COUNTY ENGINEERS'
AND
PUBLIC WORKS DIRECTORS'

DESK MANUAL

WASHINGTON STATE
COUNTY ROAD ADMINISTRATION BOARD
OLYMPIA, WASHINGTON

MARCH 2016

(UPDATE TO THE OCTOBER 2014 VERSION)

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Introduction -- County Engineer's and Public Works Director's Desk Manual

The County Road Administration Board (CRAB) continues to develop reference material to support the work performed within the Office of the County Engineer. Work on this material is an ongoing CRAB effort in order to provide both expanding content and periodic material updates.

This County Engineer's and Public Works Director's Desk Manual (Desk Manual) is intended primarily for use by individuals already possessing a working knowledge of counties and county road issues. Most of the covered topics include only basic information that may not eliminate the need for additional research.

While printing a hard-copy of the Desk Manual will provide the reader with a useful reference document, it has been designed to be used as a computer "desktop" electronic document. When opened on a computer that is also connected to the internet, the embedded hot-links provide both ease of moving between sections and immediate access to supplemental internet resources. The goal is to provide a tool which simplifies research.

The County Engineer and Public Works Director Desk Manual includes:

- Summarized information pertaining to a number of topics and issues, with internet hot-links to related supporting resources developed by CRAB and other entities and agencies
- Guidance on various county related legal requirements and procedures, including internet hot-links to associated state and federal laws and rules
- Quick access to all WAC 136 (CRAB WACs) sections, as well as to proposed and previous amendments
- Specific information pertaining to CRAB required reporting and Standards of Good Practice compliance
- Quick access to numerous other websites that provide specialized technical and administrative resources

All reference material provided by CRAB is intended to be general guidance and should not be used to replace qualified legal review pertaining to the application of laws, rules, policies, and contracts. No training or reference material should ever replace "due diligence" when investigating the full extent and applicability of laws, rules, policies, and contracts. This is especially true due to issues and requirements that are unique within the context of an individual county's codes, policies, and operational circumstances.

CRAB welcomes comments and recommendations that improve content, accuracy, and clarity.

CRAB requests your assistance in identifying any "broken" hot-links that you may come across during use of the Desk Manual.

Any questions or comments about the information contained in this document, or requests for the inclusion of additional topics and supplemental information, should be directed to the County Road Administration Board (360-753-5989), or by email to "Engineering@crab.wa.gov".

Desk Manual Change Record SUMMARY (see Section 8.6.0 for details)

January 2010 - Initial release of the new "County Engineers' and Public Works Directors' Manual" Book II (Reference Manual). The new Book II eliminated the previous version of Book II that contained all CRAB WACs and forms in a printed format.

March 2010 - Update to the January 2010 Book II release

November 2010 - Original release date for the full revised version of the Desk Manual. The new Desk Manual replaced all previous versions of the "County Engineers' and Public Works Directors' Manual" Book I and Book II, including January 2010 and March 2010 listed above.

List of subsequent updates:

May 2011, November 2011, October 2012, September 2013, October 2014, March 2016

To verify the most recent release of the Desk Manual, refer to the CRAB Website Library / Training / Desk Manual. Also refer to Section 8.6.0 for the detailed Change Record, including notation of the most current updates to specific Desk Manual sections.

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County Governance - Constitutional

Excerpts from the Constitution of the State of Washington:

Article XI - County, City, and Township Organization:

Section 1 - Existing Counties Recognized.

"The several counties of the Territory of Washington existing at the time of the adoption of this Constitution are hereby recognized as legal subdivisions of this state."

Section 4 - County Government and Township Organization (amended 1948 - home rule).

"The legislature shall establish a system of county government, which shall be uniform throughout the state except as hereinafter provided ..."

"Any county may frame a "Home Rule" charter for its own government ... and for such purpose the legislative authority of such county may cause an election to be had ..."

Dedication of Transportation Revenues - Constitution

Article II - Legislative Department - Section 40 - Highway Funds (18th amendment - 1944)

"All fees collected by the State of Washington as license fees for motor vehicles and all excise taxes collected by the State of Washington on the sale, distribution or use of motor vehicle fuel and all other state revenue intended to be used for highway purposes, shall be paid into the state treasury and placed in a special fund to be used exclusively for highway purposes. Such highway purposes shall be construed to include the following:

(a) The necessary operating, engineering and legal expenses connected with the administration of public highways, county roads and city streets;

(b) The construction, reconstruction, maintenance, repair, and betterment of public highways, county roads, bridges and city streets; including the cost and expense of (1) acquisition of rights-of-way, (2) installing, maintaining and operating traffic signs and signal lights, (3) policing by the state of public highways, (4) operation of movable span bridges, (5) operation of ferries which are a part of any public highway, county road, or city street; ..."

County Governance - Statutory

General

Title 36 RCW - Counties

Primary statutory provisions for responsibilities and permissive authority --- Applies to all counties unless modified by:

- Application of population-based thresholds enumerated in statute
- Modified under the county's home rule charter
- More restrictive under the county's adopted codes

RCW 36.32.120 - Powers of legislative authorities

Overall financial management of counties is vested in the county "legislative authority" in cooperation with the county auditor, treasurer, and assessor

County legislative authority is specifically is charged with

- Fixing the amount of county taxes to be assessed
- Auditing the county's financial accounts
- Management of the county funds and business

Commission Form

All non-charter counties must adopt this form of government (often referred to as the "plural executive" form of government)

RCW 36.32 - County Commissioners

County governing body consists of an elected board composed of three commissioners who serve as the legislative body and also perform executive functions:

RCW 36.32.055 - Five-member commission ...

- Allows counties with populations greater than 300,000 to increase the size of the commission from three to five members

No single administrator or executive oversees a county's administrative operations

The board of county commissioners share administrative and, to some extent, legislative functions with the independently elected county officials.

Home Rule Form

"Home Rule" and "Charter" county are terms commonly used interchangeably (the county-charter being the voter approved document that implements home-rule). All matters associated with the Commission Form of governance generally apply unless:

- otherwise allowed by statute; AND,
- provided for within the county's adopted charter

County voters can:

- Provide for appointed county officers to perform county functions performed by independent elected officials in non-charter counties
- Change the names and duties of the county officers prescribed by the constitution and state law
- Provide for the powers of initiative and referendum to the citizens of the county

May not change the elected status and duties of the:

- county prosecuting attorney
- superior and district court judges
- jurisdiction of the courts

The powers, authority, and duties of county officers provided for by state law are vested in the county legislative authority, unless the charter expressly assigns powers and duties to a specific officer.

Current 7 counties with Home-Rule Charters:

Clallam	- 3-member Board of Commissioners - Superior Court Clerk Appointed - Elected Director of Community Development - Creates the office of the County Administrator
Clark	- 5-member Council (4-members plus 1-chair) - Council chair separately elected by county voters - Creates the office of the County Manager
King	- Executive / 9-member Council - Auditor Appointed - No County Treasurer (function within Treasury Operations) - Financial Services part of Executive branch - Superior Court Clerk Appointed - Creates Office of Citizen Complaints - Director of Elections (2008 amendment)
Pierce	- Executive / 7-member Council - Assessor/Treasurer combined elected position - Budget and Finance Department part of Executive branch - Superior Court Clerk Appointed
San Juan	- 3-member Council - Creates the office of the County Manager
Snohomish	- Executive / 5-member Council - Creates the office of the County Performance Auditor - Finance Department part of Executive branch
Whatcom	- Executive / 7-member Council - Finance (Administrative Services Dept.) part of Executive branch - Superior Court Clerk Appointed

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Open Government

"Government accountability means that public officials - elected and un-elected - have an obligation to explain their decisions and actions to the citizens. Government accountability is achieved through the use of a variety of mechanisms - political, legal and administrative - designed to prevent corruption and ensure that public officials remain answerable and accessible to the people they serve. In the absence of such mechanisms, corruption may thrive." (U.S. Department of State)

Training required - The Open Government Training Act sets forth minimum training standards for public officials and agency records officers.

RCW 42.30.205 - training (open meetings)

RCW 42.56.150 - training (public records)

RCW 42.56.152 - training - public records officers
RCW 42.56.580 - public records officer requirements

Washington State Attorney General's Office
Open Government
Open Government Internet Manual
Open Government Training

RCW 42.30 - Open Meetings Act

RCW 42.30.010 - Legislative Declaration

"The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly."

"The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."

RCW 42.30.030 – Meetings Declared Open and Public

All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in RCW 42.30

RCW 42.30.110 - Executive Sessions

"(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

(a) To consider matters affecting national security;
(b) To consider the selection of a site or the acquisition of real estate by lease or purchase ...
(c) To consider the minimum price at which real estate will be offered for sale or lease ...
(d) To review negotiations on the performance of publicly bid contracts ...
(e) To consider, in the case of an export trading company, financial and commercial information supplied by private persons to the export trading company;
(f) To receive and evaluate complaints or charges brought against a public officer or employee ...
(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee ...
(h) To evaluate the qualifications of a candidate for appointment to elective office ...
(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation ..."

"(2) Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. ..."

See also Municipal Research and Services Center guidance on Open Public Meetings Act

Public Records

RCW 36.80.040 - Records to be kept

"The office of county engineer shall be an office of record; the county road engineer shall record and file in his or her office, all matters concerning the public roads, highways, bridges, ditches, or other surveys of the county, with the original papers, documents, petitions, surveys, repairs, and other papers, in order to have the complete history of any such road, highway, bridge, ditch, or other survey; and shall number each construction or improvement project. The county engineer is not required to retain and file financial documents retained and filed in other departments in the county."

RCW 42.56 - Public Records Act

RCW 42.56.030 - (public access to records)

"The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created. ..."

RCW 42.56.010 - Definitions

"(1) 'Agency' includes all state agencies and all local agencies. ..."
"(2) 'Public record' includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. ..."
"(3) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation ..."

RCW 42.56.070 - Documents and indexes to be made public

"(1) Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions ..."

RCW 40.14 - Preservation and Destruction of Public Records

WAC 434-615-010 - Public records as public property

"All public records shall be and remain the property of the state or local agency. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed, and otherwise managed, only in accordance with the provisions of chapter 40.14 RCW or as otherwise provided for by law and by these regulation."

See also:

Secretary of State - Washington State Archives
Records Management - Local Government

Municipal Research and Services Center guidance on:
Electronic Public Records Retention
Public Records Act

Washington State Attorney General
Model Rules on Public Disclosure

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Elected Officials

Counties differ significantly from cities in the number of independently elected officials, with each having unique constitutional and statutory responsibilities. Although home rule charter counties have the ability to change the status and function of some of the county elected officials, certain limitations are provided in the state constitution.

In addition to the previous information about County Commissioners, Executives, and Councils, the following is an introduction to the responsibilities of the separately elected officials whose duties may have an impact on the road department.

County Assessor (RCW 36.21)

The primary responsibilities of the county assessor are:

- determine the value of all taxable real and personal property in both the incorporated and unincorporated areas of the county for the purpose of determining the tax liabilities of the taxpayers in the various taxing districts in an equitable manner
- maintains the tax assessor's parcel maps and legal descriptions of tax parcels
- maintains other records relating to property valuation

County Auditor (RCW 36.22)

The auditor examines and audits county financial records and may prepare the preliminary county budget for the board of county commissioners. The auditor also has functions relating to special districts. Other functions and duties of the county auditor vary among counties. The primary statutory responsibilities of the county auditor are:

- recording (recording of real property documents such as deeds and other recorded documents)
- licensing (licensing, titling, and registration for motor vehicles and watercraft, issuing various licenses such as marriage and business licenses, and acting as agent for the state Department of Revenue in collecting certain fees and taxes)
- elections and voter registration (acting as ex-officio supervisor of elections and administering voter registration and elections)
- financial audit and administration (duties may include auditing county expenditures, serving as ex-officio supervisor of the State Auditor's Office Division of Municipal Corporations, preparation and administration of the county budget, and other county fiscal management functions)
- clerk of the board of county commissioners (if the board of commissioners does not reassign that function per RCW 36.32.110)

County Prosecuting Attorney (RCW 36.27)

The county prosecuting attorney has major responsibilities as the legal representative of the state and counties in actions and proceedings before the courts and other judicial officers. RCW 36.27.020 describes the duties of the prosecuting attorney, including, but not limited to:

- is the legal advisor and attorney for all county elected and appointed officials
- represents the county whenever the county is a party to a legal action
- appears for and represents the state and county in criminal and civil actions
- prosecutes violators of state law and county code in the county superior and district courts

Other than District and Superior Court Judges, the office of prosecuting attorney is unique among county elected officials in that the elected status and authority and responsibility of the prosecuting attorney cannot be changed by county "home rule" charter.

County Sheriff (RCW 36.28)

The county sheriff is the chief executive officer and conservator of the peace of the county. The sheriff has a number of duties relating to:

- law enforcement and public safety
- jails and confinement facilities
- civil functions for the court system

Counties have the option of creating a department of corrections to be in charge of the county jail rather than the sheriff. Many county sheriffs are involved in county emergency services functions, and a sheriff may serve as the Director of Emergency Services for the county.

County Treasurer (RCW 36.29)

The county treasurer

- is the custodian of the county's money
- is the administrator of the county's financial transactions
- may provide financial services to special purpose districts and other units of local government, including the responsibility to receipt, disburse, invest, and account for the funds of each of these entities

The county treasurer is also responsible for

- collection of various taxes
- legal proceedings to collect past due amounts
- conducting bond sales
- sales of surplus county property.

County Clerk (RCW 36.23)

The county clerk is the administrative and financial officer for the superior court of the county and is responsible for court records, including entry of all orders, judgments and decrees issued by the court

RCW 2.32.050 - Powers and Duties of the Clerk of the Court
Statutory section simply refers to RCW 36.23 - County Clerk
County Clerk is clerk of superior court -- Constitution Article 4 section 26

County Coroner (RCW 36.24)

RCW 68.50.010 - Coroner's Jurisdiction over Remains

The coroner shall perform the duties of the sheriff in all cases where the sheriff has a personal interest or is otherwise incapacitated from serving (RCW 36.24.010)

If the office of coroner is vacant, or the coroner is absent or unable to attend, the duties of the coroner's office may be performed by any district judge in the county (RCW 36.24.160)

The coroner or other official performing like functions shall report in writing to the sheriff of the county in which he/she holds office and to the chief of the Washington state patrol the death of any person within his jurisdiction during the preceding calendar month as a result of an accident involving any vehicle (RCW 46.52.050)

District Court Judges

Title 3 RCW - District Courts - Courts of Limited Jurisdiction
RCW 3.34 - District Court Judges

Superior Court Judges

Title 2 RCW - Courts of Record
RCW 2.08 - Superior Courts

Appointed Officials

In addition to the County Engineer, the following list of appointed officials is limited to those specifically referenced in RCW and WAC:

Clerk of the Board

- RCW 36.22.010 (6) - Duties of the County Auditor as the clerk of the board
- RCW 36.32.110 - Allows appointment other than County Auditor

- Record proceedings and official actions
- Receipt and filing of records and notices
- Numerous RCW and WAC references pertaining to "file", "notice" and "record"

County Administrator

- Locally established title, with no specific RCW or WAC reference other than pertaining to local/regional staffing for public assistance programs (RCW 74.04)
- Position increasingly used by counties (alternate titles may be applied)

Emergency Management Director

- RCW 38.52 and WAC 118-30
  - General guidance and requirements, with limited references to the title
  - Numerous emergency management organizational requirements

Planning Director

- RCW 36.70 - Planning enabling act
- RCW 36.70.030 - Appointment of planning director by Planning Commission - OR - RCW 36.70.040 - Creation of planning department by Board of County Commissioners, and appointment of a director
- RCW 36.70A (GMA) - no specific reference to this staff title
- RCW 47.26.121 - Member of TIB

Purchasing Agent

- RCW 36.32.235 - Purchasing Departments (over 400,000 population)
- RCW 36.32.240 - Purchasing Departments (under 400,000 population)
- RCW 36.32.260 - In any county having a purchasing department the board of county commissioners shall appoint a county purchasing agent

Risk Manager

- RCW 48.62 and WAC 200-100 - county self-insurance authority and requirements
- RCW 48.62.031 - Self-insurance program requires appointment of risk manager (may be contracted)
- RCW 72.09.300 - County shall form a local law and justice council, and the county risk manager shall be a member

Public Works Director

- Title is common within municipal governments (position locally created)
- Limited RCW and WAC references, with no specific duties assigned
  - RCW 36.75.010 (5) - The director of public works may also be appointed as the county engineer when the person in that position also meets the requirements of a licensed professional engineer and is duly appointed by the county legislative authority
  - RCW 47.26.121 - Transportation Improvement Board membership ("county engineer or public works director")
  - WAC 173-145-020 - Identifying the local official for Department of Ecology's administration of the Flood Control Assistance Account

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Public Lands (data source = WA Recreation and Conservation Office, Other Publications Index (Public Land Inventory, "Final Report 2001" and "County Profiles")) --- See page 1.2.0-2

County Population (data source = OFM Population Data) --- See page 1.2.0-4

County Road Inventory (data source = CRAB Annual Reports) --- See page 1.2.0-6

Washington Data Book (http://www.ofm.wa.gov/databook/default.asp)

Miscellaneous Maps and Associated Web-Link References

Counties and County Seats
(http://geology.com/county-map/washington.shtml)

Rivers/Lakes and Topography
(http://geology.com/state-map/washington.shtml)

Annual Precipitation
(http://www.worldatlas.com/webimage/countrys/namerica/usstates/weathermaps/wapprecip.htm)

Temperature maps
(http://www.wrcc.dri.edu/anom/was_anom.html)

Rural Arterial Program Regions
(http://www.crab.wa.gov/funding/grants/rap/region.cfm)

Washington Department of Transportation Regions
(http://www.wsdot.wa.gov/map.htm)

Regional and Metropolitan Transportation Planning Organizations
RTPO - (http://www.wsdot.wa.gov/planning/Regional/)
MPO - (http://www.wsdot.wa.gov/planning/metro)

Watersheds / Water Resource Inventory Areas
(http://www.ecy.wa.gov/services/gis/maps/wria/wria.htm)

Washington Department of Fish and Wildlife Regions
(http://wdfw.wa.gov/about/regions/)

Department of Ecology Regions
(http://www.ecy.wa.gov/contact.html)

Public Lands Map
(http://www.ecy.wa.gov/services/gis/maps/county/mpl/mplco.htm)

Freight System
(http://www.wsdot.wa.gov/Freight/FreightMap.htm)

Land Ownership within County - Percentage

County No.	Counties	RAP Region	Total Land Area (acres)	1999 Privately Held Land (%)	1999 Federal land (%)	1999 State Land (%)	1999 Local Gov Land (%)	1999 Tribal Land (%)
			(1999 Inventory)					
1	Adams	NE	1,234,911	92.6%	2.4%	4.9%	0.1%	0.0%
4	Chelan	NE	1,917,063	18.9%	77.2%	3.4%	0.4%	0.0%
9	Douglas	NE	1,183,431	85.7%	4.2%	9.8%	0.3%	0.0%
10	Ferry	NE	1,445,962	16.2%	36.1%	2.7%	0.2%	44.9%
13	Grant	NE	1,786,405	63.7%	27.0%	8.4%	0.8%	0.0%
22	Lincoln	NE	1,497,273	90.3%	4.7%	3.8%	1.1%	0.0%
24	Okanogan	NE	3,403,127	29.2%	46.0%	10.9%	0.1%	13.8%
26	Pend Oreille	NE	913,260	36.4%	58.0%	3.8%	1.3%	0.5%
32	Spokane	NE	1,141,307	89.2%	2.0%	4.9%	3.8%	0.0%
33	Stevens	NE	1,625,550	62.1%	19.3%	10.2%	0.3%	8.1%
38	Whitman	NE	1,393,366	95.4%	1.5%	2.9%	0.2%	0.0%
	Sub-Total	NE	17,541,655	56.6%	29.0%	6.6%	0.7%	7.2%
5	Clallam	NW	1,129,706	35.5%	46.5%	14.7%	0.4%	2.9%
15	Island	NW	134,268	83.0%	6.7%	5.7%	4.6%	0.0%
16	Jefferson	NW	1,163,069	21.1%	60.8%	17.4%	0.1%	0.5%
18	Kitsap	NW	254,652	79.9%	3.6%	7.2%	7.5%	1.7%
28	San Juan	NW	112,554	85.9%	2.3%	8.7%	3.0%	0.0%
29	Skagit	NW	1,122,835	37.2%	46.1%	14.0%	2.0%	0.8%
37	Whatcom	NW	1,385,611	31.0%	59.1%	7.8%	0.7%	1.4%
	Sub-Total	NW	5,302,695	35.9%	48.8%	12.7%	1.3%	1.3%
17	King	PS	1,401,050	54.1%	24.9%	7.8%	13.1%	0.1%
27	Pierce	PS	1,081,166	54.1%	37.9%	4.3%	3.7%	0.0%
31	Snohomish	PS	1,350,614	37.8%	47.2%	12.0%	2.3%	0.7%
	Sub-Total	PS	3,832,830	48.3%	36.4%	8.3%	6.6%	0.3%

Land Ownership within County - Percentage (cont.)

County No.	Counties	RAP Region	Total Land Area (acres)	1999 Privately Held Land (%)	1999 Federal land (%)	1999 State Land (%)	1999 Local Gov Land (%)	1999 Tribal Land (%)
			(1999 Inventory)					
2	Asotin	SE	409,725	74.6%	14.2%	10.1%	1.1%	0.0%
3	Benton	SE	1,126,068	65.0%	28.6%	4.8%	1.6%	0.0%
7	Columbia	SE	559,007	66.9%	29.1%	3.9%	0.1%	0.0%
11	Franklin	SE	809,476	83.3%	11.1%	4.8%	0.8%	0.0%
12	Garfield	SE	459,602	73.3%	22.1%	3.9%	0.8%	0.0%
19	Kittitas	SE	1,493,006	39.0%	41.0%	19.6%	0.4%	0.0%
20	Klickitat	SE	1,218,788	83.2%	3.4%	11.5%	0.1%	1.7%
36	Walla Walla	SE	831,087	92.1%	3.3%	2.8%	1.8%	0.0%
37	Yakima	SE	2,758,913	24.9%	25.3%	8.5%	0.3%	41.0%
	Sub-Total	SE	9,665,672	56.6%	21.9%	8.9%	0.7%	11.9%
6	Clark	SW	419,759	76.9%	3.2%	15.7%	4.2%	0.0%
8	Cowlitz	SW	746,290	82.0%	4.8%	12.4%	0.7%	0.0%
14	Grays Harbor	SW	1,234,018	62.4%	11.7%	7.7%	3.8%	14.4%
21	Lewis	SW	1,558,728	60.5%	30.2%	7.2%	2.1%	0.0%
23	Mason	SW	622,468	61.6%	26.4%	10.0%	1.4%	0.6%
25	Pacific	SW	612,910	82.4%	1.9%	15.2%	0.4%	0.2%
30	Skamania	SW	1,078,772	14.3%	77.5%	8.0%	0.2%	0.0%
34	Thurston	SW	471,375	76.5%	4.2%	15.7%	3.1%	0.5%
35	Wahkiakum	SW	183,105	75.9%	1.6%	21.9%	0.6%	0.0%
	Sub-Total	SW	6,927,425	60.5%	24.5%	10.4%	1.9%	2.7%
	Total all Counties		79,613,129	53.4%	30.2%	8.5%	1.4%	6.5%

Sept 2007 JMM

County Population Data - 1980 and 2015 - Comparison

County Number	County	RAP Region	1980 Total Population	1980 Unincorporated Population	Unincorporated to Total Population %	2015 Total Population (est.)	2015 Unincorporated Population (est.)	Unincorporated to Total Population %	Total Population (% 2015 to 1980)	Unincorporated Pop. (% 2015 to 1980)	Incorporated Pop. (% 2015 to 1980)
1	Adams	NE	13,267	6,031	45%	19,410	9,085	47%	146%	151%	143%
4	Chelan	NE	45,061	20,791	46%	78,030	31,580	42%	167%	152%	179%
9	Douglas	NE	22,144	17,374	78%	39,990	21,610	54%	181%	124%	385%
10	Ferry	NE	5,811	4,793	82%	7,710	6,620	86%	133%	138%	107%
13	Grant	NE	48,522	22,005	45%	93,930	41,840	45%	194%	190%	196%
22	Lincoln	NE	9,604	3,769	39%	10,720	5,305	49%	112%	141%	93%
24	Okanogan	NE	30,663	16,455	54%	41,860	25,320	60%	137%	154%	116%
26	Pend Oreille	NE	8,580	5,589	65%	13,240	10,030	76%	154%	179%	107%
32	Spokane	NE	341,835	152,164	45%	488,310	140,717	29%	143%	92%	183%
33	Stevens	NE	28,979	20,398	70%	44,030	34,300	78%	152%	168%	113%
38	Whitman	NE	40,103	7,347	18%	47,250	6,084	13%	118%	83%	126%
	Region Total		**594,569**	**276,716**	**47%**	**881,480**	**332,491**	**38%**	**148%**	**120%**	**173%**
5	Clallam	NW	51,648	28,264	55%	72,650	43,030	59%	141%	152%	127%
15	Island	NW	44,048	30,117	68%	80,600	55,600	69%	183%	185%	179%
16	Jefferson	NW	15,965	9,898	62%	30,880	21,500	70%	193%	217%	155%
18	Kitsap	NW	147,152	100,508	68%	258,200	171,940	67%	175%	171%	185%
28	San Juan	NW	7,838	6,638	85%	16,180	13,965	86%	206%	210%	185%
29	Skagit	NW	64,138	30,292	47%	120,620	49,220	41%	188%	162%	211%
37	Whatcom	NW	106,701	48,622	46%	209,790	89,788	43%	197%	185%	207%
	Region Total		**437,490**	**254,339**	**58%**	**788,920**	**445,043**	**56%**	**180%**	**175%**	**188%**
17	King	PS	1,159,369	411,750	36%	2,052,800	253,280	12%	162%	50%	235%
27	Pierce	PS	412,344	213,634	52%	830,120	386,050	47%	171%	142%	208%
31	Snohomish	PS	265,236	127,952	48%	757,600	330,260	44%	224%	177%	283%
	Region Total		**1,836,949**	**753,336**	**41%**	**3,640,520**	**969,590**	**27%**	**174%**	**101%**	**236%**

County Population Data - 1980 and 2015 - Comparison - cont.

County Number	County	RAP Region	1980 Total Population	1980 Unincorporated Population	Unincorporated to Total Population %	2015 Total Population (est.)	2015 Unincorporated Population (est.)	Unincorporated to Total Population %	Total Population (% 2015 to 1980)	Unincorporated Pop. (% 2015 to 1980)	Incorporated Pop. (% 2015 to 1980)
2	Asotin	SE	16,823	8,974	53%	22,010	13,515	61%	131%	151%	108%
3	Benton	SE	109,444	32,395	30%	188,590	34,130	18%	172%	105%	200%
7	Columbia	SE	4,057	1,294	32%	4,090	1,410	34%	101%	109%	97%
11	Franklin	SE	35,025	14,135	40%	87,150	12,825	15%	249%	91%	356%
12	Garfield	SE	2,468	752	30%	2,260	855	38%	92%	114%	82%
19	Kittitas	SE	24,877	9,109	37%	42,670	19,120	45%	172%	210%	149%
20	Klickitat	SE	15,822	9,715	61%	21,000	14,420	69%	133%	148%	108%
36	Walla Walla	SE	47,435	14,650	31%	60,650	16,590	27%	128%	113%	134%
39	Yakima	SE	172,508	83,462	48%	249,970	85,985	34%	145%	103%	184%
	Region Total		**428,459**	**174,486**	**41%**	**678,390**	**198,850**	**29%**	**158%**	**114%**	**189%**
6	Clark	SW	192,227	134,979	70%	451,820	214,585	47%	235%	159%	414%
8	Cowlitz	SW	79,548	31,654	40%	104,280	44,765	43%	131%	141%	124%
14	Grays Harbor	SW	66,314	24,627	37%	73,110	28,475	39%	110%	116%	107%
21	Lewis	SW	56,025	33,320	59%	76,660	45,475	59%	137%	136%	137%
23	Mason	SW	31,184	23,555	76%	62,200	52,130	84%	199%	221%	132%
25	Pacific	SW	17,237	10,713	62%	21,210	14,320	68%	123%	134%	106%
30	Skamania	SW	7,919	6,315	80%	11,430	8,895	78%	144%	141%	158%
34	Thurston	SW	124,264	72,188	58%	267,410	138,930	52%	215%	192%	247%
35	Wahkiakum	SW	3,832	3,197	83%	3,980	3,490	88%	104%	109%	77%
	Region Total		**578,550**	**340,548**	**59%**	**1,072,100**	**551,065**	**51%**	**185%**	**162%**	**219%**
State-Wide Totals			**4,132,353**	**2,008,258**	**49%**	**7,061,410**	**2,497,039**	**35%**	**171%**	**124%**	**215%**

County Road System Data

County Number	County	RAP Region	Jan 2015 Bridges	Jan 2015 Road Centerline Miles	Jan 2015 Urban Road Centerline Miles	Jan 2015 Rural Road Centerline Miles	Urban to Rural mileage ratio	2014 VMT (K's) on County system per day	2014 Average ADT per Road Mile	Jan 2015 System Lane Miles	Ratio Lane Miles to Centerline Miles	Jan 2015 System Unpaved Centerline Miles	Ratio Unpaved to Total Centerline Miles
1	Adams	NE	116	1,775	15	1,761	0.01	171	96	3,532	1.99	1,126	0.63
4	Chelan	NE	60	656	87	568	0.15	273	416	1,293	1.97	123	0.19
9	Douglas	NE	22	1,639	99	1,540	0.06	247	151	2,933	1.79	1,199	0.73
10	Ferry	NE	22	737	0	737	0.00	92	125	1,450	1.97	536	0.73
13	Grant	NE	197	2,506	95	2,410	0.04	714	285	4,979	1.99	1,047	0.42
22	Lincoln	NE	124	1,997	0	1,997	0.00	131	65	3,816	1.91	1,541	0.77
24	Okanogan	NE	52	1,338	10	1,328	0.01	271	203	2,676	2.00	664	0.50
26	Pend Oreille	NE	31	569	0	569	0.00	128	225	1,120	1.97	269	0.47
32	Spokane	NE	117	2,527	412	2,115	0.19	1,693	670	5,095	2.02	1,148	0.45
33	Stevens	NE	51	1,489	0	1,489	0.00	288	194	2,963	1.99	824	0.55
38	Whitman	NE	253	1,899	0	1,899	0.00	180	95	3,766	1.98	1,461	0.77
	Region Total		**1,045**	**17,133**	**719**	**16,414**	**0.04**	**4,189**	**244**	**33,623**	**1.96**	**9,939**	**0.58**
5	Clallam	NW	34	487	100	387	0.26	279	574	965	1.98	3	0.01
15	Island	NW	0	583	131	452	0.29	477	818	1,165	2.00	5	0.01
16	Jefferson	NW	31	398	5	393	0.01	214	536	793	1.99	74	0.18
18	Kitsap	NW	36	915	580	335	1.73	1,532	1,673	1,817	1.99	9	0.01
28	San Juan	NW	4	271	0	271	0.00	200	739	537	1.98	47	0.17
29	Skagit	NW	108	801	108	693	0.16	620	774	1,601	2.00	40	0.05
37	Whatcom	NW	136	939	195	744	0.26	1,120	1,192	1,878	2.00	31	0.03
	Region Total		**349**	**4,395**	**1,120**	**3,275**	**0.34**	**4,441**	**1,010**	**8,755**	**1.99**	**219**	**0.05**
17	King	PS	141	1,493	862	632	1.36	2,672	1,789	3,020	2.02	51	0.03
27	Pierce	PS	110	1,550	1,049	502	2.09	3,253	2,098	3,167	2.04	18	0.01
31	Snohomish	PS	181	1,575	809	766	1.06	2,291	1,454	3,174	2.01	10	0.01
	Region Total		**432**	**4,619**	**2,720**	**1,900**	**1.43**	**8,216**	**1,779**	**9,362**	**2.03**	**80**	**0.02**

County Road System Data - cont.

