

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

Members Present: Brian Stacy, PE, Pierce County Engineer, Chair
Rob Coffman, Lincoln County Commissioner, Vice-Chair
Lisa Janicki, Skagit County Commissioner, Second Vice-Chair
Al French, Spokane County Commissioner
Kathy Lambert, King County Council Member
Brad Peck, Franklin County Commissioner
Mark Storey, PE, Whitman County Engineer
Gary Stamper, Lewis County Commissioner **via Zoom 4/29, in person 4/30**
Grant Morgan, PE, Garfield County Engineer **via Zoom**

Staff Present: John Koster, Executive Director
Andrew Woods, PE, Deputy Director
Eric Hagenlock, Information Services Division Manager
Steve Johnson, PE, Grant Programs Manager
Derek Pohle, PE, Engineering & Admin Support Specialist
Karen Pendleton, Executive Assistant **via Zoom**
Rhonda Mayner, Secretary
Mike Clark, Road Systems Inventory Manager
****Brian Bailey, PE, Design Systems and UAS Program Manager**

Guests: *Walt Olsen, PE, Interim Asotin County Engineer
*Chris Seubert, Asotin County Commissioner
*Ted Sharpe, PE, Asotin County Project Manager
*Jim Karcher, PE, Whatcom County PW Director **via Zoom**
*Elizabeth Kosa, Whatcom County, Assistant PW Director **via Zoom**
****Jane Wall, WSACE Managing Director**

**Present April 29, 2021 only*

***Present April 30, 2021 only*

CALL TO ORDER

Chair Stacy called the meeting to order at 1:00 p.m. He requested that all electronic devices be silenced and that guests sign in.

CHAIR'S REPORT

Approve April 29-30, 2021 Agenda

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

Approve Minutes of January 28, 2021 CRABoard Meeting

Commissioner French moved and Mr. Storey seconded to approve the minutes of the January 28, 2021 CRABoard Meeting. **Motion carried unanimously.**

Approve Minutes of March 10-11, 2021 Special CRABoard Meeting

Vice-Chair Coffman moved and Commissioner Peck seconded to approve the minutes of the March 10-11, 2021 Special CRABoard Meeting. **Motion carried unanimously.**

RURAL ARTERIAL PROGRAM

Asotin County Request for Waiver of Payback

Mr. Johnson reported that Asotin County has requested that the CRABoard waive reimbursement of an estimated \$1,126,960 of expended RATA funds used for their withdrawn Snake River Road project. The county has used an actual total of \$1,122,461.87 in RATA funds for design and construction preparation.

The subject contract began as two separate projects along the Snake River Road. Snake River Road MP 19.00 to MP 20.55 Reconstruction Project was originally executed in May 2005, and amended in August 2008, updating the project limits to exclude the Fishers Gulch Bridge, MP 19.61 – MP 19.63, which was replaced separately as an emergency project. This project was estimated to cost \$1,526,000; and requested \$1,373,000 in RATA funds.

Snake River Road MP 20.55 to MP 21.97 Reconstruction Project was originally executed in May 2009. This project was estimated to cost \$2,666,600; and requested \$2,399,940 in RATA funds.

The projects were combined into the current contract, executed in November 2010. The combined project estimated original costs add up to \$4,192,600; with a total request of \$3,772,940 in RATA funds. The latest contract amendment, bringing the project to full RATA request authorization, was executed in May 2015.

The county has expended \$1,122,461.87 RATA funds for design of the project, submitting 84 requests for reimbursement from September 2006 through the present.

Mr. Johnson noted several factors that led to the delay in the project. Snake River Road is in an area with known potential for tribal cultural sites. Asotin County included the Nez Perce Tribe in project meetings from the beginning of the project. A Request for Termination letter from Asotin County outlines several steps that were taken along the way that resulted in significant project delays, but ultimately resulted in the development of a Memorandum of Agreement, signed in December of 2020. The MOA has a duration of five years from execution.

