

Minutes
County Road Administration Board
April 16, 2020
Via WebEx

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 Councilmember
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
Randy Hart, PE, Grant Programs Manager
Steve Johnson, PE, Grant Programs Manager
Drew Woods, PE, Compliance & Data Analysis Manager
Derek Pohle, PE, Engineering & Admin Support Manager
Brian Bailey, Design Systems and UAS Program Manager
Mike Clark, Road System Inventory Manager

Guests: Chad Johnson, DES, Budget Analyst
Jane Wall, WSACE Managing Director
Joe Donisi, Clallam County
Melissa McFadden, Pierce County

CALL TO ORDER

Chair Stacy called the meeting to order at 1:00 p.m. He requested that all attendees mute their audio unless speaking.

CHAIR'S REPORT

Approve April 16, 2020 Agenda

Councilmember Lambert moved and Commissioner Ross seconded to approve the agenda as submitted.

Board Member voting was planned to be done through WebEx's polling function; however, at this point a network event caused specific service traffic to be interrupted across all US Webex data centers. As the meeting's audio access had been advertised to the public on

the CRAB website and in the Washington State Register, and all written meeting materials were posted on the CRAB website, the meeting still met the requirements of the Open Public Meetings Act, and was therefore continued in audio only.

Motion carried unanimously.

Approve Minutes of January 30-31, 2020 CRABoard Meeting

Councilmember Lambert moved and Commissioner Koch seconded to approve the minutes of the January 30-31, 2020 CRABoard Meeting. **Motion carried unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the Rural Arterial Program status report, noting that 1,092 of 1,223 projects have been completed, and 13 are awaiting closeout. Anticipated revenue to the end of the 2019-21 biennium is \$649,539,459. Mr. Hart noted that this is a decrease of \$3 million from previous estimates due to the loss of Connecting Washington funds in the new budget. RAP expenditures to date total \$603,303,203. RAP obligations remaining to active projects through the 2019-21 biennium total \$143,065,856. The RATA fund balance as of March 31 was \$19,349,086.

Preliminary Proposals 2021-23 Biennium

Steve Johnson reported that 135 preliminary prospectuses totaling \$214,400,000 were received by staff by the March 1, 2020 deadline, and staff began field reviews. Due to the ban on travel the remaining reviews will be delayed, however, staff anticipates completion by July.

Revenue for the 2021-23 biennium is estimated at \$46 million. Approximately \$31 million will be allocated to current partially funded projects and the remainder to new proposals. Since the funding forecasts were prepared prior to the COVID-19 situation, it is expected that the actual funding will be reduced, which may impact county funding limits.

There have been several additional issues resulting in delays and difficulty in preparing and submitting these preliminary prospectuses, including movement and retirement of County Engineers, and flooding in Columbia County which resulted in an emergency declaration. Also, Wahkiakum County chose not to submit any new projects due to their large commitment of current RAP projects. The SW Region county limits will be adjusted accordingly.

He noted that CRAB staff anticipates that fewer than half will be submitted as final proposals, which are due in September.

Counties are again showing a focus on 3R projects (nearly 50% of submittals). Federal Aid Bridge and Drainage projects also received increased interest in the SE and SW regions.

Project Request Actions Taken by Staff

Mr. Hart reported that on April 25, 2019, the CRABoard met and approved Resolution 2019-003 Allocate Estimated Revenue to Projects, which allocated 90% of estimated revenue to selected projects on the five regional RAP arrays. CRAB staff mailed out contracts to the listed counties based on 100% of the revenue estimate for the NE region by mistake. (The statewide list that included 100% NE funding was *nearly* identical to the resolution passed by the board). As a result, the following two contracts were offered that had not been approved by the CRABoard:

Stevens County Cedonia-Addy, milepost 3.10 to 6.20	\$1,426,700 RAP funding
Okanogan County Old 97, milepost 4.15 to 5.35	\$ 593,400 RAP funding

The error was discovered in late February 2020 by CRAB staff in preparation for the April 2020 CRABoard meeting. No requests for reimbursement had been submitted for either project.

