

Minutes
County Road Administration Board
July 25-26, 2019
CRAB Office - Olympia, WA

Members Present: Brian Stacy, PE, Pierce County Engineer, Chair
Rob Coffman, Lincoln County Commissioner, Vice-Chair
Lisa Janicki, Skagit County Commissioner, Second Vice-Chair
Al French, Spokane County Commissioner
Bob Koch, Franklin County Commissioner
Kathy Lambert, King County Council Member
Grant Morgan, PE, Garfield County Engineer
Randy Ross, Grays Harbor County Commissioner
Mark Storey, PE, Whitman County Engineer

Staff Present: John Koster, Executive Director
Walt Olsen, PE, Deputy Director
Eric Hagenlock, Information Services Division Manager
Karen Pendleton, Executive Assistant
Rhonda Mayner, Secretary
Mike Clark, Inventory Systems Manager
Randy Hart, PE, Grant Programs Manager
Drew Woods, PE, Compliance & Data Analysis Manager
Derek Pohle, PE, Engineering & Administrative Support Manager
**Jim Oyler, Applications Specialist
**Kathy O'Shea, Database Specialist
**Scott Campbell, Systems Manager
**Jim Ayres, PE, Design Systems Manager

Guests: *Chad Johnson, DES Budget Analyst
*Bobby Jackson, Lewis County Commissioner
**Devin Rue, former CRAB intern
**Meghan McPhaden, House Trans Committee Fiscal Analyst
**Steve Hillesland, former CRAB staff member

*Present July 25, 2019 only
**Present July 26, 2019 only

CALL TO ORDER

Chair Stacy called the County Road Administration Board meeting to order at 1:00 pm. He requested that guests sign in and that all electronics be silenced.

CHAIR'S REPORT

Re-Appointments

Chair Stacy noted that Commissioner Coffman, Commissioner Koch and Mr. Storey

were re-appointed to additional terms expiring in June 2022.

Approve Agenda for the July 25-26, 2019 Meeting

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

Approve Minutes of April 25-26, 2019 CRABoard Meeting

Commissioner French moved and Commissioner Koch seconded to approve the minutes of the April 25-26, 2019 CRABoard meeting. **Motion passed unanimously.**

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

As three Board members had not yet arrived, election of officers was postponed.

CERTIFICATIONS

Resolution 2019-005 Certifying the 2018 Master County Road Log

Mr. Clark presented Resolution 2019-005 - Certifying the 2018 Master County Road Log, to reflect the county road system as of January 1, 2019. He noted that all 39 counties are compliant with the requirements, and staff recommends approval of the road log.

Following discussion and questions, Mr. Storey moved and Commissioner French seconded to approve Resolution 2019-005 - Certifying the 2018 Master County Road log. **Motion passed unanimously.**

Resolution 2019-006 Regarding Roadway Categories and Unit Costs for the 2020 and 2021 County Fuel Tax Distribution

Mr. Clark presented Resolution 2019-006 - Regarding Roadway Categories and Unit Costs for the 2020 and 2021 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.

Mr. Clark and Mr. Olsen gave a brief presentation on the factors and calculations. Following discussion and questions, Commissioner Ross moved and Commissioner French seconded to approve Resolution 2019-006 - Regarding Roadway Categories and Unit Costs for the 2020 and 2021 County Fuel Tax Distribution. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,085 projects have been completed to date. Anticipated revenue at the end of the 2017-2019 biennium is \$608,454,648. RAP expenditures to date total \$585,241,883. RAP obligations remaining are \$166,307,203.

Regional Meetings Update

Mr. Hart reported on the meetings held in May and June in all five regions. Topics discussed included actions and funding of new projects by the CRABoard at its April meeting; biennial funding estimates for RAP and CAPP (County Arterial Preservation Projects), including \$4.8 million in Connecting Washington funding for each; the rescheduling of payments for recently approved projects that were not showing progress, as well as new projects out to 2024; the receipt to RAP of funds from licensing of electric vehicles of approximately \$700,000 in September; Federal Lands Access Program funding, including a possible call for new projects in 2020; updates to RAP Online; and potential WACs for the Emergency Loan Program.

The regions proposed no changes to their existing project evaluation processes. They reviewed 2R (Restore and Resurface) projects, potential augmentation of Fish Barrier rating criteria, and potential match for BRAC-funded (Bridge Replacement Advisory Committee) bridges.

