

**Minutes**  
**County Road Administration Board**  
**January 19 – 20, 2023**  
**CRAB Office – Olympia**  
**and Zoom participation**

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

**Members Present:** Doug McCormick, PE, Snohomish County Engineer  
**Via Zoom**

**Staff Present:** Jane Wall, Executive Director  
Drew Woods, PE, Deputy Director  
Eric Hagenlock, IT Director (acting)  
Jason Bergquist, Executive Assistant  
Jacque Netzer, Communications Director  
Steve Johnson, PE, Grant Programs Manager  
Derek Pohle, PE, Support, Training and Compliance Manager

**Staff Present:** Cameron Cole, GIS Manager  
**Via Zoom** Liana Roberson, GIS Analyst  
Brian Bailey, Design Systems & UAS Programs Manager  
Mike Clark, Road System Inventory Manager

**Guests:** Tom Weller, Skagit County Asst County Engineer (1/19 only)  
Forrest Jones, Skagit County Asst Public Works Director (1/19 only)  
Axel Swanson, WSACE Managing Director (1/20 only)  
Nicole Norvell, Ferry County Engineer (1/20 only)

**Thursday, January 19, 2023**

**CALL TO ORDER**

Chair Coffman called the meeting to order at 1:00 pm.

## **CHAIR'S REPORT**

### **Approve Agenda for January 19 - 20, 2023 Meeting**

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

### **Approve Minutes of October 27, 2022 CRABoard Meeting**

Commissioner Pollock moved and Commissioner Peck seconded to approve the minutes of the October 27, 2022 CRABoard meeting. **Motion passed unanimously.**

### **Approve 2023 CRABoard Meeting Dates**

Chair Coffman asked whether the remaining proposed dates for 2023 worked for all CRABoard members. As for locations, Kitsap County (Westside in July 2023) and Spokane County (Eastside in October 2023) were chosen. Commissioner Mejia asked that the April 13 Board Meeting start 30 mins later @ 1:30pm which was agreed upon. Commissioner Pollock moved, and Commissioner French seconded to set the 2023 meeting dates for April 13-14, July 27-28 and October 26-27. **Motion passed unanimously.**

### **Public Comment Period**

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

## **EXECUTIVE DIRECTOR'S REPORT**

### **2022 Annual Report**

Jane Wall noted that CRAB's 2022 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.

### **Director's Activities**

Director Wall reported on several key milestones that were met in the final months of 2022, and early 2023. These include hiring a new Communication's Director, Jacque Netzer, who jumped right into CRAB activities. Her work helped us bring our Data Story across the finish line, a major accomplishment, and a herculean effort by many of our staff. Jacque also assisted CRAB staff in finishing our 2022 Annual Report. This year's report has a new look but the same great message. The new look is in response to our Strategic Planning goals of improving communications with stakeholders.

In addition to completing these two major tasks, Director Wall reported on the legislative session and the preparations that took place late last year. This included attending the Washington Highway User's Federation interim briefing in December, and legislative meetings with Senators

Lias and Saldana, and Representative Fey. Director Wall and her staff also met with legislative and OFM staff to discuss our budget request, and other legislative topics.

One of these topics revolved around how CRAB can be most responsive to an emerging need among our communities. Senator Lias has approached CRAB to ask about the possibility of our agency providing technical support to counties as they navigate federal funding programs. With the newly passed federal Infrastructure and Investment Act (IIA), there are a great number of new federal funding programs. However, some of our communities lack the technical expertise on staff to pursue these dollars. Senator Lias is interested in CRAB serving as a liaison for communities in their pursuit of these grants. Director Wall credits our tour in October for the planting of this idea. CRAB has drafted a proposal and submitted it to the Legislature for further consideration.

Director Wall also touched on the work CRAB has been providing to the Freight Mobility Strategic Investment Board (FMSIB). FMSIB's former Executive Director retired in November and FMSIB approached CRAB for administrative support assistance as they look for a new Director. CRAB and FMSIB signed a contract in late-December to provide these services. The FMSIB work has kept Drew and Jane busy, but thus far no other staff time has been required.

## **RURAL ARTERIAL PROGRAM**

### **Resolution 2023-001 – Apportion RATA Funds to Regions**

Mr. Johnson presented Resolution 2023-001 – Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$5,636,181 deposited to the RATA for October, November, and December 2022 be apportioned to the regions by the established 2021-2023 biennium percentages after setting aside \$165,476 for administration.