County Number	County	RAP Region	Nov 2010 Bridges	Jan 2011 Road Centerline Miles	Jan 2011 Urban Road Centerline Miles	Jan 2011 Rural Road Centerline Miles	Urban to Rural mileage ratio	2010 VMT (K's) on County system per day	2010 Average ADT per Road Mile	Jan 2011 System Lane Miles	Ratio Lane Miles to Centerline Miles	Jan 2011 System Unpaved Centerline Miles	Ratio Unpaved to Total Centerline Miles
2	Asotin	SE	18	399	80	319	0.25	118	295	800	2.00	232	0.58
3	Benton	SE	52	858	177	681	0.26	285	333	1,715	2.00	255	0.30
7	Columbia	SE	61	502	0	502	0.00	53	106	1,004	2.00	354	0.71
11	Franklin	SE	85	982	35	947	0.04	344	351	1,950	1.99	395	0.40
12	Garfield	SE	34	447	0	447	0.00	57	128	894	2.00	318	0.71
19	Kittitas	SE	121	563	23	540	0.04	240	426	1,117	1.98	66	0.12
20	Klickitat	SE	57	1,085	0	1,085	0.00	150	138	2,151	1.98	523	0.48
36	Walla Walla	SE	108	960	81	879	0.09	219	228	1,920	2.00	369	0.38
39	Yakima	SE	327	1,645	223	1,423	0.16	1,064	646	3,310	2.01	542	0.33
	Region Total		**863**	**7,441**	**619**	**6,822**	**0.09**	**2,530**	**340**	**14,861**	**2.00**	**3,053**	**0.41**
6	Clark	SW	62	1,113	560	554	1.01	1,684	1,513	2,294	2.06	12	0.01
8	Cowlitz	SW	62	527	70	457	0.15	268	508	1,052	2.00	7	0.01
14	Grays Harbor	SW	162	565	56	509	0.11	268	475	1,128	2.00	39	0.07
21	Lewis	SW	203	1,044	59	985	0.06	417	400	2,073	1.99	45	0.04
23	Mason	SW	54	617	37	579	0.06	443	718	1,216	1.97	47	0.08
25	Pacific	SW	61	349	0	349	0.00	101	290	695	1.99	48	0.14
30	Skamania	SW	26	240	0	240	0.00	81	337	450	1.88	29	0.12
34	Thurston	SW	104	1,040	457	584	0.78	1,438	1,382	2,096	2.02	23	0.02
35	Wahkiakum	SW	20	139	0	139	0.00	35	249	278	2.00	13	0.09
	Region Total		**754**	**5,643**	**1,239**	**4,395**	**0.28**	**4,735**	**840**	**11,282**	**2.00**	**262**	**0.05**
	State Total		**3,443**	**39,221**	**6,416**	**32,806**		**24,110**		**77,884**		**13,543**	
	County Avg.		**88**	**1,006**	**165**	**841**	**0.20**	**618**	**615**	**1,997**	**1.99**	**347**	**0.35**

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Section 2	Office of the County Engineer	

2.1	County Engineer's Responsibilities	

	Introduction to the Office of the County Engineer	2.1.1.0

TOC

County Engineer as a:

Public Official

RCW 36.80.010 - Employment of road engineer.
"The county legislative authority of each county shall employ a county road engineer ..."

RCW 36.80.020 - Qualifications -- Bond
"... shall be a registered and licensed professional civil engineer under the laws of this state, duly qualified and experienced in highway and road engineering and construction. ... shall serve at the pleasure of the board. ... every county road engineer shall give an official bond to the county in such amount as the board shall determine ..."

(see also RCW 42.08 - Official bonds)

RCW 36.75.020 - County Roads -- County legislative authority as agent of state
"All of the county roads shall be established, laid out, constructed, altered, repaired, improved, and maintained by the legislative authority of the respective counties as agents of the state, or by private individuals or corporations who are allowed to perform such work under an agreement with the county legislative authority. Such work shall be done in accordance with adopted county standards under the supervision and direction of the county engineer."

Professional Engineer

RCW 36.80.020 - Qualifications
"... shall be a registered and licensed professional civil engineer under the laws of this state, duly qualified and experienced in highway and road engineering and construction ..."

RCW 18.43 - Engineers and Land Surveyors

Title 196 WAC - Department of Licensing - Board of Registration for Professional Engineers and Land Surveyors

Personal liability may exist as would be the case for any other professional engineer. This is especially true if he/she functions outside of normally assigned duties and/or expertise

Member of a County Department

While there may be numerous legally defined responsibilities for the County Engineer, fulfillment of these responsibilities must occur within the context of the County's organizational structure and departmental assignments. It must also occur within the context of the physical attributes of the region and the community's social and economic priorities.

Due to the scope and scale of departmental responsibilities, the position of County Engineer within the organization's structure may vary due to:

- Combined with or separate from the Public Works Director
- Road Department versus multi-purpose Public Works Department
- With or without members of the staff holding "assistant" titles
- The number of licensed professional engineers on staff
- Level of accounting and other administrative skills of other staff
- Rural versus urban service focus

Regardless of the County's overall organizational structure, a direct legal relationship exists between the Board of County Commissioners and the County Engineer. A successful County Engineer will ensure that this relationship is more than simply a legal formality. The relationship must be active, ongoing, and significant.

Communication

Success and failure is usually not about simply doing good work. Communicating information and ideas is the key to constructive outcomes. Clear, focused, and pertinent, whether written or oral.

With all of the matters before the Board, any agenda time given to the County Engineer should clearly be described in both its intended purpose and timing flexibility. It is suggested that the agenda items always be ordered as:

(1) required action items
(2) information and discussion about near-future matters
(3) items that can be delayed
(4) information only

This order of agenda ensures the time sensitive items will be addressed first, with flexibility then given to the Board to postpone other matters if they need to do so. Presentation of each agenda item should include the following basic elements:

SPRAY = Situation / Proposal / Reason for proposal / Action to be taken / Yes or no

General advice:

- Always be prepared
- Be open to questions and suggestions
- Be respectful to all and to the public process
- Avoid:
  - appearing to be a quasi-member of the legislative body
  - "shopping" for votes to promote your own agenda

Reading and Application of RCWs, WACs, and Other Rules

The RCWs and WACs are not scripts that make all questions easy to answer.

- Applied through literal reading
- Interpretation must be made in the context of all RCWs and WACs
- At times interpreted and clarified by:
  - Case Law
  - Attorney General Opinions (AGO)
- The County Prosecuting Attorney is your legal advisor for interpretation and application of law

Any printed laws or rules, or summaries thereof, always have the potential for obsolescence due to continual potential for new and/or amended language**. No training or reference material is intended to replace "due diligence" when investigating the full extent and applicability of established rules and past practices.** This is especially true due to issues and particular requirements that may be unique due to individual county's codes and policies.

See also Municipal Research and Services Center - County Codes - for access to existing local codes

Since many local codes specifically refer to, supplement, or otherwise implement state law, a common challenge for counties is ensuring that their own codes are updated each time a change in state law occurs. At those times a local code appears to be in conflict with state law, the immediate operational impact may not be obvious or quickly resolved.

	Road Purpose	2.1.1.2

TOC

In developing a response to the question "can I expend County Road Funds on _____", the following three principles must be applied:

1. Article II, Section 40 (18th amendment), of the state constitution restricts the use of motor vehicle fees and excise taxes (fuel tax) to only highway purposes.

   (See also the Joint Transportation Committee "Transportation Resource Manual" for additional details pertaining to the 18th Amendment)

2. The local Road Levy (property tax) is imposed only on properties in the unincorporated areas of the county, and must be used solely for the benefit of the unincorporated area.

3. The state must first create and grant authority to counties to act before a county may exercise a governmental authority. A county may not create and implement any local code or take any action unless clearly permitted to do so by the state through RCW (including, but not limited to RCW 36.82.070)

In addition to these three basic principles, there are three other factors that influence the application of the first three:

4. Comingled revenue sources in the Road Fund

   RCW 36.82.010 - "County Road Fund" created

   > "There is created in each county of the state a county fund to be known as the 'county road fund.' Any funds which accrue to any county for use upon county roads, shall be credited to and deposited in the county road fund"

   Comingled funds --- Each individual revenue deposited in the Road Fund receives the aggregated legal protections of every other revenue deposited in the fund.

   > From an accounting perspective, it is not difficult to maintain separation of revenues in various accounts. However, within the context of principle #3, there is extremely limited permission in statue to create accounts in order to separate Road Fund revenues for different purposes. Other than these very specific statutory permissions, the Road Fund is to be managed as a single financial resource.
   >
   > It is also very important to note that regardless of any statutory permission granted, or that may be argued as being granted, legislative permission is only valid if it is consistent with principle #1 and #2

5. Access to and use of road related revenues are subject to ongoing compliance with all applicable laws, rules, and required procedures.

6. Local discretionary revenues, such as local option taxes, grants, and fees, all have unique rules that are supplemental to #1 - #3, and they cannot be used in a way that would conflict with #1 - #3.

Protection of Road Funds

RCW 47.08.110

> "It shall be unlawful and a misdemeanor, unless…by… law… a felony or gross misdemeanor, to divert or use, or authorize, permit or participate in the diversion or use of any moneys in the county road fund… for any other purpose or in any other manner than that authorized by law."

	Revised Code of Washington (RCW)	2.1.2

TOC

Selected summaries included:

- Title 36 RCW - Counties
- RCW 36.32 - County Commissioners
- RCW 36.33 - County Funds
- RCW 36.33A - Equipment Rental & Revolving Fund
- RCW 36.40 - Budget
- RCW 36.54 - Ferries -- County Owned
- RCW 36.55 - Franchises on Roads and Bridges
- RCW 36.73 - Transportation Benefit Districts
- RCW 36.75 thru 36.87 – Roads and Bridges
  - RCW 36.75 - Roads and bridges -- General provisions.
  - RCW 36.76 - Roads and bridges -- Bonds.
  - RCW 36.77 - Roads and bridges -- Construction.
  - RCW 36.78 - Roads and bridges -- County road administration board.
  - RCW 36.79 - Roads and bridges -- Rural arterial program.
  - RCW 36.80 - Roads and bridges -- Engineer.
  - RCW 36.81 - Roads and bridges -- Establishment.
  - RCW 36.82 - Roads and bridges -- Funds -- Budget.
  - RCW 36.83 - Roads and bridges -- Service districts.
  - RCW 36.85 - Roads and bridges -- Rights-of-way.
  - RCW 36.86 - Roads and bridges -- Standards.
  - RCW 36.87 - Roads and bridges -- Vacation.
- RCW 36.88 - County Road Improvement Districts
- Title 39 RCW - Public contracts and indebtedness
- RCW 46.90 (WAC 308-330) - Washington Model Traffic Ordinance
- RCW 47.36.060 – Traffic Control Devices

Title 36 RCW – Counties

- Provides the primary language affecting the organization and operation of counties
- Counties are subdivisions of the state and can only act within the authority specifically granted to them
- There are numerous locations within RCW containing permissive and prohibitive language pertaining to county functions

RCW 36.32 - County Commissioners

- Basic organization of board and its operation
- Variety of specific authorizations/prohibitions and legislative / administrative procedural matters
- Numerous matters specifically affecting the County Engineer and his/her duties
- Definitions, election, organization, and operation of the Board

  RCW 36.32.005 through .110
  RCW 36.32.130 through .200
  RCW 36.32.310 through .360
  RCW 36.32.390

- General authority and responsibility of the county legislative authority
  RCW 36.32.120 through .127
  RCW 36.32.280 through .300
  RCW 36.32.370 through .380

- Asset management and purchasing rules
  RCW 36.32.210 through .270

- Miscellaneous rules and authorities
  RCW 36.32.400 through .620

RCW 36.33 - County Funds

RCW 36.33.220 - County road property tax revenues ...
- Allows use of road levy for any service provided in the unincorporated area

RCW 36.33A – Equipment Rental & Revolving Fund

RCW 33A.020 - Use of fund by other offices, departments or agencies.
- Authorizes the use of the fund by any county department or office

RCW 36.33A.030 - Administration of fund.
- The terms and charges for sale of all ER&R materials and supplies shall be determined by the county engineer, or other appointee of the legislative body

RCW 36.33A.040 - Rates for equipment rental.
- Rates for all ER&R equipment assets shall be determined by the county engineer, subject to annual review by the legislative body
- County legislative body may appoint someone other than county engineer

RCW 36.40 – Budget

RCW 36.40.020 - Commissioners to file road and bridge estimate and estimate of future bond expenditures.
- (For the annual budget,) prepare such estimates of cost for the county commissioners … for all new road and bridge construction … similar statement showing the road and bridge maintenance program … to be financed from the county road fund and bond issues.

RCW 36.54 - Ferries -- County Owned

RCW 36.54.015 - Ferries -- Fourteen year long range improvement plan -- Contents.
- Advise and assist the board to prepare a fourteen year long range capital improvement plan embracing all major elements of the ferry system.

RCW 36.55 - Franchises on Roads and Bridges

- Liberal permissive allowances
- Non-exclusive / maximum of 50-years

RCW 36.73 - Transportation Benefit Districts

- Substantial recent amendments by state legislature (original authority created 1987)
- County and multi-jurisdiction transportation needs
    - Regional significance / construction-operation-maintenance-preservation
- Various local option fees/taxes - with and without voter approval requirements

RCW 36.75 thru 36.87 (Road and Bridges)

RCW 36.75.010 - Definitions.

- (5) "County engineer" means the county road engineer, county engineer, and engineer, and shall refer to the statutorily required position of county engineer appointed under RCW 36.80.010

RCW 36.75.020 - County Roads -- County legislative authority as agent of state -- Standards.

- All of the county roads shall be established, laid out, constructed, altered, repaired, improved, and maintained by the legislative authority of the respective counties as agents of the state, or by private individuals or corporations who are allowed to perform such work under an agreement with the county legislative authority. Such work shall be done in accordance with adopted county standards under the supervision and direction of the county engineer.

RCW 36.75.040 - Powers of county commissioners.

- The board of county commissioners shall have the power and it shall be its duty to:
  (1) Acquire property and acquire or erect structures necessary for the administration of the county roads of such county
  (2) Maintain a county engineering office and keep record of all proceedings and orders
  (3) Acquire land for county road purposes by purchase, gift, or condemnation, and exercise the right of eminent domain
  (4) Perform all acts necessary and proper for the administration of the county roads

RCW 36.75.050 - Powers -- How exercised.

- The powers and duties vested in or imposed upon the boards (of county commissioners) with respect to establishing, examining, surveying, constructing, altering, repairing, improving, and maintaining county roads, shall be exercised under the supervision and direction of the county road engineer.

RCW 36.77.010 - Maps, plans, and specifications

- Prepare such maps, plans, and specifications as shall be necessary and sufficient (for) any county road (to be) laid out and established and altered, widened, or otherwise constructed or improved

RCW 36.77.020 – … Call for bids

- If the board determines that the work shall be done by contract, the county shall provide notice through a call for bids by publication in the official county paper and also one trade paper least once in each week for two consecutive weeks

RCW 36.77.065 - County forces construction projects ...

- Allows counties to complete road construction projects utilizing their own employees, within certain limitations and allowances (amended in 2009).

RCW 36.78.020 - Definitions -- "Standards of good practice."

- “Standards of good practice” means general and uniform practices formulated and adopted by the County road Administration Board relating to the administration of county roads

RCW 36.79.140 - Expenditures from rural arterial trust account

- Establishes the minimum requirements for a county’s Rural Arterial Program eligibility.

RCW 36.80.030 - Duties of engineer.

- Examine and certify to the board all estimates and all bills for labor, materials, provisions, and supplies with respect to county roads
- Prepare standards of construction of roads and bridges
- Have supervision, under the direction of the board (for all county roads), of establishing, laying out, constructing, altering, improving, repairing, and maintaining

RCW 36.80.040 - Records to be kept.

- Record and file in his or her office
- All matters concerning the public roads, highways, bridges, ditches, or other surveys of the county
    - with the original papers, documents, petitions, surveys, repairs, and other papers
    - to have the complete history of any such road, highway, bridge, ditch, or other survey
- And shall number each construction or improvement project.

RCW 36.80.050 - Highway plat book.

- Keep a highway plat book in their office … accurately platted all public roads and highways established by the board

RCW 36.80.060 - Engineer to maintain records of expenditures for equipment, etc. -- Inventory.

- Maintain in their office complete and accurate records of all expenditures for
    - administration
    - bond and warrant retirement
    - maintenance
    - construction
    - purchase and operation of road equipment
    - purchase or manufacture of materials and supplies
    - Maintain a true and complete inventory of all road equipment

RCW 36.80.070 - Plans and specifications to be prepared.

- All road construction work, except minor construction work, contract or day labor (county forces construction), shall be in accordance with plans and specifications prepared therefore by or under direct supervision of the county road engineer.

RCW 36.81.050 - Engineer's report

- Engineer shall prepare a report to the board on establishment of a county road, including his/her opinion on:
    - Necessity
    - Proper terminal points, course, and length
    - Proper width of right-of-way
    - Cost of construction
    - Other facts of importance

RCW 36.81.121 - Perpetual advanced six-year plans for coordinated transportation program

- Prior to adoption of budget
- Road and bridge construction work, and capital expenditures for ferries and other transportation facilities
- File with CRAB and WSDOT within 30 days of adoption

RCW 36.82 - Roads and bridges -- Funds -- Budget

- There is created in each county of the state a county fund to be known as the county road fund.
- Any funds which accrue for use upon county roads shall be credited to and deposited in the county road fund.
- The constitutional basis for the Road Fund, and the limitations thereto, come in part from Article II, Section 40 (18th Amendment) State Constitution, which restricts fuel taxes, a "user fee" or "utility rate", to road purposes.

RCW 36.82.070 - Purpose for which road fund can be used (see also **Section 2.1.1.2**)

- construction, alteration, repair, improvement, or maintenance of county roads and bridges
- wharves necessary for ferriage of motor vehicle traffic, and for ferries
- acquiring, operating, and maintaining of machinery
- quarries, or pits for the extraction of materials
- expenses for the operation of the county engineering office
- insurance, self-insurance programs, and risk management programs
- construction, maintenance, or improvement of park and ride lots
- removal of barriers to fish passage related to county roads (within defined limits)
- (counties that consist entirely of islands) marine uses relating to navigation and moorage

RCW 36.82.160 - County road budget -- Road budget to be prepared -- Estimates of expenditures.

- Each county legislative authority, with the assistance of the county road engineer, shall prepare detailed and itemized estimates of all expenditures required in the county for the ensuing fiscal year

- In the preparation and adoption of the county road budget the legislative authority shall determine and budget sums to become available for the following county road purposes:
    (1) Administration
    (2) Bond and warrant retirement
    (3) Maintenance
    (4) Construction
    (5) Operation of equipment rental and revolving fund; and
    (6) Such other items relating to the county road budget as may be required by CRAB

RCW 36.85.010 - Acquisition - Condemnation (right-of-way)

- Whenever it is necessary to secure any lands for a right-of-way for any county road or for the drainage thereof or to afford unobstructed view toward any intersection ... the board may acquire such lands on behalf of the county by gift, purchase, or condemnation.

RCW 36.86.010 - Standard width of right-of-way prescribed

- From and after April 1, 1937, the width of thirty feet on each side of the center line of county roads ... is the necessary and proper right-of-way width for county roads ...

RCW 36.86.020 - Minimum standards of construction

- When the standards have been prepared by the county road engineer, they shall be submitted to the county legislative authority for approval, and when approved shall be used for all road and bridge construction and improvement in the county.

RCW 36.87.040 - Engineer's report.

- Examine any county road or portion thereof proposed to be vacated and abandoned
    - report their opinion as to whether the county road should be vacated and abandoned
    - whether the same is in use or has been in use, and its condition
    - whether it will be advisable to preserve it for the county road system in the future
    - whether the public will be benefited by the vacation and abandonment
    - all other facts, matters, and things which will be of importance to the board

RCW 36.88 - County road improvement districts

- Special assessment district
- For the acquisition of rights-of-way and improvement of county roads and existing private roads that will become county roads as a result of this improvement district process

Title 39 RCW - Public contracts and indebtedness

- RCW 39.04 - Public Works
- RCW 39.12 - Prevailing Wage
- RCW 39.80 - Contracts for architectural and engineering services

RCW 46.90 (WAC 308-330) - Washington model traffic ordinance

- Purpose is to encourage highway safety and uniform traffic laws

RCW 47.36.060 - Traffic devices on county roads and city streets

- Local authorities ... shall place and maintain such traffic devices ... as are necessary to ... regulate, warn, or guide traffic.

	Washington Administrative Code (WAC)	2.1.3

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RCW 34.05 – Administrative Procedure Act

"Agency" means any state board, commission, department, institution of higher education, or officer, authorized by law to make rules ...

"Rule" means any agency order, directive, or regulation of general applicability ...

WAC 1-21-005 - Purpose

This chapter implements ... the provisions of the Administrative Procedure Act on agency rule making

Selected State Agencies and Associated WAC Titles

Title 25 WAC - Archeology and Historic Preservation, Department of
Title 48 WAC - Auditor
Title 136 WAC - County Road Administration Board
Title 173 WAC - Ecology, Department of (see also title 197, 372, and 508)
Title 196 WAC - Licensing, Department of (Board of Registration - *Engineers/Surveyors*)
Title 197 WAC - Ecology, Department of (council on environmental policy)
Title 220 WAC - Fish and Wildlife, Department of
Title 226 WAC - Freight Mobility Strategic Investment Board
Title 296 WAC - Labor and Industries, Department of
Title 308 WAC - Licensing, Department of
Title 372 WAC - Ecology, Department of (Water Pollution)
Title 399 WAC - Commerce, Department of (Public Works Board)
Title 458 WAC - Revenue, Department of
Title 467 WAC - Traffic Safety Commission
Title 468 WAC - Transportation, Department of
Title 479 WAC - Transportation Improvement Board
Title 508 WAC - Ecology, Department of (water resources)

CRAB, as an Authorized State Agency:

RCW 36.78.070 – Duties of board

"The county road administration board shall:

(1) Establish by rule, standards of good practice for the administration of county roads ...;

(2) Establish reporting requirements for counties with respect to the standards of good practice ...;

(3) Receive and review reports from counties and reports from its executive director to determine compliance ...;

(4) Advise counties on issues relating to county roads ... and assist counties in developing uniform and efficient transportation-related information technology resources;

(5) Report annually ... to the state department of transportation and to the chairs of the house and senate transportation committees ...;

(6) Administer the rural arterial program ... and the county arterial preservation account ..."

	CRAB WACs	2.1.4

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The following WACs pertain to the exercise of responsibility and authority of the County Road Administration Board, under Title 136 WAC:

- WAC 136-01 thru -04 – CRAB general organization and policies (see also Section 6)
  - 136-01 - (organization)
  - 136-02 - (SEPA)
  - 136-03 - (records)
  - 136-04 - (annual certification of good practices)

- WAC 136-11 thru -70 – Standards of Good Practice (see detail on the following pages)
  - 136-11 – (maintenance management)
  - 136-12 – (County Engineer vacancy)
  - 136-14 – (priority programming)
  - 136-15 – (six-year program)
  - 136-16 – (annual construction program)
  - 136-18 – (county forces construction -previously known as Day Labor)
  - 136-20 – (inspection of bridges)
  - 136-28 – (accident reports)
  - 136-40 – (accommodation of utilities)
  - 136-50 – (adoption of written policies)
  - 136-60 – (county road logs)
  - 136-70 – (pavement management)

- WAC 136-100 thru -210 – Rural Arterial Program (see also Section 3.2)
  - 136-100 - (administration)
  - 136-130 - (regional prioritization)
  - 136-150 - (eligibility)
  - 136-161 - (submittal / selection)
  - 136-163 - (emergent / emergency)
  - 136-165 - (increasing project funds)
  - 136-167 - (withdrawals / termination / lapsing)
  - 136-170 - (CRAB/County contract)
  - 136-180 - (vouchers)
  - 136-210 - (design standards)

- WAC 136-300 – County Arterial Preservation Program (see also Section 3.2)

- WAC 136-400 – County Ferry Capital Improvement Program (see also Section 3.2)

See also **Section 7.2.0** - Title 136 WAC (CRAB WACs)

Standards of Good Practice

WAC 136-11 – Maintenance Management

RCW 36.78.121 – Maintenance

> "The county road administration board, or its successor entity, shall establish a standard of good practice for maintenance of transportation system assets. …"

Requires counties to adopt a documented managed approach to maintenance of all county roads. Develops the philosophy and standards for improved management of the largest expenditure in each county, with the outcome focused on efficient delivery of those services.

See also **Section 3.2.5 -** Maintenance Management System

WAC 136-12 – Vacancy of County Engineer

RCW 36.80.010 – Employment of Road Engineer

> "The county legislative authority of each county shall employ a county road engineer on either a full-time or part-time basis …"

Assures that the statutory and practical requirements of maintaining an engineering organization, under the direction of a licensed Professional Engineer who has the prerequisite knowledge and skills, is carried out in an efficient timely manner.

WAC 136-14 – Priority Programming

RCW 36.81.121 – Perpetual advanced six-year plans …
RCW 36.81.130 – Procedure specified for establishment, construction, and maintenance

Requires counties to use a documented prioritization scheme, with specified parameters, to set its road construction programs, assuring that the dedicated fuel tax funds are expended in accordance with their constitutional and statutory purposes, and in an efficient, explainable, and supportable manner.

See also **Section 3.1.1** - Plan, Implement, Report - Setting Priorities

WAC 136-15 – Six-Year Program

RCW 36.81.121 – Perpetual advanced six-year plans …

Assures the development of a statutorily required six-year program forecast, appropriately considering both priorities and fiscal capabilities. Assures that citizens can affect and see the county needs and priorities over a period of time, providing a sound foundation for effective annual programming decisions.

See also **Section 3.2.11** - Six-Year Comprehensive Transportation Program

WAC 136-16 – Annual Construction Program

RCW 36.81.130 – Procedure specified for establishment, construction, and maintenance
RCW 36.77.065 – County forces construction projects or programs …

Requires full disclosure of annual construction activities, assuring both compliance with applicable laws and clear accountability to the citizens.

See also **Section 3.2.12** - Annual Road Program

WAC 136-18 – Construction by County Forces (previously referred to as Day Labor)

RCW 36.77.065 – County forces construction projects or programs …
RCW 36.77.070 – Publication of information on county forces projects …

Requires clearly defined and documented actions and records to implement projects accomplished with county forces, assuring compliance with legislative direction and clear accountability.

See also **Section 3.2.13** - County Forces Construction

WAC 136-20 – Inspection of Bridges

Requires compliance with federal mandates for bridge inspection. Assures statewide ability to receive federal funds, as well as safety for the users of these critical transportation links.

Data to be submitted to WSDOT – Washington State Bridget Inventory System (WSBIS) - consistent with the National Bridge Inspection Standards

See also **Section 3.2.7** - National Bridge Inspection Standards

WAC 136-28 – Accident Reports

Requires not only that such reports be filed in compliance with state law, but with the information added by the county, assures that reports are reviewed and allows the collection and comparison of accident trends and summaries to determine what and where a focus needs to occur to help prevent injuries and fatalities among road users.

Data activity associated with the County Location Coding Form (CLCF), managed through WSDOT.

WAC 136-40 – Accommodation of Utilities

RCW 36.75 – Road and bridges – general provisions
RCW 36.55 – Franchises on road and bridges

Requires consistency, practicability, and accountability in permitting for secondary users of county road rights of way, the utilities critical to assure quality of life in our communities. Helps assure appropriate installations in accordance with good design and safety practices.

See also **Section 4.4.0** - Right-of-Way Management - Utility Accommodation

WAC 136-50 – Adoption of Written Policies

WAC 136-50-020 – Duties of county legislative authority

> "Certain specific powers and duties are set forth in RCW 36.75.040, 36.75.050, 36.80.010, 36.81.121, and 36.81.130. … the county legislative authority shall have the duty to develop written policies, regarding county road department operation for the information and guidance of the county engineer."

Clarifies respective roles and accountability of both the lead professional and their respective councils or boards. Requires several policies that provide clarity between those respective roles as well as for citizens doing business with the county.

136-50-051 - Organization
136-50-052 - Personnel Practices
136-50-053 - Handling of Complaints
136-50-054 - Work for Other Public Agencies and County Departments
136-50-055 - Accommodation of Utilities

WAC 136-60 – County Road Logs

RCW 46.68.124 – Distribution of amount to counties …

> (2) "... Each county shall be responsible for submitting changes, corrections, and deletions as regards the county road log to the county road administration board. …"

Requires counties to maintain a complete inventory of all county roads, assuring the capability to evaluate and compare the transportation needs and capabilities across the state, thus providing a high level of accountability both by an individual county and statewide.

WAC 136-70 – Pavement Management

RCW 46.68.090 – Distribution of statewide fuel taxes

> (2)(i) "For distribution to the county arterial preservation account … The county road administration board shall adopt reasonable rules and develop policies to implement this program and to assure that a pavement management system is used;"

Requires counties to implement a computerized pavement management system to guide their pavement preservation and rehabilitation activities. At a minimum the

system must be applied to all county paved arterial and collector roads in order to retain eligibility for County Arterial Preservation Program (CAPP) Funds.

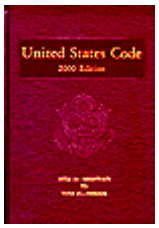
See also **Section 3.2.6** - Pavement Management System

	Federal Laws and Administrative Codes	2.1.5

TOC

United States Code

The United States Code is the codification by subject matter of the general and permanent laws of the United States. It is divided by broad subjects into 50 titles and published by the Office of the Law Revision Counsel of the U.S. House of Representatives.



Code of Federal Regulations (CFR)

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Federal Register

Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the Federal Register is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents.

Legislative information from the Library of Congress
"How Our Laws Are Made"

WASHINGTON STATE LEGISLATURE

Washington State Legislature - Home Page

Legislative Members

House, Senate, and Committees - Agendas

Legislative Committees

Current and past legislative bill information

Accessing "live" and "recorded" legislative meetings (TVW website)

Refer to "media archives" to access recordings of past meetings

Accessing copies of Session Laws from individual legislative sessions

Note: Information needed to access specific session law can be found following each RCW section. The example below refers to the most recent amendment of this statutory section:

2002 Session Law, Chapter 9, Section 1

36.80.010 - Employment of road engineer

The county legislative authority of each county shall employ a county road engineer on either a full-time or part-time basis, or may contract with another county for the engineering services of a county road engineer from such other county.

[2002 c 9 § 1; 1997 c 147 § 1; 1991 c 363 § 85; 1984 c 11 § 1; 1980 c 93 § 1; 1969 ex.s. c 182 § 6; 1963 c 4 § 36.80.010.

Initiative Process

Refer to Washington Secretary of State - Elections and Voting
(select "initiatives and referenda" topics)

	Risk Management	2.1.7

TOC

Counties spend a great deal of time and money identifying and managing their exposure to risks. While this can be addressed through a formalized process, more likely it evolves over time with continual changes due to new regulations and actual incident and claims history. Obviously budget priorities, planned projects, and critical operational functions are all potential areas of liability.

- Risk management strategies should be discussed, planned, budgeted, and implemented.

- Risk management strategies should be dynamic and must be regularly monitored to determine if they are responsive and meeting the needs of the county.

Risk – anything that could prevent the achievement of a goal

- Risk of ... event, harm, loss, error, etc.
- Frequency (likelihood of occurrence)
- Severity (cost or impact of occurrence)

- Risk should not to be confused with “liability” (being responsible)
  - it is possible to experience “cost” without being “liable”
  - it is possible to be “liable” without experiencing “cost”

Manage Risk – A combination of techniques is used

- Avoid or otherwise eliminate the risk
- Reduce the likelihood of an incident occurring
- Reduce the magnitude or significance of an incident
- React to an incident to minimize reoccurrence
- Transfer risk through regulation, policy, and contracts

Risk Management Roles

- County Commissioners (county decision-makers and highest legal authority)
- Prosecuting Attorney (legal advisor for the county)
- Risk Manager (appointed risk management specialist)
- Insurance Representative (supplemental loss management specialist)
- County Engineer (perform duties of or directly support the Risk Manager)

Proactive
- Physical and operational inventories
- Ongoing data collection and evaluation
- Prioritization of actions
- Management of operations within established policies and procedures

Reactive
- Incident investigation
- Historical research
- Testimony (operational knowledge and/or professional opinion)

Risk Financing – Paying for Losses

- Self-Funded or Self-Insured – Internal County Fund
- Joint Self Insured Pool – WCRP or WRCIP
- Commercial Insurance
- Reinsurance – portion of insurance is self-funded and a portion is covered through insurance.
- Excess Insurance – insurance coverage in excess of self-funding or primary insurance coverage.

Risk Management 5-Step Process

1. Identify and Analyze Loss Exposures
2. Examine Risk Management Alternatives
3. Developing a Risk Management Strategy
4. Implement the Strategy
5. Evaluate, Monitor and Improve

Legal Action and Liability

- Tort --- a civil wrong or wrongful act

- Responsibility (liability) due to:
  - Applicable laws, rules, standards, and policies
  - Case law (recognized court decisions)
  - Historical practice and precedent

- Resolution based on:
  - Establishing right versus wrong

  and/or
  - Applying a business decision to minimize cost

- Legal Action hierarchy:
  - Threat of legal action
  - Damage claim
  - Lawsuit

- Joint and Several - RCW 4.22.070

  When a claimant is determined to have no fault, all defending parties (two or more) assigned some portion of fault are jointly and severally liable for total damages. The winning plaintiff in such a case may collect the entire judgment from any one of the parties, or from any and all of the parties in various amounts until the judgment is paid in full. In other words, if any of the defendants do not have enough money or assets to pay their share of the award, the other defendant(s) must make up the difference.

Tort law in the State of Washington favors making the injured party whole, regardless of degree of fault. Joint and several liability accounts for many of the cases where the public entity is brought into a claim even though the entity may have had only a minor role in the cause of action. The State of Washington has chosen not to limit non-economic damages that claimants might assert, which can be sizeable over the economic damages resulting from an incident. There is limited immunity for governmental actions or activities, leaving a broad landscape from which liability can arise.

- Section 1983 Federal Civil Rights Act

  Any action in which it is determined that a person's civil rights or civil liberties have been impacted are subject to a claim and lawsuit under this Act.

  > *… subjects, or causes to be subjected, … deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured …*

  Public immunities are not available. If damages awarded, attorney fees will be awarded to the claimant. This Act also allows private individuals to be named in the action.

