

**Minutes**  
**County Road Administration Board**  
**October 26, 2023**  
**Spokane County Courthouse – Commissioner Room (Spokane, 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, 2<sup>nd</sup> Vice Chair (via Zoom)  
Doug McCormick, PE, Snohomish County Engineer  
Brad Peck, Franklin County Commissioner  
Art Swannack, Whitman County Commissioner  
Eric Pierson, PE, Chelan County Engineer (via Zoom)  
Carolina Mejia, Thurston County Commissioner (via Zoom)

**Members Absent:** Al French, Spokane County Commissioner

**Staff Present:** Jane Wall, Executive Director  
Drew Woods, PE, Deputy Director  
Eric Hagenlock, IT Director  
Derek Pohle, PE, Support, Training and Compliance Manager  
Jason Bergquist, Executive Assistant  
Steve Johnson, PE, Grant Programs Manager  
Brian Bailey, Design Systems & UAS Program Manager  
Jacque Netzer, Communications Director

**Staff Present:** Mike Clark, Road System Inventory Manager  
**Via Zoom** Cameron Cole, GIS Manager  
Liana Roberson, GIS Specialist

**Guests:** Scott Yaeger – Adams County Engineer  
Todd O'Brien – Adams County Public Works Director  
Walt Olsen, P.E. – Lincoln County Engineer  
David Orvis – Lincoln County Public Works Director  
Dean Cornelison– Whitman County Engineer  
Mark Storey – Whitman County Public Works Director  
Axel Swanson, WSACE Managing Director

**General Public:** Josh Patrick, Chelan County (via Zoom)  
John Becker, Grays Harbor County Engineer (interim)(via Zoom)

**Thursday, October 26, 2023**

**CALL TO ORDER**

Chair Coffman called the meeting to order at 8:40 am.

## **CHAIR'S REPORT**

### **Approve Agenda for October 26, 2023 Meeting**

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

### **Approve Minutes of July 27-28, 2023 CRABoard Meeting**

Grant Morgan moved and Commissioner Peck seconded to approve the revised minutes of the July 27-28, 2023 CRABoard meeting. **Motion passed unanimously.**

### **Set 2024 CRABoard Meeting Dates**

Chair Coffman asked for any comments on the proposed dates for the 2024 Meeting schedule. Commissioner Swannack raised some concerns over the January 19, 2024 date due to FMSIB meeting both he and Commissioner French also serve on, but Jane Wall shared that we're aware of this conflict. She explained the plan was to have an all-day board meeting on January 18 and then do a Hill visit with Legislators on the Friday, January 19 for those that could attend.

Grant Morgan moved, and Commissioner Swannack seconded to set the 2024 meeting dates for January 18-19 (Olympia), April 25-26 (Olympia), July 25-26 (Port Angeles) and October 24-25 (Walla Walla). **Motion passed unanimously.**

### **Public Comment Period**

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

### **Public Hearing @8:45am**

Drew Woods provided an update to the Board that the changes made to WAC 136-03 (updating our Public Records policy), which were approved at our July Board meeting, went into effect September 2, 2023.

### **Proposed WAC Changes –**

Drew Woods reviewed an overview of the proposed WAC changes as advertised in Washington State Register 23-19-079 for:

- Amending WAC 136-12, 136-14, and 136-20 to make changes to the standards of good practice.
- Amending WAC 136-130, 136-161, 136-165, and 136-180 to make changes to the rural arterial program (RAP).
- Amending WAC 136-400 to change outdated program titles.

CRAB staff did a round of outreach to the counties and no written comments were received. An email was also sent to the counties advising them of the proposed WAC changes and public hearing. Two Q&A sessions were also held over Teams for anyone to drop by to ask questions.

Chair Coffman asked Drew if the Board approved the proposed WAC changes, when would they take effect. Mr. Woods explained that once we file a CR-105 with the Code Revisers office, the changes will take effect 45 days from that date.

Doug McCormick moved and Commissioner Peck seconded to approve the proposed WAC changes in Washington State Register 23-19-079. **Motion passed unanimously.**

## **CERTIFICATIONS**

### **Resolution 2023-009 - Apportion RATA Funds to Regions**

Steve Johnson presented Resolution 2023-009 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$6,959,010 deposited to the RATA for July, August and September 2023 be apportioned to the regions by the established 2023-2025 biennium regional percentages after setting aside \$180,836 for administration.

