            | 0              | 0              | 0             | 0                | 233               | (233)           |
| GC Private Automobile Mileage             | 833            | 0              | 833           | 13,006           | 13,044            | (38)            |
| GD Other Travel Expenses                  | 333            | (0)            | 333           | 5,002            | 9,144             | (4,142)         |
| GF Out-of-State Subsistence & Lodging     | 50             | (0)            | 50            | 6,300            | 11,255            | (4,955)         |

|   |    |                                 |                  |                  |                    |                   |                   |                    |
|---|----|---------------------------------|------------------|------------------|--------------------|-------------------|-------------------|--------------------|
|   | GG | Out-of-State Air Transportation | 17               | 0                | 17                 | 2,098             | 8,300             | (6,202)            |
|   | GN | Motor Pool Services             | 1,417            | 1,612            | (195)              | 35,498            | 26,014            | 9,484              |
| <b>Capital Outlays</b>                        |    |                                 | <b>0</b>         | <b>0</b>         | <b>0</b>           | <b>34,449</b>     | <b>15,759</b>     | <b>18,690</b>      |
|   | JA | Noncapitalized Assets           | 0                | 0                | 0                  | 22,449            | 15,759            | 6,690              |
|   | JB | Noncapitalized Software         | 0                | 0                | 0                  | 5,600             | 0                 | 5,600              |
|   | JC | Furnishings & Equipment         | 0                | 0                | 0                  | 6,400             | 0                 | 6,400              |
| <b>Grants, Benefits &amp; Client Services</b> |    |                                 | <b>3,757,967</b> | <b>6,723,246</b> | <b>(2,965,279)</b> | <b>85,311,706</b> | <b>91,024,515</b> | <b>(5,712,809)</b> |
|   | NZ | Other Grants and Benefits       | 3,757,967        | 6,723,246        | (2,965,279)        | 85,311,706        | 91,024,515        | (5,712,809)        |
| <b>Total Dollars</b>                          |    |                                 | <b>4,036,303</b> | <b>6,941,061</b> | <b>(2,904,758)</b> | <b>90,389,066</b> | <b>95,842,899</b> | <b>(5,453,833)</b> |

County Road Administration Board Agency Summary - BITD by Fund as of December 2024

Fund 102- Rural Arterial Trust Account Summary

| Category                           | BI Allotment      | BITD Allotment    | BITD Expenditures | BITD Variance      | BI Variance       |
|------------------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| Salaries and Wages                 | 1,036,303         | 769,915           | 784,307           | (14,392)           | 251,996           |
| Employee Benefits                  | 315,869           | 234,800           | 233,180           | 1,620              | 82,689            |
| Professional Service Contracts     | 250,000           | 187,498           | 141,829           | 45,669             | 108,171           |
| Travel                             | 13,200            | 9,894             | 26,885            | (16,991)           | (13,685)          |
| Capital Outlays                    | 6,890             | 3,445             | 710               | 2,735              | 6,180             |
| Grants, Benefits & Client Services | 62,487,000        | 46,192,204        | 51,767,701        | (5,575,497)        | 10,719,299        |
| Goods and Services                 | (7,262)           | (31,558)          | 36,110            | (67,668)           | (43,372)          |
| <b>Sum:</b>                        | <b>64,102,000</b> | <b>47,366,198</b> | <b>52,990,722</b> | <b>(5,624,524)</b> | <b>11,111,278</b> |

| Category                                      | FM Allotment     | FM Expenditure   | FM Variance        | BITD Allotment    | BITD Expenditures | BITD Variance      |
|---|------------------|------------------|--------------------|-------------------|-------------------|--------------------|
| <b>Salaries and Wages</b>                     | <b>44,010</b>    | <b>44,696</b>    | <b>(686)</b>       | <b>769,915</b>    | <b>784,307</b>    | <b>(14,392)</b>    |
| A AA State Classified                         | 44,010           | 44,696           | (686)              | 769,915           | 784,307           | (14,392)           |
| <b>Employee Benefits</b>                      | <b>13,445</b>    | <b>13,482</b>    | <b>(37)</b>        | <b>234,800</b>    | <b>233,180</b>    | <b>1,620</b>       |
| BA Old Age and Survivors Insurance            | 2,771            | 2,714            | 57                 | 48,215            | 47,280            | 935                |
| BB Retirement and Pensions                    | 4,197            | 4,072            | 125                | 73,027            | 73,216            | (189)              |
| BC Medical Aid & Industrial Insurance         | 159              | 140              | 19                 | 2,862             | 2,534             | 328                |
| BD Health, Life & Disability Insurance        | 5,598            | 5,499            | 99                 | 98,172            | 97,572            | 600                |
| BE Allowances                                 | 0                | 423              | (423)              | 0                 | 1,520             | (1,520)            |
| BH Hospital Insurance (Medicare)              | 648              | 635              | 13                 | 11,279            | 11,058            | 222                |
| BK Paid Family and Medical Leave              | 72               | 0                | 72                 | 1,245             | 0                 | 1,245              |
| <b>Professional Service Contracts</b>         | <b>10,417</b>    | <b>(2,693)</b>   | <b>13,110</b>      | <b>187,498</b>    | <b>141,829</b>    | <b>45,669</b>      |
| C CZ Other Professional Services              | 10,417           | (2,693)          | 13,110             | 187,498           | 141,829           | 45,669             |
| <b>Goods and Services</b>                     | <b>(20,515)</b>  | <b>(1,983)</b>   | <b>(18,532)</b>    | <b>(31,558)</b>   | <b>36,110</b>     | <b>(67,668)</b>    |
| EA Supplies and Materials                     | 130              | 57               | 73                 | 2,340             | 2,554             | (214)              |
| EB Communications/Telecommunications          | 92               | 28               | 64                 | 1,662             | 212               | 1,450              |
| EC Utilities                                  | 136              | 111              | 25                 | 2,452             | 2,138             | 314                |
| ED Rentals and Leases - Land & Buildings      | 764              | 764              | (0)                | 13,756            | 13,528            | 228                |
| EE Repairs, Alterations & Maintenance         | 0                | 0                | 0                  | 339               | 0                 | 339                |
| EF Printing and Reproduction                  | 53               | (0)              | 53                 | 960               | 157               | 803                |
| EG Employee Prof Dev & Training               | 841              | 20               | 821                | 5,044             | 3,008             | 2,036              |
| EH Rental & Leases - Furn & Equipment         | 36               | 0                | 36                 | 646               | 561               | 85                 |
| EJ Subscriptions                              | 0                | 0                | 0                  | 290               | 0                 | 290                |
| EL Data Processing Services (Interagency)     | (23,872)         | 0                | (23,872)           | (208,898)         | 0                 | (208,898)          |
| ER Other Contractual Services                 | 0                | 0                | 0                  | 0                 | 7                 | (7)                |
| ES Vehicle Maintenance & Operating Cst        | 500              | 0                | 500                | 1,000             | 0                 | 1,000              |
| EY Software Licenses and Maintenance          | 795              | (2,963)          | 3,758              | 148,671           | 13,510            | 135,161            |
| EZ Other Goods and Services                   | 10               | 0                | 10                 | 180               | 435               | (255)              |
| <b>Travel</b>                                 | <b>551</b>       | <b>209</b>       | <b>342</b>         | <b>9,894</b>      | <b>26,885</b>     | <b>(16,991)</b>    |
| GA In-State Subsistence & Lodging             | 250              | 209              | 41                 | 4,500             | 17,065            | (12,565)           |
| GB In-State Air Transportation                | 0                | 0                | 0                  | 0                 | 23                | (23)               |
| GC Private Automobile Mileage                 | 67               | 0                | 67                 | 1,198             | 2,246             | (1,048)            |
| GD Other Travel Expenses                      | 25               | 0                | 25                 | 450               | 3,126             | (2,676)            |
| GF Out-of-State Subsistence & Lodging         | 50               | 0                | 50                 | 900               | 2,794             | (1,894)            |
| GG Out-of-State Air Transportation            | 17               | 0                | 17                 | 298               | 1,631             | (1,333)            |
| GN Motor Pool Services                        | 142              | 0                | 142                | 2,548             | 0                 | 2,548              |
| <b>Capital Outlays</b>                        | <b>0</b>         | <b>0</b>         | <b>0</b>           | <b>3,445</b>      | <b>710</b>        | <b>2,735</b>       |
| JA Noncapitalized Assets                      | 0                | 0                | 0                  | 2,245             | 710               | 1,535              |
| JB Noncapitalized Software                    | 0                | 0                | 0                  | 700               | 0                 | 700                |
| JC Furnishings & Equipment                    | 0                | 0                | 0                  | 500               | 0                 | 500                |
| <b>Grants, Benefits &amp; Client Services</b> | <b>2,715,800</b> | <b>4,885,503</b> | <b>(2,169,703)</b> | <b>46,192,204</b> | <b>51,767,701</b> | <b>(5,575,497)</b> |
| NZ Other Grants and Benefits                  | 2,715,800        | 4,885,503        | (2,169,703)        | 46,192,204        | 51,767,701        | (5,575,497)        |
| <b>Total Dollars</b>                          | <b>2,763,708</b> | <b>4,939,215</b> | <b>(2,175,507)</b> | <b>47,366,198</b> | <b>52,990,722</b> | <b>(5,624,524)</b> |

**Fund 108- Motor Vehicle Account Summary**

| <b>Category</b>                    | <b>BI Allotment</b> | <b>BITD Allotment</b> | <b>BITD Expenditures</b> | <b>BITD Variance</b> | <b>BI Variance</b> |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Salaries and Wages                 | 1,677,998           | 1,225,062             | 1,158,358                | 66,704               | 519,640            |
| Employee Benefits                  | 467,629             | 341,971               | 340,879                  | 1,092                | 126,750            |
| Travel                             | 107,400             | 79,010                | 78,497                   | 513                  | 28,903             |
| Capital Outlays                    | 48,228              | 24,114                | 13,628                   | 10,486               | 34,600             |
| Grants, Benefits & Client Services | 2,456,000           | 2,456,000             | 2,457,080                | (1,080)              | (1,080)            |
| Goods and Services                 | 1,222,745           | 868,929               | 774,142                  | 94,787               | 448,603            |
| <b>Sum:</b>                        | <b>5,980,000</b>    | <b>4,995,086</b>      | <b>4,822,583</b>         | <b>172,503</b>       | <b>1,157,417</b>   |