- Traditional Rules for Road Liability

  (1) Must be a "defect" in or closely proximate to road
  (2) Defect must be unusual or an extraordinary condition or hazard
  (3) County must receive "notice" of defect
      - Actual (county was aware of the defect)
      - Constructive (county should have been aware of the defect)
      - County created the defect
  (4) County has option to repair defect or to otherwise warn of its presence
  (5) Warning signs required only if
      - Required by law
      - Road defect is inherently dangerous or misleading
  (6) No duty to repair or warn of open and apparent road defects (obvious)

- Application of the Traditional Road Liability Rules

  - Basis of defect is the current condition compared against the applicable standards at the time the road was developed
  - Liability only for actual road defects, not for failure to improve road
  - Many cases dismissed on pre-trial motions due to lack of defect, notice, or inherently dangerous or misleading condition
  - If case not dismissed, the question for a jury is whether the road was in a "reasonably safe condition for ordinary travel"

Common Areas for Risk Management and Claims

- Property Ownership (right-of-way)
    - Obstructions and Encroachments
      (fixed objects / hazard trees / driveways / sight distance)
    - Utilities
    - Drainage
    - Livestock / animals

- Operations
    - Maintenance and housekeeping
    - Activities within R/W
    - Traffic collisions
    - Heavy equipment
    - Personal protective equipment – employee safety
    - Records access / records retention
    - Personnel management
    - Regulatory actions

- Civil Rights
    - Personnel management
    - Zoning and land use
    - Enforcement practices
    - Project design

- Design / Construction / Contract Management
    - Plans and specifications
    - Special provisions
    - Industry standards
    - Performance standards
    - Errors and omissions
    - Change of conditions
    - Incidental work
    - Change orders
    - Insurance
        - Public Liability and Property Damage
        - Automobile Liability Insurance
        - Minimum Limits
        - Non-contributory
        - Contractor named as “Primary”
        - County listed as “Additional Insured”
        - Certificates of Insurance
        - Insurance Policy
        - Written Cancellation Notice

See also RCW 48.05 - Insurers - general requirements

Immunity

Recreational Immunity

RCW 4.24.210 - Liability of owners or others in possession of land and water areas for injuries to recreational users - limitations

> "... any public or private landowners or others in lawful possession and control of any lands ... who allow members of the public to use them for the purposes of outdoor recreation ... without charging a fee of any kind therefor, shall not be liable for unintentional injuries to such users."
> (note: exceptions may apply)

Discretionary Immunity

A discretionary action requires the authorized exercise of judgment by the public organization (usually at the legislative authority level) not mere implementation of a judgment at the operational level. To qualify for discretionary immunity, a public body must show that it made a decision involving the making of policy, including evidence of the actual consideration process by which the decision was reached.

For example, decisions about the design, location, and installation of specific safety improvements, or the make-up of programs such as tree and sidewalk maintenance, at the highest policy level of government are commonly immune from liability. However, where there is a failure to implement or perform the established policy or program, discretionary immunity likely will NOT apply.

Equine Activities

RCW 4.24.540 - Limitations on liability for equine activities - exceptions

> "... an equine activity sponsor or an equine professional shall not be liable for an injury to or the death of a participant engaged in an equine activity ..." (note: exceptions may apply)

Useful Risk Management Links

- http://www.nhtsa.gov/ - National Highway Traffic Safety Administration
- http://trafficsafety.org/ - Network of Employers for Traffic Safety
- http://www.primacentral.org/peri/ - Public Entity Risk Institute
- http://www.primacentral.org/ - Public Risk Management Association
- http://www.wcrp.info – Washington Counties Risk Pool
- http://www.wsdot.wa.gov/Business/Construction/SpecificationsAmendmentsGSPs.htm WSDOT Insurance Specifications
- http://www.lni.wa.gov/ - Washington State Labor and Industries
- http://www.wsp.wa.gov/ - Washington State Patrol
- http://www.dol.wa.gov/ - Washington State Department of Licensing

- http://chooseclear.com/ - Clear Risk Solutions (formerly Canfield Solutions)
- http://www.iihs.org/ - Insurance Institute For Highway Safety
- http://www.rims.org/ - Risk and Insurance Management Society
- http://www.mrsc.org/Subjects/Legal/legal.aspx - Municipal Research and Services Center, Legal Topics
- http://www.mrsc.org/Subjects/Governance/governance.aspx - Municipal Research and Services Center, Governance

2.2	Organization Management	2.2.0

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Organization

Ultimate success in any organization is based on:

- Clarity of purpose and goals
  - everyone knows the organization's mission
  - "announced" versus understood and supported
  - consistency
  - focus is on outcomes, not a rigid script

- Balance in assignment of duties and expectations
  - work load
  - responsibility
  - accountability
  - opportunities for growth

- Organization structure promoting:
  - accomplishment of the mission
  - authority and responsibility
  - communication lines
  - efficient-effective performance

See also APWA Accreditation & Self Assessment

Delegation of Authority

What is the legal role versus day-to-day supervisory role of the County Engineer within the County's organization? (Pertains to matters of legal authority and responsibility -- not of personal preference)

- Who has the Authority & Responsibility assignment:
  - County
  - Office of the County Engineer
  - County Engineer
  - Professional Engineer
  - Delegated Staff

- Delegation through "Chain of Command"
  - Summarized via organizational chart
  - Supervisor-Subordinate relationship
  - Delegation usually detailed via job description
  - Delegation should be clear, including review and oversight protocols

- Delegation through "Transfer of Authority"
  - Individual(s) taking action must possess both
    - the responsibility being considered for transfer
    - the authority to transfer the responsibility

- Retain
  - Ability to review performance / compliance
  - Ability to withdraw delegation
- Individual receiving the delegated authority must be
  - Qualified to perform the function
  - Capable (time and skill) to successfully perform the function

Code of Ethics

The County Engineer is first exposed to the formal concept of "ethics" as a part of their career development as a Professional Engineer. In addition to the ethical standards applied to the practice of engineering, the County Engineer must also apply ethical standards associated with the performance of their duties as a public official.

Refer to:

Washington State Association of County Engineers (WSACE)
(see WSACE Officers Manual -- code of ethics)

Municipal Research and Services Center (MRSC)
Sample Code of Ethics and Conflicts of Interest

Washington State Department of Licensing
Board of Registration for Professional Engineers and Land Surveyors
WAC 196-27A - Rules of professional conduct and practice

American Society of Civil Engineers (ASCE) - Code of Ethics

Institute of Transportation Engineers (ITE) - ITE Ethics

National Academy of Engineering - OnLine Ethics Center

Labor Management

See Municipal Research and Services Center for guidance on
Fair Labor Standards Act
Family Medical Leave Act
Sexual Harassment
Hiring Procedures
Personnel Performance Evaluations
Whistleblowing
Employee Safety and Health
Employee Freedom of Speech

See also
- WA Department of Labor and Industries - Workplace Rights
- WA Public Employment Relations Commission
- U.S. Equal Employment Opportunity Commission (EEOC)
- U.S. Department of labor - Fair Labor Standards Act (FLSA)
- U.S. Department of Commerce - HR Policy Library
- Free Management Library - http://managementhelp.org/

2.3	Accounting and Financial Administration	2.3.0

TOC

Note: Beginning in 2013, maintenance of the hardcopy version of the BARS Manual was discontinued, with the BARS Manual being converted to an on-line format having direct access to specific topics and guidance.

Budget, Accounting, & Reporting System (BARS)

RCW 43.09.200 - Local government accounting -- Uniform system of accounting

"The state auditor shall formulate, prescribe, and install a system of accounting and reporting for all local governments, which shall be uniform for every public institution, and every public office, and every public account of the same class. ..."

Accounting Basis

- Single entry accounting / cash basis
- Double entry / modified accrual (Generally Accepted Accounting Principles (GAAP))
  - Guidance established by the Governmental Accounting Standards Board (GASB)

Most common types of funds within County operations

Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Example: Road Fund

Proprietary fund types include enterprise funds and internal service funds.

Examples: ER&R Fund (internal service)
Solid Waste Fund (enterprise)

Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Example: Pooled investment trust fund on behalf of Special Purpose Districts

BARS Account Numbers

General Ledger
100-290 assets, liabilities, fund balances, etc.
Resource Accounts
310-390, taxes, intergovernmental, grants, federal, etc.
Expenditure Accounts
501-599, general government, security, utilities, transportation, etc.

Internal Control

Internal control is a process of checks-and-balances implemented in order to assure that administrative records accurately describe all financial transactions, as well as the net result of these transactions. Internal control procedures are also applied to ensure complete and accurate records and reporting of financial information and asset inventories. An alternative description of internal control would be those practices and procedures implemented to ensure all financial transactions are both legitimate and recorded/reported properly.

Common terminology and concepts associated with “internal control” include:

- Financial Records (open / available / accurate / reliable)
- Financial Transactions (risk of error or loss)
- Management Control / Regulatory Compliance

Separation of Duties

Separation of duties is one of the key concepts of internal control and is the most difficult and sometimes the most costly to achieve. Separation of duties, as a security principle, has as its primary objective the prevention of fraud and errors. This objective is achieved by disseminating the tasks and associated privileges for a specific business process among multiple users.

Business critical duties can be categorized into four types of functions, and in a perfect system, no one person should handle more than one type of function:

Accounting Terminology	Operational Example
authorization	decision to purchase
custody	receipt of acquired item
payment	write / issue checks
record keeping	accounting of transaction
reconciliation	audit of transaction

It is absolutely essential to fully understand the financial responsibilities placed on the County Engineer in performance of his/her duties. Work with the county Auditor and Treasurer (and/or Finance Department) to ensure proper accounting and reporting. Improper recording can lead to reports being generated that will create erroneous summaries utilized by both the county, other entities, and the legislature.

Reports

Financial Reports

BARS is a fixed Chart of Accounts wherein revenues and expenditures are tracked using a specific account codes. General focus is on the actual revenues and expenditures in comparison to budgeted amounts (budget status).

Management Reports

Reports that combine and compare “financial” information with “performance” information. Assigning project numbers, work order numbers, etc., can facilitate generation of a variety of managerial reports.

The most common challenge for producing managerial reports pertains to the typical time delay between expenditure decisions and accounting (recording / reporting) the transaction. Many entities rely on a variety of automated and manual tools to reduce delay in informational reports, which also may require reliance on “estimates” rather than “actuals” when compiled.

Assets

Inventoried assets include consumable items (office supplies, nuts and bolts, fuel, etc.) and capital assets (vehicles/equipment, land, infrastructure, etc.). In addition to the “good business” reasons for proactive inventory management, Counties are legally required (RCW 36.32.210) to maintain inventories of capital assets, regardless of accounting methodology.

Glossary - BARS Manual

Asset = Resources owned or controlled by a government, as a result of a past transaction or other event, that have a recognizable monetary value.

Capital Assets = Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Measuring the status of assets through:

- Acquisition cost / Expected life
- Capitalization threshold / Capital expense
- Depreciation schedule / Depreciated value
- Surplus / Salvage Value

Capital Asset Accounting Standards

Cash Basis --- The following are excerpts from the 2013 BARS Manual - Cash Basis - Capital Assets Management

> "... Cash basis accounting only reports inflows and outflows of cash. When a capital asset is purchased the entire expenditure is recognized in the period when the cash outflow occurs. ...
>
> Determination of when a purchased item is classified as a capital asset will depend upon the capitalization policy of the government. ...
>
> The cash basis financial reporting requirements for capital assets are limited; however, this does not remove the responsibility of the government from its stewardship of public resources. Entities must have policies and procedures in place to track, demonstrate accountability and insure security of their capital assets. ..."

GAAP --- The following are excerpts from the 2013 BARS Manual - GAAP - Capital Assets System Requirements)

> "... the term capital assets means real and personal property the government intends to use or keep for more than one year. Capital assets include land and land rights; improvements and infrastructure; buildings, their furnishings, fixtures, and furniture; equipment, machinery, vehicles, tools, and intangible assets. ...
>
> ... A capital assets management system is the set of policies and procedures used to control government's capital assets. The system should satisfy accounting/reporting requirements and it should demonstrate accountability for the government's capital assets. ..."

GASB 34 - (Governmental Accounting Standards Board (GASB) - Statement 34)

Guidance provided by GASB is issued through formal document releases, otherwise referred to as "statements". "Statement 34" was issued in 1999 with significant requirements affecting county financial reporting, including the requirement for "infrastructure" to be listed as a reportable asset. In this regard, two options were provided to GAAP entities for asset reporting purposes: Historical Cost & Depreciation, or Modified Approach (summarized in the following table).

	Reporting Protocol	
Cost Type	Modified Approach	Historical Cost / Depreciation
Maintenance	Expense	Expense
Preservation	Expense	Capitalize
Additions and Improvements	Capitalize	Capitalize

(table copied from the GASB 2007 "Comprehensive Implementation Guide")

The Road and Street Expenditure codes defined within the BARS Manual were amended at that time to accommodate these two reporting methodologies with the

creation of a new “Preservation” account code, and supplementing the “Maintenance” and “Construction” account codes.

The BARS Manual terminology should not be confused with statutory terminology within RCW 39.04, which generally defines whether agencies may utilize their own forces to perform the work (ordinary maintenance), or must perform under contract (public work).

Note: Subject to each county’s accounting system and management protocols:

> The BARS term “maintenance” is generally equivalent to the statutory term “ordinary maintenance”
>
> The BARS terms “preservation”, “improvement”, and “construction” are generally equivalent to the statutory term “public work”

Related topics:

Purchasing and Contracts
Maintenance Management
County Arterial Preservation Program
Annual Road Program

Interfund Transactions

Most common interfund transactions involving the County Engineer:

- Overhead (personnel benefits, pre-established “fee” structure for general governmental services, etc.)
- Internal Service Charges (for office space, computers, etc.)
- ER&R Fund (fleet operations and consumable materials)
- Reimbursable Work (for other divisions / departments)

Greatest potential for problem:

RCW 43.09.210 - Local government accounting -- Separate accounts for each fund or activity

> “Separate accounts shall be kept for each department, public improvement, undertaking, institution, and public service industry under the jurisdiction of every taxing body. ... “
>
> “All service rendered ... or property transferred ... shall be paid for at its true and full value ... and no department, public improvement, undertaking, institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another.”

--- one fund benefiting another ---

(the following are excerpts from a SAO presentation (June 23, 2011))

- "Can't transfer dedicated funds without a benefit or service to that fund ..."
- "In order to be equitable, the charges must be:
    - Only for the cost of the services actually provided
    - Only for each fund/department's proportionate share
    - Calculated using measurable, logical and documented allocation factors that are current and accurate ..."

See also BARS Manual (Cash and GAAP)
Accounting / Interfund Activity / Overhead Cost Allocation

2.4	Purchasing and Contracts	2.4.0

TOC

The following information is based on state statute. In addition to statutory requirements, **most counties have additional limitations and procedural requirements** (local codes) that supplement and/or further restrict specific requirements.

Refer to Municipal Research and Services Center (MRSC), Purchasing and Contracting for Local Governments webpage. (see also the "County Bidding Book" – available through the MRSC publications webpage)

Key statutory references - RCW 36.32.235 thru 270 (County / Competitive Bids)

Supplemental rules:

RCW 36.32.235 (counties with purchasing departments, with population of 400,000 or more)

RCW 36.32.240 (counties with purchasing departments, with population less than 400,000)

Title 39 RCW - Public Contracts and Indebtedness

RCW 39.04 - Public Works
RCW 39.12 - Prevailing Wage
RCW 39.80 - Architectural and Engineering Services

Terminology

Process required is one of the following:

- Minimal competition
- Informal competition
- Formal competition

Purchase of "things" within certain financial limits

- Direct Purchase
- Quotes
- Bids
- Negotiated

Limited Public Works Process - contracts under $35,000

- RCW 39.04.155 (see subsection (3))

Request for Qualifications (RFQ) and Request for Proposals (RFP)

- Price to be included and considered in requests for services (except engineering / architectural)
- Engineering/Architectural services selection based on "most-qualified" with a negotiated price following selection

Decision-making - may consider

- Best value (if original advertisement included criteria and decision making process)
- Sole Source (RCW 39.04.280)
- Local Sales Tax benefit (RCW 39.30.040)

Public Work

RCW 39.04.010 - Definitions

"... all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality ..."

"Ordinary Maintenance" is not defined within RCW. Within the context of rules pertaining to the application of "prevailing wage", the Department of Labor and Industries (LNI) defines it as:

WAC 296-127-010 (7)(b)(iii) "Ordinary maintenance ... is defined as work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. ..."

Contracts and Contracting - subject to the scope and scale of the transaction, all contracts should contain appropriate and measured language pertaining to:

- Purpose (scope / scale)
- Applicable specifications & standards
- Liability and risk sharing (risk management)
- Procedures to measure satisfaction and payment

Alternate Purchasing Methods

RCW 39.10 - Alternative public works contracting procedures

Design-build procedure

A contract between a public body and another party in which the party agrees to both design and build the facility, portion of the facility, or other item specified in the contract

General contractor/construction manager

A firm with which a public body has selected and negotiated a maximum allowable construction cost to provide services during the design phase and to act as construction manager and general contractor during the construction phase

Job order contract

A contract in which the contractor agrees to a fixed period, indefinite quantity delivery order contract which provides for the use of negotiated, definitive work orders for public works as defined in RCW 39.04.010.

Capital Projects Advisory Review Board (CPARB) was created to oversee the application of the above (housed within the Department of Enterprise Services)

RCW 36.32.250 allows the use of Small Works Roster process (procedural requirements described in RCW 39.04.155)

- Estimated cost of three hundred thousand dollars or less
- Single general small works roster, or roster for different specialties or categories of anticipated work
- At least once a year, the state agency or local government shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster
- Procedures shall be established for securing telephone, written, or electronic quotations from contractors
- The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount

See also Municipal Research and Services Center, Small Works Roster Manual for Local Governments.

Individual counties may implement and utilize Small Works Rosters. As an alternative, various entities jointly utilize a Small Works Roster through Municipal Research and Services Center (MRSC). (www.mrscrosters.org):

Interlocal Agreements

Interlocal Agreements are contracts between governmental entities, generally authorized by RCW 39.34 - Interlocal cooperation act

Common characteristics of these formal agreements

- Provides written understanding
- Establishes formal relationship
- Serves as documented proof
- Defines parties involved
- Identifies responsibilities
- Defines protocols for implementation

Allows entity to

- Expedite assistance
- Determine obligations
- Provide liability protection / risk sharing
- Provide legal basis to fulfill terms
- Provide continuity
- Describe limits of expectations

Not to be confused with less formal agreements

- memorandum of agreement (MOA)
- memorandum of understanding (MOU)

Engineering / Architectural Services

While the Interlocal Cooperation Act (RCW 39.34) provides for a great deal of flexibility for intergovernmental service provision, special conditions apply when acquiring engineering/architectural services, as described by Attorney General Opinion 2011-2:

> (AGO 2011-2) "Cities, counties, and special districts cannot contract directly with another agency for architectural and engineering services without first complying with the procurement procedures set forth in RCW 39.80, except where the legislature has granted specific statutory authority to do so."

Work for Cities

RCW 35.77.020 - Agreements with county for planning, establishment, construction, and maintenance

RCW 35.77.030 - Agreements with county for planning, establishment, construction, and maintenance ... contracts, bids

- may expend from Road Fund, with full reimbursement from the city
- conducted by county through its normal road work procedures
- use of county forces limited to $10,000, except:
  - in emergency situation
  - bids unobtainable or county can perform at lower cost than bid results

RCW 47.24.050 - Aid on streets by state or county ...

- similar authorization as generally stated in 35.77.020 and .030

Emergency Response and Mutual Aid

Purchasing in the context of local waiver of competitive bidding

RCW 39.04.280 - Competitive Bidding Requirements - Exemptions

> "(1) Competitive bidding requirements may be waived by the governing body of the municipality for:
> ... (c) Purchases in the event of an emergency;"
>
> "(2)(b) If an emergency exists, the person or persons designated by the governing body of the municipality to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract."

"(3) For purposes of this section "emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken."

Purchasing in the context of a disaster

RCW 38.52 - Emergency Management

RCW 38.52.010 - Definitions

"(6)(a) "Emergency or disaster" as used in all sections of this chapter except RCW 38.52.430 shall mean an event or set of circumstances which: (i) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (ii) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.

RCW 38.52.070 - Local Organizations ...

"(2) In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. ..."

While following a declaration of emergency there is a great deal of latitude available, the situation should never be seen as a "blank check" or a time to ignore all good business practices, adopted policies, and public process.

Mutual Aid Agreements (specific application of an interlocal agreement)

- Cooperative commitment
- Flexibility in use of resources
- Conditional provision of resources
- Liability indemnification to lending party
- General in nature
- Imprecise
- Voluntary and reciprocal
- Usually requires additional actions at time of use

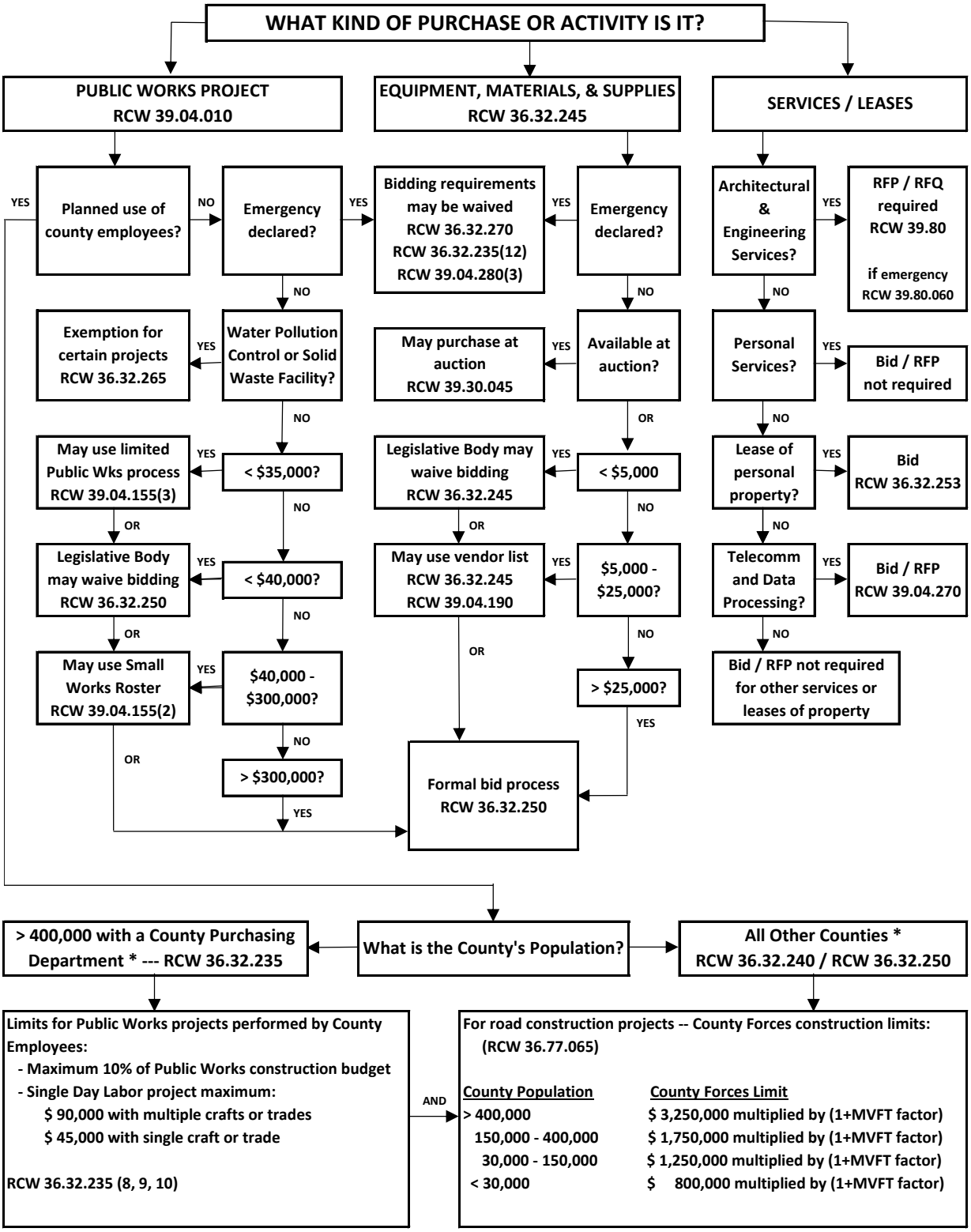
Highways & Local Programs (WSDOT) administers a mutual aid program available to all counties - Emergency Relief Program

See also:

- WA Military Department, Emergency Management - Disaster Assistance
- FHWA Emergency Relief
- FEMA Grants

See also **Section 4.7.0** - Emergency Response

Purchasing in Washington Counties



* Established Purchasing Departments must make all purchases, except from Road Fund and ER&R Fund

Oct 2014 - CRAB

Section 3	Program and Project Planning	

3.1	General Planning and Financial Issues	

	Plan, Implement, Report	3.1.1

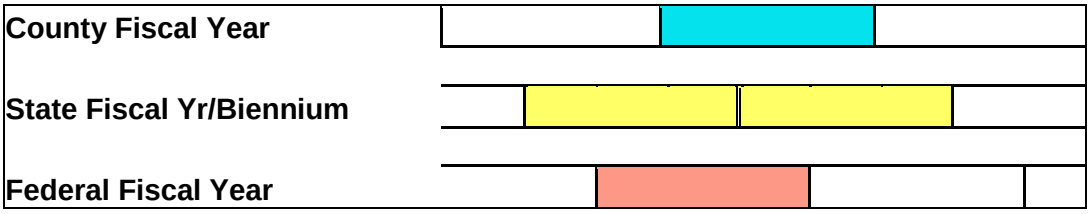
TOC

Repeating Calendars

All county planning, implementing, and reporting is based on:

- Local, state, or federal policy and jurisdictional influences over administrative procedures
- Three separate "timing" influences affecting "what / when / why" certain actions are required

(1) Local, state, and federal fiscal years
- County Fiscal Year = Calendar Year
- Washington State Fiscal Year = July 1st through June 30th (biennium begins on July 1st of odd numbered years).
- Federal Fiscal Year - October 1st through September 30th.

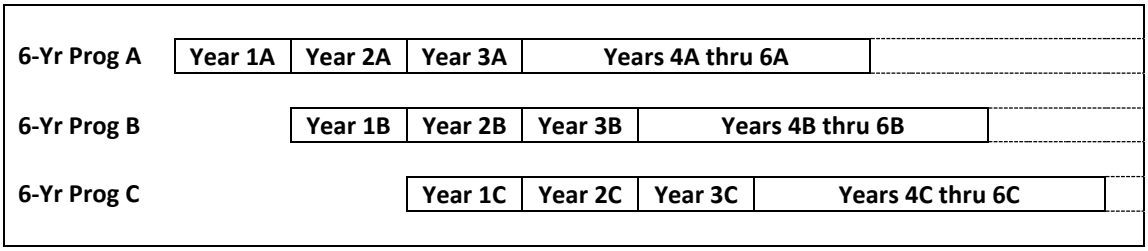


(2) Three distinct administrative tasks that must occur within each county fiscal year
- reporting the results from the previous year
- implementing the current year's program
- planning for the following year

Previous Year	Current Year	Following Year
Implementing	Reporting	
Planning	Implementing	Reporting
	Planning	Implementing

(3) Long-range planning - in most cases for transportation purposes the required formal planning horizon is six years.

- repeating plan-implement-report is a continuous exercise (annual review and adoption)
- long-range planning should always influence short-term decision-making and actions
- challenge to connect long-range plans with the budgeting process and dynamic operations



	Revenues	3.1.2

	Property Taxes	3.1.2.1

TOC

When dealing with property taxes, some of the common terminology includes:

- Ad valorem tax - A tax based on the value of property
- Levy - The act of imposing taxes, assessments or charges, OR, the total amount of taxes, assessments or charges imposed by a governmental unit
- Levy Rate - The rate necessary to raise the amount of taxes for any taxing district within the county, expressed in dollars and cents per one thousand dollars assessed value
- Levy Limit - The restriction on the amount that a district's property tax levy may increase over the highest lawful levy since 1985
- Lid-lift - A ballot measure, wherein the voters authorize the district to increase their levy rate beyond the levy limit

Note: Most of the above information was taken from the Washington State Department of Revenue - Operations Manual - Property Tax Levies, otherwise known as the "Levy Manual" - available at the DOR web-site / publications / property tax

Revenue collected as a result of property taxes is highly regulated, with specific limitations.

Limitations upon regular property tax levy rates (RCW 84.52.043)		Max allowed per $1,000	Levy Shift Max	
Senior Districts	County Current Expense	$ 1.80	$ 2.475	$4.05 combined
	County Road	$ 2.25 *		
	City / Town	$ 3.375 **		
	State Common School	$ 3.60 ***		
Junior plus Senior Districts, less state		$ 5.90 ****		
Junior plus Senior Districts, including state		$ 9.50		

* County Road Levy includes amount diverted to the Current Expense fund for traffic law enforcement

** Exceptions apply when part of fire or library district

*** Statewide equalized rate

**** State, Ports, PUDs, EMS, Affordable Housing, Conservation Futures, County Ferry Districts, Criminal Justice, and Transit levies are not subject to this limit. (Other exceptions also apply)

See also WAC 458-19 pertaining to levies, limitations, and refunds

Taxation Decisions by the Legislative Authority versus a Voted Ballot Measure

RCW 84.52.010 – Taxes levied or voted in specific amounts …

"(1) Except as is permitted under RCW 84.55.050, all taxes must be levied or voted in specific amounts. …"

Note: RCW 84.55.050 allows for an increase in the amount of property tax levied by a taxing district, otherwise restricted under other statutory limitations, through a public vote.

Levy Shift

A levy shift is literally the shifting of taxing authority from the Road District (unincorporated area taxation only) to the general county levy (county-wide taxation). While there are numerous procedural steps required prior to implementing a levy shift, the result of such action does not carry any limitations on the use of resulting funds other than those normally assigned to general county government purposes. (RCW 84.52.043)

See also WA Department of Revenue Levy Manual, Section 6.4

Road Levy Diversion

As described in RCW 36.82.040, once collected the road levy is deposited into the road fund and used exclusively for road purposes. However, "diversion" of a portion of the road levy literally means that a portion of this revenue is never deposited in the road fund. Within RCW 36.82.040 there are two exceptions listed:

- RCW 36.33.220 allows use of road levy for any service provided in the unincorporated area
- RCW 39.89 allows for the financing of community revitalization

RAP Eligibility

Even though a portion of the Road Levy diverted within the authority of RCW 36.33.220 can be used for any unincorporated area service, if the diverted Road Levy is used for anything other than traffic law enforcement the county immediately loses eligibility for Rural Arterial Program funds (RCW 36.79.140). Exception to this includes only counties:

- with a population of less than eight thousand; or,
- that expend these funds pursuant to a voter-approved action under RCW 84.55.050 (voter approved levy for a specific purpose); or,
- that established community revitalization under RCW 39.89

See also

Section 2.1.1.2 - Road Purpose
Section 3.3.1 - Traffic Law Enforcement
WA Department of Revenue Levy Manual, Section 6.8
BARS Manual, Accounting, Revenues, Section 3.6.5, Diversion of County Road Property Tax

Recommended Involvement of the County Engineer

Due to the significance of the Road Levy revenue on the operation of county road functions, it is highly recommended that the County Engineer:

- Be familiar with the various legal authorities and required procedural steps associated with establishing and collecting all county and special purpose district property taxes (see DOR "Levy Manual", noted earlier in this section)
- Be familiar with the Assessor's office preparation of the "highest lawful levy" form for the Road District, and retain a copy of this completed document.
- In each case of a County's decision to implement a Road Levy Diversion and/or a Levy Shift, encourage inclusion of "whereas" clauses in all adopting documents that fully explain the intent of the action, rather than simply utilizing the minimum required format.
- Retain copies of all adopted documents for reference during all subsequent taxation discussions and decisions.
- Have adequate knowledge and information to self-complete the CRAB required "Road Levy Certification" (due by Feb 1st) without the need to request assistance from the Assessor's or other county office. (See **Section 5.1.0**)

	Fuel Tax	3.1.2.2

TOC

The Fuel Tax is a major revenue source for financing transportation programs and projects in the state. (Note: 1-cent of fuel tax (2015) = approximately $32M)

	Total State Fuel Tax	Counties Share
2002 --	23.0 cents per gallon	5.45
2003 --	28.0	5.45
2008 --	37.5	5.95 + $1.5M
2015 --	44.5	5.95 + $10.3M
2016 --	49.4	5.95 + $10.3M

Counties Share State Fiscal Years 2015 & 2016	Pre-2015 + Fuel Tax per Yr. + Non-Fuel per Yr.
○ Rural Arterial Program	$18.6M + $0.5M
○ County Arterial Preservation Program	$15.9M + $5.5M
○ General Distribution	$158M + $2.7M + $3.1M

Note: The RAP $0.5M and CAPP $5.5M are both allocated through biennial budget appropriation only. All other values are based on statutory formulas.

