

Minutes
County Road Administration Board
April 21-22, 2022
CRAB Office - Olympia, WA
and Zoom participation

- Members Present:** Rob Coffman, Lincoln County Commissioner, Chair
Lisa Janicki, Skagit County Commissioner, Vice-Chair
Grant Morgan, PE, Garfield County Engineer
Eric Pierson, PE, Chelan County Engineer
Al French, Spokane County Commissioner (4/21 only)
Brad Peck, Franklin County Commissioner
Lindsey Pollock, Lewis County Commissioner
Carolina Mejia, Thurston County Commissioner
- Members Present:** Doug McCormick, PE, Snohomish County Engineer
via Zoom
- 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
Brian Bailey, Design Systems & UAS Program Manager
- Staff Present:** Steve Johnson, PE, Grant Programs Manager
Via Zoom Mike Clark, Road System Inventory Manager
- Guests:** Axel Swanson, WSACE Managing Director (4/22 only)
Jeremy Weiland – Columbia County Engineer (4/21 only)
Marty Hall – Columbia County Commissioner (4/21 only)
Satpal Sidhu – Whatcom County Executive (4/21 only)
Jim Karcher – Whatcom County Engineer (4/21 only)
Jon Hutchings – Whatcom County Public Works Director (4/21 only)
Tyler Schnoeder – Whatcom County Deputy Executive (4/21 only)
Liana Roberson, incoming new CRAB Software Engineer (4/22 only)

Thursday, April 21, 2022

CALL TO ORDER

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

CHAIR'S REPORT

Approve Agenda for April 21-22, 2022 Meeting

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

Approve Minutes of January 27-28, 2022 CRABoard Meeting

Commissioner French moved and Grant Morgan seconded to approve the minutes of the January 27-28, 2022 CRABoard meeting. **Motion passed unanimously.**

Board Recognition

Chair Coffman welcomed new CRABoard Member - Eric Pierson, PE - Chelan County Engineer (who replaced Mark Storey). Mr. Pierson shared a few words about his background and that he was excited to be joining the CRABoard.

Second Vice Chair Position

Chair Coffman asked for nominations for the Second Vice Chair position which had been left vacant after Mark Storey's departure from the Board. Commissioner Janicki nominated Grant Morgan (Garfield County Engineer) to the position, and Mr. Morgan accepted the nomination. No other nominations were submitted.

Commissioner Janicki moved and Doug McCormick seconded to approve appointing Grant Morgan as the Second Vice Chair. **Motion passed unanimously.**

GRANT & LOAN PROGRAM

Emergency Loan Program

Steve Johnson shared that Columbia County is requesting an extension of the contract terms for payback of their \$500,000 Emergency Loan. This loan was provided in April 2020, with a 2-year payback term which is the term specified in WAC 136-500-080.

Background:

In February 2020, Columbia County Commissioners declared a local emergency for a flooding event that resulted in significant damage at multiple locations across the County. In March 2020, the County requested assistance through CRAB's Emergency Loan Program. In April 2020, following review and evaluation procedures, a \$500,000 emergency loan (the maximum amount available at the administrative level) was provided to Columbia County to assist with immediate response and cash flow to support long term response. In October 2020 Columbia County requested additional loan assistance to help with gap financing for the flood repairs until FEMA and FHWA funding become available, cover flood repair costs that are not covered by federal agencies, and provide match funding for outside funding reimbursements. An additional loan of \$312,196 was provided at that time. Columbia County has been progressing with these repairs over the past two years and is expecting to complete the repair work this summer. The County has also been working with FEMA to coordinate federal reimbursements but has not yet

received any FEMA reimbursement. In addition to the FEMA reimbursement delays, Columbia County recently had a large property owner, Columbia Pulp, go through a judicial foreclosure resulting in the expected loss of \$198,000 in County Road tax revenue.

Due to the delayed FEMA reimbursements, reduced County Road tax revenue, elevated costs of materials for continuing road maintenance and preservation work, as well as anticipated reduction in fuel tax revenue due to elevated fuel costs, Columbia County is requesting an extension of payback term for their original \$500,000 loan.

