

Minutes
County Road Administration Board
July 31, 2025
Cowlitz County Event Center (Longview, WA)
and Teams participation

Members Present: Grant Morgan, PE, Garfield County Engineer, Vice Chair
Lindsey Pollock, Lewis County Commissioner 2nd Vice Chair
Carolina Mejia, Thurston County Commissioner
Eric Pierson, PE, Chelan County Engineer (online only)
Art Swannack, Whitman County Commissioner
Doug McCormick, PE, Snohomish County Engineer
Peter Browning, Skagit County Commissioner
Zack Trudell, Ferry County Commissioner

Members Absent: Al French, Spokane County Commissioner

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Jason Bergquist, Executive Assistant
Jacque Netzer, Communications Director
Steve Johnson, PE, Grant Programs Manager
Mike Clark, Road System Inventory Manager
Derek Pohle, PE, Support, Training and Compliance Manager
Scott Campbell, IT Senior Security Specialist

Staff Present: Eric Hagenlock, IT Director
Via Zoom

Guests: Susan Eugenis, PE, Cowlitz County Engineer
Jeremy Provenzola, PE, Clark County Engineer
Steven Ferrell, Cowlitz County Commissioner
Axel Swanson, WSACE Managing Director
Erik Hansen, Office of Financial Management (OFM)
Representative Jake Fey, Chair of House Transportation Committee
Ashley Probart, TIB Executive Director

Thursday, July 31, 2025
CALL TO ORDER

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

CHAIR'S REPORT

Board Appointments

Vice Chair Morgan read a letter from WSAC confirming CRABoard Appointments for Commissioner Trudell, Commissioner Browning, and County Engineer Eric Pierson who were each appointed to 3-year terms expiring in June 2028.

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

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

Vice Chair Morgan turned the meeting over to the newly appointed Chair Pollock who opened the floor for nominations of Vice-Chair and Second Vice-Chair.

Commissioner Browning made a motion to nominate Commissioner Pollock as Chair, Commissioner Mejia seconded. Motion passed unanimously.

Doug McCormick made a motion to nominate Commissioner Swannack as Vice Chair, Commissioner Trudell seconded. Motion passed unanimously.

Commissioner Swannack made a motion to nominate Doug McCormick as 2nd Vice Chair, Grant Morgan seconded. Motion passed unanimously.

Chair Pollock closed nominations.

Final Appointments: Commissioner Pollock as Chair, Commissioner Swannack as Vice-Chair, and Doug McCormick as 2nd Vice-Chair.

Approve Agenda for July 31, 2025 Meeting

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

Approve Minutes of May 1-2, 2025 CRABoard Meeting

Commissioner Browning moved and Commissioner Swannack seconded to approve the minutes of the May 1-2, 2025 CRABoard meeting. **Motion passed unanimously.**

Set 2026 CRABoard Meeting Dates

Chair Pollock asked for any comments on the proposed dates for the 2026 Meeting schedule. For our January 2026 meeting, the Board will do a Legislative Hill Climb on the Wednesday, January 28 and then hold their Board meeting the following day on Thursday, January 29. Otherwise, the normal cadence for meetings are half days on a Thursday-Friday. Ms. Wall asked the Board if they liked having 2 board meetings on the road and the feedback was yes.

Commissioner Mejia asked for the Board to consider touring local road projects in Thurston County and perhaps neighboring counties like Lewis and Mason when the Board is in Olympia and Ms. Wall suggested we'll look at doing that during the April 2026 board meeting.

Doug McCormick moved, and Commissioner Browning seconded to set the 2026 meeting dates for: January 28-29 (Olympia), April 30-May 1 (Olympia), July 30-31 (Wenatchee) and October 15-16 (San Juan). **Motion passed unanimously.**

Chair Pollock welcomed Cowlitz County Commissioner Ferrell to our Board meeting. He appreciated the invite to appear and welcome the CRA Board to Cowlitz County and hoped they enjoyed their time while in the county.

Special Presentation – Motor Vehicle Fuel Tax (MVFT)

Mike Clark shared an overview & history of the Motor Vehicle Fuel Tax (MVFT) to the Board.

Drew Woods & Mike Clark will be at County Leaders Conference (CLC) in Spokane, WA this November doing a presentation to the counties to help highlight recent changes to the Motor Vehicle Fuel Tax (MVFT), how it will impact counties and how to get the most out of the tax.

CERTIFICATIONS

Resolution 2025-005 Certifying the 2024 Master County Road Log

Mike Clark presented Resolution 2025-005 - Certifying the 2024 Master County Road Log, to reflect the county road system as of January 1, 2025. He reported that all 39 counties are compliant with the requirements, and staff recommend approval of the road log. Mr. Clark noted that this certification is on an annual basis.

