

Minutes
County Road Administration Board
July 27-28, 2023
Kitsap County – Hampton Inn & Suites (Bremerton, WA)
and Zoom participation

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
Grant Morgan, PE, Garfield County Engineer, Vice-Chair
Lindsey Pollock, Lewis County Commissioner, 2nd Vice Chair
Doug McCormick, PE, Snohomish County Engineer (via Zoom 7/27 only)
Eric Pierson, PE, Chelan County Engineer
Al French, Spokane County Commissioner
Art Swannack, Whitman County Commissioner

Members Absent: Brad Peck, Franklin County Commissioner
Carolina Mejia, Thurston County Commissioner

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Jason Bergquist, Executive Assistant
Steve Johnson, PE, Grant Programs Manager
Mike Clark, Road System Inventory Manager
Jacque Netzer, Communications Director

Staff Present: Eric Hagenlock, IT Director
Via Zoom Derek Pohle, PE, Support, Training and Compliance Manager (7/28 only)
Brian Bailey, Design Systems & UAS Program Manager (7/28 only)
Cameron Cole, GIS Manager (7/28 only)
Liana Roberson, GIS Specialist (7/28 only)

Guests: David Smith – Mason County Engineering & Construction Mgr (7/27 only)
Loretta Swanson – Mason County Public Works Director (7/27 only)
Randy Neatherlin – Mason County Commissioner (7/27 only)
Monte Reinders, P.E. – Jefferson County Engineer (7/27 only)
Eric Kuzma – Jefferson County Asst Public Works Director (7/27 only)
Joe Rutan, P.E. – Kitsap County Engineer (7/27 only)
Jay Drye – WSDOT – Local Programs Director (7/28 only)
Axel Swanson, WSACE Managing Director (7/28 only)
Forrest Jones – Skagit County Transportation Programs Mgr (7/27 only)
Tom Weller, P.E. - Skagit County Asst County Engineer (7/27 only)
John Becker – Grays Harbor County – Interim County Engineer (7/28 only)

General Public: Rick Pfeifer – Lithfield Technologies (7/27 only)

Thursday, July 27, 2023

CALL TO ORDER

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

Kitsap County Chair Commissioner Charlotte Garrido welcomed the CRABoard to Bremerton and provided some opening remarks and encouraged them to explore Kitsap County while they're in town visiting.

CHAIR'S REPORT

Board Appointments

Chair Coffman read a letter from WSAC stating CRABoard Appointments for Commissioner Pollock, Commissioner French, and Grant Morgan were all re-appointed to additional 3-year terms expiring in June 2026.

Approve Agenda for July 27-28, 2023 Meeting

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

Approve Minutes of April 13-14, 2023 CRABoard Meeting

Commissioner Swannack asked the Minutes be revised to remove mention of May 2023 implementation date since there had been discussion at the prior board meeting to correct the language around how to request public records both verbally and in writing. This WAC change revision will be corrected and re-submitted to the Code Reviser's Office after the board meeting, and this was also corrected in the April Board Minutes.

Eric Pierson moved and 2nd Vice Chair Pollock seconded to approve the revised minutes of the April 13-14, 2023 CRABoard meeting. **Motion passed unanimously.**

Election of Chair, Vice-Chair and Second Vice-Chair

Chair Coffman opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair.

Commissioner French made a motion to renominate the current officers to retain their positions.

Chair Coffman closed nominations.

Commissioner French moved and Eric Pierson seconded to approve a slate of officers as Commissioner Coffman as Chair, Commissioner Pollock as Vice-Chair, and Grant Morgan as Second Vice-Chair. **Motion passed unanimously.**

Public Comment Period

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

COUNTY OVERVIEW & PROJECT PRESENTATIONS

Jefferson, Kitsap and Mason counties were each invited to present to the Board an overview of their CRAB funded projects, including any challenges perhaps they're currently facing.

Speakers included: Monte Reinders, P.E. (Jefferson County Engineer), Joe Rutan, P.E. (Kitsap County Engineer), and David Smith (Mason County Engineering & Construction Manager).

