

Minutes
County Road Administration Board
July 28-29, 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, 2nd Vice Chair
Doug McCormick, PE, Snohomish County Engineer
Eric Pierson, PE, Chelan County Engineer
Al French, Spokane County Commissioner
Brad Peck, Franklin County Commissioner
Lindsey Pollock, Lewis County Commissioner
Carolina Mejia, Thurston County Commissioner (7/28 only)

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Jason Bergquist, Executive Assistant
Derek Pohle, PE, Support, Training and Compliance Manager
Mike Clark, Road System Inventory Manager
James Rea, Software Engineer (7/28 only)

Staff Present: Tommy Weed, IT Director
Via Zoom Steve Johnson, PE, Grant Programs Manager
Brian Bailey, Design Systems & UAS Program Manager
Eric Hagenlock, Data Quality Assurance & Analysis Manager
Cameron Cole, GIS Manager
Liana Roberson, GIS Specialist

Guests: Axel Swanson, WSACE Managing Director (7/29 only)
Via Zoom Satpal Sidhu – Whatcom County Executive (7/28 only)
Jim Karcher – Whatcom County Engineer (7/28 only)
Jon Hutchings – Whatcom County Public Works Director (7/28 only)
Tyler Schnoeder – Whatcom County Deputy Executive (7/28 only)
Matt Unzelman – Thurston County

Thursday, July 28, 2022

CALL TO ORDER

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

CHAIR'S REPORT

Board Appointments

Chair Coffman shared a letter from WSAC regarding CRABoard Appointments for himself, Commissioner Peck and Eric Pierson who were all re-appointed to additional 3-year terms expiring in June 2025.

Approve Agenda for July 28-29, 2022 Meeting

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

Approve Minutes of April 21-22, 2022 CRABoard Meeting

Commissioner French moved and Vice Chair Janicki seconded to approve the minutes of the April 21-22, 2022 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 nominated Chair Coffman as Chair.

Grant Morgan nominated Vice-Chair Janicki as Vice-Chair.

Doug McCormick nominated Grant Morgan as Second Vice-Chair.

Grant Morgan nominated Doug McCormick as Second Vice-Chair.

Chair Coffman closed nominations.

Doug McCormick moved and Commissioner Peck seconded to approve a slate of officers as Rob Coffman as Chair, Lisa Janicki as Vice-Chair, and Grant Morgan as Second Vice-Chair. **Motion passed unanimously.**

New CRAB Staff

Tommy Weed (IT Director) introduced two new CRAB staff members to the Board - James Rea (Software Engineer) and Liana Roberson (GIS Specialist). Each of them provided a brief update on their backgrounds and prior work experience. Chair Coffman welcomed them both to CRAB.

Public Comment Period

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

EXECUTIVE DIRECTOR'S REPORT

Jane Wall presented a quarterly update to the board on the new Strategic Planning Strategy Map which outlines key activities now associated with each strategy. Based on feedback from the April Board meeting, the Executive Team has aligned key actions, additional details and timelines/deadlines to support certain objectives at the request of the Board. Ms. Wall highlighted a few of the items, including announcing that CRAB now has a social media presence. We're also working on our first Data Story, furthering work on GIS-Mo, and having discussions around potentially hiring a Communications person to help with social media outreach and messaging on behalf of CRAB. Ms. Wall stated that the Strategy Map will be reviewed quarterly by the Executive Team and the CRABoard for alignment.

Ms. Wall reported on her meetings over the prior few months since the last Board Meeting, including recent travel to Denver, CO for the 2022 Annual NACo Conference (National Association of County Officials) with other delegates from WA state. She noted that we are in the process of building our budget to submit to the Legislature which will also include our priorities. Ms. Wall promised to keep the Board updated on any future legislative visits and is working on hopefully getting more Legislators to attend upcoming Board Meetings. Rep. Fey is slated to attend the October Board meeting (Thurs, Oct 27) in Olympia. Ms. Wall is hoping to have county tours align with certain Board Meetings beginning in 2023 to provide an opportunity for the Board to see projects that were funded using CRAB's assistance. 2023 dates and location details will be decided at the next October 2022 Board Meeting coming up.

CERTIFICATIONS

Resolution 2022-005 Certifying the 2021 Master County Road Log

Mr. Clark presented Resolution 2022-005 - Certifying the 2021 Master County Road Log, to reflect the county road system as of January 1, 2022. 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. He also noted a 0.4 mile (four-tenths) net gain in statewide centerline miles from last year.