He noted that at the meetings Mr. Clark reiterated the need for accurate and up to date pavement ratings and road information, gave an update on GIS-Mo deployment, and reported that Motor Vehicle Fuel Tax and County Arterial Preservation Account estimates will be published after the July CRABoard meeting. Also at the meetings, Mr. Woods provided an overview of compliance issues as well as the basic requirements and restrictions of the new Emergency Loan Program.

Project Request Actions Taken by Staff

Mr. Hart reported that Wahkiakum County requested a scope change for their Elochoman Valley Road and Clear Creek Fish Passage project, revising the mileposts from 6.10 – 6.60 to 6.10 – 6.70. The engineer explained that the work intended for the original project was incorrectly terminated at 6.60 and needs to be extended. After further discussions, however, the county has elected to complete further design details to obtain a more accurate milepost terminus, and will request the scope change later.

Staff took no action on this request.

Benton County requested a reduction of the design speed for Hanks Road from 50 mph to 40 mph. The original description of the terrain as flat was incorrect; the correct designation is rolling, which stipulates 40 mph design speed. This design speed is met by most of the existing vertical curves, but some will need improvement. All other proposed improvements will remain as originally submitted. In further discussions, the county stated that the estimated cost of the project will exceed the \$1,400,000 in RATA (Rural Arterial Trust Account) funding. CRAB staff verified that the terrain is indeed rolling, and that a 40 mph design speed is appropriate for the project. The resulting reduction in vertical rating points lowers the overall score of the project from 74.50 to 71.76. At that rating, the project retains its original position in the priority array.

Mr. Koster approved the proposed change in writing, attaching the appropriate amendment specifying the change.

Resolution 2019-007 Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2019-007 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$7,528,859 now credited to RATA for March through June 2019 to the regions by the established 2017-2019 biennium regional percentages after setting aside \$155,807 for administration. Staff recommends approval of the resolution.

Commissioner Koch moved and Commissioner Ross seconded to approve Resolution 2019-007 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

Resolution 2019-008 To Establish Regional Percentages for the Apportioning of RATA Funds During the 2019-2021 Biennium

Mr. Hart presented Resolution 2019-008 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2019-2021 Biennium, which establishes the apportionment percentages for the five regions.

Following questions and discussion, Commissioner Ross moved and Second Vice-Chair Janicki seconded to approve Resolution 2019-008 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2019-2021 Biennium. **Motion passed unanimously.**

EXECUTIVE DIRECTOR'S REPORT

Budget Reports

Mr. Koster introduced Mr. Johnson, who noted that the allotments have been established for the current budget. He presented charts showing the share of operating revenues to each fund, the share of capital revenues to each fund. He also showed comparisons of operating revenues for the last biennium and the current biennium, and the same comparisons of capital revenues.

Mr. Johnson reported that the current biennium is projected to close out approximately \$183,000 under budget. The unspent revenues will remain in RAP and CAPP.

A supplemental budget request will be submitted in September to address double-fill of positions for Mr. Hart and Mr. Oyler, who will be retiring in 2021, and to pay for Mr. Ayres' retirement buy-outs this year.

Updates

Mr. Koster noted the inclusion of the May and June minutes from the Washington Road Usage Charge Steering Committee meetings for the Board's information. He reported that the committee just published an estimate of costs for various vehicles.

He noted that Meghan McPhaden, House Transportation Committee Fiscal Analyst, and Brian Moore, Senate Transportation Fiscal Analyst, recently attended a staff meeting to learn more about CRAB's operations, and will be attending the CRABoard Meeting on July 26, 2019.

Mr. Koster reported that negotiations are progressing on the proposed move of staff's offices within the current building location.

He noted that he recently spoke with Eric Johnson from the Washington State Association of Counties concerning reporting on fish passage barrier issues.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen announced that on July 23, 2019 King County appointed Joann Kosai-Eng as County Road Engineer, effective August 9, 2019. She replaces Rick Brater, who will continue to serve as Division Director.

County Visits

Official County Visits to Lincoln, Kitsap, Pacific, Chelan, Douglas, Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia, and Garfield Counties were conducted since the April 2019 CRABoard meeting.

Numerous contacts with County Engineers took place in other venues.

State Auditor's Report

CRAB has reviewed 14 audit reports representing seven counties since the April 2019 board meeting. One audit contained one finding issued and one involved County Road Funds in some form. Any audit with a number under the "New?" or "Prev?" heading revealed findings. Status of those findings involving County Road Funds is also shown.