The Washington Department of Ecology's Shoreline Master Program (SMP) for Asotin County was made effective on March 9, 2017. The implementation of this Program established local land-use policies and regulations that protect natural resources, provide for public access to public waters and shores, and includes requirements to mitigate for shoreline riparian impacts. These additional permit and mitigation requirements have resulted in project delays and increased costs. As stated in the Request for Termination letter from Asotin County, two of the early environmental

documents have expired due to the long duration of this project. Both of these studies have since been amended and are now valid through 2025.

The original cost estimates for this project were prepared between 12 and 16 years ago. Based on the original estimates, the project secured a total of \$3,772,940 in RATA funding. The most recent project construction estimate has revealed a funding shortage of \$4,395,176. At this time, Asotin County has not secured the additional funding necessary to meet this shortfall. The increase of cost can be assigned primarily to inflation over the long time delay, and also to specific site constraints that require a significant amount of wall construction.

The project has been designed to the 90% stage. Asotin County intends to continue pursuing the cultural resource requirements and permitting in order to establish an achievable timeline for construction. The County has also indicated the intention to resubmit this project under future RATA funding opportunities. If the project can be adequately funded, retain cultural resource approval for the timeline necessary, and obtain permits with sufficient time to enable construction, then the County can successfully complete the project.

Since the project has been significantly delayed due to reasons including cultural preservation and environmental permitting, the project is now expected to cost far more than originally estimated. Although the County has continued to make progress on both the design, and seeking agreement on cultural preservation, the available RAP contract time to reach construction has run out. Asotin County has therefore withdrawn the project and is seeking a waiver of \$1,122,461.87 of the RATA funds it has expended. The county has committed to continuing this project, requesting future RAP funding and aims to construct the project within the MOA and permitting timelines.

Mr. Johnson reported that staff finds that the county has explained the significant timing delays of this project; the county has detailed the increased cost of this project; the county has submitted a request for waiver of payback in a timely manner; the county has adequately defined the costs it incurred to develop this project; the already expended RATA costs of \$1,122,461.87 appear to be usable on a future replacement project, assuming that the project can reach construction within the timelines of the cultural resource agreement and permitting; the county has provided written assurance that they are committed to finishing this project, and plan to resubmit the project for future RAP funding; the recently approved cultural resource Memorandum Of Agreement has a duration of five years from date of execution of the agreement, and pending environmental permit expiration dates are expected to have a similar duration for construction; and the CRABoard has conditioned approval of past waiver of payback amounts upon items of the prospectus that were constructed, or in the event that none were built, on assurances that a project similar to the prospectus will be advanced by the county in the near future.

Therefore, staff recommends that the request for the waiver of payback of \$1,122,461.87 in expended RATA funds used for the withdrawn Snake River Road

project be approved, on the condition that Asotin County commences all phases of construction no later than a date of the CRABoard's choosing. If the county does not commence construction on all phases by that date, the county must pay back all of the expended RATA funds.

Mr. Johnson introduced Mr. Olsen, Commissioner Seubert and Mr. Sharpe, who supplied further information on the request.

Following discussion, Commissioner French moved and Commissioner Peck seconded to approve Asotin County's request for waived reimbursement of an estimated \$1,122,461.87 of expended RATA funds used for their withdrawn Snake River Road project, on the condition that Asotin County commences all phases of construction no later than December 31, 2025, when the MOA with resource agencies expires, and when the environmental permits are expected to expire. At that time, an extension to April 2027 may be granted if the County is able to obtain an extension to the MOA and new permits. At that time, a second extension to April 2030 may be granted if the County is able to show proof of progress on the project. If Asotin County does not commence construction on all phases by April 2030, the County shall pay back all of the expended RATA funds. **Motion passed unanimously.**

Program Status Report

Mr. Johnson reviewed the Rural Arterial Program status report, noting that 1,101 of 1,220 projects have been completed. Anticipated revenue to the end of the 2019-21 biennium is \$645,238,024. RAP expenditures to date total \$625,628,840. RAP obligations remaining to active projects through the 2019-21 biennium total \$120,131,572. The RATA fund balance as of March 31 was \$14,212,153.

He presented highlights of completed projects in Lincoln, Mason and Grant Counties.

