

**Minutes**  
**County Road Administration Board**  
**January 28, 2021**  
**CRAB Office – Olympia, Washington**  
**Via Zoom**

**Member Present:** Brian Stacy, PE, Pierce County Engineer, Chair

**Members Present via Zoom:** Rob Coffman, Lincoln County Commissioner, Vice-Chair  
Lisa Janicki, Skagit County Commissioner, Second Vice-Chair  
Al French, Spokane County Commissioner  
Brad Peck, Franklin County Commissioner  
Kathy Lambert, King County Council Member  
Grant Morgan, PE, Garfield County Engineer  
Mark Storey, PE, Whitman County Engineer

**Staff Present:** John Koster, Executive Director  
Andrew Woods, PE, Deputy Director  
Eric Hagenlock, Information Services Division Manager  
Karen Pendleton, Executive Assistant  
Rhonda Mayner, Secretary  
Steve Johnson, PE, Grant Programs Manager

**Staff Present via Zoom:** Derek Pohle, PE, Engineering & Admin Support Manager  
Brian Bailey, Design Systems and UAS Program Manager  
Kathy O'Shea, Database Administrator  
Angela Rice, IT Systems Administrator  
Mike Clark, Road Systems Inventory Manager  
Cameron Cole, GIS Administrator  
Nolen Young, Web & Training Strategist  
Donna Quach, Application Developer

**Guests:** Paul Lacy, PE, Wahkiakum County Engineer  
Chad Johnson, DES, Budget Analyst  
Jane Wall, WSACE Managing Director  
Joe Rutan, PE, Kitsap County Engineer  
Melissa Mohr, Kitsap County Public Works  
Damiano Seghetti, Coffman Enterprises

**CALL TO ORDER**

Chair Stacy called the meeting to order at 1:00 pm. He asked all virtual participants to remain muted unless speaking.

**CHAIR'S REPORT**

**Introduce Brad Peck**

Chair Stacy introduced Commissioner Peck and welcomed him to the Board.

**Approve Agenda for the January 28, 2021 Meeting**

Council Member Lambert moved and Commissioner French seconded to approve the agenda as presented. **Motion passed unanimously.**

**Approve Minutes of October 29, 2020 CRABoard Meeting**

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

**DIRECTOR'S REPORT**

**Staff Updates**

Mr. Koster reported that Kathy O'Shea is retiring from public service on January 31, 2021. He thanked her for her years of service to CRAB and the counties, and the Board wished her well in her retirement.

Mr. Koster introduced Angela Rice, who began at CRAB on January 18, 2021. Angela will be filling the vacancy left by Ms. O'Shea.

He noted that there is a vacancy on the CRABoard due to former Grays Harbor County Commissioner Randy Ross having lost his recent re-election bid. The WSAC Board of Directors is scheduled to appoint a new member at their meeting on February 3, 2021.

**2020 Annual Report**

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

**Director's Activities**

Mr. Koster reported on his recent activities, including meetings with both the House and Senate Transportation Committee members and the Transportation Commission.

**RURAL ARTERIAL PROGRAM**

**Program Status Report**

Steve Johnson noted that 1,101 out of 1,223 projects have been completed to date. Anticipated revenue at the end of the 2019-2021 biennium is \$646,608,424. RAP expenditures to date total \$629,463,896. RAP obligations remaining are \$125,958,777, and administrative expenses remaining through the biennium are \$172,402.

**Regional RAP Meetings Update**

Steve Johnson reported that regional meetings were held in November and December 2020. Topics covered included funding and project status for the RAP program, RAP balance impacts and forecasts based on continued pandemic and shutdown effects, review of the 2021-2023 project arrays, a reminder that **all** active or proposed CRAB projects need to be on the county's Six Year Transportation Improvement Program (TIP) list, the Federal Lands Access Program 2020 call for projects, a review of all active projects for general status, a review of the Emergency Loan Program, and several proposed WAC changes.

At each meeting, staff presented the RAP Online reimbursement schedule modification, noting that unspent funds will no longer roll forward at the turn of the quarter and will need to be rescheduled.

Also at each meeting, Mike Clark reviewed the 2021 CAPP and MVFT revenue estimates and reminded the counties of the Mobility / GIS-Mo transition, emphasizing that CRAB staff will be ready for any technical assistance needed during the transition period.