Chair Coffman called for a 15-min recess @ 2:15pm, and meeting resumed @ 2:32pm.

SPECIAL PRESENTATION –

Mike Clark provided the Board with an in-depth overview of the Motor Vehicle Fuel Tax (MVFT). The PowerPoint presentation will be e-mailed out to the Board at their request.

CERTIFICATIONS

Resolution 2023-005 Certifying the 2022 Master County Road Log

Mike Clark presented Resolution 2023-005 - Certifying the 2022 Master County Road Log, to reflect the county road system as of January 1, 2023. He reported that all 39 counties are compliant with the requirements, and staff recommends approval of the road log. Mr. Clark noted that this certification is on an annual basis.

Following discussion and questions, Commissioner French moved and Commissioner Pollock seconded to approve Resolution 2023-005 - Certifying the 2022 Master County Road Log.

Motion passed unanimously.

Resolution 2023-006 Regarding Certifying MVFT Allocation Factors

Mr. Clark presented Resolution 2023-006 - Regarding Roadway Categories and Unit Costs for the 2024 and 2025 County Fuel Tax Distribution, which certifies the factors used in the computation of the fuel tax allocation to the individual counties. Staff recommends approval of the resolution. He also presented two attachments which explained the calculations and mileages for each county relating to the resolution.

Following discussion and questions, Commissioner French moved and Commissioner Swannack seconded to approve Resolution 2023-006 - Regarding Roadway Categories and Unit Costs for the 2024 and 2025 County Fuel Tax Distribution. **Motion passed unanimously.**

Resolution 2023-007 - Apportion RATA Funds to Regions

Steve Johnson presented Resolution 2023-007 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$3,794,117 deposited to the RATA for March, April, May and June 2023 be apportioned to the regions by the established 2021-23 biennium regional percentages after setting aside \$206,016 for administration.

Commissioner Swannack moved and Commissioner French seconded to approve Resolution 2023-007- Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2023-008 – Establish 2023-2025 Regional Apportionment Percentages

Mr. Johnson presented Resolution 2023-008 - Establish 2023-2025 Regional Apportionment Percentages, which computes the apportionment percentages for each of the five regions as follows: 43.67% (Northeast); 10.92% (Northwest); 6.91% (Puget Sound); 23.62% (Southeast);

14.88% (Southwest); which totals to 100.00%.

Commissioner French moved and Grant Morgan seconded to approve Resolution 2023-008 - Establish 2023-2025 Regional Apportionment Percentages. **Motion carried unanimously.**

PROJECT BOARD ACTIONS

Mr. Johnson presented two RAP requests received from Skagit and Jefferson Counties that need CRABoard approval. Skagit County has requested to "borrow ahead" its remaining \$354,479 in 2025-2027 RATA project funding to construct its Pioneer Highway (Project #2923-01) in 2023.

Commissioner French moved and Commissioner Swannack seconded to approve Skagit County's request to borrow ahead needed remaining funds in 2025-2027 RATA funding. **Motion carried unanimously.**

Jefferson County has requested to "borrow ahead" its remaining \$223,300 in 2025-2027 RATA project funding in order to construct its Center Road Project (#1622-01) in 2023.

Commissioner Swannack moved and Eric Pierson seconded to approve Jefferson County's request to borrow ahead needed remaining funds in 2025-2027 RATA funding. **Motion carried unanimously.**

Chair Coffman adjourned meeting at 3:28pm.

Friday, July 28, 2023

Chair Coffman called the meeting to order @ 8:32am.

