

**Minutes
County Road Administration Board
October 28, 2021
CRAB Office - Olympia, WA
and Zoom participation**

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
Doug McCormick, PE, Snohomish County Engineer

Members Present: Lisa Janicki, Skagit County Commissioner, Vice-Chair
via Zoom Mark Storey, PE, Whitman County Engineer, Second Vice-Chair
Al French, Spokane County Commissioner
Kathy Lambert, King County Council Member
Grant Morgan, PE, Garfield County Engineer
Brad Peck, Franklin County Commissioner

Member Absent: None

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Tommy Weed, IT Director
Jason Bergquist, Executive Assistant
Derek Pohle, PE, Engineering & Administrative Support Manager

Staff Present: Steve Johnson, PE, Grant Programs Manager
Via Zoom Mike Clark, Road System Inventory Manager
Cameron Cole, GIS Administrator
Nolen Young, Software Engineer
Brian Bailey, Design Systems & UAS Program Manager
Eric Hagenlock, Data Quality Assurance & Analysis Manager

Guests: Axel Swanson, WSACE Managing Director
Washington State Representative, Jake Fey

CALL TO ORDER

Chair Coffman called the meeting to order at 9:00 am.

CHAIR'S REPORT

Board Recognition

Chair Coffman acknowledged the untimely passing of Commissioner Stamper who had joined the CRABoard in February 2021 and passed away in September 2021. He was elected Lewis County Commissioner in 2014, and before that, his career was in public education. A recognition plaque will be sent to Commissioner Stamper's family thanking him for his dedication and service to the CRABoard.

Approve Agenda for October 28, 2021 Meeting

Commissioner Peck moved and Commissioner French seconded to approve the agenda as amended. **Motion passed unanimously.**

Approve Minutes of July 29-30, 2021 CRABoard Meeting

Councilmember Lambert moved and Commissioner Janicki seconded to approve the minutes of the July 29-30, 2021 CRABoard meeting. **Motion passed unanimously.**

Set 2022 CRABoard Meeting Dates

Chair Coffman asked whether the proposed dates worked for all CRABoard members. Commissioner Janicki moved, and Mr. McCormick seconded, to set the 2022 meeting dates as follows: January 27-28, April 21-22, July 28-29, and October 27-28.

Motion passed unanimously.

Staff Introductions

Chair Coffman had Jane Wall introduce CRAB's new IT Director, Tommy Weed. Before joining CRAB, Tommy Weed served as the Washington Traffic Safety Commission (WTSC) IT Director. Tommy has also worked for the State of Washington in multiple IT capacities for the last ten years, working for such agencies as the Department of Social and Health Services, the Department of Correction/Correctional Industries, and the Employment Security Department. Mr. Weed shared that he's excited to be here at CRAB!

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Johnson reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,113 of 1,238 projects have been completed to date. Anticipated revenue at the end of the 2021-2023 biennium is \$692,624,888. RAP expenditures to date total \$629,273,333. RAP obligations remaining are \$135,853,938.

Mr. Johnson shared that 16 projects are Awaiting Closeout, while 109 are either in design or production phase. As for RAP Obligations, \$17.3M is underfunded yet to be allocated to partially funded projects, and nearly \$3M have pending requests for reimbursement.

Mr. Johnson presented some before and after photographs of recently completed RAP projects in Clark, Lewis, and King Counties.

Resolution 2021-010 – Apportion Rata Funds to Regions

Mr. Johnson presented Resolution 2021-010 – Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$6,741,261 deposited to the RATA for July, August and September 2021 be apportioned to the regions by the established 2021-2023 biennium percentages after setting aside \$132,320 for administration.

Following questions and discussion, Mr. Morgan moved, and Councilmember Lambert seconded to approve Resolution 2021-010 – Apportion RATA Funds to Regions.

Motion passed unanimously.