Resolution 2021-002 - Apportion RATA Funds to Regions

Mr. Johnson presented Resolution 2021-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$4,025,840 deposited to the RATA for January, February and March 2021 be apportioned to the regions by the established 2019-2021 biennium regional percentages after setting aside \$19,267 for administration. Mr. Johnson noted that the administrative expenses are lower than usual due to some budgeting adjustments made as we near the end of the biennium.

Commissioner French moved and Second Vice-Chair seconded to approve Resolution 2021-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Consideration of Available Funds for Allocation

Mr. Johnson reported that per WAC 136-161-020 (6), "The county road administration board reviews the rank-ordered arrays in each region and, based upon the RATA funds projected to be allocable for the next project program period, selects and approves specific projects for RATA funding."

The CRABoard used an estimate of \$45,000,000 as the basis for its call for new projects in October 2019. County submittals and funding limits for the 2021-23 biennium are based on that amount. There are additional funds of \$2,896,579 turned back from the prior array and from prior projects that were recently withdrawn or underrun. Total available RATA funds are \$47,896,400, which multiplied by 90% equals \$43,106,760.

The CRABoard has advised staff to maintain a minimum balance of \$5,000,000 in the account. The anticipated balance by the end of the 2019-21 biennium is \$15,012,153. Further reimbursement to counties in the 2021-23 biennium, based on forecast and spending history, will bring this balance to about \$16,392,153.

Of the \$43,106,760 to be allocated to projects, \$27,551,580 would be added to current funded projects and \$13,901,609 would be allocated to new projects. An estimated additional \$4,789,640 can be allocated at the April 2022 CRABoard meeting. Per WAC 136-161-070 (4), the CRABoard can allocate no more than 90% of estimated revenue in the first year of the biennium and the remainder "at such time as deemed appropriate" by the board.

If funded, CRABstaff would schedule design reimbursements for new projects to begin within this first year, and construction reimbursements for new projects in the 2025 - 2027 biennium. This five year period is typical for project delivery times. Projects that progress faster can have access to RATA funds upon a clear demonstration of progress and the availability of funds.

The RATA balance has cycled between \$20 million and \$15 million before and after each construction season since 2013. This past year, the balance dipped lower than typical, down to about \$12 million, and is currently recovering ahead of the upcoming construction season. In the near term, as the revenue continues a return to normal, the RATA balance is expected to follow historical patterns, increasing balance in the first and second quarters, with higher expenditures in the third and fourth quarters for construction reimbursements.

Allocating to partially funded projects at this meeting will assure the program continues without interruptions and will maintain the forecast of expenditures as presented. Any subset of projects could be delayed, if necessary, to maintain a \$5,000,000 balance.

The RATA appears to have weathered most of the impacts from the pandemic shutdown and has the ability to program construction reimbursements of new projects in 2026 and later.

Resolution 2021-003 – To Approve 2019-2021 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue

Mr. Johnson presented Resolution 2021-003 - To Approve 2021-2023 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue, which allocates 90% of the estimated 2021-2023 fuel tax revenue and turned-back funds for a total of \$43,106,760

to the listed projects in the five regions.

Following questions and discussion, Mr. Storey moved and Commissioner French seconded to approve Resolution 2021-003 - To Approve 2021-2023 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue. **Motion carried unanimously.**

Project Request Actions Taken by Staff

1 - Garfield County's Kirby-Mayview Phase I 2R project remains in the design phase but is nearing construction. The County was recently able to take advantage of available Surface Transportation Block Grant (STBG) funding.

Due to the increase in outside funding, the County requested a reduction in the RATA allocated to this project. The original RATA asked for this project was \$2,600,000. The revised RATA amount request is \$2,430,000 – a reduction of \$170,000. Mr. Koster forwarded a letter on February 5, 2021 with a contract amendment for the change in RATA amount for the project. The amendment has been signed and executed.