2017 - 2018 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1024187	King County	CPA	01/01/2018 to 12/31/2018	7/8/2019				
1024189	King County	CPA	01/01/2018 to 12/31/2018	7/8/2019				
1024115	Thurston County	Accountability	01/01/2018 to 12/31/2018	7/5/2019				
1024135	Thurston County	Financial and Federal	01/01/2018 to 12/31/2018	7/5/2019				
1024218	Yakima County	Financial and Federal	01/01/2018 to 12/31/2018	7/5/2019				
1024192	Yakima County	CAFR	01/01/2018 to 12/31/2018	6/28/2019				
1024107	Thurston County	CAFR	01/01/2018 to 12/31/2018	6/27/2019				
1024206	Skagit County	CAFR	01/01/2018 to 12/31/2018	6/27/2019				
1024234	Pierce County	CAFR	01/01/2018 to 12/31/2018	6/27/2019				
1024173	King County	CAFR	01/01/2018 to 12/31/2018	6/26/2019				
1024083	Snohomish County	CAFR	01/01/2018 to 12/31/2018	6/20/2019				
1023719	Garfield County	Financial and Federal	01/01/2017 to 12/31/2017	5/9/2019	1	CR		PC
1023783	Pierce County	Attestation Engagements	01/01/2018 to 12/31/2018	4/30/2019				
1023633	King County	Accountability	07/01/2017 to 06/30/2018	4/22/2019				
NC	County Road-Not Corrected			TOTALS	1	0	0	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

Activities

Mr. Olsen reviewed a list of his activities since the April 2019 CRABoard meeting.

Chair Stacy called for a brief recess.

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

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

Mr. Storey moved and Vice-Chair Coffman seconded to retain Mr. Stacy as Chair.
Motion passed unanimously.

Mr. Storey moved and Commissioner Koch seconded to retain Commissioner Coffman as Vice-Chair. **Motion passed unanimously.**

Mr. Storey moved and Vice-Chair Coffman seconded to retain Commissioner Janicki as Second Vice-Chair. **Motion passed unanimously.**

The Board informally discussed several topics related to future funding of county roads. No action was taken as a result of any discussion.

Chair Stacy recessed the meeting at 3:02 pm. The meeting was scheduled to reconvene at 8:30 am on Friday, July 26, 2019.

County Road Administration Board
Friday, July 26, 2019

CALL TO ORDER

Chair Stacy reconvened the meeting at 8:30 am.

Mr. Koster introduced Mr. Rue, who recently completed an internship at CRAB. Mr. Oyler outlined his success in implementing a Content Management System for staff's use. Chair Stacy thanked Mr. Rue for his work and presented him with a certificate of appreciation.

EMERGENCY LOAN PROGRAM

Mr. Woods noted that the goal of the program is to provide financial assistance to counties during a disaster. He presented an informational email sent to the counties, proposed WAC language, a funding flowchart, a prioritization spreadsheet, and correspondence from Jefferson County.

Mr. Woods outlined proposed changes to WAC 136-163, which would eliminate the emergency project category and language.

He presented the proposed language for WAC 246-250, EMERGENCY LOAN PROGRAM (ELP).

Mr. Koster noted that the initial funding level of \$1,000,000 is less than hoped for, and staff will be requesting increased funding in the next legislative session. He also advised that future CRABoard members will need to determine the maximum amount for the fund.

Ms. Pendleton noted that the next step is to file a CR-101 and send the information out to the counties for comments. At the October 2019 CRABoard Meeting, the Board will discuss the comments and decide whether to file a CR-102 and set a public hearing for the January 2020 CRABoard Meeting.

COMPLIANCE AND DATA ANALYSIS MANAGER'S REPORT

Mr. Woods reported that all 39 counties submitted the required Road Log Update forms and documentation by the May 1 deadline.

He noted that Kittitas County is continuing to recruit for a County Engineer.

He reviewed Clallam County's FY 2017 accountability audit finding regarding their indirect cost distribution method, noting that this finding was after receiving management letters for the same issue for FY 2015 and FY 2016. CRAB staff was working with the County to develop a corrective action plan; however, the retirement of the county's two top financial positions was impacting the timeline.