Commissioner Swannack moved and Doug McCormick seconded to approve Resolution 2023-009 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

## **PROJECT BOARD ACTIONS**

Mr. Johnson presented two RAP requests received from Chelan and Whitman Counties that need CRABoard approval.

Chelan County has requested to “borrow ahead” its remaining \$659,600 in 2025-2027 RATA project funding to construct its Wenatchee Heights Road (Project #0423-01) in 2023.

Commissioner Swannack moved and Grant Morgan seconded to approve Chelan County’s request to borrow ahead needed remaining funds in 2025-2027 RATA funding. Eric Pierson abstained from voting since he’s a Board Member and the Chelan County Engineer. **Motion carried unanimously.**

Whitman County has requested to “borrow ahead” its remaining \$448,800 in 2025-2027 RATA project funding in order to construct its Sand Road Project (#3823-01) in 2023.

Mark Storey, Whitman County Public Works Director, confirmed that his county does have staff capacity to advance the project. He explained that the project doesn’t qualify for Federal funds because of the road’s functional classification which is why they were needing CRAB’s help.

Commissioner Peck moved and Commissioner Mejia seconded to approve Whitman County’s request to borrow ahead needed remaining funds in 2025-2027 RATA funding. Art Swannack abstained from voting since he’s a Board Member and the Whitman County Commissioner. **Motion carried unanimously.**

## **SPECIAL PRESENTATION –**

Steve Johnson provided the Board with an in-depth overview of the Rural Arterial Program (RAP).

Chair Coffman requested that Steve record himself narrating the presentation he gave and make that available to share out with the Board and perhaps counties to share with their staff. Mr. Johnson’s presentation will be the foundation for a data story to be completed in 2024.

## **CALL FOR PROJECTS 2023-25 Biennium\***

Mr. Johnson explained per “WAC 136-161-020, the Rural Arterial Program project funding cycle begins at the fall odd-year CRABoard meeting, when the board considers the Rural Arterial Trust Account (RATA) balance and future revenue to determine if enough funds will be available to provide for an additional array of projects for the ensuing biennium (2025– 2027).”

Staff recommends a call for projects be issued by the CRABoard opening January 2024 for projects to be funded with the 2025 – 2027 biennial budget, with the first allocation to occur in the CRAB Board's spring of 2025 meeting. The call for projects will require preliminary proposals be submitted to CRAB by March 1, 2024. Final proposals will be due by September 2024.

The funding level recommended by staff is \$70,000,000 based on projected RATA balance, forecast revenues, and timing for construction reimbursements of projects to be funded. The high funding level will help to ensure a large array of projects to consider for award in April 2025.

In the event that revenue estimates are significantly reduced in the actual '25-'27 budget, the CRABoard is able to adjust the award amount accordingly.

Staff further recommends that in the event the RATA balance should drop to \$5,000,000, projects be delayed based on progress as certified in RAP Online and discussions with the county engineers.

Grant Morgan moved and Doug McCormick seconded to approve a Call for Projects 2025-2027 Biennium. **Motion carried unanimously.**

**Chair Coffman called for a 10-min recess @ 10:26am, and meeting resumed @ 10:39am.**

## **COUNTY OVERVIEW & PROJECT PRESENTATIONS**

Adams, Lincoln & Whitman 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: Scott Yaeger (Adams County Engineer), Todd O'Brien (Adams County Public Works Director), Walt Olsen (Lincoln County Engineer), David Orvis (Lincoln County Public Works Director), Dean Cornelison (Whitman County Engineer), and Mark Storey (Whitman County Public Works Director).

**Chair Coffman called for a 30-min lunch recess @ 12:25pm, and meeting resumed @ 1:04pm.**

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## **EXECUTIVE DIRECTOR'S REPORT**

### **Annual Certification Form**

Director Jane Wall asked for approval of the 2023 Annual Certification Form. While the format is different, the required information and data is the same as the 2022 Annual Certification form.

Grant Morgan moved, and Commissioner Swannack seconded to approve the 2023 Annual Certification Form. **Motion passed unanimously.**

### **Director Activities**

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

We have made great progress on our communications with outside audiences. We are publishing a monthly newsletter, revamping our annual report, and have made small changes to the website. We would like to do more with the website but that is going to take more staff time and resources than we can expend at this time.

