COUNTY ENGINEERS' AND PUBLIC WORKS DIRECTORS' MANUAL

BOOK 2 – REFERENCE MANUAL

WASHINGTON STATE
COUNTY ROAD ADMINISTRATION BOARD
OLYMPIA, WASHINGTON

APRIL 2006 UPDATE

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1.A. STATUTORY RESPONSIBILITIES

1A.1. Organization and Mission

The County Road Administration Board (CRAB) is a nine-member board organized under the provisions of RCW 36.78.010 through 36.78.110 for the purpose of establishing and administering standards of good practice for county road departments throughout the state and for distributing gas tax revenues to the counties. CRAB is unique in that the Board is composed of six current county commissioners and/or council members and three county engineers all of whom are appointed by the Washington State Association of Counties (WSAC); thus the legislature allows the counties to regulate themselves. CRAB has a full time staff to accomplish day-to-day functions and to provide information and support to the Board members.

1.A.2 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.

1.A.3. Certificate of Good Practice

Annually, each county engineer and either the chair of the board of county commissioners or the county executive must certify that the county has operated in compliance with the Standards of Good Practice. Based upon this certification, the annual Bridge Inspection Report, and 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.

1.A.4. Grant Programs – RAP and CAPP

In response to evaluations of county road needs, and with support from county commissioners and county engineers, CRAB has been successful in receiving legislative approval and funding for two grant programs – the Rural Arterial Program (RAP) in 1983 and the County Arterial Preservation Program (CAPP) in 1990.

Between these two programs some $28 million per year is made available to counties for the reconstruction of the county rural arterial system and for the preservation of both rural and urban paved arterials.

Specific information on these programs is contained in the revenue section of this manual.

1.A.5. County Roadlog and MVFT Distribution

Prior to 1985, the WSDOT was responsible for maintaining the county roadlog. In addition to providing an important data element for the computation of each individual county's share of the Motor Vehicle Fuel Tax (MVFT or 'Gas Tax') by WSDOT, the roadlog information also served as part of the periodic reports furnished to the Federal Highway Administration by WSDOT. Until 1985, WSDOT, through the

former State Aid Division (now H&LP) was the state agency responsible for the MVFT distribution to the counties in cooperation with CRAB.

In 1985, with the mutual agreement of both WSDOT and CRAB, the responsibility of maintaining the county roadlog as well as the sole responsibility for the county distribution of the MVFT was legislatively transferred to CRAB. To keep CRAB overhead low and to encourage the counties to take ownership in the roadlog, CRAB developed a special roadlog software package that enabled each county to maintain its roadlog at its own offices and to send updates annually to CRAB. The roadlog software was installed by CRAB in each county in 1987. CRAB was also able to purchase an appropriate desktop computer for each county to host this software. As a result, CRAB staff effort for the annual roadlog updates and the biennial calculation of the gas tax distribution factors has been kept to a minimum. The original roadlog update software has been greatly expanded and upgraded into the comprehensive County Road Information System (CRIS), which is in use in all counties as a major road management tool. Its successor, Mobility, is nearing release and will provide the opportunity for even better management of the counties' road systems in a highly user-friendly way.

See the Revenue Section for a more detailed discussion of the roadlog and MVFT distribution processes.

1.A.6. Capital Ferry Program

There are currently four counties that operate their own ferry systems – Whatcom, Skagit, Pierce, and Wahkiakum. Although the state does provide some operational subsidy [RCW 47.56.720 and .725] and regular highway-related grant programs can be used for the landing facilities, actual replacement of the very expensive ferry vessels was without a grant assistance program until 1991 when CRAB received legislative approval for a capital ferry program. Both RCW 47.56.725 and RCW 46.68.090 were amended to permit, with approval by the legislature, a portion of the counties' share of gas tax to be used for a capital ferry grant program. Appropriate administrative rules, contained in WAC 136-400, were adopted by CRAB in 1991 to manage this innovative program.

Any county that owns and operates its own ferry system should become familiar with the above provisions as well as the basic statute under which they operate, RCW 36.54.

1.B. FUNCTIONAL AREAS

1.B.1. Overview

The mission of the County Road Administration Board is to preserve and enhance the transportation infrastructure of Washington Counties by providing standards of good practice, fair administration of funding programs, visionary leadership, and integrated, progressive, and professional technical services.

Two of the agency's major functions are to assist counties in complying with the standards of good practice and to support enhanced professionalism in all the county road departments of the state.

1.B.2. Executive 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. Viewing state, county, and city transportation systems as a seamless entity, CRAB interfaces with appropriate agencies and representatives on a continual basis.

At the staff level, CRAB provides ongoing coordination with other city, county, and state organizations and provides a variety of grant programs and information resources to the counties.

1.B.3. Engineering Services

The Engineering Services (ES) Division, under the direction of the Deputy Director, includes the Special Projects Manager, Maintenance Manager, Maintenance Systems Engineer, Grant Programs Engineer, and Inventory/PMS Engineer. This small staff, all of whom hold Professional Engineer licenses, 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 motor vehicle fuel tax;
- Management of the reports and other information necessary for recommendations related to the Annual Certificate of Good Practice for each county.

Other functions of the division include:

- 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, especially the H&LP Division of WSDOT.

Included in Engineering Services' functions is the provision of transportation planning support. The goal is to keep County Engineers informed of changes in planning requirements that may affect the development of the counties' transportation programs. CRAB has worked directly with counties to assist them in using appropriate levels of technology in developing their plans. In addressing the major issues of the Growth Management Act (GMA), CRAB has presented workshops on level of service standards and concurrency management systems.

To keep abreast of future changes, ES staff participates in various interagency work groups on such issues as least-cost planning methodologies, rural mobility needs, watershed planning, environmental permitting, telecommunications, and urban design issues.

CRAB acts as a clearinghouse for questions and for the exchange of ideas. With an emphasis on good communication, ES staff has worked with both planning and public works departments as they strive to meet the transportation needs of their counties.

Engineering Services also strives to stay informed and to share information about emerging issues impacting county public works departments. Issues currently meriting such attention are the Endangered Species Act, GASB 34 financial reporting requirements, and asset management. Since 2001, a major focus of the ES Division has been on developing a Maintenance Management System and assisting the counties in its implementation.

A final responsibility of the ES Division is the maintenance and updating of the county Engineers' and Public Works Directors' Manual and the provision of training to County Engineers and their staffs.

1.B.4. Information Services

The Information Services (IS) 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.

The mission of the IS Division of CRAB is 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.

Our efforts to accomplish this mission are diverse and complex yet could be described in these four areas:

- *Provide engineering design software, training, and support that enable county design personnel to maximize design through enhanced revision and alternative analysis using automated systems.* To accomplish this, CRAB negotiated a master contract with Eagle Point Software of Iowa. Through this contract CRAB purchased the first 183 licenses for this state-of-the-art civil engineering design software for Washington Counties and continues to make further licenses

available for about one-tenth the list price. A design engineer is on staff at CRAB to provide support beyond that which **Eagle Point** provides and to offer free training and consultation to county staff on the design discipline and design software.

- *Develop and provide management systems software, training, and support that make the best use of technology to preserve infrastructure investment, automate tedious tasks, suggest management strategies, and ensure consistency, equity and informed decisions in the business of road departments.* In the mid-1980's, CRAB developed an application called the County Road Information System (**CRIS**). Although **CRIS** has been an effective management tool in our counties for at least 15 years, it was developed on yesterday's technology and so CRAB has developed a replacement for **CRIS**, called **Mobility**, using tomorrow's technology. **Mobility**, like **CRIS**, inventories your road system and all of its appurtenances, as well as having management systems for pavement, maintenance, safety, and more. In the coming years **Mobility** will respond to the ever changing needs and challenges of our county road departments.
- *Initiate and foster forums, conferences, workshops, and other venues of networking and communication that encourage the sharing, cooperative, and synergistic environment our county road departments enjoy across the state.* Our staff, though very accomplished and professional, doesn't have all the answers or even know many of the questions. CRAB, because of its structure (unique in the nation), has become a "pipeline" of information between the counties and other transportation entities. CRAB staff not only creates opportunities for the exchange of information and solutions but also represents our counties' interests at numerous venues where county personnel are not always able to attend.
- *Provide a timely, useful, and unique response to special county needs where information technology solutions apply.* CRAB provides solutions to the uncommon problems that arise in Washington counties. When a county does not have access to specific information or expertise needed to solve a problem or when they have a temporary lack of resources, they can call on CRAB for assistance.

1.C. SERVICES PROVIDED

1.C.1. Regulation

- With the assistance of county engineers, develops mandatory uniform practices "relating to the administration of County roads and the safe and efficient movement of people and goods over county roads".
- Provides management and technical programs and assistance to enable counties to attain and maintain compliance with the Standards of Good Practice.

1.C.2. Funding

- Directs the distribution of the county portion of the state fuel tax using the best available cost factors based upon analysis by staff engineers and county engineers.
- Administers Rural Arterial Program grants using statutory criteria and unique priority processes developed by county engineers in each of five state regions. Priority processes are examined at least annually by staff and county engineers to insure that the best projects are being funded with limited resources.

- Administers County Arterial Preservation Program grants in accordance with statutes and insures that Pavement Management Systems are used.

1.C.3. Information Technology

- 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.

1.C.4. Management and Technical Support

- Provides training for county Engineers, Public works Directors, and key management staff on the statutory and professional requirements of their positions.
- Provides comprehensive on-site and telephone support for any and all questions related to the operation of county road departments and performance of engineering and management duties.
- Assists counties as requested in hiring key staff by screening resumes, providing interview questions, and participating on interview panels.
- Provides transportation planning services to assist counties in the development of transportation plans, concurrency management systems, and models of their transportation networks.
- Drafts model ordinances, resolutions, and policies upon request by counties.
- Represents county road department interests on boards and committees whose actions directly affect counties.

2A WAC GENERAL ADMINISTRATIVE RULES

CHAPTER NUMBER	TITLE	ORIGINAL ADOPTION	LAST REVISION	REVISION NUMBER
1	Organization and Operation of County Road Administration Board	10/17/1968	4/28/2005	5
2	Implementation of State environmental Policy Act for CRAB	7/23/1976	10/29/1998	2
3	Public Access to Information and Records	5/5/1992	10/29/1998	1
4	Annual Certification of Good Practice	10/18/1974	7/1/2002	6
10	Duties of County Road Engineer – County Legislative Authority	6/6/1968	7/11/2002	REPEALED
11	Maintenance Management	1/16/1980	10/27/2005	3

ORGANIZATION AND OPERATION OF COUNTY ROAD ADMINISTRATION BOARD

WAC 136 CHAPTER 1

WAC 136-01-010 Purpose and authority.
The county road administration board is a nine-member board, organized under the provisions of RCW 36.78.010 through 36.78.110.

WAC 136-01-030 Meetings and voting procedures.
Regular public meetings of the county road administration board shall be held quarterly, at times and locations set by the board. At the summer meeting, the board shall elect a chair, a vice-chair, and a second vice-chair who shall hold office until the next summer meeting. Additional meetings necessary to discharge the business of the board may be called from time to time by the chair. Each member of the board shall be entitled to one vote. No proxies shall be allowed. All questions shall be decided by majority vote. A quorum of five members of the board shall be required to vote or conduct any board business.

IMPLEMENTATION OF
STATE ENVIRONMENTAL POLICY ACT FOR CRAB

WAC 136 CHAPTER 2

WAC 136-02-010 Purpose and authority.
This chapter is promulgated pursuant to the directions of chapter 43.21C RCW (SEPA) and chapter 197-11 WAC (SEPA rules). The adoption of this chapter is deemed to be in compliance with the requirements of chapter 43.21C RCW and chapter 197-11 WAC.

WAC 136-02-020 Statement of exempt activities.
The county road administration board has reviewed its authorized activities and found them all to be exempt under chapter 43.21C RCW and SEPA rules, WAC 197-11-800 (13), (15), (16), (18), (19), (20) and (23). This statement is adopted in accordance with RCW 43.21C.135 (1) (a).

PUBLIC ACCESS TO INFORMATION AND RECORDS

WAC 136 CHAPTER 3

WAC 136-03-010 Purpose and authority.
The purpose of this chapter is to establish rules for compliance by the Washington county road administration board with the provisions of RCW 42.17.250 through 42.17.340 dealing with public records. This chapter describes the places at which, the employees from whom, and the methods whereby persons may obtain information, make submittals or requests, or obtain copies of agency decisions. Other chapters in Title 136 WAC describe the general course and method of the board's operations and the nature and requirements of all of its formal and informal procedures. For a description of the board's organization, see chapter 136-01 WAC.

WAC 136-03-020 Public records officer.
The board's public records officer shall be the executive assistant to the county road administration board. The public records officer shall be officed at 2404 Chandler Court S.W., Suite 240, Olympia, Washington. The public records officer shall be responsible for:

(1) Implementation of RCW 42.17.250 through 42.17.340 and these rules and regulations regarding release of public records;
(2) Coordinating staff efforts of the county road administration board in this regard; and
(3) Ensuring compliance of the staff with RCW 42.17.250 through 42.17.340 and these regulations.

The public records officer shall establish and maintain the index system required by RCW 42.17.260(4).

