

**Minutes**  
**County Road Administration Board**  
**July 25, 2024**  
**Olympic Lodge – Port Angeles, WA**  
**and Microsoft Teams participation**

**Members Present:** Rob Coffman, Lincoln County Commissioner, Chair  
Lindsey Pollock, Lewis County Commissioner 2<sup>nd</sup> Vice Chair  
Carolina Mejia, Thurston County Commissioner  
Art Swannack, Whitman County Commissioner  
Doug McCormick, PE, Snohomish County Engineer  
Peter Browning, Skagit County Commissioner  
Eric Pierson, PE, Chelan County Engineer

**Members Present:** Grant Morgan, PE, Garfield County Engineer, Vice Chair  
**Via Teams** Al French, Spokane County Commissioner

**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  
Mike Clark, Road System Inventory Manager  
Scott Campbell, IT Security Specialist

**Staff Present:** Eric Hagenlock, IT Director  
**Via Zoom** Derek Pohle, PE, Support, Training and Compliance Manager  
Brian Bailey, Design Systems & UAS Programs Manager  
Cameron Cole, GIS Manager  
Liana Roberson, GIS Specialist  
Donna Quach, Software Engineer  
Bree Norlander, Data Quality Assurance & Analysis Manager

**Guests:** Joe Donisi PE, Clallam County Engineer  
Doug McCormick, PE, Snohomish County Engineer  
Kelly Snyder, MPA, Snohomish County Public Works Director  
Ed Sewester, PE, Island County Engineer  
Axel Swanson, WSACE Managing Director  
Mark Ozias, Clallam County Commissioner  
Mike French, Clallam County Commissioner  
Todd Mielke, Clallam County Administrator  
Steve Gray, Clallam County Public Works Director  
Mary Peterson, Clallam County Admin Operations Manager  
Jason O'Dell, Clallam County Engineering Staff

**Thursday, July 25, 2024**  
**CALL TO ORDER**

Chair Coffman called the meeting to order at 9:00am.

### **CHAIR'S REPORT**

#### **Board Appointments**

Chair Coffman read a letter from WSAC confirming CRABoard Appointments for Commissioner Mejia, Commissioner Swannack, and County Engineer Doug McCormick who were all re-appointed to additional 3-year terms expiring in June 2027.

#### **Approve Agenda for July 25, 2024 Meeting**

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

#### **Approve Minutes of April 25-26, 2024 CRABoard Meeting**

Eric Pierson moved and Doug McCormick seconded to approve the minutes of the April 25-26, 2024 CRABoard meeting. **Motion passed unanimously.**

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

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

Commissioner Pollock made a motion to renominate Commissioner Coffman as Chair, Commissioner Mejia seconded. Motion passed unanimously.

Commissioner Mejia made a motion to renominate Grant Morgan as Vice Chair, Commissioner Swannack seconded. Motion passed unanimously.

Commissioner Browning made a motion to renominate Commissioner Pollock as 2<sup>nd</sup> Vice Chair, Doug McCormick seconded. Motion passed unanimously.

Chair Coffman closed nominations.

Final Appointments: Commissioner Coffman as Chair, Grant Morgan as Vice-Chair, and Commissioner Pollock as 2<sup>nd</sup> Vice-Chair.

#### **Public Comment Period**

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

Chair Coffman introduced Clallam County Commissioner Ozias who welcomed the CRABoard to Clallam County. Commissioner Ozias recognized all the hard work counties do to ensure there is a productive road system across the state, and thanked CRAB for it's hard work as part of this critical process. He also encouraged the Board to check out lavender farms while they're in the county and enjoy the beauty of Clallam County.

## CERTIFICATIONS

### **Resolution 2024-005 Certifying the 2023 Master County Road Log**

Mike Clark presented Resolution 2024-005 - Certifying the 2023 Master County Road Log, to reflect the county road system as of January 1, 2024. He reported that all 39 counties are compliant with the requirements, and staff recommends approval of the road log. Mr. Clark noted that this certification is on an annual basis.

Following discussion and questions, Commissioner Swannack moved, and Commissioner Mejia seconded to approve Resolution 2024-005 - Certifying the 2023 Master County Road Log. **Motion passed unanimously.**

### **Resolution 2024-006 Regarding Certifying MVFT Allocation Factors**

Mr. Clark presented Resolution 2024-006 - Regarding Roadway Categories and Unit Costs for the 2024 and 2025 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. He also presented two attachments which explained the calculations and mileages for each county relating to the resolution.

Following discussion and questions, Commissioner Mejia moved, and Commissioner Swannack seconded to approve Resolution 2024-006 - Regarding Roadway Categories and Unit Costs for the 2024 and 2025 County Fuel Tax Distribution. **Motion passed unanimously.**

### **Resolution 2024-007 - Apportion RATA Funds to Regions**

Steve Johnson presented Resolution 2024-007 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$5,071,961 made available in the Rural Arterial Trust Account for April, May, and June 2024 be apportioned to the regions by the established 2023-25 regional percentages after setting aside \$265,747 for administration.