Board Action – Request Advance Construction Funds

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

- Columbia County – Lower Hogeeye (0713-02) construction lapse extension to April 2023- No significant update. Construction remains scheduled for summer 2022.
- Wahkiakum County – Elochoman Valley Road and Clear Creek fish Passage (3515-04) construction lapse extension to September 2022 - Wahkiakum County applied for additional funding through the Recreation Conservation Office (RCO), however did not receive any of the requested funding. Therefore, the County is intending to withdraw the project, and will request a waiver of payback for a portion of the RATA funds spent to date. We expect this discussion to occur at the January Board meeting.
- Asotin County – Snake River Road project termination and waiver of payback. Asotin County has hired a consultant to provide grant funding assistance (in applying for grants) for this project as well as others, and has sent a letter requesting legislative support to Senator Patty Murray’s office. The County is planning to apply for RATA funding in our next cycle, aiming to construct what they are calling Phase 1 – a portion of the original project, while pursuing alternative sources for the remaining project length.
- Columbia County Emergency Loan for Road, Bridge, and Streambank Repairs damaged in Flooding Event (two loans). Repair work, including in-water work, has continued and is nearly done. Still processing FEMA paperwork. As of check-in date, county has not received any reimbursements, and the effort remains very labor intensive. There have been no ELP repayments made yet. The 2-year contract term for the first loan is coming up in April 2022. The 2nd loan’s 2-year contract is through January 2023.
- Franklin County Emergency Loan for Replacing Culvert destroyed by Wildland Fire. All work except guardrail replacement has been completed. First billing has been sent. FEMA process continues for additional reimbursements.

Mr. Johnson shared that Adams County had requested a contract amendment to authorize the remaining RATA funds for the active project 0119-01 – McKinney Road #1 2R project. The requested RATA funds for this project totals \$1,067,400. RATA authorized to date is \$814,700. The remaining \$252,700 in RATA funds is expected to be authorized as part of the 2023-2025 biennium RAP cycle. If the funds are made available now, Adams County intends to construct the project in the summer of 2022 instead of 2023.

Mr. Johnson added that part of the reason for the request was because CRAB Staff had asked all counties to see which projects they had that could be moved sooner to use RATA funding, and Adams County said that it could.

Following questions and discussion, Mr. Storey moved, and Mr. McCormick seconded, to approve Adams County's Advance Request for Construction Funds. **Motion passed unanimously.**

Call for Projects

Mr. Johnson proposed to the Board a Call for Projects for 2023-2025 Biennium.

In the '19-'21 biennium RATA spending was 62% of that planned. Last year we implemented a Reimbursement Schedule change to better represent the true project schedules (no longer rolling unspent funding forward – so now each project needs to be updated every quarter). Therefore, you will see that the Planned Spending is now closer to what actual spending should be. Staff anticipates the end of 2021 – 2023 RATA balance at \$19,700,000. The balance during the '23 – '25 biennium will likely remain steady as there are more projects programmed for construction during that time, but the likely spending nearly matches the revenue forecast. The resulting balance at the end of the 2023 - 2025 biennium is anticipated to be about \$20,000,000. The balance will be slightly less if any new 2R projects (\$5,000,000 CN), scheduled for '25 – '27 advance into the '23 – '25 biennium.

Staff recommends a call for projects be issued by the CRABoard in January, 2022 for projects to be funded during the 2023 – 2025 funding period, with the first allocation to occur in the CRABoards' spring, 2023 meeting. A call for projects will require preliminary proposals be submitted to CRAB by March 1, 2022. The funding level recommended by staff is \$50,000,000 based on projected RATA balance, forecast revenues, and timing for construction reimbursements of projects to be funded. 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.

Following questions and discussion, Mr. McCormick moved, and Mr. Storey seconded to approve the motion to Call for Projects for 2023-2025 Biennium. **Motion passed unanimously.**

WSACE Managing Director – Axel Swanson

Mr. Swanson shared that he had visited the CRAB office the month prior (September) and met the staff. He provided the Board with some of his educational background and experience, including nearly 4 years as Cowlitz County Administrator prior. Mr. Swanson previously served as Research Director at WSAC, where he worked closely on projects pertaining to the County Engineers group and culverts research. He also once served as Cowlitz County Commissioner.

Mr. Swanson said that he's been doing a lot of listening and learning, and getting help where he can, including from Ms. Wall who is his predecessor in the WSACE Managing Director role. He shared that WSACE's Legislative Priorities will remain the same,

including preservation and maintenance of county roads. He'll be attending the WSAC County Leaders Conference next month (November) where he is helping with breakout sessions and trying to make County Engineer meetings hybrid where possible. WSACE is planning to host a Professional Development Conference in February 2022 but they're still looking for potential venues and working out specific logistics.