WAC 136-03-030 Public records available.
All public records of the county road administration board not exempted by RCW 42.17.310, or other statute which exempts or prohibits disclosure (see RCW 47.17.260(1)), shall be available for public inspection and copying pursuant to these rules.

WAC 136-03-040 Requests for public records.
Public records of the county road administration board shall be obtainable by persons who comply with the following procedures:

(1) A written request for public records shall be addressed to the public records officer. Such request shall include the following:
    (a) The name of the person requesting the records (requester).
    (b) The calendar date on which the request was made.
    (c) If the requested records are referenced in the current index maintained by the county road administration board, a reference to the requested record as it is described in such current index.
    (d) If the requested records are not referenced in the current index, a statement that identifies the specific records requested.
    (e) Where the requested records might be used for such a purpose, a verification that the records requested shall not be used to compile a commercial sales list.
(2) The public records officer shall inform the requester whether and when the requested records will be available for inspection or copying at 2404 Chandler Court S.W., Suite 240, Olympia, Washington. If the requester asks that the records be mailed to him or her, the public records officer shall do so, provided the records can be copied and sent without unreasonably disrupting the operations of the county road administration board, as provided in RCW 42.17.270.

(3) When it appears that a request for a record is made by or on the behalf of a party to a lawsuit or a controversy to which the county road administration board is also a party (or when such a request is made by or on the behalf of an attorney for such a party) the request shall be referred to the assistant attorney general assigned to the county road administration board for appropriate response.

WAC 136-03-050 Availability for public inspection and copying of public records-Office hours.
Public records shall be available for inspection and copying during normal business hours of the county road administration board. For the purposes of this chapter, these normal business hours shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

WAC 136-03-060 Inspection and copying costs.

(1) No fee shall be charged for inspection of public records.

(2) The county road administration board shall impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy records; such charges shall not exceed the amount necessary to reimburse the county road administration board for its actual costs incident to such copying. Actual costs shall include:

(a) The labor and overhead costs of staff associated with responding to the request;

(b) Computer and/or copying machine costs and overhead; and

(c) Paper and/or other duplicating medium costs.

WAC 136-03-070 Protection of public records.
In order to protect records from damage or disorganization:

(1) Copying of public documents shall be done by county road administration board personnel or, at the discretion of the county road administration board, under their supervision.

(2) No document shall be physically removed by a requester from the area designated by the county road administration board for the public inspection of documents. The board may require that all inspection be done in the presence of a county road administration board employee.

(3) When a requester requests to examine an entire file or group of documents, as distinguished from certain individual documents which can be identified and supplied by themselves, the county road administration board shall be allowed a reasonable time to inspect the file to determine whether information protected from disclosure is contained therein, and the board shall not be deemed in violation of its obligation to reply promptly to requests for public documents by reason of performing such inspection.

WAC 136-03-080 Denial of request.
Each denial of a request for a public record shall be accompanied by a written statement to the requester clearly specifying the reasons for denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. Such statement shall be sufficiently clear and complete to permit the director or his or her designee to review the denial in accordance with WAC 136-03-090.

WAC 136-03-090 Review of denial of public records request.

(1) Any person who objects to the denial of a request for a public record may petition the public records officer for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) If the public records officer decides to affirm the denial, then the written request for review shall immediately be referred to the assistant attorney general assigned to the county road administration board. The assistant attorney general shall promptly consider the matter and either affirm or reverse such denial. In any case, the request shall be returned with a final decision within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the public records officer has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

WAC 136-03-100 Records index.

(1) The county road administration board shall have available to all persons at its offices in Olympia a current index which provides identifying information as to the following records:

(a) All records issued before July 1, 1990, for which the county road administration board has maintained an index;

(b) Final orders entered after June 30, 1990, that are issued in adjudicative proceedings as defined in RCW 34.05.010(1) and that contain an analysis or decision of substantial importance to the county road administration board in carrying out its duties;

(c) Declaratory orders entered after June 30, 1990, that are issued pursuant to RCW 34.05.240 and that contain an analysis or decision of substantial importance to the county road administration board in carrying out its duties;

(d) Interpretive statements as defined in RCW 34.05.010(8) that were entered after June 30, 1990;

(e) Policy statements as defined in RCW 34.05.010(14) that were entered after June 30, 1990; and

(f) Minutes of county road administration board meetings.

(2) The system of indexing shall be as follows:

(a) The indexing system shall be administered by the board's public records officer and shall be located at 2404 Chandler Court, S.W., Suite 240, Olympia, Washington.

(b) Copies of all indexes shall be available for public inspection and copying in the manner provided for the inspection and copying of public records.

(c) The public records officer shall establish and maintain a separate index for each item contained in subsection (1) (a) through (f) of this section as follows:

(i) All final orders and declaratory orders determined by the county road administration board to contain analyses or decisions of substantial importance to the board shall be listed alphabetically by the titles of the hearing or controversy and shall contain a phrase describing the important issue or issues.

(ii) Interpretive statements and policy statements shall be indexed by the applicable program administered by the county road administration board.

(iii) County road administration board minutes shall be indexed chronologically.

(d) The public records officer shall update all indexes at least once a year and shall revise such indexes when deemed necessary by the county road administration board.

WAC 136-03-110 Availability.
The current indexes promulgated by the county road administration board shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

ANNUAL CERTIFICATION OF GOOD PRACTICE

WAC 136 CHAPTER 4

WAC 136-04-010 Purpose and authority.
The county road administration board is authorized by RCW 36.78.090 through 36.78.100 to transmit to the state treasurer certificates of good practice, hereinafter referred to as certificates, on behalf of the counties which during the preceding calendar year have reasonably complied with provisions of law relating to county road administration and with the standards of good practice as formulated and adopted by the county road administration board or to issue conditional certificates. This section sets forth the procedure to be followed by the county road administration board in the issuance and revocation of such certificates.

WAC 136-04-020 Inquiry by the county road administration board.
The executive director shall formulate a questionnaire for use by the counties designed to demonstrate to the county road administration board each county's level of compliance with pertinent laws and regulations. The proposed questionnaire shall be reviewed and approved by the county road administration board at its first meeting of each calendar year and may be revised and modified from year to year to reflect changes in statutory and regulatory requirements. The approved questionnaire shall be distributed to all counties no later than 15 days after said meeting.

WAC 136-04-030 Response by the county.
Each county engineer shall complete the questionnaire, certify as to its accuracy, have it approved by the county legislative authority or the county executive, and shall return it to the executive director no later than April 1st.

WAC 136-04-040 Review by the county road administration board.
The executive director shall receive the completed questionnaires and prepare a report for the county road administration board regarding the level of each county's compliance with pertinent laws and regulations. The board shall review the executive director's report at its second regular meeting of each calendar year.

WAC 136-04-050 Certificate of good practice.
The county road administration board shall transmit a certificate to the state treasurer prior to May 1st of each year on behalf of those counties found to be in reasonable compliance with provisions of law relating to county road administration and with the Standards of Good Practice as formulated and adopted by the county road administration board.

WAC 136-04-055 Revocation of certificate of good practice.
Whenever the county road administration board finds that after issuance of a certificate a county fails to meet the requirements of such certification, the board may revoke the previously issued certificate, or substitute a conditional certificate therefor, in the manner provided in WAC 136-04-080 and 136-04-090.

WAC 136-04-060 Conditional certificate of good practice.
Whenever the board finds that a county has failed to be in reasonable compliance with provisions of law or standards of good practice, it may transmit to the state treasurer on behalf of such county a conditional certificate, in the manner provided in WAC 136-04-080 and 136-04-090. Any such conditional certificate shall be issued subject to terms and conditions as deemed by the board to be appropriate, and will authorize continued distribution to such county or all or a designated portion of its share of motor vehicle fuel taxes. A copy of such conditional certificate shall be sent to the legislative authority of the county on whose behalf it was issued. One of the conditions of such

conditional certificate shall be a review by the county road administration board at a subsequent meeting of the situation which caused its issuance.

WAC 136-04-070 Review of conditional certificates.
At a designated subsequent meeting, the county road administration board shall receive a report from the executive director pursuant to each conditional certificate. The board shall issue a certificate upon finding that the county has complied or is diligently attempting to comply with the terms and conditions of the conditional certificate. If the board finds that the county has not satisfied or diligently attempted to satisfy the terms and conditions of the conditional certificate, it may, in the manner provided in WAC 136-04-080 and 136-04-090:

(1) Continue such conditional certificate for further review;
(2) Modify such conditional certificate; or
(3) Revoke such conditional certificate.

WAC 136-04-080 Notice of pending revocation or substitution.
The board shall not consider revocation of a certificate or substitution of a conditional certificate or adverse modification of a conditional certificate for any county unless written notice of hearing thereon shall have been given to the legislative authority or county executive at least thirty days prior to the board meeting at which such revocation, substitution or modification is to be considered. Such notice shall include an invitation for representation by the county at such hearing.

WAC 136-04-090 Hearing on revocation or substitution.
At the time appointed for the hearing, the county road administration board shall receive a report from the executive director detailing those laws or regulations with which the county is not in reasonable compliance, or those terms and conditions of the conditional certificate which the county has failed to meet. The board shall provide opportunity for presentation of written and/or oral testimony on behalf of the county and may thereupon:

(1) Continue or modify a conditional certificate;
(2) Substitute a conditional certificate for a certificate; or
(3) Revoke either the certificate or conditional certificate.

WAC 136-04-100 Revocation of certificate.
Upon revocation of a certificate or conditional certificate by the county road administration board, notice thereof shall be given to the state treasurer and to the legislative authority or county executive of the affected county. If any certificate is revoked without a conditional certificate being substituted therefor, the board shall review the affected county's (ies') compliance with pertinent laws and regulations at each subsequent regularly scheduled meeting until such time as the board finds that the county has reasonable complied or is diligently attempting to comply with such laws and regulations.

WAC 136-04-110 Effect of noncompliance with standards of good practice.
Failure of a county to receive and maintain a certificate of good practice or a conditional certificate of good practice will, upon notification to the state treasurer by the county road administration board, result in the withholding from the county of a part of or its entire share of motor vehicle fuel tax distributable pursuant to RCW 46.68.120.

RELATIONSHIP OF COUNTY ENGINEER AND COUNTY LEGISLATIVE AUTHORITY

WAC 136 CHAPTER 10

WAC 136-10-010 Purpose and authority.
The powers and duties of the county legislative authority in relation to roads and bridges, and the qualifications and duties of the county engineer are set forth in Title 36 RCW. The purpose of these laws is to designate the county engineer as the chief administrative officer of the county road department. This chapter defines the formal relationship between the legislative authority and its county engineer in order to assure the efficient and productive operation of the road department.

In this chapter and throughout Title 136 WAC, the term “county engineer” shall mean both “county road engineer” and “county engineer”, as those terms are used in Title 36 RCW.

WAC 136-10-020 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. In addition to specific statutory duties 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.

WAC 136-10-030 Duties of the county engineer.
The various duties and responsibilities of the county engineer are set forth in chapter 36.80 RCW. In addition to these specifically defined duties the county engineer shall be guided by written policies regarding county road department operation as promulgated by the legislative authority.

WAC 136-10-035 Charter counties.
In counties that have adopted a home rule charter, as provided for in Article 11 subsection 4 of the state Constitution, the duties and responsibilities of the county engineer set forth in chapter 36.80 RCW may be modified by the county legislative authority as allowed by existing constitutional law, statutory law, and county's charter.

WAC 136-10-040 Organization of county road department.
It shall be the county engineer’s duty to organize the road department in accordance with policy of the county legislative authority into such departments, divisions, districts or units as may be necessary to meet statutory requirements and to perform such additional services as may be directed by policy of the legislative authority.

WAC 136-10-050 Written policy.
In order to implement the requirements of this chapter, the county legislative authority shall develop and by resolution adopt written policy covering any matters relating to road department operation as they may see fit. The following matters, at a minimum, must be covered by such policies:

(1) Policy regarding organization. A chart or pictorial representation showing in detail the interrelationship of all positions in the road department from the county legislative authority through all employees. The chart shall clearly show the complete line of command throughout the entire organization. Copies of such chart shall be prominently posted in the office of the county engineer and road department shops in such a manner that it will be readily available to all road department employees and the general public.

(2) Policy regarding personnel practices. A complete written statement of all policies relating to the personnel of the road department including but not limited to

recruitment, appointment, promotion, dismissal, hours of work, overtime, annual leave, sick leave, military leave, holidays, classification, union relationship where applicable, and general work rules. Copies of such statement shall be prominently posted in the office of the county engineer and road department shops in such a manner that it will be readily available to all road department employees and prospective employees.

(3) Policy regarding handling of complaints. A written statement setting forth the method by which complaints from the general public related to any road department activity will be handled. The purpose is to assure that each county will have an orderly procedure to insure that citizen complaints receive prompt attention.

(4) Policy regarding approval of work for other public agencies and county departments. A written statement that includes but is not limited to the following:

(a) Statement of intent indicating whether or not the legislative authority will accept requests for work for other public agencies or other county departments.

(b) Statement indicating procedures to be followed in processing such requests in accordance with applicable statutes.