| <b>Category</b>                           | <b>FM Allotment</b> | <b>FM Expenditure</b> | <b>FM Variance</b> | <b>BITD Allotment</b> | <b>BITD Expenditures</b> | <b>BITD Variance</b> |
|---|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| <b>Salaries and Wages</b>                 | <b>75,489</b>       | <b>66,033</b>         | <b>9,456</b>       | <b>1,225,062</b>      | <b>1,158,358</b>         | <b>66,704</b>        |
| AA State Classified                       | 53,749              | 42,262                | 11,487             | 837,338               | 748,146                  | 89,192               |
| AC State Exempt                           | 21,740              | 23,771                | (2,031)            | 387,724               | 407,964                  | (20,240)             |
| AU Overtime and Call-Back                 | 0                   | 0                     | 0                  | 0                     | 2,248                    | (2,248)              |
| <b>Employee Benefits</b>                  | <b>20,943</b>       | <b>19,305</b>         | <b>1,638</b>       | <b>341,971</b>        | <b>340,879</b>           | <b>1,092</b>         |
| BA Old Age and Survivors Insurance        | 4,317               | 4,026                 | 291                | 71,372                | 70,167                   | 1,205                |
| BB Retirement and Pensions                | 6,795               | 6,016                 | 779                | 109,497               | 107,842                  | 1,655                |
| BC Medical Aid & Industrial Insurance     | 199                 | 180                   | 19                 | 3,582                 | 3,234                    | 348                  |
| BD Health, Life & Disability Insurance    | 8,622               | 7,488                 | 1,134              | 139,668               | 132,864                  | 6,804                |
| BE Allowances                             | 0                   | 655                   | (655)              | 0                     | 2,511                    | (2,511)              |
| BF Unemployment Compensation              | 0                   | 0                     | 0                  | 0                     | 7,826                    | (7,826)              |
| BH Hospital Insurance (Medicare)          | 910                 | 942                   | (32)               | 16,077                | 16,410                   | (333)                |
| BK Paid Family and Medical Leave          | 100                 | 0                     | 100                | 1,775                 | 0                        | 1,775                |
| BZ Other Employee Benefits                | 0                   | 0                     | 0                  | 0                     | 25                       | (25)                 |
| <b>Goods and Services</b>                 | <b>54,148</b>       | <b>10,003</b>         | <b>44,145</b>      | <b>868,929</b>        | <b>774,142</b>           | <b>94,787</b>        |
| EA Supplies and Materials                 | 910                 | 402                   | 508                | 16,380                | 18,153                   | (1,773)              |
| EB Communications/Telecommunications      | 647                 | 284                   | 363                | 11,652                | 6,453                    | 5,199                |
| EC Utilities                              | 954                 | 778                   | 176                | 17,180                | 14,963                   | 2,217                |
| ED Rentals and Leases - Land & Buildings  | 5,350               | 5,350                 | (0)                | 96,301                | 96,530                   | (229)                |
| EE Repairs, Alterations & Maintenance     | 0                   | 0                     | 0                  | 2,376                 | 0                        | 2,376                |
| EF Printing and Reproduction              | 375                 | 0                     | 375                | 6,744                 | 1,141                    | 5,603                |
| EG Employee Prof Dev & Training           | 0                   | 1,692                 | (1,692)            | 30,538                | 29,993                   | 545                  |
| EH Rental & Leases - Furn & Equipment     | 135                 | 0                     | 135                | 3,827                 | 5,331                    | (1,504)              |
| EJ Subscriptions                          | 0                   | 0                     | 0                  | 2,030                 | 0                        | 2,030                |
| EK Facilities and Services                | 6,866               | 8,027                 | (1,161)            | 122,753               | 128,041                  | (5,288)              |
| EL Data Processing Services (Interagency) | 34,982              | 9,726                 | 25,256             | 415,115               | 212,113                  | 203,002              |
| EM Attorney General Services              | 252                 | 0                     | 252                | 4,481                 | 1,247                    | 3,234                |
| EN Personnel Services                     | 3,590               | 3,604                 | (14)               | 62,507                | 67,776                   | (5,269)              |
| EP Insurance                              | 87                  | 87                    | (0)                | 3,599                 | 25,948                   | (22,349)             |
| ER Other Contractual Services             | 0                   | 0                     | 0                  | 5,233                 | 5,544                    | (311)                |
| ES Vehicle Maintenance & Operating Cst    | 0                   | 0                     | 0                  | 4,500                 | 3,647                    | 853                  |
| ET Audit Services                         | 0                   | 0                     | 0                  | 28,000                | 26,865                   | 1,135                |
| EU Office of Equity Services              | 0                   | 0                     | 0                  | 3,027                 | 3,073                    | (46)                 |
| EW Archives & Records Management Svcs     | 0                   | 0                     | 0                  | 1,131                 | 908                      | 223                  |
| EY Software Licenses and Maintenance      | 0                   | (19,948)              | 19,948             | 30,715                | 123,371                  | (92,656)             |
| EZ Other Goods and Services               | 0                   | 0                     | 0                  | 840                   | 3,045                    | (2,205)              |
| <b>Travel</b>                             | <b>3,799</b>        | <b>1,612</b>          | <b>2,187</b>       | <b>79,010</b>         | <b>78,497</b>            | <b>513</b>           |
| GA In-State Subsistence & Lodging         | 1,916               | 0                     | 1,916              | 32,504                | 31,314                   | 1,190                |
| GB In-State Air Transportation            | 0                   | 0                     | 0                  | 0                     | 163                      | (163)                |
| GC Private Automobile Mileage             | 633                 | 0                     | 633                | 9,406                 | 7,754                    | 1,652                |
| GD Other Travel Expenses                  | 258                 | 0                     | 258                | 3,652                 | 2,753                    | 899                  |
| GF Out-of-State Subsistence & Lodging     | 0                   | 0                     | 0                  | 4,200                 | 5,893                    | (1,693)              |
| GG Out-of-State Air Transportation        | 0                   | 0                     | 0                  | 1,400                 | 4,605                    | (3,205)              |
| GN Motor Pool Services                    | 992                 | 1,612                 | (620)              | 27,848                | 26,014                   | 1,834                |
| <b>Capital Outlays</b>                    | <b>0</b>            | <b>0</b>              | <b>0</b>           | <b>24,114</b>         | <b>13,628</b>            | <b>10,486</b>        |
| JA Noncapitalized Assets                  | 0                   | 0                     | 0                  | 15,714                | 13,628                   | 2,086                |
| JB Noncapitalized Software                | 0                   | 0                     | 0                  | 3,500                 | 0                        | 3,500                |

|   |                           |                |               |               |                  |                  |                |
|---|---------------------------|----------------|---------------|---------------|------------------|------------------|----------------|
| JC  | Furnishings & Equipment   | 0              | 0             | 0             | 4,900            | 0                | 4,900          |
| <b>Grants, Benefits &amp; Client Services</b> |                           | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>2,456,000</b> | <b>2,457,080</b> | <b>(1,080)</b> |
| NZ  | Other Grants and Benefits | 0              | 0             | 0             | 2,456,000        | 2,457,080        | (1,080)        |
| <b>Total Dollars</b>                          |                           | <b>154,379</b> | <b>96,954</b> | <b>57,425</b> | <b>4,995,086</b> | <b>4,822,583</b> | <b>172,503</b> |

**Fund 186- County Arterial Preservation Acct Summary**

| Category                           | BI Allotment      | BITD Allotment    | 3TD Expenditures  | BITD Variance  | BI Variance      |
|------------------------------------|-------------------|-------------------|-------------------|----------------|------------------|
| Salaries and Wages                 | 1,264,677         | 947,153           | 855,010           | 92,143         | 409,667          |
| Employee Benefits                  | 393,741           | 293,140           | 259,005           | 34,135         | 134,736          |
| Travel                             | 26,400            | 19,004            | 30,678            | (11,674)       | (4,278)          |
| Capital Outlays                    | 13,780            | 6,890             | 1,420             | 5,470          | 12,360           |
| Grants, Benefits & Client Services | 35,500,000        | 27,330,502        | 26,616,734        | 713,768        | 8,883,266        |
| Goods and Services                 | 140,402           | 98,093            | 83,747            | 14,346         | 56,655           |
| <b>Sum:</b>                        | <b>37,339,000</b> | <b>28,694,782</b> | <b>27,846,594</b> | <b>848,188</b> | <b>9,492,406</b> |

| Category                                      | FM Allotment     | FM Expenditure   | FM Variance    | BITD Allotment    | BITD Expenditures | BITD Variance   |
|---|------------------|------------------|----------------|-------------------|-------------------|-----------------|
| <b>Salaries and Wages</b>                     | <b>52,533</b>    | <b>53,725</b>    | <b>(1,192)</b> | <b>947,153</b>    | <b>855,010</b>    | <b>92,143</b>   |
| AA State Classified                           | 52,533           | 53,725           | (1,192)        | 947,153           | 855,010           | 92,143          |
| <b>Employee Benefits</b>                      | <b>16,701</b>    | <b>17,180</b>    | <b>(479)</b>   | <b>293,140</b>    | <b>259,005</b>    | <b>34,135</b>   |
| BA Old Age and Survivors Insurance            | 3,445            | 3,294            | 151            | 60,128            | 51,570            | 8,558           |
| BB Retirement and Pensions                    | 5,217            | 4,894            | 323            | 91,063            | 79,690            | 11,373          |
| BC Medical Aid & Industrial Insurance         | 200              | 180              | 20             | 3,600             | 2,888             | 712             |
| BD Health, Life & Disability Insurance        | 6,944            | 6,903            | 41             | 122,732           | 109,889           | 12,843          |
| BE Allowances                                 | 0                | 1,139            | (1,139)        | 0                 | 2,908             | (2,908)         |
| BH Hospital Insurance (Medicare)              | 806              | 770              | 36             | 14,064            | 12,061            | 2,003           |
| BK Paid Family and Medical Leave              | 89               | 0                | 89             | 1,553             | 0                 | 1,553           |
| <b>Goods and Services</b>                     | <b>5,849</b>     | <b>(3,965)</b>   | <b>9,814</b>   | <b>98,093</b>     | <b>83,747</b>     | <b>14,346</b>   |
| EA Supplies and Materials                     | 260              | 115              | 145            | 4,680             | 5,111             | (431)           |
| EB Communications/Telecommunications          | 185              | 55               | 130            | 3,330             | 423               | 2,907           |
| EC Utilities                                  | 273              | 222              | 51             | 4,910             | 4,275             | 635             |
| ED Rentals and Leases - Land & Buildings      | 1,529            | 1,529            | 0              | 27,517            | 27,514            | 3               |
| EE Repairs, Alterations & Maintenance         | 0                | 0                | 0              | 679               | 0                 | 679             |
| EF Printing and Reproduction                  | 107              | 0                | 107            | 1,926             | 315               | 1,611           |
| EG Employee Prof Dev & Training               | 0                | 40               | (40)           | 8,725             | 8,329             | 396             |
| EH Rental & Leases - Furn & Equipment         | 39               | 0                | 39             | 1,090             | 1,122             | (32)            |
| EJ Subscriptions                              | 0                | 0                | 0              | 580               | 0                 | 580             |
| EL Data Processing Services (Interagency)     | 3,456            | 0                | 3,456          | 43,016            | 0                 | 43,016          |
| ER Other Contractual Services                 | 0                | 0                | 0              | 0                 | 14                | (14)            |
| ES Vehicle Maintenance & Operating Cst        | 0                | 0                | 0              | 1,400             | 0                 | 1,400           |
| EY Software Licenses and Maintenance          | 0                | (5,927)          | 5,927          | 0                 | 37,136            | (37,136)        |
| EZ Other Goods and Services                   | 0                | 0                | 0              | 240               | (493)             | 733             |
| <b>Travel</b>                                 | <b>966</b>       | <b>209</b>       | <b>757</b>     | <b>19,004</b>     | <b>30,678</b>     | <b>(11,674)</b> |
| GA In-State Subsistence & Lodging             | 500              | 209              | 291            | 9,000             | 19,692            | (10,692)        |
| GB In-State Air Transportation                | 0                | 0                | 0              | 0                 | 47                | (47)            |
| GC Private Automobile Mileage                 | 133              | 0                | 133            | 2,402             | 3,044             | (642)           |
| GD Other Travel Expenses                      | 50               | 0                | 50             | 900               | 3,265             | (2,365)         |
| GF Out-of-State Subsistence & Lodging         | 0                | 0                | 0              | 1,200             | 2,568             | (1,368)         |
| GG Out-of-State Air Transportation            | 0                | 0                | 0              | 400               | 2,063             | (1,663)         |
| GN Motor Pool Services                        | 283              | 0                | 283            | 5,102             | 0                 | 5,102           |
| <b>Capital Outlays</b>                        | <b>0</b>         | <b>0</b>         | <b>0</b>       | <b>6,890</b>      | <b>1,420</b>      | <b>5,470</b>    |
| JA Noncapitalized Assets                      | 0                | 0                | 0              | 4,490             | 1,420             | 3,070           |
| JB Noncapitalized Software                    | 0                | 0                | 0              | 1,400             | 0                 | 1,400           |
| JC Furnishings & Equipment                    | 0                | 0                | 0              | 1,000             | 0                 | 1,000           |
| <b>Grants, Benefits &amp; Client Services</b> | <b>1,042,167</b> | <b>987,744</b>   | <b>54,423</b>  | <b>27,330,502</b> | <b>26,616,734</b> | <b>713,768</b>  |
| NZ Other Grants and Benefits                  | 1,042,167        | 987,744          | 54,423         | 27,330,502        | 26,616,734        | 713,768         |
| <b>Total Dollars</b>                          | <b>1,118,216</b> | <b>1,054,893</b> | <b>63,323</b>  | <b>28,694,782</b> | <b>27,846,594</b> | <b>848,188</b>  |