2 - Ferry County requested a construction lapse extension for their Boulder Creek Section 1 3R project. The request is based on effects from several changes to administration and staff at Ferry County, and cited recent progress on the project, with the expectation to construct the improvements in a timely manner, if the extension is granted. Mr. Koster forwarded a letter on February 23, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

3 - Cowlitz County requested a construction lapse extension for their South Cloverdale Road 3R project. The request is based on additional requirements and delays due to obtaining additional federal STBG funding for the project. While the additional funding makes the project more achievable, the subsequent process and necessary steps associated with this funding resulted in project delays. Mr. Koster forwarded a letter on March 1, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

4 - Asotin County requested a construction lapse extension for their Snake River Road 2R project. The request is based on physical site conditions and constraints that results in a higher than expected project cost. The project is designed, and permits have been obtained. Asotin County is pursuing additional outside funding in order to fully fund the construction. Mr. Koster forwarded a letter on March 9, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

5 - Skagit County requested a construction lapse extension for their Francis Road Section 1 3R project. The request is based on difficulties with utility relocation, Right Of Way acquisition, and Covid 19 delays of design by consultant. Mr. Koster forwarded a letter on March 9, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

6 - Klickitat County requested a scope change to extend the limits of their Courtney Road 2R Project (2016-01). The extension would add 0.85 miles of overlay, with no additional RATA request. This extension will eliminate the gap between the Courtney 2R project and the Courtney RC project. Secondly, with the two Courtney projects becoming adjacent projects, Klickitat County requested that they be combined into a single contract, thereby reducing construction and administration costs. Mr. Koster forwarded a letter accepting both requests, with a new contract addressing both the extension and the combination of the two projects. The new contract has been signed and executed.

7 - Lewis County requested a scope change for their Centralia Alpha RC project. The change being requested is shift the project beginning milepost by approximately 200 feet. The original project scope included realigning a vertical curve and construction of a new turn lane for a campground road approach. During the design of the project, the County has determined that a turn lane is not warranted. However, there is an existing culvert at this location that was not accounted for in the original project scoping. Adjusting the project limits will allow the intended reconstruction project to continue as scoped, without adding the cost of replacing this culvert and related impacts such as Right of Way acquisition and permitting. The proposed adjustment to project length did not affect the original project scoring or placement in the funding array. Mr. Koster has forwarded a letter with a contract amendment for the change in scope for each project.

8 - Grays Harbor County requested a construction lapse extension for their Garrard Creek Road Realignment RC project. The request is based on additional requirements and delays due to previously unmapped wetlands in the project vicinity. These delays, in addition to impacts from the pandemic shutdown, prevented the project from reaching construction on the original timeline. Mr. Koster forwarded a letter on April 9, 2021 granting a two-year extension for this project, setting a new construction lapsing date of April 16, 2023.

9 - Mason County has withdrawn their Shelton Matlock Culvert project and agreed to pay back all RATA funds spent on the project. The original RATA funding was approved in April 2015. The original project scope included replacing the existing 40-inch concrete culvert with an 18 to 20-foot box or arch culvert to provide for fish passage. The existing culvert is 30 feet below the road surface. The original project estimate in 2015 was \$500,000.

Upon initiation of design, the County was informed by the Department of Fish and Wildlife that a 30-foot-wide structure is the minimum size acceptable for their permitting. This larger construction footprint resulted in significantly more cost due to the increased need for retaining walls, increased traffic control effort, and the larger structure itself. Additionally, one adjacent property owner has refused to cooperate with the county for an easement, which severely limits the project constructability.

The County considered several design adjustments to accommodate the limited easement availability, and proposed alternatives to WDFW that would make the project

more feasible, without success. The updated project cost estimate is now \$1.3 million but remains without the possibility of an easement.

The County has determined that at this time, they do not have adequate funding or right of way to proceed with this project. While the engineering work that has been completed to date can be utilized in the future, unless and until the property rights may become available, the project cannot proceed. Therefore, the County will repay the full \$52,045.61 in RATA funds spent on the project to date. Mr. Koster forwarded a letter on April 23 acknowledging the withdrawal and establishing the 60-day timeline for payback of RATA funds.

