

Minutes
County Road Administration Board
April 25-26, 2024
CRAB Office – Olympia. WA
and Zoom participation

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
Grant Morgan, PE, Garfield County Engineer, Vice Chair
Lindsey Pollock, Lewis County Commissioner 2nd Vice Chair
Carolina Mejia, Thurston County Commissioner (4/25 in-person, 4/26 online)
Art Swannack, Whitman County Commissioner
Doug McCormick, PE, Snohomish County Engineer
Peter Browning, Skagit County Commissioner

Members Present: Al French, Spokane County Commissioner
Via Zoom Eric Pierson, PE, Chelan County Engineer

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
Derek Pohle, PE, Support, Training and Compliance Manager
Mike Clark, Road System Inventory Manager

Staff Present: Eric Hagenlock, IT Director
Via Zoom Brian Bailey, Design Systems & UAS Programs Manager
Cameron Cole, GIS Manager (4/26 only)
Scott Campbell, IT Security Specialist (4/25 only)

Guests: Geoff Soderquist, PE, Lewis County Engineer (4/25 only)
Josh Metcalf, PE, Lewis County Public Works Director (4/25 only)
Melissa McFadden, PE, Pierce County Engineer (4/25 only)
Jen Tetatzin, PE, Pierce County Public Works Director (4/25 only)
Matt Unzelman, PE, Thurston County Engineer (4/25 only)
Jennifer Walker, Thurston County Public Works Director (4/25 only)
Axel Swanson, WSACE Managing Director (4/25 & 4/26)
John Becker, PE, Grays Harbor County Engineer (4/25 only)
Joe Donisi, PE, Clallam County Engineer (4/25 only)

Guests via Zoom: James Sinks (4/25 & 4/26)

Thursday, April 25, 2024

CALL TO ORDER

Chair Coffman called the meeting to order at 1:00pm.

CHAIR'S REPORT

Approve Agenda for April 25-26, 2024 Meeting

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

Approve Minutes of January 18, 2024 CRABoard Meeting

Commissioner Pollock moved and County Engineer Grant Morgan seconded to approve the minutes of the January 18, 2024 CRABoard meeting. **Motion passed unanimously.**

Public Comment Period

Chair Coffman opened the floor for any public comment. Seeing that there was none, he closed discussion.

COUNTY OVERVIEW & PROJECT PRESENTATIONS

Pierce, Thurston and Lewis counties were each invited to present to the Board an overview of their CRAB funded projects, including any challenges perhaps they're currently facing. Speakers included: Melissa McFadden, PE (Pierce County Engineer), Jen Tetatzin, PE (Pierce County Public Works Director), Jennifer Walker (Thurston County Public Works Director); Matt Unzelman, PE (Thurston County Engineer), Geoff Soderquist, PE. (Lewis County Engineer), and Josh Metcalf, PE (Lewis County Public Works Director).

Chair Coffman called for a 10-min recess @ 2:25pm, and meeting resumed @ 2:40pm.

Compliance Report

Derek Pohle reviewed the Compliance Report (reporting period from mid-January 2024 to mid-April 2024).

April 1st, 2024 Submittal Requirements

Annual Certification - CAPP Accomplishments Report, Fish Passage Barrier Removal Cost Report, Traffic Enforcement Expenditures Certification, Marine Navigation and Moorage Certification, Annual Construction Report, Annual Certification for MMS, County Ferry System Report, and 2023 Road Log Updates.

Two counties missed the deadline of April 1st to submit required submittals to CRAB without reasonable explanations and are not considered to be in reasonable compliance, and those counties were Clallam and Pacific.

**Staff recommends to the Board that Clallam and Pacific Counties be issued conditional certificates for 2023 entitling them to continue to receive their MVFT allocation in 2024.*

Bridge Inspection Certification – WAC 136-20-040

The Director of Local Programs for WSDOT has certified to CRAB that 36 of 39 counties are current and in compliance with National Bridge Inspection Standards (NBIS), but 3 counties are currently out of compliance. See attached letter. Those counties are: Asotin, Grays Harbor, and Pierce, with Pierce being in reasonable compliance for CRAB's purposes.