CRAB staff informed Stevens County on March 25 that, regrettably, the contract for Cedonia-Addy was not authorized by the CRABoard, was therefore void, and would need to be returned to CRAB. Staff indicated the potential for funding at the April 16, 2020 CRABoard Meeting.

CRAB staff also contacted Okanogan County on April 1, informing the county engineer that although the CRABoard had authorized \$39,879 in RATA funding for Old 97, the contract amount of \$593,400 was incorrect and an amendment would need to be processed. After further discussions among CRAB staff, however, it was agreed that since the \$593,400 was likely to be funded in the April 16, 2020 CRABoard meeting, processing multiple amendments in such a short time frame would be counterproductive. The county engineer was informed that the status of contract was on hold, pending outcome of the April 16 meeting.

Resolution 2020-002 - Apportion RATA Funds to Regions

Steve Johnson presented Resolution 2020-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$5,310,659 deposited to the RATA for January, February and March 2020 be apportioned to the regions by the established 2019-21 regional percentages after setting aside \$154,364 for administration.

Commissioner Ross moved and Councilmember Lambert seconded to approve Resolution 2020-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2020-003 – To Approve 2019-2021 RAP Projects and Allocate Remaining 100% of Estimated 2019-2021 RATA Revenue

Mr. Hart presented Resolution 2020-003 - To Approve 2019-2021 RAP Projects and Allocate Remaining 100% of Estimated 2019-2021 RATA Revenue, which allocates the remaining 100% of the estimated 2019-2021 fuel tax revenue and turned-back funds for a total of \$1,409,221 to the listed projects in the five regions. He again noted that this amount is \$3 million less than previous estimates due to the loss of

Connecting Washington funds.

Following questions and discussion, Commissioner Koch moved and Second Vice-Chair Janicki seconded to approve Resolution 2020-003 To Approve 2019-2021 RAP Projects and Allocate Remaining 100% of Estimated 2019-2021 RATA Revenue.

Motion carried unanimously.

Columbia County Request for Emergency Loan Funds

Steve Johnson reported that on March 9, 2020, Columbia County requested Emergency Loan funding to support repairs to damages caused by flooding in early February 2020.

An emergency was declared by the Columbia County Commissioners on February 6, 2020 for this flooding event, fulfilling one of the requirements for requesting emergency loan funding.

The funding request included brief descriptions for each location, along with cost estimates for the necessary repair work. The loan amount requested was \$1 million or the maximum amount available. Since the revolving fund account balance at the time was \$1 million, the maximum amount available for Columbia County is \$500,000.

On March 11, 2020 an Emergency Loan Program Contract was sent to Columbia County, which was signed by Columbia County Commissioners on March 19, 2020. Deputy Director Walt Olsen met with Chuck Eaton on March 19, 2020 to examine the damaged roadways.

A voucher for transfer of \$500,000 in Emergency Loan Program funds was sent to Columbia County for signature, returned, and is in process for disbursement. The timing for repayment is a maximum of 24 months. If the loan amount is paid in full upon initial invoicing at six months, there will be no interest owed. Otherwise, interest will be charged for the life of the loan.

Councilmember Lambert expressed concern that 24 months might not be long enough if the county experienced financial hardship due to COVID-19. Mr. Woods reminded the Board that the WAC allows the county to come before the Board in the future and request a change in the loan terms if necessary.

EXECUTIVE DIRECTOR'S REPORT

CRABoard Positions

Mr. Koster reported that on March 11, 2020 he sent a letter to WSAC President Robert Gelder notifying him of the June 2020 expiration of the terms of Commissioner French, Commissioner Ross, and Mr. Morgan. He noted that all three members are eligible for reappointment by WSAC.

WSACE Award Nominations

Mr. Koster reported that nomination forms for the WSACE Engineer of the Year and

Project-Program Manager of the Year have been sent out. The application deadline is May 8, 2020.