Commissioner Swannack moved and Commissioner Pollock seconded to approve Resolution 2024-007 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

## **SPECIAL PRESENTATIONS – BERK (1 hour)**

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BERK presented to the CRABoard an update on the Grant Effectiveness Study.

**Chair Coffman called for a 15-min recess @ 10:35am, the meeting resumed @10:53am.**

## **COUNTY OVERVIEW & PROJECT PRESENTATIONS**

Clallam, Snohomish, and Island counties were each invited to present to the Board an overview of their County's Public Works Department, CRAB funded projects, and any challenges they're currently facing. Speakers included: Joe Donisi, PE (Clallam County Engineer), Doug McCormick, PE (Snohomish County Engineer), Kelly Snyder (Snohomish County Public Works Director), and Ed Sewester, PE (Island County Engineer).

**Chair Coffman called for a lunch recess @ 12:50pm, meeting resumed @2:20pm.**

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## **IT Division Report**

Eric Hagenlock (IT Director) shared slides to the Board with updates from his IT Team, such as:

- Applications: GIS-Mo PAVER (Mike Clark, Business Owner, Scott Campbell, Project Manager); July 1<sup>st</sup> kickoff; Grant: \$50,400 which allowed us to purchase: 1 License for all 39 Counties (to use) and 1 License for CRAB in addition to professional services to integrate PAVER™ with GIS-Mo.
- Apps & Systems: Upgrades!  
GIS-Mo – ESRI, SQL and VUEWorks; RAP Online – Preparations for Final Prospectus; and CARS – Preparations for 2<sup>nd</sup> Year of Reports.
- Training & Support: GIS-Mo Training  
By next week, 23 of 39 counties (59%) will have taken this new training.  
In May, training was held in Olympia, in July training was held virtually. Ephrata training in Sept.
- Support Meeting Attendance (Open Support Hours / GIS-Mo Monthly Forum)  
Every Tuesday, counties can dial in for live support during Open Support Hour from 9-10am. GIS-Mo Monthly Forum has provided opportunities to let counties come to present & speak.
- IT Support Tickets Q2 (April – June 2024)  
Nearly half are resolved, remaining are carried over until they are resolved.
- Unique Pinnacle LMS Usage  
Last 90 days, 1100+ unique visits  
Traffic Safety Commission Grant will help us improve our GIS-Mo, CARS & RAP Online, Learning Management System (LMS) content in Pinnacle Series.
- Systems & Security: Incident Management  
Targeted IT service notifications are sent out (when there are problems, maintenance, misc. issues).
- Ops & Admin: Compliance  
Annual IT Certification due September 30, 2024

## **EXECUTIVE DIRECTOR REPORT**

Jane Wall shared at the WSACE Annual Conference in June that CRAB had awarded County Engineer of the Year to Doug McCormick, Snohomish County Engineer, and current WSACE President and CRAB Board member. The Program Manager of the Year award was presented to Paul Nettleton for Kitsap County's Pavement Management Program. Jane and Drew presented his award in-person at a Kitsap County Board Meeting.

Ms. Wall provided a quick update on the Strategic Plan and thanked Jacque for keeping it updated. CRAB completed its Accountability Audit in June 2024. There were no findings or management letters. The audit did make some recommendations that staff are reviewing.

Ms. Wall has been busy with county visits (recent ones include King and Grays Harbor), and she'll be on the road next week visiting Snohomish, Skagit, Island, Whatcom, and later this summer visiting Okanogan, Chelan, and Douglas counties.

Ms. Wall shared that CRAB had hired Bree Norlander, the new Data Quality Assurance and Analysis Manager. Bree was introduced and shared a bit about her background in data management and how she hoped to help the agency make more data focused decisions. She's excited to be joining CRAB and appreciated the opportunity.

## **WAC PROPOSED CHANGES**

Mr. Woods presented the Board with proposed changes to WAC 136-060 and WAC 136-161. Following the review, the Board requested edits be made to the changes proposed to WAC 136-060 prior to advertising for the public hearing.

Doug McCormick moved, and Commissioner Mejia seconded to set a public hearing at the October 24, 2024, Board meeting @ 2:00pm. **Motion carried unanimously.**

## **ENGINEERING DIVISION REPORT**

### **County Engineer appointments:**

Mr. Woods shared effective April 22, 2024, Kevin Poole, P.E. was appointed as the Garfield County Engineer. He is under contract for a one-year appointment and is filling the position vacated by the departure of James Wege. Effective June 10, 2024, James Wege P.E. was appointed as the Lincoln County Engineer, filling the position vacated by the retirement of Walt Olsen.

There are 2 counties (Asotin and Pacific) with current county engineer vacancies, however they do have interim county engineers serving in those roles. Pacific County's Board of Commissioners have requested to meet with CRAB quarterly while they go through recruitment.