**Staff recommends to the Board that 35 of the counties receive their Certificate of Good Practice for the calendar year 2023, entitling them to continue to receive their MVFT allocation and, that 4 of the 5 above mentioned counties be issued conditional certificates entitling them to continue to receive their MVFT allocation with the condition that Asotin and Grays Harbor are required to report their progress quarterly towards compliance two weeks before each Board meeting and shall become compliant with NBIS requirements by December 31st, 2024; and Clallam and Pacific must take administrative steps to improve their required reporting and report to the Board at their July 25-26, 2024 meeting of what steps have been taken, as indicated in Resolution 2024-004.*

Resolution 2024-004 – To Approve Annual Certification

Ms. Wall announced that as required by RCW 36.78.090, the County Road Administration Board must submit to the State Treasurer the annual certification of good practice on behalf of the counties for the calendar year 2023.

Staff have concluded that 35 of 39 counties have demonstrated reasonable and substantial compliance with all applicable laws and the Standards of Good Practice and will be issued Certificates of Good Practice. 4 counties (Asotin, Clallam, Grays Harbor, and Pacific) will be issued Conditional Certificates of Good Practice. Asotin and Grays Harbor will be required to report their progress quarterly and must get into full compliance by December 31, 2024 as explained in Resolution 2023-004. Clallam and Pacific must take administrative steps to improve their required reporting and report to the Board at their July 25-26, 2024 meeting what steps they have taken.

Following questions and discussion, Commissioner Swannack moved and Commissioner Mejia seconded to approve Resolution 2024-004, to approve Annual Certification and issue Certificates of Good Practice to all 35 counties, and Conditional Certificates of Good Practice to 4 counties (Asotin, Clallam, Grays Harbor, and Pacific). **Motion carried unanimously.**

Resolution 2024-002 - Apportion RATA Funds to Regions

Steve Johnson presented Resolution 2024-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$7,023,744 made available in the Rural Arterial Trust Account for December 2023, January, February, and March 2024 be apportioned to the regions by the established 2023-25 regional percentages after setting aside \$233,722 for administration.

Commissioner Swannack moved and County Engineer Doug McCormick seconded to approve Resolution 2024-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Grays Harbor County Engineer John Becker shared that they only have 2 bridges left to inspect. After its adoption, Clallam County Engineer Joe Donisi addressed the Board and asked for reconsideration of Clallam being given a Conditional Certificate of Good Practice. After discussion, the Board chose to take the recommendation of CRAB staff to keep as is.

Preliminary Proposals 2025-2027 Biennium

Mr. Johnson reported the CRABoard initiated a call for new projects at its October 2023 meeting, to be funded from the RATA account based on revenue forecasts of the 2025-2027 biennium. Preliminary prospectus proposals have been received in RAP Online (due March 1, 2024). There were a total of 106 projects submitted, totaling a request of \$190,581,284. This is the first phase of project application in the RAP cycle for the '25-'27 biennium. Counties are limited to a maximum of 5 project submittals at this time but are not limited to the total dollar request. Total requested RATA funds from preliminary proposals is \$190.58 million. The '25-'27 call for projects is estimated at a \$70 million revenue, of which approximately \$29 million will be allocated to current partially funded projects, with the remaining \$41 million to new proposals.

CRAB staff is scheduling project reviews with each county to generate the surface scoring and preliminary project array, which will be presented to the Board at the July meeting. San Juan County chose not to submit any new projects for various reasons, so the NW Region county limits will be adjusted accordingly.

Final Prospectuses will be due on September 1, 2024 where the counties will be limited in RATA request to their county and submittal limits. Staff anticipates that fewer than half of the projects will be submitted as final proposals as the counties prioritize these projects.

Counties remain focused on 3R and 2R projects, with the number of RC and DR projects remaining consistent with previous cycles.

Consideration of Available Funds for Allocation

Mr. Johnson reported that per WAC 136-161-070 (4), "the maximum initial allocation of RATA funds to projects is limited to 90% of the estimated available amount in the first year of the biennium. The 2023-2025 biennium cycle estimated a total of \$64.2 million (including turned back funds) for allocation. The CRABoard allocated the initial 90% at its April 2023 meeting. At this time, we are considering the allocation of the remaining '23-'25 funding."

Allocating the remaining \$9 million of the '23-'25 biennium funding to projects will direct approximately \$6 million to current projects that have not yet reached full funding and will partially fund four new contracts from the '23-'25 project array.