Staff Analysis:

- The original \$500,000 loan has been put to use in Columbia County for cash flow support, gap financing, and flood damage repairs.
- The original \$500,000 loan payback due date is April 2022.
- The second \$312,196 loan has been put to use in Columbia County for continuing cash flow support, gap financing, and flood damage repairs.
- The second \$312,196 loan payback due date is January 2023.
- Columbia County has not yet received any FEMA reimbursements, which was factored in with their expectation of paying back the loans.
- The emergency work is expected to be fully complete this summer.
- Columbia County anticipates revenue shortfalls and elevated costs for road maintenance during 2022 (as stated in their extension request letter)
 - o Columbia Pulp to be sold at Sheriff Sale, jeopardizing approximately \$198,000 in County Road tax revenue
 - o Likely reduction in fuel tax revenue due to elevated costs of fuel
 - o Elevated costs for materials in road maintenance and preservation work

Staff findings:

Staff has reviewed the project request and finds:

- Columbia County has conducted the repair work to address the damage caused by the February 2020 flooding event
- Columbia County has not yet received any FEMA reimbursement
- Columbia County anticipates a locally significant revenue shortfall, on top of elevated road maintenance costs

Recommendation:

Staff recommends approving the requested Emergency Loan payback extension request for the original \$500,000 loan (#2007-01), allowing Columbia County an additional two years (April 2024) to repay the loan. Interest will continue to be accrued on any balance until paid back in full.

Commissioner Peck moved and Commissioner French seconded to approve Columbia County's payback extension request be revised through April 2024. **Motion passed unanimously.**

Preliminary Proposals 2023-25 Biennium

Steve Johnson reported that the CRABoard initiated a call for new projects at its October 2021 meeting, to be funded from the RATA account based on revenue forecasts of the 2023-2025 biennium. Preliminary prospectus proposals have been received in RAP Online (due March 1, 2022). There were a total of 118 projects submitted, totaling a request of \$208,493,300.

This is the first phase of project application in the RAP cycle for the '23-'25 biennium. Counties are limited to a maximum of 5 project submittals at this time but are not limited to the total dollar request.

Total requested RATA funds from preliminary proposals is \$208.49 million. The '23-'25 call for projects is estimated at a \$50 million revenue, of which approximately \$15 million will be allocated to current partially funded projects, with the remaining \$35 million to new proposals. CRAB staff is scheduling project reviews with each county to generate the surface scoring and preliminary project array, which will be presented to the Board at the July meeting. San Juan County and Pacific County chose not to submit any new projects for various reasons, so the NW and SW Region county limits will be adjusted accordingly.

Final Prospectuses will be due on September 1, 2022 where the counties will be limited in RATA request to their county and submittal limits. Staff anticipates that fewer than half of the projects will be submitted as final proposals as the counties prioritize these projects. Counties remain focused on 3R projects, with the number of 2R and RC projects remaining consistent with previous cycles. Drainage projects continue to rise in interest from previous years, especially in the SW and PS regions.

Program Status Report

Steve Johnson reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,124 of 1,238 projects have been completed to date. Anticipated revenue at the end of the 2021-2023 biennium is \$693,079,588. RAP expenditures to date total \$647,632,167. RAP obligations remaining are \$125,118,805.

Mr. Johnson shared that 20 projects are awaiting closeout, while 94 are either in design or construction phase. As for RAP Obligations, \$17.0M is yet to be allocated to partially funded projects, and nearly \$190K have pending requests for reimbursement. CRAB has \$18.3M in cash flow (as of January 2022). The RATA fund balance as of March 31 was \$17.8M.

Mr. Johnson presented some before and after photographs of recently completed RAP projects in Clallam, Lincoln, Pend Oreille, and Pierce Counties.