Accountability Audit

Mr. Koster reported that the CRABoard was notified on March 26, 2020 that the Washington State Auditor's office will be performing an accountability audit for the fiscal years ended June 30 2019, 2018, 2017 and 2016. This audit will cover the Board's compliance with applicable state laws, regulations, policies and procedures, and safeguarding of public resources in areas representing the highest risk of fraud, loss, abuse, or noncompliance.

The SAO estimates the cost of the audit to be \$19,800. The agency will be billed monthly as expenses are incurred. The anticipated report issuance date is June 2020.

Updates

Mr. Koster reported that the House Transportation Committee proposed a budget that initially funded less than half of CRAB's original supplemental budget requests and did fund retirement buyouts for Mr. Olsen and Mr. Hart, which was a little over 25% of the request for succession planning. It did not fund the request for double filling for Mr. Hart and Jim Oyler's positions. The proposed House budget also reduced \$15 million from the RAP appropriation. The budget that was voted out of the House 'restored' the \$15 million, although the funds were placed into a Motor Vehicle Fuel account, which would allow CRAB access to the funds through the Office of Financial Management.

The Senate Transportation Committee budget as proposed and subsequently passed out of the committee denied all of CRAB's supplemental budget requests, cut \$50,000 from the operating budget, and cut RAP by \$6.2 million.

The budget that was negotiated in the Conference Committee adopted the House position on the supplemental budget requests and cut RAP by \$3.1 million. The RAP reduction was based on legislative (staff) assumptions of "anticipated underruns" in the program, despite Mr. Koster's repeated reminders that these were not underruns but already contractually obligated funds. The Committee noted this cut is intended to be short-term and one-time, and is not intended to "eliminate or substantially delay" capital projects.

Mr. Koster noted that staff plans to request the usual reapportionment of RAP funds in the next supplemental budget, of \$19 million.

He reported that Mr. Olsen has submitted his letter of retirement effective June 30, 2020, and that Mr. Koster and Ms. Pendleton both plan to retire in September of 2020.

Current Budget Status

Mr. Koster introduced Chad Johnson, who reminded that Board that at the January 2020 CRABoard meeting the agency was projected to end the year at \$0. However, delays in hiring schedules and subsequent double filling of positions now put the agency's projected ending balance at \$119,000. This includes the double fills and

retirement buyouts that were not funded in the supplemental budget.

He noted that the next budget submittal will be in August, and may include requests for cuts or freezes in spending and hiring. He will report more fully on that at the July 2020 CRABoard Meeting.

COMPLIANCE REPORT

Mr. Woods reported that 33 counties submitted the required Certification of the 2020 Road Levy and Estimated Revenue Produced by the February 1 due date. The remaining six counties submitted their forms by February 12. The delay was primarily due to a delay receiving the appropriate levy numbers from the county assessor. All 39 counties submitted the required forms and are considered to be in reasonable compliance with the standard of good practice.

All 39 counties submitted the required Traffic Law Enforcement Certification, Certification of Expenses for Fish Passage Barrier Removal, Annual Construction Report, CAPP Report, Bridge Inspections, Annual Certification, Annual Certification for Maintenance Management, and County Ferry System Report to CRAB reasonably close to the April 1 deadline. Due to the impacts from Governor Inslee's stay at home order for COVID-19, several counties had to resolve logistical issues to complete the forms, often after the April 1 deadline. However, all counties worked diligently to submit the required forms in as timely a manner as possible. Mr. Woods thanked all of the counties for their efforts during the reporting period.

Mr. Woods reported that Kittitas and Pacific Counties are actively recruiting for a County Engineer.

He noted that the Director of Highways and Local Programs has certified to CRAB that all 39 counties have current Bridge Inspection Certificates on file with the Department.

The counties are required to supply county road log information for accident reports on the county road system by completing and returning at least 90% of these reports for the calendar year to the Washington State Department of Transportation by December 31 of that year. Mr. Woods reported that all 39 counties are in reasonable compliance with this standard of good practice.