WAC CHANGES

Drew Woods and Steve Johnson presented proposed WAC changes to the Standards of Good Practice, County Ferry Capital Improvement Program, and the Rural Arterial Program (RAP) as follows:

Standards of Good Practice

WAC 136-14-060 – Priority Programming

- Incorrect submittal date reference – Road Log
- Change from May 1st to April 1st
- Use CR-105 – Expediated Rule Making
- Amend Chapter 136-14-060

WAC 136-14-20 – Inspection of Bridges on County Roads

- Changes adopted by FHWA May 6, 2022
- Coordinate with Local Programs to ensure both agency's needs are met
- Changes for Board to review at the July meeting
- Public hearing at October 26, 2023 Board meeting
- Amend 136-20-020, 030, 040

County Ferry Capital Improvement Program

WAC 136-400 – County Ferry Capital Improvement Program (CFCIP)

- Change the name of the Public Works Board program
- Amend Chapter 136-400-050, 060

Rural Arterial Program (RAP)

Goals of the review:

- Improve project delivery by counties
- Improve clarity of program requirements
- Ways to reduce RATA balance
- Either codify or eliminate the “unwritten” RAP rules
- Implement changes in 2023
- Next call for projects begins January 1, 2024
- Several items overlap with Grant Program Effectiveness Study for 23-25 biennium

Specific project items:

- Previous “unwritten” rule – If urban in nature, not allowable
- Prohibited items like ADA, sidewalk, illumination, etc.
- Change – If county feels item meets warrant, need, requirement then allow.
- No WAC changes required. Only elimination of unwritten rule.

Require regions to allow all project types:

- Northwest & Southwest Region – No bridges
- Reduces the pool of available projects
- Prohibits CRAB from assisting counties with emergent needs
- Amend Chapter 136-130-020

Standardize project estimate for final prospectus

- Current system does not require counties to account for inflation.
- Have counties submit estimate using today's prices
- CRAB will automatically apply a standardized inflation factor
- Working with the State Economic and Revenue Forecast Council
- Duration of factor dependent on project type.
 - For example: 2R – 2 years 3R – 4 years Bridges – 6 years
- Automatically calculate funding for preliminary engineering, construction engineering, and contingencies.
- Amend Chapter 136-161-050

Eliminate project type funding sublimits

- Forces county to wait for funding over multiple bienniums
- Change will result in fewer projects, but faster funding of approved projects
- Amend Chapter 136-161-080

Allow counties to request advanced funding for projects.

- Must be a Board approved project ready for construction before the final RATA allocation has been made
- Fiscally constrained – Only approved if RATA balance sufficient
- Request after county certifies 90% design
- Approval at Executive Director level

- Create Chapter 136-161-120

Allow request for additional funds after bid opening

- Use current framework of WAC 136-165
 - Maximum 25% increase
 - Project within original scope with justifiable changes
 - Funds available within existing RATA balance
- Request between bid opening and contract award
- County receives additional funding but decrease future available funding
- Approval at Executive Director level due to time constraints between bid opening and bid award
- Amend Chapter 136-165-010, 020, 030

Indirect costs

- Salaries and benefits okay
- Applying a fixed percentage to all expenses per an indirect cost plan is not okay
- Clarifies an “unwritten” rule
- Amend Chapter 136-180-030

Proposed WAC Changes –

Mr. Woods requested the Board set a public hearing at the next board meeting on Thursday, October 26, 2023 (time TBD). CRAB staff will do an additional round of outreach to the counties. Comments and any recommended changes will be presented at the October 26, 2023 meeting.

Eric Pierson moved and Commissioner Swannack seconded to approve setting a public hearing for public comments and adoption at the Board Meeting on October 26, 2023 (time TBD).

Motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Jane Wall reviewed the current Strategic Planning Update with the CRABoard and provided some commentary on where things are progressing.

Ms. Wall shared the new CRAB logo and its rollout in the weeks ahead. She spoke about the new cadence of the monthly communications newsletter which replaced the quarterly board reports.

CRAB Staff have been on the road visiting many counties across the state, holding meetings and trainings, staff have also been attending conferences (Esri/GIS-Mo – Cameron & Liana), CRAB will also have a greater presence at the County Leaders Conference this Fall (Spokane). Ms. Wall and a few CRABoard members recently attended the National Association of County Officials (NACo) Conference in July 2023 down in Austin, TX.

CRAB (Jane & Drew) continue to provide support to FMSIB while they're working on recruitment for a new Executive Director, our current contract has been extended through August 2023. Jay Drye (WSDOT – Local Programs) thanked Jane & Drew for their support in helping FMSIB.