County General Distribution

- ○ 10% split **equally** between the 39 counties
- ○ 30% split based on "equivalent" **population**
- ○ 30% split based on system maintenance and replacement **costs**
- ○ 30% split based on financial **needs** ("costs" compared against selected revenues)

The General Distribution to counties is based on the above 10-30-30-30, subject to:

- RCW 46.68.122 and 46.68.124 (allocation factors provided by CRAB by Sept. 1st each year)
- RCW 46.68.120 - deductions prior to distribution
  - ○ CRAB and WSDOT-Local Programs administration
  - ○ Island counties (RCW 46.68.080)
  - ○ Studies (study money)
- RCW 47.56.725 - deduction for county ferries
- RCW 47.30.050 - Expenditures for paths and trails - minimum amount
- RCW 28A.520.010 & .020 (Federal Forest)
- RCW 84.33 (Timber Excise Tax)
- Road Levy collections

County Arterial Preservation Program - RCW 46.68.090 (2)(i)

Rural Arterial Program - RCW 46.68.090 (2)(j)

County by County Comparison (location of collections versus expenditures)

2015 July **STATUTORY DISTRIBUTION OF FUEL TAX** (RCW 46.68.090)

		Pre-2003 --- 23 Cents		2003	2005-2008	7 Cents	4.9 Cents
		% allocation	approx cents	5 Cents	9.5 Cents	8/1/15	7/1/16
COUNTIES	Normal	19.2287%	4.42	n/a	0.50	see previous page for details	
	RAP	2.5363%	0.58	n/a	n/a		
	CAPP	1.9565%	0.45	n/a	$1.5M TPA		
CITIES	Normal	10.6961%	2.46	n/a	0.50 + $1.0 TPA	no further details provided	
TIB	TIA	13.2336%	3.04	n/a	$2.5M TPA		
WSDOT	Highway	47.6480%	10.96	n/a	n/a		
	Ferry	4.7010%	1.08	n/a	n/a		
Nickel	Nickel Construction Account			5.00	n/a	n/a	
TPA	Transportation Partnership Account (RCW 46.68.295)				8.50 Cents less transfers	n/a	
Connecting WA	Connecting Washington Account					7.00 Cents	4.90 Cents
	Total Fuel Tax		23 Cents	28 Cents	37.5 Cents	44.5 Cents	49.4 Cents

	Other Revenues	3.1.2.3

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Specifically noted as a part of the County Fuel Tax "needs" factor calculation:

- Federal Forest Funds (RCW 28A.520.010 and 28A.520.020) (similar to "payment in lieu of taxes" (PILT))
  - US Forest Service - Secure Rural Schools
  - Washington State Assoc. of Counties - Timber Program - helpful links

  See also MRSC County Timber Revenues for more information.

- State Timber Excise Tax (RCW 84.33)
  - In lieu of annual property tax on full "timbered" value
    - Annual property tax collected on "stumpage" value, plus,
    - Excises tax on the value of timber when harvested
  - The County Treasurer distributes total excise tax revenue per the formula contained in RCW 83.33.081

Grants

- Rural Arterial Program (RAP) (http://www.crab.wa.gov/funding/grants/rap/index.cfm)

- Transportation Improvement Board (TIB) (http://www.tib.wa.gov/)

- Federal (surface transportation) (http://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/funding.htm)

- Freight Mobility Strategic Investment Board (FMSIB) (http://www.fmsib.wa.gov/)

Other Potential Financial Resources

- County Road Improvement District (CRID or RID) (RCW 36.88)

- Transportation Benefit District (TBD) (RCW 36.73)

- Local Option Taxes

  Information contained within the Joint Transportation Committee's Transportation Resource Manual (see "local taxes" section)

- Public Works Trust Fund Loans
  - http://www.pwb.wa.gov/

- Allocation of statewide transportation related fees through the state's budgetary process

- Interest Income

  Interest income generated by investments from the Road Fund may be retained by the Road Fund if specifically authorized by the county legislative authority. If not specifically authorized:

  - RCW 36.29.020 - Custodian of moneys -- Investment of funds not required for immediate expenditures
    - "Whenever the funds of any municipal corporation which are not required for immediate expenditure are in the custody or control of the county treasurer ..."
    - "... The interest or other earnings from such investments or deposits shall be deposited in the current expense fund of the county and may be used for general county purposes..."

  - See also AGO 2010-10 analyzing the scope of RCW 36.29.020 authority

- Emergency Response

  - WA Military Department, Emergency Management - Disaster Assistance
  - FHWA Emergency Relief
  - FEMA Grants

See also Municipal Research and Services Center - Finance

- "A Revenue Guide for Washington Counties"
- "Timber Revenues"

	Priority Arrays	3.1.3

TOC

Setting Priorities

When setting priorities, and ultimately requesting a budget to implement, it is very important to understand the differences and relationships between various programs. It is even more important to be able to explain the differences and relationships to others.

- Priority Arrays
  - Criteria List
  - Criteria Weighting
  - Ranking
  - Relationship between multiple programmatic priority arrays

- Can you define and separate proposed actions?
  - Critical
  - Needed
  - Wanted
  - Wish List

- What factors influence your ability to implement?
  - Whose plan is this
  - General plan or specific expectation
  - Timing and coordination factors
  - Financing plan and cash flow
  - Natural resources regulations
  - Authority to proceed
  - Weather

Priority Programming

It is very common that independent priority programs (priority arrays) exist for each of the programmatic areas listed under **Section 3.2**. The broad use of the term "priority programming" also includes the priority relationships between each of the program areas.

- Traffic Safety and Collision Reduction (Safety Management System)
- Non-Motorized Program
- Drainage and Flood Control (Surface Water Management)
- Maintenance Programs (Maintenance Management System)
- Pavement Preservation Program (Pavement Management System)
- Bridge Program (National Bridge Inspection Standards)

Each priority array should include:

Asset Inventory (objective measure)
- Location
- Condition
- Existing planned action (what and when)

Objective factors that influence the prioritization process
- Adopted level of service standards
- Legal obligations
- Financial constraints

Subjective factors that influence the prioritization process
- Prioritized programs or project types
- Prioritized geographic areas
- Financial opportunities (outside funding assistance)

Priority Programming as a part of the Six-Year Road Program

While the term "priority programming" generally refers to any project and program rating, ranking, and selection process, it also has specific meaning pertaining to development of the six-year transportation program (WAC 136-15), which includes:

WAC 136-15-050 - Adoption and submittal of six-year program

"A six-year program shall be adopted by resolution of the county legislative authority ... The resolution of adoption shall include reference to availability of:

1) A priority array as required by WAC 136-14-050;
2) An engineer's bridge condition report as required by WAC 136-20-060; ..."

WAC 136-14 - Priority Programming (standard of good practice)

- Required activities guiding development of Six-Year and Annual Road Programs
- Required for arterial system / recommended for local access roads
- Shall include consideration of:
  - Traffic volumes
  - Roadway conditions
  - Geometrics
  - Safety and accident history
  - Matters of local significance
- Bridges - see WAC 136-20 - Inspection of Bridges
- Summary of county's established methodology shall be submitted to CRAB
- (Priority Array) Minimum update by June 1st odd-numbered years

See also Section **3.2.11**

Financial Planning

The requirement of a "fiscally constrained" program is associated with development of the statewide STIP (federally funded projects) for the first four years of the Six-Year Program. This limitation does not apply to the requirements of WAC 136-15-030 (six-year program revenue and expenditure analysis) which states:

> "The road fund revenue and expenditure analysis shall include the county's best estimates of future road fund revenues and expenditures over each year of the six-year program period. ..."

Finalization and adoption of prioritized project lists will certainly have a financial element. Since project cost estimates are a major part of final adoption, in order to minimize cost surprises at the time of adoption it is recommended that as priority arrays are developed they include financial elements as early as possible.

It is also recommended that as a part of the financial analysis it is very clear to all review and decision-making participants the level of confidence is in the financial estimates.

- Are the cost values typical of the project type based on
  - statewide experience
  - local experience
  - with or without site specific adjustments

- Are the cost values
  - historical experience only
  - include or exclude standardized inflation rates
  - adjusted for recent industry specific market influences
  - current year or future (year specific) cost estimate

- Does the financial analysis include outside funding support
  - potential / likely / certain
  - all listed projects are eligible or only certain projects
  - are there timing deadlines for eligibility

3.2	Various Programs	

	Land Use Plan / Transportation Plan	3.2.1

TOC

Growth Management Act (GMA)

RCW 36.70A - Growth Management - planning by selected counties and cities

WAC 365-196 - Growth Management Act - procedural criteria ...

RCW 36.70A.020 - Planning Goals

RCW 36.70A.040 - Who must plan ...

RCW 36.70A.070 - Comprehensive Plans - mandatory elements

"Each comprehensive plan shall include a plan, scheme, or design for each of the following:

(1) A land use element ...
(2) A housing element ...
(3) A capital facilities plan element ...
(4) A utilities element ...
(5) Rural element ...
(6) A transportation element ...
(7) An economic development element ...
(8) A park and recreation element ..."

RCW 36.70A.070 (6)(a) - transportation element shall include:

"(i) Land use assumptions used in estimating travel;
(ii) Estimated traffic impacts to state-owned transportation facilities ...
(iii) Facilities and services needs, including:
(A) An inventory of air, water, and ground transportation facilities and services ...;
(B) Level of service standards for all locally owned arterials and transit routes ...;
(C) For state-owned transportation facilities, level of service standards for highways, as prescribed in chapters 47.06 and 47.80 RCW...;
(D) Specific actions and requirements for bringing into compliance locally owned transportation facilities or services that are below an established level of service standard;
(E) Forecasts of traffic for at least ten years ... to provide information on the location, timing, and capacity needs of future growth;

(F) Identification of state and local system needs to meet current and future demands. Identified needs on state-owned transportation facilities must be consistent with the statewide multimodal transportation plan required under chapter 47.06 RCW;

(iv) Finance, including:

(A) An analysis of funding capability ...;

(B) A multiyear financing plan based on the needs identified in the comprehensive plan, the appropriate parts of which shall serve as the basis for the six-year street, road, or transit program ... required by ... RCW 36.81.121 for counties...;

(C) If probable funding falls short of meeting identified needs, a discussion of how additional funding will be raised, or how land use assumptions will be reassessed to ensure that level of service standards will be met;

(v) Intergovernmental coordination efforts ...;

(vi) Demand-management strategies;

(vii) Pedestrian and bicycle component ... ."

Non-GMA Planning

RCW 36.70 - Planning enabling act

RCW 36.70.010 - Purpose and intent

"The purpose and intent of this chapter is to provide the authority for, and the procedures to be followed in, guiding and regulating the physical development of a county or region through correlating both public and private projects and coordinating their execution with respect to all subject matters utilized in developing and servicing land, all to the end of assuring the highest standards of environment for living, and the operation of commerce, industry, agriculture and recreation, and assuring maximum economies and conserving the highest degree of public health, safety, morals and welfare."

RCW 36.70.020 - Definitions

"... (6) 'Comprehensive plan' means the policies and proposals approved and recommended by the planning agency or initiated by the board and approved by motion by the board (a) as a beginning step in planning for the physical development of the county; (b) as the means for coordinating county programs and services; (c) as a source of reference to aid in developing, correlating, and coordinating official regulations and controls; and (d) as a means for promoting the general welfare. Such plan shall consist of the required elements set forth in RCW 36.70.330 and may also include the optional elements set forth in RCW 36.70.350 which shall serve as a policy guide for the subsequent public and private development and official controls so as to present all proposed developments in a balanced and orderly relationship to existing physical features and governmental functions. ..."

See also Municipal Research and Services Center guidance on:

Planning (general planning and growth management issues)
Comprehensive Planning / Growth Management
Transportation Plans and Plan Elements
Development Regulations and Zoning
Environment
Concurrency
Planner's Pocket Reference

State Transportation Plans

Statewide Transportation Policy Goals - RCW 47.04.280
Regional Transportation Planning Organizations - RCW 47.80
Statewide Transportation Plan - RCW 47.01.071
Statewide Multimodal Transportation Plan - RCW 47.06.040
Highway System Plan - RCW 47.06.050 (1)
State Ferry System Plan - RCW 47.06.050 (2)
Bicycle Transportation and Pedestrian Walkways - RCW 47.06.100
Freight Mobility Plan - RCW 47.06.045
High Capacity & Regional Transportation Planning - RCW 47.06.120
Marine Ports and Navigation - RCW 47.06.070
Public Transportation Plan - RCW 47.06.110
Technical Transportation Workforce - RCW 47.06.043
Aviation Plan - RCW 47.06.060
State Freight Rail Plan - RCW 47.06.080
Intercity Passenger Rail Plan - RCW 47.06.090

	Safety Management System (SMS)	3.2.2

TOC

A Safety Management System (SMS) is a systematic process for providing objective information that helps agencies identify and prioritize safety needs and choose cost-effective strategies to improve the safety of their transportation systems. The purpose of a SMS is to provide consistent and accurate information to decision-makers based on actual conditions.

Chapter 9 - WSDOT Traffic Manual

http://www.wsdot.wa.gov/Publications/Manuals/M51-02.htm

The five steps of the Decision-making Process are:

- Needs Identification
- Solution/Resource Development
- Investment Prioritization and Implementation
- Investment Tracking
- Investment Evaluation

Federal Highway Administration

Implementing Local Agency Safety Management
Highway Safety Improvement Program
Local and Rural Road Safety Program
Data and Analysis Tools
Pedestrian & Bicycle Safety
Tools to Diagnose and Solve the Problem
Intersection Safety
Roadway Departure Safety
Roadway Safety Data Program
Road Safety Audits
Tools and Technology
Systemic Approach to Safety

While a strongly recommended process, no specific state or federal requirements exist at this time for a general system of this type. However, federal and state safety project grant programs generally require use of data and analysis that is common to a functional safety management system in order for applications to be successful.

****

Note: With CRAB's release of Mobility 4.1.0, this software now contains a "Systemic Safety Project Selection Tool (SSPST)" --- (see 4.1.0 release notes). The SSPST is based on a process developed through FHWA. This component will assist users with identifying and planning safety improvement projects, based on user-selected crash types, facility types and risk factors.

	Non-Motorized Program	3.2.3

TOC

Even though within RCW there is clear permission to use Road Funds for paths and trails purposes, as well as policy support to promote development of non-motorized facilities, there is also consistent language that Road Fund expenditures are intended to be applied on facilities that benefit the functioning of a the county road system (i.e. safe movement of people and goods from point A to point B), and not on facilities intended to serve a recreational purpose.

To be classified as part of the "county road system", it is reasonable to argue that a Road Fund investment on a non-motorized facility is allowed, if:

1. There is a clear connection with the purpose and functioning of a county road;
2. It is designed to create or improve the operation and safety of a county road system facility; and,
3. There are ongoing operational investments in order to sustain it as a part of the county road system.

A 2014 court decision provided some guidance on this topic, summarized and posted on the MRSC website, Bike Trails for Transportation or Recreation. Even though the case did not address what a "transportation system" is, it did address an example of what "recreation" isn't.

Following are various statutory references pertaining to non-motorized functions and facilities.

RCW 36.81.121 - Perpetual advanced six-year plans for coordinated transportation program, expenditures — Nonmotorized transportation — Railroad right-of-way.

> "(2) Each six-year transportation program forwarded to the secretary in compliance with subsection (1) of this section shall contain information as to how a county will expend its moneys, including funds made available pursuant to chapter 47.30 RCW, for nonmotorized transportation purposes."

RCW 36.75.240 - Sidewalks and pedestrian paths or walks ...

RCW 36.82.145 - Bicycle paths ... county road fund ...

RCW 47.30 - Trails and paths

- 47.30.005 - Definitions
- 47.30.010 - Recreational trail interference
- 47.30.020 - Facilities for nonmotorized traffic -- Joint usage of rights-of-way
- 47.30.030 - Facilities for nonmotorized traffic -- Expenditure of available funds
- 47.30.040 - Establishing paths and trails -- Factors to be considered

47.30.050 - Expenditures for paths and trails -- Minimum amount

> "...shall never in any one fiscal year be less than 0.42 percent of the total amount of funds received from the motor vehicle fund according to RCW 46.68.090. However, this section does not apply to a ... county in any year in which the 0.42 percent equals three thousand dollars or less."

47.30.060 - Expenditures deemed to be for highway purposes
47.30.070 - Bicycle, equestrian, pedestrian paths as public highways

While RCW 47.30 clearly requires a minimum level of expenditure towards paths and trails, it is important to note that the source of revenue being set aside for this "minimum" level of expenditure is Fuel Tax. Regardless of what the statutory language appears to say, or could be interpreted to say, use of Fuel Tax is highly restricted by the State's constitution, and statutory language cannot modify or replace these legal restrictions.

See also - **Section 2.1.2, Road Purpose**
- The Joint Transportation Committee,
Transportation Resource Manual, 18th Amendment

	Surface Water Management (SWM)	3.2.4

TOC

While county roads rely on properly functioning surface water systems (both natural and created drainage and flood control systems), there are legal limitations on the use of the Road Fund to pay for surface water management activities. Expenditure of Road Funds can only be for a "county road purpose". This should never be confused with a "general county purpose", a created and specially financed (surface water) "county department", the allowable functions of an independent or county sponsored "special purpose district", or a "private purpose".

Title 36 RCW - Counties

RCW 36.89 - Highways - open spaces - parks - other public facilities - storm water control

RCW 36.94 - Sewerage, water, and drainage systems

Attorney General Opinion - AGO 55-57 No 238 (1956)

- RCW 36.43 - Does not give counties the power to drain private property merely because of the county issuing a building permit

- County road funds may not be used to drain private property, except as it is incidental to road drainage

Stormwater Management

Stormwater - Department of Ecology
NPDES - Stormwater Final Rules - EPA

Flood Hazards

Flood Information and Resources - Department of Ecology

WAC 173-145 - Administration of the flood control assistance account (FCAAP)

See also Municipal Research and Services Center guidance on
Storm and Surface Water Management

Title 85 RCW - Diking and Drainage

85.05 Diking districts.

85.06 Drainage districts and miscellaneous drainage provisions.

85.07 Miscellaneous diking and drainage provisions.

85.08 Diking, drainage, and sewerage improvement districts.

85.12 Federal aid to diking, drainage, and sewerage improvement districts.

85.15 Diking, drainage, sewerage improvement districts -- 1967 act.

85.16 Maintenance costs and levies -- Improvement districts.

85.18 Levy for continuous benefits -- Diking districts.

85.20 Reorganization of districts into improvement districts -- 1917 act.

85.22 Reorganization of districts into improvement districts -- 1933 act.

85.24 Diking and drainage districts in two or more counties.

85.28 Private ditches and drains.

85.32 Drainage district revenue act of 1961.

85.36 Powers of special districts.

85.38 Special district creation and operation.

Title 86 RCW - Flood Control

86.05 Flood control districts -- 1935 act.

86.09 Flood control districts -- 1937 act.

86.12 Flood control by counties.

86.13 Flood control by counties jointly.

86.15 Flood control zone districts.

86.16 Floodplain management.

86.18 Flood control contributions.

86.24 Flood control by state in cooperation with federal agencies, etc.

86.26 State participation in flood control maintenance.

Title 87 RCW - Irrigation

- RCW 36.80.030 - Duties of the Engineer
  "... shall have supervision ... of establishing, laying out, constructing, altering, improving, repairing, and maintaining all county roads of the county."
- RCW 36.78.121
  "The county road administration board, or its successor entity, shall establish a standard of good practice for maintenance of transportation system assets ..."

WAC 136-11 Maintenance Management

136-11-010 - Purpose and authority
136-11-020 - Goal
136-11-030 - Objectives
136-11-040 - Maintenance management requirements
(1) ... inventory of significant maintenance features ...
(2) ... Work activity guidelines shall be defined ...
(3) ... annual work program and budget ...
(4) ... resources needed to accomplish the annual work program ...
(5) Work scheduling procedures ...
(6) Work accomplishment and expenditure ...
136-11-050 - Annual review
136-11-060 - County Road Administration Board assistance

See CRAB Website for additional information:

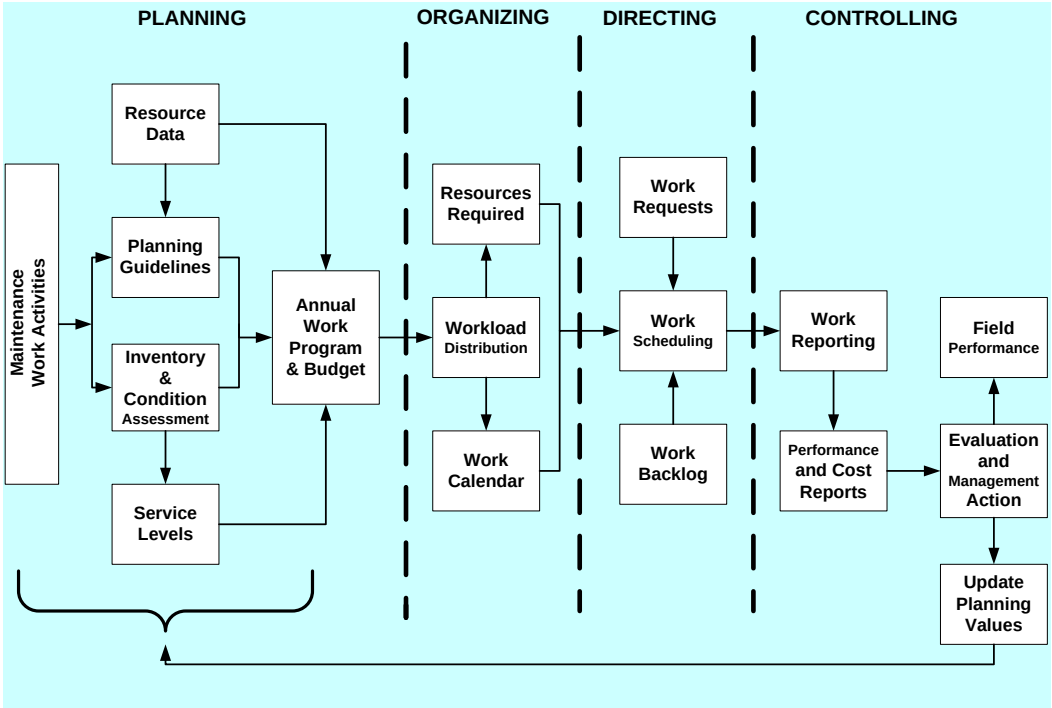
Maintenance Management webpage

CRAB Forms

December 31st submittal - Work Plan and Budget for MMS

April 1st submittal - Annual Certification for MMS

Maintenance Management - Process Flow Chart



	Pavement Management System (PMS)	3.2.6

TOC

RCW 46.68.090 - Distribution of Statewide Fuel Taxes

(2)(i) - "For distribution to the county arterial preservation account ... The county road administration board shall adopt reasonable rules and develop policies to implement this program and to assure that a pavement management system is used."

WAC 136-70 - Pavement Management System (Standard of Good Practice)

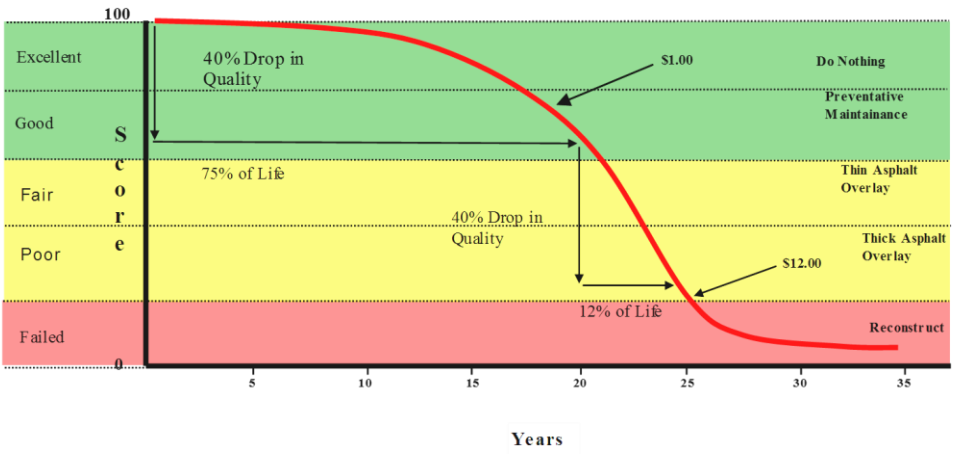
- 136-70-010 - Purpose
- 136-70-020 - Definition
- 136-70-030 - Application
- 136-70-040 - Pavement Management System Requirements
- 136-70-050 - Alternative Pavement Management System Requirements
- 136-70-060 - Statewide Pavement Condition Data File
- 136-70-080 - County Road Administration Board Assistance
- 136-70-090 - Use of pavement management system data for distribution of county arterial preservation account fund

Pavement Management Components

- Inventory Data (Roadlog segments)
- Monitoring Data (pavement condition ratings)
- Database (Roadlog)
- Data Analysis (running PMS program)
- System Outputs (reports and maps)
- Feedback (from engineering and maintenance staff)

See also Northwest Pavement Management Association (NWPMA) - Resource page

Typical Pavement Life Curve



WSDOT Local Agency Guidelines - Chapter 34

34.2 Bridge Condition Inspection Program

"A methodical Bridge Inspection Program is required for agencies that want to qualify for (Highway Bridge Program) HBP funds. The Federal Highway Administration (FHWA) has set the national standards for the proper safety inspection and evaluation of bridges in a document called the National Bridge Inspection Standards (NBIS). ... Information and guidance on bridge condition inspection in Washington State is located in the Washington State Bridge Inspection Manual ..."

.21 Delegation of Bridge Program Manager Status

"Each State Transportation Department is required to have an Inspection Organization responsible to inspect, or cause to be inspected, all highway bridges located on public roads that are fully or partially within the State's boundaries ... The WSDOT Local Agency Bridge Engineer has been delegated as the Program Manager for county and city owned bridges. The NBIS contains provisions to allow further delegation of bridge program functions ... to qualified Local Agency bridge program personnel. ..."

WAC 136-20 - Standard of good practice - inspection of bridges on county roads

WAC 136-20-060 - Engineer's report.

"Each county engineer shall furnish the county legislative authority with a written resume of the findings of the bridge inspection effort. This resume shall be made available to said authority and shall be consulted during the preparation of the proposed six-year transportation program revision. The resume shall include the county engineer's recommendations as to replacement, repair or load restriction for each deficient bridge. The resolution of adoption of the six-year transportation program shall include assurances to the effect that the county engineer's report with respect to deficient bridges was available to said authority during the preparation of the program."

- RCW 36.79 - Roads and Bridges - Rural Arterial Program
    - .030 (regions)
    - .040 (apportionment formula)
    - .080 (selection of priority improvement projects)
    - .120 (matching funds)
    - .150 (allocation of funds and funding increases)
- WAC 136-100 thru -210 – Rural Arterial Program
    - 136-100 - (administration)
    - 136-130 - (regional prioritization)
    - 136-150 - (eligibility)
    - 136-161 - (submittal / selection)
    - 136-163 - (emergent / emergency)
    - 136-165 - (increasing project funds)
    - 136-167 - (withdrawals / termination / lapsing)
    - 136-170 - (CRAB/County contract)
    - 136-180 - (vouchers)
    - 136-210 - (design standards)
- CRAB / County Contract - County Certification
    - The county is in compliance with the provisions of WAC 136-150 regarding eligibility for RATA funds. If the county is found not to be in compliance with the provisions of WAC 136-150, such non-compliance may be cause for the CRABoard to withdraw or deny the Certificate of Good Practice of that County.
    - If the project is reconstruction in scope, the county will gain approval from WSDOT for all deviations from the design standards listed in the Local Agency Guidelines prior to construction.
    - If the project is 3R (resurfacing, restoration, and rehabilitation) in scope, the county will document its design considerations for the proposed improvements in keeping with 3R standards as listed in the Local Agency Guidelines.
    - The project will be constructed in accordance with the information furnished to the CRABoard, and the plans and specifications prepared by the county engineer.
    - It will notify the CRABoard when a contract has been awarded and/or when construction has started, and when the project has been completed.
    - It will reimburse the RATA in the event a project post audit reveals improper expenditure of RATA funds.

RAP Eligibility

Inappropriate use of Road revenues for non-road purposes carries with it, at a minimum, immediately loss of eligibility for Rural Arterial Program funds (RCW 36.79.140 / WAC 136-150-010).

Exceptions to this include counties:

- with a population of less than eight thousand; or,
- that expend these funds pursuant to a voter-approved action under RCW 84.55.050 (voter approved levy for a specific purpose)
- community revitalization under RCW 39.89

See CRAB Website for additional information:

Rural Arterial Program webpage
Construction webpage
CRAB RAP Project Forms
RAP Online (log in)

- RCW 46.68.090 (2)(i)
  - Creation of program and pavement management requirements included within the text of fuel tax distribution language

- WAC 136-300 - Administration of the County Arterial Preservation Program
  - 136-300-010 - Purpose and authority
  - 136-300-020 - Adoption of rules
  - 136-300-030 - Delegation of authority
  - 136-300-040 - Staff services and facilities
  - 136-300-050 - Distribution of CAPA funds
  - 136-300-060 - Annual county arterial preservation programs
  - 136-300-080 - Allowable activities within CAPP
  - 136-300-090 - Submittal of annual report

- CAPA = County Arterial Preservation Account

- Requirements
  - Employ a pavement management system
    - **See Section 3.2.6** - Pavement Management System
  - Submit annual CAPP Program along with Annual Construction Program
  - Report annual accomplishment of both CAPA funded and non CAPA funded work
  - Report both CAPA eligible and non CAPA eligible Maintenance Management costs

- Allowable Activities
  - Implementation of computerized systems to do PMS
  - Direct and attributable indirect costs associated with paved surface preservation and rehabilitation activities on existing roadways, including maintenance management
  - Resurfacing work associated with the reconstruction and/or widening of existing paved arterials
    - Note --- while the term “county arterials” is not specifically defined in statute, WAC 136-300-050 (1)(a) clarifies that all urban and rural paved roadways that have a federal classification of arterial or collector satisfy the intent of legislative program scope, which is consistent with RCW 46.26.090 pertaining to TIB.

See CRAB Website for additional information:

County Arterial Preservation Program webpage

CRAB CAPP Forms

	14-Yr Ferry Plan and County Ferry Capital Improvement Program (CFCIP)	3.2.10

TOC

- Ferry Capital (14-year ferry system long range capital improvement plan)
    - RCW 36.81.121(1)
        - Six-Year Plans to include county ferries, docks, and related facilities
        - First six years of the 14-year ferry plan
    - RCW 36.54.015
        - Counties operating ferries shall prepare a 14-year long range capital improvement plan
    - WAC 136-400 - Administration of the County Ferry Capital Improvement Program
        - Pierce, Skagit, Wahkiakum, and Whatcom eligible
        - See CRAB website for county ferry program information

- WAC 468-22 - County ferry franchises, tolls, and financial assistance
    - RCW 47.56.720 - Wahkiakum County
    - RCW 47.56.725 - Pierce, Skagit, and Whatcom counties

- Six-Year Program
  - RCW 36.81.121
  - WAC 136-15
    - Annually adopted
    - Filed with CRAB and WSDOT

- Revenue and Expenditure Analysis
  - WAC 136-15-020 & WAC 136-15-030
    - Financial analysis of all Road Fund revenues and expenditures
    - Analysis to show financial resources available for construction

  Note: The concept of "fiscally constrained" is associated with development of the statewide STIP (federally funded projects in the first four years). This limitation does not apply to the requirements of WAC 136-15-030 which states:

  > "The road fund revenue and expenditure analysis shall include the county's best estimates of future road fund revenues and expenditures over each year of the six-year program period. ..."

  See also FHWA - Financial Planning and Fiscal Constraint

- Listing of Projects
  - WAC 136-15-010, 136-15-020, & 136-15-040
    - Identify projects as:
      - Funding is reasonably assured
      - Funding not assured, but within predicted financial capacity
      - Unfunded (optional)

- Bridges
  - WAC 136-20-060
    - Attach written findings of the bridge inspection effort

- Ferry Capital (14-year ferry system long range capital improvement plan)
  - RCW 36.81.121(1)
  - RCW 36.54.015
  - WAC 136-400
    - First six years of the 14-year ferry plan
    - Declaring intention to access for Ferry Capital Improvement Program

- Bicycle and Pedestrian facilities (Paths and Trails)
  - RCW 36.81.121(2)
  - RCW 47.30
    - Facility primarily for pedestrians, equestrians, or bicycles
    - Includes a widened roadway shoulder for this purpose
    - Does not include sidewalks or recreational trails

- Public Hearing
  - WAC 136-15-020
    - Public input required as a part of approval process

- RAP Projects
  - WAC 136-15-045
    - Must include proposed RAP projects

- Adoption prior to budget
  - WAC 136-15-050
    - Adopting resolution shall reference
      - Priority array (WAC 136-14-050)
      - Bridge condition report (WAC 136-20-060)
      - If applicable, the county's financing plan associated with the transportation element of the comprehensive plan (See **Section 3.2.1**)

- Submittal to CRAB
  - WAC 136-15-050
    - Transmitted to CRAB within 30 days of adoption

Note: Transportation plans (policy document) require review under SEPA. However, if the County's Six-Year Program is simple an implementation of an adopted County Transportation Plan that has already satisfied SEPA compliance, an additional review of the Six-Year Program under SEPA is not required (if such a review would be considered a redundant action).

Metropolitan and Regional Planning Organizations (MPO / RTPO) and the State Transportation Improvement Plan (STIP)

RCW 36.81.121 - Perpetual advanced six-year plans for coordinated transportation program ...

> "(4) The six-year plan for each county shall specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program within that region."

WSDOT Local Agency Guidelines, Chapter 12

.21 Statewide Transportation Improvement Program (STIP).

> "... Since 1991, the Federal Transportation Act requires a continuous transportation planning process. ... The statewide planning process establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions throughout the state. The process for developing the statewide plan and transportation improvement program shall include metropolitan and non-metropolitan local officials with responsibility for transportation, including Indian tribal governments, and provide for consideration of all modes of transportation. ..."

.22 Transportation Improvement Program (TIP)

"A TIP is a listing of prioritized projects that a local agency expects to begin during the next six years. ... Counties are required to prepare and adopt a six-year TIP by December 31 annually and file copies with the County Road Administration Board (CRAB) and the Secretary of Transportation not more than 30 days after adoption (RCW 36.81.121). ..."