Resolution 2022-002 - Apportion RATA Funds to Regions

Steve Johnson presented Resolution 2022-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$5,450,950 deposited to the RATA for January, February and March 2022 be apportioned to the regions by the established 2021-23 regional percentages after setting aside \$134,062 for administration.

Commissioner Peck moved and Commissioner French seconded to approve Resolution 2022-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Consideration of Available Funds for Allocation

Mr. Johnson reported that per WAC 136-161-070 (4), "the maximum initial allocation of RATA funds to projects is limited to 90% of the estimated available amount in the first year of the biennium. The 2021-2023 biennium cycle estimated a total of \$47.9 million (including turned

back funds) for allocation. The CRABoard allocated the initial 90% at its April 2021 meeting. At this time, we are considering the allocation of the remaining '21-'23 funding.

“(4) The RATA amounts allocated to projects in the first year of the biennium are limited to no more than ninety percent of the net amount estimated to be allocable to each region for the project program period, with the remaining percentage allocated at such time as deemed appropriate by the county road administration board.”

Revenue estimate

The funding level for the '21-'23 Call for projects was \$47,896,400 including turned back funds from completed or withdrawn projects. In April 2021, \$41,453,189 was allocated to projects. This is slightly less than the full 90% since the NE Region's bridge set-aside amount was not fully utilized. This leaves \$6,443,211 to be allocated. The most recent Motor Vehicle Fuel Tax revenue forecast (February 2022) shows that while the expected fuel tax revenue for this biennium has gone down, the Motor Vehicle Account transfer has gone up, and the electric vehicle licensing fee overage amounts have significantly increased. The resulting total RATA revenue for the current biennium has increased by \$2,815,400. Including the increased revenue with the remaining original amount to be allocated allows for a total allocation amount of \$9,258,611.

RATA Balance and Cash Flow

The RATA balance has remained steady over the past ten years, even through the past two years. Although there was a noticeable reduction in revenue, there was also a slowdown of construction across the counties, and therefore less reimbursement from the RATA account. In addition, the State budget included increased transfers from the Motor Vehicle Account to help offset the reduced revenues. As counties catch up with their project schedules, the RATA cash flow is expected to return to the previous pattern of increasing in the first two quarters (reimbursing for design phase work) then decreasing in the second two quarters due to construction reimbursements. If we begin to see too large of a drop in the RATA balance, we can delay projects as necessary to retain our minimum balance.

Funding of projects

Allocating the remaining \$9.2 million of the '21-'23 biennium funding to projects will direct approximately \$2.5 million to current projects that have not yet reached full funding and will partially fund eleven new contracts from the '21-'23 project array.

Summary

- Based on the originally estimated revenue for the 2021-2023 biennium, there remains \$6,443,211 that can be allocated to projects.
- The February revenue forecast shows a '21-'23 RATA revenue increase of \$2,815,400, bringing the amount remaining available for allocation for the '21-'23 biennium to \$9,258,611.
- A minimum balance of \$5M in the RATA is acceptable due to legislative approval of the Emergency Loan Program in April 2019. This program addresses emergency funding needs which were previously funded by the RAP.
- The RAP Online application, direct communication with the county engineers and RAP regional meetings tying reimbursement schedules closely to project progress allows staff to closely monitor project activity, account balance, and cash flow.

Recommendation

Staff recommends allocating the remaining '21-'23 biennium RATA revenue funding at this time to projects in the amount of \$9,258,611.

Resolution 2022-003 – To Approve 2021-2023 RAP Projects and Allocate 100% of Estimated 2021-2023 RATA Revenue

Mr. Johnson presented Resolution 2022-003 to Approve 2021-2023 RAP Projects and Allocate 100% of Estimated 2021-2023 RATA Revenue, which allocates 100% of the estimated 2021-2023 fuel tax revenue and turned-back funds for a total of \$50,711,800 to the listed projects in the five regions.

