

**Minutes**  
**County Road Administration Board**  
**July 30, 2020**  
**Zoom participation available**

**Members Present:** Brian Stacy, PE, Pierce County Engineer, Chair  
Rob Coffman, Lincoln County Commissioner, Vice-Chair

**Members Present**  
**Via Zoom:** Lisa Janicki, Skagit County Commissioner, Second Vice-Chair  
Al French, Spokane County Commissioner  
Bob Koch, Franklin County Commissioner  
Kathy Lambert, King County Councilmember  
Randy Ross, Grays Harbor County Commissioner

**Members Absent:** Grant Morgan, PE, Garfield County Engineer  
Mark Storey, PE, Whitman County Engineer

**Staff Present:** John Koster, Executive Director  
Drew Woods, PE, Deputy Director  
Eric Hagenlock, Information Services Division Manager  
Karen Pendleton, Executive Assistant  
Rhonda Mayner, Secretary  
Steve Johnson, PE, Grant Programs Manager  
Derek Pohle, PE, Engineering & Admin Support Manager  
Brian Bailey, Design Systems and UAS Program Manager  
Mike Clark, Road System Inventory Manager  
Jim Oyler, Web & Training Strategist  
Donna Quach, Lead Application Developer  
Nolen Young, Future Web & Training Strategist

**Staff Present**  
**Via Zoom:** Randy Hart, PE, Grant Programs Manager

**Guests via Zoom:** Jane Wall, WSACE Managing Director  
Bobby Jackson, Lewis County Commissioner

**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, and silence electronics.

**CHAIR'S REPORT**

**Re-Appointments**

Chair Stacy noted that Commissioner French, Commissioner Ross and Mr. Morgan were re-appointed to additional terms expiring in June 2023.

**Approve July 30, 2020 Agenda**

Commissioner French moved and Vice-Chair Coffman seconded to approve the agenda as submitted. **Motion carried unanimously.**

**Approve Minutes of April 16, 2020 CRABoard Meeting**

Commissioner Ross moved and Councilmember Lambert seconded to approve the minutes of the April 16, 2020 CRABoard Meeting. **Motion carried unanimously.**

**Approve Minutes of April 30, 2020 Special CRABoard Meeting**

Commissioner Ross moved and Second Vice-Chair Janicki seconded to approve the minutes of the April 30, 2020 Special CRABoard Meeting. **Motion carried unanimously.**

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

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

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

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

**Executive Director Recruitment Timeline**

Mr. Koster presented a possible timeline for recruitment of a new Executive Director. The Board will review and finalize the position description at the October 2020 Board meeting, advertise in January 2021, and interview in March. Mr. Koster will retire in April 2021, and the new director is scheduled to begin on May 1.

**EXECUTIVE DIRECTOR'S REPORT**

**Staff and Office Updates**

Mr. Koster introduced Ms. Quach and Mr. Nolen, and welcomed them to the office. Ms. Quach is filling a new position. Mr. Nolen will be starting in mid-August and working with Mr. Oyler in preparation for filling that position following Mr. Oyler's retirement.

Mr. Koster introduced Mr. Oyler, who thanked the Board and staff for 20 years of support and encouragement at CRAB. The Board expressed their appreciation for his service.

Mr. Koster noted that the CRAB Organization Chart has changed, with the addition of Ms. Quach's position and the movement of Mr. Bailey's position from reporting directly to the Executive Director to under the Deputy Director.

Vice-Chair Coffman moved and Councilmember Lambert seconded to adopt the July 2020 CRAB Organization Chart as presented. **Motion passed unanimously.**

Mr. Koster reported that Mr. Hart plans to retire in January 2021, Kathy O'Shea in February 2021, and Ms. Pendleton in May or June 2021.

### **Current Budget Status**

Mr. Koster presented Chad Johnson's letter to the Board explaining the key details of the current budget as well as the projections through June 2021.

He noted that CRAB currently has a plan to hold positions vacant for the fiscal year to accumulate savings in case the legislature directs agencies to take cuts in the current fiscal year, which is very possible given the passage of I-976 and COVID-19 impacts.