Following discussion and questions, Doug McCormick moved and Commissioner French seconded to approve Resolution 2022-005 - Certifying the 2021 Master County Road Log.

Motion passed unanimously.

Resolution 2022-006 Regarding Certifying MVFT Allocation Factors

Mr. Clark presented Resolution 2022-006 - Regarding Roadway Categories and Unit Costs for the 2022 and 2023 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 Pollock seconded to approve Resolution 2022-006 - Regarding Roadway Categories and Unit Costs for the 2022 and 2023 County Fuel Tax Distribution. **Motion passed unanimously.**

Proposed WAC Change – Chapter 136-400

Mr. Woods presented the Board with proposed amendments to Chapter 136-400 WAC regarding the administration of the County Ferry Capital Improvement Program (CFCIP). At the January 2022 Board meeting, the four ferry counties requested that the Board not adopt the proposed Chapter 136-600-80 regarding placement of county road ferries into that county's equipment rental and revolving fund. Rather, they asked to explore alternate solutions with CRAB staff and bring a proposal to the Board at a future meeting. The result of that work is the proposed amendments to Chapters 136-400-020, 136-400-030, and 136-400-080 WAC. The proposed changes would limit funding from the CFCIP to replacing an existing ferry vessel once. With this proposed change, Whatcom and Wahkiakum counties would still be eligible for CFCIP vessel replacement funding. However, Pierce and Skagit counties will no longer be eligible for CFCIP vessel replacement funding since all of their vessels have received CFCIP funding for replacement.

Staff recommended a public hearing be set for amendments to Chapter 136-400-020, 136-400-030, and 136-400-080 WAC at the next Board Meeting on Thursday, October 27 @ 2:00pm.

Vice Chair Janicki moved and Commissioner Pollock seconded to approve setting a public hearing for public comments and adoption at the Board Meeting on October 27 @ 2:00pm.
Motion passed unanimously.

County Ferry Capital Improvement Program (CFCIP)

Mr. Johnson shared that Whatcom County is requesting a \$10 Million contribution over a 20-year period from the County Ferry Capital Improvement Program toward their Lummi Island Ferry Replacement and System Modernization Project. This request was considered and discussed at the CRABoard's April 2022 meeting. The Technical Review Committee found 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.

The April 2022 presentation materials were included in board packet for reference and background information, including the total estimated project costs as well as intended sources of funding. These materials also include the 2022 estimated County MVFT direct allocation with an example of the annual impact that the Whatcom County funding request would have on this allocation.

The April 2022 Board discussion remained unresolved regarding the potential for Whatcom County to incorporate their banked county road levy capacity into their financial plan for this project. After the question of banked levy capacity being a factor in previous project approvals was raised at the April 2022 meeting, staff found that Skagit County reported a banked levy of \$1,551,754 for 2018 (The year their application was approved by the CRABoard). Neither the meeting minutes or any staff prepared documents indicated that Skagit County's banked levy capacity was discussed during the project review and approval process.

The Board decided to table the discussion until the July Board meeting, providing Whatcom County with additional time for policy level discussions regarding the potential use of county resources in the project's financial plan.

Whatcom County Executive Sidhu prepared a letter in response to this remaining concern, which is also attached.

Recommendation:

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. RCW 47.56.725 and WAC 136-400 require a county to first seek funding through the public works trust fund, or any other available revenue source, where appropriate. The question of whether Whatcom County has met these requirements is a matter for Board discussion.

Following questions and discussion, Vice Chair Janicki moved and Commissioner Peck seconded to approve Whatcom County's request for a \$10 Million contribution over a 20-year period from the County Ferry Capital Improvement Program (CFCIP). **Motion carried unanimously.**

Chair Coffman called for a 10-min recess @3:08pm, and meeting resumed @3:22pm.

Resolution 2022-007 - Apportion RATA Funds to Regions

Steve Johnson presented Resolution 2022-007 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$5,602,674 deposited to the RATA for April, May and June 2022 be apportioned to the regions by the established 2021-23 biennium regional percentages after setting aside \$142,184 for administration.