.4 - Statewide Transportation Improvement Program (STIP)

"The Federal Transportation Act requires that each state develop a STIP as a condition to authorize federal funds for transportation projects. The STIP is a four-year prioritized program of transportation projects, compiled from local and regional plans along with the Washington Transportation Plan (WTP). ... Federal aid projects must be included in the STIP before FHWA or FTA can authorize the expenditure of federal funds. Once projects are approved in the STIP, agencies may request project authorization with federal funds. The STIP is developed annually beginning in October. ..."

For more information pertaining to each MPO and RTPO in the state is available through the active links embedded within the state-wide map available through WSDOT LOCAL PROGRAMS Regional Transportation Planning web-page.

FAST Act (Fixing America's Surface Transportation)

The new federal transportation program (FAST) was signed into law December 4, 2105, and covers the time period October 1, 2015 through September 30, 2020 (FY 2016 through FY 2020). FAST replaces MAP-21. Overall, the FAST Act largely maintains current program structures and funding shares between highways and transit. The law also makes changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new programs to advance critical freight projects.

For more information, refer to the FHWA FAST Act website.

	Annual Construction Program (ACP)	3.2.12

TOC

- Annual Construction Program
  - RCW 36.81.130
  - WAC 136-16
  - Annual declaration of intent, implemented through the budget
  - Otherwise known as the Annual Road Program

- Minimum Contents
  - WAC 136-16-020
    - Preliminary engineering
    - Right-of-way acquisition
    - Details of proposed projects

- Miscellaneous and Alternate Projects
  - WAC 136-16-025
    - May include an item for “miscellaneous unspecified” not to exceed 10% of the total program
    - May include a list of alternate projects

- Maintenance
  - RCW 36.81.130
  - WAC 136-16-035
  - Parallel to the financial plan required as a part of the Six-Year Program
  - Submitted to the legislative authority as a part of the October county engineer recommendation
  - Submitted as a part of both the “annual budget” and “maintenance management” to CRAB -- not required on the ACP form

- Submitted to Legislative Authority by 1st Monday in October
  - WAC 136-16-010
  - “no later than” submittal requirement for recommended:
    - Establishment (laying out)
    - Construction
    - Maintenance

- Adoption prior to budget
  - RCW 36.81.130
  - WAC 136-16-018
  - Becomes void unless adopted prior to the budget

- Submittal to CRAB
  - WAC 136-16-040 - Submittal required within 30 days of adoption or December 31st, whichever comes first, including a copy of the adopting resolution

- Amended Program
    - WAC 136-16-042 - requires unanimous vote

- Road Equipment Purchases
    - WAC 136-16-030
        - Include all major road equipment purchases and planned repairs
        - Include recognition of miscellaneous minor equipment
        - "Alternate" and "unforeseen" can account for up to 15% additional

- Annual Construction Report
    - WAC 136-16-050

County Forces Construction (CFC) - See **Section 3.2.13** for details

- RCW 36.77.065
- WAC 136-18
- WAC 136-16-022

- Legal permission to utilize, within annual financial limits (local discretion)

See CRAB Website for additional information:

CRAB Forms

December 31st submittal - Annual Construction Program
(program for coming year)

April 1st submittal - Annual Construction Report
(actuals from previous year)

	County Forces Construction	3.2.13

TOC

- Intention to utilize County Forces for Road Construction initially declared as a part of the Annual Construction Program
    - RCW 36.81.130
    - WAC 136-16-022 (annual road program)

- RCW 36.77.065 (permission to utilize county forces and limitations)
- WAC 136-18 - Standard of good practice - construction by county forces

- See Annual Construction Program Form (December 31st submittal), "Limits Table" spreadsheet tab

- Advertising - RCW 36.77.070
    - Before project
    - Following project completion
    - Required if greater than $10,000
    - Subject to fine if not accomplished

- Competing Perspectives
    - County -- Crew Size / Annual Operational Efficiency
    - Legislative
        - Role of Government vs. Private Enterprise
        - State and Federal Policy - preference to contract Public Works

County Forces Limit pertains to the total of all county forces "road construction project costs" in a given calendar year, excluding "...those costs assigned to the right-of-way account, ancillary operations account, preliminary engineering account, and construction engineering ..." (RCW 36.77.065 (1) (b))

It is common for a county to assign public works/road crew employees to perform construction work ("public works" per RCW 39.04.010 (4)) for other county departments or entities (parks, facilities, drainage utility, etc.), with the Road Fund being reimbursed for the cost of the work performed. This is not County Forces Construction since the work performed is not road construction. In addition, this type of work does not receive the permissive benefit of RCW 36.77.065 for county employees to perform. Other county public purchasing rules must be applied.

For projects that are accomplished through use of county forces, the "project costs" include work of all subcontractors and materials, regardless of whether subcontractor work or material supply is acquired through competitive bidding. In this type of situation, the county would be considered the "prime contractor" since it can't separate its role in all work being performed.

Special Provision -- RCW 36.77.065 (7) -- Electrical Work -- County Forces may not be utilized on electrical work exceeding $10,000, including the prohibition of dividing the "project" into work elements to avoid this cost limitation. Project work of this type commonly associated with traffic control features and systems.

3.3	Annual Budget	3.3.0

TOC

Budget Process

RCW 36.40.010 - Estimates to be filed by county officials

> "On or before the second Monday in July of each year, the county auditor or chief financial officer designated in a charter county shall notify in writing each county official … to file ... on or before the second Monday in August … both of the probable revenues from sources other than taxation, and of all expenditures … for the ensuing fiscal year."

RCW 36.40.050 - Revision by county commissioners.

> "The budget shall be submitted by the auditor or chief financial officer designated in a charter county to the board of county commissioners on or before the first Tuesday in September of each year. The board shall thereupon consider the same in detail, making any revisions or additions it deems advisable."

RCW 36.82.160 - County road budget — Road budget to be prepared — Estimates of expenditures.

> "Each county legislative authority, with the assistance of the county road engineer, shall prepare and file with the county auditor on or before the second Monday in August in each year, detailed and itemized estimates of all expenditures required in the county for the ensuing fiscal year. In the preparation and adoption of the county road budget the legislative authority shall determine and budget sums to become available for the following county road purposes: (1) Administration; (2) bond and warrant retirement; (3) maintenance; (4) construction; (5) operation of equipment rental and revolving fund; and (6) such other items relating to the county road budget as may be required by the county road administration board …"

RCW 36.82.170 - County road budget - budget as adopted filed with department of transportation

Budget Preparation

- Forecasting Revenue and Cost Trends
  - History may or may not be the best tool
  - Short-term versus long-term trends
  - Optimism versus pessimism

- Funds / Accounts / Financial Controls
  - Managerial planning level
  - Roll-up to presentation level
  - Roll-up to adopted budget level
  - Other adopted budgetary policies and restrictions

- Property Tax Levy, Levy Shift, and Diversion
  - See Section **3.1.2.1 - Property Tax**
  - See also Washington State Department of Revenue - Operations Manual - Property Tax Levies, otherwise known as the "Levy Manual" - available at the DOR web-site / publications / property tax

- Fuel Tax Forecasts
  - WA Office of Financial Management - Fuel Tax Forecasts
  - WSDOT - Budget and Financial Analysis - See Forecasting

- Internal Services
  - Required budgeted transactions
  - Almost always a duplication in revenue and expenditure in another fund and, therefore, "zeroed out" in year-end financial reports

- Special Purpose Districts
  - Be aware of the various districts and their defined purpose
  - Confirm roles and responsibilities, including budget implications for joint projects (cost sharing and/or reimbursable work)

- Road Fund
  - The adopted budget is the financial permission to proceed with implementation of adopted plans
  - Mixing of policy and finance
  - See various 3.2.x sections for details

Adopted Budget

> The adopted budget is a formal listing of approved "maximum" expenditure authority, as well as predicted revenues. While a budget document may list expenditures to a high level of detail, actual budgetary expenditure authority, or "budget control", is usually established at the bottom line of the fund level.
>
> While "budget control" may provide a high level of flexibility for administrative adjustments without the legal requirement for a formal budget amendment, maintaining respect for the original legislative authority review and approval, and associated public process, is very important.

See also -- SAO / BARS Manual -- Budgeting

Biennial Budget

RCW 36.40.250 - Biennial budgets ...

> "In lieu of adopting an annual budget, the county legislative authority of any county may adopt an ordinance or a resolution providing for biennial budgets with a mid-biennium review and modification for the second year of the biennium. ..."

Note: Exercise of the "biennial budget" authority does not relieve the county from annual compliance and reporting protocols.

	Traffic Law Enforcement	3.3.1

TOC

As a result of increasing financial resource challenges faced by counties to provide general government services, it is becoming more common that they choose to apply policies that utilize other county managed Funds to supplant the General Fund for certain types of expenditures. One example is the use of Road Fund resources to pay for a defined portion of traffic law enforcement costs.

A county's consideration of consuming Road Fund resources for traffic law enforcement should always include extensive discussion of the short-term and long-term implications of such a decision on county road infrastructure and operations. The collection and review of all available data should occur whether it's a first time consideration by the County or reconsideration of a previous year's action.

The following information is intended to summarize actions and procedures pertaining to the permissive use of the Road Fund resources for traffic law enforcement. However ... just because you can doesn't mean you should ...

While there are no specific definitions of "traffic law enforcement" in RCW, the following list is intended to be guidance as to what would generally be considered as traffic law enforcement activities:

- Speed limit and other traffic law enforcement
- Collision investigation documenting/reporting
- Oversize vehicle (weight, length, width, and height) enforcement;
- Special traffic emphasis patrols
- Facilitating the removal of abandoned vehicles from the county road and rights-of-way
- Facilitating the removal of roadway and right-of-way obstructions
- Investigating illegal littering and dumping on county road rights-of-way
- Sign damage investigation and enforcement
- Road condition enforcement, including mud, water, debris, or spills
- Rights-of-way encroachment investigation and enforcement
- Maintenance and construction zone traffic enforcement
- Road department vehicle collision investigation
- Other activities clearly related to county road law enforcement needs

The evaluation of whether actual direct Road Fund expenditures are considered allowable traffic law enforcement costs is based exclusively on:

- Was the activity performed on a county road or within a county road right-of-way or work zone?
- Was documentation created that summarizes the purpose and outcome of the activity?

- Was a cost accounting system used (records and procedures) that documents the traffic law enforcement costs?
    - At a level of detail similar to what the County Engineer creates as a normal business practice
    - At a minimum for 100% of the Road Fund resources used

Note: The level of detail required is subject to the County's actual scope of activities and associated expenditure types, as well as the area of focus when an audit is performed by the State Auditor's Office (SAO).

There are three methods by which financial resources that would otherwise be allocated to normal road operations (construction, maintenance, etc.) can be made available and used for traffic law enforcement:

- Budgeted Road Fund Expenditures
- Road Levy Diversion
- Road Levy Shift

Note: Taxation decisions implemented by the County's legislative authority are valid for one year. Reconsideration during subsequent years requires independent documentation and decision actions; especially in those cases of restoration of maximum taxation, authority must occur prior to reconsideration and setting new levies.

A fourth alternative, which is not discussed further here, is exercising one of various statutory provisions which allow an increase in revenue, for a defined purpose, through a voter approved ballot measure.

Budgeted Road Fund Expenditures

As noted in **Section 2.1.1.2** (Road Purpose), Article II, Section 40 (18th amendment), of the state constitution, restricts the use of motor vehicle fees and excise taxes (fuel tax) to only highway purposes. The allowable activities listed in the constitution of what is considered a highway purpose includes "... policing by the state of public highways ..." Traffic law enforcement performed by the County Sheriff's office on County roads would be consistent with this permissive language.

Direct Expenditures from the Road Fund is implemented through the normal budgetary process, so long as the Road Fund budget includes a "not-to-exceed" expenditure authority to address defined traffic law enforcement costs. However, the review and approval of all actual expenditures is a statutory responsibility of the County Engineer (RCW 36.82) to determine whether the cost is appropriate, based on available supporting documentation. This would be the case regardless of the financial transaction type.

Due to the required role of the County Engineer in review and approval of expenditures, it is strongly recommended that, as a part of the County's budget adoption, one or more

written agreements be executed between the Board (legislative authority), Sheriff, and County Engineer, in order to clearly describe the:

- Scope of allowable activities
- "Not-to-exceed" budget amount in total, or discreet amounts for certain activities
- Minimum level of documentation necessary for approval by the County Engineer of Road Fund expenditures

Use of budgeted Road Funds also requires annual certification by the Chair of the Board, Sheriff, and County Auditor that use of these Road Fund resources were for only allowable traffic law enforcement activities.

Road Levy Diversion

A Road Levy Diversion is a formal taxation action taken by the Board (legislative authority) approving a specific portion of this levy be diverted by the County Treasurer and deposited into a separate Current Expense Fund account (or other independent fund created for this purpose) rather than be deposited in the Road Fund. The statutory authority to accomplish this is RCW 36.33.220. (see also **Section 3.1.2.1** - Property Taxes)

It is important to note that exercise of RCW 36.33.220 authority allows for the use of "diverted" funds for any county service to be provided in the unincorporated area. However, the reason "Diversion" becomes an issue relative to Road Fund resources and traffic law enforcement is due to RCW 36.79.140, pertaining to the Rural Arterial Program (RAP), which states:

> "Only those counties that during the preceding twelve months have spent all revenues collected for road purposes only for such purposes ... including traffic law enforcement, as ... allowed ... by Article II, section 40 of the state Constitution are eligible to receive funds from the rural arterial trust account ..."
> (see **Section 3.1.2.1** for exceptions).

If the County intends to forego RAP eligibility, it is recommended that official documents include language that clearly states this is part of the County's Road Levy Diversion decision.

If the County is not willing to forego or otherwise risk RAP eligibility, it is strongly recommended that, as a part of the County's taxation and budget adoption, one or more written agreements be executed between the Board (legislative authority), Sheriff, and County Engineer, in order to clearly describe the:

- The amount of Road Levy being diverted for traffic law enforcement
- Scope of allowable activities

- Minimum level of documentation necessary to demonstrate appropriate use of the diverted Road Levy

Use of diverted Road Funds also requires annual certification by the Chair of the Board, Sheriff, and County Auditor that use of these Road Fund resources were for only allowable traffic law enforcement activities.

Road Levy Shift

As noted in **Section 3.1.2.1** (Property Taxes), a levy shift is literally the shifting of taxing authority from the Road District (unincorporated area taxation only) to the general county levy (county-wide taxation, incorporated and unincorporated). If a levy shift is considered, the County Assessor is most qualified to describe both the required procedures and potential impacts to other local taxing districts, including, but not limited incorporated areas. (See also RCW 84.52.043)

Because this action shifts taxing authority, the revenue collected is deposited directly into the County's General Fund without any special legal limitations on its use. This means that the additional General Fund capacity can be allocated to traffic law enforcement or any other general government purpose.

Even though this action reduces available Road Fund resources, there are no special Road Fund related reports or certifications on the use of the funds other than the Levy Shift decision documents.

Section 4	Operational Topics	

4.1	Design & Construction	4.1.0

TOC

Procedural Issues

See also:

- Section 3.2.11 - Six-Year Comprehensive Transportation Program (including MPO / RTPO / STIP)
- Section 3.2.12 - Annual Construction Program
- Section 3.3.0 - Annual Budget

See Section 2.4.0 - Purchasing and Contracts

Contractors

RCW 39.06 - Public works - registration, licensing, of contractors
RCW 39.04.350 - Bidder responsibility criteria ...
Debarred - LNI list of contractors not allowed to bid
Dept. of Labor & Industries - Awarding Agencies' Responsibilities
FHWA - Suspension / Debarment

County Road Project (CRP) Resolution

RCW 36.75.050

"...The board shall by resolution, and not otherwise, order the survey, establishment, construction, alteration, or improvement of county roads ..."

Sample CRP Resolution (CRAB Website - Library - Model Documents)

Individual Projects
Multiple Projects

Supplemental rules and procedures are commonly associated with each grant funding program:

See Section 3.1.2 - Other Revenues

Federal Funding

Delegated authority to WSDOT from FHWA (stewardship agreement)
Certification Acceptance (CA)
Local Agency Guidelines (LAG)

For use of private consulting firm, see RCW 39.80 - Contracts for architectural and engineering services

FHWA - Disadvantaged Business Enterprise Program (DBE) / WSDOT-DBE
WSDOT - Minority and Women's Business Enterprise Program (MWBE)

Engineering Process

Technical Resources

WSDOT Publications Library
AASHTO Bookstore
Federal Highway Administration - Roads and Bridges

WSDOT / APWA
- Standard Specifications
- Specifications, Amendments, and GSPs
- Local Agency General Special Provisions (GSPs)

Procedural Steps

Project Scoping
Design Report and Alternatives Analysis
Preliminary Design
Right-of-Way Plans
Deviations
Final Design
Plans, Specifications, and Estimate (PS&E)
Ad and Award
Contract Administration

Environmental review procedures (contained within one or more of the above steps) influencing both the design process and project scope:

- Determination of environmental program jurisdiction and scope
- Proposed work
  - Exempt activity
  - Programmatic predetermined permitted activity
  - Permit required
- Permitting action
  - Application
  - Agency review
  - Public notice and review
  - Conditions for approval
  - Approval or denial
- Compliance (monitoring / reporting)

See also **Section 4.5.0** - Environmental Regulations

Roadway Classification

RCW 36.86.070 - Classification of roads ...

"... each county shall classify and designate as the county primary road system such county roads as are designated rural minor collector, rural major collector, rural minor arterial, rural principal arterial, urban collector, urban minor arterial, and urban principal arterial in the federal functional classification system."

Functional Classification

The grouping of highways, roads and streets by the character of service they provide. While the term usually refers to the federal functional classification system, it may also refer to alternate versions designed and implemented by local governments for their own purposes.

Operational factors that influence the application of "functional classification" in the design process:

Traffic Volume
Collision History
Vehicle Types
Design Speed
Land Use
Terrain
Weather Patterns

Design Standards

RCW 43.32 - County roads design standards

RCW 36.86 - Roads and bridges - standards

RCW 36.75.240 - Sidewalks and pedestrian paths or walks - bicycle paths, lanes, routes, and roadways - standards

WSDOT Local Agency Guidelines (LAG) - Chapter 42

WSDOT Bridge Design Manual

WSDOT Hydraulics Manual and Highway Runoff Manual

WSDOT - Deviation Guidelines
(includes the application of engineering judgment)

AASHTO
A Policy on Geometric Design of Highways and Streets - "Green Book"
Guidelines for Geometric Design of Very Low-Volume Local Roads

See also Municipal Research and Services Center - County Road Standards

Project Type Terminology

1R - Resurfacing
2R - Resurfacing and Restoration
3R - Resurfacing, Restoration, and Rehabilitation
Reconstruction (at times referred to as 4R)
- With added capacity
- Without added capacity

New construction
Bridges / Structures

Supplemental Factors Affecting Design

WSDOT - Context Sensitive Design
- Practical Design
- Value Engineering
- Sustainable Transportation

FHWA - Context Sensitive Solutions
- Tools for Sustainable Communities

RCW 39.04.010 - Definitions
"(4) ... All public works, including maintenance when performed by contract shall comply with chapter 39.12 RCW. ..."

RCW 39.12 - Prevailing wages on public works

Department of Labor & Industries (LNI) website - Prevailing Wage guidance

WAC 296-127 - Prevailing Wage
Washington State Prevailing Wage Law (informational booklet)
Dept. of Labor & Industries - Awarding Agencies' Responsibilities

Federal Funding

WAC 296-127-025 - Applicability of joint federal-state standards
WSDOT website - Federal Wage
United States Department of Labor website - Davis Bacon

Exemptions:

WAC 296-127-018 - Coverage and exemptions of workers involved in the production and delivery of gravel, concrete, asphalt, or similar materials

WAC 296-127-026 - Exemptions for sole owners and their spouses, partnerships, corporations, and employees of public agencies

See also Municipal Research and Services Center - Prevailing Wage Issues

Bonds - Retainage - Payments

RCW 39.08 - Contractor's bond

RCW 39.76 - Interest on unpaid public contracts

RCW 60.28 - Lien for labor, materials, taxes on public works

See also Municipal Research and Services Center - Retainage and Bonding Issues

Indirect Costs / Overhead

Various indirect costs (overhead) are eligible for reimbursement under federal grants. However, the rules surrounding this topic are significant, including the need to have an "indirect cost allocation plan" reviewed and approved by WSDOT/FHWA as a part of grant acceptance.

The following link provides access to FHWA guidance and support.

FHWA --- Federal Aid Essentials for Local Public Agencies --- Developing an Indirect Cost Allocation Plan

4.2	Maintenance	4.2.0

TOC

See also **Section 3.2.5** - Various Programs - Maintenance Management

Operations

Four quantifiable resource components for performance of maintenance activities:

- Labor
- Equipment
- Material
- Administration / Overhead - direct and indirect costs associated with acquisition and allocation of the above three resource components

Three maintenance function types:

- Routine - normal day-to-day planned and budgeted activities that keep roads operational
- Preventive - planned and budgeted activities intended to restore items to good condition
- Reactive - unanticipated failures of road surfaces, loss of signs, debris on road, etc.

Washington Department of Labor and Industries (LNI)
Safety Standards for Construction
Training Requirements (see Construction)
Safety Forms and Publications
Washington Industrial Safety and Health Act (WISHA)
A-Z Safety and Health Topics
Specific Operational Rules
Flagger Safety

Washington Department of Licensing
Commercial Driver License (CDL)

WSDOT
Vehicle Operator's Handbook
Maintenance Operations (links to various resources)

See also MRSC guidance on:
Public Works Safety Manuals
Weeds and Other Nuisance Vegetation
Snow and Ice on Public Right of Way

RCW 36.87.100 and .110 make reference to allowing counties establish a road maintenance classification system. It is recommended the county consider formally establishing such a system for a number of other operational and liability benefits.

Fuel Tax Exemption

RCW 82.38 – (fuel tax)

RCW 82.38.080 - Exemptions

> "(1) there is exempted from the tax imposed by this chapter, the use of fuel for ... (a) Street and highway construction and maintenance purposes in motor vehicles owned and operated by the state of Washington, or any county or municipality ..."

Department of Licensing - Fuel Tax Refunds

However, counties are not entirely exempt from fuel tax --

RCW 82.36.240 - Sales to state or political subdivisions not exempt

> "Nothing in this chapter shall be construed to exempt from the payment of the tax any motor vehicle fuel sold and delivered to or used by the state or any political subdivision thereof ..."

Fleet and Inventory Management

RCW 36.33A – Equipment Rental & Revolving Fund

RCW 33A.010 - Equipment Rental and revolving fund - establishment ...

- Fund shall be created and used for county road department
  - Equipment
  - Materials
  - Supplies
  - Related services
  - Purchase or manufacture of materials

RCW 36.33A.030 - Administration of fund.

- The terms and charges for sale of all ER&R materials and supplies shall be determined by the county engineer, or other appointee of the legislative body

RCW 36.33A.040 - Rates for equipment rental.

- Rates for all ER&R equipment assets shall be determined by the county engineer, subject to annual review by the legislative body
- County legislative body may appoint someone other than county engineer

RCW 36.75.280 - Centralized repair and storage of machinery, equipment, supplies, etc.

Typical ER&R accounting Cost Centers (for road services)

- Pits and Quarries
- Mechanical Shop
- Parts Stores
- Fuel
- Motor Pool
- Administration & Overhead

3.9.6.10 - "... to be used for activities that provide goods and services to other funds or departments or other governments on the cost reimbursement basis. ..."

3.9.6.60 - "If the contributed nonmonetary assets were originally acquired with restricted resources, the government must monitor their usage and disposal to assure that one fund does not benefit from another (RCW 43.09.210). ..."

- Contributed capital to be managed for the benefit of the contributing funding source

- Requires 100% recovery of:

  - all costs to manage contributed capital until fully consumed or otherwise disposed of

  OR

  - all costs to manage contributed capital plus adequate fund contributions for future asset replacement

- Adequate accounting, at a minimum, to report asset and cash equity held by ER&R on behalf of each participating department and fund

Inventory Management - terminology

- Weighted Average Cost (WAC) - as common inventory items are purchased, the "sale" value of each inventory item is based on total inventory value divided by the number of items in inventory

- First-in-First-out (FIFO) - as common inventory items are purchased, the "sale" value of each inventory item is based on their actual purchase price, usually including specific tracking of each individual inventory item to ensure oldest out first

- Last-in-First-out (LIFO) - as common inventory items are purchased, the "sale" value of each inventory item is based on the most recent purchase price (current market value - may result in profit or loss - not commonly used in the public sector)

- Mark-up - percentage and/or fixed fee associated with each inventory transaction necessary to recovery 100% of the costs associated with storage and management of inventory items

- Audit process commonly based on comparing "physical" inventory counts compared against "book" inventory -- inventory adjustments are common when dealing with "bulk" materials when absolute transaction quantities are difficult (bulk fluids, gravel stockpiles, etc.) as long as discrepancy has a reasonable explanation (expansion, shrinkage, waste, etc.)

See also:

Public Fleet Managers Association (PFMA)
CRAB Website Library - Equipment reference material

One-Call Locate

During the 2011 state legislative session, the "Underground Utilities Damage Prevention Act" was enacted (and further clarified during the 2012 legislative session), amending RCW 19.122 - Underground utilities. While legal requirements associated with "one-call" have been in existence for some time, the amendments made clear that units of local governments fall within the definition of underground facility operators.

In addition to the continuing requirement of utilizing "call-before-you-dig" services prior to performing sub-surface work, within RCW 19.122.027, the following language was added:

> "... (4) All facility operators within a one-number locator service area must subscribe to the service.
> (5) Failure to subscribe to a one-number locator service constitutes willful intent to avoid compliance with this chapter."

See detailed guidance information at:

Washington Utility Coordinating Council (WUCC)

Washington 811

UTC - Call before you dig

4.3	Traffic Management	4.3.0

TOC

Traffic, Traffic Codes, and Standards

RCW 47.36.060 - Traffic devices on county roads and city streets
- Local authorities ... shall place and maintain such traffic devices ... as are necessary to ... regulate, warn, or guide traffic.

RCW 46.90 (WAC 308-330) - Washington model traffic ordinance
- Purpose is to encourage highway safety and uniform traffic laws

RCW 46.61 - Rules of the road

RCW 47.36.020 - Traffic control signals

Manual on Uniform Traffic Control Devices (MUTCD)

Adoption within the State of Washington - WSDOT MUTCD

WAC 468-95 - Manual on uniform traffic control devices for streets and highways

FHWA MUTCD webpage

Speed Limits

RCW 46.61.400 - Basic rule and maximum limits
RCW 46.61.415 - When local authorities may alter maximum limits
85th Percentile - WSDOT Speed Limits

Railroad At-Grade Crossings

RCW 81.53 - Railroad - crossings
.090 - local responsible
.100 - .110 - cost allocation

Utilities and Transportation Commission
Railroad Safety
WAC 448-62-150 - Grade crossing petitions

RCW 36.75.300 - Primitive roads - classification and designation
Pertains to gravel roads under 100 ADT --- Note: During the 2014 legislative session, the language "... any discretionary maintenance ... shall not be considered in any action for damages brought against the county ..." was added in response to recent court cases.

Refer to the Washington Traffic Safety Commission - Traffic Laws webpage

Institute of Transportation Engineers
- Technical Information
  - ITE Technical Library
  - Traffic Calming
  - Trip and Parking Generation
  - Standards

Federal Highway Administration
- Implementing Local Agency Safety Management
- Highway Safety Improvement Program
- Local and Rural Road Safety Program
- Data and Analysis Tools
- Pedestrian & Bicycle Safety
- Tools to Diagnose and Solve the Problem
- Intersection Safety
- Roadway Departure Safety
- Roadway Safety Data Program
- Road Safety Audits
- Tools and Technology
- Systemic Approach to Safety

AASHTO - Highway Safety Manual

National Highway Safety Administration - Driving Safety

Accidents, Records, and Investigations

WAC 136-28 - Standards of Good Practice - ... county road accident reports

Washington State Patrol - Collision Reports

WSDOT - Transportation Data - See Collision Data

Washington Traffic Safety Commission - Resources / Materials

State of Washington - Safety Plans - Target Zero

Department of Licensing - Driving Safety and Accidents

AASHTO
- Elements of the Strategic Highway Safety Plan
- Strategic Highway Safety Plan - Implementation Guides
- Desktop Reference for Crash Reduction Factors

Washington State Criminal Justice Training Commission - Training Index
Collision Investigation - Basic. Advanced, Technical, and Reconstruction

National Highway Traffic Safety Administration
- Fatality Analysis Reporting System (FARS)

Engineering, Enforcement, and Education

Otherwise known as the 3-E's. May be listed in alternate order, and may also be referred to as:

4-E's within K-12 -
Engineering, Enforcement, Education, and Encouragement

4-E's within safety operations -
Engineering, Enforcement, Education, and Emergency Medical Services

Washington Traffic Safety Commission - Programs and Priorities

Federal Highway Administration (FHWA) - Transportation Safety Planning
Transportation Safety Planning (TSP) - Resources

Supplemental Information

FHWA - Highway Performance Monitoring System (HPMS)

ATV / ORV

Legislative action has created the possibility for ATV / ORV use of county roads. The following link to MRSC provides a legal summary and describes different scenarios counties should be aware of:

MRSC Insight -- All-Terrain Vehicles Renamed and Rolling!

4.4	Right-of-Way Management	4.4.0

TOC

Nothing within this section is intended to fully describe the laws and legal issues surrounding right-of-way management and the associated property-rights. Actions to determine the legal status of right-of-way and the roadways thereon are case specific and commonly require court involvement in order to separate fact from claim.

Involvement of qualified professionals is required to fully investigate and resolve any dispute pertaining to the existence and/or location of right-of-way, regardless of whether a county road is present or not.

What is right-of-way? --- See the summary and evaluation of this topic prepared by MRSC
What is the Nature of a Public Right-of-Way?

County Road versus County Right-of-Way

While "road" and "right-of-way" cannot be truly separated as a functional matter, they are very different legal concepts, generally described as follows:

Acquire or vacate a property interest - right-of-way, easement, etc.

Establish or abandon an operational function - road, trail, etc.

While rights-of-way may be acquired and exist without a corresponding road, roads generally cannot be developed (established) without a corresponding right-of-way.

There is a common debate over whether a right-of-way is "fee-simple" land or an easement. It is more accurately described as somewhere between the two.

It cannot be considered separate, fee simple land since
- It cannot be sold to any willing buyer since the public interest can only be vacated and returned to the original underlying owner
- Other than new rights-of-way within plats, acquisition of right-of-way does not go through any subdivision process

It cannot simply be considered an easement since
- The public entity controls the use
- The land is no longer taxed since it becomes a public asset

Title 468 WAC - Department of Transportation

WAC 468-34 - Utility line - franchises and permits

WAC 468-34-110 - Definitions

"(1) Highway - A general term denoting a street, road or public way for purposes of vehicular travel, including the entire area within the right of way."

"(7) Roadway - The portion of a highway including shoulders, for vehicular use. A divided highway has two or more roadways."

"(9) Roadside - The roadside is the area between the edge of the roadway shoulder and the right of way line and unpaved medians on multilane highways."

"(12) Right of way - A general term denoting land, property, or interest therein, usually in a strip, acquired for or devoted to highway transportation purposes."

RCW 84.36.210 - Public right-of-way easements

Unopened right-of-way - right-of way that does not yet have a road developed on it
RCW 36.87.090 - Vacation of road unopened for five years ...

Road Establishment, Vacation, and Jurisdiction Transfers

Road Establishment and Vacation

RCW 36.32.120 - Power of legislative authorities
"(2) Lay out, discontinue, or alter county roads ..."

RCW 36.75.040 - Power of county commissioners
"(3) Acquire land for county road purposes by purchase, gift, or condemnation, and exercise the right of eminent domain as by law provided for the taking of land for public use ..."

Prescriptive Rights

RCW 36.75.070 - Highways worked seven years are county roads
RCW 36.75.080 - Highways used ten years are county roads

RCW 36.81 - Road and bridges - establishment
.050 - engineer's report

RCW 36.85 - Roads and bridges - rights-of-way
.010 - gift, purchase, or condemnation

RCW 36.86 - Roads and bridges - standards
.010 - 60-foot right-of-way

RCW 36.87 - Roads and bridges - vacation
.040 - engineer's report
.090 - road unopened for five years
.130 - roads abutting water
.140 - public utilities

RCW 58.17.212 - Vacation of subdivision ...
"...When the vacation application is specifically for a county road or city or town street, the procedures for road vacation or street vacation in chapter 36.87 or 35.79 RCW shall be used for the road or street vacation. ..."