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

| <u>Category</u>                    | <u>BI Allotment</u> | <u>BITD Allotment</u> | <u>3ITD Expenditures</u> | <u>BITD Variance</u> | <u>BI Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Grants, Benefits & Client Services | 0                   | 0                     | 850,000                  | (850,000)            | (850,000)          |
| <b>Sum:</b>                        | <b>0</b>            | <b>0</b>              | <b>850,000</b>           | <b>(850,000)</b>     | <b>(850,000)</b>   |

| <u>Category</u>                    | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| Grants, Benefits & Client Services | 0                   | 850,000               | (850,000)          | 0                     | 850,000                  | (850,000)            |
| NZ Other Grants and Benefits       | 0                   | 850,000               | (850,000)          | 0                     | 850,000                  | (850,000)            |
| <b>Total Dollars</b>               | <b>0</b>            | <b>850,000</b>        | <b>(850,000)</b>   | <b>0</b>              | <b>850,000</b>           | <b>(850,000)</b>     |

### Fund 26P- Move Ahead WA Account Summary

| <u>Category</u>                    | <u>BI Allotment</u> | <u>BITD Allotment</u> | <u>3ITD Expenditures</u> | <u>BITD Variance</u> | <u>BI Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Grants, Benefits & Client Services | 9,333,000           | 9,333,000             | 9,333,000                | 0                    | 0                  |
| <b>Sum:</b>                        | <b>9,333,000</b>    | <b>9,333,000</b>      | <b>9,333,000</b>         | <b>0</b>             | <b>0</b>           |

| <u>Category</u>                    | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| Grants, Benefits & Client Services | 0                   | 0                     | 0                  | 9,333,000             | 9,333,000                | 0                    |
| NZ Other Grants and Benefits       | 0                   | 0                     | 0                  | 9,333,000             | 9,333,000                | 0                    |
| <b>Total Dollars</b>               | <b>0</b>            | <b>0</b>              | <b>0</b>           | <b>9,333,000</b>      | <b>9,333,000</b>         | <b>0</b>             |

# Engineering Division Board Report

January 2025 Meeting

Report Period: October 19, 2024 to January 18, 2025

## Engineering Staff Highlights:

Deputy Director – Drew Woods, P.E.

This last quarter has been busy quarter with the County Leaders Conference, Office of the County Engineer training, getting ready for the 2025 legislative session, and the resolution of the Puget Sound Ferry Operations Account (PSFOA) transfer issue. Legislative staff has been reviewing our budget requests and our proposed local road grant program. The questions and discussions have been relatively benign and somewhat promising.

The PSFOA deposit issue has been resolved in the county's favor – at least for the current biennium. The process used by the State Treasurer has been revised so that the PSFOA deposit is now “taken off the top” and no longer coming from the counties distribution. These changes took effect with the December distribution. This month, the counties will receive a refund of the PSFOA deposit for the current biennium. A common question we are receiving is what about the deposit taken from the counties between 2006 and June 2023? While the State Treasurer's responsibility to correct this issue is in the current biennium, the State still has a responsibility for the previous bienniums. We are referring all questions on this to WSAC as they take the lead in getting the previous bienniums amounts returned to the counties.

A Road Usage Charge (RUC) is once again being discussed. We have been spending considerable time evaluating the fiscal impact to the counties and CRAB should a RUC move forward. While the RUC is a replacement of the MVFT and is supposed to be revenue neutral, the elimination of the electric vehicle renewal fee (required should a RUC be established) is separate from the “revenue neutrality” of the RUC replacement of MVFT. At this time, what is being discussed is implementing a trial program to institute a RUC on all electric and hybrid vehicles. In the current draft proposal, the RUC trial will become mandatory starting July 1, 2029 (FY 2030) and revenues from a RUC will be distributed using the same methodology as the MVFT. Currently, the RAP program is forecasted to receive \$79,444k in EV renewal fees during the FY30 to FY35 time period. The EV fee is forecasted to become the largest revenue into RAP in the 33-35 biennium – more than MVFT. The elimination of the EV fee will be a significant impact to the RAP program and a situation that will require considerable monitoring and communication with Legislators, legislative staff, the counties, and the Board.

County Compliance, Support, and Training Manager – Derek Pohle, P.E.

CRAB staff conducted two training sessions in the last quarter. The December three-day county engineer training at the CRAB offices, with eight counties represented and, a two-day training at Snohomish County for various public works staff.

**39 of 39 counties** have submitted the below forms and reports required to be submitted to CRAB by December 31<sup>st</sup>, 2024 in order to maintain compliance with the Standards of Good Practice. This is the second December that went relatively smoothly using the new SmartSimple system. *See compliance report for more detail.*

*Annual Construction Program, Six Year Transportation Improvement Program, CAPP program, Pavement Management System Certification, Road Fund Budget Summary, Maintenance Management Work Plan and Budget, County Engineer’s Certification Form.*

All counties are required by WAC 136-28 to have responded to/processed at least 90% of the county road collision reports submitted to them for coding by December 31<sup>st</sup> of each calendar year. For 2024, **33 of 39 counties** were compliant as required with 5 of the remaining 6 counties being very close to compliance and considered to be in reasonable compliance due to timing system issues outside of county control. Pacific County was significantly below the 90% at about 20% and appeared unaware of this requirement when we inquired regarding status. One issue still plagues the CLAS system which relates to how the WSDOT program reacts to a “not my jurisdiction” response from the county.

Grays Harbor County was out of compliance with National Bridge Inspection Standards (NBIS). Specifically, a federal FHWA requirement deadline of December 31, 2022 regarding load rating for Specialized Hauling Vehicles. Grays Harbor County did not make the deadline of December 31<sup>st</sup> 2024 for compliance with the conditional certificate of good practice. They did come into compliance on January 8<sup>th</sup> 2025.

I continued to work closely with James Rea in IT to update the CARS compliance reporting forms after the first full round of submittals. A number of user issues, bugs, and formatting tweaks have been improved, adding the Road Log Certification to CARS, as well as a total revamp of the CAPP forms and we added a new form for April. Improvement is an ongoing process as we work with the new SmartSimple system getting better acquainted with its capabilities and limitations.

I continued to work with Bree Norland and other engineering staff while she developed new data dashboards.

On a general compliance note, there are currently 5 counties, Asotin, Ferry, Pacific, Walla Walla, and Wahkiakum who technically are ineligible to administer their own Federal funds. These counties do not have a full-time licensed county engineer on staff as required by the LAG Manual/CA agreement between the certified local agencies, WSDOT, and FHWA. It is worth noting, CA status is voluntary.

I have had several meetings with counties on various compliance topics, Road Vacation, closing county roads, ER&R, Diversion, reporting, and vacancy in CE.



#### Grants Program Administrator – Steve Johnson, P.E.

This quarter included the regional RAP meetings, held via Teams. See attachments for a summary of discussions and documents. One of the most consequential items discussed is the current RATA balance, and cash flow projections based on revenue forecast and reimbursement schedules. The counties have successfully brought many projects to construction, resulting in the drawdown of the RATA account. As a result, communication between CRAB and counties regarding the reimbursement schedules and project development will be even more emphasized.

I reviewed all county 6-yr Plans to ensure that currently active RAP projects remain on these lists (at least until construction phase), and that any proposed new project is on the list before we recommend project awards for the '25-'27 RAP cycle.

I continued to coordinate with Donna Quach and James Rea regarding RAP Online programming to correct several concerns and process issues. As Derek mentioned, improvement is an ongoing process.

#### Design Systems Manager – Brian Bailey

Over the 4th quarter of 2024, I have been working diligently on preparations for the 2025 Road Design Conference that will be held on March 19-21, 2025. We have secured sponsorship from twelve sponsors, exceeding our 2024 sponsorship funds. There are currently 60 county staff registered for the conference and will accept up to 100 attendees for this year's conference. This year we are also allowing City staff to attend if there are spots available. This year's conference will have a full agenda of technical sessions as well as a four-hour presentation from our keynote speaker on Critical Thinking. I am excited to see CRAB expand our technically oriented conference to include such a valuable topic.

In October, I attended the County Leaders Conference in Vancouver, Washington. I occupied the CRAB booth, speaking to a multitude of staff from across the state. At the time, we still had the Federal Fund Facilitator position open and answered a lot of questions from agencies who would have qualified for their assistance. Our booth has proven to generate interest from government agencies and the public.

In October, I traveled to Wenatchee to instruct Chelan County and Douglas County staff to acquire their Part 107 Unmanned Pilots License. The 4 pilots attending all passed the test to receive their license. This continues the trend of all students taking this instruction passing upon completion of the class.