Legislative Priorities – Next Steps

Ms. Wall shared that while CRAB received funding for our grant programs, our requests for additional money to support activities we provide related to compliance and the needs of the counties were denied. We've asked for \$250K – new study money – to look at fully funding programs, 1-2 FTE's (Federal Fund Facilitators) to help secure federal fund dollars, and \$480K for ongoing software licensing needs. Unfortunately, the Legislature chose to fund all of those asks through existing Rural Arteral Program (RAP) revenues instead of new appropriations.

While not only being disappointed with these decisions, we are concerned using the Rural Arteral Program to fund some of the activities, namely the Federal Fund Facilitators, is an inappropriate use of those dollars. As a result, we solicited an A.G. opinion on the matter. The AG's office agreed, and as such, we'll be asking for reconsideration of this new money in the supplemental 2023-2025 budget.

Deputy Director Report

Drew Woods thanked Derek Pohle and Steve Johnson for their hard work with the CRAB IT Team to get the SmartSimple implementation close to the finish line. There is still some work to do, but we are on track to implement SmartSimple to replace CARS for the December reporting and to replace RAP online this fall before the start of the next call for projects.

Speaking of RAP, the revenue outlook for RAP continues to look more positive. Not because motor vehicle fuel tax revenues are forecast to increase (they aren't), but because the forecast revenue from the electric vehicle registration renewal fee continue to rise. While CRAB and the county's MVFT funded programs continue to forecast to be stagnant over time, the EV fee is one that continues to increase with each transportation revenue forecast.

County Engineer Appointments

Mr. Woods shared the appointment of James Wege, P.E. as County Engineer for Garfield County which took effect on April 17, 2023. Doug Ranney, P.E. began as Whatcom County Engineer on July 1, 2023 following the retirement of Jim Karcher. On July 5, 2023, Seth Scarola was appointed as Klickitat County Engineer, a role in which he had been serving as interim County Engineer since the departure of Gordon Kelsey in December 2022.

County Engineer Vacancies

There are 3 active county engineer vacancies in Asotin, Grays Harbor, and Pend Oreille counties. John Becker, PE is serving as interim County Engineer for Grays Harbor County. Don Ramsey, PE is serving as interim County Engineer for Pend Oreille County while they're actively recruiting to fill the position.

County Audit Reviews

According to the State Auditor's Office (SAO), there were 18 county audits – 9 Financial and 9 Accountability – with a total of 7 findings and 2 management letters sent out. Adams County received a letter regarding updating their indirect cost allocation plan. Benton County received a finding for their incorrect accounting of Covid relief money, GASB 34 infrastructure capitalization. Pend Oreille County also had a finding for incorrect use of Covid relief money to pay back ER&R for replacement rate holiday in 2021.

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 \$182.6M Total RATA obligated to currently active projects), and summarizes the most recent quarterly revenues and expenses.

Completed Road Projects

Mr. Woods shared some before & after photos and project highlights for a few completed road projects, including *Cunningham Road* – 2R-0117-02 (Adams County); *Mill Creek Road* – RC-3616-01 (Walla Walla County); and *Klondike Road* – 2R-1019-01 (Ferry County).

Regional RAP Meetings

Regional meetings were held on the road across the state in June 2023. Topics covered:

- Funding and project status for the RAP program, as summarized on the RAP Program Status Report.
- Legislative budget and impact – reduced MVA transfer, but is not expected to impact currently active projects.
- Reviewed all active RAP projects with a high-level (construction-centric) project status overview.
- RAP Online is being replaced using a SmartSimple application. There are obvious differences in visuals and navigation through the site, but the process is designed to remain similar to current practice.
- Several proposed WAC changes were presented with opportunity for discussion. Most proposed changes had little to no comment, with a couple proposals resulting in mild analysis.