Following questions and discussion, Commissioner French moved and Commissioner Janicki seconded to approve Resolution 2022-003 to Approve 2021-2023 RAP Projects and Allocate 100% of Estimated 2021-2023 RATA Revenue. **Motion carried unanimously.**

Project Actions Taken by Staff & Updates on Previous Board Actions

Mr. Johnson shared an update on the following Project Actions taken by staff:

Whitman County – Construction Extension request for Almota Road Phase 3 (3816-01)
Whitman County requested a construction lapse extension for their Almota Road Phase 3 3R project. The request is based on delays to the Right of Way acquisition process and permitting issues. The delays were caused by the abrupt retirement of a consultant, requiring the County to go through the process of bringing a new consultant on board. Since this project also has federal funds, all federal requirements were followed. The director forwarded a letter on March 23, 2022 granting a two-year extension for this project, setting a new construction lapsing date of April 14, 2024.

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

Columbia County – Lower Hogeeye (0713-02) construction lapse extension to April 2023

- Columbia County has contracted with a Right Of Way consultant to help finish up this phase of the work. The overall project schedule is aiming for full design completion by the end of this year, and advertising for construction by March of 2023, which will meet our contract requirement.

Wahkiakum County – Elochoman Valley Road and Clear Creek fish Passage (3515-04) construction lapse extension to September 2022

- Wahkiakum County has applied for three additional new grants for the Clear Creek bridge project. They will hear in July whether they have received one of the grants (the smallest one) and should know their ranking on the other two grants at that time as well. Unfortunately, they will not know for certain whether either of the two larger grants will even be funded until legislative budget allocation in spring of 2023. Wahkiakum County would prefer not to withdraw the project but will not be in a position to support another extension request until July 2022 at the earliest.

Asotin County – Snake River Road project termination and waiver of payback

- Asotin County has applied for RATA funding in our current cycle ('23-'25), aiming to construct what they are calling Phase 1 – a portion of the original project, as well as continue design on Phase 2 while also pursuing STPR funding to help reach full funding on the entire project length. This entire project length will be conducted in four phases, scheduled to be completed within the timeline established in the waiver of payback agreement.

Mr. Johnson shared the status on previous Board Action – Emergency Loan Projects, including:

Columbia County Emergency Loan for Road, Bridge, and Streambank Repairs damaged in Flooding Event (two loans -Original loan of \$500,000; second loan of \$312,196 for a total amount of \$812,196)

- Repair work is continuing on the last several project locations and is expected to be complete this summer.
- There have been no ELP repayments made yet. The 2-year contract term for the first loan is now due (April 2022). The 2nd loan's 2-year contract is through January 2023.
- Although the County had budgeted to pay back the original loan on schedule, there are several recent circumstances that have raised concern, such that Columbia County is now requesting an extension of payback terms for the original loan.

Franklin County Emergency Loan for Replacing Culvert destroyed by Wildland Fire (loan of \$200,000)

- On February 24, 2022, Franklin County paid back their emergency loan in full, including accrued interest - \$200,180. The loan was repaid ahead of schedule.

Current ELP account balance is \$2,207,427.

Chair Coffman called for a 10-min recess @ 2:08pm, then resumed the meeting @2:21pm.

Strategic Plan Update

Jane Wall presented the Strategy Map which was created as a result of strategic planning meetings held with CRAB Staff and the CRABoard. Ms. Wall thanked everyone for their involvement and engagement with the process, from taking the original survey in December 2021, to the work session which took place in January 2022 prior to our Board Meeting. Ms. Wall shared the final Strategy map and noted a new addition made to integrate environmental justice into CRAB's programs and policies. The CRABoard asked a number of questions and suggestions, including providing greater detail on timelines and deadlines for tasks, which Ms. Wall will act upon and provide another update at the next July CRABoard meeting.

At 3pm, the Board moved forward to the County Ferry Capital Improvement Program agenda item to accommodate guests from Whatcom County.