He reported that Franklin County received a Management Letter regarding new audit findings involving county road or ER&R funds. CRAB staff will be following up with the county on this issue.

Mr. Woods certified that he has reviewed all of the compliance reporting with Mr. Olsen. Staff recommends issuance of a 2019 Certificate of Good Practice for all 39 counties.

Mr. Woods reported on his other activities and meetings.

Resolution 20-004 – Certificates of Good Practice

Mr. Koster announced that as required by RCW 36.78.090 and RCW 36.78.100, and pursuant to WAC 136-04-010 through WAC 136-04-060, he is submitting to the County Road Administration Board a report of the review of the annual certifications submitted by the counties for the calendar year 2019. 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.

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

Following questions and discussion, Councilmember Lambert moved and Commissioner Ross seconded to approve Resolution 2020-004, issuing Certificates of Good Practice to all 39 counties. **Motion carried unanimously.**

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen reported on the changes in County Engineers offices since the January 2020 CRABoard Meeting.

1. By email on January 29, 2019 King County delegated certain developmental review duties of the County Road Engineer Joann Kosai-Eng to Scott Smith, PE as allowed by King County Code 2.16.140.
2. By email and resolution on February 11, 2020, Benton County appointed Doug D'Hondt, PE as County Road Engineer, effective February 11, 2020, after the resignation of Matt Rasmussen, PE.
3. By email on March 1, 2020 Whatcom County appointed James Karcher, PE as County Engineer after the resignation of Joe Rutan, PE on February 28, 2020.
4. By email and resolution on March 4, 2020, Mason County appointed Mike Collins, PE, as County Engineer, effective March 2, 2020.

County Visits completed since January 2020

Mr. Olsen noted visits to Kitsap, King, Kittitas, Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, and Asotin Counties. Numerous contacts with County Engineers took place in other venues.

State Auditor's Report

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.

CRAB has reviewed five audit reports representing five counties since the January 2019 board meeting. No audits contained a finding issued and no audit involved County Road Funds in some form. One audit had a prior finding not involving County Road Funds. Any audit with a number in bold print under the "Co.Rd?" heading revealed substantive findings involving County Road Funds.

2018 Audits

DDR 2020 Q2 Audit reports		3/26/20 12:59 PM						
Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1025613	Benton County	Accountability	01/01/2018 to 12/31/2018	2/3/2020				
1025672	Columbia County	Accountability	01/01/2018 to 12/31/2018	2/13/2020			1	NCR
1025691	Walla Walla County	Accountability	01/01/2018 to 12/31/2018	2/18/2020				
1025795	Franklin County	Accountability	01/01/2018 to 12/31/2018	3/5/2020				
1025885	Pierce County	Accountability	01/01/2018 to 12/31/2018	3/26/2020				
NC	County Road-Not Corrected			TOTALS	0	0	1	
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 January 2020 CRABoard meeting. He then thanked the Board and staff for their support over the years, and noted that he appreciated everyone's good wishes. Chair Stacy commented that Mr. Olsen's mark on the organization has been incredible and huge, and he will be missed. The Board hopes to have a celebration of Mr. Olsen's career and retirement in the future.

STAFF REPORTS

Engineering and Support Services

Mr. Pohle noted onsite visits to Kitsap and King Counties, as well as contacts with 20 other counties, six with other agencies and two with the public since the January CRABoard meeting.

He noted that Commissioner Training was conducted on February 19 at WSAC, with only two participants from two counties. The three-day County Engineers Training

scheduled at CRAB in May 2020 as well as other trainings in the counties have been postponed. He has redesigned the training agenda and some content for future classes.

Mr. Pohle has begun the process of editing the County Engineer Desk Reference.

He reported on his other activities since the January CRABoard meeting.

Information Systems

Mr. Hagenlock reported on the status of the GIS-Mo project, noting that three planned classes had been cancelled, two due to COVID-19 restrictions and one due to low registration. Staff has added one class in eastern Washington in August and anticipates that if there are no additional cancellations, training will still be completed within the original time line.