CRAB is projected to underspend the biennium by \$550,000 if the legislature approves the supplemental requests for retirement buyouts. If not, the projected underspend is \$360,358. If the legislature requests cuts of less than 15%, the agency will be investing the remaining funds into pre-paying maintenance contracts and software licenses.

Mr. Koster reported that CRAB is leasing one office to the Board of Registration for Professional Engineers and Land Surveyors (BORPELS), who will be paying CRAB approximately \$2000 per month for the space and for a portion of Scott Campbell's salary. He also noted that the 3% increase awarded by the legislature effective June 1, 2020 was not given to Exempt and WMS employees per the Governor's request. His intent is to provide that increase to WMS employees effective January 1, 2021.

Staff has begun work on the 2021-2023 biennial budget, which will be submitted in September. All agencies have been directed by OFM to submit 15% cuts for the next biennium, approximately \$854,000 in CRAB's overall budget. However, this includes reductions to RAP and CAPP, which are obligated and statutorily protected, so staff is waiting for further word from OFM on how to proceed.

### **CERTIFICATIONS**

#### **Resolution 2020-005 Certifying the 2019 Master County Road Log**

Mr. Clark presented Resolution 2020-005 - Certifying the 2019 Master County Road Log, to reflect the county road system as of January 1, 2020. He noted that all 39 counties are compliant with the requirements, and staff recommends approval of the road log.

Following discussion and questions, Commissioner Ross moved and Councilmember Lambert seconded to approve Resolution 2020-005 - Certifying the 2019 Master County Road Log. **Motion passed unanimously.**

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

Mr. Clark presented Resolution 2020-006 - 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 gave a brief presentation on the factors and calculations. Following discussion and questions, Vice-Chair Coffman moved and Commissioner French seconded to approve Resolution 2020-006 - 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. Johnson reviewed the Rural Arterial Program status report, noting that 1,094 of 1,223 projects have been completed, and 14 are awaiting closeout. Anticipated revenue to the end of the 2019-21 biennium is \$649,539,459. RAP expenditures to date total \$609,238,351. RAP obligations remaining to active projects through the 2019-2021 biennium total \$139,697,038. The RATA fund balance as of June 30 was \$18,763,154.

Revenue has been significantly reduced due to decreased fuel sales. However, county projects were also slowed down, so the RAP balance has not drawn down as far as expected. Counties are being encouraged to proceed with construction when possible.

### **Regional Meetings Update**

Mr. Johnson reported that regional meetings were held in May and July. Topics covered include funding and project status for the RAP program and RAP balance impacts and forecasts based on the pandemic shutdowns. CAPP reporting was also reviewed briefly, discussing several trends demonstrated on the CRAB website.

2021-2023 biennial funding estimates for RAP and CAPP have been reduced due to the shutdown and expected legislative budget actions. Final Prospectuses will remain due on September 1, 2020.

Several changes to existing project evaluation processes were discussed. The NE and SE regions are considering additional coring data that may be worth scoring for 3R BST roads. The NW region is considering allowing bridge projects to compete.

At the meetings, Mr. Woods provided an overview of compliance issues and presented a spreadsheet that helps document MVFT distributions, and can be used to forecast impacts due to the shutdown.

### **Project Request Actions Taken by CRAB Staff**

Mr. Johnson reported that Whatcom County requested a combination of two of their East Smith Road projects in a letter dated April 17, 2020.

These projects are both 2R, with a common terminus. The county has been designing them concurrently, and decided to advertise and construct these projects as a single package in order to minimize impacts to the traveling public and more efficiently repair the road.

The combined contract was sent to Whatcom County by Mr. Koster on April 20 and executed on May 13, 2020. The county has advertised for construction in late summer.

Mr. Johnson reported that Clallam County requested a scope change for their Laird Road 2R project, to extend the project to a total length of 0.80 miles. During project design the county determined that the road surface was in poor condition beyond the original limits of the project, and therefore decided to repair the entire limits of the deteriorated surfacing.