Following discussion and questions, Commissioner Mejia moved, and Commissioner Swannack seconded to approve Resolution 2025-005 - Certifying the 2024 Master County Road Log.

Motion passed unanimously.

Resolution 2025-006 Regarding Certifying MVFT Allocation Factors

Mr. Clark presented Resolution 2025-006 - Regarding Roadway Categories and Unit Costs for the 2025 and 2026 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 Browning moved, and Commissioner Trudell seconded to approve Resolution 2025-006 - Regarding Roadway Categories and Unit Costs for the 2025 and 2026 County Fuel Tax Distribution. **Motion passed unanimously.**

Resolution 2025-007 - Apportion RATA Funds to Regions

Steve Johnson presented Resolution 2025-007 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$5,328,635 made available in the Rural Arterial Trust Account for April, May, and June 2025 be apportioned to the regions by the established 2023-25 regional percentages after setting aside \$190,985 for administration.

Commissioner Swannack moved and Grant Morgan seconded to approve Resolution 2025-007 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2025-008 – Establish 2025-2027 Regional Apportionment Percentages

Mr. Johnson presented Resolution 2025-008 - Establish 2025-2027 Regional Apportionment Percentages, which computes the apportionment percentages for each of the five regions as follows: **43.6%** (Northeast); **10.92%** (Northwest); **6.91%** (Puget Sound); **23.67%** (Southeast); **14.90%** (Southwest); which totals to **100.00%**.

Commissioner Browning moved and Doug McCormick seconded to approve Resolution 2025-008 - Establish 2025-2027 Regional Apportionment Percentages. **Motion carried unanimously.**

County Ferry Capital Improvement Program (CFCIP) Call for Projects

Mr. Johnson updated the Board that there were no requests for a call for projects so there will not be a call this cycle. CFCIP is on a 4-year cycle, and only 4 ferry counties are allowed contracts, 3 of which already have a contract in place with only 1 county (Wahkiakum) eligible, but they are not requesting one currently.

Chair Pollock called for a 10-min recess @10:13am, and meeting resumed @ 10:25am.

COUNTY OVERVIEW & PROJECT PRESENTATIONS

Cowlitz and Clark counties were each invited to present to the Board an overview of their CRAB funded projects, including any challenges they're currently facing. Speakers included: Susan Eugenis, PE (Cowlitz County Engineer), and Jeremy Provenzola, PE (Clark County Engineer).

IT DIVISION REPORT

Mr. Hagenlock shared some of the key accomplishments of his IT Team, which included:

- **PAVER:**
 - *Target End Date: 7/30/2025* *However we're just a little behind schedule.
 - Progress Update: Project Team has procured ESRI services with Innovation and Modernization Fund (IMF) grant funds to complete the Upload/Download project goal. CRAB Staff has successfully imported GIS-Mo data into PAVER and performed road tests to confirm operation and demonstrate GPS function.
 - Outcomes: All project costs incurred and reimbursed for the PAVER implementation. Remaining work is completing handoff of ESRI tool with no additional costs anticipated.
- **GIS-Mo Upgrade:**
 - **Completed!**
 - Progress Update: CRAB IT Team has done amazing work ahead of performing this very challenging and complex upgrade of core GIS-Mo systems, ESRI & VUEWorks. We have one of the most complex and sophisticated transportation asset management systems available which makes finding community solutions

to GIS-Mo issues challenging as we are so unique. However, all have been overcome and the plan communicated to success is expected!

- **CRAB Data Hub:**
 - **Completed!**
 - Vendor was unable to make deliverables with 90% budget exhausted by hourly invoicing.
 - **Outcomes:** The Data Hub Project Team encountered many challenges with vendor but was able to complete this project on-time! Bree Norlander managed this project.
- **CoPilot AI Trial Generative AI:**
 - **Completed!**
 - Four licenses assigned, three IT one Engineering. These evaluators are experimenting various use cases and evaluating effectiveness to report back to CRAB Staff and Executive Team to discuss policy and next steps.
 - **Outcomes:** CRAB's evaluation period has ended for Microsoft Copilot paid licenses. Currently compiling results of evaluators to determine next steps. Trial was underwhelming and left much to be desired. As a state agency, we're limited with the use of AI like with ChatGBT.
- **Traffic Records Forum**