Mr. Johnson noted that revenue has been somewhat reduced, however, many projects were also slowed down, so the RAP balance has not drawn down as far as expected. The counties were encouraged to continue project work as possible, and to close out projects that have completed construction.

### **Resolution 2021-001 – Apportion RATA Funds to Regions**

Steve Johnson presented Resolution 2021-001 – apportion RATA funds to regions, which approves that the accrued amount of \$5,623,531 now credited to RATA in October, November and December 2020 be apportioned to the regions by the established 2019-2021 biennium regional percentages after setting aside \$209,529 for administration.

Second Vice-Chair Janicki moved and Commissioner French seconded to approve Resolution 2021-001 – Apportion Rata Funds to Regions. **Motion passed unanimously.**

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

Steve Johnson reported that Island County's Boon Road project has been completed under estimate, which will allow a RATA fund turnback when the project is closed out.

While reviewing final paperwork for the project, county staff discovered an accounting issue that resulted in over-billing CRAB for RATA reimbursement. The county charged indirect overhead costs on top of staff labor, consultant, and construction work performed on the project. After several discussions with CRAB staff, Island County completed their review of the accounting, removed the indirect overhead costs charged on the project, and provided documentation of the corrections, which CRAB staff reviewed and acknowledged. The county then reimbursed \$203,501.21 in RATA funds, which were deposited back into the Island County Boon Road project, and will be included with the RATA fund turnback when the project is closed out.

Mr. Johnson reported that Spokane County requested a scope change for each of their remaining Bigelow Gulch projects to correct the beginning and ending mileposts for each project. Over the life of the projects and other Bigelow Gulch corridor improvements, there have been slight modifications and adjustments to their project scopes. The requested changes for these two projects will bring the RAP contracts in line with the county's Six Year TIP. The minor adjustments resulted in small changes in the overall project rating scores but did not alter the project positions in the funding arrays, and the county is not requesting additional RATA funding.

Mr. Koster sent a letter on January 8, 2021 with a contract amendment for the change in scope for each project.

Mr. Johnson noted that the following projects were dropped from the 2019–2021 RAP priority arrays, as they were not included in the counties' 2021–2026 Six Year TIP as submitted December 31, 2020:

<u>County Name</u>	<u>Road Name</u>	<u>BMP</u>	<u>EMP</u>	<u>Cost</u>	<u>RATA Req</u>
Asotin	Grande Ronde	9.47	9.72	\$728,000	\$655,200
Asotin	Grande Ronde	9.75	10.15	\$974,000	\$876,600
Garfield	Gould City Mayview	9.43	11.12	\$1,444,000	\$1,299,600
Grays Harbor	Ocean Beach Rd	4.85	5.47	\$2,755,000	\$2,400,000

These counties were contacted in December to confirm that the projects would be removed from the arrays.

Mr. Johnson presented the revised proposed 2021-2023 arrays that the CRABoard will consider for allocating RATA funds at the April 2021 meeting.

#### **Wahkiakum County Project Request**

Steve Johnson reported that Wahkiakum County requested an additional construction time extension for the RAP funded Elochoman Valley Road and Clear Creek Fish Passage project. The project will currently lapse on April 16, 2021.

The Elochoman Valley Road 3R project was submitted for funding in August 2008, requesting \$864,000 in RATA funding. The project proposes to enhance the safety of this roadway by improving horizontal and vertical curves, strengthening the subgrade, and widening the paved section to provide 12 foot lanes. The original construction lapsing date for the original Elochoman Valley Road was April 16, 2015. An extension to April 16, 2017 requested by the county due to loss and turnover of key county staff necessary for project development was approved by the CRAB Executive Director on January 27, 2015.

The Clear Creek Fish Passage project was submitted for funding in August 2014, requesting \$500,000 in RATA funding. The project proposes to replace the poor condition Clear Creek culvert under Elochoman Valley Road with a bridge allowing improved fish passage. This project is partially funded through design by the Salmon Recovery Funding Board. Construction funds from that Board are being pursued.

Mr. Johnson noted that the two projects were combined in March 2017. The CRABoard allocated the final \$221,972 in RATA funding in April 2017, bringing the fully funded combined RATA authorization to \$1,364,000. The act of combining the two projects brought both projects into the same contract. This allowed the combined project lapsing date to remain as April 16, 2021. To date, the county has received \$232,666.24 in RATA reimbursements for design of the project.

