

**Minutes**  
**County Road Administration Board**  
**October 24, 2024**  
**Marcus Whitman Hotel – Native American Room (Walla Walla, WA)**  
**and Teams participation**

**Members Present:** Rob Coffman, Lincoln County Commissioner, Chair  
Grant Morgan, PE, Garfield County Engineer, Vice-Chair  
Lindsey Pollock, Lewis County Commissioner, 2<sup>nd</sup> Vice Chair (*via Teams*)  
Doug McCormick, PE, Snohomish County Engineer  
Carolina Mejia, Thurston County Commissioner (*via Teams*)  
Peter Browning, Skagit County Commissioner  
Art Swannack, Whitman County Commissioner  
Al French, Spokane County Commissioner

**Members Absent:** Eric Pierson, PE, Chelan County Engineer

**Staff Present:** Jane Wall, Executive Director  
Drew Woods, PE, Deputy Director  
Jason Bergquist, Executive Assistant  
Steve Johnson, PE, Grant Programs Manager  
Scott Campbell, IT Security Engineer  
Jacque Netzer, Communications Director

**Staff Present:** Eric Hagenlock, IT Director  
**via Teams** Derek Pohle, PE, Support, Training and Compliance Manager  
Mike Clark, Road System Inventory Manager  
Liana Roberson, GIS Specialist  
Bree Norlander, Data Quality Assurance & Analysis Manager

**Guests:** Josh Thomson – Okanogan County Engineer  
Tom Fellows – Umatilla County (Oregon) Public Works Director  
Axel Swanson, WSACE Managing Director  
Mark Storey, Whitman County Public Works Director (*via Teams*)  
Rep. Jake Fey (House Transportation Chair) (*via Teams*)  
Loren Othon (staff to Rep. Fey) (*via Teams*)  
Marty Hall – Columbia County Commissioner  
Stephanie Konen – Columbia County staff  
Amber Phinney – Columbia County staff  
John Guillotte – Columbia County staff  
Jeff McCowen – Columbia County staff  
Ron Weeks – Columbia County staff

**Thursday, October 24, 2024**

**CALL TO ORDER**

Chair Coffman called the meeting to order at 9:02 am.

## CHAIR'S REPORT

### Approve October 24, 2024 CRABoard Meeting Agenda

Grant Morgan moved and Commissioner Doug McCormick seconded to approve the agenda as presented. **Motion passed unanimously.**

### Approve Minutes of July 25, 2024 CRABoard Meeting

Commissioner Browning moved and Commissioner Swannack seconded to approve the revised minutes of the July 25, 2024 CRABoard meeting. **Motion passed unanimously.**

### Set 2025 CRABoard Meeting Dates

Chair Coffman asked for any comments on the proposed dates for the 2025 Meeting schedule. Jane explained the plan was to have an all-day board meeting in January 2025 and then do a Hill visit with Legislators the day before for those that could attend. Discussion was had around whether to keep with the current Thursday-Friday cadence, or switch to a Wednesday-Thursday one. After discussion, it was decided to keep the Thursday-Friday cadence for April, July & October 2025 but institute a Wednesday-Thursday meeting schedule for January 2025.

Commissioner Browning moved, and Grant Morgan seconded to set the 2025 meeting dates for: January 29-30 (Olympia), May 1-2 (Olympia), July 31- August 1 (Cowlitz/Clark) and October 23-24 (Yakima). **Motion passed unanimously.**

### Public Comment Period

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

### Public Hearing @9:15am

Chair Coffman opened the Public Hearing @9:19am. Drew Woods provided an update to the Board on proposed changes made to WAC 136-060 (making changes to the Standards of Good Practice for maintenance of county road logs), and WAC 136-161 (to make changes to the Rural Arterial Program (RAP), which needed the Board's approval.

CRAB staff did a round of outreach to the counties and no written comments were received. Once filed with Code Revisor's Office, changes will take effect 31 days from that point.

Grant Morgan moved and Doug McCormick seconded to approve the proposed WAC changes in Washington State Register 24-19-016. **Motion passed unanimously.**

Chair Coffman closed the public hearing @9:24am and resumed the regular business meeting.