Following questions and discussion, Commissioner Janicki moved, and Commissioner Mejia seconded to approve Resolution 2023-001 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

### **Skagit County Construction Extension Request**

Mr. Johnson shared a letter dated January 10, 2023 from Skagit County requesting an additional construction time extension for the RAP funded Francis Road (Segment 1) project. The project will currently lapse on April 16, 2023, 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 16, 2025.

#### **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.

**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 lapsing date will arrive April 16, 2023 and the county has requested an additional extension. Since the project has been delayed due to reasons including Right Of Way negotiation, permitting, and pandemic related issues, the updated project construction cost is far more than originally estimated. The original total project cost was \$1,425,000. The updated construction cost is now \$2,742,175. Although the county has completed the preliminary engineering and Right Of Way phases, the county has documented that the construction costs now far exceed their available funding.

Skagit County intends to pursue additional construction funding. Since the project followed the federal process (had federal design funds), additional STP federal funds for construction will not incur supplementary design or documentation efforts. However, the timing for applying and obligating potential new STP funds will take longer than the available time in the RAP contract. Additionally, if the county is unsuccessful in obtaining STP construction funds, more time may be necessary to develop a new strategy to construct the project.

While the County pursues the additional funding, they acknowledge that they will not be able to meet the April 2023 construction lapsing date requirement. In consideration of these circumstances the county requests an additional extension of construction lapsing to April 16, 2025.

Mr. Johnson pointed out that per WAC 136-167-040, section (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."*

**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, 2023 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 is actively pursuing the additional construction funding.
- This project does not meet the requirements for consideration of RATA fund increase (WAC 136-165-020) since an increase in RATA funding must be based on specific extraordinary and unforeseeable circumstances.
- 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 additional construction funding.

Staff recommends allowing this one-time additional construction lapsing extension of Skagit County's Francis Road (Segment 1) RAP project to April 16, 2025 per WAC 136-167-040 (5).

Following questions and discussion, Commissioner Peck moved, and Commissioner Pollock seconded to approve Skagit County's Construction Extension Request for Francis Road (Segment 1) RAP project to April 16, 2025. **Motion passed unanimously.**

Chair Coffman called for a recess @ 2:19pm and later called the meeting to order @ 2:32pm.

## **ENGINEERING DIVISION REPORT**

The Deputy Director (Drew Woods) provided an update of the current budget status. CRAB's three operating accounts continue to project to end with a positive variance. CRAB staff is evaluating 23-25 biennium expenditures to move into the current biennium to take advantage of the remaining budget capacity.

A review of the Governor's proposed 23-25 transportation budget was discussed. The Governor's budget includes all of the requests made by CRAB with the exception of a reduced transfer from the State Motor Vehicle Account into the Rural Arterial Trust Account and the County Arterial Trust Account. The transfer amounts were decreased from the 21-23 amount to the 19-21 biennium amount. This is approximately \$7.4 million in funding that CRAB hopes to restore for county road preservation needs. Staff will be working with legislative staff to try to get the transfers restored to the current 21-23 amounts.

The Engineering Division report was reviewed.

## IT DIVISION REPORT

Eric Hagenlock (Acting IT Director) reported on IT Updates as follows:

### GIS-Mo – December 2022 Update

CRAB IT staff performed a major update to all 39 county GIS-Mo VUEWorks sites. CRAB IT & Engineering met following the inaugural road log certification in 2022 to document lessons learned. This update completed the effort to ensure the product changes from lessons learned were implemented so that County and CRAB Engineers could begin submitting, auditing, and certifying county road logs immediately beginning 2023.

In addition to the primary road log certification changes, the December update included high value improvements for pavement management and other user feature requests, such as Surface Condition Layers (Previous Year, Current Year, and Most Recent Rating) for standards of good practice compliance analysis and pavement management, Pavement Management Layer to prepare for advanced module configuration in budget forecasting, and a Network Milepost Layer used for county technicians to quickly locate new and existing assets.

### GIS Day Presentation

GIS Day provides an opportunity for GIS professionals to highlight and celebrate solutions that are transforming data management, customer service, decision making, and much more! It's also an opportunity for GIS professionals to highlight and celebrate their awesome work. Part of our ongoing effort to meet the strategic goal to *magnify CRAB presence and credibility* from our CRAB 2021 strategic plan.