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. Mr. Woods called out Grays Harbor County's Garrard Creek Road extension which the Board had previously granted a 1-year extension to reach construction. This project has now been advertised for construction (as of June 2023), which meets the construction lapse requirement. The others county projects listed are still in process, and Steve Johnson noted that 2 more county projects will now be added to the list. Columbia County's loan through the Emergency Loan Projects (ELP) for Road, Bridge, and Streambank Repairs damaged in Flooding Event (Original Loan: \$500K) is due April 2024 per amended contract term. Including simple interest, the single loan amount still due is now \$515,158.33. Mr. Woods also mentioned that 8 counties had taken advantage of Resolution 2022-010 which allowed RATA funding for projects reaching construction in 2023/24, so those counties were granted contract amendments for reaching construction in 2023 (total to date \$1,595,000), which will help bring the balance down as we get that money out to construction.

Budget Update

2021-2023 Biennium Closeout

- Closeout not complete due to last minute expenditures, grant reimbursements, and FMSIB reimbursement
- Came in under budget for operating and grant programs:

- Approximate \$450,000 underspend in Operating
- \$250,000 in MVA operating. This underspend will go out to counties through CAPP.

2023-2025 Supplemental Budget Request

- 23-25 Budget appropriated \$422,000 in RATA funding for federal funds facilitator positions at CRAB.
- Received informal opinion from the State AG's Office that not an appropriate use of RATA funds.
- Will be requesting Legislature fund program from MVA so it can be implemented as proposed.
- 23-25 Budget appropriated \$482,000 in RATA funding for increased software license fees.
- Most of the software is not used by RATA. Software is to complete statutory duties of CRAB.
- Will be requesting Legislature fund the increased software costs at an appropriate split between MVA, CAPA, and RATA.
- 21-23 Supplemental Budget decreased the transfer from the MVA to RATA by \$4,487,000.
- The previous transfer amount had been used to determine program funding and has been allocated to projects.
- Will be meeting with OFM staff to determine if it is feasible to request the funding be restored through the 23-25 supplemental budget.

IT Division Report

Eric Hagenlock shared the 2023 IT Strategic Plan Update noting that OCIO Policy 112 (Technology Portfolio Foundation) requires each agency to establish an IT strategic plan in support of the agency business strategic plan. This policy also requires the IT strategic plan be accessible on our public facing website: <https://www.crab.wa.gov/services/crab-information-services/2023-information-services-strategic-plan>

Agency Strategic Goals:

- Provide Innovative Solutions (**Innovate**), Optimize Resources for County Transportation Needs (**Optimize**), and Magnify CRAB Presence and Credibility (**Magnify**).

IT Strategic Goals:

In support of these, IT strategic goals are **Data Integration** (innovate, optimize, and magnify), **Organization Project Management** (optimize), **Legacy System Modernization** (innovate, optimize), and **Customer-first Experience** (optimize, magnify).

Mr. Hagenlock mentioned that the single words in parenthesis next to each IT strategy indicate which business strategy this is in response to.

Organizational project management (OPM) is one of the IT strategies identified and looks at how all projects are managed from a higher level. It connects all projects across departments with your broader business goals. OPM consists of three major components: Project

Management (individual level), Program Management (goal level), and Portfolio Management (executive level).

Benefits:

Through better defined project management practices and objective data for decision making, OPM has been proven successful in improving predictable outcomes on future projects, leads to higher customer satisfaction, and overall higher productivity.

The current IT portfolio includes seventeen projects in-progress, with another four approved and upcoming, and eight requests awaiting consideration. Below are a quick summary of how these projects align with CRAB Agency/IT strategic goals.

Mobility© Decommissioning

Mobility© is our outgoing road log inventory system of more than two decades. GIS-Mo replaced Mobility© in 2021 after four years in implementation. Mike Clark, CRAB Road System Inventory Manager, is developing the MVFT distribution factors presented at the July 2023 Board Meeting for the first time using the new GIS-Mo system.

CRAB had extended our support of Mobility© to 2024 as we encountered some unanticipated challenges during GIS-Mo go-live. However, Scott Campbell, CRAB IT Systems Security Engineer, received notice the server resource hosting Mobility© for 36 of 39 counties would no longer receive *any* security updates starting October 1st, 2023! The risk is too great for CRAB to continue using this resource even one day into no security updates as it is well-known how vulnerable this resource is to ransomware and other compromising cybersecurity threats.