The second lapsing date will arrive April 16, 2021 and the county has requested an additional extension. The county planned to complete the design of the project for construction in 2021.

The county's design consultant has completed the 90% design, providing a construction cost estimate that remains significantly over the available budget. The county has been pursuing additional construction funding, specifically from the Salmon Recovery Funding Board via the Recreation Conservation Office. The county also intends to modify the construction phasing to allow initial site preparation efforts using County Forces. This will help to reduce the construction contract costs. While the county pursues the additional funding and adjusts their construction plans, they acknowledge that they will not be able to meet the April 2021 construction lapsing date. In consideration of these circumstances the county requests an additional extension of construction lapsing to April 16, 2023.

Mr. Johnson noted that the CRABoard must decide whether to grant the additional time extension for the project. If the extension is not granted, Wahkiakum County will have until April 16, 2021 to bring this project to the construction phase, or withdraw the project. Withdrawal will require the payback of RATA funds.

Staff finds that the county has demonstrated intent to construct both original projects in a manner that will minimize disruption to residents and road users, and allow efficient construction; that this is the first extension request for the fish passage portion of the project; that the county is actively pursuing the additional construction funding; and that the county has submitted the request for an additional time extension in a timely manner.

An additional extension to the construction lapsing date will allow the county to retain its RATA funding while it continues to move the project to construction.

Staff recommends allowing this one-time additional construction lapsing extension of Wahkiakum County's Elochoman Valley Road and Clear Creek Fish Passage RAP project to April 16, 2023.

Mr. Johnson introduced Mr. Lacy, who presented further information to the Board.

**Chair Stacy recessed the regular meeting at 1:58 pm.**

## **PUBLIC HEARING**

Chair Stacy opened the public hearing on WAC 136-500-080 at 2:00 pm.

### **Amend WAC 136-500-080 Emergency Loan Program**

Mr. Woods reported that the proposed amendments clarify that the interest charged on a loan from the Emergency Loan Program (ELP) be calculated as simple interest; and at the previous direction of the Board, proposed language has been added to allow a participating county to request an extension of their payback period.

He reported that no comments have been received on the CR-102 filed in November 2020.

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

Chair Stacy closed the public hearing on WAC 136-500 at 2:08 pm.

Following questions and discussion, Mr. Storey moved and Council Member Lambert seconded to adopt the amendments to WAC 136-500-080, Emergency Loan Program (ELP), clarifying that the interest charged on a loan from the ELP be calculated as simple interest, and adding language to allow a participating county to request an extension of their payback period. **Motion passed unanimously.**

**Chair Stacy reconvened the regular meeting at 2:11 pm.**

### **Wahkiakum County Project Request continued**

Following questions and discussion, Mr. Storey moved and Commissioner Peck seconded to approve an additional construction lapsing extension of Wahkiakum County's Elochoman Valley Road and Clear Creek Fish Passage RAP project to September 30, 2022. **Motion passed unanimously.**

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

## **DEPUTY DIRECTOR'S REPORT**

### **Current Budget Status**

Mr. Woods noted that the agency is in good status overall this biennium with a positive variance of approximately \$271,000. Staff plans to pre-pay software licenses for up to three years, and purchase new laptops and other hardware for the agency. He reminded the Board that any funds remaining in the RATA and CAPA accounts are returned to the counties, not to the Motor Vehicle Fund.

### **2019-21 Supplemental Budget / Governor's Submittal**

Mr. Woods reported that the \$122,000 requested by CRAB for retirement payouts was included in the Governor's submitted budget.

### **2021-23 Budget / Governor's Submittal**

Mr. Woods noted that all of CRAB's requests for grant programs were included in the Governor's submitted budget at the amounts requested. CRAB requested an additional \$10,000,000 for the ELP, but the Governor's submittal reduced that to \$5,000,000. He noted that there is a \$300,000 reduction in operating costs in the Governor's submittal, which is part of a statewide 3% reduction and does not just apply to CRAB.

### **County Engineers/Public Works Directors**

Mr. Woods reported that there have been no changes since October 2020.

### **County Visits**

Mr. Woods noted that due to COVID-19, all county contacts were by phone, email and virtual meetings.

### **Deputy Director's Activities**

Mr. Woods reported on his activities since the October 2020 CRABoard meeting.