### SPECIAL GUEST: Washington State House Transportation Chair – Representative Fey

Chair Coffman introduced Representative Fey (representing the 27<sup>th</sup> District). He shared his legislative agenda, including huge work being done to develop legislation for a road usage charge (RUC) or mileage-based road fee as a replacement to the gas tax. He said he will help fund transportation projects. He also shared the budget deficits they are facing in 2025-2027 and 2027-2029 and how this will make budgeting this coming session difficult. Representative Fey then opened the floor to questions and conversations with the Board. Board members stressed the importance of revenue sharing with counties if a RUC is instituted, and why an 18<sup>th</sup> amendment protection will be important.

**Chair Coffman called for a 10-min recess @10:05am, we resumed at 10:19am**

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## **COUNTY OVERVIEW & PROJECT PRESENTATIONS**

Columbia County (and Umatilla County, Oregon) were invited to present to the Board an overview of their county road department, any CRAB funded projects, as well as any challenges they're currently facing. Speakers included: Grant Morgan (Columbia County Engineer), and Tom Fellows (Umatilla County – Oregon, Public Works Director).

**Chair Coffman called for a 5-min recess @11:27am, we resumed at 11:32am**

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## **CERTIFICATIONS**

### **Resolution 2024-008 - Apportion RATA Funds to Regions**

Steve Johnson presented Resolution 2024-008 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$5,452,428 deposited to the RATA for July, August and September 2024 be apportioned to the regions by the established 2023-2025 biennium regional percentages after setting aside \$214,209 for administration.

Commissioner Swannack moved and Commissioner Browning seconded to approve the Resolution 2024-008 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

### **Review of RAP Priority Arrays**

Steve Johnson shared a Review of RAP Priority Arrays. After the January 2024 request for project submittals, the counties submitted 105 preliminary proposals on March 1, 2024. CRAB engineering staff field reviewed these preliminary submittals in the spring of 2024 with the county engineer or responsible staff to evaluate surface conditions and discuss overall scope of each of the proposals. 64 final prospectuses were received from the counties this cycle, requesting \$134,584,200 in RATA funding in the 2025-2027 biennium. This is compared to the 63 prospectuses requesting \$100,660,700 in the current ('23-'25) biennium and 75 prospectuses requesting \$103,132,800 in the '19-'21 biennium.

The estimated revenue for the 2025-2027 biennium is approximately \$50,000,000, which includes \$4,844,000 in legislative Motor Vehicle Account transfers into the RATA account. The Call for Projects amount was \$70,000,000 (based on a high account balance and increasing future revenues tied to construction timelines). The high Call amount ensures the Board has a large array that can direct all potential funding to the most competitive projects in each region.

The September 2024 MVFT forecast (now prepared by the Economic and Revenue Forecast Council) demonstrates a slight decrease in the RATA forecast through the '31-'33 biennium (from \$67.5m to \$64.3m). Staff will continue to monitor the forecast as we approach the April 2025 award timeframe.

CRAB staff will review the 2025-2031 Six Year Program submittals for each county early in January to ensure that proposed RAP projects are included in those programs:

Steve shared attached draft funding arrays that include a column showing likely funding amounts. These amounts are assigned based on project scoring, with consideration of county funding limit, as well as project type (in some regions). There may be changes to the arrays and funding

amounts depending on budget forecasts, and county priorities. Initial funding (90% of the forecast amount) will be presented to the Board for consideration in April 2025. These are in the board packet. There is no further action needed; this information was just for the Board's knowledge.

### **PROJECT BOARD ACTIONS**

Mr. Johnson presented a request received from Okanogan County that needs CRABoard approval.

Okanogan County has requested to waive reimbursement of an estimated \$102,176.44 of expended RATA funds used for their Cameron Lake Road project that is in the process of being withdrawn. The county has used an actual total of \$102,176.44 in RATA funds for design, permitting, Right of Way negotiation, and utility coordination to date and is requesting to waive the payback of the full amount. The waiver of payback of RATA funds must be considered by the CRABoard per WAC 136-167-030. Staff recommend that the request be approved, on the condition that Okanogan County re-apply for funding no later than the 2029-2031 cycle, the County must continue to apply for funding and reach construction by 2036 or pay back the RATA funds.

Commissioner Swannack moved and Commissioner Browning seconded to approve Okanogan County's request to waive payback funds with conditions. **Motion carried unanimously.**

**Chair Coffman called for a 60-min lunch recess @12:02pm, we resumed at 1:38pm**

### **PRESENTATION: MVFT Direct Distribution**

Drew Woods, PE provided the Board with an in-depth overview of the Motor Vehicle Fuel Tax (MVFT) Direct Distribution and how statute prescribes how funds be deposited into various accounts, including the Puget Sound ferry account.

