

Minutes
County Road Administration Board
July 29-30, 2021
CRAB Office - Olympia, WA
and via Zoom

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
Lisa Janicki, Skagit County Commissioner, Vice-Chair
Mark Storey, PE, Whitman County Engineer, Second Vice-Chair
Al French, Spokane County Commissioner
Kathy Lambert, King County Council Member
Doug McCormick, PE, Snohomish County Engineer
*Grant Morgan, PE, Garfield County Engineer – via Zoom
Gary Stamper, Lewis County Commissioner

Member Absent: Brad Peck, Franklin County Commissioner

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Eric Hagenlock, Info Services Division Manager – via Zoom 7/29
Jason Bergquist, Executive Assistant
Rhonda Mayner, Secretary
Mike Clark, Road System Inventory Manager
Steve Johnson, PE, Grant Programs Manager
Derek Pohle, PE, Engineering & Administrative Support Manager
**Scott Campbell, Systems Manager
**Brian Bailey, Design Systems & UAS Program Manager

Guests: *Melissa Mohr, Kitsap County – via Zoom
*Cindy – via Zoom

*Present July 29, 2021 only

**Present July 30, 2021 only

CALL TO ORDER

Vice-Chair Coffman called the County Road Administration Board meeting to order at 1:00 pm.

VICE-CHAIR'S REPORT

Board Appointments

Vice-Chair Coffman noted that Commissioner Janicki and Council Member Lambert were re-appointed to additional terms, and Mr. McCormick was appointed to a new term. All will serve three year terms expiring in June 2024.

Approve July 29-30, 2021 Agenda

Vice-Chair Coffman noted that there was no need for an Executive Session. Commissioner French moved and Second Vice-Chair Janicki seconded to approve the agenda as amended. **Motion passed unanimously.**

Approve Minutes of April 29-30 2021 CRABoard Meeting

Mr. Storey moved and Commissioner French seconded to approve the minutes of the April 29-30, 2021 CRABoard meeting. **Motion passed unanimously.**

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

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

Mr. Storey moved and Commissioner French seconded to nominate Vice-Chair Coffman as Chair.

Mr. Storey moved and Commissioner French seconded to nominate Second Vice-Chair Janicki as Vice-Chair.

Second Vice-Chair Janicki moved and Commissioner French seconded to nominate Mr. Storey as Second Vice-Chair.

Vice-Chair Coffman closed nominations.

Commissioner French moved and Mr. McCormick seconded to approve the slate of officers as nominated. **Motion passed unanimously.**

EXECUTIVE DIRECTOR'S REPORT

Ms. Wall reported on her first two months at CRAB. She noted that she has been meeting individually with staff and Board members, and will continue to do so in the near future.

She announced that Ms. Mayner and Mr. Hagenlock will both be leaving CRAB at the end of September. She thanked them for their years of service and contributions to the agency and the counties.

She reported on her discussions with Representative Ramos regarding potential future transportation packages.

Ms. Wall asked that the Board give input on topics and speakers for future meetings.

She reported that she would like to work with the Board on a strategic planning process regarding future revenues. Second Vice-Chair Storey suggested beginning in October.

CERTIFICATIONS

Resolution 2021-005 Certifying the 2020 Master County Road Log

Mr. Clark presented Resolution 2021-005 - Certifying the 2020 Master County Road Log, to reflect the county road system as of January 1, 2021. He reported that all 39 counties are compliant with the requirements, and staff recommends approval of the road log.

He noted a .436 mile net gain in statewide centerline miles from last year.

Following discussion and questions, Commissioner French moved and Council Member Lambert seconded to approve Resolution 2021-005 - Certifying the 2020 Master County Road Log. **Motion passed unanimously.**

Resolution 2021-006 Regarding Roadway Categories and Unit Costs for the 2022 and 2023 County Fuel Tax Distribution

Mr. Clark presented Resolution 2021-006 - 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.

Following discussion and questions, Commissioner French moved and Second Vice-Chair Storey seconded to approve Resolution 2021-006 - Regarding Roadway Categories and Unit Costs for the 2022 and 2023 County Fuel Tax Distribution. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Johnson reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,109 of 1,236 projects have been completed to date. Anticipated revenue at the end of the 2019-2021 biennium is \$644,127,088. RAP expenditures to date total \$629,100,988. RAP obligations remaining are \$140,392,357.

He presented photographs of recently completed RAP projects in Island, Lewis, and Jefferson Counties.

Regional Meetings Update

Mr. Johnson reported on the meetings held in June in all five regions. He noted that Sonia Lowry with WSDOT Bridge Office attended most meetings, providing information relating to the recent call for bridge projects and upcoming training opportunities.

Brian Bailey presented and demonstrated the Pinnacle Learning Management System (LMS) at the meetings.