Guests: Satpal Sidhu – Whatcom County Executive; Jim Karcher –County Engineer; Jon Hutchings –Public Works Director; Tyler Schnoeder –Deputy Executive

County Ferry Capital Improvement Program (CFCIP)

Mr. Johnson shared that the County Ferry Capital Improvement Program (CFCIP) is a four-year cycle grant program available to counties that operate vehicular ferry systems. This limits the program to four counties: Whatcom, Skagit, Pierce, and Wahkiakum. These counties are limited to one CFCIP contract at a time. Eligible projects may include purchase of new vessels, major refurbishment of an existing vessel or facility, installation of facility or operation improvements, or construction of infrastructure that provides new or additional access or increases capacity of terminal facilities.

Any eligible project must be on the County’s six-year transportation program and the ferry system fourteen-year long range capital improvement plan prior to application for CFCIP funding. The maximum contribution from the CFCIP program is \$10 Million for any single project, provided as a maximum \$500,000 annual reimbursement. Funding for the CFCIP program is taken from the County’s direct distribution share of the motor vehicle fund (19.2287%). This will proportionally reduce the distributed funds to each of the 39 counties for the life of the CFCIP contract. Since the funding of the CFCIP program is taken from the County’s direct distribution share of the motor vehicle fund, when a project is awarded funding it will reduce every county’s direct distribution amount for the duration of the project funding period (in this case, 20 years). RCW 47.56.725, as well as WAC 136-400-050 therefore require that any county applying for funding through the CFCIP program must first seek funding through the Public Works Trust Fund, or any other available revenue source.

Request: Under WAC 136-400-050, Whatcom County is requesting the County Road Administration Board (CRAB) accept their application for ferry capital improvement funds and submit the request for funding, per WAC 136-400-080, to the state legislature in the 2023 session. Whatcom County has prepared a Financial Plan that anticipates multiple funding sources for the Lummi Island Ferry Replacement and System Modernization Project. Whatcom County is requesting assistance from the County Ferry Capital Improvement Program (CFCIP). The CFCIP is funded by a share of the Motor Vehicle Fuel Tax distribution which financially impacts all 39 counties.

Whatcom County’s Application:

Whatcom County applied on November 8, 2021 for CFCIP funding on their Lummi Island Ferry Replacement and System Modernization Project. This project will replace the 60-year old MV Whatcom Chief with a new vessel, appropriately sized to meet current and future service level and operating needs for travelers between the mainland and Lummi Island. The project will also include shoreside modifications to improve operations and retrofit existing in-water structures to accommodate the new vessel and preserve functionality. This project is on Whatcom County’s six-year transportation program, and their ferry system fourteen-year long range capital improvement plan.

Total Project Cost: (estimated) \$50,300,000 (during construction)
 (\$64,207,360 incl debt service)

Sources Of Funding (estimated/requested)

- Whatcom County Ferry Boat Program \$ 1,250,000

- USDOT RAISE Grant (in application) \$25,000,000
- CRAB CFCIP Grant (in application) \$10,000,000
- Move WA \$ 5,300,000
- Whatcom County Road Fund Loan \$ 5,000,000
- Whatcom County Capital Surcharge \$ 1,772,000
- Whatcom County Municipal Bonds \$ 9,470,000
- Whatcom County debt service \$ 6,415,360

Total \$64,207,360

Whatcom County is requesting \$10,000,000 over a 20-year period through the CFCIP to help fund this project. Upon application, a Technical Review Committee (TRC) was formed and met 3 times between March-April.

Technical Review Committee Recommendation:

The TRC finds that the project submitted by Whatcom County is a viable proposal and makes needed improvements for the county to continue to provide service to Lummi Island. Furthermore, the estimated total cost of the project appears to be reasonable. However, due to unresolved questions regarding the county’s decision to not incorporate banked county road levy capacity (Certified by Whatcom county to be \$2,865,462 in 2022) into the financial plan, the TRC cannot recommend funding of the project as currently proposed.

It is recommended that the CRABoard provide Whatcom county time for further policy level discussions regarding the use of banked levy capacity in the financial plan for the project. It is further recommended that the matter be placed on the July CRABoard agenda at which time Whatcom county will have the opportunity to provide a revised financial plan addressing this concern.