#### Road Systems Manager – Mike Clark

This past quarter I continued to work closely with the counties to ensure they met the December 31 deadline for Pavement Management System Certification (WAC 136-70). We had a few more counties use an alternative pavement management system which required a little more review time. I am looking forward to seeing more counties utilize new technology to assist them with their pavement management.

I have been working with WSDOT staff on improving the process of updating the Freight and Goods Transportation System (FGTS). CRAB is implementing changes to WAC 136-60 regarding validation requirements and traffic study update frequency for segments having more than 4 million tons of annual freight. With this new requirement I updated our truck tonnage calculator (which will be sent out to all the counties in the next couple of weeks), and I am in the process of creating video tutorial for making those changes in GIS-Mo.

Lastly, I am gearing up for this year's major Road Log review and am excited to utilize some of the new dashboards, Motor Vehicle Fuel Tax Audit Trail updates and a new form in CARS. These improvements will complement the existing process of validating the MVFT control fields changes.

#### Data Quality Assurance & Analysis Manager – Bree Norlander

During the final quarter of 2024 my top priority was to complete and publish the nine data tables that are included in the Almanac of the Annual Report. I recreated those tables using PowerBI and published them on CRAB's website, allowing anyone to access the current data and for most of the tables, historical data. These dynamic dashboard style reports can be found here: <https://www.crab.wa.gov/resources/road-almanac-reports>.

I will continue to update the data on those tables and create new dashboards for business needs such as the truck route audit. This will be made more streamlined by an IT project, managed by Donna Quach, in which a vendor will create data pipelines from two of our third-party software services (SmartSimple and Emma) into our database. I am assisting the project team and the vendor as the business owner of the project.

Eric Hagenlock and I were granted funds from the Washington Transportation Safety Commission to attend this year's Traffic Records Forum held in Boston in July 2025. We are submitting a proposal for a short talk to present GIS-Mo and our data infrastructure.

I am representing CRAB at the State's Open Data Advisory Group and am participating in a subcommittee to review Requests for Information for WA State's open data portal vendor contract. We are in the process of evaluating pilots from three selected vendors. That portion of the project will conclude in February.

### County Engineer Appointments:

- On November 12, 2024, Jeremy Provenzola, P.E. was appointed as the Clark County Engineer. Mr. Provenzola was previously the Assistant County Engineer. This promotion is part of Clark County splitting the Public Works Director/County Engineer position into two separate positions. Ken Lader, P.E. continues at Clark County as the Public Works Director.
- On December 9, 2024, Letticia Neal, P.E. was appointed to the Pierce County Engineer position. Because Pierce County is a charter county, this action is taken through a delegation of authority from the County Executive to the Public Works Director. On January 1, 2025 the newly elected Pierce County Executive took office and appointed Mr. Brian Stacy, P.E. as the interim Public Works Director due to the departure of Jen Tetatzin at the end of 2024. This includes the duties

## CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Public Works

**DATE:** November 12, 2024

**REQUESTED ACTION:** In accordance with WAC 136-12, execute a resolution designating Jeremiah D. Provenzola, P.E. as the County Engineer and, in accordance with WAC 136-50-050 execute a resolution updating the organizational chart of the county roads division.

Consent       Hearing       County Manager

---

### **BACKGROUND**

#### County Engineer

State law (RCW 36.80) and Washington Administrative Code (WAC 136-12) require counties to designate a County Engineer and specify that the position be filled by a registered and professional civil engineer licensed in the state of Washington.

Functions typically performed by the County Engineer include construction oversight, modifying, planning, and maintaining all county roads and bridges, and other engineering related tasks as necessary.

As recommended by the County Road Administrative Board and aligned with standards of good practice for administering the Road Fund, by way of a position reclassification, Public Works has recently split the role of the County Engineer and the Public Works Director into separate functions. Of the ten most populated counties in Washington State (populations exceeding 200,000), Clark County was the only remaining Public Works Department to have these roles combined. Splitting the role correctly allocates oversight of the Road Fund to the County Engineer.

Public Works is recommending Jeremy Provenzola for Council's consideration to permanently fill the position of County Engineer. The attached resolution will formally grant Jeremy Provenzola the designation of County Engineer, fulfilling state requirements.

Upon signature of the resolution, Public Works will notify the County Road Administration Board of the appointment, satisfying requirements outlined in WAC 136-12-045.

#### Updated Organizational Chart

Per WAC 136-50-050, the structure of the divisions, departments, districts, or units of the road department must be adopted through Council as written policy, including a chart or other visual representation. An organizational chart and the formalization of roles is required for eligibility for federal funding as well as continued compliance with state regulatory guidance.

PW24-239

REVIEWED: al

The attached organizational chart updates the structure of the roads department in relation to the Office of the County Engineer and, in accordance with WAC 136-50-050, designates the interrelationships of all positions in the roads division from the county legislative authority through all employees.

The updated organizational reference is included in this staff report as well as the resolution that would establish the structure of the road divisions within the Public Works Department. Upon signature of the resolution, Public Works will notify the County Road Administration Board of the resolution updating the organizational chart, satisfying requirements outlined in WAC 136-50-070.

These resolutions will replace any prior resolutions establishing the appointment of the County Engineer or establishing the structure of the road divisions within Public Works.

#### **COUNCIL POLICY IMPLICATIONS**

This request is consistent with RCW 36.80.010 and WAC 136-12-010, which speaks to the requirement of a designated County Engineer. Updating the organizational chart is consistent with WAC 136-50-050, which mandates that the structure of the road divisions be adopted through written policy by the legislative authority.

#### **ADMINISTRATIVE POLICY IMPLICATIONS**

None.

#### **COMMUNITY OUTREACH**

Per WAC 136-50-050, the visual representation of this organizational chart will be available to all road department employees as well as the general public.

PW24-239

REVIEWED: al

**BUDGET IMPLICATIONS**

| YES | NO |  |
|-----|----|--|
|     | X  | Operating Budget Impacts   |
|     | X  | Capital Budget Impacts   |
| X   |    | Action falls within existing budget capacity.  |
|     | X  | Action falls within existing budget capacity but requires a change of purpose within existing appropriation. If YES, please complete the budget impact statement. If YES, please route this Staff Report through the Budget Director and then to the County Manager.   |
|     | X  | Additional budget capacity is necessary and will be requested at the next supplemental or annual budget. If YES, please complete the budget impact statement. If YES, please route this Staff Report through the Budget Director and then to the County Manager. This action will be referred to the county council with a recommendation from the County Manager. |

**BUDGET DETAILS**

|               |      |
|---------------|------|
| Dollar Amount | \$ 0 |
| Fund          | N/A  |
| Cost Center   | N/A  |
| BASUB         | N/A  |
| Program       | N/A  |

**ATTACHMENTS:** (1) Resolution designating the County Engineer; (2) Resolution updating County roads divisions; and (2A) PW updated organizational chart

  
 Amber Emery  
 Deputy County Manager

  
 Kenneth A. Lader, P.E.  
 Public Works Director

Primary Staff: Ken Lader, ext. 4185

**APPROVED:**   
 CLARK COUNTY, WASHINGTON  
 CLARK COUNTY COUNCIL

DATE: Nov. 12, 2024

SR# 292-24



PW24-239

REVIEWED: cl

**CLARK COUNTY, WASHINGTON**  
**RESOLUTION NO. 2024-11-16**

A RESOLUTION relating to the designation of the County Engineer

WHEREAS, the County Council, Clark County, Washington is in regular session this 12th day of November, 2024;

WHEREAS, RCW 36.80.010 requires that each county designate a County Engineer, and RCW 36.80.020 specifies that the position be filled by a registered and professional civil engineer licensed under the laws of the State of Washington;

WHEREAS, functions typically performed by the County Engineer include construction oversight, modifying, planning, and maintaining all county roads and bridges, and other engineering related tasks as necessary;

WHEREAS, Public Works has recently split the role of the County Engineer and the Public Works Director into separate functions;

WHEREAS, Public Works recommends Jeremiah D. Provenzola for the Council's consideration to permanently fill the position of County Engineer; and

WHEREAS, WAC 136-12-045 requires timely notice to the County Road Administration Board of the appointment of a County Engineer.

*[REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK]*

Resolution of the Clark County Council  
Re designation of the County Engineer  
Page 2

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CLARK COUNTY COUNCIL that  
Jeremiah D. Provenzola is appointed as County Engineer for Clark County, beginning on the 12th day of  
November, 2024; and

IT IS FURTHER RESOLVED that Public Works shall notify the County Road Administration  
Board of the above appointment, per WAC 136-12-045.

RESOLVED this 12th day of November, 2024.

COUNTY COUNCIL  
CLARK COUNTY, WASHINGTON


ATTEST:

  
Clerk to the Council

\_\_\_\_\_  
Gary Medvigy, Chair

\_\_\_\_\_  
Glen Yung, Councilor

\_\_\_\_\_  
Michell Belkot, Councilor

  
Karen Dill Bowerman, Councilor  
*Acting chair*

\_\_\_\_\_  
Sue Marshall, Councilor

Approved only as to form:  
ANTHONY F. GOLIK  
Prosecuting Attorney

By: Kevin A. McDowell  
Kevin A. McDowell  
Deputy Prosecuting Attorney



**CLARK COUNTY, WASHINGTON**  
**RESOLUTION NO. 2024-11-17**

A RESOLUTION updating the organization of the County roads divisions

WHEREAS, the County Council, Clark County, Washington is in regular session this 12th day of November, 2024;

WHEREAS, WAC 136-50-050 requires that the County legislative authority develop and adopt by resolution policies that cover matters relating to road department operations;

WHEREAS, policies in accord with WAC 136-50-050 currently exist and were previously adopted by the County's legislative body, and will be subject to change by the current legislative body if ever change is required;

WHEREAS, WAC 136-50-030 provides that written policies adopted by the County legislative authority shall guide the County Engineer regarding road department operations;

WHEREAS, WAC 136-50-050 specifies that the county legislative authority shall adopt a policy designating the interrelationships of all positions involved in the administration, operation, maintenance, and construction of the county road system, as well as a chart or other pictorial representation that clearly conveys the chain of command throughout the organization;

WHEREAS, the attached organizational chart updates the structure of the roads department, and reflects the recent change relating to the Office of the County Engineer and, in accordance with WAC 136-50-050, designates the interrelationships of all positions in the roads division from the county legislative authority through all employees.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



Resolution of the Clark County Council  
Re organization of county road divisions  
Page 2

NOW, THEREFORE, BE IT RESOLVED BY THE CLARK COUNTY COUNCIL, that the road department elements of Public Works will be updated in accordance with the attached summary and detailed organizational chart, effective as of the 12th day of November, 2024, which restructures the Office of the County Engineer and the following divisions and sections as responsibilities of this office:

- Transportation Division,
- Engineering and Construction Division,
- Road Maintenance and Operations Division,
- County Real Property Services Section, and
- County Surveyor/Survey Section.

Resolved this 12th day of November, 2024.