Primitive Roads

RCW 36.75.300 - Primitive roads - classification and designation
(gravel roads under 100 ADT)

Right-of-Way boundaries versus Corporate Boundaries

Right-of-Way centerlines not to be used for corporate boundaries
RCW 36.75.203
RCW 35.02.170 / RCW 35A.14.410
RCW 35.21.790 / RCW 35A.21.210

Jurisdiction Transfer - State Highway / County Road

RCW 36.75.090 - Abandoned state highways
Otherwise known as "turnback"

RCW 47.17.001 - Criteria for changes to system
RCW 47.01.425 - Jurisdictional transfers
Otherwise known as "route jurisdiction transfer"
WAC 468-710 - Route jurisdiction transfer rules, regulations and requirements

Jurisdiction Transfer - Incorporations and Annexations

A significant portion of the scope and final decision making may be based on land use plans developed under the Growth Management Act (see Section 3.2 - Land Use Plan)

RCW 36.93 - Local governmental organization - boundaries - review boards

RCW 35.02 - Incorporation proceedings
RCW 35A.03 - Incorporation as noncharter code city (governed by RCW 35.02)

RCW 35.02.140 - Disposition of uncollected road district taxes
RCW 35.02.170 - Use of right-of-way line as corporate boundary ...
RCW 35.02.180 - Ownership of county roads to revert to city or town ...
RCW 35.02.225 - County may contract to provide essential services

RCW 35.13 - Annexation of unincorporated areas

RCW 35.13.270 - Taxes collected in annexed territory ...
RCW 35.13.290 - When right-of-way may be included ...
RCW 35.07 - Disincorporation

RCW 35A.14 - Annexation by code cities

RCW 35A.14.801 - Taxes collected in annexed territory ...
RCW 35A.14.410 - When right-of-way may be included ...
RCW 35A.15 - Disincorporation

Property Tax - Revised Levy Limit

WAC 458-19-035 - Levy limit - annexation
RCW 84.55.030 - Limitation upon first levy following annexation
RCW 84.55.110 - Withdrawal of certain areas ... calculation of taxes due

See also Municipal Research and Services Center guidance on
Annexation
Incorporation

Utility Accommodation

While county road right-of-way has a primary purpose for transportation functions, there is clear legal authority for use by various utility providers. Both transportation and utility functions are both serve a public purpose and, in most cases, must coexist within the same physical space.

There are three key concepts when “accommodating” utilities within road right-of-way:

- Road functions are the primary purpose
- Utilities generally or specifically have a “right” to use
- Counties have the right to regulate “how” it is used

An individual “right-of-way use permit” is the ultimate methodology by which counties regulate “how” it is used. (See the following section pertaining to Right-of-Way Use Permits) A franchise agreement is simply a generalized form of a right-of-way use permit that is intended to both clarify and simplify the relationship between the county and a specific utility, providing certainty about operational rights and responsibilities within the right-of-way.

Utility fees are generally limited to recovery of the county’s “cost” of developing and managing individual permits and franchises.

Due to provisions of federal law, telecommunications are regulated very differently than other utility functions.

WAC 136-40 - Standards of Good Practice - accommodation of utilities on county roads

RCW 36.55 - Franchises on roads and bridges

RCW 80.36 - Telecommunications
RCW 80.36.040 - Use of road, street, and railroad right-of-way ...

See also Municipal Research and Services Center guidance pertaining to telecommunications, including information about the associated federal rules.

Right-of-Way and Road Use Permits

Right-of-way use permits pertain to the county granting a short-term or long-term “property right” type use of the right-of-way, including specific location, benefits, and obligations. Examples include utilities, driveways, and cattle guards.

Road use permits pertain to the county granting temporary use, or “occupation” of a defined portion or a roadway, which may or may not conflict with its normal traffic operation. Examples include bike races, oversize vehicles, and adjoining property construction activities.

The term “permit” is intended to also convey that permission is conditional. All permits should have clear time, scope, and space limitations, including the right to revoke the discretionary approval.

County authority to manage rights-of-way

RCW 36.75.040 - Powers of county commissioners

"(4) Perform all acts necessary and proper for the administration of the county roads ..."

RCW 36.75.130 - Approaches to county roads ...

"(1) No person shall be permitted to build or construct any approach to any county road without first obtaining permission therefor from the board."

RCW 36.75.270 - Limitation of type or weight of vehicles ... (see also RCW 46.44.080)

Statutory authority can be applied to long-term or temporary restrictions, including the ability to issue permits for exceptions during times of restrictions. This would also include the ability to execute haul route agreements in order to avoid the need for imposing general restrictions

Removal of a non-permitted use or obstruction authorized - RCW 9.66 - Public nuisance

RCW 9.66 010 - Public nuisance

"(3) ... unlawfully interfere with, befoul, obstruct, or tend to obstruct, or render dangerous for passage, a lake, navigable river, bay, stream, canal or basin, or a public park, square, street, alley, highway, or municipal transit vehicle or station;"

Application of this statutory authority requires involvement of the County Prosecuting Attorney and the County Sheriff. The potential application of this authority in cases of "unopened" right-of-way" is very different than those cases involving a roadway.

See also Municipal Research and Services Center guidance on

Right-of-way Use Permits
Special Events Permits

Surveying

One area of periodic "professional" debate is that of performing survey functions. The county engineer clearly has legal authority to perform:

RCW 36.75.050 - Powers - how exercised

"The powers and duties vested in or imposed upon the boards with respect to establishing, examining, surveying, constructing, altering, repairing, improving, and maintaining county roads, shall be exercised under the supervision and direction of the county road engineer. ..."

(emphasis added)

See also RCW 36.75.110 / RCW 36.77.010
RCW 36.81.060 / RCW 36.86.050

Prior to 1937 each county had an elected "county surveyor". At that time the position evolved into the appointed position of the "county engineer", with many of the survey functions being carried out by the county engineer.

On the other hand, professional licensing standards require that an individual may perform only those functions they are qualified and licensed to perform.

Board of Professional Registration

Title 196 WAC and RCW 18.43 regarding engineers and land surveyors
See also Resources - Board position on incidental surveying practice
(Board policy adopted 2007)

RCW 58.24 - State agency for surveys and maps ...

WAC 332-120 - Survey monuments - removal or destruction
RCW 58.09 - Surveys - recording
RCW 58.09.130 - Monuments disturbed by construction activities ...
RCW 58.20 - Washington coordinate system

Specific Reference to "Engineer" and "survey"

RCW 36.80.040 - Records to be kept
RCW 36.81.030 - Deeds and waivers
RCW 36.81.050 - Engineer's report
RCW 58.09.090 - When record of survey not required
RCW 84.40.170 - Plat of irregular tracts ... surveys ...

Noxious Weeds

State law holds landowners - including state and county land agencies - responsible for controlling noxious weeds on their property.

Washington State Noxious Weed Control Board

RCW 17.10 - Noxious weeds - control boards
WAC 16-750 - State noxious weed list ...
WAC 16-752 - Noxious weed control

Links to County Noxious Weed Control Boards

See also MSRC Weeds and Other Noxious Vegetation

Tax Title

In coordination with the County Treasurer's office, it is advisable to be aware of opportunities to acquire property interests that would be beneficial for road or other departmental interests as a result of property tax non-payment. Refer to:

RCW 84.60 - Lien of taxes,
RCW 84.64 - Lien foreclosure, and,
RCW 36.35 - Tax title lands

4.5	Environmental Regulations	4.5.0

TOC

General Concepts:

No Impact
Mitigation Required
Restoration Required

Regulated activity
Permitted activity
Exempt activity

Specific federal and state rules and programs are routinely supplemented by local codes, including within the context of "delegated authority"

Regulatory Programs

Office of Regulatory Innovation and Assistance - Regulatory Handbook

WSDOT - Environmental Manual

Programmatic Areas -
- Air Quality
- Water Quality
- Aquatic Resources
- Terrestrial Resources
- Waste and Toxic Substances
- Historic and Archeological

Specialized Procedures -
- Growth Management Act
- State Environmental Policy Act
- National Environmental Policy Act
- Exercise of supplemental local authority

Washington State

Department of Ecology - Regulatory Programs
Local Clean Air Agencies

Department of Fish & Wildlife - Permits

Department of Natural Resources - Business and Permits

Department of Archeology & Historic Preservation - SHPO Compliance
(previously known as the State Historical Preservation Office)

Department of Agriculture - Licenses, Permits, Certifications

Department of Health - Licenses, Permits, and Certificates - Professions

Federal

US Army Corps of Engineers - Regulatory

US Fish & Wildlife Service - Permits

National Marine Fisheries Service (NOAA) - Office of Protected Species - Permits

Federal Energy Regulatory Commission - FERC Online

Environmental Protection Agency - Laws and Regulations

See also Municipal Research and Services Center guidance on
Critical Areas
Flood Hazard Management Planning
Shoreline Management Act
Wetlands
Water Resources and Water Quality

State and National Environmental Policy Acts (SEPA / NEPA)

State Environmental Policy Act (SEPA)
RCW 43.21C - State environmental policy
WAC 197-11 - SEPA rules
DOE SEPA Webpage

Terminology	DNS - determination of nonsignificance
	DS - determination of significance
	EIS - environmental impact statement
	MDNS - mitigated determination of nonsignificance
	NAT - notice of action taken
	NOA - notice of application

See also Municipal Research and Services Center guidance on State Environmental Policy Act

National Environmental Policy Act (NEPA)

United States Code (42 USC 4321)

US Code Main Page (select Title 42, and chapter with section 4321)

EPA Administration of NEPA - NEPA Webpage

Terminology

CATEX - categorical exclusion
Cumulative impacts
EA - environmental assessment
EIS - environmental impact statement
FONSI - finding of no significant impact
Indirect Effects
NOA - notice of availability
NOI - notice of intent
ROD - record of decision

Fish Passage

RCW 77.15.320 - Unlawful failure to provide, maintain, or operate fishway for dam or other obstruction

Department of Fish and Wildlife -

Fish Passage
Design Guidance and Standards
Hydraulic Project Approval (HPA)

Hydraulic Code

RCW 77.55 - Construction projects in state waters
WAC 220-110 - Hydraulic code rules

Greenhouse Gasses

EPA
- Greenhouse Gas Emissions
- Greenhouse Gas Equivalencies Calculator

WA Dept. of Ecology
- Greenhouse Gas Emissions
- Mandatory Reporting --- see also WAC 173-441

WA Dept. of Commerce
- Greenhouse Gas Analysis Tools Assessment

MRSC
- Climate Change

Codes, Policies, and Standards

See also **Section 3.2.1** - Land Use Plan

RCW 36.70B.040 - Determination of consistency

Requires a proposed project be consistent with the comprehensive plan and associated development regulations

RCW 36.70B.170 through .210 - Development agreements

Title 58 RCW - Boundaries and plats

Use of unopened right-of-way for access

In cases where public road right-of-way exists, but a county road has not been constructed and established. Process requires either:

- Construction and establishment of a new county road as a part of the development process; OR,
- Approval of a "private" right to use the right-of-way for development and maintenance of a "driveway"

See also **Section 4.4.0** - Right-of-Way Management

Subdivisions

While the following statutory references are the basis of land subdivisions, the county's land use plan and land development codes most likely describe both permitted and non-permitted land subdivisions, as well as all procedural steps required for review and approval.

Title 58 RCW - Boundaries and plats

RCW 58.04 - Boundaries
RCW 58.08 - Plats - recording
RCW 58.10 - Defective plats legalized
RCW 58.17 - Plats - subdivisions - dedications
RCW 58.18 - Assessor's plats
RCW 58.19 - Land development act

Impact Mitigation

Other than state and many local policies suggesting the “public should not subsidize development costs”, there are no statutory requirements for implementation of specific road standards. However, there is case law that clearly limits conditioning of developments only for:

- Directly related and quantifiable impacts
- Fair share for cumulative impacts, so long as others assessed similarly

RCW 43.21C - State environmental policy

RCW 58.17.110 - Approval or disapproval of subdivision and dedication ...

RCW 82.02 - .050 through .110 (impact fees)

RCW 82.02.090 - Definitions

> “(3) "Impact fee" means a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. ..."

RCW 36.32.510 - Right-of-way donations ...

RCW 58.17.165 - ... final plat ... dedication

RCW 58.17.130 - Bond in lieu of actual construction ...

See also MRSC guidance on:

Impact Fees
Latecomer Agreements
Development Agreements
Development Regulations and Zoning
Smart Growth and Sustainable Development

4.7	Emergency Response	4.7.0

TOC

Declaration of Emergency

Emergency declarations can address highly general (countywide disaster) to very specific situations (waiver of bidding for a single action). The adopting document should be designed to clearly describe the situation warranting the special response, and the intended extent of the response.

Each formal action by the county legislative authority (or when allowed, action by a designated official), should contain the following within the declaration document:

- Legal basis for the declaration
- Description of the incident or situation warranting action
- Scope of response
- Beginning and ending time of emergency authority
- Who has authority to act under the declaration

While following a declaration of emergency there may be a great deal of latitude available, the situation should never be seen as a “blank check” or a time to ignore good business practices or adopted public policies.

Use of the term "emergency" within RCW (and related WAC)

RCW 36.32 - County Commissioners
- 36.32.235 - Competitive bids ...
- 36.32.270 - Competitive bids - exemptions (refers to 39.04.280)
- 36.32.280 - Regulation of water courses
- 36.32.290 - Regulation of water courses - removal of obstructions
- 36.32.300 - Regulation of water courses - trees may be removed ...

RCW 36.40 - Budget
- 36.40.140 - Emergencies subject to hearing
- 36.40.180 - Emergencies subject to hearing - nondebateable emergencies

RCW 38.52 - Emergency Management
- 38.52.010 - Definitions
- 38.52.020 - Declaration of policy and purpose
- 38.52.070 - Local organizations ... emergency powers
- 38.52.390 - Contracts ... for emergency management activities

WAC 118-30 - Local emergency management ...

RCW 39.04 - Public works
- 39.04.020 - Plans and specifications ... emergencies
- 39.04.280 - Competitive bidding ... Exceptions
- 39.04.290 - Contracts for ... engineering ...

RCW 39.28 - Emergency public works
- 39.28.010 - Definitions
- 39.28.030 - (powers of municipalities)

RCW 39.80 - Contracts for architectural and engineering services
- 39.80.060 - Procurement ... exception for emergency work

RCW 43.06 - Governor
- 43.06.010 - General powers and duties (see sub-section 12)

RCW 43.21C - State environmental policy
- 43.21C.110 - (exempt in emergencies)
- 43.21C.210 - Certain actions during state of emergency ...
- WAC 197-11-880 - Emergencies

RCW 77.55 - Construction projects in state waters
- 77.55.011 - Definitions
- 77.55.021 - (8) (emergency permit)
- WAC 220-110-020 - Definitions
- WAC 220-110-030 (9) (emergency permit)

Emergency Response Plan

RCW 38.52.070 - Local organizations ... establishment, operation ...

> "(1) Each political subdivision of this state is hereby authorized and directed to establish a local organization or to be a member of a joint local organization for emergency management in accordance with the state comprehensive emergency management plan and program ..."

WAC 118-30-040 - Responsibilities of political subdivisions

> "(1) Each political subdivision must establish an emergency management organization by ordinance or resolution passed by the legislative body of the political subdivision. Two or more political subdivisions may join in the establishment of an emergency management organization.

(2) Each political subdivision shall develop, promulgate and submit a comprehensive emergency management plan.

(3) Each political subdivision shall submit an emergency management program paper annually to the director not less than sixty days prior to the beginning of the calendar year.

(4) Political subdivisions that have joined together to form a joint emergency management organization may submit a single plan and program paper."

WAC 118-30-060 - Emergency plan

- Plan shall include:
  - Hazard analysis
  - Mission and purpose
  - Organization structure
  - How implemented
  - Resource management
  - Operation management

- Plan specifically addresses a variety of operational components, such as:
  - Warning system
  - Continuity of government
  - Search and Rescue
  - Mass care and individual assistance
  - Identification and use of available resources

- Plan should be reviewed and amended at least every two years

- Operational capabilities tested at least once each year

Within the context of both developing and implementing the emergency response plan, ensure there is clarity on the role of both road/public works staff and the intended use of the Road Fund.

Mutual Aid

RCW 38.52 - Emergency Management

RCW 38.52.010 - Definitions

"(6)(a) "Emergency or disaster" as used in all sections of this chapter except RCW 38.52.430 shall mean an event or set of circumstances which: (i) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or (ii) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.

RCW 38.52.070 - Local Organizations ...

"(2) In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. ..."

The concept of Mutual Aid is based on the authority between governments to execute Interlocal Agreements.

RCW 39.34 - Interlocal cooperation act

Characteristics of these formal agreements

- Provides written understanding
- Establishes formal relationship
- Serves as documented proof
- Defines parties involved
- Identifies responsibilities
- Defines protocols for implementation

Mutual Aid Agreements (specific application of an interlocal agreement)

- Cooperative commitment
- Flexibility in use of resources
- Conditional provision of resources
- Liability indemnification to lending party
- General in nature
- Imprecise
- Voluntary and reciprocal
- Usually requires additional actions at time of use

Highways & Local Programs (WSDOT) administers a mutual aid program available to all counties - Emergency Relief Program

National Incident Management System (NIMS)
Incident Command System (ICS)

Excerpt from “National Incident Management System”, Dec 2008 (Homeland Security)

> “The *National Incident Management System* (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. ...”
>
> NIMS Components:
> - Preparedness
> - Communications and Information Management
> - Resource Management
> - Command and Management
> - Ongoing Management and Maintenance

Excerpt from “Incident Command System Training”, May 2008 (FEMA)

> “... The Incident Command System:
> - Is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations.
> - Represents "best practices" and has become the standard for emergency management across the country.
> - May be used for planned events, natural disasters, and acts of terrorism.
> - Is a key feature of the National Incident Management System (NIMS). ...”

FEMA / NIMS supplemental guidance and training
- Supporting Guides & Tools
- Incident Command System Resources
- Training

Additional guidance and support resources are available through the Washington Military Department, Emergency Management Division

Section 5	Annual Reporting and Certifications	

5.1	CRAB Required Reporting	5.1.0

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All CRAB reporting forms are available through the CRAB website Library forms page

CRAB Reports Due by December 31st

(Note: Documentation of planned and approved activities for the coming year)

- Annual Construction Program (WAC 136-16-040)
  - Listing of all proposed PE, right-of-way, and construction projects
  - Listing of major equipment purchases and planned repairs
  - Include submittal of adopting resolutioin

- County Arterial Preservation Program (WAC 136-300-060)
  Listing of all proposed arterial preservation projects and activities

- Pavement Management Certification (WAC 136-70-070)
  Reporting County's compliance with PMS requirements

- Budget Summary (various)
  Supporting documentation pertaining to various compliance issues

- Maintenance Management Work Plan/Budget
  (WAC 136-11-040 & WAC 136-11-050)
  Listing of planned activities and supporting data

- Engineer's Certification of Above Forms
  Allows electronic submission of above forms, with a single signature form

Copy of Non-CRAB Form Due by December 31st

- Copy of adopted Six-Year Program, including a copy of the adopting resolution

CRAB Reports Due by February 1st

(Note: Documentation of adopted road levy, and its intended use, for the current year)

- Road Levy Certification (WAC 136-150-021)
  Documentation pertaining to RAP eligibility determination

- Engineer's Certification of Above Form
  Signature form allowing electronic submission of above form

CRAB Reports Due by April 1st

(Note: Documentation of activities from the previous year)

- Traffic Law Enforcement Certification (WAC 136-150-022)
  Documentation pertaining to RAP eligibility determination

- Fish Passage Barrier Expenditures (WAC 136-150-023)
  Documentation pertaining to RAP eligibility determination and general compliance with RCW

- Annual Construction Report (WAC 136-16-050)
  Documenting road construction activities compliance with Annual Construction Program and County Forces Construction limitations

- Annual County Arterial Preservation Program Report (WAC 136-300-090)
  Documenting all PMS and MMS activities, including CAPP eligible work

- Annual Certification (WAC 136-04-030)
  Summary of required compliance issues associated with issuance Certificate of Good Practice
  - If required, includes explanation regarding projects not originally listed on Annual Construction Program
  - Includes a copy of the bridge inspection report
  - WSDOT Local Programs submits letter documenting each county's compliance with NBIS

- Annual Certification - Maintenance Management (WAC 136-11-050)
  Documenting MMS developed and implemented

- Ascertaining the expenditures for marine navigation and moorage purposes (WAC 136-150-025)

- Engineer's Certification of Above Forms
  Allows electronic submission of above forms, with a single signature form

- Annual Ferry System Operations Report (only required of four counties operating ferries)
  Data used for Fuel Tax distribution calculations

CRAB Reports Due by May 1st

(Note: Documentation of roadway inventory existing at the beginning of the current year - data used, in part, for calculating MFVT distribution)

- County Road Log (WAC 136-60-030)
- Road Log Action Record (WAC 136-60-050)
- Road Log Summary Record (WAC 136-60-050)

5.2	Year-end Fiscal Closeout	5.2.0

TOC

County Annual Financial Report

RCW 43.09.230 - Local Government Accounting - annual reports

"The state auditor shall require from every local government financial reports covering the full period of each fiscal year, in accordance with the forms and methods prescribed by the state auditor ... Such reports shall be prepared, certified, and filed with the state auditor within one hundred fifty days after the close of each fiscal year."

(Note: an expanded version of this annual report is known as a CAFR (Comprehensive Annual Financial Report))

See also BARS Manual, Part 4 (Cash and GAAP)

WSDOT Report Due by May 31st

(Note: Represents documentation of revenue and expenditures from the previous year)

- RCW 36.75.260 - Annual report to Secretary of Transportation
  - County / City / State revenue and expenditure data compiled by WSDOT
    - Prior to 2012, WSDOT form number 333-010 was utilized and filed as a hardcopy submission
    - Beginning in 2012 (reporting 2011 financial information), transportation revenues and expenditures are reported to WSDOT through an online application -- Local Highway Finance Tracking (LHFT) system
  - WSDOT reports compiled data to FHWA (report known as the 536 Report due to use of FHWA form number 536)

    Refer to FHWA - Guide to Reporting Highway Statistics

    - Chapter 11 - Receipts and Expenditures of Local Governments
    - USDOT required to "promote and undertake development, collection, and dissemination of technological, statistical, economic, and other information relevant to domestic and international transportation. ... engage in studies to collect data concerning highway planning, development, financing, construction, operation, modernization, maintenance, safety, and traffic conditions and to publish the results of such research ..."

5.3	Annual Audits and Special Audits	5.3.0

TOC

Project Audits

Specific Scope - based on the terms of the grant agreement
Multi-project - based on funding source (collection of grant agreements)

Whistleblower

Specific Scope (likely confidential investigation) - starts with an allegation of wrongdoing

State Auditor Annual Audits (RCW 43.09.260 - Audit of local governments)

- Financial
- Accountability
- Performance (not a standard part of annual audit)

Final audit documents are available through the State Auditor's Office Website.

Standard Audit Report Language

"We conducted our audit in accordance with auditing standards ..."

"(internal) control deficiency exists when the design or operation of a control does not allow (employees) ... in the normal course ... of assigned functions ... to prevent or detect ... misstatements ... timely"

"We have audited the compliance ... with (_____) ..."

"We have audited the accompanying financial statements ... (presenting financial position)"

"We performed audit procedures to determine whether (_____) complied with state laws ... and its own policies ..."

Focus of Audits (based on auditing standards (Generally Accepted Auditing Standards - GAAS)

- Internal Control
  - Ability to catch and correct problems
- Legal Compliance
  - Federal and other grant requirements
- Financial Statements
  - Whether they present fairly the financial position of governmental activities

- Accountability
  - Compliance with various governing laws, regulations, policies, and procedures
- Performance
  - Efficient and effective use of public resources
  - Results in “recommendations” rather than “findings”

Entrance and Exit Conferences

- Opportunity to discuss purpose, scope, goals, and outcomes face-to-face with the state audit team

Findings and Management letters

- Magnitude of Internal Control Deficiency
  - (n/a)
  - Inconsequential
  - (neither)
  - Material

- Likelihood of Internal Control Deficiency
  - (n/a)
  - Remote
  - (neither)
  - More than Remote

- More than Remote & Not Inconsequential = Management Letter
- More than Remote & Material = Finding
- Anything else = verbal notice

The following is an excerpt from the “Government Auditing Standards - December 2011” prepared and distributed by the U.S. Government Accountability Office (GAO) -- commonly referred to as “The Yellow Book” -- (www.gao.gov/yellowbook)

> “1.05 Audits performed in accordance with GAGAS provide information used for oversight, accountability, transparency, and improvements of government programs and operations. ... (audits) can lead to improved government management, better decision making and oversight, effective and efficient operations, and accountability and transparency for resources and results. ...”

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Section 6	County Road Administration Board	

6.0	CRAB Organization	6.0.0

TOC

CRAB was created in 1965 as a regulatory agency, with early focus on compliance. While compliance remains a significant function, support and assistance is the preferred methodology to achieve this.

See CRAB website for listing of current CRAB staff

CRABoard

RCW 36.78.030 - Board created -- Number -- Appointment -- Terms -- Vacancies.

> "There is created hereby a county road administration board consisting of nine members who shall be appointed by the executive committee of the Washington state association of counties. ..."

RCW 36.78.040 - Composition of board -- Qualifications of members.

> "Six members of the county road administration board shall be county legislative authority members and three members shall be county engineers. ... Not more than one member of the board shall be from any one county."

3 Members - 125,000 or more	4 Members - between 20,000 and 125,000		2 Members - under 20,000
King	Skagit	Cowlitz	Adams
Pierce	Grant	Island	San Juan
Snohomish	Lewis	Grays Harbor	Pend Oreille
Spokane	Chelan	Clallam	Skamania
Clark	Walla Walla	Mason	Lincoln
Kitsap	Franklin	Whitman	Ferry
Yakima	Stevens	Okanogan	Columbia
Thurston	Kittitas	Douglas	Wahkiakum
Whatcom	Jefferson	Pacific	Garfield
Benton	Asotin	Klickitat	

See CRAB website for listing of current CRABoard Members

Title 136 WAC pertains to the exercise of responsibility and authority of the County Road Administration Board, as adopted by this board:

- WAC 136-01 thru -04 – CRAB general organization and policies (4)
- WAC 136-11 thru -70 – Standards of Good Practice (12)
- WAC 136-100 thru -210 – Rural Arterial Program (10)
- WAC 136-300 – County Arterial Preservation Program
- WAC 136-400 – County Ferry Capital Improvement Program

CRAB Responsibilities

Regulatory

Standards of Good Practice

RCW 36.78 requires CRAB to establish, by rule, Standards of Good Practice for the "administration of county roads and the efficient movement of people and goods over county roads". The current Standards are contained in WAC 136-12 through 136-70. CRAB verifies compliance with the Standards through various reports due throughout the year. In order to help counties to comply with the standards, CRAB staff provides a variety of resources and assistance.

Certificate of Good Practice

Each county engineer and either the chair of the board of county commissioners or the county executive must annually certify that the county has operated in compliance with the Standards of Good Practice. Based on this certification, together with the annual Bridge Inspection Report and the biennial performance audits, CRAB issues Certificates of Good Practice to the State Treasurer, which allows disbursement of gas tax revenues to the individual counties in the following year.

Official County Visits

At various times, CRAB staff schedule meetings with the County Engineer, and potentially the County Commissioners and other departmental staff, in order to review one or more areas of required compliance:

- Annual Certification
- Standards of Good Practice
- Project Planning
- RAP Project(s)
- CAPP, PMS, & MMS Implementation
- Status and Standing of County Engineer
- General Organizational and Financial Condition
- Meeting with Legislative Authority

Funding Programs

- Rural Arterial Program
- County Arterial Preservation Program
- County Ferry Capital Improvement Program
- Management of data necessary for the distribution of Fuel Tax (refer to County Gas Tax Allocation Factors document available through the CRAB Library)

Assistance

CRAB provides two primary types of general assistance:

- Support services to assist in compliance with regulations
- Promotion of new technologies and operational efficiencies affecting county road functions

Executive Management Services

The CRAB Executive Team includes its Executive Director, Deputy Director, Assistant Director, and Executive Assistant. The Executive Team is responsible, under the direction of the Board, for implementing agency policy and for managing agency staff. They work closely with WSAC and the legislature on all issues affecting transportation in the State of Washington, and in particular county road programs. With the view that state, county, and city transportation elements are a single system, CRAB interfaces with appropriate agencies and representatives on a continual basis.

Engineering Management Services

The Engineering Services Division, under the direction of the Deputy Director, is made up of a team of professionals, including five holding Professional Engineering licenses, and is directly responsible for:

- All functions related to the administration of the Rural Arterial Program, the County Arterial Preservation Program, and the Capital Ferry Program
- All functions related to the maintenance of the county roadlog and the computations and updates to the distribution of the counties' share of the fuel tax
- Management of the reports and other information necessary for recommendations related to the Annual Certificate of Good Practice for each county
- Providing guidance and research on statutory and regulatory issues affecting county road and public works departments;
- Providing assistance in representation of county engineer interests on a variety of state-level committees and task forces;
- Providing design and traffic engineering assistance to counties as requested, including consultant selection assistance;
- Providing liaison services on behalf of county engineers with various state agencies

Development and conducting of the County Engineer Training Program is also a function within Engineering Management.

Information Management Services

The Information Services Division, under the direction of the Assistant Director, is made up of a team of professionals from the software applications, systems and engineering disciplines. Within the overall mission of CRAB, to preserve and enhance the transportation infrastructure of Washington Counties by providing…integrated professional technical services and in order to comply with our legislative mandate to ensure effective use of technology in the counties, the Information Services Division has a specific mission --- to provide the county road departments of the State of Washington with information technology systems, consultation, and support that will make them more effective and efficient and/or improve their working environments.

- Develops and provides professional support and training for integrated inventories and management systems (such as Pavement Management) to assist county road departments to manage their road systems efficiently and cost effectively.
- Develops general management systems such as pavement management and accident analysis for all counties, as well as custom applications needed by individuals or groups of counties.
- Provides engineering design systems to counties at little or no cost that, along with support and training, enables them to efficiently design road improvements.

Advocacy

CRAB staff monitors a variety of local and statewide planning exercises, and participates in interagency work groups whenever possible. This allows CRAB staff to both stay informed as well as to share information with counties about emerging issues impacting county public works departments. It also ensures that current county data is made available and properly applied.

Even though as a state agency CRAB is not allowed to lobby for any particular position through the legislative and other policy development processes, recognition of and respect for the agency creates opportunities to advise and otherwise share factual and pertinent information.

Section 7	Title 136 WAC - County Road Administration Board	7.0.0

TOC

In order to ensure the user has access to the most current and complete information pertaining to WACs adopted by CRAB, as well as other procedural matters, the following provides:

- Guidance on the use of information available through the State Code Reviser's Office
- Internet links to both the most current CRAB WACs and WAC amendments

Section 7.1.0 - Use of the State Code Reviser's Website

Section 7.2.0 - Title 136 WAC (CRAB WACs)

	Use of the State Code Reviser's Website	7.1.0

TOC

While printing this manual may provide the reader with useful reference information, it has been primarily designed to be utilized as an electronic document. With this document open on a computer that is also connected to the internet, there are electronic "links" included throughout:

- WAC 136 - links to the State Code Reviser's Office and the most current WAC language
- WAC 136 amendments - links to the most recent changes to CRAB WACs

The majority of this manual is dedicated to accessing the most current CRAB adopted rules governing the Office of the County Engineer. The following graphics and associated narrative is intended to assist in obtaining WAC language, and in review of both proposed and final amendment actions.

****

Title 136 WAC, pertaining to the County Road Administration Board, may be accessed through the State Code Reviser's Office at the following web address (graphic of the web page follows).

For all WAC related index web pages there is a "date" notation of the most recent change represented in the documentation

There is also always a choice to present the material is a "print friendly" format

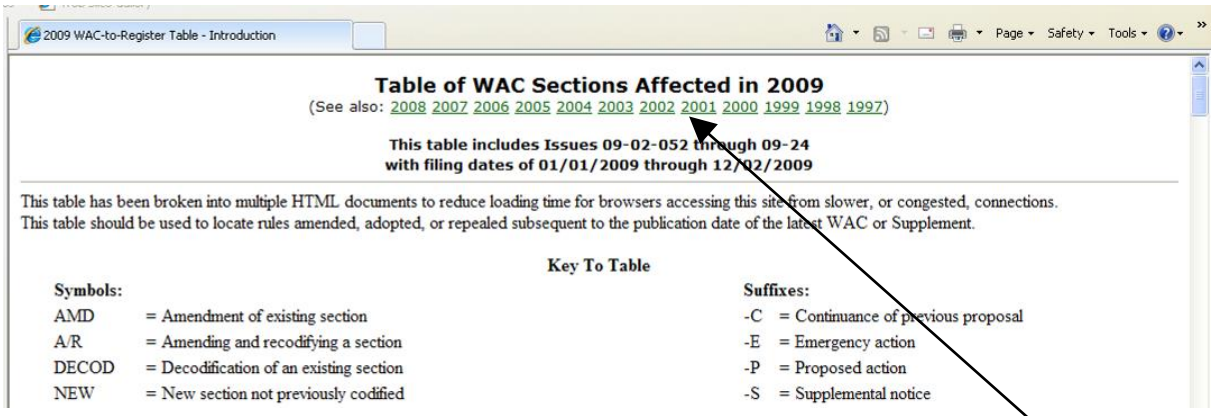
http://app.leg.wa.gov/wac/default.aspx?cite=136

http://www.leg.wa.gov/CODEREVISER/Pages/Washington_State_Register.aspx

As a part of any WAC amendment process, CRAB will send notices to all County Engineers; both at the time of proposing changes as well as following final adoption. In addition to the information contained in the email notice, information can always be accessed through the above web page by:

If the WSR number is known by simply typing the information; OR

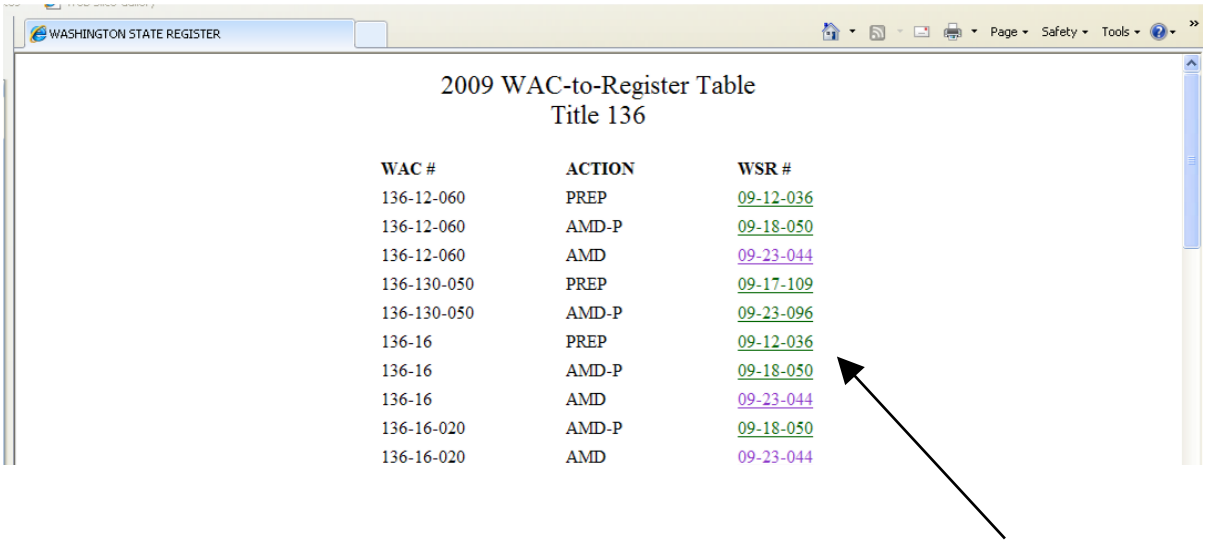
Selecting the WAC/WSR Table link (which will return the table below)



Scrolling down the above web page accesses all WACs, including WAC 136.