Eric Hagenlock and Bree Norlander attended the National Traffic Records Forum in Boston, MA from July 6-9, 2025 and said it was a fantastic event. They both presented on a panel and explained who CRAB was and explained how we're using this type of data in support of our 39 counties. They also got to see what other states/counties are doing which will help us with setting new goals for our county roads. Overall, it was a great networking opportunity and allowed them to gauge our technology products, services and strategies against many other state, county, and city agencies.
- **GIS-Mo Training**

CRAB staff brought GIS-Mo Training to Colville, WA from May 13-14, 2025. In addition to the always popular Dynamic Report training, a new course curriculum was offered concerning Work Management, a critical feature of asset management. Our post training survey indicated it was a successful event.
- **GIS-Mo Conference: Level Up**

This September 23-25, 2025, CRAB will host the first annual GIS-Mo Conference in Ellensburg, WA. Registration is Full and we're at capacity with 38 of 39 counties represented! This three-day event will be held at The Hotel Windrow and provide a packed and varied agenda including training, networking opportunities and expert roundtables, with keynote speaker Joanne Pearson, Washington State GIS Coordinator.

Chair Pollock welcomed Erik Hansen, Transportation Senior Budget Advisor, OFM, to the CRABoard meeting as he was in attendance so she wanted to recognize & welcome him.

EXECUTIVE DIRECTOR REPORT

Jane Wall shared that May was spent wrapping up and processing all that had been done during the legislative session. CRAB presented 2 awards at the June 2025 WSACE Annual Conference in Everett, WA. County Engineer of the Year went to Monte Reinders, PE (Jefferson County) and Program Manager of the Year was given to Eric Kuzma (Jefferson County). She travelled to Leavenworth for TIB in May and presented to the Good Road Association (in Olympia). Rep. Fey and Sen. King were also in attendance for the Good Roads Association.

Ms. Wall is preparing for fall where she has several legislative meetings scheduled, two conferences, and a presentation to the Tri-Cities Good Roads Association.

Ms. Wall detailed her activities from the previous quarter, and future travel and activities which include:

- CRAB will be celebrating its 60th Anniversary in Olympia, WA on Thurs, Aug 14, 2025, with a reception at the Jacob Smith House in Lacey, WA from 5:00 – 8:00pm.
- 2025 GIS-Mo LEVEL UP Conference (September – Ellensburg)
- APWA Fall Meeting (October – Yakima)
- CRABoard Meeting (October – Yakima)
- County Leaders Conference (November – Spokane)

Staffing Update

Brian Bailey (Design & UAS Programs Manager) departed CRAB in June 2025. CRAB is reassessing that open position to better meet the needs of counties. We have a new position open for recruitment (posted last week) to help run the Local Roads Program with a plan to have a new person on board by September.

Chair Pollock called for a 1-hr lunch break @12:00pm, and meeting resumed @ 1:00pm.

WAC CHANGES

Drew Woods presented proposed WAC changes to the Board, which included:

- o WAC 136-70 – Pavement Management
- o WAC 136-60-070 – Traffic Safety Update Frequency
- o WAC 136-100-050 – Appointment of RATA Funds to Regions

Commissioner Browning made a motion to hold a Public Hearing for proposed WAC changes be set for **Thursday, October 23, 2025 at 9:30am**, which was seconded by Doug McCormick. Motion was approved unanimously.

SPECIAL GUEST: Washington State House Transportation Chair – Representative Fey

Jane Wall introduced Representative Fey (representing the 27th District). He started by saying that he appreciates the dialogue and feedback from the CRABoard on their perspective and said he's willing to adjust his thinking if he can be persuaded. He then gave an overview of the recent legislative session and the challenges they faced. Rep. Fey mentioned this was the worst

legislative session in the 13 years he's been a Legislator and was surprised and disappointed there was such negative reaction to the Road Usage Charge (RUC) legislation he put forward. 20,000+ people signed in for the bill, but less than 1,000 were in support of it. He discussed the State of Virginia's model, which has a lot of support behind it, as an example he's planning to look closer at since it gets more directly at the core issue (road usage) and deals with a miles per gallon tax.

Chair Pollock called for a 10-min recess @ 2:38pm, and meeting resumed @ 2:55pm.

ENGINEERING DIVISION REPORT

County Training:

County Engineer Training was held in May in our CRAB offices in Olympia and went well and had great interactions with attendees representing 8 counties across WA state. Another one-day training was held in Whatcom County for maintenance and support staff. Our next training will be in December 2025.

County Engineer Appointments

On May 1, 2025, Nicole Norvell, P.E. was appointed as the Stevens County Engineer, where she had previously been serving as the assistant/interim county engineer prior.