Following questions and discussion, Commissioner Pollock moved and Eric Pierson seconded to approve moving this matter and further decision to the next quarterly July Board meeting. **Motion carried unanimously.**

Chair Coffman called for a 10-min recess @ 4:09pm, then resumed the meeting @4:20pm.

Environmental Justice

Deputy Director Woods shared that the topic of environmental justice was added to our Strategic Plan as a response to a last-minute legislative budget proviso authorizing CRAB to incorporate environmental justice principles into our planning and programs. Via the proviso, the Legislature encouraged CRAB, TIB, and FMSIB to “opt in” to the substantive and procedural requirements of RCW 70A.02. This also required CRAB to provide an update in 2022 Annual Report as well as update on diversity, equity, and inclusion within the Board’s jurisdiction. Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, rules, and policies. Environmental justice includes addressing disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating them.

CRAB is not required to meet any of the due dates specified in RCW 70A.02, but is responsible for incorporating environmental justice into our strategic plan. Next steps are to create an implementation plan in 2022 and to work on a community engagement plan for completion in late 2022 or 2023. Other requirements of RCW 70A.02 will be worked on and completed as previous tasks such as the community engagement plan are completed.

Strategic Plan Update (cont'd)

Jane Wall reminded the Board we needed to finish reviewing the Strategy Map for adoption. Ms. Wall shared that this is a living document that will continue to be revisited by the Board (and CRAB Staff) and updated as needed.

Grant Morgan moved and Commissioner Mejia seconded to approve adoption of the Strategic Plan as illustrated in the Strategy Map presented by Jane Wall. **Motion carried unanimously.**

Compliance Report

Mr. Pohle provided an update to the Board on the Compliance Report for all 39 counties, including mention of the following vacancies or changes in the position of County Engineer for last quarter: Grant County’s Engineer separated from the county, so Susan Kovich, PE was appointed interim County Engineer by their board for a 6-month term (through July 27, 2022). Pend Oreille’s County Engineer (Mary Jensen) resigned, so Don Ramsey, PE was designed as interim County Engineer (through October 2022). Clark County’s Engineer (Rob Klug, PE) resigned, and Jennifer Reynolds, PE was appointed as interim County Engineer (through October 19, 2022). All counties are in compliance with reporting their vacancies to us (CRAB).

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>	17	12	7 Klickitat Garfield	Yes	Yes
<i>Accountability</i>	13	3	3	No	No
<i>Fraud</i>	0	0	0	No	No
<i>Performance</i>	0	0	0	No	No

Mr. Pohle shared the county audit reviews, which included 17 financial audits, 13 accountability audits, and zero Fraud or Performance audits. In the last quarter, there were 12 findings within the financial audits and 3 within the accountability audit. Seven (7) Management Letters were issued to the counties. Klickitat County received a management letter regarding ER&R rates. The SAO thought the county was not reviewing the rates annually with the BOCC but, the county could, and did, prove otherwise. Garfield County hadn't updated the federal procurement thresholds in the county policy, county-wide issue, not necessarily just county road.

April 1st, 2022 Submittal Requirements

Annual Certification, CAPP Accomplishments report, Annual Construction report, Fish Passage Barrier Removal Cost Report, Marine Navigation and Moorage Certification, Traffic Enforcement Expenditures Cert., Annual Certification for MMS, County Ferry System Report.

All of the 39 counties' required submittals were submitted to CRAB by the April 1st deadline with the exception of two reports from Ferry County, however they are considered to be in reasonable compliance.

Resolution 2022-004 – To Approve Annual Certification

Ms. Wall announced that as required by RCW 36.78.090, the County Road Administration Board must submit to the State Treasurer the annual certification of Good Practices on behalf of the counties for the calendar year 2021.

Each year, these certifications provide information to this agency which touches upon three main areas: Management and Administration; Document Submittal, which includes such items as road levy certification, road log updates, construction reports, etc.; and Operations. From receipt of this information, staff is able to determine the level of compliance with applicable laws and Standards of Good Practice achieved by the counties of the State of Washington, and it is upon demonstrated compliance with these laws and standards which continued receipt of the fuel tax distribution depends.