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

### **WSACE REPORT**

Ms. Wall reported on several transportation bills currently before the legislature. She noted that there have been many bills introduced concerning Growth Management Act and Land Use reforms, and concerning carbon emissions.

She summarized House Transportation Committee Chair Jake Fey's \$26 billion transportation revenue proposal, and corresponding expenditure plans. She noted that almost \$17 billion of the revenue would be realized through an 18 cent per gallon increase in the Motor Vehicle Fuel Tax, and another \$7.5 billion through a carbon fee. She noted that the spending proposal nearly doubles the funds allotted to CRAB through RAP and CAPP over a 16 year period.

Ms. Wall also summarized Senate Transportation Chair Steve Hobbs' transportation revenue proposal, noting that his proposed fuel tax increase is only six cents per gallon. Senator Hobbs' proposal includes two separate funding scenarios, one under a "Cap and Invest"-based proposal (aka cap and trade), and the other under a "Carbon Fee"-based proposal. The full Cap and Invest proposal raises \$18.2 billion in revenue, while the full Carbon-Fee proposal raises \$19.1 billion in revenue. Both proposals span a 16 year period.

She reported that the annual WSACE Professional Development Conference has been cancelled. It will be combined with the annual WSACE Conference in June, which is still planned to be in person at this time. The annual NACE Conference in April has been changed to virtual only.

### **INFORMATION SERVICES DIVISION REPORT**

Mr. Hagenlock reported that all major projects are within scope and on budget. Only the Office365 implementation is behind schedule due to lack of resources in systems and security, and compounded by emergent issues with interagency support. Staff has taken action to address both issues.

He noted that GIS-Mo began Go-Live activities January 11 with Kitsap County as the first to submit their 2020 road log. Walla Walla and Okanogan counties have also had their 2020 road log approved and initial route geometry evaluated for completeness. 31 of 39 counties will provide CRAB with the route geometry, greatly improving the spatial representation of county roads at the State and Federal level.

He reported that disaster recovery is potentially the most significant function of the Information Services Division. Staff has procured backup services for all data in the

Cloud, which includes periodic storage to a device completely disconnected from any agency networks. This is crucial in the event of certain types of cyberattacks such as ransomware.

Mr. Hagenlock noted that the CRAB website transfer to WaTech is complete and stable, Office 365 training and implementation planning is scheduled, and Cloud migration backup and recovery services have been procured.

He reported that the Information Services Division continues to reorganize staff duties in response to recent retirements and new hiring's. Staff professional development is encouraged and supported. System security continues to be updated and monitored regularly.

**ENGINEERING AND ADMINISTRATIVE SUPPORT REPORT**

Mr. Pohle noted 89 total contacts in the last quarter: 81 with counties, seven with other agencies, and one with the public.

He reported that there were no new audit issues with compliance components initiating consultative contacts, involving the road fund or road departments, in the last quarter.

Mr. Pohle noted that County Engineers' Training scheduled for December and January was postponed due to COVID-19 restrictions. He has updated the training manual for future classes.

He reported on his other activities since the October 2020 CRABoard Meeting.

**COMPLIANCE REPORT**

Mr. Pohle noted that Asotin, Lincoln and Pacific Counties are actively recruiting to fill vacancies in the County Engineer's position. Walt Olsen, PE is currently serving as Interim County Engineer in both Asotin and Lincoln Counties.

**County Audit Reviews**

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	14	7	5	Yes	No
<i>Accountability</i>	14	1	7	Yes	No
<i>Fraud</i>	1	1	0	No	No
<i>Performance</i>	0	0	0	No	No

Mr. Pohle noted that one accountability audit finding for the road department regarded procurement: not awarding to the low bidder, not using sealed competitive formal bids, and retainage issues. One management letter for ER&R regarded rates and contingency. Neither required CRAB staff consultation following initial contact with those the counties.



### **December 31, 2020 Submittal Requirements**

Mr. Pohle reported that all 39 counties submitted the required Six-Year Transportation Improvement Program (TIP) and Budget Analysis; Annual Construction Program; County Arterial Preservation Program (CAPP); County Budget Summary; Pavement Management System Certification for CAPP; Work Plan and Budget for Maintenance Management System (MMS); and Engineer Certification of December Forms by the due date, with the exception of one form. Also, Grays Harbor County failed to meet the bi-annual surface rating requirements of their surfaced arterials and collectors, and has committed to a performance improvement plan. CRAB staff will report on the county's status at the April 2021 CRABoard meeting.