On July 1, 2025, Wes Anderson, P.E. was appointed as the Lewis County Engineer to fill the vacancy created when the previous county engineer Geoff Soderquist, PE, was promoted to the Public Works Director.

County Engineer Vacancy Status

Pacific and Grant counties currently have County Engineer vacancies, although each county has either appointed an acting County Engineer or have an interlocal agreement in place.

County Audit Reviews

Mr. Woods shared there were 16 audits. Three of those audits had issues pertaining to County Road or ER&R matters (Benton County – GASB 34, Procurement Policy; Stevens County – Procurement Policy; and Ferry – Financial info miscategorized). No further action of CRAB is required.

Rural Arterial Program (RAP) Status

At the end of Quarter 2 – 2025, the RATA Activity had an ending balance of \$11.5M

Completed Projects

Mr. Woods shared updates on completed projects from Clallam and Stevens counties, including before & after photos and a snapshot of CRAB grant funding provided to each county.

Staff Project Actions Taken

Mason County requested to withdraw their Shelton Valley Road Culvert DR project. The replacement culvert size required by WDFW is larger than originally expected, which significantly expands the project footprint. The larger project area will need acquisition of additional easements, however the property owners will not currently allow even temporary rights of entry for design purposes. The County has repaid all RATA funds previously reimbursed (\$3,764.61). The director forwarded a letter on 7/23/2025 accepting the withdrawal of these two projects.

Previous Board Actions Update

- Asotin County – Snake River Road project termination and waiver of payback
- Skagit County – Francis Road extension
- Okanogan County – Cameron Lake Road project withdrawal and waiver of payback
- Whitman County – Hume Road extension
- Benton County – Hanks Road Phase 1 extension
- Wahkiakum County – East Valley Road extension

Emergency Loan Program

Current ELP account balance is \$2,905,842.45

Update on Previous Board Action

Mr. Woods provided an update on Resolution 2022-010 – Allowing additional RATA funding for projects reaching construction in 2023/2024. He shared a snapshot on where those projects stand and which are complete or fully reimbursed.

Spring RAP Meetings

Mr. Woods shared the RATA balance remains low. Revenue amounts are predicted to remain relatively stable. In regard to 2025-2027 Project contracts and amendments, there are still a large number of contracts and amendments that we're waiting for signature approval on before we sent for e-signatures. We had a SmartSimple patch that was intended to correct the relationship between the reimbursement schedule and the voucher auto-calculations, however the fix did not completely fix the issue, so the calculations for vouchers were incorrect but we're working to repair the issue and get updated and accurate information sorted out soon. Our new Local Road Program is being sorted out and further information will be shared soon, including research and polling with counties to develop the WAC rules to be prepared to share with Board at their October meeting.

2026 Supplemental Budget Proposals

Mr. Woods shared 3 decision packages that CRAB will be submitting, including to fund a new position and start-up costs for new local road grant program.

Transportation Improvement Board (TIB) –Managing Director – Ashley Probart

Mr. Probart gave an overview of the role and makeup of the Transportation Improvement Board (TIB). They have a 21-person Board, 8 of which are from Counties. They have an Annual Funding Cycle. TIB is heavily dependent on gas tax. He shared various slides about what they fund, and what it does not fund (bridges, ports, and tribes).

WSACE Managing Director – Axel Swanson

Mr. Swanson reported on activities of the Washington State Association of County Engineers (WSACE), which included:

- WSACE Annual Conference in June (in Everett, WA) went well.
- Josh Thompson is the new NACE Representative
- Gearing up for the County Leaders Conference in November 2025 in Spokane
- Focusing on a number of new studies with the new biennium, including one with CRAB, also working on new budgets
- Holding legislative meetings through the interim until next session starts, covering topics such as streamlining permitting processes and public works procurement – such as prompt pay (to vendors), small works roster, competitive pay, etc.

Executive Session

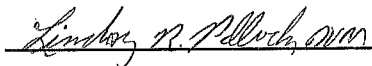
At 4:03pm Chair Pollock said there was a need for an Executive Session per RCW 42.31.110G – “Evaluation of a Public Employee” and we will resume regular open session at 4:18pm.

Chair Pollock resumed open meeting at 4:18pm

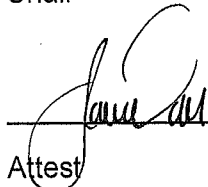
Salary Increase for Executive Director

Commissioner Swannack moved, and Commissioner Browning seconded to approve increasing Jane Wall's annual salary to \$190,000 per year. **Motional approved unanimously.**

Chair Pollock adjourned the meeting at 4:22pm.



Chair



Attest