(c) Statement indicating any delegation of authority in processing such requests.

(5) Policy regarding accommodation of utilities on county road rights of way. A written statement setting forth the county's administrative, procedural, and technical requirements regarding the installation, replacement, adjustment, relocation, and maintenance of all utilities in, on, or above the county road right of way.

WAC 136-10-060 Forwarding of written policy.

Each county legislative authority shall submit to the office of the county road administration board one copy of each policy required in WAC 136-10-050, and any subsequent revisions thereto, adopted pursuant to this regulation. The county road administration board shall maintain a current file of all such adopted policies of all legislative authorities.

MAINTENANCE MANAGEMENT

WAC 136 CHAPTER 11

WAC 136-11-010 Purpose and authority.
The laws of the state of Washington provide in RCW 36.80.030 that the county engineer shall have supervision, under the direction of the county legislative authority, of maintaining all county roads of the county. The purpose of maintenance management is to recognize that many road maintenance activities can be planned, scheduled and accomplished in a predetermined manner. RCW 36.78.121 directs the county road administration board, or its successor entity, to establish a standard of good practice for maintenance of transportation system assets.

WAC 136-11-020 Goal.
This chapter is intended to establish basic management principles for road maintenance activities and to set forth specific goals and objectives relative to the results to be achieved.

WAC 136-11-030 Objectives.
(1) To preserve the investment made in roads, bridges, and roadway appurtenances.
(2) To create stronger accountability to ensure that cost-effective maintenance and preservation is provided for transportation facilities.

WAC 136-11-040 Maintenance Management requirements.
(1) An inventory of significant maintenance features (physical assets), as determined by the county, shall be maintained.
(2) Maintenance management is based upon work activities. Work activity guidelines shall be defined, by each county, for the significant activities representing the maintenance work to be performed. Definitions shall include an activity code, title, description, work unit and inventory unit.
(3) An annual work program and budget shall be prepared. The activity-based work program and budget shall summarize the kinds and amounts of work planned and the costs of the planned work.
(4) The resources needed to accomplish the annual work program shall be documented.
(5) Work scheduling procedures shall be documented.
(6) Work accomplishment and expenditure shall be monitored.

WAC 136-11-050 Annual review.
On an annual basis, beginning in calendar year 2008, the county road administration board shall review compliance with the requirements of WAC 136-11-040 and report the results to the transportation commission or its successor entity.

WAC 136-11-060 County Road Administration Board assistance.
To assist each county to meet its requirements, the county road administration board shall provide maintenance management support and training. The county road administration board will also provide to counties, upon request, technical assistance related to defining, developing, operating, managing and utilizing maintenance management procedures.

2B WAC STANDARDS OF GOOD PRACTICE

CHAPTER NUMBER	TITLE	ORIGINAL ADOPTION	LAST REVISION	REVISION NUMBER
12	Standards of Good Practice – Vacancy in Position of County Road Engineer	2/9/1971	10/29/1998	6
14	Standards of Good Practice – Priority Programming Procedures	2/9/1971	10/29/1998	5
15	Standards of Good Practice – Procedures for Preparation of Six-Year Transportation Programs	7/22/1988	10/29/1998	3
16	Standards of Good Practice – Annual Road Program, Construction Report, and Day Labor Limits	12/1/1967	10/29/1998	9
18	Standards of Good Practice – Day labor Construction	1/9/1976	10/29/1998	5
20	Standards of Good Practice – Inspection of Bridges on County Roads	10/1/1969	10/29/1998	7
28	Standards of Good Practice – Cooperative Procedures for Processing of County Road Accident Reports	12/1/1967	4/28/2005	4
40	Standards of Good Practice – Accommodation of Utilities on County Road Right of Way	10/5/1990	10/29/1998	4
60	Standards of Good Practice – Maintenance of County Road Log	11/12/1986	10/29/1998	2
70	Standards of Good Practice – Pavement Management System Requirement for County Arterial Preservation Program Eligibility	10/29/1998	10/29/1998	0

STANDARDS OF GOOD PRACTICE – VACANCY IN POSITION OF COUNTY ENGINEER

WAC 136 CHAPTER 12

WAC 136-12-010 Purpose and authority.
The laws of the state of Washington make detailed provisions in chapter 36.80 RCW, for the employment of a county engineer in each county. This chapter specifies that he/she shall be employed full time; Provided, that in counties with a population of less than eight thousand he/she may be employed on a part-time basis and may be the county engineer of another county; that he/she shall be a registered and licensed professional civil engineer under the laws of this state; that he/she shall have supervision, under the direction of the county legislative authority, of all activities related to the county roads of the county, including maintenance; that he/she shall certify to the county legislative authority all bills with respect to county roads; that he/she shall keep complete public records of all road department activities; that he/she shall prepare plans and specifications for all construction work on the county road system. Since it is unavoidable that vacancies will occur from time to time in the position of county engineer, the following rule has been formulated to cover an interim period.

WAC 136-12-020 Procedure during vacancy.
When a vacancy occurs in the office of county engineer due to resignation, retirement, death or for any other reasons, the county legislative authority shall take immediate steps to find a replacement, either by promotion from within the organization if a competent and eligible person is available, or by advertisement for, and interview of qualified applicants. The county legislative authority or county executive shall immediately notify the county road administration board of the vacancy, and of the procedure to be followed during the period of vacancy.

WAC 136-12-030 Acting county engineer.
If for any reason, it is impossible to employ a new county engineer immediately, the county legislative authority shall designate, by resolution, an acting county engineer for an interim period, not to exceed six months, except as provided in WAC 136-12-060. A copy of such resolution shall be forwarded to the county road administration board.

If the acting county engineer is not a licensed professional civil engineer, the legislative authority shall designate a licensed professional civil engineer to perform all engineering services during the interim period as required by chapter 18.43 RCW, and the acting county engineer shall perform only those functions of the office not requiring a professional civil engineer's license.

WAC 136-12-060 Failure to comply with ruling.
When the county legislative authority has made final arrangements for the employment of a new county engineer meeting the requirements of chapter 36.80 RCW the county road administration board shall be notified accordingly. If no such notification is received within six months of the beginning of the vacancy, the matter of the vacancy will be considered at the next regular meeting of the county road administration board. The county road administration board may require that all day labor construction projects be shut down and/or that all distribution of gas tax funds to the county cease: *Provided however,* that it may continue to grant reasonable extensions in the event the affected county can give adequate proof or demonstrate at the next regularly scheduled board meeting that a diligent effort has been made to secure the services of a qualified engineer.

WAC 136-12-070 County engineer in counties with a population of less than eight thousand.

When the county legislative authority of a county with a population of less than eight thousand chooses to employ a county engineer on a part-time basis the terms of such employment shall be set forth in a contract adopted by resolution of the legislative authority. Such contract shall specify, but need not be limited to: Statement of legal responsibility, salary or wage arrangements, meetings with the legislative authority, travel expenses and relationship with regular employees. A copy of such resolution and contract shall be forwarded to the office of the county road administration board.

When the legislative authority chooses to contract with another county for services such contract shall be approved by resolution of both legislative authorities. Such contract shall specify, but need not be limited to: Statement of legal responsibility, salary or wage arrangements, meetings with the legislative authority, travel expenses and relationship with regular employees. A copy of the contract and both resolutions shall be forwarded to the office of the county road administration board. Any such contract shall be in accordance with the procedures of the Interlocal Cooperation Act, chapter 39.34 RCW.

WAC 136-12-080 Assistant county engineer in counties with a population of less than eight thousand.
When a legislative authority of a county with a population of less than eight thousand chooses to employ a licensed professional civil engineer on a part-time basis or contract with another county for the services of its licensed professional civil engineer, it shall designate by resolution a full time employee as assistant county engineer. In such cases, the designated assistant county engineer shall perform the day to day supervision of the road department under the county engineer in accordance with policies established by the legislative authority.

STANDARDS OF GOOD PRACTICE – PRIORITY PROGRAMMING PROCEDURES

WAC 136 CHAPTER 14

WAC 136-14-010 Purpose and authority.
The requirement to develop and adopt both long range and short range programs as a prerequisite to road construction is established in RCW 36.81.121 and 36.81.130. Numerous studies have shown that road construction needs far exceed available revenue. Priority programming is the development and application of techniques designed to rank any array of potential projects in order of importance to serve as a guide in assisting a county legislative authority in the formulation of road programs and distribution of limited resources. Priority programming procedures for counties must be adaptable to a wide variety of situations.

WAC 136-14-020 Application.
Priority programming techniques shall be applied in the ranking of all potential projects on the arterial road system of each county. They may be applied to all arterial projects combined in a single group, or may be applied to individual functional classes of arterial and further subdivided into rural and urban systems if desired. Priority programming will not be required, but is recommended, for the local access road system.

WAC 136-14-030 Process.
Each county engineer will be required to develop a priority programming process tailored to meet the overall roadway system development policy determined by his or her county legislative authority. Items to be included and considered in the technique for roads shall include, but need not be limited to the following:

(1) Traffic volumes;
(2) Roadway condition;
(3) Geometrics;
(4) Safety and accident history; and
(5) Matters of significant local importance.

The manner in which these various items are treated may vary from county to county.

Bridge priorities shall be established in accordance with WAC 136-20-060. Accident records may be considered where their use will make a legitimate contribution.

A description of the priority programming technique to be used shall be submitted by each county engineer to the county road administration board. The county road administration board, upon request, will provide assistance to counties in the development, evaluation or modification of their priority programming processes in order to meet the requirements of this rule.

WAC 136-14-040 Application of process.
The priority programming process for roads shall be applied by the county engineer to all potential arterial projects in the county, and to local access road projects if directed by the legislative authority. The resulting priority array shall be updated not later that June 1st of each odd-numbered year and shall be consulted together with bridge priorities by the county legislative authority and county engineer during the preparation of the proposed six-year transportation program as described in chapter 136-15 WAC.

WAC 136-14-050 Certification.
In order to assure that priority arrays were available and were consulted during the preparation of the proposed six-year transportation program each year, the resolution of adoption of such program by each legislative authority shall include assurances to this effect. A copy of the adopting resolution shall be forwarded to the county road administration board together with the six-year transportation program.

WAC 136-14-060 Inventory records.
Each priority programming process will be based, at least in part on existing road conditions. It is required, therefore, that in each county an adequate road inventory system be maintained. The inventory system shall be updated no later than May 1st of each year to reflect work done and improvements made during the previous year in accordance with requirements of chapter 136-60 WAC.

PROCEDURES FOR PREPARATION OF SIX-YEAR TRANSPORTATION PROGRAMS

WAC 136 CHAPTER 15

WAC 136-15-010 Purpose and authority.
RCW 36.81.121 requires the preparation and annual updating of a six-year comprehensive transportation program. The program shall be adopted by the county legislative authority at any time before adoption of the annual budget and shall include all anticipated road and bridge construction projects, capital ferry expenditures, paths and trails projects and any other specified capital outlays for the following six-year period. The purpose of this chapter is to implement these statutory requirements with assurance that the program is based on a realistic assessment of available funding during the program period.

WAC 136-15-020 Contents of six-year program.
Each adopted program shall designate the six-year time period included, the name of the county, the county number as assigned by the state office of financial management, the date(s) of the public hearing held to provide public input to the program, the date of the adoption by the legislative authority and the adopting resolution number. The adopted program for submittal to the county road administration board shall consist of two parts:

(1) A road fund revenue and expenditure analysis for the six-year time period; and
(2) A program listing of specific projects.

WAC 136-15-030 Road fund revenue and expenditure analysis.
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.

The anticipated revenues should include a line item for motor vehicle fuel tax, the road levy after diversion, federal transportation program grants (by program), TIB funds, RATA funds, RID funds, public works trust fund loans, state forest funds, federal forest funds, and other miscellaneous revenues.

The anticipated road fund expenditures should include line items for administration, maintenance, facilities, transfers and loan repayments, reimbursable work and miscellaneous expenditures and shall show by subtraction the amount available for construction during each year of the program period.

WAC 136-15-040 Program listings of specific projects.
This listing shall include projects having an estimated cost approximately equal to the anticipated revenues for projects during the program period, clearly identifying those projects (1) for which funding is reasonably assured; (2) for which funds are not specifically assured but are within expected levels of existing programs for the applicable year; and (3), if desired, those which are unfunded within currently anticipated resources. Because of the possibility of unforeseen future circumstances at the time of approval of the six-year program, the above construction funding classification for any project shall not be considered final, but only an indication of the relative certainty of the various proposed projects.

It is recommended that provision be made in the program for one or more generic projects each year for improvements such as miscellaneous safety projects, new culvert and small bridge construction and other minor improvements.

WAC 136-15-045 RAP projects in the six-year program.
Each county's six-year transportation program in each even-numbered year shall include all projects for which the county may request RATA funds during the succeeding biennium. Project cost estimates for prospective RAP projects shall be considered preliminary and subject to revision until a project application is submitted.

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 after appropriate public hearing at any time before adoption of the annual budget. 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, and,
(3) The multiyear financing plan of the transportation element of the county's comprehensive plan if required by chapter 36.70A RCW.

Within 30 days of adoption, the county legislative authority shall submit the six-year program to the county road administration board.