After extension outreach and engage through surveys, the monthly GIS-Mo Forum, and one-on-one county interactions, CRAB has developed initiatives to meet county business needs and allow us to **decommission Mobility© in September 2023**, ahead of the October 1st deadline.

ESRI User Conference 2023

In support of CRAB strategy of Magnify CRAB Presence and Credibility, Cameron Cole, GIS Manager and Liana Roberson, GIS Specialist presented on GIS-Mo at the 2023 ESRI User Conference in San Diego, CA. They received great engagement from attendees, accolades from their peers afterwards, and even bumped into a few county road staff in sunny California! In addition to exposing GIS-Mo and the great work done by Washington Counties and CRAB, several innovative solutions were discussed to improve GIS-Mo overall for years to come.

CARS/RAP SMARTSIMPLE SaaS IMPLEMENTATION

CRAB Staff consisting of Donna Quach (Software Engineer), James Rea (Software Engineer), Derek Pohle, PE (Support, Training, and Compliance Manager), Steve Johnson, PE (Grants Program Manager), Scott Campbell (IT System Security Engineer), and Angela Rice (IT Systems Administrator) completed a yearlong implementation of SmartSimple in conjunction with vendor implementation team.

Mr. Hagenlock mentioned this project replaces the in-house developed CARS and RAP Online web applications with a Software-as-a-Service (SaaS) solution. This will allow CRAB to adapt to changes in programs, statutes, and technology more rapidly with fewer labor resources spent on custom development and testing.

This project was completed with a grant of \$300,000 in study funds from the Washington State Association of Counties (WSAC) and came in on-time and under budget.

Mr. Hagenlock ended with sharing on-screen a graphic illustrating Fiscal Year 2023 IT Metrics.

WSACE Managing Director – Axel Swanson

Mr. Swanson reported on the activities of the Washington State Association of County Engineers (WSACE) and its very busy legislative session. He covered most of that during the April CRAB Board meeting, so he focused on interim activities since then.

WSACE hosted both Eastside and Westside membership meetings and worked through its elections process for the Board of Directors ahead of the Annual Conference in June.

The WSACE Annual Conference took place June 26-29th at the Hotel Murano in Pierce County. They worked hard with the WSAC Communications & Member Services staff to deliver a great agenda packed with educational content and enjoyable opportunities for members to network with colleagues from around the state.

The Board and Managing Director are now focusing on pulling together subcommittees to update both its strategic plan and legislative priorities documents prior to the November 2023 County Leaders Conference.

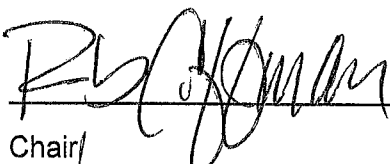
Mr. Swanson continues to participate in legislative workgroups, meet with agencies regarding regulatory challenges and rulemaking, and draft documents related to WSACE studies and projects.

WSACE members continue to participate on many boards, committees, and work groups related to county transportation and infrastructure during the interim. Examples include: WDFW Statewide Salmon Strategy Assessment, WDFW Fish Passage Rule Making, Fish Barrier Removal Board, Pedestrian and Bicycle Program (PBP) and Safe Routes to School Program (SRTS), the State Transportation Innovation Council (STIC), MRSC workgroup to determine the ability of local jurisdictions to deliver state projects, a review of CRAB's grant programs, and strategic planning for statewide truck parking solutions. WSACE is also working with WSDOT Local Programs to develop a new Federal Fund Exchange Pilot Program.

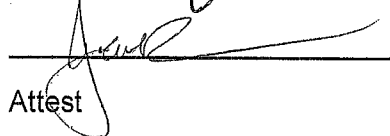
Finally, requests for presentations have increased considerably, starting with the Washington State Good Roads Association in August, and APWA and IACC in October.

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

Chair Coffman adjourned the meeting at 11:32 am.



Chair



Attest