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## **EXECUTIVE DIRECTOR'S REPORT**

### **Annual Certification Form**

Director Jane Wall asked for approval of the 2024 Annual Certification Form. The required information and data are the same as the 2023 Annual Certification form approved last year.

Commissioner French moved, and Commissioner Swannack seconded to approve the 2024 Annual Certification Form. **Motion passed unanimously.**

### **Director Activities**

Ms. Wall reported the activities she has undertaken over the 3<sup>rd</sup> quarter. Much of her work has focused on the rollout of CRAB's decision packages and budget requests that were submitted to the Governor in mid-September.

CRAB's budget requests include a new position in the IT department that will help streamline work between GIS, our data manager, and software developers.

CRAB is also asking for a new grant program be established at the agency – a local road program.

The program is seeking funding in 2025 with a plan to ramp up over the next to biennia.

Ms. Wall also reported that we are having difficulty filling our Federal Fund Facilitator position. The position will remain open until filled.

**Chair Coffman called for a 5-min recess @2:48pm, we resumed at 2:53pm**

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### **SPECIAL PRESENTATION: 2025 Budget Request & Legislative Session**

Jane Wall shared slides for "*Hidden in Plain Sight – What's in Store for Washington's Most Neglected Roads*" presentation, featuring our 2024 Miss Dungeness Contest which was advertised out to all Washington's 39 counties to participate. 27 of 39 counties sent in submissions. This presentation will be shared at the upcoming County Leaders Conference (CLC) in November.

Jane Wall and Drew Woods, PE provided the Board with an overview of CRAB's 2025-2027 Decision Packages, Budget Requests and the upcoming Legislative Session. Included in this was a request for a new, one-time Bridge Load Rating Grant Program to assist counties and cities with the cost of obtaining a new Federal Highway Administration (FHWA) load rating rule for bridges to carry legal loads authorized by RCW 46.44.041.

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### **IT DIVISION REPORT**

Eric Hagenlock, CRAB IT Director, provided updates from his team, a few of which include:

**Applications - PAVER™ CRAB Secured \$50,400 in grant funds** from the Technology Services Board (TSB) Innovation and Modernization Fund (IMF) to purchase PAVER™ licenses for all 39 counties and integration development for PAVER™ Pavement Condition Index (PCI) inspection records and GIS-Mo County Road Log. Scott Campbell (IT Security Engineer) is managing this project and has completed an Interagency Agreement with Colorado State University for the required licenses and services necessary. Mike Clark (Road Systems Inventory Manager) has completed Beginner, Intermediate, and Advanced PAVER™ training to become our Subject Matter Expert and begin preparations for the organization change necessary to transition from Pavement Structural Condition (PSC) to PCI.

Ultimately PCI will give CRAB, Counties, and Legislature a better representation of the overall condition of the county road network as we are able to include more distresses in our 0-100 score.

#### **GIS-Mo Training**

This past quarter Cameron Cole (GIS Manager), Brian Bailey (Design System & UAS Programs Manager), Liana Roberson (GIS Specialist), James Rea (Software Engineer) successfully delivered the first GIS-Mo Training class since implementation in 2021! This two-day in-person training was held in Moses Lake, WA Best Western Conference Center. Training included GIS Fundamentals, GIS-Mo Asset Editing & Maintenance, and GIS-Mo Reporting Fundamentals. These three modules provided comprehensive training to enrich the understanding of those who attended. **Counties in attendance included Adams, Asotin, Chelan, Ferry, Kittitas, Okanogan, Pend Oreille, Skagit, Stevens, Spokane, and Yakima.**

As of this report, **28 of 39 (72%) counties have attended at least one training** event of CRAB's new GIS-Mo training program. The participants were asked to rate their understanding of material before they attended these new training courses on 1 (least understanding) of 5 (most understanding) scale. The aggregate score of understanding was 1.9 of 5 before training. Although low, this score highlights the need for expanding our training efforts and building a community of self-sufficient users to reach product maturity. We asked attendees to score their understanding after training and found a significant increase from before, with **aggregate score of understanding increasing to 3.6 of 5!** Nearly double their understating before training. Next steps for improvements to GIS-Mo Training Program include new CRAB staff giving the training. More instructors will allow CRAB to offer more training events.