Mr. Johnson noted that the Board has requested regular progress reports from counties who have been granted an extension by the Board rather than through staff action, and asked for the Board's input on building that process. The Board indicated that they would like to see a quarterly report, with counties not showing progress asked to come before the Board to explain their difficulties.

Chair Stacy called for a brief recess.

Chair Stacy presented a plaque to Mr. Koster and a certificate to Ms. Pendleton, congratulating them on their upcoming retirements and thanking them for their service to CRAB and the counties.

Mr. Koster presented a certificate to Chair Stacy, thanking him for his 17 years of service on the CRABoard. Chair Stacy's term ends on June 30, and he will not be seeking reappointment to the Board.

EXECUTIVE DIRECTOR'S REPORT

CRABoard Positions

Mr. Koster reported that on February 26, 2021 he sent a letter to WSAC President Michael Largent notifying him of the June 2021 expiration of the terms of Chair Stacy, Second Vice-Chair Janicki, and Councilmember Lambert. He noted that all three members are eligible for reappointment by WSAC. Second Vice-Chair Janicki and Councilmember Lambert reported that they have applied for reappointment.

WSACE Award Nominations

Mr. Koster reported that nomination forms for the WSACE Engineer of the Year and Project-Program Manager of the Year have been sent out. The application deadline is May 7, 2021. The awards will be presented at the WSACE Conference in June.

Updates

Mr. Koster reported on the recently passed budget for 2021-23, noting increases on some items and reductions on others. Although the agency did not get everything requested, we ended up doing very well.

COMPLIANCE REPORT

County Engineers Vacancies

Mr. Pohle noted that Pacific County Engineer Robert Kimble, PE, resigned effective June 13, 2021. Brook Priest, PE was appointed County Engineer/Public Works Director on April 27, 2021.

Asotin County Engineer Michael White, PE, was terminated. Walt Olsen, PE, is continuing as Interim County Engineer.

Lincoln County is actively grooming to fill the County Engineer position currently held on an interim basis by Walt Olsen, PE.

County Audit Reviews

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 CRABoard to staff in response to the audits.

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	1	0	0	No	No
<i>Accountability</i>	7	0	1 Lewis	No	No
<i>Fraud</i>	2	2 Thurston Cowlitz	0	No	No
<i>Performance</i>	0	0	0	No	No

April 1, 2021 Submittal Requirements

Mr. Pohle reported that all 39 counties submitted the required Annual Certification, Annual Construction Report, Certification of Expenses for Fish Passage Barrier Removal, Marine Navigation and Moorage Certification, Traffic Law Enforcement Expenditures Certification, Annual Certification for Maintenance Management, CAPP Report, and County Ferry System Report to CRAB by the April 1 deadline.

He noted that the Director of Highways and Local Programs has certified to CRAB that all 39 counties have current Bridge Inspection Certificates on file with the Department.

Mr. Pohle certified that he has reviewed all of the compliance reporting with Mr. Woods. Staff recommends issuance of a 2020 Certificate of Good Practice for all 39 counties.

He reported on his other activities and meetings since the January 2021 CRABoard meeting.

Resolution 2021-004 – Certificates of Good Practice

Mr. Koster announced that as required by RCW 36.78.090 and RCW 36.78.100, and

pursuant to WAC 136-04-010 through WAC 136-04-060, he is submitting to the County Road Administration Board a report of the review of the annual certifications submitted by the counties for the calendar year 2020. Each year, these certifications provide information to this agency which touches upon three main areas: Management and Administration; Document Submittal, which includes such items as road levy certification, road log updates, construction reports, etc.; and Operations. From receipt of this information, staff is able to determine the level of compliance with applicable laws and Standards of Good Practice achieved by the counties of the State of Washington, and it is upon demonstrated compliance with these laws and standards which continued receipt of the fuel tax distribution depends.

He concluded that all 39 counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice.

Following questions and discussion, Vice-Chair Coffman moved and Commissioner French seconded to approve Resolution 2021-004, issuing Certificates of Good Practice to all 39 counties. **Motion carried unanimously.**

COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM

Mr. Johnson presented a framework of the program and processes. He noted that it is at this meeting that a qualified ferry county may appear before the Board to request a call for projects.