COUNTY COUNCIL  
CLARK COUNTY, WASHINGTON


ATTEST:

  
Clerk to the Council

\_\_\_\_\_  
Gary Medvigy, Chair

\_\_\_\_\_  
Glen Yung, Councilor

\_\_\_\_\_  
Michell Belkot, Councilor

  
Karen Dill Bowerman, Councilor *Acting Chair*

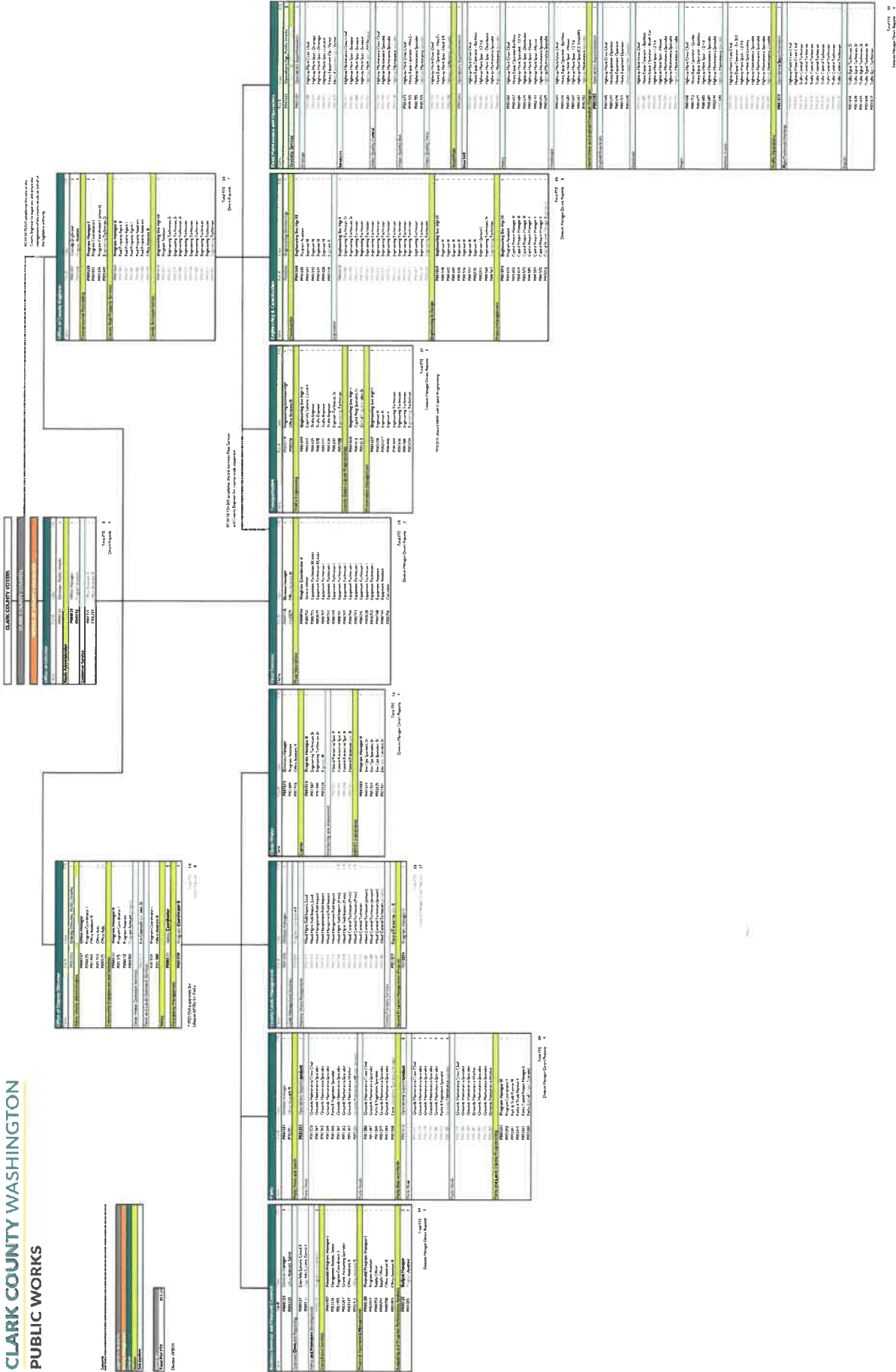
\_\_\_\_\_  
Sue Marshall, Councilor

Approved only as to form:  
ANTHONY F. GOLIK  
Prosecuting Attorney

By: Kevin A. McDowell  
Kevin A. McDowell  
Deputy Prosecuting Attorney



# CLARK COUNTY WASHINGTON PUBLIC WORKS





PierceCountyWa.gov/PPW

**Jen Tetatzin, PE, PMP** - Director

December 9, 2024

Letticia Neal, P.E.  
Pierce County Planning and Public Works  
Office of the County Engineer  
2702 South 42<sup>nd</sup> Street, Suite 109  
Tacoma, WA 98409

Subject: Assignment of Duties of the Office of the County Engineer

Dear Ms. Neal:

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, Article 3.25 – Power and Duties and PC Code 2.06.010.C, 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.

With your promotion effective November 25, 2024, I hereby assign the duties of the County Engineer for Pierce County as follows:

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

Brandon Smith, P.E., Assistant County Engineer – Stormwater and Surface Water Management division manager, shall perform until further notice the duties relative to:

- a. RCW 86.15.060, those duties related to the administration to the Flood Control Zone District.

You are to work closely and in partnership with the PPW Maintenance and Operations Division Manager and provide technical oversight of the maintenance and operations of the county road system, as well as the establishment of rates in the Equipment Rental and Revolving fund, in accordance with [PPW 401.01 ER&R Management Policy](#).

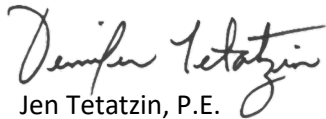
Letticia Neal, P.E.  
December 9, 2024  
Page 2

Additionally, you will work closely and in partnership with the PPW Development Services Manager and provide support to ensure the timely and consistent review of permit applications that may affect the county road network. The duties and responsibilities of this role are outlined in [PPW 110.00 Technical Authority Roles](#).

All other delegations by Jen Tetatzin, P.E., Director, Pierce County Planning and Public Works, shall remain in effect as outlined in the [Director's Delegation Memo](#) until replaced by a new Director.

Congratulations on your promotion and thank you for your continued service to Pierce County!

Sincerely,



Jen Tetatzin, P.E.

Cc: Jane Wall, Executive Director, County Road Administration Board  
Todd Campbell, County Attorney 4, Pierce County Prosecuting Attorney/Civil  
Bruce Wagner, Deputy Director, Pierce County Planning and Public Works  
Lauren Flemister, Assistant Director, Pierce County Planning and Public Works  
Brandon Smith, P.E., Asst County Engr- Stormwater, Pierce County Planning and Public Works  
David Kinley, Development Services Manager, Pierce County Planning and Public Works  
Mark Schumacher, Maintenance and Operations Division Manager, Pierce County Planning and Public Works



January 21, 2025

Brian D. Stacy, P.E.  
Planning and Public Works Acting Director  
2401 S 35th St #200  
Tacoma, WA 98409

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

Dear Director Stacy:

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 from generally provided for in state law.

Pursuant to the authority granted to the County Executive by the Pierce County Charter, Article 3.25 and functions listed in PC Code 2.06.010.C, I hereby assign the duties of the County Engineer for Pierce County, as outlined in RCW 36.80.030 and RCW 86.15.060 and with it the authority to delegate any or all of those duties to other qualified subordinates within your department, effective January 1, 2025.

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

Sincerely,

Ryan Mello

Pierce County Executive

cc: Jane Wall, Executive Director, County Road Administration Board

of the county engineer. Mr. Stacy is in the process of delegating the duties of the county engineer to Ms. Neal.

### County Engineer Vacancy Status (WAC 136-012):

| <b>County</b>      | <b>Effective Date</b> | <b>Original Six-Month Expiration</b> | <b>Six-Month Extension</b> | <b>Notes</b>   |
|--------------------|-----------------------|--------------------------------------|----------------------------|--|
| <i>Asotin</i>      | June 1, 2023          | Dec. 1, 2023                         | May. 31, 2025              | Consultant firm providing interim CE support, Russ Pelleberg appointed Acting CE |
| <i>Pacific</i>     | Sept. 15, 2023        | Mar. 15, 2024                        | Mar. 15, 2025              | Jennifer Oatfield and Richard Drake appointed Acting CE team                     |
| <i>Walla Walla</i> | Sept. 7, 2024         | Mar. 7, 2025                         | -                          | Tony Garcia resigned, Matt Rasmussen, P.E. of Benton appointed interim CE        |
| <i>Stevens</i>     | Dec. 18, 2024         | June 18, 2025                        | -                          | Wayne Cornwall terminated, Nicole Norvell, P.E. appointed Acting CE              |

### County Audit Reviews:

|                       | <b>Number</b> | <b>Findings</b> | <b>Management Letters</b> | <b>County Road or ER&amp;R</b>       | <b>CRAB Follow-Up Needed</b> |
|-----------------------|---------------|-----------------|---------------------------|--------------------------------------|------------------------------|
| <i>Financial</i>      | 9             | 8               | 4                         | Yes(2Findings)<br>Wahkiakum, Douglas | No                           |
| <i>Accountability</i> | 14            | 0               | 1                         | No                                   | No                           |
| <i>Fraud</i>          | -             | -               | -                         | -                                    | -                            |
| <i>Performance</i>    | -             | -               | -                         | -                                    | -                            |

Wahkiakum – procurement policy updates and following LAG procurement rules.  
Douglas – following LAG procurement rules.

## Design Systems and Unmanned Aerial Systems (UAS) Update:

Planning continues for the 2025 Road Design Conference. Since WSAC has agreed to assist CRAB with registration this year, we are able to collect a registration fee from attendees. This additional fee will help to defer costs to our agency, while continuing to improve the conference experience. This year the conference will present a keynote speaker on critical thinking. Incorporating this session into our technical conference is invaluable because it helps equip county design staff with an essential skill to improve their analysis of complex problems, make informed decisions, and innovate effectively. While the technical knowledge and expertise we present at the conference is important, the ability to think critically allows staff, both experienced and new to counties, to approach challenges from multiple perspectives, identify potential pitfalls, and developing creative solutions. Along with this session, we will have 11 technical sessions, highlighting the software and processes counties use in design.

CRAB held a Part 107 Unmanned Aerial Systems license training at Chelan County PW. Four pilots from Chelan and Douglas Counties were present for the training, taking the certification test the next day following training. All the pilots passed their certification.

## Learning Management System Update:

- 2024 4<sup>th</sup> quarter performance
  - The platform has 1,068 registered users and has had 460 unique user logins during the period.
  - Users have accessed 931 individual assets and 394 learning path courses.
  - Of the assets accessed, 509 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This represents 55% of all individual assets consumed in this quarter.
- Using imputed averages for assets and courses, CRAB provided approximately 275 person-hours of training.
- Overall, use was comparable to last quarter. Of interesting note this quarter, over three times more users logged on to view content.