Mr. Johnson noted that one ESRI license for GIS-Mo is provided by CRAB. If counties need additional licenses (specifically for road log editing), CRAB has prepared an agreement form that will allow the agency to purchase and provide additional licenses for \$203 each, and then invoice the county for that cost, which is CAPA eligible.

Funding and project status for the RAP program was discussed, and all active RAP projects with a high-level (construction-centric) project status overview were reviewed.

Counties were given a reminder to keep the Reimbursement Schedules updated for all projects. They were informed that CRAB will be replacing the RAP Online program, but

this process will take some time. Staff expects to use the existing RAP Online program through this biennium.

Several changes to existing project evaluation processes were discussed. The Northeast and Southeast regions are considering additional coring data that may be worth scoring for 3R BST roads. The Northwest region is considering allowing bridge projects to compete, and the Southwest region is considering allowing intersection projects to compete. Final decisions will be made in the fall RAP meetings.

Mr. Johnson reported that the Emergency Loan Program has received additional funding, and now has \$2,001,553.97 (including interest) available for requests.

Derek Pohle presented an issue and resolution relating to property corners. A concern was expressed regarding the proper handling of property corners during the Right Of Way acquisition or construction phase. Mr. Pohle clarified the requirement that any newly set permanent property corner must be filed following the requirements of the Survey Recording Act.

Executive Order 21-02 (replacing E.O. 05-05) regarding archaeology and historic preservation process for projects using State funding was discussed. CRAB has provided updated direction, and will be updating RAP Online to support the changes.

Project Request Actions Taken by Staff

Mr. Johnson reported that Whitman County requested a scope change for their Almota Road (Phase 3) project to adjust the project ending mile post. The adjacent Almota Road 4 project, which is currently in construction, was previously adjusted due to the location of a vertical curve which was split between the two projects. Now, the entire curve is included with the Phase 4 project, and this scope change is updating the Phase 3 project limits.

The decreased length for the Phase 3 project did not alter the project's position in the original array, and there was no RATA funding adjustment requested for either project.

CRAB's Executive Director forwarded a letter with a contract amendment, which has been signed and executed.

Mr. Johnson reported that Chelan County requested a scope change for their Goodwin Road project. This project includes improvements to Goodwin Road, Sunset Highway, and Evergreen Road. The request is to adjust the project limits on Sunset Highway and Evergreen Road.

The City of Cashmere is improving Sunset Highway to the city limits. With the original project limits, this would result in a 0.035 mile gap between these projects on Sunset Highway. The change requested will eliminate the gap without increasing the overall project cost.

The adjusted limits did not alter the project's funding expectation in the original array.

CRAB's Executive Director forwarded a letter with a contract amendment, which has been signed and executed.

Mr. Johnson provided updates on previous CRABoard actions:

- **Columbia County – Lower Hogeys (0713-02) construction lapse extension**
Completed geotechnical work and will need additional survey topo on the uphill side of the project. Construction remains scheduled for summer 2022.
- **Wahkiakum County – Elochoman Valley Road and Clear Creek fish passage (3515-04) construction lapse extension**
Wahkiakum County has applied for additional funding through the Recreation Conservation Office (RCO), but as of July they have not heard back.
- **Asotin County – Snake River Road project termination and waiver of payback**
Asotin County is in the process of hiring a consultant to provide grant application assistance for this project as well as others. Environmental permits are being pursued by the County's project design consultant.
- **Columbia County Emergency Loan**
July 15 was the start of the in-water work window, so those repairs can now continue. The county is still processing FEMA paperwork. As of check-in date, the county has still not received any reimbursements, and the effort is very labor intensive.
- **Franklin County Emergency Loan**
The burned-out structure and damaged signs have been replaced, and debris removed. Guardrail has not yet been replaced. The county is beginning the FEMA process for additional reimbursements.

Resolution 2021-007 Apportion RATA Funds to Regions

Mr. Johnson presented Resolution 2021-007 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$4,238,757 now credited to RATA for April, May and June 2021 to the regions by the established 2019-2021 biennium regional percentages after setting aside \$131,912 for administration. Staff recommends approval of the resolution.

Council Member Lambert moved and Vice-Chair Janicki seconded to approve Resolution 2021-007 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

Resolution 2021-008 To Establish Regional Percentages for the Apportioning of RATA Funds During the 2021-2023 Biennium

Mr. Johnson presented Resolution 2021-008 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2021-2023 Biennium, which establishes the apportionment percentages for the five regions.

Following questions and discussion, Second Vice-Chair Storey moved and Mr. McCormick seconded to approve Resolution 2021-008 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2021-2023 Biennium. **Motion passed unanimously.**

Resolution 2021-009 – Amending Resolution 2021-001

Mr. Johnson presented Resolution 2021-009 – Amending Resolution 2021-001. He noted that the original resolution was adopted by the CRABoard on January 28, 2021 but shows an incorrect adoption date of October 29, 2020. Resolution 2021-001 will be rescinded and replaced with Resolution 2021-009.