**GIS-Mo System Upgrade has been put on hold indefinitely.** We were able to complete a major component via Angela Rice (IT Systems Administrator) and our database backend. However, a critical bug was encountered in VUEWorks which was determined to be incompatible with the new version of ESRI. Short-term, we will update existing VUEWorks and ESRI environment with business essential improvements. These improvements include updated reports implemented by Donna Quach (Software Engineer) to facilitate the upcoming annual road log audit and GIS symbology courtesy of Ms. Roberson. Long-term, we are working with vendors on resolving critical issues and exploring alternative strategies if necessary.

**IT Security Audit** - Mr. Campbell is currently engaged with the Transportation Improvement Board to perform our triannual independent security audit as required by WaTech Policy IT-SEC-09: IT Security Audit and Accountability Policy. Completion of our audit will be documented and submitted to State Chief Information Security Officer.

**CRAB has successfully completed all 5 parts of the 2024 Annual Technology Certification.** These five areas include Application Inventory, Infrastructure Inventory, Technology Policy compliance, Privacy assessment, and our IT Security report. This certification is meant to protect our data and technology assets which support nearly every state government function.

**CRAB Pinnacle Series Learning Management System (LMS)** Pinnacle LMS usage continues to increase. Mr. Bailey is nearly done with a Washing Traffic Safety Commission grant project for GIS-Mo training LMS content, we expect this increase to continue into 2025.

#### **IT Portfolio**

CRAB IT has implemented formal project management into its everyday work. Since the inception of this program in May 2023, **CRAB IT has completed 44 projects, 23 active projects, and another 20 projects in backlog.** Part of the project request and approval process is to determine strategic goal alignment of the project. As of this report, **50% of all IT projects align with strategic goals of Optimize Resources for County Transportation Needs and Provide Innovation Solutions.**

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#### **BUDGET UPDATE**

Drew Woods provided an update to the Board on the 2023-2025 Current Budget Status. We're coming in good so far as we enter into the second year of the biennium, with a \$200,000 positive variance. In terms of 2023– 2025 Supplemental Budget Requests, there was only one OFM asked us to submit which was for the Building rent increase that goes into effect in January 2025.

## **ENGINEERING REPORT**

Drew Woods shared some highlights:

On August 20, 2024, Jane, Drew and Steve travelled to Snohomish County to attend the Snohomish County Council meeting to surprise some award winners:

- Doug McCormick, P.E. won "2024 County Engineer of the Year"
- Larry Brewer won "2024 Program Manager of the Year" for the Index-Galena project

It was wonderful to celebrate both award winners with the Council, County Executive Dave Somers, and the Snohomish County public works team.

Drew also gave a shout out to certain staff for their hard work this past quarter on SmartSimple (CARS), with a big thanks to James and Derek, Donna and Steve. Drew and Derek were busy meeting with counties about potential diversion and levy shifts going into this time of year.

Per Brian's report, this quarter was final push to complete the content creation for the Training Grant from WTSC, so we've received all the deliverables from vendors to be available to users in November. Now we'll be working on getting grant repayments submitted.

In August, Brian was in Chelan and Douglas counties facilitating with a demonstration by Alynix for a several bridge deck inspections utilizing a drone and on-board thermal camera to look at temperature differentials which captured potential delamination of the deck indicating the health of the deck.

In September, Mike Clark attended the Roads & Streets Maintenance Conference in Wenatchee. In September & October, Mike participated in an on-line 36-hour PAVER training through Colorado State University. This is a nationally recognized Pavement Management System that uses ASTM D6433 Pavement Condition Index for rating methods used in pavement management programs.

Mike and others have been busy getting out and helping with GIS-Mo training as well. Bree Norlander has been busy working on creating interactive data dashboards in PowerBI, to hopefully present to the Board at the January or April 2025 board meeting. This is a crucial way to take lots of data submitted to CRAB and display it visually to better understand the data.

### **County Compliance**

#### **County Engineer Appointments**

Mr. Woods shared effective August 16, 2024, Jen Tetatzin, P.E. assumed the duties of the County Engineer. Pierce County is a charter county and operates through delegation of authority. Ms. Tetatzin had previously delegated the duties of County Engineer to Melissa McFadden who left Pierce County to work for the City of Olympia. On September 3, 2024, Shawn Turpin, P.E. was appointed to the Garfield County Engineer. The position was previously filled by Kevin Poole, P.E. on an interim basis. Mr. Turpin comes to Garfield County from the public sector.