Summary

- Based on the originally estimated revenue for the 2023-2025 biennium, and including new turnback funds, there remains \$9,048,252 that can be allocated to projects.
- The February 2024 revenue forecast shows a '23-'25 RATA revenue decrease of \$3,675,800.
- The February 2024 revenue forecast shows a \$10million increase for the '29-'31 biennium (the expected average construction timing for projects funded by this Call).
- A minimum balance of \$5M in the RATA is acceptable due to legislative approval of the Emergency Loan Program in April 2019. This program addresses emergency funding needs which were previously funded by the RAP.
- The RAP Online application, direct communication with the county engineers and RAP regional meetings tying reimbursement schedules closely to project progress allows staff to closely monitor project activity, account balance, and cash flow.

Recommendation

Per Mr. Johnson, staff recommends allocating the remaining '23-'25 biennium RATA revenue funding at this time to projects in the amount of \$9,048,252.

Resolution 2024-003 – To Approve 2021-2023 RAP Projects and Allocate 90% of Estimated 2023-2025 RATA Revenue

Mr. Johnson presented Resolution 2024-003 to Approve 2023-2025 RAP Projects and Allocate 100% of Estimated 2023-2025 RATA Revenue to the listed projects in the five regions.

Following questions and discussion, Commissioner Mejia moved and Commissioner Pollock seconded to approve Resolution 2024-003 to Approve 2023-2025 RAP Projects and Allocate 100% of Estimated 2023-2025 RATA Revenue. **Motion carried unanimously.**

EXECUTIVE DIRECTOR REPORT

Jane Wall shared the 3 CRABoard positions that are set to expire June 30, 2024 and the letter that will be sent to WSAC asking for appointments to be made prior to then. Ms. Wall also shared that CRAB has opened advertisement for nominations for the County Engineer of the Year and Program/Project Manager of the Year awards to be given out at the WSACE Annual Conference in June 2024. The advertised deadline to submit nominations is April 30, 2024. We have received 3 nominations as of this date for County Engineer of the Year award, but another reminder will be going out next week to hopefully drum up more nominations by early May.

Ms. Wall then provided Legislative and other updates to the CRABoard, including that the two decision packages that were submitted for the 2024 legislative session were fully funded. These include funding legacy software replacements, and a 4-year pilot program for two Federal Fund Facilitators. Unfortunately, the RATA transfer was not refunded as we had requested be reconsidered.

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

- 2024 APWA Spring Conference – we had a booth and Ms. Wall presented at a panel.
- 2024 NACE Conference (Palm Springs, CA) – Ms. Wall & Mr. Woods both attended, as well as CRABoard member Doug McCormick.
- Recruitment for the Federal Fund Facilitator positions will go out later this spring. CRAB will be working on a marketing campaign for the new roles so that communities will be aware of this resource.
- Jane and Drew met with Legislative staff this week, and were told a potential transportation revenue package is in the works for 2025.
- Ms. Wall is gearing up for county visits this summer.
- WSACE Annual Conference in June 2024, CRAB staff will be attending and presenting

STRATEGIC PLAN UPDATE

Ms. Wall shared that the Strategic Plan continues to serve as an important tool in the work CRAB is undertaking. It has served as a critical guide to our work. We will be using the next year to continue our work, with the possibility of revisiting and updating the plan in 2025 or 2026.

Request for Informal Opinion from Attorney General's Office

Ms. Wall reported on work that has been undertaken to solicit an informal opinion from the Attorney General's Office. Based on recommendations from the Board in their January 2024 meeting, staff were directed to solicit an opinion from the Attorney General's Office after Asotin County failed to adopt an annual construction program (ACP) for 2024. Upon learning of their mistake, Asotin adopted their ACP on January 8, 2024, with the resolution stating that the adoption was retroactive to January 1, 2024. However, the county board did not take any specific action to the county road budget after adopting the ACP on January 8. They had previously adopted the county road budget on December 11, 2023.

CRAB staff have asked for guidance as to whether Asotin county has a lawful county budget for 2024. We have been notified by the Attorney General's office that we should have an opinion later this spring.

Agenda Change

Due to time constraints, staff will email the Board the Open Public Meeting Act (OPMA) training video and ask that they attest they completed the training.

Chair Coffman called for a recess @ 4:45pm.

Friday, April 26, 2024

CALL TO ORDER

Chair Coffman called the meeting to order at 8:31am.

Public Comment Period

Chair Coffman opened the floor for any public comment. Seeing that there was none, he closed discussion.