While the displayed page above will automatically be for the current year, access to other years is also possible when researching past amendments.

Following scrolling down the “Table of WAC Sections Affected in ____” web page, and selecting WAC 136, a table summarizing all proposed and final WAC amendments will be displayed (sorted by WAC Section), similar the following:



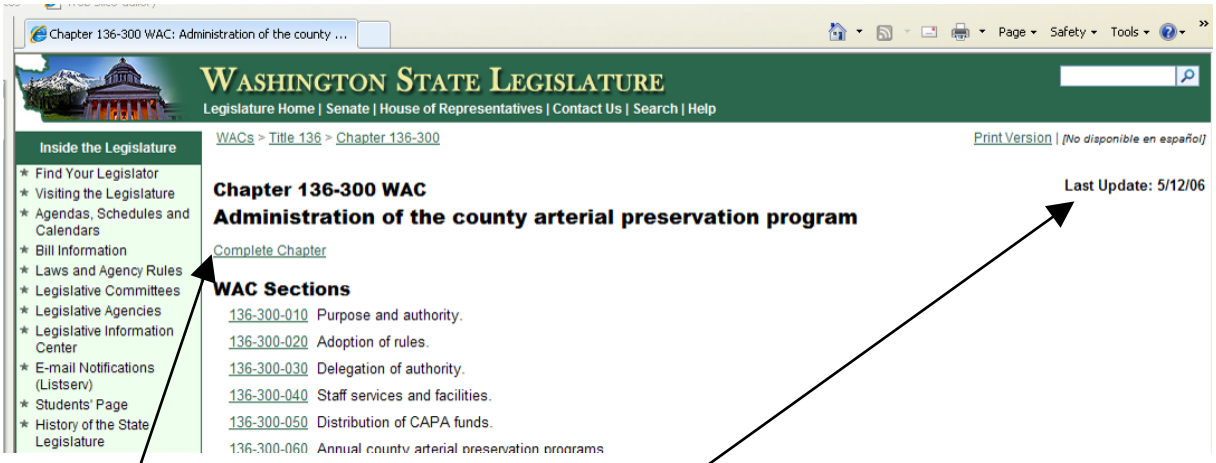
2009 WAC-to-Register Table
Title 136

WAC #	ACTION	WSR #
136-12-060	PREP	09-12-036
136-12-060	AMD-P	09-18-050
136-12-060	AMD	09-23-044
136-130-050	PREP	09-17-109
136-130-050	AMD-P	09-23-096
136-16	PREP	09-12-036
136-16	AMD-P	09-18-050
136-16	AMD	09-23-044
136-16-020	AMD-P	09-18-050
136-16-020	AMD	09-23-044

Selecting the “WSR #” will return a copy of the proposed or final action documentation.

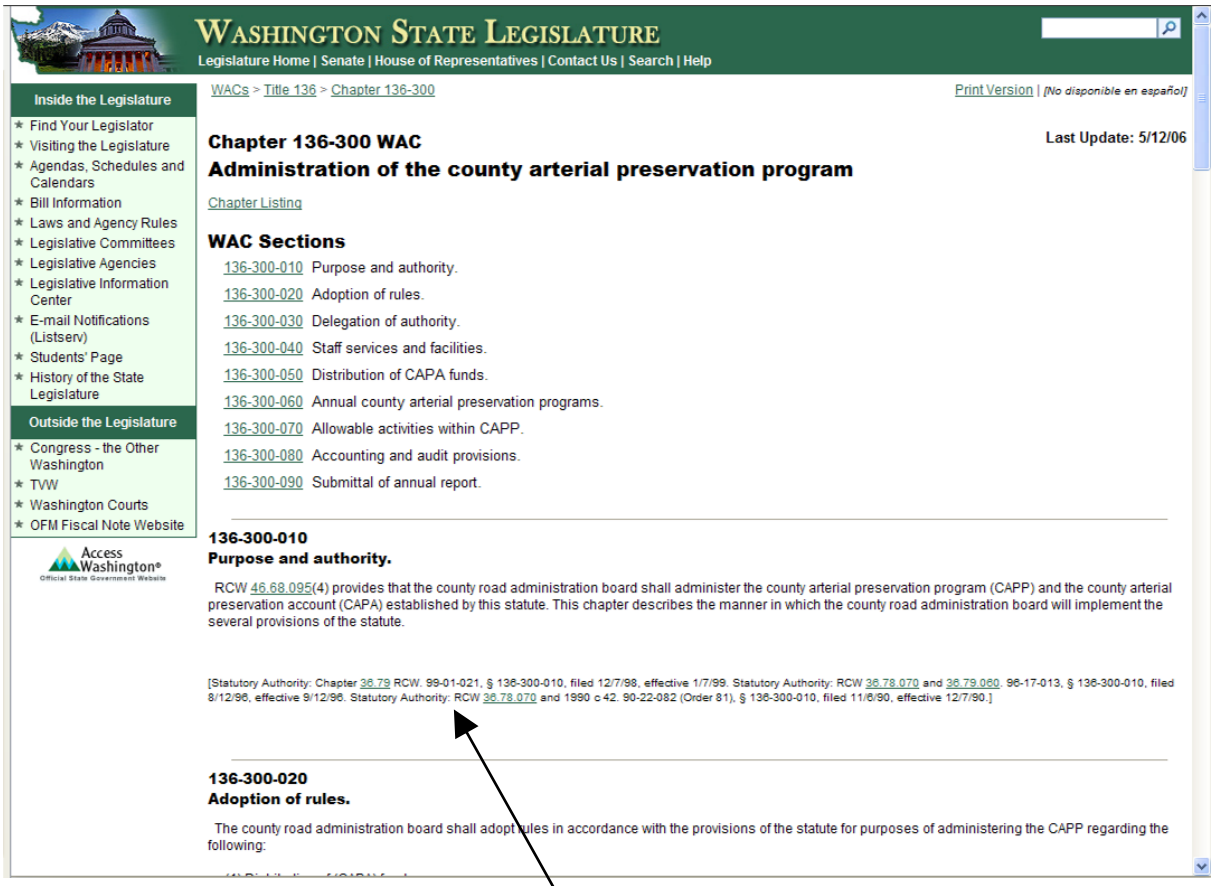
When visiting the Code Reviser’s Office to access the WACs, or otherwise to verify that the printed copy you may already possess is current, following are examples of tools available to assist in this:

Example



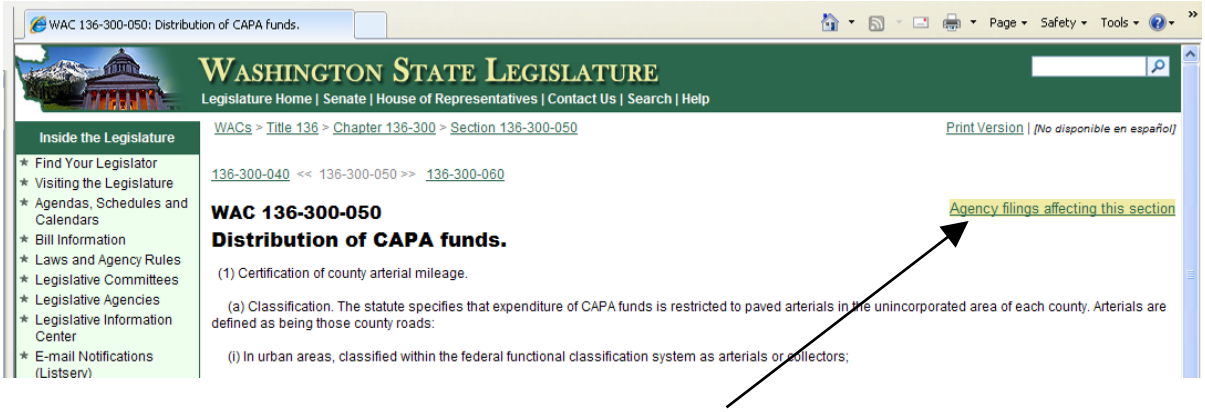
As previously noted there is a “date” notation of the most recent change represented in the documentation

Selecting the “complete chapter” can also aid in identifying if and when changes may have occurred.



With the "complete chapter" selected, information about the original adoption and all amendments are displayed as a part of the WAC sections.

If a particular WAC Section is selected for viewing, there will be specific notification if there has been amending action since 2003



If amending action has been taken since 2003, a notation will be included,

and, if selected, will return a listing of the actions, as well as links to the actual documentation

	Title 136 WAC (CRAB WACs)	7.2.0

136-01 Organization and operation of county road administration board.

136-02 Implementation of state Environmental Policy Act.

136-03 Public access to information and records.

136-04 Annual certification of good practice.

136-11 Maintenance management.

136-12 Standards of good practice -- Vacancy in position of county engineer.

136-14 Standard of good practice -- Priority programming.

136-15 Procedures for preparation of six-year transportation programs.

136-16 Standards of good practice -- Annual road program, construction report, and construction by county forces limits.

136-18 Standards of good practice -- Construction by county forces.

136-20 Standards of good practice -- Inspection of bridges on county roads.

136-28 Standards of good practice -- Cooperative procedures for processing of county road accident reports.

136-40 Standards of good practice -- Accommodation of utilities on county roads.

136-50 Standards of good practice -- Statutory relationship between county engineer and county legislative authority -- Adoption of written policies.

136-60 Standard of good practice -- Maintenance of county road logs.

136-70 Standards of good practice -- Pavement management system requirement for county arterial preservation program eligibility.

136-100 Administration of the rural arterial program.

136-130 Regional prioritization of RAP projects.

136-150 Eligibility for rural arterial trust account funds.

136-161 Project submittal, selection and initial allocation of RATA funds to projects.

136-163 Allocation of RATA funds to emergent and emergency projects.

136-165 Increased allocations of RATA funds to projects.

136-167 Withdrawals, early termination, and lapsing of approved projects.

136-170 Execution of a CRAB/county contract.

136-180 Processing of RAP vouchers.

136-210 Design standards for rural arterial program projects.

136-300 Administration of the county arterial preservation program.

136-400 Administration of the county ferry capital improvement program.

ORGANIZATION AND OPERATION OF COUNTY ROAD ADMINISTRATION BOARD

WAC 136 CHAPTER 1

Back to Title 136 TOC

WAC Sections		Change Record
136-01-010	Purpose and authority.	-010 Change Record
136-01-030	Meetings and voting procedures.	-030 Change Record

Change Record

Original Adoption Date: 10/17/1968

To access WAC 136-01 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

IMPLEMENTATION OF
STATE ENVIRONMENTAL POLICY ACT FOR CRAB

WAC 136 CHAPTER 2

Back to Title 136 TOC

WAC Sections		Change Record
136-02-010	Purpose and authority.	-010 Change Record
136-02-020	Statement of exempt activities.	-020 Change Record

Change Record

Original Adoption Date: 7/23/1976

To access WAC 136-02 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

PUBLIC ACCESS TO INFORMATION AND RECORDS

WAC 136 CHAPTER 3

Back to Title 136 TOC

WAC Sections		Change Record
136-03-010	Purpose and authority.	-010 Change Record
136-03-020	Public records officer.	-020 Change Record
136-03-030	Public records available.	-030 Change Record
136-03-040	Requests for public records.	-040 Change Record
136-03-050	Availability for public inspection and copying of public records -- Office hours.	-050 Change Record
136-03-060	Inspection and copying costs.	-060 Change Record
136-03-070	Protection of public records.	-070 Change Record
136-03-080	Denial of request.	-080 Change Record
136-03-090	Review of denial of public records request.	-090 Change Record
136-03-100	Records index.	-100 Change Record
136-03-110	Availability.	-110 Change Record

Change Record

Original Adoption Date: 5/5/1992

To access WAC 136-03 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

ANNUAL CERTIFICATION OF GOOD PRACTICE

WAC 136 CHAPTER 4

Back to Title 136 TOC

WAC Sections		Change Record
136-04-010	Purpose and authority.	-010 Change Record
136-04-020	Inquiry by the county road administration board.	-020 Change Record
136-04-030	Response by the county.	-030 Change Record
136-04-040	Review by the county road administration board.	-040 Change Record
136-04-050	Certificate of good practice.	-050 Change Record
136-04-055	Revocation of certificate of good practice.	-055 Change Record
136-04-060	Conditional certificate of good practice.	-060 Change Record
136-04-070	Review of conditional certificates.	-070 Change Record
136-04-080	Notice of pending revocation or substitution.	-080 Change Record
136-04-090	Hearing on revocation or substitution.	-090 Change Record
136-04-100	Revocation of certificate.	-100 Change Record
136-04-110	Effect of noncompliance with standards of good practice.	-110 Change Record

Change Record

Original Adoption Date: 10/18/1974

To access WAC 136-04 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

REPEALED

RELATIONSHIP OF COUNTY ENGINEER AND COUNTY LEGISLATIVE AUTHORITY

WAC 136 CHAPTER 10

(Replaced with WAC 136-50)

Back to Title 136 TOC

Change Record

Original Adoption Date: 6/6/1968

Most Recent Revision Date: 7/11/2002 REPEALED

MAINTENANCE MANAGEMENT

WAC 136 CHAPTER 11

Back to Title 136 TOC

WAC Sections		Change Record
136-11-010	Purpose and authority.	-010 Change Record
136-11-020	Goal.	-020 Change Record
136-11-030	Objectives.	-030 Change Record
136-11-040	Maintenance management requirements.	-040 Change Record
136-11-050	Annual review.	-050 Change Record
136-11-060	County road administration board assistance.	-060 Change Record

Change Record

Original Adoption Date: 1/16/1980

To access WAC 136-11 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

VACANCY IN POSITION OF COUNTY ENGINEER

WAC 136 CHAPTER 12

Back to Title 136 TOC

WAC Sections		Change Record
136-12-010	Purpose and authority.	-010 Change Record
136-12-020	Procedure during vacancy.	-020 Change Record
136-12-030	Acting county engineer.	-030 Change Record
136-12-045	Notification of hiring.	-045 Change Record
136-12-060	Failure to comply.	-060 Change Record
136-12-070	County engineer in counties that choose to employ a part-time county engineer or a contract county engineer.	-070 Change Record
136-12-080	Assistant county engineer in counties with a part-time county engineer or a contract county engineer.	-080 Change Record

Change Record

Original Adoption Date: 2/9/1971

To access WAC 136-12 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

PRIORITY PROGRAMMING PROCEDURES

WAC 136 CHAPTER 14

Back to Title 136 TOC

WAC Sections		Change Record
136-14-010	Purpose and authority.	-010 Change Record
136-14-020	Application.	-020 Change Record
136-14-030	Process.	-030 Change Record
136-14-040	Application of process.	-040 Change Record
136-14-050	Certification.	-050 Change Record
136-14-060	Inventory record	-060 Change Record

Change Record

Original Adoption Date: 2/9/1971

To access WAC 136-14 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

PROCEDURES FOR PREPARATION OF

SIX-YEAR TRANSPORTATION PROGRAMS

WAC 136 CHAPTER 15

Back to Title 136 TOC

WAC Sections		Change Record
136-15-010	Purpose and authority.	-010 Change Record
136-15-020	Contents of six-year program.	-020 Change Record
136-15-030	Road fund revenue and expenditure analysis.	-030 Change Record
136-15-040	Program listings of specific projects.	-040 Change Record
136-15-045	RAP projects in the six-year program.	-045 Change Record
136-15-050	Adoption and submittal of six-year program.	-050 Change Record
136-15-060	Conflicts with WSDOT and TIB authority.	-060 Change Record

Change Record

Original Adoption Date: 7/22/1988

To access WAC 136-15 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – ANNUAL ROAD PROGRAM, CONSTRUCTION REPORT, AND CONSTRUCTION BY COUNTY FORCES LIMITS

WAC 136 CHAPTER 16

Back to Title 136 TOC

WAC Sections		Change Record
136-16-010	Purpose and authority.	-010 Change Record
136-16-018	Adoption of annual program.	-018 Change Record
136-16-020	Contents of annual program.	-020 Change Record
136-16-022	Construction by county forces limit.	-022 Change Record
136-16-025	Miscellaneous and alternate projects.	-025 Change Record
136-16-030	Requirements of listing equipment.	-030 Change Record
136-16-035	Requirements of listing maintenance and special maintenance.	-035 Change Record
136-16-040	Forwarding of program.	-040 Change Record
136-16-042	Modification of program.	-042 Change Record
136-16-050	Annual construction report	-050 Change Record

Change Record

Original Adoption Date: 12/1/1967

To access WAC 136-16 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

CONSTRUCTION BY COUNTY FORCES

WAC 136 CHAPTER 18

Back to Title 136 TOC

WAC Sections		Change Record
136-18-010	Purpose and authority.	-010 Change Record
136-18-020	Definitions.	-020 Change Record
136-18-030	Authorization of construction by county forces projects.	-030 Change Record
136-18-035	Special construction by county forces limit for electrical and traffic control projects.	-035 Change Record
136-18-060	Construction by county forces project records.	-060 Change Record
136-18-064	Preconstruction publication requirements.	-064 Change Record
136-18-070	Special reporting construction by county forces project to the county road administration board.	-070 Change Record
136-18-080	Review of construction by county forces compliance by the county road administration board.	-080 Change Record
136-18-085	Determination of construction by county forces compliance by the county road administration board.	-085 Change Record
136-18-090	Action on construction by county forces compliance by the county road administration board.	-090 Change Record

Change Record

Original Adoption Date: 1/9/1976

To access WAC 136-18 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

INSPECTION OF BRIDGES ON COUNTY ROADS

WAC 136 CHAPTER 20

Back to Title 136 TOC

WAC Sections		Change Record
136-20-010	Purpose and authority.	-010 Change Record
136-20-020	Inventory.	-020 Change Record
136-20-030	Inspection.	-030 Change Record
136-20-040	Certification.	-040 Change Record
136-20-050	Failure to comply.	-050 Change Record
136-20-060	Engineer's report.	-060 Change Record

Change Record

Original Adoption Date: 10/1/1969

To access WAC 136-20 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

COOPERATIVE PROCEDURES FOR PROCESSING OF

COUNTY ROAD ACCIDENT REPORTS

WAC 136 CHAPTER 28

Back to Title 136 TOC

WAC Sections		Change Record
136-28-010	Purpose and authority.	-010 Change Record
136-28-020	Procedure.	-020 Change Record
136-28-030	Coding detail.	-030 Change Record
136-28-040	Action on accident reporting compliance by the county road administration board.	-040 Change Record
136-28-050	Determination of accident reporting compliance by the county road administration board.	-050 Change Record

Change Record

Original Adoption Date: 12/1/1967

To access WAC 136-28 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

ACCOMMODATION OF UTILITIES ON COUNTY ROAD RIGHT OF WAY

WAC 136 CHAPTER 40

Back to Title 136 TOC

WAC Sections		Change Record
136-40-010	Purpose and authority.	-010 Change Record
136-40-020	Contents.	-020 Change Record
136-40-030	Adoption and submittal.	-030 Change Record
136-40-040	Conflicts with state and federal requirements	-040 Change Record

Change Record

Original Adoption Date: 10/5/1990

To access WAC 136-40 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

STATUTORY RELATIONSHIP BETWEEN COUNTY ENGINEER AND COUNTY LEGISLATIVE AUTHORITY - ADOPTION OF WRITTEN POLICIES

WAC 136 CHAPTER 50

Back to Title 136 TOC

WAC Sections		Change Record
136-50-010	Purpose and authority.	-010 Change Record
136-50-020	Duties of county legislative authority.	-020 Change Record
136-50-030	Duties of the county engineer.	-030 Change Record
136-50-035	Charter counties.	-035 Change Record
136-50-050	Written policy.	-050 Change Record
136-50-051	Policy regarding organization.	-051 Change Record
136-50-052	Policy regarding personnel practices.	-052 Change Record
136-50-053	Policy regarding handling of complaints.	-053 Change Record
136-50-054	Policy regarding approval of work for other public agencies and county departments.	-054 Change Record
136-50-055	Policy regarding accommodation of utilities on county road rights of way.	-055 Change Record
136-50-070	Submittal of policies to the county road administration board.	-070 Change Record

Change Record

Original Adoption Date: 7/11/2002

To access WAC 136-50 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

MAINTENANCE OF COUNTY ROAD LOG

WAC 136 CHAPTER 60

Back to Title 136 TOC

WAC Sections		Change Record
136-60-010	Purpose and authority.	-010 Change Record
136-60-020	Definitions.	-020 Change Record
136-60-030	Submittal of annual updates.	-030 Change Record
136-60-040	Validation of annual updates.	-040 Change Record
136-60-050	Validation requirements for control fields.	-050 Change Record
136-60-060	Utilization of common computer data base.	-060 Change Record

Change Record

Original Adoption Date: 11/12/1986

To access WAC 136-60 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE –

PAVEMENT MANAGEMENT SYSTEM REQUIREMENT FOR

COUNTY ARTERIAL PRESERVATION PROGRAM ELIGIBILITY

WAC 136 CHAPTER 70

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WAC Sections		Change Record
136-70-010	Purpose and authority.	-010 Change Record
136-70-020	Definition.	-020 Change Record
136-70-030	Application.	-030 Change Record
136-70-040	Pavement management system requirements.	-040 Change Record
136-70-050	Alternative pavement management system requirements.	-050 Change Record
136-70-060	Statewide pavement condition data file.	-060 Change Record
136-70-070	Annual review.	-070 Change Record
136-70-080	County road administration board assistance.	-080 Change Record
136-70-090	Use of pavement management system data for distribution of county arterial preservation account funds.	-090 Change Record

Change Record

Original Adoption Date: 10/29/1998

To access WAC 136-70 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

ADMINISTRATION OF THE RURAL ARTERIAL PROGRAM

WAC 136 CHAPTER 100

Back to Title 136 TOC

WAC Sections		Change Record
136-100-010	Purpose and authority.	-010 Change Record
136-100-020	Adoption of rules.	-020 Change Record
136-100-030	Rural arterials and collectors.	-030 Change Record
136-100-035	Functional classification verification.	-035 Change Record
136-100-040	Delegation of authority.	-040 Change Record
136-100-050	Apportionment of RATA funds to regions.	-050 Change Record
136-100-060	Provisions for audit of RAP projects.	-060 Change Record

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-100 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

REGIONAL PRIORITIZATION OF RAP PROJECTS

WAC 136 CHAPTER 130

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WAC Sections		Change Record
136-130-010	Purpose and authority.	-010 Change Record
136-130-020	Priorities by project type.	-020 Change Record
136-130-030	Supplemental Rules in Puget Sound region (PSR).	-030 Change Record
136-130-040	Supplemental Rules in northwest region (NWR).	-040 Change Record
136-130-050	Supplemental Rules in northeast region (NER).	-050 Change Record
136-130-060	Supplemental Rules in southeast region (SER).	-060 Change Record
136-130-070	Supplemental Rules in southwest region (SWR).	-070 Change Record
136-130-080	Limitation on rating points	-080 Change Record
136-130-090	Reallocation of RATA funds between project types.	-090 Change Record

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-130 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

ELIGIBILITY FOR RURAL ARTERIAL TRUST ACCOUNT FUNDS

WAC 136 CHAPTER 150

Back to Title 136 TOC

WAC Sections		Change Record
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136-150-020	Implementing the eligibility requirement.	-020 Change Record
136-150-021	Ascertaining the road levy.	-021 Change Record
136-150-022	Ascertaining the expenditures for traffic law enforcement.	-022 Change Record
136-150-023	Ascertaining the expenditures for fish passage barrier removal.	-023 Change Record
136-150-025	Ascertaining the expenditures for marine navigation and moorage purposes	-025 Change Record
136-150-030	Identifying eligible counties.	-030 Change Record
136-150-040	Constraint of contract execution.	-040 Change Record
136-150-050	Certification required.	-050 Change Record
136-150-060	Post audit penalty.	-060 Change Record

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-150 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

PROJECT SUBMITTAL, SELECTION AND INITIAL ALLOCATION OF RATA FUNDS TO PROJECTS

WAC 136 CHAPTER 161

Back to Title 136 TOC

WAC Sections		Change Record
136-161-010	Purpose and authority.	-010 Change Record
136-161-020	RAP program cycle -- General.	-020 Change Record
136-161-030	RAP program cycle -- Preliminary prospectus.	-030 Change Record
136-161-040	RAP program cycle -- Field review by county road administration board.	-040 Change Record
136-161-050	RAP program cycle -- Final prospectus.	-050 Change Record
136-161-060	RAP program cycle -- Total project rating and priority array.	-060 Change Record
136-161-070	RAP program cycle -- Selection and approval of projects for RATA funding.	-070 Change Record
136-161-080	Limitations on allocations of RATA funds to counties.	-080 Change Record
136-161-090	Limitations on use of RATA funds.	-090 Change Record
136-161-110	Use of other funds to match RATA fund	-110 Change Record

Change Record

Original Adoption Date: 7/29/1994

To access WAC 136-161 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

ALLOCATION OF RATA FUNDS TO

EMERGENT AND EMERGENCY PROJECTS

WAC 136 CHAPTER 163

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WAC Sections		Change Record
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136-163-020	Definitions.	-020 Change Record
136-163-030	Limitations and conditions -- Emergency projects.	-030 Change Record
136-163-040	Limitations and conditions -- Emergent projects.	-040 Change Record
136-163-050	Limitations and conditions -- Emergency and emergent projects.	-050 Change Record
136-163-060	Action by the county road administration board.	-060 Change Record

Change Record

Original Adoption Date: 7/12/1996

To access WAC 136-163 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

INCREASED ALLOCATIONS OF RATA FUNDS TO PROJECTS

WAC 136 CHAPTER 165

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WAC Sections		Change Record
136-165-010	Purpose and authority.	-010 Change Record
136-165-020	Requirements for consideration of RATA fund increases.	-020 Change Record
136-165-030	County road administration board evaluation, consideration and action.	-030 Change Record
136-165-040	Effect of receiving RATA increase.	-040 Change Record
136-165-050	Amendment of CRAB/county contract.	-050 Change Record

Change Record

Original Adoption Date: 7/29/1994

To access WAC 136-165 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

WITHDRAWALS, EARLY TERMINATION, AND LAPSING OF APPROVED RAP PROJECTS

WAC 136 CHAPTER 167

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WAC Sections		Change Record
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136-167-020	Withdrawal of approved project before RATA reimbursement.	-020 Change Record
136-167-030	Termination of approved project after RATA reimbursement.	-030 Change Record
136-167-040	Lapsing of RATA allocation for approved projects.	-040 Change Record

Change Record

Original Adoption Date: 7/29/1994

To access WAC 136-167 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

EXECUTION OF A CRAB/COUNTY CONTRACT FOR A RAP PROJECT

WAC 136 CHAPTER 170

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136-170-010	Purpose and authority.	-010 Change Record
136-170-020	Notification of counties.	-020 Change Record
136-170-030	Terms of CRAB/county contract.	-030 Change Record
136-170-040	Combining of CRAB/county contracts.	-040 Change Record
136-170-050	Combining of RATA funded project with non-RATA funded project.	-050 Change Record
136-170-060	Splitting of CRAB/county contracts.	-060 Change Record

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-170 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

PROCESSING OF RAP VOUCHERS

WAC 136 CHAPTER 180

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136-180-020	Voucher form.	-020 Change Record
136-180-030	Voucher approval.	-030 Change Record
136-180-040	Payment of vouchers.	-040 Change Record

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-180 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

DESIGN STANDARDS FOR RURAL ARTERIAL PROGRAM PROJECTS

WAC 136 CHAPTER 210

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WAC Sections		Change Record
136-210-010	Purpose and authority.	-010 Change Record
136-210-020	Applicable design standards.	-020 Change Record
136-210-030	Deviations from design standards.	-030 Change Record
136-210-040	Report of assistant secretary for highways and local programs.	-040 Change Record
136-210-050	Project approval with deviation.	-050 Change Record

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-210 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

ADMINISTRATION OF THE

COUNTY ARTERIAL PRESERVATION PROGRAM

WAC 136 CHAPTER 300

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WAC Sections		Change Record
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136-300-020	Adoption of rules.	-020 Change Record
136-300-030	Delegation of authority.	-030 Change Record
136-300-040	Staff services and facilities.	-040 Change Record
136-300-050	Distribution of CAPA funds.	-050 Change Record
136-300-060	Annual county arterial preservation programs.	-060 Change Record
136-300-070	Allowable activities within CAPP.	-070 Change Record
136-300-080	Accounting and audit provisions.	-080 Change Record
136-300-090	Submittal of annual report.	-090 Change Record

Change Record

Original Adoption Date: 10/5/1990

To access WAC 136-300 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

ADMINISTRATION OF THE
COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM

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136-400-020	County and project eligibility.	-020 Change Record
136-400-030	Definition of ferry capital improvement projects.	-030 Change Record
136-400-040	Six-year transportation program and ferry system fourteen-year plan submittal.	-040 Change Record
136-400-045	Call for projects.	-045 Change Record
136-400-050	Project application.	-050 Change Record
136-400-060	Technical review committee.	-060 Change Record
136-400-065	Project financing.	-065 Change Record
136-400-070	County road administration board action.	-070 Change Record
136-400-080	Funding by the legislature.	-080 Change Record
136-400-090	Limitation on use of county ferry capital improvement funds.	-090 Change Record
136-400-100	Terms of county road administration board/county contract.	-100 Change Record
136-400-110	Voucher approval and payment.	-110 Change Record
136-400-120	Audit requirements.	-120 Change Record
136-400-130	Delegation of authority.	-130 Change Record

Change Record

Original Adoption Date: 10/9/1991

To access WAC 136-400 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

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See also

GovSpeak (a guide to government acronyms and abbreviations)
WSDOT Transportation Acronym Guide

2-R	Resurfacing and Restoration
3-R	Resurfacing, Restoration, and Rehabilitation
4-R	Resurfacing, Restoration, Rehabilitation, and Reconstruction
811	National 811 - Call before you dig
811	Utility Notification Center (WA)
811	Washington 811 - Call before you dig
AADT	Annual Average Daily Traffic
AAG	Assistant Attorney General
AAR	Association of American Railroads
AASHTO	American Association of State Highway and Transportation Officials
ACHP	Advisory Council for Historic Preservation
ACOE	Army Corp of Engineers (US)
ACP	Asphalt Concrete Pavement
ACP	Annual Construction Program
ACR	Annual Construction Report
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AG	Attorney General
AGC	Associated General Contractors of America
AGC - WA	Associated General Contractors of Washington
AGC - INW	Inland Northwest Chapter - Associated General Contractors
AGO	Attorney General Opinions
AI	Asphalt Institute
ANSI	American National Standards Institute

API	American Petroleum Institute
APWA	American Public Works Association
APWA-WA	American Public Works Association - Washington State Chapter
ARRA	American Recovery and Reinvestment Act
ARRA	Asphalt Recycling and Reclaiming Association
ARTBA	American Road and Transportation Builders Association
ASCE	American Society of Civil Engineers
ASCE-REG 8	American Society of Civil Engineers - Region 8 (includes Washington)
ASTM	American Society for Testing and Materials
ATB	Asphalt Treated Base
ATTSA	American Traffic Safety Services Association
AVR	Average Vehicle Ridership
AWC	Association of Washington Cities
AWSC	All Way Stop Controlled
AWWA	American Water Works Association
BARS	Budgeting, Accounting, and Reporting System
BASUB	Basic and Sub-account numbers used in BARS
B/C	Benefit Cost Ratio
BFRC	Benton-Franklin Regional Council
BIA	Bureau of Indian Affairs
BIAW	Building Industry of Washington
BLA	Boundary Line Adjustment
BLM	Bureau of Land Management
BMP	Best Management Practice
BRAC	Bridge Replacement Advisory Committee
BRCT	Blue Ribbon Commission on Transportation (final report Nov 2000)
BROS	Bridge Replacement Off System
BRR	Bridge Replacement and Rehabilitation
BST	Bituminous Surface Treatment
C3R	Close, Repair, Rehabilitate, or Replace

