

**Minutes**  
**County Road Administration Board**  
**October 27, 2022**  
**Skagit County Commissioners Hearing Room**  
**and Zoom participation**

**Members Present:** Rob Coffman, Lincoln County Commissioner, Chair  
Lisa Janicki, Skagit County Commissioner, Vice-Chair  
Doug McCormick, PE, Snohomish County Engineer  
Lindsey Pollock, Lewis County Commissioner  
Carolina Mejia, Thurston County Commissioner

**Members Absent:** Grant Morgan, PE, Garfield County Engineer, 2<sup>nd</sup> Vice Chair  
Brad Peck, Franklin County Commissioner  
Eric Pierson, PE, Chelan County Engineer  
Al French, Spokane County Commissioner

**Staff Present:** Jane Wall, Executive Director  
Drew Woods, PE, Deputy Director  
Tommy Weed, IT Director  
Jason Bergquist, Executive Assistant

**Staff Present:** Jacque Netzer, Communications Director  
**Via Zoom** Steve Johnson, PE, Grant Programs Manager  
Derek Pohle, PE, Support, Training and Compliance Manager  
Mike Clark, Road System Inventory Manager  
Eric Hagenlock, Data Quality Assurance & Analysis Manager  
Cameron Cole, GIS Manager  
Liana Roberson, GIS Analyst

**Guests:** Axel Swanson, WSACE Managing Director  
Jay Drye, WSDOT Local Programs  
Grace Kane, Skagit County Engineer / Public Works Director

**Thursday, October 27, 2022**

**CALL TO ORDER**

Chair Coffman called the meeting to order at 9:03 am.

**CHAIR'S REPORT**

**Approve Agenda for October 27-28, 2022 Meeting**

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

**Approve Minutes of July 28-29, 2022 CRABoard Meeting**

Commissioner Janicki moved and Commissioner Pollock seconded to approve the minutes of the July 28-29, 2022 CRABoard meeting. **Motion passed unanimously.**

**Set 2023 CRABoard Meeting Dates**

Chair Coffman asked whether the proposed dates worked for all CRABoard members. There were some concerns raised about the proposed April dates, and given 4 board members were absent, the motion was made to only approve the January 2023 meeting date.

Doug McCormick moved, and Commissioner Pollock seconded to set the 2023 meeting date for January 19-20, and then wait until the next board to set dates for April, July and October 2023.

**Motion passed unanimously.**

**Staff Introductions**

Jane Wall introduced CRAB's new Communications Director, Jacque Netzer, to the CRABoard. Mrs. Netzer shared with the Board that she's excited about her new role and joining the CRAB family.

**Public Comment Period**

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

**CERTIFICATIONS**

**Resolution 2022-009 Apportion Rata Funds to Regions**

Mr. Johnson presented Resolution 2022-009 – Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$8,656,164 deposited to the RATA for July, August and September 2022 be apportioned to the regions by the established 2021-2023 biennium percentages after setting aside \$159,318 for administration.

Following questions and discussion, Doug McCormick moved, and Commissioner Pollock seconded to approve Resolution 2022-009 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

**Resolution 2022-010 RAP Match Adjustment**

Mr. Johnson shared proposal that "any project that certifies the commencement of construction in 2023 or 2024 will receive full RATA funding up to the total project estimate in the final prospectus. Phased projects must certify construction of all phases to be eligible. Proposal does not require any changes to WAC. Authorizes the Executive Director to amend contracts for eligible projects. Must be formally approved by OFM before final implementation. OFM has reviewed proposal and has no concerns. Awaiting approval by CRABoard before granting their formal approval.

***Example:*** Dungeness County's project was estimated at \$3 million, funded with \$2.7 million in RATA and \$300k in local match. If this project reaches construction in 2023/2024, the project RATA share will increase to the full (original estimate of) \$3 million.

Based upon the current revenue forecast, and the statewide reimbursement schedule (compiling each county's RAP project schedule), increasing the RATA share for projects that certify construction in 2023/2024 will not only assist counties in meeting the increased project costs, but will help spend down the high RATA balance in a controlled and predictable manner. CRAB will retain the authority to pause or withhold voucher payments on projects in the event that the RATA balance drops below predicted levels. If there are too few projects that take advantage of this opportunity, CRAB can consider allowing additional projects that are currently contracted but underfunded to request advance funding.