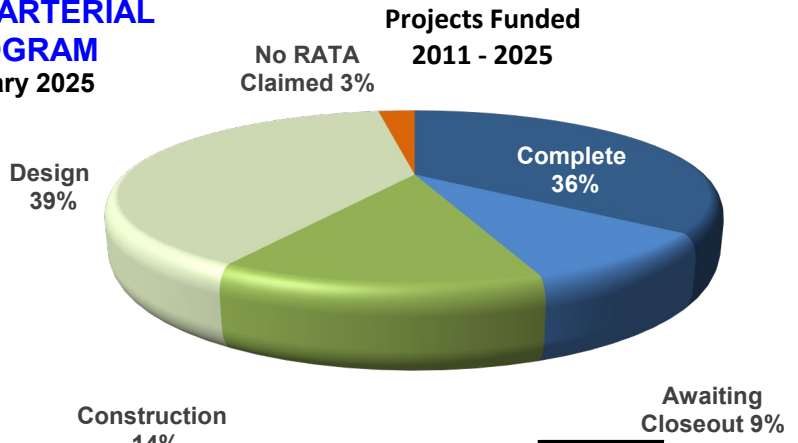
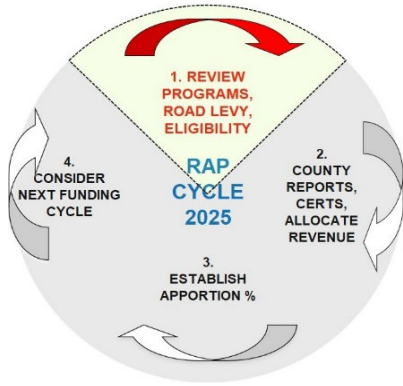
## County Visits, Activities, and Training – Engineering Team:

- 2-day CE training at Snohomish County PW, 23 attendees.
- WSAC/WSACE County leaders conference in Vancouver in November.
- 3-day CE training at CRAB offices in December, 12 attendees, 8 counties represented.
- Regional RAP Meetings.
- 2-day UAS Part 107 license training at Chelan County PW.

## RAP Program Status:



**RURAL ARTERIAL PROGRAM**  
January 2025



**PROJECT STATUS:**

| Billing Phase     | '83-'11 | '11-'13 | '13-'15 | '15-'17 | '17-'19 | '19-'21 | '21-'23 | Current Biennium | TOTAL |
|-------------------|---------|---------|---------|---------|---------|---------|---------|------------------|-------|
|                   |         |         |         |         |         |         |         | '23-'25          |       |
| Completed         | 1040    | 2       | 48      | 32      | 24      | 11      | 2       | 1                | 1160  |
| Awaiting Closeout | 2       |         | 1       | 6       | 5       | 4       | 2       |                  | 20    |
| Some RATA paid    |         |         | 1       | 3       | 12      | 25      | 23      | 40               | 104   |
| No RATA Paid      |         |         |         |         |         | 2       |         | 3                | 5     |
| <b>TOTAL</b>      | 1042    | 2       | 50      | 41      | 41      | 42      | 27      | 44               | 1289  |

**FUND STATUS:**

**Anticipated Revenue to end of '23 - '25 Biennium:**

|   |                    |
|---|--------------------|
| Fuel tax receipts and interest through June, 2023   | 690,992,513        |
| Estimated fuel tax, int, Elect Vehicle overages and <b>MVA Transfers</b> July '23 thru June '25 | 45,616,600         |
| <b>Total estimated revenue</b>  | <b>736,609,113</b> |

**RAP Expenditures to date:**

|   |                    |
|---|--------------------|
| To Completed Projects                       | 630,924,433        |
| To Projects in Design or Under Construction | 72,673,205         |
| Administration                              | 15,356,189         |
| <b>Total RATA spent</b>                     | <b>718,953,828</b> |

**RAP Obligations:**

|  |                    |
|--|--------------------|
| RATA Balance on Active Projects                                | 116,658,621        |
| RATA \$ yet to allocate to Partially funded projects -         | 27,320,079         |
| Requests for reimbursement - pending                           | 275,894            |
| Estimated remaining administration through 2023- 2025 biennium | 146,431            |
| <b>Total RATA obligated</b>                                    | <b>144,401,025</b> |

**QTR 4 - 2024 RATA ACTIVITY:**

| REVENUE MONTH  | BEGINNING BALANCE | MVFT REVENUE   | INTEREST + Cash Rcpts | PROJECT PAYMENTS | #  | ADMIN CHARGES | ENDING BALANCE  |
|----------------|-------------------|----------------|-----------------------|------------------|----|---------------|-----------------|
| October        | \$18,473,172.90   | \$1,586,148.95 | \$59,861.02           | (8,844,856.32)   | 39 | (15,653.39)   | \$11,258,673.16 |
| November       | \$11,258,673.16   | \$1,571,185.07 | \$47,951.79           | (1,656,489.07)   | 23 | (50,998.61)   | \$11,170,322.34 |
| December       | \$11,170,322.34   | \$2,035,036.97 | \$32,035.18           | (4,885,502.56)   | 30 | (53,712.35)   | \$8,298,179.58  |
| <b>TOTALS:</b> |                   | \$5,192,370.99 | \$139,847.99          | (15,386,847.95)  | 92 | (120,364.35)  |                 |

## Completed Projects:



Center Road is a regionally significant road that connects the Chimacum/Tri-Area UGA with the unincorporated Quilcene community. Center Road provides a direct route to Hood Canal area via Hwy 101.

The road surface was severely cracked and rutted, with multiple patches.

Jefferson County  
Center Road  
2R – 1622-01 (24-16-1106)

Total Project Cost: \$1,279,149

RAP Contribution: \$1,279,149

Local Contribution: \$ 0\*

\*received Match Adjustment Amendment  
Also turned back unused RATA funds

This was a 2R project (Resurface/Restoration).

The BST surface was planed and re-paved, and the shoulders were fog-sealed. Several areas of failing shoulder were rebuilt, and a minor slope drain was rebuilt. New center and edge striping.





Elochoman Valley Road is a significant log haul route. The road is also used for recreation traffic for hunting and fishing.

The road surface was beginning to deteriorate, with large areas of patching.

Wahkiakum County  
Elochoman Valley Road  
2R – 3515-03 (17-35-1228)

Total Project Cost: \$347,554  
RAP Contribution: \$312,799  
Local Contribution: \$ 34,755



This was a 2R project (Resurface/Restoration).

The road was resurfaced, including improving culvert ends, driveway access points, removing roadside obstructions, and installing delineators.

# RAP Regional Meetings Summary:

## 2024 Fall Regional Meetings

- **RAP Program Status –**
  - **RATA balance and projections**
    - Reviewed RAP Status Report from previous Board meeting.
    - Review November MVFT forecast
      - Keep an eye on legislature this session – RUC bill is very likely.
      - MVFT forecast is decreasing, EV Fee contribution remains high, but is flattening.
    - Discussed current account balance.
      - Current RATA account balance is where we want it to be – but with a low balance, this changes the strategy of encouraging counties to spend down the balance.
    - Counties have done a fantastic job of getting many projects through construction. This is reflected in the balance. My tracking is now significantly more important –
      - Discussed Cash Flow
        - “Typical” cash flow – shows actual balance (up to August 2023), then a projection of typical cash flow based on average of prior 5 years – shows the typical pattern of construction reimbursements (draws balance down) and design reimbursements (allows balance to increase).
        - “Actual” cash flow – shows the actual account balance – reflects the significant construction effort by the counties, dropping the account balance to around \$7m
        - “Historic Reimb. Sched. Vs Balance” – shows that the Quarterly Reimbursement Schedule has historically been very aggressive, but actual reimbursements were significantly less – allowing us to create a basic correction factor.
        - Current Reimbursement Schedule – remains aggressive – shows balance going negative.
        - “Corrected” Reim. Sched. – still shows significant amount of reimbursements, and extremely low account balance. This “correction” factor is NOT weighted.
    - Emphasized Reimbursement Schedule importance for cashflow projections – This winter Steve will review the reimbursement schedules for all projects, and coordinate with each county to verify, laying out any concerns.
    - There is a possibility that we’ll need to delay reimbursements due to account balance and/or budget spending authority.

- **Project array discussion**
  - Reviewed regional Array.
  - Emphasized that there remain many variables (county project priority setting, account balance and budget forecast)
  - Walked through regional project type set-asides (if applicable)
  - Walked through calculations – initial 90% and county funding limits
  - Walked through “likely” awards
- **Ensure all currently active and proposed projects are on your 6-year plans (as updated in CARS)**
  - All active RAP projects should remain on your list at least until they reach construction.
  - All proposed RAP projects must be on the list, or I will need to remove them from the array (state funds are not awarded to projects that are not on the county 6-yr plan)
  - Steve will be reviewing the uploads in CARS to ensure they’re on the list.
    - Before any project is removed from the array, county will be contacted and may correct the omission if possible.
- **Project updates (RAP and FLAP projects)**
  - Reviewed the regional active project list – especially for construction timing or potential for any project delays or scope change actions.
  - Reimbursement Schedule – as discussed, with the balance low (where we want it!) and the forecast showing lower MVFT revenue, the county project reimbursement schedules are truly essential for cashflow projections, which will allow earlier warnings in the event that we may need to delay reimbursements (or delay projects due to low balance)
  - Design/Construction/Phase lapsing reminders
    - Design lapse – provide documentation of early design work prior to lapse date
    - Construction lapse – bring the project to CN phase prior to lapse date OR request extension (with sufficient time to react to CRAB decision). First CN lapse extension may be granted by CRAB staff. Second or third extension must be presented to CRABoard.
    - Phase Lapse – If a project goes to construction with multiple phases, there is a 2-year requirement to bring the final phase to CN.
  - Steve will be spending some time this winter working to lock in these reimbursement schedule timeframes – will contact each county and aim to ensure that these are as realistic as plausible – and then this Reimbursement Schedule tool can be used as it was originally designed – as a true method for predicting and scheduling construction projects statewide.