WAC 136-15-060 Conflicts with WSDOT and TIB authority.
Nothing in this rule shall eliminate or modify any requirements or procedures or authorities of either the Washington state department of transportation or the transportation improvement board as codified in the Revised Code of Washington or as adopted in the Washington Administrative Code.

STANDARDS OF GOOD PRACTICE – ANNUAL ROAD PROGRAM, CONSTRUCTION REPORT, AND DAY LABOR LIMITS

WAC 136 CHAPTER 16

WAC 136-16-010 Purpose and authority.
As provided for in RCW 36.81.130, the county engineer shall submit a recommended annual road program, hereinafter referred to as the annual program, to the county legislative authority on or before the first Monday in October. The annual road program shall include recommendations for all road and bridge construction projects and all road equipment purchases for the ensuing year. The county legislative authority shall consider the recommended program and make any revisions deemed necessary.

WAC 136-16-018 Adoption of annual program.
The county legislative authority shall adopt a final annual program at any time prior to the adoption of the budget.

WAC 136-16-020 Contents of annual program.
The adopted annual program shall include, but not be limited to: (1) A line item for estimated preliminary engineering costs; (2) A line item for estimated right of way acquisition costs; and (3) A listing of all proposed construction projects for the year including a brief description of the work, the name, number and functional classification of the road, an estimate of the total cost of each project, including construction engineering but excluding preliminary engineering and right of way acquisition, and a notation as to whether construction work on each project is to be done by contract or day labor or both. When a project involves both contract and day labor work the estimate shall be divided to show the estimated cost of each type of work. The sum of all construction costs shall be approximately equal to the amount included in the road fund construction budget for construction work. All construction projects shall be shown, regardless of funding source, including all projects previously authorized and under way on which expenditures are anticipated during the program year. Projects previously authorized on which construction work is contemplated within the program year shall also be listed showing the estimated costs of work during the program year. In all cases, the total amount of proposed day labor construction costs, including construction administration and engineering, shall not exceed the day labor limit as computed in WAC 136-16-022.

WAC 136-16-022 Day labor limit.
The statutory day labor limit shall be computed in accordance with RCW 36.77.065 in the following manner:

(1) When the total annual county road construction budget is four million dollars or more, the day labor limit is eight hundred thousand dollars or fifteen percent of the total annual county road construction budget, whichever is greater.

(2) When the total annual county road construction budget is in excess of one million five hundred thousand dollars and less than four million dollars, the day labor limit is five hundred twenty-five thousand dollars or twenty percent of the total annual county road construction budget, whichever is greater.

(3) When the total annual county road construction budget is in excess of five hundred thousand dollars and less than one million five hundred thousand dollars, the day labor limit is two hundred and fifty thousand dollars or thirty-five percent of the total annual county road construction budget, whichever is greater.

(4) When the total annual county road construction budget is less than five hundred thousand dollars, the day labor limit shall be two hundred and fifty thousand dollars,

unless the county legislative authority, by resolution, elects the alternate procedure set forth in RCW 36.77.065. When such alternate procedure is chosen, an individual project limit of thirty-five thousand dollars shall apply, and each project shall be administered in accordance with chapter 136-18 WAC.

Determination by the county road administration board that a violation of RCW 36.77.065 has occurred shall be cause for issuance of a conditional certificate of good practice by the board as specified in WAC 136-04-060 on behalf of the county in which the violation occurred. The first condition of such a conditional certificate of good practice shall be that the county be required, at the next regular or special meeting of the county road administration board, to show cause why a certificate of good practice should not be denied to that county.

WAC 136-16-025 Miscellaneous and alternate projects.
The adopted program may include an item for miscellaneous unspecified projects in a dollar amount not to exceed ten percent of the total. The adopted program may also include a separate section for alternate projects which shall be listed in the same manner as required for regular program projects. No construction work shall be done on any alternate project until it has been authorized by resolution. Said resolution shall clearly identify the project as an alternate project, and shall specify which project or projects are being deferred or deleted in order that adequate funding be available for the alternate.

WAC 136-16-030 Requirements of listing equipment.
The annual program shall also include a list of all major road equipment purchases and repairs contemplated for the year, together with the estimated costs thereof. The total estimated cost of all equipment listed shall be approximately equal to the amount budgeted for equipment purchase in the annual equipment rental and revolving fund budget. The equipment list may include an item for miscellaneous minor equipment in any amount up to ten percent of the estimated total cost. The list may also include a list of alternate or additional items of equipment totaling up to fifteen percent of the basic list cost to allow for unforeseen conditions.

WAC 136-16-035 Requirements of listing maintenance and special maintenance.
In accordance with RCW 36.81.130, the annual program shall also include the amounts to be expended for maintenance and special maintenance but details of these proposed expenditures shall not be made.

WAC 136-16-040 Forwarding of program.
A copy of the adopted annual program and appropriate resolution shall be forwarded to the county road administration board within thirty days of its adoption but not later than December 31st of each year.

WAC 136-16-042 Modification of program.
The adopted annual program may not be changed, revised or increased except by unanimous vote of the members of the legislative authority who are present when the vote is taken. Such modifications shall be by resolution of the legislative authority and shall list each changed, revised or added project. A copy of such resolution shall be forwarded to the county road administration board within thirty days of its adoption.

WAC 136-16-050 Annual Construction Report.
At any time prior to April 1st of the year following the annual program year, the county engineer shall submit an annual construction report to the county road administration board in accordance with forms and instructions provided by the county road administration board. The construction report shall show actual expenditures for all construction work including construction administration and engineering done during the previous budget year. Upon receipt of each county's annual construction report, the day labor limit as described in WAC 136-16-022 will again be calculated based upon the actual accomplishments as set forth in the annual construction report. A county which exceeds the day labor limit as computed as part of the annual program or as computed as part of the annual construction report shall be in violation of this standard of good practice.

STANDARDS OF GOOD PRACTICE – DAY LABOR CONSTRUCTION

WAC 136 CHAPTER 18

WAC 136-18-010 Purpose and authority.
Chapter 36.77 RCW provides for the construction and improvement of county roads by contract, by day labor or by a combination of day labor and contract. The purpose of this standard of good practice is to assure that all day labor construction work is accomplished within statutory limitations.

WAC 136-18-020 Definitions.
For purposes of implementing statutory requirements relative to day labor construction work, the following definitions shall apply:

(1) Construction – the building of a new road facility or improvement of an existing facility to a higher geometric or structural standard.
(2) Day labor construction – construction work performed by personnel carried on the county payroll using county-owned, leased or rented equipment.
(3) Authorization date – the date that construction is authorized.
(4) Start of construction – the date that construction work commences.
(5) End of construction – the date that construction work is completed.
(6) Completion date – the date on which a county road project is closed in the accounting records.
(7) Estimated construction costs – the county engineer's estimate of the cost of contemplated construction work, not including preliminary engineering and right of way acquisition costs.
(8) Estimated project costs – the county engineer's estimate of the cost of engineering, right of way acquisition, and construction costs.
(9) True and complete construction costs – the accounting record of all construction costs attributed to a county road project from the authorization date to the completion date.
(10) True and complete project costs – the accounting record of all engineering, right of way acquisition, and construction costs attributed to a county road project from the authorization date to the completion date.
(11) Day labor county road project – day labor construction authorized by action of the county legislative authority in those counties where a cumulative dollar limit applies to all day labor construction.
(12) Special day labor county road project – day labor construction which will result in a facility with independent utility, authorized by action of the county legislative authority in those counties where the total construction budget is less than five hundred thousand dollars and the legislative authority has by resolution elected to perform day labor construction in an amount not to exceed thirty-five thousand dollars including labor, equipment and materials on any one project.

WAC 136-18-030 Authorization of day labor projects.
Every proposed day labor county road project and special day labor county road project shall be a part of the county's annual construction program as defined in RCW 36.81.130 and WAC 136-16-020. Additions to the program, and/or substitutions in the program, may be made by unanimous action of the county legislative authority at any time as provided in RCW 36.81.130. No construction work shall be done on any project until it has been authorized by resolution of said authority. The resolution shall include:

(1) A brief description of the project;

(2) A vicinity map showing the location of the project and its limits, provided that in lieu of individual vicinity maps, a single vicinity map showing the location of all projects may be included with the resolution adopting the annual program;
(3) Identification of the project in terms of the officially adopted annual program;
(4) The county engineer's estimate of construction costs prepared pursuant to the completion of such preliminary engineering; and
(5) Construction plans as shall be necessary and sufficient.

WAC 136-18-035 Special day labor limit for electrical and traffic control projects.
Projects that consist of electrical and traffic control work are subject to the specific day labor limits as set forth in RCW 36.77.065.

WAC 136-18-060 Day labor project records.
All day labor and special day labor project cost records shall be kept in the manner prescribed by the BARS manual. Records of quantities shall be kept in a manner consistent with original project estimates. The project records shall contain, but shall not be limited to, the following:
(1) Dated authorizing resolution;
(2) Vicinity map showing project location and limits;
(3) County engineer's estimate;
(4) Affidavit of preconstruction publication required by RCW 36.77.070;
(5) Documentation of start and end of construction dates;
(6) Affidavits of post-construction publication showing true and complete project cost as required by RCW 36.77.070.

WAC 136-18-064 Preconstruction publication requirements.
The preconstruction publication required by RCW 36.77.070 may be made at any time subsequent to the adoption of the annual road construction program by the county legislative authority, but no later than the commencement of day labor on the project or projects. The publication shall include a brief description of each project and the county engineer's estimate of each project cost showing right of way acquisition, preliminary engineering, contract work (if any) and work by day labor.

WAC 136-18-070 Special day labor project reporting to the county road administration board.
Each county engineer shall submit to the county road administration board a copy of each resolution authorizing a special day labor county road project whose estimated construction cost exceeds seventy-five percent of the day labor limit. Upon completion of each of these projects, or no later than March 1st of the succeeding year, the county engineer shall furnish to the county road administration board a copy of the record of true and complete construction costs. On any project where true and complete construction costs have exceeded the statutory day labor limit, the county engineer shall also provide to the county road administration board an explanation of the circumstances resulting in such over-expenditure.

WAC 136-18-080 Review of day labor compliance by the county road administration board.
The executive director of the county road administration board shall have authority to investigate cases of apparent violations of day labor limits and, for special day labor projects, prepare a listing of all such projects for which actual expenditures have exceeded the statutory day labor limit during the previous calendar year for review by the county road administration board at its second regular meeting of each calendar year.

WAC 136-18-090 Action on day labor compliance by the county road administration board.
Determination by the county road administration board that a violation of RCW 36.77.065 has occurred shall be cause for issuance of a conditional certificate of good practice by the board as specified in WAC 136-04-060 on behalf of the county in which the violation occurred. The first condition of such a conditional certificate of good practice shall be that the county be required, at the

next regular or special meeting of the county road administration board, to show cause why a certificate of good practice should not be denied to that county.

STANDARDS OF GOOD PRACTICE – INSPECTION OF BRIDGES ON COUNTY ROADS

WAC 136 CHAPTER 20

WAC 136-20-010 Purpose and authority.
Bridges of many kinds are an integral part of every county road system. The safety and adequacy of these bridges is of vital importance to the traveling public. A program of regular periodic inspection and reporting is necessary to fully inform each county legislative authority regarding the condition and adequacy of all bridges. RCW 36.78.070(1) authorizes the county road administration board to establish standards of good practice for the administration of county roads and the efficient movement of people and goods over county roads.

WAC 136-20-020 Inventory.
Each county engineer shall have available in his or her office a complete inventory of all bridges on the county road system. The inventory shall list the location of each bridge by the state road log number and appropriate mile point, and shall include such other information as the engineer deems necessary. In addition, all data required for the state of Washington inventory of bridges and structures (SWIBS) data base system as maintained by the Washington state department of transportation (WSDOT) shall be submitted to the WSDOT TransAid Service Center bridge engineer on appropriate media furnished or otherwise approved by the WSDOT.

WAC 136-20-030 Inspection.
Each county engineer shall be responsible for all routine and special inspections of all bridges on the county road system in accordance with the National Bridge Inspection Standards (NBIS) as promulgated and periodically revised by the WSDOT TransAid Service Center office. The county engineer shall note the date of all inspections and any changes since the previous inspection on the SWIBS form and submit all such forms to the WSDOT TransAid Service Center bridge engineer within ninety days of each inspection.

WAC 136-20-040 Certification.
Prior to April 1st of each calendar year, WSDOT assistant secretary for the TransAid Service Center will provide the following to the county road administration board:

(1) A listing on a county-by-county basis of all county bridges which have not had a regular SWIBS inspection report submitted within the previous thirty months; and
(2) A listing on a county-by-county basis of all county bridges which have not had a required special inspection report submitted within six months after the required inspection date; and
(3) A listing of all counties which are not in compliance with the requirements of the National Bridge Inspection Standards and the status of efforts toward achieving such compliance.

Any county which is not in compliance with the NBIS or has a bridge or bridges on any of the above listings shall be assumed to be not in compliance with bridge inspection procedures.

WAC 136-20-050 Failure to comply.
Failure of a county to be shown in compliance with required bridge inspection procedures may be cause for the county road administration board to withhold a certificate of good practice on behalf of that county in accordance with the procedures of chapter 136-04 WAC.