Following questions and discussion, Doug McCormick moved, and Commissioner Janicki seconded to approve Resolution 2022-010 – RAP Match Adjustment. **Motion passed unanimously.**

### **2023-2025 RAP Priority Array Review**

Mr. Johnson shared that after the January 2022 request for project submittals, the counties submitted 118 preliminary proposals on March 1, 2022. CRAB engineering staff field reviewed these preliminary submittals in the spring of 2022 with the county engineer or responsible staff to evaluate surface conditions and discuss overall scope of each of the proposals.

63 final prospectuses were received from the counties by September 1, 2022, requesting \$100,660,700 in RATA funding in the 2023-2025 biennium. This is compared to the 75 prospectuses requesting \$103,132,800 in the current biennium. The estimated revenue for the 2023-2025 biennium is \$50,000,000, which includes \$9,331,000 in legislative Motor Vehicle Account transfers into the RATA account. Including the MVA transfers in the estimate for the call for prospectuses (though not codified in CRAB's budget) ensures the Board has a large array that can direct all 'potential' funding to the most competitive projects in each region. CRAB staff will review the 2023-2029 Six Year Program submittals for each county early in January to ensure that proposed RAP projects are included in those programs.

Mr. Johnson shared attached draft funding arrays which included 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 2023.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Annual Certification Form**

Director Jane Wall asked for approval of the 2022 Annual Certification Form. Doug McCormick moved, and Commissioner Pollock seconded to approve the 2022 Annual Certification Form. **Motion passed unanimously.**

Director Wall provided an update on her activities from the past several months, as well as notable events that are upcoming.

Director Wall noted that it was a busy summer filled with travel for CRAB staff. Director Wall visited 15 counties over the summer months to meet with county engineers, public works directors, and elected officials. She also met with a number of legislators in the summer and fall

months, including, Representative Fey, Senator King, Representative Barkis, Representative Goehner, and Representative Chapman.

Director Wall continues to stay busy with her board and commissions commitments, including attending the Transportation Improvement Board October meeting and the Road Usage Charge committee. Director Wall was also a panelist presenter at the fall APWA conference in Spokane.

The Strategic Plan continues to take center stage and evolve as time passes. CRAB successfully hired a Communication's Director in October and continues to look to ways to improve our messaging and presence.

**Chair Coffman called for a brief 10-min recess @10:29am and later called the meeting to order @10:47am.**

### **Washington State Representative Jake Fey**

Chair Coffman introduced Representative Fey (representing the 27<sup>th</sup> District, which includes City of Tacoma and parts of Pierce County) as the featured guest for our October board meeting. Representative Fey provided updates on the recently adopted Move Ahead Washington transportation revenue package, as well as shared his thoughts on the upcoming legislative session.

Notable highlights of the Move Ahead package include, a first of its kind "revenue breakthrough" for the transportation budget. For the first time, the transportation budget benefited from a direct operating budget transfer. The \$2 billion transfer was a game-changer for the package. In addition to the operating revenue, the Move Ahead package was able to take advantage of the \$5 billion in Climate Commitment Act funds, as well as various fee increases.

On the spending side, the Move Ahead package focused on shoring up our ferry system, state-highway preservation and maintenance, fish passage investments, and projects. Representative Fey acknowledged not enough was done for agencies like CRAB and that an additional package is "not that far off."

As we look to the 2023 legislative session Representative Fey noted that safety will a top priority, specifically looking at lowering the legal limit for driving while under the influence, and a focus on driver's ed training for youth. In addition, he reported that inflation, supply chain issues, and the continuous downturn in motor vehicle fuel tax returns will tax the Move Ahead package and other investment priorities.

Representative Fey acknowledged the gas tax in a fleeting revenue source and talked about "what is next." While the road usage charge is one solution, it is not a panacea and other revenue options will need to be considered.

**Chair Coffman called for a 60-minute recess @11:50am to allow the Board and staff time for lunch. Meeting will resume @1:00pm.**

## **ENGINEERING DIVISION REPORT**

Drew Woods provided a budget status update sharing that we're in good shape to stay under budget for remainder of current biennium, due in part to savings in travel & goods and other services. We're projecting to have a budget surplus of approximately \$100k with additional \$200k for IT expenditures. We'll be advancing as many expenditures as possible from next biennium to current (Software license agreements, one time expenditures, etc.). Unused funds will be returned to the counties for CAPP and RAP

### FY 2023 Supplemental Request

Mr. Woods shared that we've requested \$1,013,000 additional expenditure authority for CAPP; including a fund balance reduction from \$1,000,000 to \$500,000; Transfers made at end of 19-21 biennium that were expended in 21-23 biennium; and Adjustments to September 2022 transportation revenue forecast.