#### **County Engineer Vacancies**

There are 3 active county engineer vacancies in Asotin, Pacific, and Walla Walla counties. Asotin County has a consulting firm providing interim county engineer support, with a recent six-month extension through November 31, 2024. Pacific County Engineer duties are being handled by an acting CE team of Jennifer Oatfield and Richard Drake through March 15, 2025. Matt Rasmussen, P.E. of Benton County is serving as interim County Engineer for Walla Walla County through March 7, 2025.

## County Audit Reviews

According to the State Auditor's Office (SAO), there were 34 county audits – 30 Financial, and 4 Accountability – with a total of 16 findings, and 3 management letters were sent out to Stevens, Skamania and Lincoln counties.

## RAP Program Status

The RAP Program Status summary sheet presents an at-a-glance summary of the number of active RAP projects, project status, account total historic revenue and usage (which includes \$158.8M Total RATA obligated to currently active projects), and summarizes the most recent quarterly revenues and expenses. The ending RATA balance is \$18.4M. September 2024 payout was \$7.5M, which is the highest monthly grant payout since the inception of the program.

## Completed Road Projects

Mr. Woods shared some before & after photos and project highlights for a few completed road projects, including *Boulder Creek Section 1* – 3R-1015-02 (Ferry County); *West Cashmere Bridge* – FA-0417-01 (Chelan County); and *Old Belfair Road* – 3R-2319-02 (Mason County).

## Current & Previous Board Actions

Project Actions taken by CRAB staff were then briefly shared on screen, followed by an update on Previous Board Actions taken (included in the board packet).

Current Staff Actions were:

- Chelan County requested a scope change to adjust the project milepost limits for their Squilchuck Road 3R project.
- Adams County requested additional RATA funding for their Lind-Hatton project #3. The request is in accordance with WAC 136-165-020.

Previous board actions were:

- **Asotin County** – Snake River project termination and waiver of payback (they may need to come back and ask for additional time)
- **Skagit County** – Francis Road extension
- **Cowlitz County** – South Cloverdale Road extension
- **Emergency Loan Projects** – All previous Emergency Loans have been repaid. No new applications. Current ELP account balance is \$3,230,381.45.
- **Resolution 2022-010** – Allowing additional RATA funding for projects reaching construction in 2023/2024. (**\$5.5M total authorized to date**)

## **Conditional Certificates of Good Practice Update**

No updates from Asotin, Pacific. Grays Harbor is still finishing 2 bridge ratings by end of year.



**WSACE Managing Director – Axel Swanson**

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

- In August, the Board appointed Skagit County Public Works Director and County Engineer, Grace Kane, P.E., to fill a vacancy for the Western District representative.
- Later this month, a special Eastern District meeting will be held to make a recommendation to the Board for an appointment to fill an Eastern District representative vacancy. The Board will make an appointment at the November meeting.

**Study and Projects Update:**

- Work has continued to be done on research, outreach, and contract preparation for WSACE studies and projects. These projects include the inventory of county-owned fish passage barriers, 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.

**Travel/Presentations Update:**

- As Managing Director, Axel has provided presentations to the Senate Transportation Committee in September and APWA and IACC in October so far.

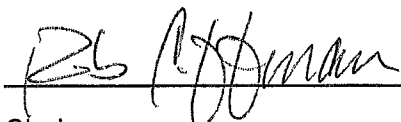
**Upcoming Events:**

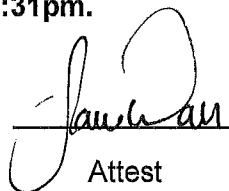
- We are finalizing our CLC agenda for November and should have some very interesting and educational sessions.
- In December, there will be a WSAC Newly Elected Officials training and Legislative Assembly Days in Olympia.
- We have upcoming WSAC Virtual Assembly dates scheduled for presentations on the Road Usage Charge and the Retail Delivery Fee.

Commissioner French shared that there will be a Ribbon cutting for Bigelow Gulch soon should any CRAB staff wish to attend. Contact him for more details.

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

**Chair Coffman adjourned the meeting at 4:31pm.**

  
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Chair

  
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Attest