He reported on the WATECH Migration Project, noting that the agency's supplemental budget request for private cloud operating costs was denied. The cutover to the cloud is tentatively scheduled for April 18.

Production migration to the SQL Server was completed on April 4.

Mr. Hagenlock reported on a CRAB Survey sent out to all counties on March 26. It contains 12 questions and takes 10–15 minutes to complete. As of April 8, there have been 72 respondents from 35 counties, and an average score for CRAB of 4.3 out of five stars. He noted overwhelmingly positive response to the question of whether the counties would use an online Learning Management System for CRAB training if it were available, and staff will be researching how it could be offered and funded. The survey closes April 30, and staff will present the complete results at the July 2020 CRABoard meeting.

Mr. Hagenlock reported on ongoing system security updates and staff training and development.

He noted that in the first quarter of 2020, staff conducted training for 14 counties. One hundred reported issues were resolved across 15 categories.

Design and UAS Systems

Mr. Bailey reported that the 30th Annual Road Design Conference scheduled for March 2020 had to be cancelled due to COVID-19 restrictions. Although staff had hoped to reschedule for the fall of 2020, the decision was made to wait until March 2021 at Campbell's Resort in Lake Chelan.

He noted that in February CRAB offered the first new Civil 3D training course, "A Practical Guide to Civil 3D", which was well received and reviewed. Classes were scheduled for April and May but subsequently canceled due to COVID-19 restrictions.

Mr. Bailey attended a training course in February in preparation for adding a CRAB course in the use of Autodesk Infraworks. There is demand from the counties and there are currently six users waiting for instruction.

During the stay-at-home order, he has been working with the new UAV hardware and data processing. Once CRAB returns to normalized work conditions, staff will begin training flights with the equipment and demonstrations to the counties.

WSACE UPDATE

Ms. Wall noted that she continues to manage the association from home as the Governor's "stay home, stay healthy" order is in place. The Association has begun hosting weekly check-in meetings with county engineers to share best practices with their peers, ask questions, and gain intel as they weather the pandemic. These calls will continue indefinitely so long as they provide value for the group. She also continues to serve as an intermediary for the WSACE with the Governor's Office and Legislature, and has begun participating on a construction roundtable call with the Governor's office and contractor and labor community to determine when it will be safe and appropriate to get construction underway. She has been regularly checking in with legislators, and legislative and WSDOT staff.

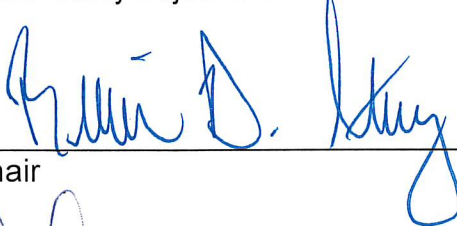
She reported that the June 2020 WSACE Annual Conference has been cancelled. The Association hopes to hold a meeting later in the summer, or at the annual County Leaders' Conference in November. The required business the Association must conduct will be done by virtual meetings.

Ms. Wall gave a brief recap of the recent Legislative Session, noting that Representative Fey still plans to put together a transportation package in 2021 and is asking for county and agency input. Mr. Koster noted that Rep. Fey had initially planned to attend this meeting. He is not available for the July meeting, but is planning to attend in October.

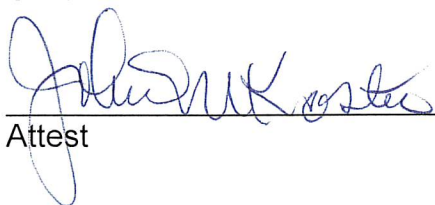
OTHER BUSINESS

Second Vice-Chair Janicki stressed the need for the Board to discuss the upcoming leadership transitions. Chair Stacy stated that time would be set aside for that at the July 30-31, 2020 CRABoard Meeting.

Chair Stacy adjourned the CRABoard meeting at 2:33 p.m.



Chair



Attest