### 2023-2023 Biennium Budget

#### Grant Programs:

\$63,598,100 expenditure authority for Rural Arterial Program (RAP)

- o Includes continuing \$9,331k transfer from Motor Vehicle Account
- o Includes \$3,100k electric vehicle renewal fee

\$38,678,100 expenditure authority for County Arterial Preservation Program (CAPP)

- o Includes statutory transfer of \$3.0M from Transportation Partnership Account
- o Includes continuing \$7,666k transfer from Motor Vehicle Account

\$2,455,800 expenditure authority for CFCIP

- o \$705,800 for Pierce County \$1,000,000 for Whatcom county
- o \$750,000 for Skagit County

Move Ahead Washington - \$10,000,000

- o Must be distributed and used same as CAPP

Emergency Loan Program

- o No request in this budget cycle.

Other Decision Packages

- o Legacy software replacement (ML) – \$480,913
- o Active Transportation/Multimodal Needs of Rural County Roads (PL) – \$250,000

### **WSACE Managing Director – Axel Swanson**

Mr. Swanson reported on activities of the Washington State Association of County Engineers. Recently, WSACE has begun to focus on their legislative priorities and spending considerable time preparing for upcoming conferences. Mr. Swanson continues to coordinate administrative responsibilities for the Board while finalizing workgroup activities, reports, and recommendations. As session approaches, he has increased meetings with legislators and agency partners to prepare for the 2023 legislative session. Mr. Swanson and the WSACE Board President were able to attend the Oregon Association of County Engineers Conference in October, and while learning a lot, were also able to strengthen an important regional partnership among the two Associations.

Mr. Swanson has been working with the WSACE Board and WSAC Communications staff to book the locations for both WSACE's Professional Development Conference in February 2023

and the Annual Conference in June 2023. They have also signed an agreement with a firm for their Professional Development training and have started meeting with a trainer to define the conference subject matter.

Over the past two months, WSACE has been meeting regularly with King County staff to plan for the Joint Transportation Committee (JTC) meeting on November 15th at the County Leaders Conference (CLC). Mr. Swanson was excited to share that they're planning an afternoon tour in coordination with JTC staff for legislators to visit the King County Maintenance Headquarters. The tour will be followed by an on-site WSACE breakout session regarding the King County Roads Equity Journey. Mr. Swanson has also been working with Communications staff on several transportation/infrastructure breakout session for the CLC.

WSACE continues to track state and federal rulemaking processes to coordinate comments and be a voice for counties. Recent examples include coordinating and submitting comments for DFW's fish passage rule making, responding to a WSDOT agency legislative proposal concerning right of way/franchise agreements, and participating in 811 stakeholder meetings to review proposed changes to the Washington State Dig Law.

WSACE continues to help coordinate an ad hoc Broadband Deployment Best Practices Workgroup facilitated by the MRSC. The group's shared goal is to accelerate broadband deployment to unserved and underserved areas consistent with best practices in right-of-way permitting and policy. Discussions are intended to lay the groundwork for a predictable, consistent, and timely permitting process for broadband infrastructure. The meetings are designed to achieve a consensus outcome and clear next steps.

Mr. Swanson continues to give presentations around the state regarding the challenges County Road Departments have funding the county transportation system. Examples of recent presentations include to the Joint Transportation Committee, Washington Chapter of the American Public Works Association, and the Infrastructure Assistance Coordinating Council.

## **IT DIVISION REPORT**

Tommy Weed (IT Director) reported on IT Updates as follows:

### **Help Desk Updates and Upgrade:**

CRAB has revamped the IT helpdesk. As part of this work, we now have four mechanisms for our customers to send us helpdesk requests. Customers can now go to our website and at the bottom of the page a support ticket link will send you to a helpdesk form. The helpdesk form has been simplified to best meet user needs. Customers can also directly email the helpdesk at [helpdesk@crab.wa.gov](mailto:helpdesk@crab.wa.gov) requesting help, and a ticket will be created automatically. Customers can also log-in to the helpdesk system and create a ticket as they have done in past. They also have the option of asking a CRAB staff member to create a ticket for them. Regardless of how the ticket is created, the helpdesk will use automation rules to help direct it to the proper team by placing it in a sub-category. Each sub-category has a team of technicians that are notified when a new ticket is placed in their sub-category.

### **GIS-Mo upgrade:**

Our GIS-Mo environment has been upgraded to the most up to date ESRI software version to fit our business needs, and we are migrating and updating all of our GIS data to the new version.