CRAB staff concurred with the on-site assessment of pavement condition. The county is not requesting additional RATA. Since the project is 2R, the additional length did not change the overall project rating score, and therefore does not alter the project's position in the funding array. Mr. Koster forwarded a letter on July 17, 2020 with a contract amendment for the change in scope.

Mr. Johnson noted that Island County's Boon Road 3R project has been completed. The estimated \$3 million project came in under estimate, which will allow a RATA fund turnback of approximately \$250,000. While reviewing final paperwork for the project, county staff discovered an accounting issue that resulted in over-billing CRAB for RATA funds. Indirect overhead costs were charged on top of labor and consultant work performed on the project. After several discussions with CRAB, Island County will be reviewing the accounting and removing those indirect overhead, which is expected to result in an additional payback of RATA funds.

He also noted that Asotin County advertised the Snake River Road reconstruction project in April this year. The engineer's estimate was approximately \$2 million for construction, but the low bid came in at over \$2.5 million. Asotin County is unable to cover this additional cost, and contacted CRAB staff to discuss the potential for an increase in RATA funding for the project. However, the situation did not meet the requirements for an increase of funds (WAC 136-165) and therefore staff could not support the increase request.

Asotin County indicated that they would reject bids and prepare several changes to the design that are expected to reduce the construction costs. The changes relate to the design and construction of structural walls and will not modify the scope of the project as described in the CRAB contract.

#### **Resolution 2020-007 - Apportion RATA Funds to Regions**

Mr. Johnson presented Resolution 2020-007 - Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$3,559,740 deposited to the RATA for April, May and June 2020 be apportioned to the regions by the established 2019-21 regional percentages after setting aside \$181,561 for administration.

Following questions and discussion, Vice-Chair Coffman moved and Commissioner Ross seconded to approve Resolution 2020-007 - Apportion RATA Funds to Regions.  
**Motion carried unanimously.**

**Chair Stacy called a brief recess.**

## DEPUTY DIRECTOR'S REPORT

### 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 CRAB Board to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed eight audit reports representing seven counties since the April 2020 board meeting. An audit of Chelan County contained a fraud finding issued against the Sheriff's Office but did not involve County Road or ER&R funds. An audit of Douglas County contained a management letter which involved County Road or ER&R funds, which necessitated CRAB staff follow-up.

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

County audit reports reviewed: Chelan, \*Douglas, King, Pierce, Snohomish, Spokane, and Thurston (2).

### County Engineers/Public Works Directors

Mr. Woods reported on the changes in County Engineers offices since the April 2020 CRAB Board Meeting:

1. On May 5, the Grant County Board of Commissioners appointed Keith Elefson, P.E. as County Engineer.
2. On June 9, Pacific County notified CRAB in writing that Brian Vincent, P.E. was appointed as the County Engineer/Public Works Director effective July 1, 2020.
3. On June 17, the Kitsap County Board of Commissioners appointed Joe Rutan, P.E. as County Engineer.

He noted that Josh Frederickson will begin as Kittitas County Engineer on September 15. Mark Cook, P.E. will continue as Acting County Engineer until then.

Asotin County is currently advertising for a County Engineer. They have entered into an agreement with TransTech Engineering to retain Walt Olsen, P.E. as Interim County Engineer until the position is permanently filled.

### **County Visits completed since April 2020**

Mr. Woods noted that due to COVID-19, all county contacts other than RAP project reviews were by telephone, email and virtual meetings.

On July 21 he virtually presented the Program/Project Manager of the Year Award to Shannon Christen from Benton County. Normally this award is presented at the June WSACE Conference, however, the conference was cancelled due to COVID-19 restrictions. During a Zoom meeting of the Benton County Commissioners, he and Public Works Director Matt Rasmussen presented Ms. Christen with a plaque in recognition of her great work in 2019.

### **Activities**

Mr. Woods reviewed a list of his activities since the April 2020 CRABoard meeting.

He noted that CRAB staff has created a model for COVID-19 adjustment factors to the projected Motor Vehicle Fuel Tax distribution.