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 recommendation 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.

STANDARDS OF GOOD PRACTICE – COOPERATIVE PROCEDURES FOR PROCESSING OF COUNTY ROAD ACCIDENT REPORTS

WAC 136 CHAPTER 28

WAC 136-28-010 Purpose and authority.
RCW 36.78.070(1) authorizes the county road administration board to establish standards of good practice for the administration of county roads and the efficient movement of people and goods over county roads. In order to implement the requirement of the National Highway Safety Act of 1966 that requires all states, in cooperation with their various local governments, to collect, compile and make reports to the National Highway Safety Bureau of Accident Statistics in each state, the county road administration board has acted to coordinate the activities of the county engineers and the Washington state department of transportation. Each county engineer is to cooperate in this effort by following the procedure outlined below.

WAC 136-28-020 Procedure.
The Washington state department of transportation (WSDOT) collects collision reports from all law enforcement agencies and receives collision reports from individual drivers. Periodically, the WSDOT will send or deliver to the county engineer's office in each county reports with attached county location coding forms (CLCF), concerning collisions occurring on county roads in that county.

The engineer will analyze the report and complete the CLCF. For those collisions that the county engineer verifies did occur in his/her jurisdiction, only the completed CLCF will be returned to the WSDOT. However, if the engineer determines that the collision did not occur on a roadway in the county's jurisdiction, he/she shall complete the bottom portion of the CLCF and return it and the collision report to the WSDOT.

WAC 136-28-030 Coding detail.

(1) The county number shall be that particular number assigned to each county by the state office of financial management for county identification purposes.

(2) The county roadlog number shall be that particular five-digit number, including both leading and trailing zeros if applicable assigned to each county road according to the county's latest county road log. No local names or numbers or other nomenclature shall be used in coding.

(3) The milepost shall be determined as accurately as practicable from a comparison of information on the collision report with the latest county road log.

(4) Collisions at an intersection with a state highway will be coded by the state department of transportation.

(5) To ensure uniformity, collisions at the intersection of any two county roads shall be coded to a road in the following priority order:
   - (a) The road with the higher functional class;
   - (b) The road that is the through route;
   - (c) The road with the lower road number.

(6) Collisions on roads and/or at intersections with dual city-county or county-county responsibilities shall be coded in general accordance with the procedures outlined herein based on a mutual understanding between the several jurisdictions involved.

STANDARDS OF GOOD PRACTICE – ACCOMMODATION OF UTILITIES ON COUNTY ROAD RIGHT OF WAY

WAC 136 CHAPTER 40

WAC 136-40-010 Purpose and authority.
RCW 36.78.070(1) authorizes the county road administration board to establish standards of good practice for the administration of county roads and the efficient movement of people and goods over county roads. The purpose of this standard of good practice is to set forth the requirement that each county provide for the accommodation of utilities within its right of way. In order to effectively administer its authority to:

(1) Grant utility franchises and permits on county roads as provided in chapter 36.55 RCW;
(2) Exercise overall responsibility for county roads and bridges as provided in chapter 36.75 RCW; and
(3) Exercise its police power;

Each county legislative authority shall adopt a generally applicable written policy ("utility policy") to provide administrative, procedural, and technical guidance for the installation, replacement, adjustment, relocation, and maintenance of all above and below ground utilities and other transmission or transport facilities located within all county road rights of way.

WAC 136-40-020 Contents.
Each utility policy shall, at a minimum:

(1) Address all public and private utilities and other transmission or transport facilities which are installed, replaced, adjusted, relocated and/or maintained within the county road right of way pursuant to franchises, permits, and/or exemptions from the permit process including but not limited to electric power, telephone, television, telegraph, communication, water, gas, all petroleum products, steam, chemicals, sewage, drainage, and irrigation;
(2) Include general standards and requirements for the location, design, and construction of each utility;
(3) Incorporate a written permit process for all utility work not exempted by the provisions of the utility policy, and specify exemptions from such permit process, if any;
(4) Include specific requirements for underground utilities which shall include location and alignment, depth of burial and cover, encasement, marking, appurtenances and related installation procedures;
(5) Include specific requirements for above ground utilities which shall include location and alignment and vertical clearances;
(6) Include specific requirements for all utilities which shall include aesthetic/scenic considerations, installations on roadway bridges and structures, site restoration and cleanup, traffic control and public safety, and both normal and emergency repairs;

The county road administration board shall, upon request, provide any county a copy of a model utility policy. The model utility policy will meet the minimum requirements of this chapter and may be amended as necessary to meet the specific needs of a county.

WAC 136-40-030 Adoption and submittal.
Each county legislative authority shall formally adopt a utility policy regarding accommodation of utilities on county road rights of way that includes all the requirements enumerated in WAC 136-40-020. A copy of such utility policy, including all updates, amendments and modifications as they may from time to time become necessary, shall be forwarded to the county road administration board within thirty days of adoption.

WAC 136-40-040 Conflicts with state and federal requirements.

(1) Nothing in this section shall eliminate or modify any requirements, procedures, or authorities of the Washington state department of transportation, the Washington utilities and transportation commission, the Federal Highway Administration or any other state or federal agency.

STANDARDS OF GOOD PRACTICE – MAINTENANCE OF COUNTY ROAD LOG

WAC 136 CHAPTER 60

WAC 136-60-010 Purpose and authority.
RCW 46.68.124(2) provides that the county road administration board shall maintain the county road log for the purpose of computing estimated county road replacement costs and estimated annual maintenance costs for county fuel tax allocations. It further provides that each county shall submit changes, corrections and deletions (i.e., "updates") to the county road administration board which in turn are subject to validation prior to inclusion in the road log maintained by the county road administration board. This chapter describes the manner in which the county road administration board will administer this responsibility.

WAC 136-60-020 Definitions.
For purposes of implementing procedures for updating, validating and maintaining the county road log, the following definitions shall apply:

(1) County road log – the listing, by county, of all roads under county jurisdiction including their description, length, milepost identification, functional class, surface type, traffic volume, and other administrative and physical inventory items that may be included.

(2) Computer data base (CDB) – the computer data base software by which the county road log data is updated and maintained by all counties and the county road administration board.

(3) Updates – periodic changes to the county road log involving any or all of the included data elements.

(4) Control fields – those fields within the county road log for which all updates need to be verified by the county road administration board prior to inclusion in the master county road log. Control fields are only those utilized for the computation of gas tax allocations in accordance with RCW 46.68.124.

(5) Master county road log – the combination of all county road logs as kept by the county road administration board containing all updates (including validation of control fields) as of July 1st of each year.

WAC 136-60-030 Submittal of annual updates.
Each county shall be responsible for maintaining current information regarding its road log and, no later than May 1st of each year, shall submit an updated road log for its complete road system with all data elements as of December 31st of the preceding year. This annual update must be on computer-readable medium and written in the computer data base program format as prescribed by the county road administration board. All updates involving changes in control fields must include supporting documentation as required in WAC 136-60-050.

WAC 136-60-040 Validation of annual updates.
All control field updates will be subject to review, approval and acceptance (i.e., "validation") by the county road administration board. This process will involve reviewing the submitted documentation and conducting spot-checks as may be necessary. All such updates which are reviewed, approved and accepted by July 1st of each year will be entered into the master county road log. Noncontrol field updates will be entered into the master county road log file without review. The master county road log as of July 1st of each year will be utilized by the county road administration board for general informational purposes and, on each odd-numbered year, for computation of motor vehicle fuel tax allocations to the counties.

WAC 136-60-050 Validation requirements for control fields.
Each update of a road log segment that involves a change in a control field (including additions or deletions of road segments) will be validated by the county road administration board. Documentation necessary to support control field changes is as follows:

Functional class – notice of FHWA approval from WSDOT.

Pavement type – statement signed by county engineer with list of pavement type changes. A suitable scale map showing the limits of the change(s) must also be included.

Responsible agency – see requirements under "Addition of mileage" and "Deletion of mileage".

Addition of mileage – statement signed by county engineer describing the circumstances of the addition. For example, additions can occur through commissioner approval of new plat, construction/reconstruction on new alignment, or a change in jurisdiction. Appropriate map(s) showing the changes must also be included.

Deletion of mileage – statement signed by county engineer describing the circumstances of the deletion. For example, deletions can occur through vacations or a change in jurisdiction. Appropriate map(s) showing the changes must also be included.

Traffic volume – statement signed by county engineer with list of segments affected by change in traffic volume. A statement is required **only** if it involves road segments with urban classification and with an ACP or PCC surface type and it involves a volume change crossing the 5000 ADT value.

All maps furnished in support of control field changes will be forwarded by the county road administration board to WSDOT for future map base updates.

WAC 136-60-060 Utilization of common computer data base.
Each county shall utilize a common computer data base for the maintenance and updating of its county road log. This data base shall be prescribed by the county road administration board and each county shall be responsible for the purchase and installation of the requisite software on its own DOS-compatible microcomputer.

STANDARDS OF GOOD PRACTICE – PAVEMENT MANAGEMENT SYSTEM REQUIREMENT FOR COUNTY ARTERIAL PRESERVATION PROGRAM ELIGIBILITY

WAC 136 CHAPTER 70

WAC 136-70-010 Purpose and authority.
RCW 46.68.095 authorizes the county road administration board to adopt rules for administering the county arterial preservation account, including the requirement that each county implement a pavement management system. This chapter outlines the method by which the use of a pavement management system will be assured.

WAC 136-70-020 Definition.
A pavement management system (PMS) is a systematic method used to manage the preservation, rehabilitation, and maintenance of paved road systems by analyzing pavement life cycles, to assess overall system performance and costs, and to determine the alternative strategies and costs necessary to prevent significant road deterioration. A key element of a PMS is its ability to provide pavement preservation alternatives based upon a predictive pavement deterioration model.

WAC 136-70-030 Application.
A pavement management system shall be used by all counties to guide the pavement preservation and rehabilitation activities on all county paved arterial roads. Beginning January 1, 1996, each county shall utilize a computer-based PMS meeting the requirements of WAC 136-70-040 on all county paved arterial roads in order to retain eligibility for CAPP funds. Application of the PMS to the local access system will not be required to retain eligibility for CAPP funds.

WAC 136-70-040 Pavement management system requirements.
Each county's PMS shall meet the following minimum standards:

(1) All county jurisdiction paved arterials, as defined by the most recently approved county road log as described in chapter 136-60 WAC, shall be surveyed for visual pavement distress at least biennially. Distress rating information must be keyed to the county road log by both road number and mileposts.

(2) All visual distresses (or defects) for both flexible and rigid pavements, both in severity and extent, shall be as defined within the *"Pavement Surface Condition Rating Manual"* (March 1992, produced by the Washington state transportation center in cooperation with the northwest pavement management systems users group and the Washington state department of transportation). Only those distresses noted as "Core Program Defect" are required to be surveyed. Measurement may be at the project, segment, or sample unit level. Measurement for each distress will be by one of the following:

(a) Selection of the most predominant severity and extent combination, or

(b) Determination of the extent percent of each level of severity.

Measurement may be by a manual or automated visual condition rating process. The distress information will be converted to a pavement condition rating in accordance with a standard deduct matrix or continuous deduct value curves as provided by the county road administration board. Alternate deduct matrices may be used by a county for internal management analyses. Alternate distress determination and evaluation methodologies may be used if approved by the county road administration board in accordance with WAC 136-70-050. The PMS shall provide for the recording and storage of pavement resurfacing, rehabilitation and reconstruction history data, including surfacing and base layer types and

thicknesses, and year of application. Counties will not be required to determine such information for any work done prior to the county's implementation date.

(3) The PMS shall include a future pavement condition prediction model that uses the periodic pavement condition distress data to forecast future pavement condition and to determine an estimate of service life.

(4) The PMS shall provide for annual downloading to the county road administration board of one of the following for all paved arterials surveyed for pavement condition in the previous twelve months:

(a) The individual pavement distresses,

(b) The resultant pavement condition rating based on the standard deduct matrix provided by the county road administration board, or

(c) The resultant pavement condition rating for an approved alternative PMS as described in WAC 136-70-050.

Such downloading shall be called the pavement condition data file. It shall be keyed to the county road log, and shall be transmitted in the electronic medium and format specified by the county road administration board, along with the annual road log update required by chapter 136-60 WAC.

WAC 136-70-050 Alternative pavement management system requirements.
Alternative PMS distress determination and evaluation methodologies, processes or systems may be used if they yield pavement condition ratings comparable to the process described in WAC 136-70-040(2). Counties intending to use an alternative process must satisfactorily demonstrate to the county road administration board that the alternative process is based on sound pavement engineering principles and is comparable in quality and scale thorough research results, documented conversion equations, statistical sampling, or other methods.

WAC 136-70-060 Statewide pavement condition data file.
The county road administration board shall maintain a pavement condition data file, organized by county, containing the pavement condition ratings as provided annually by each county.

WAC 136-70-070 Annual review.
On an annual basis, beginning in calendar year 1993, the executive director of the county road administration board shall review the implementation of and, beginning in calendar year 1995, the compliance with, the requirements of WAC 136-70-040 and report the results to the county road administration board.