### **County Audit Review:**

Mr. Woods shared the County Audit Review from the board packet, there were no findings or management letters pertaining to County Road or ER&R.

### **RAP Program Status:**

Mr. Woods shared that the RATA Ending Balance is \$22.7M, but there is nearly \$165M in RAP obligations committed.

### **Staff Project Actions Taken:**

Ferry, Grant and Whitman counties submitted additional RATA requests of funds, and two scope change requests came in from Pend Oreille and Columbia counties.

Mr. Woods highlighted the RAP program's match elimination program has successfully provided an additional \$4,513,605 to projects.

### **RAP Visual Arrays and Summary**

Steve Johnson provided the Board an update on projects submitted for preliminary review as part of the current 25-27 RAP call for projects.

### **Current Budget Status**

Mr. Woods presented the current operating budget status as of the end of May 2024. He shared expenditures are under budget and staff have no concerns. There were no follow-up questions or discussion from the Board.

**Chair Coffman called for a 5-min break @ 3:53pm, the meeting resumed @4:03pm.**

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## **2025-2027 Preliminary Budget Discussion**

Mr. Woods presented the Board information on the budget requests that staff are preparing for the 25-27 budget. Details on 10 budget requests were presented. Budget requests must be submitted to the Office of Financial Management by September 10. The budget requests discussed with the Board are:

- Rural Arterial Trust Account (RATA) expenditure authority
- County Arterial Preservation Account (CAPA) expenditure authority
- County Ferry Capital Improvement Program – Continue payments to Pierce, Skagit, and Whatcom counties
- Move Ahead Washington expenditure authority for county road preservation
- Increase funding for rent increase resulting from renewing the office space lease through the end of 2029
- Request funding to continue the Federal Fund Facilitation Program in the 25-27 biennium
- Request funding to make the Communications Manager a full-time position. It is currently part-time.
- Request funding for a new Data Management position in the IT Division
- Request funding for a Motor Vehicle Fuel Tax (MVFT) distribution study
- Request funding for a new local access road capital program

## **Agency Requested Legislation**

Agencies may request that the Legislature consider potential changes to RCW. Agency request legislation must be submitted to the Office of Financial Management by September 13. Mr. Woods presented two proposed items that will be submitted for agency request legislation:

- RCW 36.79.010 Definitions – Allow the replacement of bridges on local access roads to be funded by the RAP program. Currently, only bridges funded through the Federal bridge replacement program on local access roads are eligible for funding.
- Clean-Up items TBD. These are items in RCW identified by staff as being outdated and in need of update. An example is RCW 36.68.020 – Minimum Standards of Construction which were last updated in 1984

## **County Compliance**

Mr. Pohle provided the Board an update on the status of Clallam, Asotin, Pacific, and Grays Harbor counties' conditional certificates of good practice. Mr. Pohle reported all four counties are making good efforts to address the deficiencies that lead to the conditional certificates. Staff have no concerns with the four counties efforts to address the deficiencies and appreciate the efforts being taken by the counties.

## **WSACE Managing Director – Axel Swanson**

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

- The WSACE Annual Conference took place June 24-27 in Adams County and delivered a great agenda packed with educational content and enjoyable opportunities for

members to network with colleagues from around the state.

- CRAB held a session at the conference, as well as had BERK share CRAB's grant effectiveness study.
- Doug McCormick received both the County Engineer of the Year award, and the outgoing President's Award. He along with the new WSACE officers, were sworn into their new roles. Doug moves to the President position, and Tony Garcia, Walla Walla, is the President-Elect
- Lots of work groups and studies are going on. We're trying to get a Workforce Development Study off the ground. We're meeting with Board of Registration for Professional Engineers & Land Surveyors (BRPELS) to do this work together, including with the University of Washington. We plan to next meet the first week of August.
- Fish Barrier work is on-going.
- Joint Transportation & MRSC study – looking at local programs
- On the regulatory side, "fire dust" issue, WSACE may hold a webinar to talk about this.
- On the legislative side, it's a huge election year, so there will be lots of change coming.

Chair Coffman said there was a need for an Executive Session per RCW 42.31.110G – "Evaluation of a Public Employee" and we will resume regular open session at 5:05pm.


Chair Coffman resumed open meeting at 5:05pm, and they asked for additional time so went back into Executive Session until 5:25pm.

Chair Coffman resumed open meeting @5:25pm.

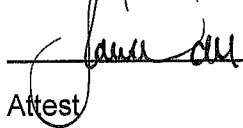
**Salary Increase for Executive Director**

Commissioner Swannack moved, and Commissioner Pollock seconded to approve increasing Jane Wall's annual salary to \$180,000 per year, and to increase her vacation accrual rate to 16 hours per month. **Motional approved unanimously.**

Chair Coffman adjourned the meeting at 5:26pm.

  
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Chair

  
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