We have also done a great job of getting out on the road and into the counties this year. We visited every county, many more than once. We've held trainings, hosted meet and greets, and checked in our Rural Arterial Program project progress.

### **Washington State House Transportation Chair – Representative Fey**

Chair Coffman introduced Representative Fey (representing the 27<sup>th</sup> District). *He provided updates on the adopted budget (“Move Ahead Washington” transportation revenue package), as well as shared his thoughts on the upcoming legislative session.* He spoke about the challenges going into this next session pertaining to post-pandemic cost increases that come from a variety of sources. He also talked about how it's much more competitive for labor and contractors, and some legacy supply chain problems, that impact the ability to get resources needed to get the construction work done that's planned.

Representative Fey spent a full hour with the board answering questions and providing his perspective on a variety of transportation issues. These included discussions around a Road Usage Charge, the Climate Commitment Act and the revenues being generated from the carbon markets, and investing in preservation and maintenance. It was a great, candid conversation, and we are very appreciate of Rep Fey's willingness to join us,

### **ENGINEERING REPORT**

Drew Woods acknowledged the successful launch on October 6th of the County Annual Report System (CARS) system in SmartSimple. From the great project management of Eric – to the tireless work of Derek and James troubleshooting, fixing, and improving the system – to Derek and Brian creating training videos for the learning management system – to Angela ensuring integration with Secure Access Washington (Allows one login for all the CRAB systems) – to Scott working on digital signatures and numerous other tasks. It was a true CRAB team effort that should be celebrated. The same philosophy and hard work with Donna and Steve should result in similar successes as we prepare to go live with the RAP Online replacement in Smart Simple in the next month.

Mr. Woods shared that we continue to work diligently on a \$200,000 grant that CRAB received from the Traffic Safety Commission to develop training and resource materials for GIS-Mo. Cameron and Eric have completed getting the scope of the work defined and quotes are almost finalized from DTS VueWorks, ESRI, and IMAGINiT Technologies. He explained that as we move into the implementation phase of the project, Brian will be taking the project over to work with the contractors to produce the videos and resources. He will then load everything into the Pinnacle LMS system for use by the counties.

In October, the RFP for CRAB's Grant Effectiveness Study was advertised. A steering committee of CRAB staff and county representatives provided input on the RFP producibles and due dates. The goal is to have the final report issued by July 2024 with the consultant giving presentations of the findings at the Washington State Association of County Engineers conference in June 2024 and at the July 2024 CRAB Board meeting. This will also give staff time to submit any budget requests for the 2025 long legislative session resulting from the study findings.

## County Compliance

### County Engineer Appointments

Mr. Woods shared the appointment of Jesse Larson, P.E. as County Engineer for Pend Oreille County which took effect on August 14, 2023. On November 1, 2023, Esco Bell, P.E. will begin work as the new Island County Engineer, since Connie Bowers will be retiring.

### County Engineer Vacancies

There are 3 active county engineer vacancies in Asotin, Grays Harbor, and Pacific counties. Asotin County has a consulting firm providing interim county engineer support through December 1, 2023. John Becker, PE is serving as interim County Engineer for Grays Harbor County. Grace Barnkow resigned as Pacific County Engineer effective September 15, 2023, however Pacific County has yet to put a plan in place to satisfy WAC 136-12 while they're actively recruiting to fill the position.

### County Audit Reviews

According to the State Auditor's Office (SAO), there were 29 county audits – 24 Financial, 4 Accountability, and 1 Fraud – with a total of 19 findings and 14 management letters sent out. Mason County received a management letter regarding updating its procurement policy. Klickitat County received a management letter needing more robust policy/practice in place to detect fraud in fuel use.

### 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 \$175.5M 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 *NE Manley Road* – #R-0613-03 (Clark County); *NE Munch Road* – 3R-0617-01 (Clark County); *Columbia Street Overlay* – 2R-3515-02 (Wahkiakum County); and *East Smith Road* – 2R-3719-03 (Whatcom County).

### RAP Projects

In quarter 3, Steve Johnson reviewed recently completed RAP projects. We are catching up with these project field reviews as well as some project audits. Several active RAP projects reached construction this quarter, qualifying for the Match Adjustment amendment. A summary list of these projects, including total RATA allocations, is included as an appendix. SmartSimple RAP Online replacement efforts have continued, and the effort will increase now that the CARS replacement is live.