WAC 136-70-080 County road administration board assistance.
To enable each county to meet its eligibility requirements, the county road administration board shall provide a PMS software, application and training as part of its agency-supported county road information system. The county road administration board shall also provide to counties, upon request, administrative and technical assistance related to defining, developing, operating, managing and utilizing pavement management technology.

WAC 136-70-090 Use of pavement management system data for distribution of county arterial preservation account funds.
The results and/or data from the individual or collective county pavement management systems will not be used to distribute CAPA funds nor to establish priorities for specific projects or otherwise alter the statutory fund distribution. Said results and/or data will be used to evaluate regional or statewide arterial preservation and rehabilitation needs and to demonstrate compliance with the enabling legislation.

2C WAC RAP RULES

CHAPTER NUMBER	TITLE	ORIGINAL ADOPTION	LAST REVISION	REVISION NUMBER
100	Administration of the Rural Arterial Program	6/28/1984	10/29/1998	2
130	Regional Prioritization of RAP Projects	6/28/1984	4/27/2006	14
150	Eligibility for Rural Arterial Trust Account Funds	6/28/1984	7/19/2002	6
161	Project Submittal, Selection, and Initial Allocation of RATA Funds to Projects	7/29/1994	1/11/2001	4
163	Allocation of RATA Funds to Emergent and Emergency Projects	7/12/1996	1/11/2001	2
165	Increased Allocations of RATA Funds to Projects	7/29/1994	4/27/2006	2
167	Withdrawals, Early Termination, and Lapsing of Approved Projects	7/29/1994	4/12/2001	3
170	Execution of a CRAB/County Contract for a RAP Project	6/28/1984	1/11/2001	3
180	Processing of RAP Vouchers	6/28/1984	10/29/1998	2
210	Design Standards for Rural Arterial Projects	6/28/1984	7/19/2001	5

ADMINISTRATION OF THE RURAL ARTERIAL PROGRAM

WAC 136 CHAPTER 100

WAC 136-100-010 Purpose and authority.
RCW 36.79.060 provides that the county road administration board shall administer the rural arterial program (RAP) established by chapter 36.79 RCW. This chapter describes the manner in which the county road administration board will implement the several provisions of chapter 36.79 RCW.

WAC 136-100-020 Adoption of rules.
The county road administration board shall adopt rules in accordance with the provisions of the statute for purposes of administering the RAP regarding the following:

(1) Apportionment of rural arterial trust account (RATA) funds to regions.
(2) RAP projects in the six-year program.
(3) Regional prioritization of RAP projects.
(4) Preparation of RAP budget and program.
(5) Eligibility for RATA funds.
(6) Allocation of RATA funds to approved RAP projects.
(7) CRAB/county contract.
(8) Processing of vouchers.
(9) Audit responsibilities.
(10) Functional classification.
(11) Design standards for RAP projects.
(12) Matching requirements.
(13) Joint county RAP/Rural UAB projects.
(14) Emergent projects.
(15) Reports to the legislature.
(16) Other matters deemed necessary by the county road administration board.

WAC 136-100-030 Rural arterials and collectors.
The statute specifies that rural arterials and collectors shall be eligible for RATA funding. In developing project priorities and in approving RAP projects the county road administration board shall prioritize all prospectus applications to determine the priority rating of each proposed project in each region in relation to all other proposed projects in each region.

WAC 136-100-035 Functional classification verification.
Each RAP project application submitted in accordance with WAC 136-161-020 shall show the functional classification of the road or roads included in the project. Prior to project approval, the county road administration board shall verify that the road on which the RAP project is requested is classified as a rural arterial or collector.

WAC 136-100-040 Delegation of authority.
In order to assure effective and timely administration of the RAP, the county road administration board may delegate authority in specific matters to its executive director. Delegation may be relative to signing of contracts, approval of RAP project vouchers, approval of change of scope of a project and other matters as may be determined by the county road administration board.

WAC 136-100-050 Apportionment of RATA funds to regions.

RCW 36.79.040 sets forth the apportionment formula to be used in distributing RATA funds to the five regions. Following are the computations used in the apportionment formula:

(1) Computation of land area ratio. The ratio that the total county rural land area of each region bears to the total rural land area of all counties of the state shall be computed from information provided by the office of financial management as of July 1, 1993, and each two years thereafter.

(2) Computation of road mileage ratio. The ratio that the mileage of county arterials and collectors in rural areas of each region bears to the total mileage of county arterials and collectors in all rural areas of the state shall be computed from information shown in the county road log maintained by the county road administration board as of July 1st of each odd-numbered year.

WAC 136-100-060 Provisions for audit of RAP projects.

(1) Audit provisions. RAP project audits may be conducted by the state auditor's office and will normally be conducted in conjunction with the audits of the different counties of the state as required by RCW 43.09.260 and 36.80.080. Special audits of specific RAP projects may be accomplished at the request of the county road administration board. If a special audit is conducted outside the confines of those audits required by the above statutes, then the costs of the special audit shall be the responsibility of the county road administration board.

(2) Scope of audits. The audit of any RAP project shall include but not be limited to the review of the county's compliance with

(a) The provisions of the act, and

(b) The rules in title 136 WAC regarding implementation and administration of the act, with detailed review of uses of county road taxes, application of RATA funds, and the various reporting requirements.

The audit shall also include a review of the financial accounting and reporting of those funds associated with and received for the RAP project.

(3) Noncompliance, questioned costs, and post-audit penalty. If the audit of a RAP project reveals any area of noncompliance and/or questioned costs, then such exceptions shall be subject to comment by the examiner within the audit report. In the event an exception has been noted within the audit report, it shall be the duty of the county road administration board to discuss and evaluate the noted discrepancy. Discrepancies may be cause for the county road administration board to order the payback of any RATA funds that have been expended on ineligible activities and/or withdrawal or denial of the certificate of good practice of the county in question as provided in chapter 136-04 WAC.

REGIONAL PRIORITIZATION OF RAP PROJECTS

WAC 136 CHAPTER 130

WAC 136-130-010 Purpose and authority.
RCW 36.79.080 sets forth the criteria that will be used in determining the priority of specific improvement projects. This chapter describes how each RAP region will rate and prioritize proposed projects.

WAC 136-130-020 Priorities by region.
The county road administration board has determined that the interests of the counties in the several regions will be best served by encouraging development of a distinct project priority rating system for each region. These rating systems, described in WAC 136-130-030, 136-130-040, 136-130-050, 136-130-060, and 136-130-070 shall be used in the prioritization of proposed projects requesting RATA funds submitted by counties in the respective regions.

WAC 136-130-030 Project prioritization in Puget Sound region (PSR).
Each county in the PSR may submit projects requesting RATA funds not to exceed 80% of the forecasted regional apportionment. Each project shall be rated in accordance with the PSR RAP rating procedures. The PSR funding period shall allot a minimum of 25% of the forecasted regional apportionment to projects on roads classified as major collectors (07) or minor collectors (08).

PSR RAP maximum rating pointes for the four project types shall be assigned based on the following:

	Project Type:			
Rating Criteria:	Road	3R Safety	Intersection	Bridge
Traffic Volume	20	15	20	20
Accident History	25	15	25	25
Structure	15	10	5	25
Geometry	30	20	40	20
Special Road Usage	10	10	10	10
3R Safety		30		
TOTAL POINTS	100	100	100	100

Bridge category projects that will not replace the structure must have federal funds committed to them prior to submittal for RATA funding.

Prioritization of PSR projects shall be on the basis of total RSR RAP rating points shown on the project worksheet and the prospectus form of the project application.

WAC 136-130-040 Project prioritization in northwest region (NWR).
Each county in the NWR may submit projects requesting RATA funds not to exceed five hundred thousand dollars per project and fifty percent of the forecasted regional apportionment. No bridge replacement projects will be funded. Each project shall be rated in accordance with the NWR RAP rating procedures. NWR RAP rating points shall be assigned on the basis of forty points for structural condition, forty points for geometrics, ten points for traffic volume, ten points for traffic

accidents, five points for any project on a major collector (07), and ten points for any project on a rural principal arterial (02) or a rural minor arterial (06). Prioritization of NWR projects shall be on the basis of total NWR RAP rating points shown on the project worksheet and the prospectus form of the project application.

WAC 136-130-050 Project prioritization in northeast region (NER).

Each county in the NER may submit projects requesting RATA funds not to exceed twenty-five percent of the forecasted NER biennial apportionment. Each project shall be rated in accordance with the NER RAP rating procedures. The NER biennial apportionment shall be divided into the following categories at the percentages shown, provided sufficient projects are submitted for prioritization in each category:

Category 1 – Ten percent for bridge projects where RATA funds are used as a match for federal bridge replacement funds;

Category 2 – Forty-five percent for reconstruction of rural collectors; and

Category 3 – Forty-five percent for resurfacing, restoration, rehabilitation (3R) type projects on rural collectors.

In the event that no projects or an insufficient number of projects are submitted in any of the above categories to utilize the RATA funds set aside for the category, all remaining funds in that category or categories shall be divided among the remaining categories as the county road administration board deems appropriate. The intent is to divide all available funds into categories having a sufficient number of submitted projects to fully utilize the funds available at each allocation during the biennium.

Bridge projects may be submitted requesting RATA funds under one of the following conditions:

(1) Bridges must be approved for federal bridge replacement funding and RATA funds shall be used only as a match for such federal funding. Bridges will be ranked for RATA funding using the WSDOT priority list and may be added to the NER category 1 priority array at any time during the biennium upon approval of the bridge for federal bridge replacement funding.

(2) A stand-alone bridge project may be submitted as an ordinary RAP project provided that its priority rating has been computed by the bridge rating method in the NER RAP rating procedures. Such projects shall not be considered for funding from the bridge reserve described above.

(3) A RAP project may include a bridge when the cost of the bridge does not exceed twenty percent of the total project cost.

NER RAP rating points for reconstruction projects, 3R projects or non-federal bridge replacement projects shall be assigned on the basis of one hundred points for a condition rating and fifty points for a service rating. The priority rating equals the sum of two and one half times the product of the service rating to the 1.25 power and the common logarithm of the number obtained by dividing one hundred by the condition rating. A total of ten points representing local significance may be added to one project included in each county's biennial submittal. A total of up to ten points representing missing links definition may also be added to one project included in each county's biennial submittal. Prioritization of NER projects shall be on the basis of total NER RAP rating points shown on the appropriate project worksheet and the prospectus form of the project application.

WAC 136-130-060 Project prioritization in southeast region (SER).

Each county in the SER may submit projects requesting RATA funds not to exceed twice the per county limit of the forecasted SER biennial apportionment which is listed as follows:

Asotin County	ten percent
Benton County	fourteen percent
Columbia County	eleven percent
Franklin County	thirteen percent
Garfield County	ten percent

Kittitas County	thirteen percent
Klickitat County	fourteen percent
Walla Walla County	fourteen percent
Yakima County	twenty percent

Each project shall be rated in accordance with the SER RAP rating procedures. Ten percent of the forecasted SER biennial apportionment shall be reserved for bridge projects. Federally funded bridges for which counties are seeking matching funds shall receive first consideration for these funds, ranked against each other according to the WSDOT priority array. Bridges receiving federal funding may be added to this list at any time during the biennium. Stand-alone bridges may compete for funds in this reserve that remain after all bridges seeking match for federal funds have been funded. These bridges will be rated against each other according to their total points assigned from the RAP rating worksheets for the SER. Whatever part of the bridge reserve that is not allocated to bridge projects shall be available for allocation to other RAP projects.

SER RAP rating points shall be assigned on the basis of forty-five points for structural condition, thirty points for geometrics, twenty-two points for traffic volume, and five points for traffic accidents. A total of twenty points representing local significance may be added to one project in each county's biennial submittal. Prioritization of SER projects shall be on the basis of total SER RAP rating points shown on the project worksheet and the prospectus form of the project application.

WAC 136-130-070 Project prioritization in southwest region (SWR).
Each county in the SWR may submit projects requesting RATA funds not to exceed thirty percent of the forecasted SWR biennial apportionment. No bridge replacement projects will be funded. Each project shall be rated in accordance with the SWR RAP rating procedures. SWR RAP rating points shall be assigned on the basis of fifty road condition points, consisting of twenty-five points for structural condition and twenty-five points for surface condition, fifty points for geometrics, ten points for traffic volume and ten points for traffic accidents, except that portland cement concrete surfaces and asphalt surfaces with cement concrete bases shall have fifty points for road surface condition and no points for structural condition and except that gravel roads shall have thirty-five points maximum for surface condition, and fifteen points maximum for roadbed width in geometrics and no other geometric points. Prioritization of SWR projects shall be on the basis of total SWR RAP rating points shown on the project worksheets and the prospectus form of the project application.

WAC 136-130-080 Limitation on rating points.
In each of the project prioritization methods described in WAC 136-130-030, 136-130-040, 136-130-050, 136-130-060, and 136-130-070 rating points are assigned to a variety of structural and geometric conditions. For purposes of the RAP project prospectus submitted to the county road administration board, geometric condition points shall be assigned only for those conditions which will be corrected by construction of the project.