He introduced Mr. Karcher and Ms. Kosa, who gave a presentation to the Board requesting a call for projects. They are hoping to build a new boat to replace the current Lummi Island Ferry, the MV Whatcom Chief, which is nearly 60 years old, as well as make terminal and shoreside improvements to accommodate a newer, larger vessel.

Following questions and discussion, Commissioner French moved and Second Vice-Chair Janicki seconded to authorize a call for projects at the July 2021 CRABoard meeting.

CORRECTIONS TO 2020 AND 2021 MVFT ALLOCATION FACTORS

Mr. Clark reported that with CRAB's transition from Mobility, a Linear Referencing system, to GIS-Mo, an ESRI geospatial data system for all 39 counties, staff anticipated there would be some potential Road Log discrepancies. During the current Road Log audit review, staff found several shared border roads, gaps, overlaps and a few segments with incorrect jurisdictional ownership. A majority of them were within the State of Washington, however, it discovered that Walla Walla and Asotin County each had a road segment in Oregon.

Chapter 36.75.160 RCW authorizes the board of any county to construct, maintain, and operate any county road which forms the boundary line between another county within the state or another county in any other state or which through its meandering crosses such boundary. The concern of CRAB staff is that Asotin and Walla Walla Counties have large enough road segments outside of Washington State that they may go

beyond the “meandering” as authorized by the legislature. Following discussions with each of the individual County Engineers and Road Log Managers, both counties immediately changed their Jurisdiction Code in Mobility.

Additional analysis of roads between Oregon and Idaho showed approximately 40 miles of roads in numerous counties that were straddling and meandering throughout Oregon and Idaho. These were considered di minimis by staff since they are typically only a few hundred feet in length.

After several internal meetings, CRAB staff contacted Albert Wang, Assistant Attorney General, to provide some legal interpretation. CRAB was not questioning if a county can spend road fund dollars, regardless of the source of money, on the maintenance and operation of border roads, but whether CRAB can include any portion of roads outside of the state in our MVFT allocation calculation that are being spent on the replacement and maintenance of “county roads”, as that term is used in the statute.

Based on Mr. Wang’s response: *“This is an interesting question that does not necessarily have a clear answer, but on balance I believe it would be permissible for CRAB to include those portions of county roads that cross into other states when calculating MVFT allocations.”*, CRAB staff provided the CRABoard with suggested actions to address whether the Asotin and/or Walla Walla County road segments are within the Board’s opinion of what “meander” means. Some of these actions would necessitate amendment of the Master County Road Log for the calendar years 2020 and 2021, the two years under the current MVFT allocation cycle. Mr. Clark noted that the Board’s decision on this matter will also guide staff on potential clarifying language for WAC amendments.

Following questions and discussion, Mr. Storey moved and Commissioner French seconded to take no action to either Walla Walla or Asotin County based on the County Engineers’ actions to remove the segments from their county’s Road Log. **Motion carried unanimously.**

Chair Stacy recessed the meeting at 4:50 p.m. The meeting will reconvene April 30, 2021 at 8:30 a.m.

County Road Administration Board
Friday, April 30, 2021

CALL TO ORDER

The meeting was reconvened by Chair Stacy at 8:30 a.m.

DEPUTY DIRECTOR'S REPORT

Mr. Woods noted a visit to Whatcom County in mid-April. He reviewed a list of his activities since the January 2021 CRABoard meeting, including several meetings with Representative Ramos, and attending the National Association of County Engineers Virtual Conference.

Current Budget Status

Mr. Woods reported that the agency fund balances are under budget as the end of the biennium approaches. He noted that staff has moved some expenses forward from the 2021-23 biennium, and any funds left in the MVFT account will be shifted into RAP and CAPP in order to remain available to the counties.

FY 2021 Supplemental Budget

Mr. Woods reported that the legislature allocated \$75,000 to CRAB for retirement buyouts and an increase to CAPA, which will result in an extra \$5,175,500 going out to the counties by the end of June. He noted that Wahkiakum County has been struggling to maintain their ferry system, and was awarded \$280,000 to assist in those efforts.