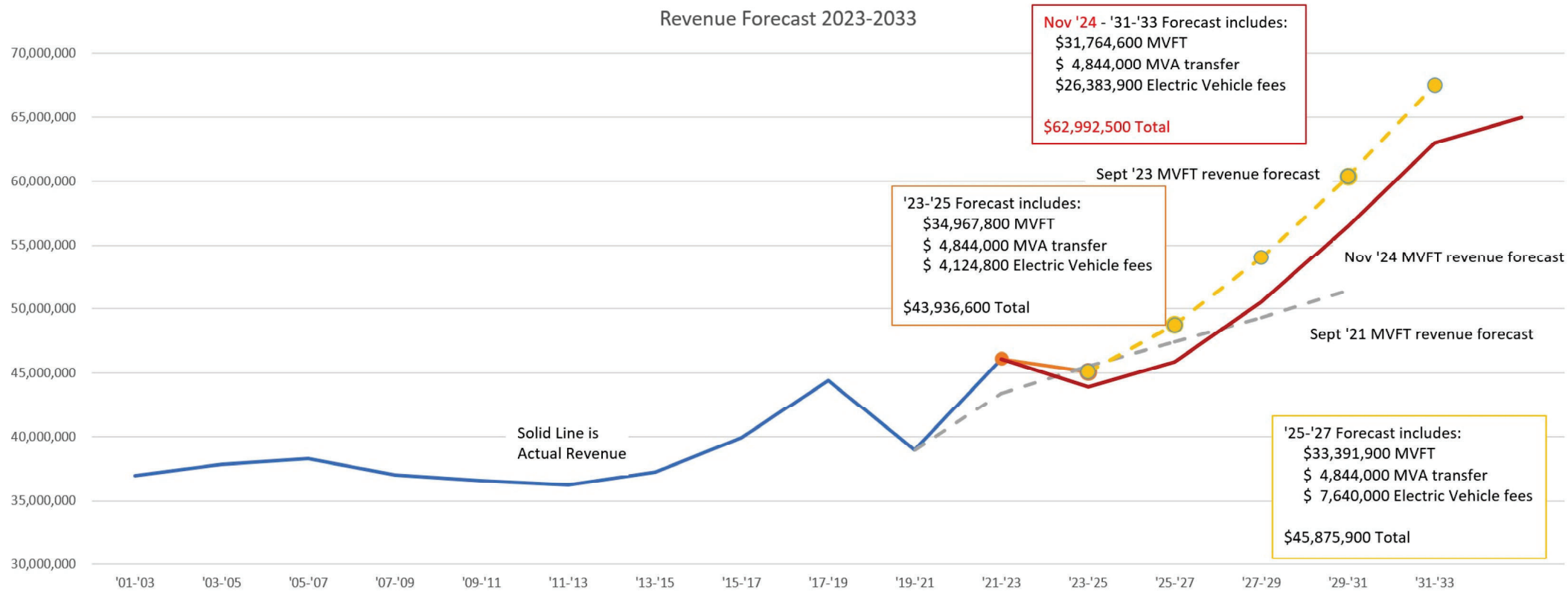
- **SmartSimple RAP Online Hints**
  - Update and hints on RAP Online usage
    - Quarterly Certifications (milestones)
      - The quarterly Certification of Progress (milestones) are now working properly. At the turn of the quarter, any milestones that have not been certified as complete will reset to “Pending” status. These reports can be opened, and you may select “No Change”, or certify them as complete.
      - If there are any “pending” milestones, this will prevent the creation of a new voucher.
    - DAHP (WAC Notification)
      - The WAC Notification Report (documenting the E.O. 21-02 process, commonly called DAHP) is working. This Report must be completed prior to beginning ROW negotiation. The form requires entry of contact dates (for DAHP and for tribes), and upload of documentation of contact, response, and any studies.
    - Phasing and Commencement of Work Report
      - The Phasing and Commencement of Work report is working. This step must be completed prior to proceeding into CN. One Report is automatically created for each active project – but if you are proposing multiple CN phases, you will need to select the “Create New Phasing and Commencement of Work Report” button to document the second phase. These Reports require entry of the description of the phase, documentation of advertisement, and documentation of award (in three distinct steps).
    - Certify Quarterly Reimbursement report
      - At the turn of the quarter, there will be a new Report for certifying the quarterly reimbursement schedule. This report (and the process for updating the reimbursement schedule) is not currently working as expected – therefore until further notice, please simply select “No Change” for the report – which will then allow creation of new vouchers (along with the milestone progress reports).
      - If you need to request any changes to the Reimbursement Schedules, please contact Steve directly.
      - If you see any vouchers that show a negative reimbursement, this means the “current quarter” reimbursement schedule is not accounting for all previous vouchers – we are working to fix this auto-calc issue in the voucher form. Again, until further notice, if

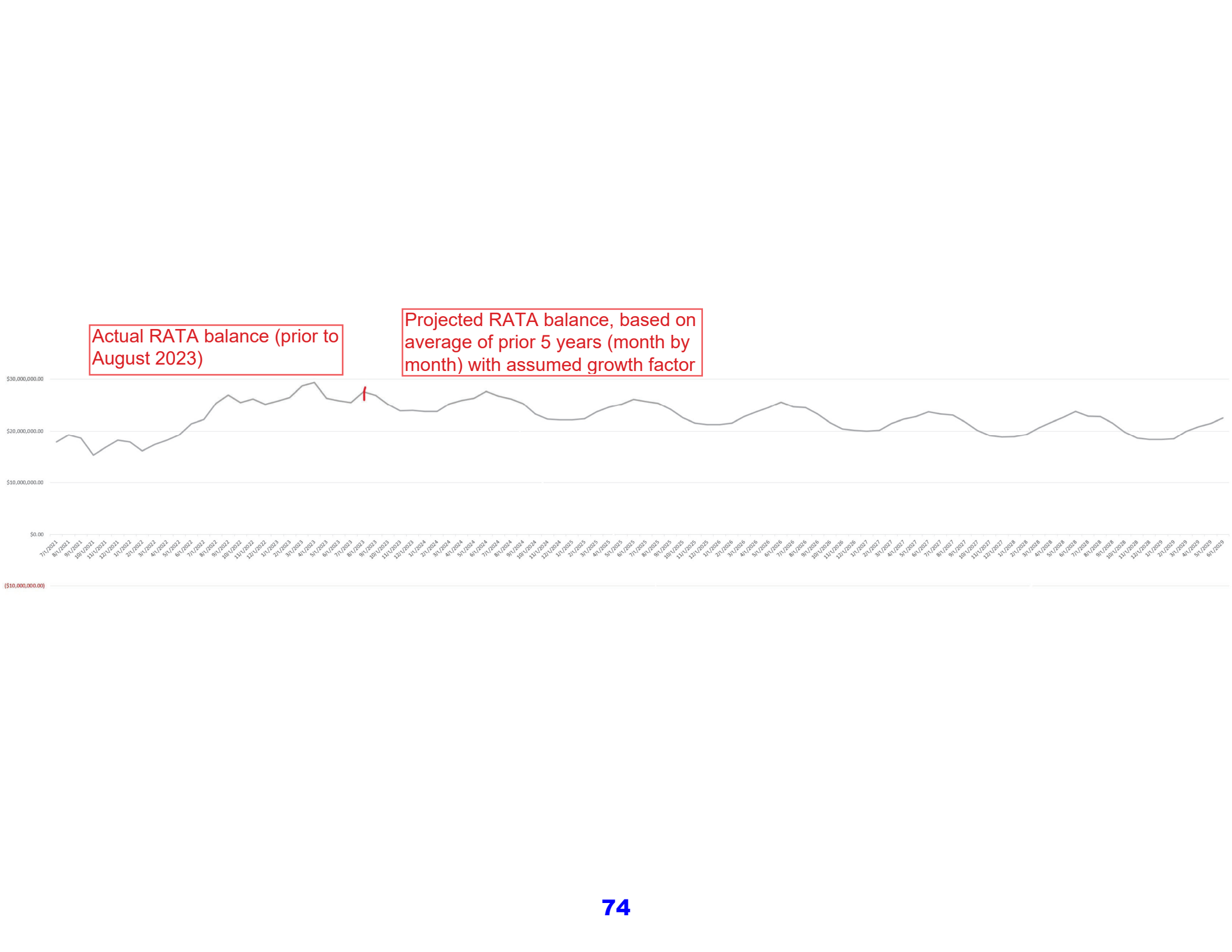


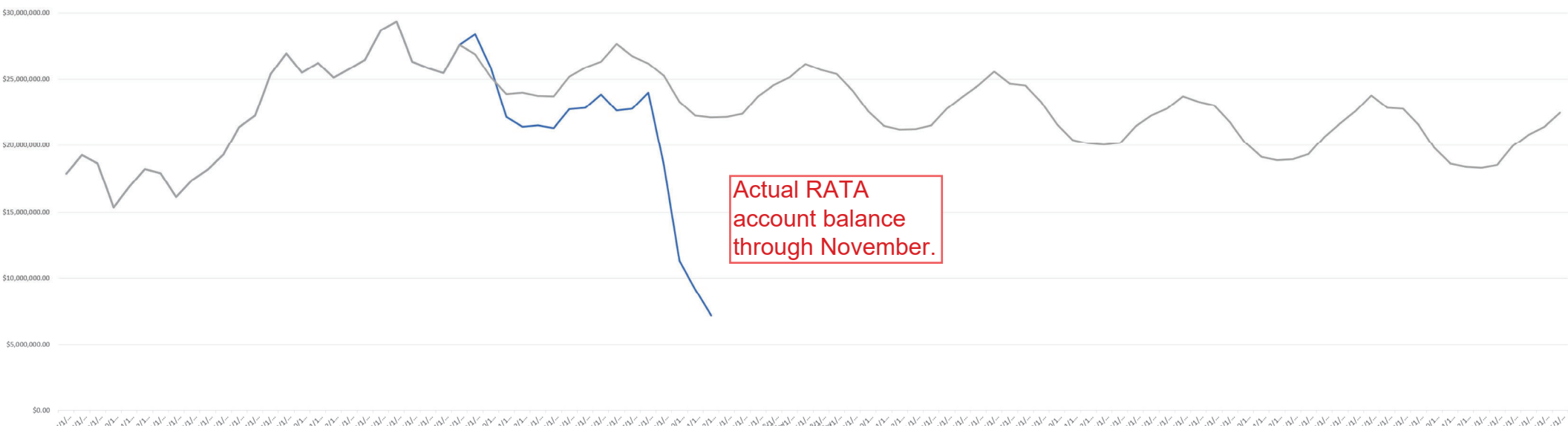
you see that the reimbursement isn't calculating correctly, please notify Steve.