ELIGIBILITY FOR RURAL ARTERIAL TRUST ACCOUNT FUNDS

WAC 136 CHAPTER 150

WAC 136-150-010 Purpose and authority.
RCW 36.79.140 sets forth the conditions under which counties are eligible to receive funds from the rural arterial trust account (RATA). This chapter describes how these provisions will be implemented by the county road administration board.

WAC 136-150-020 Implementing the eligibility requirement.
The county road administration board will ascertain the amount of the total road levy fixed in each county and the amount diverted, if any, for any services to be provided in the unincorporated area of the county in accordance with RCW 36.33.220.

WAC 136-150-021 Ascertaining the road levy.
The county road administration board will require that every county legislative authority submit, no later than February 1st of each year, a certification showing the amount of the road levy fixed and the amount, if any, budgeted for traffic law enforcement and/or any other purpose in accordance with RCW 36.33.220

WAC 136-150-022 Ascertaining the expenditures for traffic law enforcement.
In those counties in which diverted road levy or transfer of road funds has been budgeted for traffic law enforcement, the county sheriff shall submit a certification showing the actual expenditure for traffic law enforcement in the previous budget year, provided that counties with a population of less than eight thousand shall be exempt from this requirement. Such certification shall be submitted to the county road administration board no later than March 15 of each year.

WAC 136-150-023 Identifying eligible counties.
Counties eligible to receive RATA funds shall be:

(1) Those in which there has been no diversion of the county road levy;
(2) Those in which the actual expenditures for traffic law enforcement have been equal to, or greater than, either the amount of the diverted road levy budgeted for traffic law enforcement or the amount of road funds transferred to current expense to fund traffic law enforcement;
(3) Those in which road funds have been transferred to other funds and have been used for legitimate road purposes;
(4) Those with a population of less than eight thousand; and
(5) Those expending revenues collected for road purposes only on other governmental services after authorization from the voters of that county under RCW 84.55.050.

WAC 136-150-024 Constraint of contract execution.
The county road administration board shall not execute a contract with any county for any RAP project_unless the appropriate certifications have been submitted and unless the county has been identified as being eligible to receive RATA funds.

WAC 136-150-030 Certification required.
The contract between the county road administration board and a county relative to a RAP project shall contain a certification signed by the county executive or chair of the board of county commissioners, as appropriate, that the county is in compliance with the provisions of this chapter.

WAC 136-150-040 Post audit penalty.

Every RAP project shall be subject to final examination and audit by the state auditor. In the event such an examination reveals an improper certification on the part of a county relative to compliance with provisions of this chapter, the matter shall be placed on the agenda of the next meeting of the county road administration board and may be cause for the board to withdraw or deny the certificate of good practice of that county. The board may also require that all or part of the RATA funds received by the county be returned to the county road administration board.

PROJECT SUBMITTAL, SELECTION AND INITIAL ALLOCATION OF RATA FUNDS TO PROJECTS

WAC 136 CHAPTER 161

WAC 136-161-010 Purpose and authority.
RCW 36.79.060 provides that the county road administration board shall administer the rural arterial program (RAP) established by chapter 36.79 RCW. This chapter describes the manner in which counties may request RATA funds for specific rural arterial projects and the manner in which the county road administration board will select projects and allocate RATA funds to such projects.

WAC 136-161-020 RAP program cycle – General.
The RAP biennial program cycle consists of the following basic steps:

(1) The CRABoard establishes a funding period if it determines that sufficient future RATA funds are available to provide for new RAP projects. This determination takes place during the CRABoard's regularly scheduled fall meeting in odd-numbered years.
(2) Each county prepares and submits a preliminary prospectus to the county road administration board;
(3) County road administration board staff conducts a field review of each preliminary prospectus and provides to each submitting county an evaluation and scoring of all priority elements which are based on a visual examination, using that region's priority rating process;
(4) Each county prepares and submits a final prospectus to the county road administration board;
(5) For each final prospectus submitted, county road administration board staff computes the total priority rating score and assembles all projects into rank-ordered arrays by region; and
(6) The county road administration board reviews the rank-ordered arrays in each region and, based upon the RATA funds projected to be allocable for the next project program period (see WAC 136-161-070), selects and approves specific projects for RATA funding.

WAC 136-161-030 RAP program cycle – Preliminary prospectus.
By March 1st of each even-numbered year prior to a funding period, each eligible county shall, for each project for which it seeks RATA funds estimated to be available in the next project program period, submit a preliminary prospectus to the county road administration board. The format and content of the preliminary prospectus shall be prescribed by the county road administration board. Each preliminary prospectus shall be signed by the county engineer. The number of preliminary prospectuses submitted and the total amount of RATA funds requested by each eligible county shall be sufficient to assure that, based upon such prospectuses, each county will be able to compete up to its county limit within its region.

WAC 136-161-040 RAP program cycle – Field review by county road administration board.
After all preliminary prospectuses are received, the county road administration board will schedule and conduct an on-site field review of each project. During the field review, conducted jointly with the county engineer or his/her designee (unless waived by the county engineer), the assigned county road administration board staff person will review the overall project scope with the county representative and, using that region's priority rating process, determine the rating score of all priority elements which are based on a visual examination. To ensure both uniformity and professional judgment in the visual ratings, the assigned county road administration board staff

person shall be a licensed professional civil engineer in the state of Washington, and the same person shall review and rate all projects within a region. All field reviews will be completed, and the visual rating scores returned to each submitting county, by July 1st of each even-numbered year prior to a funding period.

WAC 136-161-050 RAP program cycle – Final prospectus.
By September 1st of each even-numbered year prior to a funding period, each eligible county shall submit a final prospectus for each project for which it seeks RATA funds. Each final prospectus shall be submitted on forms provided by the county road administration board and shall include a vicinity map, a typical cross-section (existing and proposed), and, if a design deviation is required, an evaluation and determination by the county engineer. If a project is for the improvement of a road which continues into an adjacent county and the project terminus is within 1000 feet of the county line, the prospectus shall include a statement signed by the county engineer of the adjacent county certifying that the adjacent county will cooperate with the applicant county to the extent necessary to achieve a mutually acceptable design. All final prospectuses shall indicate that the construction of the project shall begin not later than six years from the date of project approval by the county road administration board. All final prospectuses shall come from the pool of preliminary prospectuses submitted and field reviewed as specified in WAC 136-161-030 and 136-161-040.

WAC 136-161-060 RAP program cycle – Total project rating and priority array.
County road administration board staff will review all final prospectuses and ensure that:

(1) All necessary information is included;
(2) The project is from the pool of preliminary prospectuses;
(3) The project is eligible for RATA funding;
(4) The project is on the current, adopted six-year transportation program;
(5) The project schedule indicates that the construction of the project will begin not later than six years from the date of project approval by the county road administration board; and
(6) The total project priority rating is mathematically correct and the visual rating scores determined during the field review are included.

After county road administration board staff review, all accepted final prospectuses within each region will be placed in a declining total project rating array in accordance with procedures specified in chapter 136-130 WAC. After review by the county road administration board at its next regular meeting, the priority array for each region will be provided to each county in the region. These arrays will be preliminary only and will be provided to the counties to assist them in their internal budgeting and programming. No notations as to whether a particular project will or will not be funded will be included.

WAC 136-161-070 RAP program cycle – Selection and approval of projects for RATA funding.

(1) At its last regular meeting before the beginning of each biennium, the county road administration board will select projects and allocate anticipated RATA funds to projects in each region. The preliminary priority arrays as developed in WAC 136-161-060 will be updated to exclude any county which is ineligible under chapter 136-150 WAC, and projects will be selected from these arrays. Selections will be made in each region in declining priority rank order, provided that: (a) No county shall be allocated RATA funds in excess of its regional county limit as specified in WAC 136-161-080; and (b) Any projects which were partially funded in the prior biennium shall, unless otherwise requested by the county, be fully funded before new projects are selected. Ties in total rating points will be broken by the county road administration board in favor of the county having the lesser total amount of previously allocated RATA funds.
(2) The state-wide net amount of RATA funds available for allocation to projects in the funding period will be based on the most recent state fuel tax revenue forecast prepared quarterly by the department of transportation, less estimated administrative costs, and less any amounts set aside for emergent projects as described in WAC 136-163-020. The total amount of

RATA funds available for allocation to projects in a region (i.e., "forecasted regional apportionment amount") will be based on the regional apportionment percentages of the state-wide net amount as determined in chapter 136-100 WAC.

(3) For the funding period beginning July 1, 1995, the project program period will be the next four state fiscal years (1996, 1997, 1998 and 1999), beginning July 1, 1995, and ending June 30, 1999). For the funding period beginning July 1, 1997, the project program period will begin July 1, 1999, and end June 30, 2001.

(4) The RATA amounts allocated to projects in the first year of the biennium are limited to no more than ninety percent of the net amount estimated to be allocable to each region for the project program period, with the remaining percentage allocated at such time as deemed appropriate by the county road administration board.

(5) Acceptance of the RATA allocation for a project by the full execution of a CRAB/county contract as described in chapter 136-170 WAC constitutes agreement to complete the project in compliance with the scope, design and project limits in the final prospectus. All material changes to the scope, design or project limits must be approved by the county road administration board prior to commencement of construction.

WAC 136-161-080 Limitations on allocations of RATA funds to counties.

For any project program period, no county shall receive a RATA fund allocation greater than the following maximum project RATA contribution, or percentage of the forecasted regional apportionment amount:

(1) PSR: Maximum project RATA contribution is 40% limit on percentage of the forecasted regional apportionment amount;

(2) NWR: Maximum project RATA contribution is five hundred thousand dollars; twenty-five percent limit on percentage of the forecasted regional apportionment amount;

(3) NER: No maximum project RATA contribution; twelve and one-half percent limit on percentage of the forecasted regional apportionment amount;

(4) SWR: No maximum project RATA contribution; fifteen percent limit on percentage of the forecasted regional apportionment amount;

(5) SER: No maximum project RATA contribution; percentage varies by county as follows:

(a)	Asotin County	ten percent
(b)	Benton County	fourteen percent
(c)	Columbia County	eleven percent
(d)	Franklin County	thirteen percent
(e)	Garfield County	ten percent
(f)	Kittitas County	thirteen percent
(g)	Klickitat County	fourteen percent
(h)	Walla Walla County	fourteen percent
(i)	Yakima County	twenty percent

WAC 136-161-090 Limitations on use of RATA funds.
RATA funds requested and allocated to a project are limited to eighty percent in the NWR, and ninety percent in the PSR, SWR, NER and SER, of the total eligible project development costs, which include preliminary engineering and construction costs in all regions, and right of way costs in the PSR, NWR, NER and SER. Even though additional and eligible project development costs may be incurred by a county for a specific project, the maximum amount of RATA funds for that project is limited to the amount allocated and shown in the CRAB/county contract (see chapter 136-170 WAC), unless the allocation is increased pursuant to chapter 136-165 WAC.

WAC 136-161-110 Use of other funds to match RATA funds.
A county with an approved RAP project may use any other funds available for such project including federal, other state, private, and local funds, provided that the county will be required to use such other funds to match any RATA funds allocated to the project with a minimum of twenty percent other funds in the NWR and ten percent other funds in the PSR, SWR, NER, and SER.

ALLOCATION OF RATA FUNDS TO EMERGENT AND EMERGENCY PROJECTS

WAC 136 CHAPTER 163

WAC 136-163-010 Purpose and authority.
RCW 36.79.140 provides for the authorization of RATA funds for projects of an emergent nature. This chapter describes the manner in which counties may request RATA funds for such projects and the manner in which the county road administration board will respond to such requests.

WAC 136-163-020 Definitions.
For the purposes of this chapter, the term "emergent nature" as used in RCW 36.79.140 shall mean both "emergent" and "emergency" projects as follows:

(1) Emergency project: Work of either a temporary or permanent nature which restores roads and bridges to the predisaster condition and may include reconstruction to current design standards. This work is the result of a sudden natural or man-made event which results in the destruction or severe damage to RATA-eligible roadway sections or structures such that, in the consideration of public safety and use, the roadway sections or structures must be immediately closed or substantially restricted to normal traffic. Work of an emergency nature is also beyond the scope of work done by a county in repairing damages normally or reasonably expected from seasonal or other natural conditions, and is beyond what would be considered maintenance, regardless of how extensive the maintenance may be.

(2) Emergent project: RATA-eligible work necessitated by sudden and unanticipated development, growth, access needs, or legal decisions. This work is not the result of an emergency situation as previously defined. This work, in consideration of good transportation capital facilities management, will also require a county to commit resources beyond its current six-year transportation program and prior to the next six-year transportation program annual update as provided for in RCW 36.81.121.

WAC 136-163-030 Limitations and conditions – Emergency projects.
To be eligible for emergency project approval, the county must declare an emergency as provided for in RCW 36.04.180. If there is not yet a state declaration of emergency, the county must also, in consultation with the state military department, emergency management division and the WSDOT, evaluate the probability of receiving a state declaration of emergency. A state declaration of emergency is required as a condition of receiving federal funding for road-related damages via the Emergency Relief Program or FEMA. If such federal funding has been approved or is likely to be approved, the county road administration board may provide up to one hundred percent of the county's required matching funds for such federal funding but only after the approval of the federal funds.