ENGINEERING DIVISION REPORT

WAC 136-165-020 Requirements for consideration of RATA fund increases

Mr. Woods shared Washington State Register (WSR) 24-08-008 which adopts an emergency WAC change to WAC 136-165-020. The County Road Administration Board administers the Rural Arterial Program (RAP) which provides grant funds for capital improvements on county road arterials and collectors. Counties may request a one-time increase in funding for a project. Currently, that request is capped at 25% of the grant amount. This emergency WAC amendment will eliminate the 25% cap on the amount a county may request. Emergency WAC changes are only in effect for 120 days from the date of adoption.

Following questions and discussion, Commissioner Pollock moved, and Commissioner Swannack seconded to authorize staff to move forward with the permanent adoption of the emergency change to WAC 136-165-020 through use of the expedited rule making process.

Motion carried unanimously.

County Engineer appointments:

Mr. Woods shared Grays Harbor County appointed John Becker, P.E. as the County Engineer on January 16, 2024. Mr. Becker had been serving as the Interim since July 2023. Cameron Curtis, PE, was appointed as the Kittitas County Engineer effective April 1, 2024.

There are 3 counties (Asotin, Garfield, and Pacific) with current county engineer vacancies, however they do have interim county engineers serving in those roles. Kevin Poole, PE was just hired as the Garfield Interim County Engineer effective April 23, 2024, replacing James Wege.

Road Design Conference:

Mr. Woods shared that the 2024 Road Design Conference was held March 20-22, 2024 at Campbell's Resort in Chelan County and was a great success! 6 counties participated in the Project Design Competition, of which Walla Walla county won for work presented on the Wallula Avenue Roundabout Project.

County Audit Review:

Mr. Woods shared the County Audit Review from the board packet. Only one item involved county road or ER&R. Okanogan county was issued a finding for not checking a contractor's suspension or debarment status prior to awarding a federal aid contract.

Current Budget Status:

Mr. Woods presented the Board with the current budget status report. There is currently a negative variance in operating fund 108 and a positive variance in both the operating funds 102 and 186. Overall, the operating budget has a positive variance of \$123,450.

Special Presentation: Change Management ESRI Upgrade Innovations

GIS Manager Cameron Cole presented to the CRABoard an update on GIS-Mo.

WSACE Managing Director – Axel Swanson

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

- The Board and Managing Director will continue to cross-reference its strategic plan and legislative priorities documents to guide the Association's direction for the membership. WSACE will continue to work on legislative priorities, meet with agencies regarding regulatory challenges, and finalize plans for the 2024 Annual Conference.
- The Annual Conference is set to take place June 24-27th in Adams County and they're working on delivering a great agenda packed with educational content and enjoyable opportunities for members to network with colleagues from around the state.
- The Managing Director continues to work on research, outreach, and contract preparation for WSACE studies and projects. These projects include the inventory of county-owned fish passage barriers, updating the County Road Administration Board's data dashboard, developing guidance for county Public Works Departments conducting

environmental justice assessments and forming community engagement plans, identifying best practices within public works for the recruitment and retention of employees, and updating the 2020 County Transportation Revenue Study.

- WSACE Board/Managing Director Activities
 - In late March, for the first time, the Board met jointly in Hood River with the Oregon Association of County Engineers and Surveyors. The meeting was a lot of fun and a great success in both sharing information and identifying areas that both associations can partner and coordinate efforts moving forward.
 - The Board just completed the West side meeting, and the East side meeting is next week.

IT DIVISION REPORT

Mr. Hagenlock shared a PowerPoint presentation to the Board which highlighted some of the key metrics and accomplishments of his IT Team, which included:

- GIS-Mo 3rd Road Log Audit was completed as of April 2024, which is a significant improvement over previous years.
- CARS and RAP Online legacy modernization complete with SmartSimple implementation project in Go-Live.
- CRAB IT Systems & Security participation in the new WaTech Cloud Range exercise, a real-world, collaborative, and interactive cybersecurity incidence response program to protect from Ransomware and other cyber threats.

Special Presentation: Grant Effectiveness Study Update

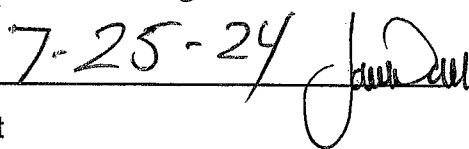
Deputy Director Drew Woods presented to the CRABoard an update on the Grant Effectiveness Study.

Chair Coffman *noted that there was no need for an Executive Session.*

Chair Coffman adjourned the meeting at 10:44 am.



Chair



Attest