Mr. Swanson shared that he's familiar with the CAP and RAP programs, but very much appreciated the refresh of the programs presented by Mr. Johnson earlier in meeting.

EXECUTIVE DIRECTOR'S REPORT

Ms. Wall asked for approval of the Annual Certification Form. Mr. Storey moved, and Councilmember Lambert seconded to approve the Annual Certification Form. **Motion passed unanimously.**

Staffing update

Ms. Wall announced that Ms. Mayner departed CRAB at the end of September, and Mr. Hagenlock transitioned into a new temporary role at CRAB as Data Quality Assurance & Analysis Manager. Tommy Weed was hired to serve as the new IT Director.

WA State Representative Jake Fey (arrived @10:35am)

Ms. Wall introduced Representative Fey and shared that he represents the 27th District, which includes City of Tacoma and parts of Pierce County.

Rep. Fey shared that there won't be a special session in November 2021 to consider a transportation revenue package, but that House and Senate leadership have been meeting and have agreed on the revenue component of a package. They continue to work on the spending framework. They have come to agreement on a number of spending items, including a spending plan for fish passage barrier removal and ferries. However, they have yet to come to agreement on the local share of the revenue package

Representative Fey expects to continue negotiations between the House and Senate throughout the fall and into the 2022 legislative session.

Representative Fey noted that he continues to advocate for CRAB programs and appreciates our funding model.

Chair Coffman called for a brief 15-min recess @11:32am.

Ms. Wall resumed giving her Executive Director's Report where she had left off prior to Rep. Fey arriving to the meeting.

EXECUTIVE DIRECTOR'S REPORT (cont'd)

Strategic Plan Update

Mrs. Wall shared with the Board a proposed timeline for a strategic planning process regarding future revenues.

- 1) Project Initiation – November 2021: Kick-off strategy meetings with CRAB staff to prepare for workshops and environmental scan (survey, one-on-one's, etc.)
- 2) Stakeholder Feedback Session – November – December 2021: Follow-up on environmental scan in a facilitated workshop session with identified stakeholders. Work with CRAB staff to develop feedback discussion points.
- 3) Strategic Planning Workshops – January – April 2022: Up to 3 planning workshops and supporting subgroup meetings (if needed). Workshops will incrementally develop the mission, vision, values, strategic goals for the next three years, and action plan activities for next year.
- 4) Post Workshop Activities – Through April 2022: Summarize action items, document outcomes from the workshops and finalize next steps.

Ms. Wall proposed having the Strategic Planning meeting on the Wednesday (January 26, 2022) before the January Board Meeting (January 27-28, 2022), so she said an email would be sent out to the Board after this meeting asking if that date would work.

Director's Activities

Ms. Wall reported on her first five months at CRAB. She noted that she has met individually with all Board members (either in person or virtually) in August-September. She also shared that she's had the opportunity to meet with a fair amount of Legislators over the last couple of months, including Rep. Fey, Rep. Ramos, and Senator King. Ms. Wall made a visit to Spokane County to attend the ribbon-cutting opening ceremony of a recently completed CRAB funded project there, including Commissioner Coffman and Commissioner Janicki who were both in attendance on behalf of the CRABoard.

DEPUTY DIRECTOR'S REPORT

Mr. Woods reported that no new county engineers have been appointed since July. He noted that all county contacts were by telephone, email and virtual meetings.

Mr. Woods presented reports for all budget activity for the current budget ending September 30, 2021, so we're only 3 months into the new biennium. He noted that the agency was coming slightly over budget from where we'd expect to be, but nothing to worry about at this point and time. As an agency, we overspent on our insurance, but that was a math error over at DES and will be made up as part of the supplemental budget process. So while it shows a negative balance currently, it'll be corrected, so really we're actually coming in a little underbudget.

Supplemental Budget Request

Increase the expenditure authority of the County Arterial Preservation Account (Account 186-1) capital program by \$8,774k. The increased expenditure authority is needed due

to an increase in the MVA transfer adopted in the 21-23 transportation budget, American Rescue Plan Act funds, and increased revenue estimates from the June 2021 transportation revenue forecast.