2021-2023 Budget

Mr. Woods reported that the legislature awarded \$2,000,000 to the Emergency Loan Fund and allocated \$7,563,000 to CRAB's operating budget. They approved \$1,023,000 to the WSACE for a study of the use of county right of way as a potential source of revenue; updating CRAB's dashboard, reporting systems and program management software; and continuing fish barrier inventory.

The budget for RAP was set at \$55,028,000 and the budget for CAPP at \$37,379,000. The biennial expenditures of \$1,455,000 from the CFCIP were also funded.

WSACE UPDATE

Ms. Wall reported on the recent legislative session and its outcomes. Items of note include the state's investment in fish passage barrier removal and the passage of a carbon revenue bill.

She noted that the annual WSACE Conference will be June 8-11 at Campbell's Resort in Chelan County. It is being combined with the annual Professional Development Conference, which was postponed from February.

She reported that her last day at WSACE will be May 7. She will be taking three weeks off before beginning as CRAB's new Executive Director on June 1.

STAFF REPORTS

Engineering and Support Services

Mr. Pohle noted one visit to Whatcom County, and contacts with 32 counties and eight other agencies since the January CRABoard meeting.

He reported that no new audit issues with compliance components initiating consultative contacts or involving the road fund or road departments have been reviewed in the last quarter.

Mr. Pohle noted that a virtual Legislative/Executive Authority and the County Road Department Training was conducted on March 10-11 via Zoom, with 75 participants on the first day and 65 participants the second day. He has updated the training content for that class as well as the Office of the County Engineer Training. Staff hopes to resume in person classes this fall.

He has begun updating the County Engineer Desk Reference, repairing broken web-links and updating selected link titles. He plans to post the update in May.

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

Information Systems

Mr. Hagenlock reported that all major projects are within scope, schedule, and budget. GIS-Mo will officially be three years old on May 1, 2021. It went live on January 11, and initial migration from Mobility scheduled through July 31. Project tracking metrics give 63 average days to completion. With all road logs due May 3, the last county will go live by July 5. This gives a three week gap in the schedule for official oversight, which is scheduled through July 31. CRAB and County staff continue to collaborate and support each other through this major organizational change.

The first step into Microsoft 365 (M365) was completed April 18. This was the most significant change and wasn't without its challenges. However, Scott Campbell, IT System Security Specialist, and Angela Rice, IT System Administrator, worked through the weekend with WaTech to achieve the project objectives. CRAB staff and customers did experience some communication issues using email, and CRAB staff lost productivity, with certain services being unavailable initially on Monday. By Wednesday upwards of 99% of products and services were available.

M365 has already provided a valuable resource in Microsoft Teams for communication, collaboration, and remote work. Additionally, we now have staff documents backed up to Microsoft OneDrive, improving our disaster recovery posture.

The remaining phases of this project will bring more remote work functionality in the form of Teams Telephony, and collaboration tools such as SharePoint. Ultimately, CRAB staff will have tools to increase productivity and responsiveness without a net increase.

He reported that Donna Quach and Nolen Young have had their respective titles changed to Software Engineer to better convey their duties and skills. Ms. Quach is working on her BS in Computer Science, and Mr. Campbell and Ms. Rice have taken administrative classes.

He noted that periodic IT Security Assessment preparation is underway. Staff is focusing on cybersecurity and the continuous monitoring of advanced threat protection tools. Staff has evaluated threat exposure and is underway with remediation. Windows critical updates have been performed, along with full server anti-virus sweeps.

Mr. Hagenlock noted that the IT department is under budget for biennial hardware replacement, and all hardware has been received with the exception of docking stations.

He reported that 125 service requests were submitted regarding developing uniform and efficient transportation-related information technology resources. In the last quarter, 85% of the submitted requests were resolved. The agency systems were up-time during operational hours (6:00 AM – 6:00 PM Monday-Friday) 99.98549% of the time.

Design Systems and UAS Program

Mr. Bailey noted that no in-person learning has been delivered or scheduled for last quarter. Staff is planning to begin offering in-person training this quarter.