This will provide CRAB and all counties with cutting-edge GIS web applications. Our next upgrade will migrate from our current desktop GIS environment (ArcGIS for Desktop) to a web GIS environment (ArcGIS Pro), improving data sharing, cross-collaboration, real-time spatial analysis, remote web map access, and more.

**GIS Team:**

The GIS Team has been supporting the counties with their upgrades to their GIS environments. Skamania County, for example, has recently upgraded from stand-alone desktop licenses to an ArcGIS Enterprise environment. We've assisted Skamania County in the decision-making process. Thurston County, as another example, has been developing its own ESRI Roads and Highways platform to house its GIS data internally, and we're assisting with the development and testing phases. Our outreach has been accompanied by training materials for the counties.

**GIS Training:**

Liana Roberson has created multiple ESRI Learning Plans through the ESRI Online Training Academy that covers a range of GIS and GIS-Mo-related topics at beginner, intermediate, and advanced levels. These Learning Plans can be easily shared with each county, as they welcome new staff and new software, such as with Jefferson, Douglas, and Okanogan counties.

**GIS – Other work:**

Externally, we're supporting the counties by building new GIS web applications and processes for easier data collection, data migration, and data updates and for consistency and transparency. Internally, we are supporting CRAB endeavors and helping promote CRAB as an agency by building custom GIS web applications and hosting GIS data in our ArcGIS Enterprise portal. For example, Liana Roberson has been creating a RAP mobile application for the Engineering Department to view and assess RAP projects in the field easily. We are also hosting our up-to-date road network and ancillary data for CRAB's Story Map Project, while also developing a plan for our Environmental Health Disparity Project.

**GIS-Mo at APWA:**

CRAB was invited to present at the APWA fall conference in Spokane in early October. The presentation showcased the value of the GIS-Mo application, and how GIS is a useful tool at any level of public work, not just county government. CRAB's Cameron Cole presented GIS-Mo's value, and how CRAB is transitioning from Mobility to the current GIS-Mo application.

**CRAB at APWA Technical Committee:**

During the APWA fall Conference CRAB was also invited serve as a panelist for the Technical Committee presentation. The key topics were emerging technologies in public works. Panelists represented a range of public works interest groups, including, city, state, and private sectors representatives.

**CARS and RAP with SmartSimple**

CRAB has now completed two scoping sessions with SmartSimple. The scoping sessions involved going into detail of the CARS and RAP process. These scoping sessions were important first steps in the project and will ensure all pertinent elements will be captured in the statement of work. The project's next steps are to agree on the statement of work, due later in November.

**GIS-Mo Training Grant Update**

A GIS-Mo training grant has been secured and approved through the Traffic Safety Commission. This \$200,000 grant for federal fiscal year 2023-2025 will allow CRAB staff to develop robust GIS-Mo training materials for our county customers. CRAB will convene a workgroup of county stakeholders to develop an RFP that is scheduled to advertise in early January 2023.

**Chair Coffman closed the Board Meeting and opened the Public Hearing @2:00pm.**

**PUBLIC HEARING**

**Proposed WAC Change – Chapter 136-400**

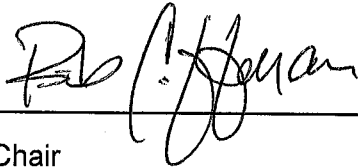
Mr. Woods presented the Board with proposed amendments to adopt for Chapter 136-400 WAC regarding the administration of the County Ferry Capital Improvement Program (CFCIP). The proposed amendments to Chapters 136-400-020, 136-400-030, and 136-400-080 WAC would limit funding from the CFCIP to replacing an existing ferry vessel once. With this proposed change, Whatcom and Wahkiakum counties would still be eligible for CFCIP vessel replacement funding. However, Pierce and Skagit counties will no longer be eligible for CFCIP vessel replacement funding since all of their vessels have received CFCIP funding for replacement.

**Chair Coffman closed the Public Hearing and opened the Board Meeting @2:05pm.**

Commissioner Mejia moved, and Commissioner Pollock seconded to approve the proposed WAC Changes for Chapter 136-400-020, 136-400-030, and 136-400-080. **Motion passed unanimously.**

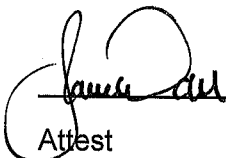
Chair Coffman *noted that there was no need for an Executive Session.*

**Chair Coffman adjourned the meeting at 2:16pm.**



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Chair



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Attest