## **DIVISION REPORTS**

### **Engineering and Administrative Support Services**

Mr. Pohle reported visits to all of the SW Region counties for review of RAP Preliminary Prospectuses, and a visit to Mason County for post-construction field and document review of two RAP projects. He had contacts with 17 other counties, 10 with other agencies and four with the public since the April CRABoard meeting.

He noted that County Engineer's Training scheduled for May in Olympia was cancelled due to COVID-19. He is updating content of the training manual, and staff is hoping to offer two classes in December to accommodate the 19 people on the waiting list.

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

### **Information Systems**

Mr. Hagenlock congratulated Mr. Oyler on his retirement.

He reported on the GIS-Mo Project, noting that staff attended a VUEWorks Secure Access Washington (SAW) integration demonstration on July 29. Staff will be working with DTS on CRAB's implementation schedule.

GIS-Mo training continues to feel the impact of COVID-19 but is staying on schedule with the use of Zoom. To date 66 staff in 32 counties have been trained, which includes 28 Road Log Managers. The remaining 11 Road Log Managers have all registered for future classes. With all remaining classes full, a waitlist has been opened to assess further need prior to 2021 rollout.

Mr. Hagenlock reported that CRAB moved to the WaTech cloud on June 13, 2020. After monitoring for one month, resources were adjusted and operating costs reduced by approximately 50% from what was budgeted.

In addition, staff is working with WaTech on migration of the CRAB website and content management to their hosting services. This will lead to the re-organization of duties in CRAB's Information Services Division, and allow for cost savings in salaries for the near future. As the hosts of FMSIB's website, staff is also evaluating their migration to WaTech.

Staff is evaluating feedback from the recently conducted CRAB Survey and using those results to construct strategic planning and performance measures as part of the 2021-2023 biennium budget request.

Mr. Hagenlock noted that CRAB recently purchased 16 licenses of Office365 G3, which includes Office Pro, Exchange, OneDrive, Microsoft Teams, and Intune, a Mobile Data Management program. Combining all of these products under one umbrella will result in annual savings of \$2000 to the agency.

He reported on ongoing system security updates and staff training and development.

### **Design and UAS Systems**

Mr. Bailey reported that he suspended travel and personal contact with all county staff during COVID-19 restrictions. He has continued to provide technical support by telephone or virtual meetings.

In June, CRAB received a \$101,000 grant from the Washington Traffic Safety Commission for the implementation of a Learning Management System (LMS) to improve the access and availability of training material and support to the counties. This will allow users to learn at their desired location and time, at their own speed, and be able to get answers to common issues immediately, assuring the most efficient use of their software and time. Additional benefits include integration of GIS-Mo training materials into a web-based platform for counties to meet their training needs; providing an easy to use learning environment using multiple resources that are combined into a single, concise interface for training and support; publication and sharing of more up-to-date and accurate training and support materials; and minimizing the travel required by CRAB and the counties to receive the required training to efficiently collect and maintain accurate data. He noted that the portal will be open for use the first week of October 2020.

Design Systems classes will resume in the CRAB Training Room beginning August 25. Staff has reduced the maximum capacity of classes to six students in order to maintain safe social distancing.



The UAS training program continues to be on hold. Mr. Bailey has attended several on-line training classes to become more proficient in processing the data acquired by the UAV. CRAB's quad-copter has completed six training flights over the last three months.

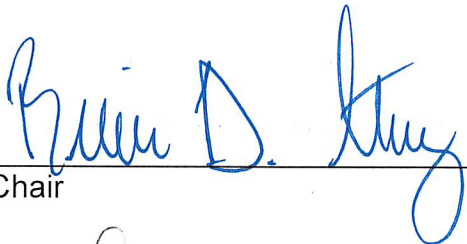
**WSACE UPDATE**

Ms. Wall noted that she continues to manage the association mostly from home but is slowly transitioning back to "normal".

A Legislative Steering Committee transportation sub-committee is being formed that will include county transportation officials, and will be looking into transportation revenue and other issues. They will report to the LSC and help to shape WSAC's legislative agenda setting process.

She reported that the County Leaders' Conference in November will be held virtually rather than in person.

Chair Stacy adjourned the CRABoard meeting at 3:31 p.m.

  
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Chair

  
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Attest