Following questions and discussion, Mr. McCormick moved and Commissioner Stamper seconded to approve Resolution 2021-009 – Amending Resolution 2021-001. **Motion passed unanimously.**

COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM (CFCIP)

Mr. Johnson presented the Project Call Consideration for the CFCIP. He noted that the CFCIP has a four year cycle, providing the opportunity for eligible counties to request funding for eligible projects.

Of the four potentially eligible counties, two already have a current CFCIP contract. This limits potential applications for new projects to Wahkiakum County and Whatcom County only. In April 2021, following the proper procedures, Whatcom County requested that the CRABoard issue a call for projects.

Mr. Johnson presented supporting information for staff's recommendation that the CRABoard issue a call for CFCIP projects, with applications to be submitted no later than December 31, 2021.

Following questions and discussion, Vice-Chair Janicki moved and Second Vice-Chair Storey seconded to issue a call for County Ferry Capital Improvement Program projects, with applications to be submitted no later than December 31, 2021. **Motion passed unanimously.**

Chair Coffman called for a brief recess.

WAC REVISIONS

Mr. Pohle, Mr. Johnson and Mr. Clark presented proposed revisions to 12 existing WACs. Many of the revisions are housekeeping changes, and updates to reflect current practices. As these are mostly minor changes to existing WACs, staff recommends setting a Public Hearing on these 12 WACs at the October 2021 CRABoard Meeting.

Following questions and discussion, Commissioner French moved and Council Member Lambert seconded to schedule a Public Hearing on Thursday, October 28 at 2:00 pm on WACs 136-12, 136-14, 136-15, 136-50, 136-60, 136-130, 136-161, 136-163, 136-165, 136-167, and 136-170. **Motion passed unanimously.**

PROPOSED NEW WAC

Mr. Woods presented staff's proposal of new WAC 136-600 Equipment Rental and Revolving Fund. Staff recommends initiating the CR-101 filing process with the Office of the Code Reviser. Any public comments on the WAC would be presented to the Board at the October 2021 CRABoard Meeting. The Board could then set a Public Hearing on

WAC 136-600 at the January 2022 CRABoard Meeting if they wish to move forward.

Following questions and discussion, Commissioner French moved and Mr. McCormick seconded to direct staff to file a CR-101 on WAC 136-600 Equipment Rental and Revolving Fund, and to present any comments on the WAC at the October 2021 CRABoard Meeting. **Motion passed unanimously.**

DEPUTY DIRECTOR'S REPORT

Mr. Woods reported that no new county engineers have been appointed since April. He noted that all county contacts were by telephone, email and virtual meetings.

Mr. Woods reviewed a list of his activities since the April 2021 CRABoard meeting.

Mr. Woods presented reports for all budget activity for the biennium ending June 30, 2021. He noted that the agency was under budget in several areas, and those savings will be returned to the counties through RATA or CAPA.

Chair Coffman recessed the meeting at 4:19 pm. The meeting was scheduled to reconvene at 8:30 am on Friday, July 30, 2021.

Friday, July 30, 2021

CALL TO ORDER

Chair Coffman reconvened the meeting at 8:30 am.

WSACE UPDATE

Mr. Woods noted that WSAC Director Eric Johnson submitted a written report of the association's recent activity. Of particular note is the hiring of Axel Swanson as the WSACE Managing Director, filling the position vacated by Ms. Wall when she came to CRAB. Mr. Swanson will begin his duties on August 30.

ENGINEERING AND ADMINISTRATIVE SUPPORT MANAGER'S REPORT

Mr. Pohle noted onsite visits to Pacific and Kittitas Counties to meet with their new County Engineers, and contacts with 17 counties, seven with other agencies and three with the public since the April CRABoard meeting.

He noted that one new audit issue, with compliance components initiating consultative contacts, involving the road fund or road departments, has been reviewed in the last quarter for Benton County. One management letter for County Road/ER&R was regarding an abandoned gravel stockpile. CRAB staff has initiated consultation, and there is no resolution at this time.

Mr. Pohle noted that he has updated the County Engineers' and Legislative Authority training content for upcoming classes. County Engineers' training is scheduled for September, December, February, and May.

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

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

COMPLIANCE AND DATA ANALYSIS MANAGER'S REPORT

Mr. Pohle noted that the Clark County Engineer was recently terminated. Rob Klug, PE, is serving as the Interim County Engineer. Asotin and Lincoln Counties continue to actively recruit for a County Engineer and have Interim County Engineers in place.

He reported that all 39 counties submitted the required Road Log Update forms and documentation by the May 1 deadline, to initiate the transition from Mobility to GIS-Mo.