### 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 (included in the board packet). Current board actions were:

Douglas County requested a scope change for their McNeil Canyon Road RC project. The request is based on findings during preliminary design that lead to increasing the project length from 0.9 miles to 1.15 miles. The additional length will allow the elimination of a curve, and a better

transition to existing alignments and widths. The change in length did not alter the project scoring, and therefore did not change the project ranking in the original funding array. The director forwarded a letter on September 8, 2023 accepting the scope change and modifying the project beginning and ending mileposts.

Ferry County requested a scope change for their Bridge Creek Section 13 3R project. The request is based on the discovery that original mapping of beginning and ending mileposts were incorrect. The revised beginning and ending mileposts corrects the project location and matches the original intent of the project, based on the original prospectus vicinity map. The correction does not change the project ranking in the original funding array. The director forwarded a letter on October 4, 2023 accepting the scope change and modifying the project beginning and ending mileposts.

## **Budget Update**

### **2023– 2025 Supplemental Budget Requests**

- 23-25 Budget appropriated \$422,000 in RATA funding for federal funds facilitator positions at CRAB. CRAB received an informal opinion from the State AG's Office that the federal fund facilitator program is limited to rural county arterial and collector roads. Since that is not how the program was proposed or the intent of the Legislature in funding the program, CRAB is requesting the Legislature fund the program with Motor Vehicle Account funds so the program 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. CRAB is requesting the increased software costs be funded across all three operating accounts used by CRAB – RATA, CAPA, and MVA.
- Increase the MVA transfer to RATA by \$4,487,000 to replace the transfer reduction adopted at the end of the 21-23 biennium in the 2023 supplemental budget. The previous transfer amount had been used to determine program funding and has been allocated to projects.

## **IT DIVISION REPORT**

Eric Hagenlock, CRAB IT Director, provided the following updates from his team:

### **CARS Go-Live**

CRAB Staff completed implementation of SmartSimple Software-as-a-Service (SaaS) for CRAB Annual Reporting System (CARS), December reports. Although many CRAB staff from both IT and Engineering contributed to the success of this project, James Rea and Donna Quach, both Software Engineers, deserve recognition for the amazing work they did throughout! The system was opened to county staff on October 6<sup>th</sup>. December reports include Annual Construction Program, County Arterial Preservation Program, Pavement Management Certification, Maintenance Management Certification, Work Plan and Budget, and County Budget Summary. Each of these reports must be submitted by each county's appointed County Engineer by December 31<sup>st</sup>, 2023. As of October 18<sup>th</sup>, twenty-three (23) of thirty-nine (39) counties have onboarded at least one user into the new CARS platform.

### **GIS-Mo**

GIS-Mo Transportation Asset Management System (TAMS) is CRAB's system of record for county road log which is used for all facets of CRAB business, including, MVFT distribution, RAP project location, system analysis, etc. On September 29<sup>th</sup>, CRAB officially decommissioned it's Mobility

application, the predecessor to GIS-Mo. CRAB staff concentrated on outreach on organizational change management to ease this transition and based on number of calls, emails, and helpdesk tickets since Mobility went offline appears to have been successful. During August, September, and part of October 2023 include an ESRI symbology contract which resulted in an overhaul to all road log layers in GIS. The new look has been through a small workgroup of county staff, and a widely distributed survey of county staff, to collect feedback before finalizing this project. The overriding consensus is in favor of the changes proposed and CRAB GIS is moving forward to final implementation.

## **GIS**

CRAB GIS has grown dramatically since the rollout of GIS-Mo in 2021. Since this time, Cameron Cole, GIS Manager and Liana Roberson, GIS Specialist, have been invited to speak and present at many conferences and community events. Industry professionals are consistently impressed with the level of data on such a large system of roads CRAB staff is able to maintain. A testament to not only CRAB staff, but the county staff that enter and quality check this information. On October 11<sup>th</sup>, they presented at the ESRI Roads & Highways User Group (RHUG). Their presentation resulted in a follow-up invitation to the product development meeting. A benefit to CRAB and counties to have a seat at the table in a product so integral to county road log maintenance. In August, CRAB GIS participated in a workshop with Arizona DOT. This was a great information exchange. One valuable takeaway is a cross-section visualization tool CRAB staff is evaluating and hopes to integrate with GIS-Mo to help county staff quality check their road log data.