Commissioner French moved and Commissioner Mejia seconded to approve Resolution 2022-007- Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2022-008 – Apportion Remaining 2021-2023 RATA Revenue Funds to Projects

Mr. Johnson presented Resolution 2022-008 – To Approve 2021-2023 RAP Projects and Allocate 100% of Estimated 2021-2023 RATA Revenue and to rescind Resolution 2022-003 and allocating the remaining '21-'23 biennium RATA revenue funding at this time to projects as shown in Resolution 2022-008. Staff recommends rescinding prior Resolution 2022-003 and replacing it with Resolution 2022-008. Resolution 2022-003 provided partial funding to Cowlitz county's South Silver Lake project. After being notified that the project was awarded funding, Cowlitz County notified CRAB that it is unable to pursue the project at this time. This resulted in the need to change the project array approved in resolution 2022-003 with the new project array in Resolution 2022-008 to increase funding for Mason county's Shelton Valley Road Culvert project by \$48,100 to a total partial funding of \$477,972.

Doug McCormick moved and Commissioner French seconded to rescind Resolution 2022-003. **Motion carried unanimously.**

Commissioner French moved and Doug McCormick seconded to approve Resolution 2022-008. **Motion carried unanimously.**

Program Status Report

Mr. Johnson reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,129 of 1,247 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 \$650,010,960. RAP obligations remaining are \$132,222,946.

Mr. Johnson shared that 19 projects are awaiting closeout, while 99 are either in design or construction phase. As for RAP Obligations, \$20.6M is yet to be allocated to partially funded projects, and \$112.5K have pending requests for reimbursement. The RATA fund balance as of June 30 (end of Q2) was nearly \$21.9M.

Mr. Johnson then presented some before and after photographs of recently completed RAP projects in Ferry, Okanogan, Skagit, and Whatcom Counties.

Review of RAP Preliminary Arrays

Mr. Johnson reported that after the January 2022 request for project submittals, the counties submitted 118 preliminary proposals on March 1, 2022 totaling a request of \$208,493,300. San Juan County and Pacific County chose not to submit any new projects in this cycle. CRAB engineering staff field reviewed these preliminary submittals between March and July with each county engineer or responsible staff to evaluate surface conditions and discuss overall scope of each of the proposals. The scores from the field reviews have been tabulated in order to prepare the preliminary visual arrays for each region.

The attached arrays include currently contracted projects that remain underfunded – meaning they have not yet accrued their full RATA requested amount. Partially funded projects will receive funding ahead of new projects.

The new submittals are ranked based on visual score. This score will be incorporated into each project's final points based on the county's project expectations and preparation of the scoring worksheets which are included with the final prospectus applications due September 1, 2022.

The final prospectus applications are allowed to request RATA contribution amounts for projects up to the County's established submittal limit. County submittal limits vary per region, and per county in the SE region, and are calculated from the '23-'25 Call for Projects revenue estimate of \$50 million statewide. Staff anticipate that fewer than half of these potential projects will be submitted as final proposals as the counties prioritize these projects.

Regional Meetings update

Mr. Johnson reported regional meetings were held in June and July 2022 with topics covering:

- Funding and project status for the RAP program, as summarized on the RAP Program Status Report.
- RAP Online application replacement update reminder – the new RAP Online application is expected to be in place in time for the next RAP project application cycle. Any interested county staff that regularly use RAP Online are encouraged to help us with testing and early training, as this process continues.
- Brief discussion of active projects, reviewing status (with emphasis on construction timing). Counties are encouraged to bring projects to construction if possible to help

- draw down the RATA account balance. Counties are also encouraged to file Completion on projects that have been constructed in order to move completed projects to archive.
- 2023-2025 Final Prospectuses remain due on September 1, 2022. Counties were reminded to include these (and other RAP projects) on their 6-year plans by December 2022. Funding of these projects will be considered by the CRABoard in April 2023, with reimbursements becoming available in July 2023.
 - The Emergency Loan Program funds remain available if emergency issues occur. Current balance is \$2,212,045.43

Update on Previous Board Actions

Mr. Johnson provided updates on the previous Board actions – Projects:

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

- The project design is approximately 70% complete. The overall project schedule is aiming for full design completion and advertising for construction before April 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 bridge funding with the Salmon Recovery Funding Board, the Washington Coast Restoration & Resiliency Initiative, and the Brian Abbott Fish Barrier Removal Board. The County has not yet heard status or ranking of these applications. Based on the construction lapsing date of September 2022, this item will need to be back in front of the Board at our October meeting to discuss either a project withdrawal, or a construction extension.
- The County was recently notified that the Salmon Recovery Funding Board grant will be awarded. While this is the smallest of the three funding applications, it will become available much sooner than the other two.