Ms. Wall has concluded that all 39 counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice.

Following questions and discussion, Commissioner French moved and Commissioner Peck seconded to approve Resolution 2022-004, to approve Annual Certification and issue Certificates of Good Practice to all 39 counties. **Motion carried unanimously.**

The decision was made due to the time and the lengthier topics still needing to be discussed, that the Executive Director and Deputy Director reports would be moved to Friday morning.
Chair Coffman called for Recess @ 4:56pm.

Friday, April 22, 2022

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

WSACE Managing Director – Axel Swanson

Mr. Swanson shared that he'll be attending the upcoming CRAB County Engineer Training (May 3-5) and appreciated the invite. He shared that WSACE will be holding East/West side meetings next month (May 2022) in Olympia and Ritzville. Mr. Swanson is busy planning for WSACE's Annual Conference set for early June in Winthrop, WA at Sun Mountain Lodge (June 6-9). Mr. Swanson provided his thoughts on the recent Legislative Session and highlighted some of legislative work by the Joint Transportation Committee (JTC) surrounding the "Moving Ahead WA" package. Specifically, the JTC will be convening stakeholders to discuss, and make recommendations, on how Federal Highway formula dollars appropriated in the recent federal infrastructure package will be distributed in coming biennia's. This process will take place over the next few months and is critical for counties who rely on these dollars. Mr Swanson will be an active and engaged participant in the process. and that counties/cities will be a part of that along with federal/state.

EXECUTIVE DIRECTOR'S REPORT

Ms. Wall reminded the board that three CRABoard position terms are ending in June, and the Washington State Association of Counties will begin the recruitment process for those positions within the coming weeks.

Ms Wall reported that the 2022 Legislative Session came to a close in early March. The Legislature passed a \$17 Billion transportation funding package known as "Move Ahead Washington." While investments in CRAB and counties were minimal, CRAB did receive an appropriation of \$80 Million over the next 16 years for the CAPA program. There are still some questions on when those funds will be made available and whether they will be in a lump-sum or distributed quarterly.

Ms Wall reported on her activities over the past months, which included attending the WA Chapter of the American Public Works Association conference in Vancouver, WA, attending the quarterly Transportation Improvement Board meeting in Vancouver, WA, and the CRAB Road Design Conference in Chelan, WA. Ms. Wall plans to begin traveling out in the counties in the coming months to meet with county engineers and Commissioners.

DEPUTY DIRECTOR'S REPORT

Deputy Director Woods shared with the Board that three news county engineers were appointed since the Board's last meeting:

- Dean Cornelison, P.E. was appointed Whitman County Engineer on February 22, 2022 effect March 1st. Dean was appointed to the county engineer position after the previous county engineer, Mark Story, P.E., was promoted to Public Works Director.

- Grace Barnkow, P.E. was appointed Pacific County Engineer on March 8, 2022. Grace's first day as county engineer was March 28th. Grace worked for the City of SeaTac before accepting the Pacific County Engineer position.
- Melissa McFadden, P.E. was appointed Pierce County Engineer on March 21, 2022. Melissa was previously Pierce County's Assistant County Engineer – Storm Water Manager.

Mr. Woods then shared his other activities since the previous Board meeting including visits to 4 counties. The Board was then given an update of the current budget status as well as changes adopted by the Legislature in the 2022 supplemental transportation budget.

Engineering and Administrative Support Specialist Report

Mr. Pohle shared his report and informed the Board he had one county visit (Pacific County) since the last January 2022 Board meeting, plus he had 136 total contacts representing 34 counties and 5 other state agencies and interactions with the public.

Mr. Pohle noted that a County Engineers' training was held in February 2022 (2/8/22 – 2/10/22) with one more upcoming in May 2022 (5/3/22 – 5/5/22). He shared that Snohomish County has on-site training scheduled for its staff this summer, and Benton County has training scheduled in October which neighboring counties (Franklin and Walla Walla) have also been invited to.