## **Systems & Security**

Security Activities - Since the program began in 2021, CRAB has consistently ranked in the top 10 of 150 state agencies in security score. During a September 2023 Chief Information Officer (CIO) & Chief Information Security Officer (CISO) update, CRAB was recognized as #1 in this area! Specifically, the state CISO, Jack Potter, recognized Scott Campbell, IT Security Engineer, and his consistent quality of work in this area. Currently our security score sits at 824 of 900. Anything over 750 being a good score.

However, user behavior is as much of a threat to security as software updates and system patches that are aggregated for security score. When such threat is phishing emails. To keep CRAB staff alert to these threats, Angela Rice, IT Systems Administrator, has a campaign that runs monthly. At least one staff failed this campaign in the first five of six months in 2023. This has improved to one fail in the last four months.

## **Training & Support**

CRAB staff is committed to the highest standards of customer service and support. This is no easy task with many organizational changes occurring either close together, or in some cases, simultaneously. In March of 2023, CRAB IT began a monthly GIS-Mo Forum and weekly Open Support Hours. Both have been a great success. Open Support Hour has over 400 participants between March 28<sup>th</sup>, 2023 and October 17<sup>th</sup>, 2023; averaging 20 participants/week. GIS-Mo Forum saw 403 participants between March 7<sup>th</sup> and October 3<sup>rd</sup>; averaging 50 participants/week.

In addition to interactive training, meetings, and support calls, CRAB's Pinnacle Learning Management System (LMS) provides much of the on-demand knowledge resource. Over three years GIS-Mo has had more than 4k unique views. You can see from the chart below the trend is increasing, and we expect this to continue as we add additional content.



**Operations & Administration**

IT

Portfolio - CRAB IT has implemented formal project management into it's everyday work. Since the inception of this program in May 2023, CRAB IT has completed 15 projects, has 23 active projects, and another 33 project requests. Part of the project request and approval process is to determine strategic goal alignment of the project. Below you can see active projects by strategic goal alignment vs the requested projects by strategic goal alignment.

**WSACE Managing Director – Axel Swanson**

Mr. Swanson reported on the activities of the Washington State Association of County Engineers (WSACE). The WSACE Board appointed Craig Erdman, Franklin County Engineer, to the Eastern District Representative position. The Board, Managing Director, and members are preparing for the November 2023 County Leaders Conference in Spokane and continue to focus on subcommittee work related to both updating our strategic plan and legislative priorities for 2024.

Mr. Swanson continues to track studies and participate in legislative workgroups, most notably the Municipal Research and Services Center (MRSC) study for the Washington State Legislature related to the capacity of local governments to partner with WSDOT to perform preservation and maintenance or construction projects on state highways. They are also following the Washington State Transportation Commission's Route Jurisdiction Study and will get an update at the County Leaders Conference (CLC). He mentioned they continue to track agency rulemaking and meet with agencies regarding regulatory challenges. Most recently, WSACE submitted a combined comment letter with the Association of Washington Cities regarding the Washington Department of Fish and Wildlife's proposed Fishway and Screening Rule.


Mr. Swanson continues to work on research, outreach, and contract preparation for WSACE studies and projects. These projects include inventory of county-owned fish passage barriers, updating the County Road Administration Board's data dashboard, developing guidance for county Public Works Departments conducting environmental justice assessments and forming community engagement plans, identifying best practices within public works for the recruitment and retention of employees, and updating the 2020 County Transportation Revenue Study.

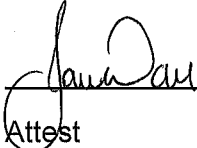
WSACE members continue to participate on many boards, committees, and work groups related to county transportation and infrastructure during the interim and Mr. Swanson is actively working with Communications & Member Services staff on planning for the Professional Development Conference in February and the next Annual Conference in June of 2024.

Mr. Swanson presented at the APWA conference and IACC conference in October. WSACE is looking forward to providing a presentation to the Joint Transportation Committee at the CLC in November and working with MRSC and WSAC Communications & Member Services staff to put together a free workshop on new public works contracting laws for county officials in December.

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

**Chair Coffman adjourned the meeting at 3:59pm.**

  
Chair

  
Attest