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 Phase 1 – a portion of the original project, as well as continue design on Phase 2. They have been approved on the 2023 STIP for the MPO to request additional federal funding to supplement potential CRAB funding. 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 provided updates on previous Board actions – Emergency Loan Projects:

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)

- There have been no ELP repayments made yet. The amended contract term for the first loan was extended and is due April 2024. The 2nd loan's 2-year contract is through January 2023.
- The County is making some progress toward receiving some of the 2020

- flood reimbursements, and are hoping to receive most of these funds by the end of 2022, allowing them to repay the loans ahead of the due dates.
- o Including simple interest, the combined loan amount due is now \$814,947.93.

The Current ELP account balance is **\$2,210,557.97**.

Deputy Director Report

Drew Woods shared the appointment of David Bren, P.E. as County Engineer for Grant County. Mr. Woods, Ms. Wall, and Mr. Pohle all went to Grant County to meet with him in person. Mr. Woods then outlined various county visits he had since our last Board Meeting in April, and the CRAB Award presented at the WSACE Annual Conference in June 2022. CRAB Board Member Eric Pierson, P.E. (Chelan County) was named County Engineer of the Year. Steve Bricker from Thurston County was named Project Manager of the Year for the Mullen Road project. The award was given to Steve at the Thurston County BOCC meeting on July 12th. Mr. Woods shared other recent activities and travel he conducted, including attending NACE 2022 (National Association of County Engineers Conference) and both WSACE Western & Eastern District meetings, held in Thurston & Adams Counties respectively, just to name a few.

Mr. Woods then shared the June 2022 Financial Status for CRAB. The April financial reports show the agency has spent \$100,483 less authority than planned to date in Fund 108, \$125,269 less authority than planned to date in Fund 186, and \$28,359 less authority than planned to date in Fund 102. Further details were provided in the report provided by DES Financial Services. Mr. Woods reported that overall CRAB was in a good position as we're \$250K "in the good!"

Chair Coffman called for recess **@4:26pm**

Friday, July 29, 2022

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

WSACE Managing Director – Axel Swanson

Mr. Swanson reported on activities of the Washington State Association of County Engineers (WSACE), including their most recent annual conference in Winthrop, WA, in June. The event included the association's annual business meeting, the swearing in of new officers, and a two-day professional development workshop featuring leadership development coach David Rabiner. The conference also allowed for the County Road Administration Board to present the award for County Engineer of the Year which was given to Chelan County Engineer, Eric Pierson, P.E..

Mr. Swanson also reported on his work with the Joint Transportation Committee's workgroup convened to discuss the distribution of the federal Infrastructure, Investment and Jobs Act (IIJA) that was passed in fall, 2021 by Congress. The IIJA will distribute billions of dollars to the State

of Washington, some of which will come in the form of formula block grants. Programs that will benefit include the Surface Transportation Program Block Grant (STPBG), and the WSDOT local bridge program. The workgroup convened consisted of transportation stakeholders, including representatives from local governments. They met over the past three months to develop recommendations to the Legislature on how to divide the new money between the state and local governments. Mr. Swanson reported that while counties did not get everything they asked for, they are in a better position now than where they were at the beginning of the negotiations.

Support, Training and Compliance Manager Report

Mr. Pohle shared his report and informed the Board he had two county visits (Pacific & Grant Counties) since the last April 2022 Board meeting, plus he had 52 total contacts representing 23 counties and 6 other state agencies and 5 interactions with the public.

Mr. Pohle noted that a County Engineers’ training was held 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.

Compliance Manager’s Report

Reporting Period: May 2022 thru July 2022

WAC 136-12 – Vacancy or Change in Position of County Engineer:

Update on Vacancies/Changes:

County	Effective Date	Original Six-Month Expiration	Six-Month Extension	Notes
Clallam	February 1, 2022	August 1, 2022	-	CE retired, acting Joe Donisi
Columbia	July 11, 2022	January 11, 2023	-	Jeremy Weiland PE terminated, Interim Grant Morgan PE
Pend Oreille	April 12, 2022	October 12, 2022	-	Mary Jensen PE resigned, Don Ramsey PE interim
Clark	June 30, 2022	December 30, 2022	-	Brian Vincent PE appointed May 17, 2022, retired 6/30. Ken Lader PE interim CE

County Audit Reviews

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	7	0	0	No	No
<i>Accountability</i>	3	0	1 Snohomish	Yes	Yes
<i>Fraud</i>	0	0	0	No	No
<i>Performance</i>	0	0	0	No	No

Snohomish County received a management letter regarding procurement of A&E services. Included in the Board packet was an attached narrative from Snohomish County.