CRAB staff met with the Clallam County engineer, new chief financial officer and other county financial staff on July 18 to receive an update on the county's progress. They continue to work on developing their cost allocation plan and have a well organized plan of action. The updated timeline is to have the cost allocation plan completed by September 30 so that departments know what amounts to budget for 2020.

ENGINEERING AND ADMINISTRATIVE SUPPORT MANAGER'S REPORT

Mr. Pohle noted onsite visits to Pacific and Clallam Counties, and contacts with 16 counties, nine with other agencies and one with the public since the April CRABoard meeting.

Mr. Pohle noted that County Engineers' Training was conducted on May 14-16 in the CRAB offices, with 12 participants from seven counties. He is updating content of the training manual for the next class in December.

He has updated the County Engineer Desk Reference, which was posted to the CRAB website in May.

Mr. Pohle reported on his other activities since the April CRABoard meeting.

INFORMATION SERVICES DIVISION MANAGER'S REPORT

Mr. Hagenlock reported that VUEWorks configuration has begun for the GIS-Mo Project. The FYI video that will be on the CRAB website has a completed script and storyboard, and is in production. Staff has attended several statewide meetings and conferences to present information to county officials. The GIS-Mo Interoperability Workgroup led by Mr. Cole has begun meeting, with over 30 participants from around the state. He noted that the grant from the Washington State Transportation Commission will expire on September 30. GIS-Mo Training for the counties is tentatively scheduled to begin in November 2019. Staff will begin their in-depth training with VueWorks next week.

Staff is working closely with WaTech to connect from the current network to the new WATech Private Cloud in order to migrate servers and commence testing.

He noted that a new SQL Server was purchased in June 2019, and staff is developing an upgrade/migration timeline for the production environment.

Should the physical office move be approved, the IT staff will need to schedule fiber installation to new server room, test and label all cabling between the new offices and server room, and schedule IT server equipment relocation and fiber cutover.

The VoIP Phone System equipment has been received and the PoE Switch configured with WaTech. Staff is awaiting cloud migration to complete the installation.

Mr. Hagenlock noted that web traffic in the last quarter consisted of 2,029 total unique visits. 1,031 were return visitors, and 998 were new.

Staff has completed a System Security Update. Cisco Meraki MDM was implemented in compliance with OCIO Policy 191, Windows critical updates have been performed and automated, full server anti-virus sweeps are being conducted, and CRAB and FMSIB website penetration testing has been performed.

Mr. Hagenlock noted that there was no formal training conducted by staff since the April 2019 CRABoard Meeting. In CRAB customer support for the last quarter, 50 issues were reported across 14 categories. 49 issues were resolved across 11 categories.

Mr. Hagenlock briefly ran through the storyboard for the GIS-Mo video.

DESIGN SYSTEMS MANAGER'S REPORT

Mr. Ayres reported visits to Skamania, Klickitat, Franklin, Benton, Yakima, Kittitas, Pierce, Kitsap, Snohomish, Island, Jefferson, Mason, Pacific, and Grays Harbor counties since the April 2019 CRABoard Meeting. He also had contact or did consultations with 24 counties, two other agencies, and four private entities or vendors.

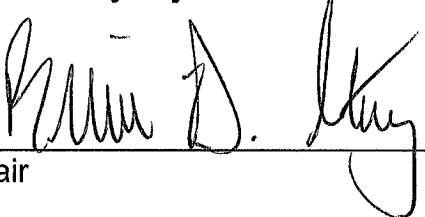
He reported that he has completed the new online training project "Civil 3D User Interface", a self-guided set of slides with datasets to learn prior to attending the AutoCAD Civil 3D Fundamentals classes; begun a training manual update; and conducted AutoCAD Civil3D site visits the week of July 16–19, 2019.

Mr. Ayres noted that the CRAB Unmanned Aerial Systems program has been beta testing a new UAV app to assist the WSDOT Aviation Division, which will help safely launch and monitor UAVs on a routine basis, and expedite the use of UAVs by first responders. He reported that the Federal Aviation Administration's Unmanned Traffic Management and Remote ID rule changes are scheduled for FAA final rulemaking and release by 2020.

Mr. Ayres noted that this would be his final report to the Board, as he will be retiring from state service on July 31. He stated that he has enjoyed all aspects of working for CRAB and considers his 20 years on staff extremely rewarding and productive.

Mr. Koster presented Mr. Ayres with a plaque and gift card from the Board and staff.

Chair Stacy adjourned the CRABoard meeting at 10:27 am.



Chair



Attest