In 2005, CRAB negotiated with Autodesk, the makers of Civil 3D, to replace Eagle Point, which the counties had been using for 10 years. While Civil 3D is a robust design platform, it has always had holes in its usability. With Design Systems' most recent initiative, we have moved to help the counties by patching those holes. Quux Software's Sincpac tools for Civil 3D provide a suite of tools that improve the functionality of Civil 3D for the end user. CRAB negotiated with the vendor to provide 200 licenses of their product to be distributed statewide to the counties. These licenses are being provided to CRAB at an 85% discount from their standard pricing, including their annual subscription to maintain functionality with Autodesk's ever morphing products. CRAB will provide technical support and training in the use of these tools through our LMS Training Portal.

In the Pinnacle Series LMS, staff has completed translation and uploaded assets and a learning path in support of CRAB's Annual Reporting System. Staff is in the process of adding 300+ help documents and videos in support of Sincpac tools for Civil 3D. CRAB has held three LMS scheduled events that attracted 50± users per event. Each event has increased average use following the events.

The platform has 761 registered users and has had 170 unique active logins during the period. Users have accessed 671 assets and 236 learning path courses. Of the assets accessed, 214 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. Using imputed averages for assets and courses, CRAB provided approximately 151 person-hours of training.

Mr. Bailey issued a survey in early January to solicit feedback on Pinnacle's content and usability. Approximately 16% of the users logging into the system in the fourth quarter responded. The results of the survey reflected that 79% of respondents found the LMS improved their skill. A question regarding content revealed that about 40 percent of content that the users wanted to learn already resides on the system. This indicates that users may need added training to utilize the search engine effectively. Other requests for content will be considered based on value to the users and CRAB's ability to produce the desired content.

In February, Mr. Bailey traveled to Benton County to provide a demonstration of the quadcopter and the process for collection of topographic data. He met with staff from the GIS, Design and Survey Groups to fly their Badger Pit stockpile. Following the flight, he processed the flight data and prepared a ground model which was used to generate a volume of the stockpiles on the site. He discussed specifications of the best equipment to fit their needs in order to implement their own program.

Kitsap County has requested a demonstration of the quadcopter for the purpose of public involvement. They would like to video a completed project from the air to highlight the improvements to the community.

CRAB has been in contact over the past few months with Airworks, an aerial data processing company in Boston, Massachusetts to discuss the advance of the use of unmanned aircraft in the process of automated pavement rating. Pavement rating is currently done, for the most part, by an inspector physically driving a road and recording defects based on manual input and their training in pavement rating criteria. As you can imagine, each person may have a different view of the defects and as a result rate them differently. Airworks has already developed an autonomous system to convert aerial orthophotos into planimetric data that can be used in design. Staff believes that system can be trained to identify road defects and apply a standardized rating to them. This could in turn be used to create a level un-biased pavement rating system. Over the next few months, staff will work with them to develop a project scope.

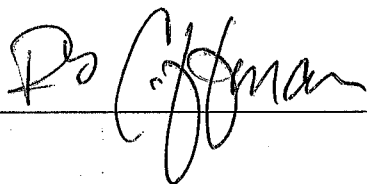
CRAB has acquired some new equipment for the quadcopter. Staff has upgraded to quadcopter to collect accurate survey grade data using global positioning systems that will improve accuracy to 2-3 cm horizontally and 5 cm vertically. This system includes a 20-megapixel camera to improve image quality. Staff has also acquired a thermal camera for the quadcopter. With the addition of this camera, CRAB will combine it with the existing zoom camera to demonstrate to the counties the value of unmanned aircraft in collection of visual inspection data for bridges and structures.

OTHER BUSINESS

The Board thanked Chair Stacy for his leadership and service and wished him well in the future.

Chair Stacy adjourned the CRABoard meeting at 10:25 a.m.

Chair

A handwritten signature in cursive script, appearing to read "Stacy", written over a horizontal line.

Attest

A handwritten signature in cursive script, appearing to read "Janice", written over a horizontal line.