May 1st, 2022 required submittals: Road Log Update

Due to a number of software issues affecting the appropriate functioning of the new Gis-Mo road log software, the matter of submission of the road log by all 39 counties by May 1st was postponed to June 17th, with counties allowed to request time extensions. All 39 counties submitted their road log by the June 17th date or requested a time extension. All 39 counties are considered to be in reasonable compliance.

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.

Mr. Pohle certified that he also reviewed all the above compliance reporting with the Deputy Director (Mr. Woods).

Information Systems

Tommy Weed (IT Director) reported on GIS-Mo Updates as follows:

Moving forward

Last quarter CRAB refocused its current IT resources on addressing high-priority work that impacted Road Log submission. Mr. Weed was happy to share that the reprioritization of the project was a success and CRAB IT is now focusing on the next high-priority project needs such as upgrading the GIS-Mo development (Test) environment first before releasing it to the production (Live) environment for the counties.

Future Upgrade

In the next 12 month, GIS-Mo will be going through an update and upgrade transition that will change the way GIS-Mo looks to better align with the new and current versioning of our ESRI and Vue work products. The transition will be slow to accommodate counties and

their change management process on top of possible work currently happening in their respected counties. The changes will not alter how the application is being used but will have a large impact on the styling of how the county's users will see GIS-Mo. The update and upgrade will also help our security positioning with GIS-Mo. Mr. Weed noted that CRAB staff will be having a meeting on August 18th to talk more about this in greater detail, so stay tuned.

CARS and RAP Replacements

CRAB and SmartSimple have finished the purchase order process to replace the CARS and RAP applications with a SmartSimple product. The project is scheduled to be kicked off in August with the SmartSimple team and the CRAB team starts outlining what the project timeline should look like.

Mr. Weed also reported that CRAB recently got a grant from the Traffic Safety Commission for training development for GIS-Mo to be used in 2023.

Design and UAS Systems

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

1. Design Systems

Training Program

- CRAB did not provide any Design Systems in-person training at our training facility this quarter.
- CRAB sent out a survey to gauge interest in future training at our facility or on site for the counties, and the feedback collected was shared with the Board on-screen.

Pinnacle Series LMS

- 12 new videos were added, including a 2022 Road Design Conference wrap-up video.
- 2022 2nd quarter performance
 - The platform has 810 registered users and has had 141 unique active logins during the period.
 - Users have accessed 1,234 individual assets and 328 learning path courses.
 - Of the assets accessed, 670 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This represents 55% of all content consumed in this quarter.
- Using imputed averages for assets and courses, CRAB provided approximately 227 person-hours of training.
- This quarter saw a decrease in user access but an increase overall in content consumed, which represents a 20% increase over the period. Average daily user access is down to 8 persons per day.

2022 Road Design Conference

- 12 of the 20 sessions were converted to video content and uploaded to our LMS.
- Conference videos have been viewed 144 times, adding approximately 144 additional person-hours of training to the previous 1,460 person-hours of in-person training.

2. UAS Program

- CRAB and WSDOT Aviation Division have been in discussions regarding participation in an initiative to utilize small UAVs for the inspection of bridge decks. Alynix, LLC is developing a workflow and computer analysis of thermographic photogrammetry to

determine bridge deck delamination. Their platform, Decker, will improve safety by reducing lane closures and exposure of personnel to hazardous environments, lowering costs of typical field inspections, saving time with optimized flights, and improving data with unambiguous analysis of imagery.

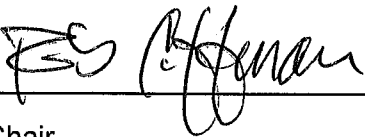
- Our contribution to this initiative will include flights of county bridges. This data will be conveyed to Alynix where it will be used with other data sets to improve the computer vision assessment of the bridge decks.
- WSDOT is currently on hold with its bridge superstructure inspection demonstration from Skydio.

Special Presentation: GIS-Mo

Cameron Cole shared an in-depth overview of the GIS-Mo Program and then answered questions from the CRABoard.

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

Chair Coffman adjourned the meeting at 10:20am.



Chair

Attest