### SmartSimple: CARS & RAP SaaS Replacement

The 2020 CRAB IT Strategic Plan identified a strategy to implement more Commercial off the Shelf (COTS) and Software as a Service (SaaS) solutions as opposed to custom software solutions. This would allow CRAB software to meet the needs of County and CRAB staff more rapidly. With both the CRAB Annual Report System (CARS) and RAP Online applications ready for overhaul, CRAB secured a grant via WSAC/E study funds to update these in FY23. Using the SaaS master contract, CRAB staff is currently underway with SmartSimple in developing a scope of work. SmartSimple is a low-code, configuration-based technology that specializes in workflow automation and will give CRAB IT the ability to self-configure as the needs of business owners change.

### Emma: Email and Marketing Campaign

Most of what CRAB does requires excellent communication. One of the strategic goals from our 2022 strategic plan is to *magnify CRAB presence and credibility*. Emma® is an email marketing tool to manage distribution lists and so much more. CRAB staff will be able to build brand consistency, target audiences, automate campaigns, and analyze outreach effectiveness, all from the Emma® platform. The Emma® project team is in final stages of implementation.

### Security: Vulnerability Management

It is critical that our IT security keep pace with the constantly evolving risks and exploits faced in cybersecurity. The State Office of Cybersecurity was established to develop centralized services and functions across state agencies in 2021. CRAB IT security has been implementing all manner of cybersecurity tools in the form of threat protection, mobile device management, and vulnerability management to protect state and county data from bad actors. **CRAB IT Security has been so effective implementing these solutions that since inception of the program in September 2022, CRAB as always ranked in the top 3 of 150 agencies! In November 2022, CRAB ranked #1 of 150!**

Mr. Hagenlock gave special kudos to Scott Campbell & Angela Rice for this achievement and thanks his entire IT team for all their hard work on behalf of CRAB.

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

Chair Coffman concluded the meeting by taking a few moments to recognize CRAB Board Vice Chair Commissioner Janicki who has tendered her resignation from the CRAB Board (effective end of January 2023). Commissioner Janicki faithfully served for 8 years from 2015 – 2023.

**Chair Coffman called for Recess @ 3:30pm.**

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**Friday, January 20, 2023**

### **CALL TO ORDER**

Chair Coffman called the meeting to order at 8:30 am.

### **Public Comment Period**

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

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

Mr. Swanson reported on activities of the Washington State Association of County Engineers (WSACE). He has spent considerable time since November 2022 working on legislative priorities, while also preparing for a Professional Development Conference in February 2023. Mr. Swanson continues managing administrative responsibilities for the WSACE Board while transitioning much of his daily routine toward working on legislation. As the 2023 legislative session has gotten under way, he has increased meetings with legislators, agency partners, and time spent preparing testimony for bill hearings.

In the near-term, session started out fast with several bills proposing to change current public works procurement law being heard in committee. The most significant changes would include requiring the payment of current prevailing wage on the date work is performed, adding apprenticeship requirements to qualify as a responsive bidder, and updating the Small Works Roster to allow for direct contracting with certified small businesses for projects under \$150,000.

Over the past two months, WSACE has been helping prepare for the legislative session. Mr. Swanson has been working with other WSAC staff to finalize legislative priorities and strategies for the Association and to prepare for Legislative Steering Committee (LSC) Meetings. Work has included reviewing the Governor's proposed budgets, participating in LSC planning meetings, scheduling meetings with legislators, reviewing pre-filed legislation, and managing shared folders and reports in the bill tracking software. In preparation for session Axel was also present for several work sessions during Legislative Committee Assembly Days.


WSACE was very happy with the outcomes of the 2022 County Leaders Conference, especially working with King County to accomplish a tour in coordination with the Joint Transportation Committee for legislators to visit the King County Maintenance Headquarters. Mr. Swanson continues to give presentations and update agencies and legislators regarding the state of county roads and infrastructure. Examples of recent presentations include the Joint Transportation Committee, the Washington State Transportation Commission, The Washington State Senate Transportation Committee, and the Freight Mobility Strategic Investment Board. WSACE also continues to track state and federal rulemaking processes to coordinate comments and be a voice for counties.


Mr. Swanson has been working with the WSACE Board and WSAC Communications staff to finalize the agenda and details for the Professional Development Conference. The Board has also begun working on the agenda and content for the Annual Conference in June and will fully concentrate on that effort after the Professional Development conference, which is taking place this first week in February.

### **SPECIAL PRESENTATION**

Drew Woods (Deputy Director) and Eric Hagenlock (Acting IT Director) presented an overview of the Health Disparity Map.

**Chair Coffman adjourned the meeting at 9:19 am.**

  
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Chair

  
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Attest