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

INFORMATION SERVICES DIVISION MANAGER'S REPORT

Mr. Hagenlock reported that the GIS-Mo project has been officially extended through October 30, 2021. This decision was made to give CRAB staff additional time to finalize audit trail work flow and configuration, and to tailor configurations and train counties to finish transitioning from Mobility to GIS-Mo.

He noted that in March 2021, CRAB began to upgrade its Microsoft Office 2016

software to cloud based Office 365, now called Microsoft 365. Staff took advantage of the combined enterprise environment and discount price from WaTech. This upgrade includes access to Sharepoint Online for file sharing, Exchange Online for email, and other tools like PowerBI, which all work in concert with Windows 10. This move also allowed staff to remove the landline phone system and switch to Microsoft Teams Telephony, allowing for CRAB staff to answer their phones from anywhere. This project was completed on time on June 28.

Mr. Hagenlock reported that the Washington State Learning Center has replaced the previous Learning Management System (LMS) as the state's online training system for state employees and other learners across the state. The new platform offers better functionality and performance, is easier to maintain and can be used by all state agencies and organizations. CRAB employees have access to the new system and have begun meeting their training requirements.

He noted that staff has also completed annual asset inventory and new workstation deployment, Cameron Cole presented at the WSACE Conference in Chelan on Story Maps, and staff has worked with Spokane County on their configuration, Clark County and various other county integrations, and Whatcom County and various other counties creating and training on new workflows. They have also worked with the Department of Military Interactions for Emergency Planning and Route Priority mapping for the state.

Staff also met with the Recreational Conservation Office and ESRI reps about the GIS-Mo project and how trails across the state might adopt a similar statewide editing platform for stake holders through Roads and Highways and ESRI Enterprise services. They have begun a Story Map project, and had meetings with two companies and staff to plan the scope for Request For Proposal. The CARS/RAP Online replacement project planning has begun.

Mr. Hagenlock noted that Angela Rice has completed her Network+ Recertification, Advanced eDiscovery and Microsoft Enterprise Skills Initiative. Donna Quach continues to work toward a B.S. in Computer Science.

Staff continues to update the agency's system security. A periodic IT Security Assessment preparation is underway, there is continuous monitoring of advanced threat protection tools, and staff has evaluated the agency's threat exposure. Windows critical updates have been performed along with full server anti-virus sweeps.

Mr. Hagenlock reported that staff is developing budget allotments for the 2021-2023 biennium. He also noted that for service requests resolved in developing uniform and efficient transportation-related information technology resources, from January 1 to June 31 206 requests were submitted and 183 were resolved. During the same period, CRAB systems up-time percentage during operational hours of 6:00 am to 6:00 pm Monday through Friday was 99.9999927%.

He introduced Mr. Campbell, who gave a brief presentation on information systems security.

DESIGN SYSTEMS AND UAV PROGRAM REPORT

Mr. Bailey noted that no in-person learning was delivered last quarter. He did conduct an AutoCAD Civil 3D class in the CRAB Training Room on July 20-22, 2021, with seven participants.

Design Systems provided minimal assistance to county design staff through CRAB-NET support ticketing during the quarter. With the implementation of CRAB's Pinnacle LMS system, support tickets have dramatically decreased. This quarter's LMS performance numbers indicate that users are accessing significantly more information through the platform. Design Systems has begun logging all Pinnacle support requests into CRAB-NET as well, which will help staff gauge the time spent in support of the LMS platform.


Mr. Bailey reported that in the Pinnacle Series LMS, CRAB staff is in the process of adding help documents and videos in support of Sincpac tools for Civil 3D. CRAB has held two LMS scheduled events that attracted 35 and 45 users respectively. Each showed increased average use of the platform following the events. In the 2021 second quarter, the platform had 815 registered users and 163 unique active logins during the period. Those users have accessed 834 individual assets and 320 learning path courses. Of the assets accessed, 206 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac.

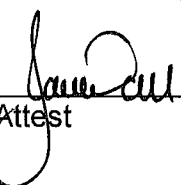
He noted that using imputed averages for assets and courses, CRAB provided approximately 230 person-hours of training. In comparison to the first quarter, user logins have been consistent with a 0.5% variance. An interesting trend occurred this quarter with a 70% increase of content consumed by an equal number of user logins, which may indicate that the users logging in are consuming more content and that they find added value in the content. Staff will continue to monitor use daily. The number of average users per day has increased over the quarter to 12 per day, compared to the previous quarter average of nine users per day. This follows the trend of increased content use by the same number of users compared to the previous quarter.

Mr. Bailey reported that there was no activity involving the UAS Program last quarter.

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

Chair Coffman adjourned the CRABoard meeting at 9:41 am.


Chair


Attest