- Completion Reporting
  - When a project is complete, please select the "Create Project Completion Report" button at the bottom of the active project page. This will start the archiving process. You will need the following data/information:
    - Photos of the project (before, during, and after construction, at least two per category)
    - Confirmation that the Final Voucher has been submitted, and that the Phasing and Commencement of Work forms are completed (including documentation of construction contract award)
    - Project-specific narrative
    - Project costs and funding sources

### Revenue Forecast 2023-2033







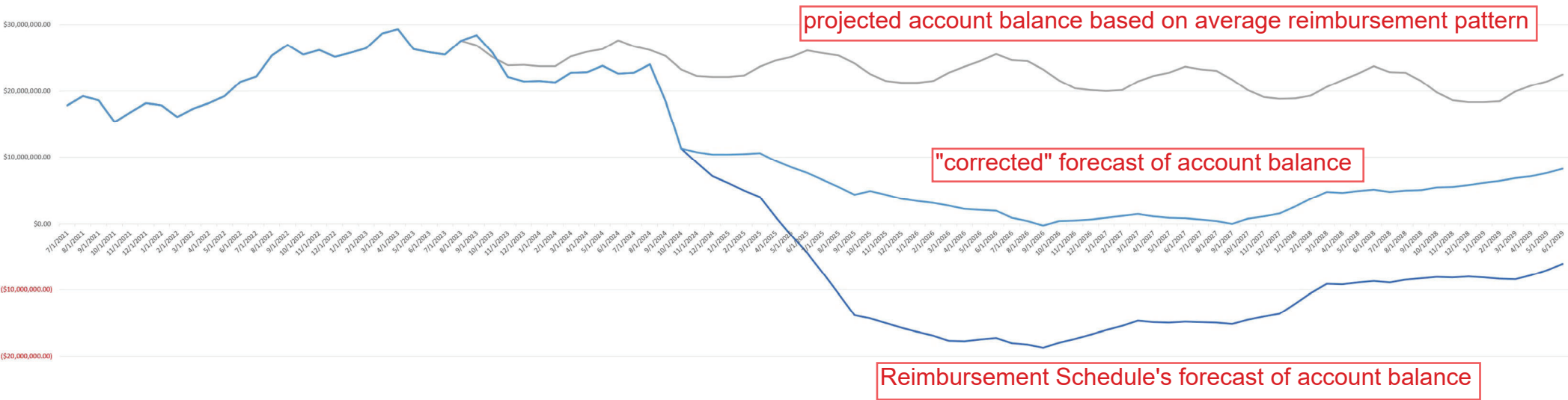
Actual RATA account balance through November.

Reflects significant CN reimbursements, in response to encouragement to drive down RATA balance and making use of the CRABoard's Match Adjustment Amendment opportunity.



actual RATA account balance over time

graph of quarterly reimbursement schedule (state-wide) - demonstrating consistently aggressive scheduling of projects, but not realistic prediction of actual spending. This data allows us to prepare a simple correction factor for a more likely spending pattern.



The "Corrected" forecast is not weighted - therefore does not reflect the typical wave pattern of construction/design (summer/winter) reimbursements.

Project reimbursements may need to be delayed if the RATA account draws down too low. The account cannot go negative, and CRAB cannot overspend our state budget spending authority.

## Staff Project Actions Taken:

None This Quarter



## Previous Board Actions Update:

## County Road Administration Board – January 30, 2025

### I. Updates on previous Board actions - Projects

- **Asotin County – Snake River Road project termination and waiver of payback**  
*Asotin County requested to withdraw the Snake River Road project and waive the payback of RATA funds expended to the project. At the April 29, 2021 CRABoard meeting, the request to withdraw was approved, including the waiver of payback of RATA funds – with the condition that Asotin County obtain additional funding and bring all phases of the project to construction no later than December 31, 2025 (with an extension to April 2030 possible, if the County demonstrates progress). The expended \$1,122,461.87 RATA funds shall be paid back if these conditions are not met.*
  - Asotin County received RATA funding in our '23-'25 cycle, aiming to construct Phase 1 – a portion of the original project. They have been approved on the 2023 STIP for the MPO to request additional federal funding to supplement potential CRAB funding. This entire project length will be conducted in four phases, scheduled to be completed within the timeline established in the waiver of payback agreement.
  - Phase 1 work is continuing, the County is meeting regularly with their consultant and State agencies to keep the project moving toward construction.
  - The County has submitted the signed Final Prospectus for Section 2 of the project in the current '25-'27 RAP cycle, and it is likely to be funded in April.
  
- **Skagit County's Francis Road extension**  
*Skagit County requested a 2-year construction extension for the Francis Road (Segment 1) project due to delays in ROW acquisition, utility relocations, pandemic related issues, and significantly increased costs. At the January 19, 2023 CRABoard meeting, the extension request was approved, setting the construction lapse date to April 16, 2025.*
  - Skagit County has federalized the Right-Of-Way phase of the project, all ten Temporary Construction Easements have been secured, and the Right-Of-Way Plan has been approved by WSDOT's Local Programs office.
  - The County submitted a HSIP grant and received \$1.75m in construction funding to be administered through WSDOT's Local Programs office.
  - WSDOT revisited all NEPA approvals that were approved prior to July 1, 2022, to verify that all such projects meet an ESA stormwater policy that went into effect in May 2024. This project will need an updated NEPA, which is now expected to delay the project's construction, possibly substantially.
  - The County is preparing several other funding strategies to support construction of this project, including Economic Development funding, STBG funding, and the use of CAPP funding for eligible portions of construction. If these strategies are successful along with timely preparation and approval of revised NEPA documentation, construction will occur during the summer of 2026.

- The County is reviewing its Consultant’s updated NEPA documentation and expects to submit to the USACE and WSDOT Local Programs in February. The expectation as to the timeline for approval is approximately 12 months.
  - Due to the lengthy NEPA re-approval process, Skagit County is requesting another Construction Lapse Extension to April 2027.
- **Cowlitz County’s South Cloverdale Road extension**  
*Cowlitz County requested a 2-year construction extension for the South Cloverdale Road project due to delays in acquiring federal funding resulting in additional fish passage requirements, and significant delays in ROW process as the County relies on WSDOT for the ROW appraisal and review process. At the April 13, 2023 CRABoard meeting, the extension request was approved, setting the construction lapse date to April 16, 2025.*
    - The County has obtained all of the needed property rights for this project, and a Right Of Way certification has been received from WSDOT.
    - The County has obligated construction funding with WSDOT.
    - The project plans and specifications are in review with WSDOT, and the County is completing a final QA/QC review, anticipating bidding in February.
  - **Okanogan County’s Cameron Lake Road project withdrawal and waiver of payback**  
*Okanogan County requested to withdraw the Cameron Lake Road project and waive the payback of RATA funds expended to the project. The withdrawal is based on inability to secure necessary Right-Of-Way from the neighboring Colville Confederated Tribes (CCT). At the October 24, 2024 CRABoard meeting, the request to withdraw was approved, including the waiver of payback of RATA funds – with the condition that Okanogan County continue coordinating with the CCT, and re-apply for funding no later than the ’29-’31 biennium RAP call for projects.*

## II. Updates on previous Board actions – Emergency Loan Projects

- **All previous Emergency Loans have been repaid.**
- **Wahkiakum County** requested a loan in December 2024. The County experienced a significant storm event in 2021, with damages to Salmon Creek Road. The storm event was declared an emergency at the time, and the County proceeded to repair the road and washed out culvert. However, the FEMA reimbursements have not yet been approved. The County requested \$850,000 to cover the repair costs due to contractors and vendors as they continue working with FEMA.
  - The ELP contract for \$850,000 was signed December 10, 2024, and the ELP funds were transferred to the county.
  - The first billing will be at the 6-month mark (July 2025).
  - The full loan repayment is due by January 2027.

**Current ELP account balance is \$2,409,501.87**

### III. Updates on previous Board actions – Resolution 2022-010 – Allowing additional RATA funding for projects reaching construction in 2023/2024

The following projects were granted contract amendments for reaching construction in 2023/2024:  
**(projects in Bold are new amendments this quarter)**

|   |                    |
|---|--------------------|
| • Adams County – Lind Hatton Rd Project #3 #0119-02               | \$256,600          |
| • Chelan County – Goodwin Road #0419-02                           | \$154,000          |
| • Chelan County – Chumstick Highway #0421-01                      | \$122,000          |
| • Chelan County – Wenatchee Heights Rd #0423-01                   | \$137,400          |
| • Clallam County – Carlsborg Road #0519-01                        | \$ 52,500          |
| • Columbia County – Rose Gulch Road- Vernon Smith Br #0717-02     | \$ 52,500          |
| • Columbia County – Lower Hogeeye Road #0713-02                   | \$235,500          |
| • Ferry County – Boulder Creek Sec. 1 #1015-02                    | \$190,000          |
| • Ferry County – Inchelium Hiway Rehabilitation #1019-02          | \$ 83,300          |
| • Ferry County – Cache Creek #1023-01                             | \$155,000          |
| • Ferry County – E. Silver Creek Bridge #1021-01                  | \$225,500          |
| • Franklin County – Hollingsworth Bridge #1122-02                 | \$ 20,500          |
| • Grant County – 9-NW Road (SR 283 to Dodson Rd) #1322-01         | \$210,600          |
| • <b>Grant County – H-SE (12-SE to SR 262) #1319-02</b>           | <b>\$185,000</b>   |
| • Grays Harbor County – Garrard Creek Road #1415-01               | \$173,000          |
| • Jefferson County – Center Road #1622-01                         | \$189,172          |
| • King County – Ames Lake Road Bridge No. 1320A #1719-01          | \$288,900          |
| • Kitsap County – Burley Olalla Rd SE #1823-01                    | \$ 83,800          |
| • <b>Klickitat County – Sunnyside Road #2023-02</b>               | <b>\$258,000</b>   |
| • <b>Klickitat County – Sundale Road &amp; Old Hwy 8 #2019-01</b> | <b>\$440,000</b>   |
| • Lewis County – Centralia Alpha Rd #2119-01                      | \$244,400          |
| • <b>Lewis County – Barnes Drive #2123-01</b>                     | <b>\$121,500</b>   |
| • Lincoln County – Miles Creston #2218-02                         | \$185,600          |
| • Lincoln County – Miles Creston 1B #2219-01                      | \$163,000          |
| • Mason County – North Island Drive Culvert #2317-01              | \$ 55,500          |
| • Mason County – Old Belfair Hwy #2319-02                         | \$232,000          |
| • Okanogan County – Old 97 #2419-02                               | \$204,000          |
| • Okanogan County – Loomis-Oroville Rd Drainage #2421-01          | \$ 63,800          |
| • <b>Okanogan County – Old 97 – Plata to Ophir 3R #2423-02</b>    | <b>\$228,100</b>   |
| • <b>Pierce County – 304 St E #2722-01</b>                        | <b>\$108,900</b>   |
| • <b>Pierce County – Patterson Rd Culvert #2723-01</b>            | <b>\$132,100</b>   |
| • Skagit County – Pioneer Rd #2923-01 (match deletion only)       | \$0                |
| • Spokane County – Wheeler Rd #3221-01                            | \$142,700          |
| • Spokane County – Brooks Road Project No. 2 #3219-01             | \$311,900          |
| • Stevens County – Swenson South #3317-01                         | \$350,000          |
| • <b>Walla Walla County – Lower Waitsburg #3619-01</b>            | <b>\$255,400</b>   |
| • Whatcom County – Hampton Road #3721-01                          | \$198,000          |
| • <b>Whatcom County – Everson Goshen Rd #3723-01</b>              | <b>\$286,000</b>   |
| • Whitman County – Almota Road (Phase 3) #3816-01                 | \$383,333          |
| • Whitman County – Sand Road #3823-01                             | \$133,200          |
| • Yakima County – Independence Rd – Fordyce to Maple #3917-01     | \$200,300          |
| <b>Total to date:</b>   | <b>\$7,359,005</b> |