All forms have been reviewed and accepted, and all 39 counties are in reasonable compliance for submittal.

### **Cooperative Procedures for Processing of County Road Accident Reports**

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 of each calendar year. For 2020, 37 of 39 counties were compliant as required with the two remaining counties being very close to compliance and considered to be in reasonable compliance. One issue with the WSDOT system concerns how the program reacts to a "Not My Jurisdiction" response from the county.

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

## **DESIGN SYSTEMS AND UAS PROGRAM REPORT**

### **Design Systems**

Mr. Bailey noted that no in-person learning has been delivered or scheduled for last quarter and this upcoming quarter due to lingering COVID concerns and restrictions.

He reported that in the Pinnacle Series Learning Management System, CRAB has completed and uploaded 16 new assets and one learning path. The platform has 739 registered users and has had 204 unique active logins since October 2020. Users have accessed 1,098 unique assets and 530 learning path courses. Of the assets accessed, 278 were CRAB's custom content in support of GIS-Mo and RAP Online. Using imputed averages for assets and courses, CRAB provided approximately 357 person hours of training.

Mr. Bailey issued a survey in early January to solicit feedback on Pinnacle's content and usability. Staff is currently working with the county user administrators to encourage more response, and will be compiling the results and developing an action plan to address comments and make improvements.

He noted that CRAB staff elected to cancel the 2021 Road Design Conference in March. Based on the current COVID status and anticipated vaccination schedule, it was felt that it would not be well attended, and possibly not allowed under COVID restrictions. Campbell's Resort at Lake Chelan allowed staff to cancel the 2020 and

2021 conferences at no cost despite signed contracts, in return for booking the 2022 and 2023 conferences with them.

**UAS Program**

Mr. Bailey reported on FAA rule changes for line-of-sight UAV operation announced on December 28. A positive outcome is the relaxation of rules against night operation and operating above people and moving vehicles. The new rules allow these operations without a waiver for four categories of UAV's, define the inspection and certification regimes for both aircraft and pilot, and stipulate that operators must have their certificate and ID on their person while flying.

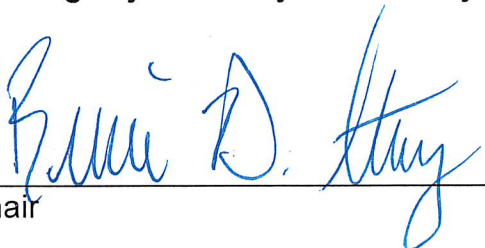
The rule changes also impose the requirement for "Remote ID". Certain UAV's will be required to carry a system that transmits identification messages directly from the aircraft, including such data as serial number, location and speed of the UAV and the location of the operator. The rules speculate that this would likely be done over WiFi or Bluetooth, and would need to be receivable with personal wireless devices. The exact technical implementation of these rules is left to manufacturers, who have until July 2023 to design systems, submit them for certification, and build them into the aircraft. Operators have an additional year to begin using the Remote ID UAV's.

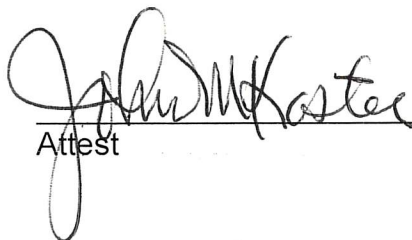
Mr. Bailey noted that for CRAB and the counties, these rule changes present a great opportunity to expand the ability to easily collect data remotely. As a result of these changes, CRAB staff will be aggressively pursuing upcoming grants from the Washington Traffic Safety Commission to evaluate UAV hardware and software in the accurate collection, dissemination and recording of data related to county roads.

**EXECUTIVE DIRECTOR RECRUITMENT PROCESS**

Chair Stacy reviewed the potential schedule for next steps. He noted that applications close on January 31, 2021. The Board agreed that Chair Stacy, Vice-Chair Coffman and Second Vice-Chair Janicki will review all applications and report back to the full Board. If they are confident in moving forward with interviews, Ms. Pendleton will then secure a venue, schedule interviews and announce a Special Board Meeting with the Code Reviser's Office. If they are not confident, they will extend the application deadline.

**Meeting adjourned by Chair Stacy at 4:50 pm.**

  
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Chair

  
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Attest