

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

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

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

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

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

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

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

*Thursday, January 27, 2022*

## **CALL TO ORDER**

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

## **CHAIR'S REPORT**

### **Approve Agenda for January 27-28, 2022 Meeting**

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

### **Approve Minutes of October 28, 2021 CRABoard Meeting**

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

## **EXECUTIVE DIRECTOR'S REPORT**

### **2021 Annual Report**

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

### **Staffing update**

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

### **Director's Activities**

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

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

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

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

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

## **RURAL ARTERIAL PROGRAM**

### **Program Status Report**

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

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

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

### **Regional RAP Meetings Update**

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

### **Update on previous Board actions - Projects**

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

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

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

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

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

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

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

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

**Update on previous Board actions – Emergency Loan Projects**

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

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

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

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

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

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

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

### **Resolution 2022-001 – Apportion Rata Funds to Regions**

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

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

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

### **PUBLIC HEARING - WAC PROPOSED CHANGES**

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

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

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

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

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

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

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

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

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

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

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

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

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

No public comments were received on this WAC amendment.

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

**Motion passed unanimously.**

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

**DEPUTY DIRECTOR'S REPORT**

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

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

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

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

**Board Recognition**

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

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

**Friday, January 28, 2022**

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

**WSACE Managing Director – Axel Swanson**

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

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

**ENGINEERING AND ADMINISTRATIVE SUPPORT SERVICES**

**Compliance Report**

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

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

**Certification**

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

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

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

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

### **Information Systems**

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

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



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

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

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

### **Design and UAS Systems**

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

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

### **Pinnacle Series LMS**

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

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

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

### **2022 Road Design Conference**

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

### **UAS Program**

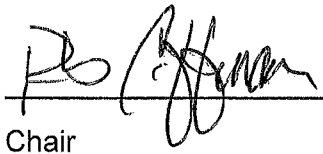
The program manager worked with Spokane County in November to collect data over five bridges with the drone mounted with a FLIR infrared camera. Several data sets processed without errors and showed promise in the identification of defects in the bridge deck. As with any new process, we are still refining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

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

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

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

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

  
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Chair

  
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Attest