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

Chair Coffman called for a 30-minute recess @ 12:22pm to allow the Board and staff to prepare for the working lunch. Staff Reports will be shared @1:00pm.

ENGINEERING AND ADMINISTRATIVE SUPPORT SERVICES

Mr. Pohle shared his reports and informed the Board he had no county visits since the last July Board meeting, however he had 69 total contacts representing 28 counties and other state agencies and interactions with the public.

Compliance Report

Mr. Pohle reported that Asotin County is actively recruiting for the position of County Engineer. Asotin County has hired Ted Sharp, PE as the Interim County Engineer, and Lincoln County hired Walt Olsen, PE, as the Interim County Engineer. Pacific County's County Engineer resigned, so they have hired Paul Lacy, PE as the Interim County Engineer

Benton County:

Earlier this year Benton County was issued a Management Letter associated with their Accountability Audit regarding an abandoned stockpile, see the attached narrative from Benton County. This matter has no satisfactory resolution, staff considers the matter closed.

Clark County:

Following the termination of the county engineer earlier this summer, Clark County Public Works staff self-reported that they suspected the department had some compliance issues. CRAB staff met with Clark County staff to go over the potential issues, isolated four compliance issues to focus on, and associated reporting.

Certification

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

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	13	3	0	Yes Ferry, Pend Oreille	No
<i>Accountability</i>	5	0	4	Yes Clark	No
<i>Fraud</i>	0	0	0	No	No
<i>Performance</i>	0	0	0	No	No

Ferry and Pend Oreille counties both had findings regarding procurement policies not being up to date and have been resolved. Clark had a management letter regarding the use of piggyback contracts for the procurement of ER&R vehicles and the county has since changed its process.

Mr. Pohle noted that two classes of County Engineers' training are scheduled for December 2021 (one of which was a re-schedule for the cancelled September class), and two other classes will be held in February 2022 and May 2022. Mr. Pohle has worked on updating some additional documents in the training manuals as well.

Information Systems

Mr. Weeds reported that this past quarter IT Staff have been extremely busy trying to finish the GIS-MO project, which moved to an Agile workflow to help the team organize, stay on track, and project the future of the project. This has greatly aided in being able to manage this project. The project has met the OCIO oversight requirement. Oversight on the project is now over.

Mr. Weeds shared that October is Cybersecurity Awareness Month (aka "Hacktober") which kicks off every October for the purposed of improving everyone's understanding of online threats and how to protect the information entrusted to the State and its agencies such as CRAB.

He noted that staff has completed additional security activities, such as its annual asset inventory, updated its Disaster Recovery Manual, and worked with Transportation Improvement Board (TIB) to complete the tri-annual Security Audit in October.

Mr. Weeds noted that Angela Rice has renewed her CompTIA Security+ certification, and Donna Quach continues to work toward a B.S. in Computer Science. Professional Development is encouraged to IT Staff, and Microsoft Enterprise Skills Initiative is being made available to staff who wish to continue IT skill sets with Microsoft products.

He also noted that for service requests resolved in developing uniform and efficient transportation-related information technology resources (4th Quarter update), 125 requests were submitted and 106 were resolved. During the same period, CRAB

systems up-time percentage during operational hours of 6:00 am to 6:00 pm Monday through Friday was 99.98088%.

Mr. Weeds introduced Mr. Young & Mr. Cole, who gave a brief presentation on a GIS-MO Update on where we've been, what we've accomplished, and what's next. They have stood up all 39 VUEWork sites for each county. They developed the project county launch using Agile project management. New features were developed for GIS-MO, including but not limited to: Audit Trail, data import/export tool, expanded budget forecasting, and utilized testing strategies to verify expected behavior of new features. Developed over 300 total reports for counties, with more on the way. The system is fully integrated with SAW authentication to meet OCIO requirement. CRAB Staff has begun fully launching the entire GIS-Mo system to the first counties (Spokane, Clark and Whatcom), which gives fuller access to the Road Log portion of the application.