CA	Certification Acceptance
CAD	Computer Aided Design
CADD	Computer Aided Drafting and Design
CAFR	Comprehensive Annual Financial Report
CAPA	County Arterial Preservation Account
CAPP	County Arterial Preservation Program
CATEX	Categorical Exclusion
CDL	Commercial Driver's License
CE	Categorical Exclusions (NEPA); Categorical Exemptions (SEPA)
CERB	Community Economic Revitalization Board
CFC	County Forces Construction
CFCIP	County Ferry Capital Improvement Program
CFGS	County Freight and Goods System
CFP	Capital Facilities Plan
CFR	Code of Federal Regulations
CDTC	Chelan-Douglas Transportation Council
CIP	Capital Improvement Program
CLAS	Collision Location and Analysis System
CLCF	County Location Coding Form
CMAQ	Congestion Mitigation and Air Quality Program
COE	(US Army) Corps of Engineers
COG	Council of Governments
CPARB	Capital Projects Advisory Review Board
CPI	Consumer Price Index
CRAB	County Road Administration Board
CRID	County Road Improvement District
CRP	County Road Project
CSBC	Crushed Surfacing Base Course
CSTC	Crushed Surfacing Top Course
CVEO	Commercial Vehicle Enforcement Officer
CWCOG	Cowlitz-Wahkiakum Council of Governments
CY	Calendar Year

DAHP	Department of Archaeological and Historic Preservation
DBE	Disadvantaged Business Enterprise
DES	Department of Enterprise Services
DFO	Disaster Field Office
DHV	Design Hourly Volume
DNR	Department of Natural Resources
DNS	Determination of Non-Significance
DOC	Department of Commerce
DOC	Department of Corrections
DOE	Department of Ecology
DOE	Department of Energy
DOI	Department of the Interior
DOL	Department of Licensing
DOL	Department of Labor
DOR	Department of Revenue
DOT	Department of Transportation (see WSDOT and USDOT)
DPA	Deputy Prosecuting Attorney
DPW	Department of Public Works
DRS	Department of Retirement Systems
DS	Determination of Significance
DSHS	Department of Social and Health Services
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIS	Environmental Impact Statement
EMD	Emergency Management Division
EMS	Emergency Medical Services
EO	Executive Order (WA Governor)
EOC	Emergency Operations Center
EOE	Equal Opportunity Employer

EPA	Environmental Protection Agency
ER	Emergency Relief
ER&R	Equipment Rental & Revolving
ESA	Endangered Species Act
FA	Federal Aid
FARS	Fatality Analysis Reporting System
FAS	Federal Aid Secondary
FAST	Federal FAST Act
FAUS	Federal Aid Urban Systems
FCAAP	Flood Control Assistance Account Program
FEIS	Final Environmental Impact Statement
FEMA	Federal Emergency Management Administration
FERC	Federal Energy Regulatory Commission
FFY	Federal Fiscal Year
FGTS	Freight and Goods Transportation System
FHWA	Federal Highway Administration
FIFO	First-in-First-out
FLH	Federal Lands Highway
FLSA	Fair Labor Standards Act
FMSIB	Freight Mobility Strategic Investment Board
FONSI	Finding of No Significant Impact
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GAGAS	Generally Accepted Governmental Auditing Standards
GAO	Government Accountability Office
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association

GIS	Geographic Information Systems
GMA	Growth Management Act
GOIA	Governor's Office of Indian Affairs
GPS	Global Positioning System
GSP	General Special Provisions
GVW	Gross Vehicle Weight
HCM	Highway Capacity Manual
HCT	High Capacity Transit
HMA	Hot Mix Asphalt
HOV	High Occupancy Vehicle
HPA	Hydraulic Project Approval
HPMS	Highway Performance Monitoring System
HSS	Highways of Statewide Significance
HTC	House Transportation Committee
HUD	Housing and Urban Development
IACC	Infrastructure Assistance Coordinating Council
IBC	International Building Code
ICS	Incident Command System
ICC	International Code Council
IEUCC	Inland Empire Utility Coordinating Council
IMSA	International Municipal Signal Association
IRWA	International Right of Way Association
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITE	Institute of Transportation Engineers
ITS	Intelligent Transportation System
JARPA	Joint Aquatic Resource Permits Application
JLARC	Joint Legislative Audit and Review Committee
JTC	Joint Transportation Committee

L&I	Department of Labor and Industries
LA	Local Agency
LAG	Local Agency Guidelines
LBP	Local Bridge Program
LCVMPO	Lewis-Clark Valley Metropolitan Planning Organization
LEAP	Legislative Evaluation and Accountability Program
LHFT	Local Highway Finance Tracking (log-in screen)
LID	Low Impact Development
LID	Local Improvement District
LIFO	Last-in-First-out
LNI	Department of Labor and Industries
LOS	Level of Service
LP	(WSDOT) Local Programs
LPA	Local Public Agency
LS	Land Surveyor
LTAP	Local Technical Assistance Program (T2)
MAP-21	Moving Ahead for Progress in the 21st Century
MDNS	Mitigated Determination of Non-Significance
MMS	Maintenance Management System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MRSC	Municipal Research and Services Center
MSDS	Material Safety Data Sheet (OSHA Chemical Database)
MTO	Model Traffic Ordinance
MTP	Metropolitan Transportation Plan
MUTCD	Manual on Uniform Traffic Control Devices
MUTCD - WA	Manual on Uniform Traffic Control Devices (for Washington State)
MVET	Motor Vehicle Excise Tax
MVF	Motor Vehicle Fund
MVFT	Motor Vehicle Fuel Tax

MWBE	Minority and Women's Business Enterprise
NAAQS	National Ambient Air Quality Standards
NACE	National Association of County Engineers
NACO	National Association of Counties
NAFA	National Association of Fleet Administrators (NAFA Fleet Management Association)
NARA	National Archives and Records Administration
NAT	Notice of Action Taken
NBI	National Bridge Inventory
NBIS	National Bridge Inspection Standards
NCEES	National Council of Examiners for Engineering and Surveying
NCHRP	National Cooperative Highway Research Program
NCPP	National Center for Pavement Preservation
NCRTPO	North Central Regional Transportation Planning Organization
NEC	National Electrical Code
NEPA	National Environmental Policy Act
NER	Northeast Region (RAP)
NEWRTPO	Northeast Washington Regional Planning Organization
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
NIMS	National Incident Management System
NMFS	National Marine Fisheries Service (NOAA Fisheries)
NOAA	National Oceanographic and Atmospheric Administration
NOA	Notice of Application
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
NTSB	National Transportation Safety Board
NWPMA	Northwest Pavement Management Association
NUNC	Northwest Utility Notification Center
NWR	Northwest Region (RAP)

OA	Obligation Authority
OEO	Office of Equal Opportunity
OFM	Office of Financial Management
OJT	On-the-Job Training
O&M	Operations and Maintenance
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
OST	Office of the State Treasurer
OWSC	Office of the Washington State Climatologist
PCC	Portland Cement Concrete
PCR	Pavement Condition Rating
PDEIS	Preliminary Draft Environmental Impact Statement
PE	Preliminary Engineering
PE	Professional Engineer
PL	Public Law
PERC	Public Employment Relations Commission
PERS	Public Employees Retirement System
PFMA	Public Fleet Managers Association
PILT	Payment in Lieu of Taxes
PLS	Professional Licensed Surveyor
PMS	Pavement Management System
PS&E	Plans, Specifications, and Estimates
PSCNAFA	Puget Sound Chapter NAFA
PSR	Puget Sound Region (RAP)
PSRC	Puget Sound Regional Council
PTBA	Public Transportation Benefit Area
PUD	Public Utility District
PWB	Public Works Board
PWTF	Public Works Trust Fund (Public Works Board)
R&D	Research and Development

RAP	Rural Arterial Program
RATA	Rural Arterial Trust Account
RCW	Revised Code of Washington
REET	Real Estate Excise Tax
RFP	Request for Proposal
RFQ	Request for Qualifications
RID	(County) Road Improvement District
ROD	Record of Decision
ROW	Right-of-Way
RPM	Raised Pavement Markers
RR	Railroad
RTA	Regional Transit Authority
RTPO	Regional Transportation Planning Organization
R/W	Right-of-Way
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users
SAO	State Auditor's Office
SBE	Small Business Enterprise
SEIS	Supplemental Environmental Impact Statement
SEPA	State Environmental Policy Act
SER	Southeast Region (RAP)
SHPO	State Historic Preservation Officer
SIP	State Implementation Plan
SMA	Shorelines Management Act
SMS	Safety Management System
SMSA	Standard Metropolitan Statistical Area
SOV	Single Occupancy Vehicle
SRTC	Spokane Regional Transportation Council
STC	Senate Transportation Committee
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program

SWM	Surface Water Management
SWPPP	Storm Water Pollution Prevention Plan
SWR	Southwest Region (RAP)
SWRTC	Southwest Washington Regional Transportation Council
T2	Technology Transfer (LTAP)
TAC	Technical Advisory Committee
TBD	Transportation Benefit District
TCP	Traffic Control Plan
TDM	Transportation Demand Management / Travel Demand Management
TEA-21	Transportation Equity Act for the 21st Century
TIA	Transportation Improvement Account (see TIB)
TIB	Transportation Improvement Board
TIGER	Transportation Investment Generating Economic Recovery (grants)
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TPA	Transportation Partnership Account
TRAC	Washington State Transportation Center
TRB	Transportation Research Board
TRC	Traffic Records Committee
TRPC	Thurston Regional Planning Council
TS&L	Type, Size, and Location
TSM	Transportation System Management
TVW	Television Washington
UBC	Uniform Building Code
ULID	Utility Local Improvement District
UNC	Utility Notification Center
USC	United States Code
USACE	US Army Corps of Engineers
USDOL	US Department of Labor
USDOT	U.S. Department of Transportation

USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
USGS	United State Geological Survey
UTC	Utilities and Transportation Commission
VE	Value Engineering
VIN	Vehicle Identification Number
VMT	Vehicle Miles Traveled
WAC	Washington Administrative Code
WAC	Weighted Average Cost
WACO	Washington Association of County Officials
WAPA	Washington Association of Prosecuting Attorneys
WAPA	Washington Asphalt Paving Association
WASHTO	Western Association of State Highway and Transportation Officials
WASPC	Washington Association of Sheriffs and Police Chiefs
WCOG	Whatcom Council of Governments
WCRP	Washington Counties Risk Pool
WDFW	Washington Department of Fish and Wildlife
WFOA	Washington Finance Officers Association
WHUF	Washington Highway Users Federation
WISAARD	Washington Information System for Architectural and Archaeological Records Data
WISHA	Washington Industrial Safety and Health Act
WRCIP	Washington Rural Counties Insurance Program
WSAC	Washington State Association of Counties
WSACE	Washington State Association of County Engineers
WSBIM	(Washington State) Bridge Inspection Manual
WSBIS	Washington State Bridge Inventory System
WSDOT	Washington State Department of Transportation
WSDOT - LP	WSDOT - Local Programs

WSEMA	Washington State Emergency Management Association
WSF	Washington State Ferries
WSGRTA	Washington State Good Roads and Transportation Association
WSP	Washington State Patrol
WSR	Washington State Register
WSSA	Washington State Sheriffs Association
WSTA	Washington State Transit Association
WSTC	Washington State Transportation Commission
WTA	Washington Trucking Associations
WTP	Washington Transportation Plan
WTSC	Washington Traffic Safety Commission
WUCC	Washington Utilities Coordinating Council
WUTC	Washington Utilities and Transportation Commission
WWVMPO	Walla Walla Valley Metropolitan Planning Organization
YVCOG	Yakima Valley Conference of Governments

	Definitions	8.2.0

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Office of Administrative Hearings, Glossary for Administrative Hearings

Archaeology and Historic Preservation, Dept. of, Excavation and Removal Permit Definitions

Washington State Courts, Glossary of Terms

Ecology, Department of
- Glossary of Coastal Terminology
- Slope Stabilization and Erosion Control
- Shoreline Management Act
- Flood Plain Management
- Ground Water Management
- Dam Safety
- Ground Water Quality
- Surface Water Quality
- National Pollutant Discharge Elimination System
- Toxics Cleanup Program
- Model Toxics Control Act
- Solid Waste Handling
- Air Pollution Sources
- SEPA Terminology
- SEPA (WAC 197-11-700 thru -799)
- Wetlands, Volume 1, Glossary
- Wetlands, Volume 2, Glossary

Fish and Wildlife, Department of
- Hydraulic Project Approval

Labor & Industries, Department of
- Contractor Glossary
- Apprenticeship
- General Safety and Health Standards
- Prevailing Wage
- Safety Standards for Construction Work
- Hearing Loss Prevention

Washington State Legislature,
- Glossary of Legislative Terms

Office of Minority and Women's Business Enterprises, Definitions

Natural Resources, Department of
- Surface Mine Reclamation
- Forest Protection
- Aquatic Lands
- Public Access and Recreation

Survey Monuments
Land Boundary Surveys
Plats

Washington State Noxious Weed Board, Definitions

Revenue, Department of
Valuation of Real Property
Property Tax
Real Estate Excise Tax
Real Property
Personal Property

Washington Secretary of State, Corporations, Glossary of Terms

Utilities and Transportation Commission,
General Definitions
Solid Waste Handling
Hazardous Liquid Pipelines
Gas Companies
Railroad Companies - Operations
Railroad Companies - Clearances
Electric Companies
Water Companies
Telephone Companies

WSDOT,
Transportation Acronym Guide
Local Agency Guidelines (LAG), Glossary
various technical manuals (glossaries within documents)

Washington State Fiscal Information, Glossary of Terms

Access Washington, Glossary of Business Terms

Seattle Right-of-Way Improvements Manual, Glossary

King County, Glossary of Terms for Residential Parcels

FEMA National Incident Management System (NIMS), Glossary of Related Terms

NEPA Glossary

	Web-Based Resources	8.3.0

TOC

The following listings are intended to include web sites containing general information and access to a variety of other internet based resources directly related to county road functions (also refer to the list of “acronyms” contained within this document for web links to state, regional, and national organizations, and other technical resources):

CRAB - County Road Administration Board

Also refer to the **Section 8.4.0**.

MRSC - Municipal Research and Services Center

The Municipal Research and Services Center (MRSC) is a non-profit, independent organization. Mission: "working together for excellence in local government through professional consultation, research and information services."

- Economic Development
- Environment
  - State Environmental Policy Act
  - Shoreline Management Act
  - Critical Areas
- Finance
  - Impact Fees
  - Transportation Benefit Districts
- Governance
  - Open Meetings Act
  - Public Records Act
  - Intergovernmental Cooperation
- Legal
- Management
  - Electronic Public Records Retention
  - Personnel Performance Evaluation
  - Strategic Planning
- Personnel
  - Americans with Disabilities Act
  - Fair Labor Standards Act
  - Code of Ethics
- Planning
  - Level of Service Standards
  - Sustainable Development and Smart Growth
  - Development Regulations and Zoning
  - Vested Rights
- Public Safety
- Public Works and Utilities
  - Purchasing and Contracts

Municipal Right-of-Way and Telecommunications
Transportation
Transportation Plans and Plan Elements
County Road Standards
Right-of-Way Permits
Nuisances on Public Property and Public Ways
Traffic Calming
Truck Routes and Weight Restrictions

Access Washington

Web portal to all State of Washington agencies, services, and general information.

USA.Gov

Web portal to all federal agencies, services, and general information.

WSAC - Washington State Association of Counties

The Washington State Association of Counties (WSAC) works to advocate for local government needs and support critical county services for a century. WSAC members include elected county commissioners, council members and executives from all of Washington's 39 counties. WSAC works with many partners and affiliate organizations, including county engineers, public health officials, planners, emergency managers, county administrators, clerks of county boards and councils, county extension agents, parks and recreation managers, human service managers, and others.

WSACE - Washington State Association of County Engineers

The mission of the Washington State Association of County Engineers, as an affiliate member of the WSAC is to enhance leadership effectiveness by providing more opportunities for professional development, building professional relationships, and advocating stewardship of the environment and infrastructure with which we have been entrusted, for the benefit of present and future generations.

AWC - Association of Washington Cities

The Association of Washington Cities (AWC) is a private, non-profit, non-partisan corporation that represents Washington’s cities and towns before the state legislature, the state executive branch and with regulatory agencies. AWC staff focuses on five service areas: legislative representation, educational training, publications and resources, technical assistance, and member programs.

NACO - National Association of Counties

The association was formed to stimulate the continuing improvement of county government; to speak nationally for county government; to contribute to the knowledge and awareness of the heritage and future of county government; to serve as a liaison between the nation's counties and other levels of government; and to achieve public understanding of the role of counties in the federal system.

NACE - National Association of County Engineers

As an affiliate of NACO, NACE has membership open to county engineers or county road officials.

Training Resources

Federal Highway Administration - Professional Development
http://www.fhwa.dot.gov/resources/training.cfm

National Highway Institute
http://www.nhi.fhwa.dot.gov/

Washington State Department of Transportation, Local Technical Assistance Program (LTAP)
http://www.wsdot.wa.gov/LocalPrograms/Training/default.htm

Washington State Department of Labor and Industries - Safety
http://www.lni.wa.gov/Safety/TrainTools/Videos/default.asp

Washington Military Department - Emergency Management
http://mil.wa.gov/training-and-exercise

Washington State Department of Licensing - CDL
http://www.dol.wa.gov/driverslicense/cdltraining.html

Evergreen Safety Council
http://www.esc.org/

Public Employees Relations Commission (Washington)
http://www.perc.wa.gov/training.asp

University of Washington, Professional & Continuing Education
http://www.pce.uw.edu/engineering/epp/

American Public Works Association

Learn and Grow --- http://www.apwa.net/learn

Self-Assessment and Accreditation --- http://www.apwa.net/credentialing/accreditation

American Society of Civil Engineers

http://www.asce.org/continuing_education/

Asphalt Institute

http://www.asphaltinstitute.org/education/

American Traffic Safety Services Association

http://www.atssa.com/TrainingCertification.aspx

Washington Counties Training Institute

http://www.countytraininginstitute.org/

Massachusetts Institute of Technology - Open Course Ware

http://ocw.mit.edu/index.htm

Washington State Auditor, Local Government Performance Center

http://www.sao.wa.gov/local/Pages/LGPC.aspx

Washington Finance Officers Association

http://www.wfoa.org/training-header/

Washington State Attorney General - Open Government

http://www.atg.wa.gov/OpenGovernmentTraining.aspx

WSDOT Technical Manuals

Bridge Design
Bridge Inspection
Construction
Design
Emergency Relief Procedures
Environmental
Geotechnical Design
Highway Runoff
Hydraulics
Local Agency Guidelines (LAG)
Maintenance
MUTCD / MUTCD WA modifications

Materials
Right-of-Way
Safety Procedures
Sign Fabrication
Standard Plans
Standard Specifications
Traffic
Utilities
Work Zone Traffic Control

List-Serve Subscriber Services

DOE - http://www.ecy.wa.gov/maillist.html
DOL - (select specific license type) - http://www.dol.wa.gov/business/
L&I - http://www.lni.wa.gov/Main/Listservs/default.asp
Legislature - https://public.govdelivery.com/accounts/WALEG/subscriber/new
WDFW - http://wdfw.wa.gov/lists/
WSDOT - https://public.govdelivery.com/accounts/WADOT/subscriber/new
SAO - https://portal.sao.wa.gov/saoportal/Login.aspx
Access WA (various additional “notice” options) - http://listserv.wa.gov/cgi-bin/wa?INDEX

CRAB Home Page

- **Administration**
- **Funding**
- **Engineering**
- **Technology**
- **Counties**

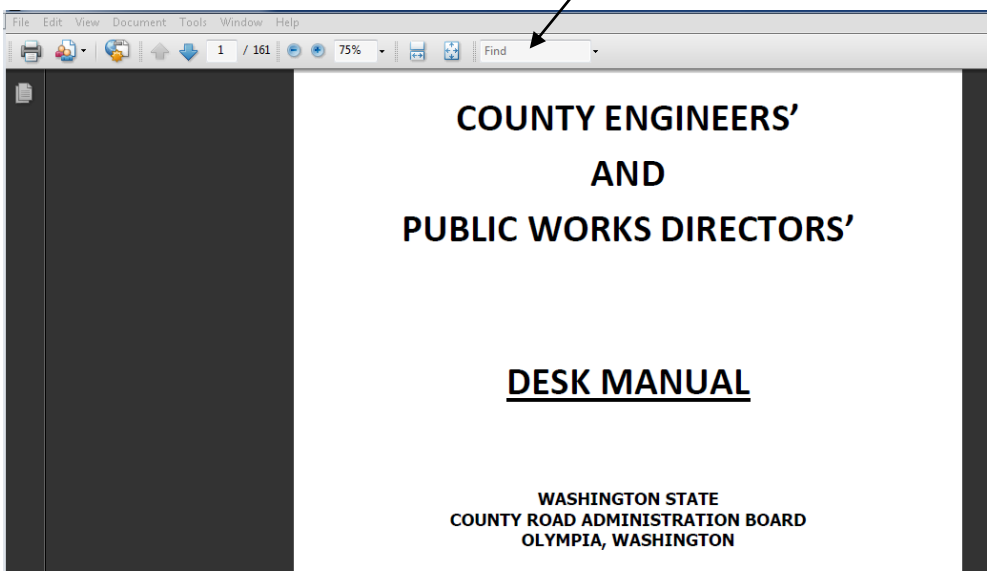
Library

- Forms
- Reports
- Model Documents
- Training
- Reference

	Desk Manual Topic Search	8.5.0

TOC

To locate specific items of interest, utilize the “search” capabilities of Adobe Reader.



If a specific reference is desired, simply enter the term and execute the search. If the term exists in the document more than once, continue the search until the desired reference location is found.

In order to expand the possible results of a document search, it is suggested that partial terms are used. For example:

> “36.80” will return all specific references to 36.80, as well as every case of 36.80.xxx variables.
>
> “count” will return all references to county, county’s, and counties, as well as terms such as account, accounting, and accountability.

	Desk Manual Change Record	8.6.0

TOC

To confirm the most recent date of section amendments and associated supplemental materials, refer to the CRAB Website Library / Training / Desk Manual.

CHANGE RECORD SUMMARY

January 2010 - Initial release of the new "County Engineers' and Public Works Directors' Manual" Book II (Reference Manual)

March 2010 - Update to the January 2010 Book II release

November 2010 - Original release date for the full revised version of the Desk Manual, replacing all previous versions of the Desk Manual.

May 2011 (amends and replaces the November 2010 version)

- Correction of broken web links, updates to web links, and correction of various typographic errors.
- Supplemental material added to sections 2.1.3, 2.2.0, 3.1.2, 3.2.1, 3.2.3, 3.2.7, 3.2.10, 3.2.11, 3.3.0, 4.1.0, 4.2.0, 4.3.0, 4.4.0, 4.5.0, 4.6.0, 5.2.0, 8.1.0, and 8.4.0.
- Separation of "Priority Arrays" from 3.1.1 into a new section 3.1.3, including addition of supplemental material.
- Separation of "County Forces Construction" from 3.2.12 into a new section 3.2.13, including addition of supplemental material.
- Consolidation of sections 6.1.0 and 6.2.0 into 6.0.0 (CRAB).
- New Section 8.6.0 "Detailed Change Record and Supplemental Materials"
- Add most recent change date to each section
- Update to the Introduction and Table of Contents

November 2011 (amends and replaces only the following sections of the May 2011 version)

- Amend Introduction - disclaimer language added
- Relocates Change Record Summary to Section 8.6.0
- Update Table of Contents
- Section 1.2.0 - add links and content regarding public lands, population, and roads
- Section 2.1.1 - add material regarding "road purpose"
- Section 2.1.2 – add RCW 36.77.020 (call for bids and publication)
- Section 2.1.3 - add WAC references
- Section 2.1.6 - update note regarding access to session laws
- Section 2.1.7 (New) - Risk Management
- Section 3.1.2 - amend property tax information and added weblink to MRSC
- Section 3.2.1 - add material regarding state transportation plans and priorities
- Section 8.1.0 – add acronym to "J" list
- Section 8.3.0 - add weblinks to various training opportunities
- Section 8.6.0 - update detailed change record
- Correction of various broken or update to web-links

October 2012 (amends and replaces the following sections of the Nov 2011 version)

- Update Introduction
- Section 1.1.1 - update county officials modified by charter
- Section 1.2.0 - add link to freight system map
- Section 2.1.1 - add information regarding official bond
- Section 2.1.6 - revision to Secretary of State web-site
- Section 2.3.0 - update and expand accounting content
- Section 2.4.0 - add reference to AGO regarding engineering services
- Section 3.2.1 - add information regarding non-GMA planning
- Section 3.2.13 - amend content of County Forces Construction section
- Section 5.3.0 - add reference to governmental auditing standards
- Section 7.2.0 - add hot-links between TOC and WAC section pages
- Section 8.1.0 - add to and correct acronym list and associated web-links
- Section 8.3.0 - add links to available WSDOT Technical Manuals and MRSC resources
- Repair various broken web-links

September 2013 (amends and replaces the following sections of the Oct 2012 version)

- Updated Introduction, TOC, and Change Record
- Section 1.1.1 - update home rule charter references
- Section 2.4.0 - CPARB within the new Dept. of Enterprise Services
- Section 2.1.1 - break into 3 separate sub-sections (2.2.1.0, .1, & .2), plus added material
- Section 2.3.0 - update BARS references
- Section 2.4.0 - update reference to the Department of Enterprise Services
- Section 2.1.4 - correct bridge inventory terminology and other minor corrections
- Section 3.1.2 - break into 3 separate sub-sections (3.1.2.1, .2, & .3), plus added material
- Section 3.2.9 - add CAPP related RCW reference
- Section 3.2.11 - update to reference MAP-21
- Section 4.2.0 - add One-Call utility locate information
- Section 4.4.0 - add tax title information
- Section 4.7.0 - add NIMS / ICS information
- Section 5.2.0 - clarify CAFR term and update WSDOT report information
- Section 8.1.0 - various corrections and additions to acronym list
- Section 8.3.0 - correct titles and available links, and added “list-serve” opportunities
- Section 8.4.0 - web-links removed (under review for further modification or elimination)
- Repair of various broken web-links

October 2014 (amends and replaces the following sections of the Sept 2013 version)

- Updated Introduction, TOC, and Change Record
- Section 1.1.2 - add records management from Section 2.2.0
  - update open meetings and public records
- Section 1.1.3 - update to County Clerk, County Administrator, and Risk Manager
- Section 1.2.0 - updated links to MPO and RTPO maps
- Section 2.1.1.2 - clarify reference to state constitution
  - add “compliance” to factors
- Section 2.1.2 - add summary of allowable use of Road Funds (RCW 36.82.070)
- Section 2.1.3 - removed Dept. of Commerce WAC link due to state organization changes
- Section 2.2.0 - move records management to Section 1.1.2
- Section 2.4.0 - update services/leases on purchasing flow chart and other minor items
- Section 3.1.2.1 - add recommended County Engineer property tax setting involvement
- Section 3.2.2 - add FHWA references for program development and crash analysis
- Section 3.2.3 - add supplemental information regarding “transportation” vs. “recreation”

- Section 3.2.7 - update language copied from the LAG Manual and WAC
- Section 3.2.11 - update language regarding RAP projects
  - add note regarding SEPA compliance
- Section 3.2.12 - add guidance on content and submittal to CRAB
- Section 3.3.0 - add supplemental information
- Section 3.3.1 (New) - Traffic Law Enforcement (use of Road Fund resources)
- Section 4.1.0 - update terminology and web-links for disadvantaged business
  - add link to FHWA indirect cost plan support
- Section 4.2.0 - update language copied from BARS Manual
  - add reference regarding establishing maintenance classifications
- Section 4.3.0 - add links to ITE and FHWA technical support
  - add link to MRSC regarding ATV/ORV
  - add note regarding primitive road legislation
- Section 4.4.0 - add link to MRSC right-of-way legal evaluation
- Section 4.5.0 - update link to US Code for NEPA
- Section 4.7.0 - removed reference to personal services contracts
- Section 5.1.0 - add reporting details
- Section 8.1.0 - various corrections and additions to acronym list
- Section 8.2.0 - revise references to WSDOT glossary links
- Replace “H&LP” with “Local Programs”
- Repair of various broken web-links

March 2016 (amends and replaces the following sections of the October 2014 version)

- Updated Introduction and Change Record
- “Motor Vehicle Fuel Tax” (MVFT) changed to “Fuel Tax” (legislation effective 7/1/16)
- 1.1.1 – add Clark County
- 1.1.2 – update available supplemental links
- 1.2.0 – update to land ownership, population, and road system data tables
- 2.1.1.2 – additional information pertaining to the 18th Amendment and comingled funds
- 2.1.2 – add “marine navigation” to 36.82.070
- 2.1.7 – update to available supplemental links
- 2.2.0 – add link to MRSC guidance on Employee Freedom of Speech
- 2.3.0 – added overhead cost reference from the BARS Manual
- 2.4.0 – updated references to MRSC supplemental information
- 3.1.2.1 – additional Levy, Levy Shift and Levy Diversion content
- 3.1.2.2 – modified due to 2015 Fuel Tax legislation plus supplemental information
- 3.1.2.3 – add link to MRSC timber revenue and other timber excise tax information
- 3.2.2 – add reference to “Systemic Safety” module within CRAB Mobility software
- 3.2.3 – supplemental material to reinforce 18th Amendment restrictions on Fuel Tax use
- 3.2.11 – updated to include the new federal FAST Act
- 3.3.1 – update due to CRABoard considerations regarding WAC 136-25
- 4.1.0 – update re: context sensitive, practical design, value eng., and sustainability
- 4.2.0 – modified reference to fuel tax exemption
- 4.4.0 – added references for R/W lines versus city boundaries and haul route limits
- 5.1.0 – added marine navigation cost to April reporting requirement
- 7.2.0 – addition of WAC 136-150-025
- 8.1.0 – add and correct various acronyms and links
- 8.2.0 – remove “BARS Glossary” from available links
- 8.3.0 – update terminology and other changes to available resources
- Repair of various broken web-links and update to selected link titles

CHANGE RECORD

	Sub-Section Name	Sub-Section	Most Recent Change Date
	Introduction	Intro	March 2016
	Table of Contents	TOC	Oct 2014
	County Governance	1.1.1	March 2016
	Open Meetings	1.1.2	March 2016
	County Officials	1.1.3	Oct 2014
	General County and County Road Information	1.2.0	March 2016
	Introduction to the Office of the County Engineer	2.1.1.0	Sept 2013
	Reading and Application of RCWs, WACs, and Other Rules	2.1.1.1	Sept 2013
	Road Purpose	2.1.1.2	March 2016
	Revised Code of Washington	2.1.2	March 2016
	Washington Administrative Codes (WAC)	2.1.3	Oct 2014
	CRAB WACs	2.1.4	Sept 2013
	Federal Laws and Administrative Codes	2.1.5	May 2011
	Washington State Legislature	2.1.6	Oct 2012
	Risk Management	2.1.7	March 2016
	Organization Management	2.2.0	March 2016
	Accounting and Financial Administration	2.3.0	March 2016
	Purchasing and Contracts	2.4.0	March 2016
	Plan, Implement, Report	3.1.1	May 2011
	Property Taxes	3.1.2.1	March 2016
	Fuel Tax	3.1.2.2	March 2016
	Other Revenues	3.1.2.3	March 2016
	Priority Arrays	3.1.3	May 2011
	Land Use Plan	3.2.1	Oct 2012
	Safety Management System (SMS)	3.2.2	March 2016
	Non-Motorized Program	3.2.3	March 2016
	Surface Water Management (SWM)	3.2.4	May 2011
	Maintenance Management System (MMS)	3.2.5	May 2011
	Pavement Management System (PMS)	3.2.6	May 2011
	National Bridge Inspection Standards (NBIS)	3.2.7	Oct 2014
	Rural Arterial Program (RAP)	3.2.8	May 2011
	County Arterial Preservation Program (CAPP)	3.2.9	Sept 2013
	14-Yr Ferry Plan and County Ferry Capital Imp. Program	3.2.10	May 2011
	Six-Year Comprehensive Transportation Program	3.2.11	March 2016
	Annual Construction Program (ACP)	3.2.12	Oct 2014
	County Forces Construction (CFC)	3.2.13	Oct 2012

	Annual Budget	3.3.0	Oct 2014
	Traffic Law Enforcement	3.3.1	March 2016
	Design & Construction	4.1.0	March 2016
	Maintenance	4.2.0	March 2016
	Traffic Management	4.3.0	Oct 2014
	Right-of-Way Management	4.4.0	March 2016
	Environmental Regulations	4.5.0	Oct 2014
	Local Development and Development Review	4.6.0	May 2011
	Emergency Response	4.7.0	Oct 2014
	CRAB Required Reporting	5.1.0	March 2016
	Year-end Fiscal Closeout	5.2.0	Sept 2013
	Annual Audits and Special Audits	5.3.0	Oct 2012
	County Road Administration Board	6.0.0	May 2011
	Title 136 WAC - County Road Administration Board	7.0.0	May 2011
	Use of the State Code Reviser's Website	7.1.0	May 2011
	Title 136 WAC (CRAB WACs)	7.2.0	March 2016
	Acronyms	8.1.0	March 2016
	Definitions	8.2.0	March 2016
	Web-Based Resources	8.3.0	March 2016
	CRAB Website	8.4.0	Sept 2013
	Desk Manual Topic Search	8.5.0	May 2011
	Desk Manual Change Record	8.6.0	March 2016