Information Systems

Mr. Weed reported on recent staffing changes that have taken place within the IT Team. Nolen Young, who started his IT career with CRAB after graduating from Washington State University, has accepted a position at Amazon and left CRAB in early April. Nolen was one of our Software Engineers and was a vital member of the CRAB Staff and the mission we as an agency are trying to accomplish. Nolen is a very talented and skilled young programmer that brought his desire to code and skill to develop software that can help people do their jobs every day at CRAB. We wish Nolen the best of luck as he takes on his new opportunity.

Liana Roberson was hired on as our new GIS specialist and will be reporting to Cameron Cole, the GIS Manager. Liana comes to CRAB after working in Hawaii for the last 14 years with many different outfits, including the U.S Army Corps of Engineers as the GIS specialist that help the development and management of an enterprise GIS for the state of Hawaii Department of Transportation (HDOT) Harbor Division. NOAA as the Optical Mapping Associate developing comprehensive benthic habitat maps of shallow-water coral reefs in the U.S. Pacific Remote Island Area (PRIA) and mapping the Marianas Trench. Liana comes to us with many experiences in the GIS world. Liana is also FAA Certified Small Unmanned Aircraft Systems (sUAS/Drone Pilot). More to come from Liana as she will be formally introduced in the July board meeting. Liana begins her work with CRAB on May 2nd.

We welcome James Rea as a Software Engineer Position in the position that was vacated by Nolen Young. James will be reporting directly to Tommy Weed (IT Director). James brings with him years of experience in software development and teaching software development from South Puget Sound Community College to CRAB. James will start with CRAB on May 9th.

GIS-Mo Update - Temporary Setback

Due to staff changes, it came to our attention that a GIS-Mo works re-prioritization is needed. The re-prioritization will focus on a handful of work to better set up the GIS-Mo project for future project delivery to our county road office customers. CRAB will focus our current IT staff and resources on addressing high-priority works. Road log, audit trail, and data schema review will be the first part of this high-priority work to be completed on our schedule and will take the first half of the re-prioritization timeline that we have scoped out. We are confident that once this delay has been solved and adequately analyzed, we will be able to complete the GIS-Mo project more efficiently.

Design and UAS Systems

Brian Bailey shared an update with the Board on Design Systems and the UAS Program.

Design Systems

- Training Program
 - CRAB did not provide any Design Systems in-person training at our training facility this quarter.
- Pinnacle Series LMS
 - CRAB continues to add help documents and videos in support of VUEWorks and Road and Highways and posted recorded sessions of most of the Road Design Conference content.
 - 2022 1st quarter performance:
 - The platform has 800 registered users and has had 160 unique active logins during the period.
 - Users have accessed 1,046 individual assets and 239 learning path courses.
 - Of the assets accessed, 797 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This represents 62% of all content consumed in this quarter.
 - Using imputed averages for assets and courses, CRAB provided approximately 431 person-hours of training.

This quarter saw a substantial increase in user access and content consumed, increasing person-hours of training by nearly 250%. Average daily user access is up to 16 persons per day.

- 2022 Road Design Conference:
 - CRAB's Road Design Conference was successfully completed! 73 county staff attended, representing 29 counties.
 - 20 individual sessions were presented by speakers, sponsors, and vendors for a total of 1,460 person-hours of training.
 - Of the 73 attendees, approximately 27% provided feedback through our conference surveys.

2. UAS Program

- Preparation for the 2022 Road Design Conference took precedence during this quarter, so no UAS activity occurred.

Special Presentation: UAS Program

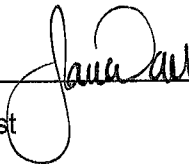
Brian Bailey shared an overview of the UAS Program, including a live demo of a drone in our parking lot at the CRAB office.

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

Chair Coffman adjourned the meeting at 11:10 am.



Chair



Attest

1
12 Aug