Chair Coffman opened the Public Hearing @2:00pm

WAC PROPOSED CHANGES

Mr. Woods presented two CR-102 documents. The first one pertaining to the proposed revisions to 4 existing WACs (WACs 136-12, 136-14, 136-15, 136-50) which are often referred to as the "Standards of Good Practice". These were the same WACs presented at the last Board meeting in July. Mr. Woods shared that CRAB had received no public comments in writing by the advertised deadline. The second CR-102 (WACs 136-130, 136-161, 136-163, 136-165, 136-167, and 136-170) were requests by the RAP regions. Many of the revisions are housekeeping changes, and updates to reflect current practices. These are mostly minor changes to existing WACs, and CRAB has received no comments during open period, so we are having a Public Hearing today on these 12 WACs to see if there is any further discussion or comments.

Following questions and discussion, Mr. Storey moved, and Mr. McCormick seconded, to accept the proposed changes to WACs 136-12, 136-14, 136-15, 136-50, 136-130, 136-161, 136-163, 136-165, 136-167, and 136-170. **Motion passed unanimously.**

Mr. Woods presented a proposed amendment to WAC 136-150-021 which is requesting to change the due date for the road levy certification date from February to March. Mr. Woods asked if there were any questions and there was none. (Public Hearing 1/27/22)

PROPOSED NEW WAC

Mr. Woods presented proposal of adding a new WAC chapter – WAC 136-600 Equipment Rental and Revolving Fund. Staff previously initiated the CR-101 filing process with the Office of the Code Reviser to notify the public and other state agencies that we are considering this. After the July Board Meeting, there were two items we did get some feedback on to change. CRAB Staff requested that the Board set a Public Hearing on WAC 136-600 and WAC 136-150-021 at the January 27, 2022 CRAB Board Meeting @ 2:00pm. Staff were directed to also file the necessary CR-102 paperwork

with the Code Reviser's Office.

Mr. McCormick moved, and Mr. Morgan seconded, to schedule a Public Hearing on Thursday, January 27, 2022 at 2:00 pm. **Motion passed unanimously.**

Design and UAS Systems

Mr. Bailey shared that CRAB provided one in-person training event at our training facility in Olympia. This three-day training was attended by 7 county staff from Mason, Ferry, Thurston, and Island Counties. In total, we provided 140 person-hours of in-person training.

Design Systems provided minimal assistance to county design staff through CRAB-NET support ticketing during the quarter. There was a slight up-tick from last quarter. This can be attributed to conversations with counties where we have emphasized the need for staff to submit their questions via the CRAB-Net support tickets.

Pinnacle Series LMS

- CRAB continues to add help documents and videos in support of Sincpac tools for Civil 3D.
- CRAB held two LMS scheduled events that attracted 34 and 48 users per event respectively. As in past quarters, each event has increased average use of the platform following the events.
- 2021 3RD quarter performance
 - The platform has 784 registered users and has had 168 unique active logins during the period. The total number of users had decreased as a result of invalid email address for users.
 - Users have accessed 695 individual assets and 339 learning path courses.
 - Of the assets accessed, 159 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac.
- Using imputed averages for assets and courses, CRAB provided approximately 200 person-hours of training.

As a side note, regarding LMS, Mr. Bailey shared that he'll be meeting with Eagle Point to discuss the progress of the platform since we just reached our 1 year since the launch of the platform. The goal will be to discuss the performance of our platform compared to other clients of theirs, and look where we go from there with their support.

In September, CRAB flew a mission with Skagit County. This mission consisted of acquiring imagery of a debris pile that had formed at the base of several piers of a county owned bridge on the Skagit River. The county wanted to quantify the mass before the rainy season and compare it with a flight next spring. The use of a drone in this instance exemplifies the cost savings and safety improvements for survey staff that the county would normally incur to quantify such a project. For this project, CRAB used its newly acquired 20-megapixel camera for improved ground sampling distance. This

improvement allows each pixel in the image to represent an approximate one-half inch measurement. In comparison, our original camera represented an approximate 3.5 inch measurement.

Mr. Bailey shared various photos taken by the UAS drone. Looking forward to the next quarter, CRAB will be working with Spokane County with our newly acquired FLIR thermal camera. In this study, we hope to analyze the temperature difference of a bridge deck to show areas of potential delamination. CRAB will report further on this proof-of-concept project next quarter.

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

Chair Coffman adjourned the meeting at 2:30 pm.

Vice-Chair Olivia Janicki

Attest Janicki