Should such federal funding not be forthcoming, or if the emergency is of such a scope and size that federal funding is clearly improbable, the county road administration board may provide up to eighty percent or ninety percent of the estimated eligible damages depending upon the regional limitations as provided for in WAC 136-161-090, with the total project cost limited to the actual expenditures by the county.

WAC 136-163-040 Limitations and conditions – Emergent projects.
To be eligible for emergent project approval, the project shall be evaluated by the county road administration board grant programs engineer, with the participation of the county engineer, on the same point system as all other projects within the region. The proposed emergent project must rank

at or above the regional funding cut off line on the current regional array based upon one hundred percent of the current estimated regional allocation as determined by the county road administration board.

WAC 136-163-050 Limitations and conditions – Emergency and emergent projects.
All projects for which RATA funding is being requested under this chapter are subject to the following:

(1) The requesting county has the sole burden of making a clear and conclusive showing that the project is either emergent or emergency as described in WAC 136-163-020 through 136-163-040;

(2) The requesting county shall clearly demonstrate that the need for the project was unable to be anticipated at the time the current six-year transportation program was developed; and

(3) The requesting county agrees to a reduction in the next funding period's maximum RATA eligibility to the county equal to the RATA that may be provided; however, should that region not have a maximum RATA eligibility for each county, the requesting county agrees to withdraw, amend or delay an existing approved project or portion thereof in an amount equal to the RATA that may be provided for the project.

WAC 136-163-060 Action by the county road administration board.
Counties may request consideration and action by the county road administration board at any time, however, the county road administration board will address all such requests at its next regular quarterly meeting. A county may request, and the county road administration board chair may convene, a special meeting to consider such a request as provided for in WAC 136-01-030.

INCREASED ALLOCATIONS OF RATA FUNDS TO PROJECTS

WAC 136 CHAPTER 165

WAC 136-165-010 Purpose and authority.
RCW 36.79.150 provides for increasing the amount of RATA funds allocated to a project. This chapter describes the manner in which counties may request an increase in the amount of RATA funds allocated to a project and the manner in which the county road administration board will respond to such requests. This chapter will apply only to projects for which RATA funds have been allocated after July 1, 1995.

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

(1) When a county submits its final prospectus as described in WAC 136-161-050, the county road administration board presumes that the amount of RATA funds requested, plus any non-RATA funds that may be designated for the project, are sufficient to fully, and in a timely manner, complete the project as described.

(2) In extraordinary circumstances, a county may request an increase in the amount of RATA funds allocated to a project. A county may request an increase in a project's RATA allocation only twice in the course of a project's development: At the completion of preliminary engineering, and prior to commencing construction. A project shall be considered to have commenced construction if:
(a) The construction contract for the work has been awarded; and
(b) If done by day labor, the work has commenced, except for labor construction engineering.
All cost increases during the course of construction shall be the responsibility of the county. Requests for increases in excess of fifty percent of the original RATA allocation will not be considered or granted; the county must secure other funds, withdraw or request the termination of the project, or request a change in scope and/or project limits.

(3) A request by a county for an increase in RATA funds allocated to a project shall demonstrate that:
- (a) The county at the time of preparing its final project prospectus considered the factors listed in subsection (4) of this section;
- (b) The request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in subsection (5) of this section;
- (c) It is not feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation;
- (d) The request is not to pay for an expansion of the originally approved project.
- (e) If the work is to be done by contract, the county has supplied to the CRABoard, an updated engineer's cost estimate prior to, and within three months of, advertisement of the project for construction bids; and
- (f) If the work is to be done by day labor, the county has supplied to the CRABoard, an updated engineer's cost estimate prior to, and within three months of, commencement of the work.

(4) At the time of preparation and submittal of the final project prospectus, a county is expected to consider all information which may affect the cost of the project. In cases where the information is incomplete or poorly defined, the county is to exercise good professional judgment and/or seek outside professional assistance and advice in order to prepare a reasonable RATA fund request. The information which a county is expected to consider includes, but is not limited to, the following:
- (a) The availability at the needed time of matching funds and other supplementary funds;

(b) All technical data reasonably available such as topographic maps, reconnaissance reports, surface and subsurface geotechnical data, hydraulic and hydrological data, sources of materials, applicable design standards, and any earlier preliminary engineering;
(c) Required permits, including pre-project scoping consultations with the permitting agencies and an estimate of the costs of complying with permit requirements;
(d) Required right of way or other easements, and the time and cost of acquisition;
(e) Availability of qualified contractors to perform the work;
(f) Ownership, type, amount, and time requirements of any required utility relocation;
(g) Historical and projected labor, equipment and material costs; and
(h) The project development timetable leading to completed construction and the interrelation of this project to all other work activities under the control of the county engineer.

(5) The county road administration board will increase RATA funds allocated to a project only if it finds that the request for an increased allocation is based on extraordinary and unforeseeable circumstances, including but not limited to the following:
(a) The county relied on existing technical data which were later found to be in error, and which will necessitate a significant design change prior to proceeding with construction;
(b) Project permit requirements were substantially changed, or new permits were required;
(c) Supplementary funds, such as impact fees, developer contributions, grants, etc., which were forecasted to be available for the project, were withdrawn or otherwise became unavailable;
(d) Design or other standards applicable to the project were changed; and/or
(e) The start of construction will be significantly delayed or additional construction requirements will be added as a direct result of legal action; provided however, that the failure of a county to exercise its statutory powers, such as condemnation, will not be grounds for increasing RATA funds.

WAC 136-165-030 County road administration board evaluation, consideration and action.

(1) In deciding whether to grant a request for a RATA allocation increase submitted under the provisions of WAC 136-165-020, the county road administration board will consider the following factors:
(a) Whether the county, at the time of preparing its final project prospectus, considered the factors listed in WAC 136-165-020(4);
(b) Whether the county's request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in WAC 136-165-020(5);
(c) Whether it is feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation;
(d) Whether the request is to pay for an expansion of the project; and
(e) Whether the increased allocation will have an adverse effect on other approved or requested RATA funded projects.

(2) Where the requested increase is less than or equal to twenty-five percent of the original RATA allocation, and one hundred thousand dollars, the request may be acted upon by the executive director; all approvals or denials will be appropriately documented and described to the county road administration board at its next quarterly meeting. Where the requested increase is more than twenty-five percent of the original RATA allocation, or one hundred thousand dollars, the request will be acted upon by the county road administration board.

(3) If the county road administration board finds that an increase in RATA funds for a previously approved project is justified, some or all of the requested increase may be allocated.

WAC 136-165-040 Effect of receiving RATA increase.
A county's increased RATA funds for a project program period shall correspondingly reduce the amount of any RATA funds for which it is eligible to compete in the next project program period; provided that the county road administration board may grant a county's request to decrease such a reduction by the total amount of increased but unexpended RATA funds.

All reductions and reduction adjustments as described shall be effective in the project program period following the period in which the increase in the RATA funds is approved.

WAC 136-165-050 Amendment of CRAB/county contract.
All changes in approved RATA allocations and other county road administration board actions taken under the provisions of this chapter shall be reflected by amending the CRAB/county contract.
Failure of a county to execute an amended CRAB/county contract within forty-five days of receipt shall nullify all allocation increases and other county road administration board actions.

WITHDRAWALS, EARLY TERMINATION, AND LAPSING OF APPROVED RAP PROJECTS

WAC 136 CHAPTER 167

WAC 136-167-010 Purpose and authority.
RCW 36.79.060 authorizes the county road administration board to adopt rules relating to the allocation of funds in the rural arterial trust account (RATA). This chapter describes the manner in which the county road administration board will administer project withdrawals, early termination, and lapsing of approved projects.

WAC 136-167-020 Withdrawal of approved project before RATA reimbursement.
At any time after the submittal of a final project prospectus and prior to the time the first RATA reimbursement has been sent to the county, a county may withdraw a RATA funded project. Withdrawal may occur either before or after the county road administration board has allocated RATA funds to the project. The statement of withdrawal must be in writing and signed by the chair of the board of county commissioners or the county executive, as appropriate. The withdrawal shall be effective upon receipt by the county road administration board. If RATA funds have been allocated to the project and a CRAB/county contract has been executed, the contract will be voided and the RATA funds will be allocated to other projects within the region.

WAC 136-167-030 Termination of approved project after RATA reimbursement.

(1) If a county terminates an uncompleted RATA funded project for which RATA reimbursement has been made and is prepared to repay the RATA for all RATA funds received, the county shall, by means of a letter signed by the chair of the board of county commissioners or the county executive as appropriate, inform the county road administration board of its termination of the project. The letter shall state the reasons for termination and commit to repaying all RATA funds received for the project. Upon acknowledgement of such termination by the county road administration board, the county shall repay the county road administration board for all RATA funds paid to the county on that project within sixty days of such acknowledgement. ~~Upon~~ After receipt of the RATA repayment, the county road administration board will void the CRAB/county contract and allocate the RATA funds to other projects within the region.

(2) If a county terminates an uncompleted RATA funded project for which RATA reimbursement has been made and does not want to be required to repay the county road administration board for all RATA funds received, a letter of request signed by the chair of the board of county commissioners or the county executive as appropriate must be sent to the county road administration board. The request must include:
   (a) An explanation of the reasons that the project will not proceed to completion.
   (b) A statement of the amount of RATA funds which the county does not want to repay, and
   (c) An explanation of why the county believes full repayment should not be made.

   If the county road administration board grants the request, the county shall repay all RATA funds not exempted from repayment, the CRAB/county contract will be amended, and the remaining RATA funds will be allocated to other projects within the region. If the county road administration board denies the request, full repayment shall be made as provided in subsection (1) of this section.

WAC 136-167-040 Lapsing of RATA allocation for approved projects.

To encourage timely development and construction of approved projects, all projects for which RATA funds have been allocated must meet certain project development milestones. Failure to meet the milestones will result in action by the county road administration board to withdraw RATA funds from the project. This provision will only apply to those projects for which RATA funds have been allocated after July 1, 1995.

(1) For the purposes of this section, a project will be subject to lapsing and withdrawal of its RATA allocation if
   (a) The project has not begun the preliminary engineering phase within four years of project approval by the county road administration board, or
   (b) The project has not begun construction within six years of the date of project approval by the county road administration board.

(2) A project shall be considered in preliminary engineering if authorization to expend funds for preliminary engineering has been granted by the county legislative authority as provided for in RCW 36.75.050. A project shall be considered in construction if
   (a) The construction contract for the work has been advertised for bids as provided for in RCW 36.77.020,
   (b) A contract has been awarded under the provisions of the small works roster contract award process, or
   (c) If done by day labor, the work has commenced.

(3) If an approved project does not meet a required project development milestone, the county road administration board will, at its next regular meeting, withdraw RATA funds from the project.

(4) At any time up to ten days before such meeting, the county may, in writing, request an extension of the lapse date. The county road administration board executive director may grant such an extension if the director finds that the delay in project development was for reasons that were both unanticipated and beyond the control of the county, and subject to the following.
   (a) A project extension will be granted one time only and will be no more than two years in length; and
   (b) The request for an extension is based on unforeseeable circumstances that the county could not have anticipated at the time the project was submitted for RATA funding; and
   (c) An approved time extension will not be grounds for the county to request an increase in the RATA funding of the project; and
   (d) The executive director will determine a new lapse date, and all of the requirements listed above under subsections (1) and (2) of this section will apply except that further extensions will not be granted.

(5) The CRABoard may at any time place a moratorium on lapsing of projects that are delayed due to CRAB initiated rescheduling and establish a new lapsing date to fit the CRABoard's programming needs. For those projects given a lapsing moratorium, section four shall be held in abeyance until the new lapsing date.

EXECUTION OF A CRAB/COUNTY CONTRACT FOR A RAP PROJECT

WAC 136 CHAPTER 170

WAC 136-170-010 Purpose and authority.
RCW 36.79.060 authorizes the county road administration board to adopt rules to implement the rural arterial program (RAP). This chapter describes the individual project contract between the county road administration board and a county (CRAB/county contract) to be used to administer each approved RAP project.

WAC 136-170-020 Notification of counties.
The county road administration board shall, within ten days of its RAP project approval meeting, notify each county having an approved project of such approval and of the amount of RATA funds allocated to each approved project. The county road administration board shall offer a contract for each such approved project setting forth the terms and conditions under which RATA funds will be provided.

WAC 136-170-030 Terms of CRAB/county contract.
(1) For projects for which RATA funds are allocated before July 1, 1995, the CRAB/county contract shall include, but not be limited to, the following provisions:

(a) The contract shall be valid and binding (and the county shall be entitled to receive RATA funds) only if such contract is signed and returned to the county road administration board within forty-five calendar days of its mailing by the county road administration board.
(b) The county certifies that it is in compliance with the provisions of chapter 136-150 WAC.
(c) The project will be constructed in accordance with the scope, design and project limits as described in the final prospectus and in accordance with the plans and specifications approved by the county engineer.
(d) The county will notify the county road administration board when a construction contract has been awarded and/or when construction has commenced, and when the project has been completed.
(e) The county road administration board will reimburse counties on the basis of monthly progress payment vouchers received and approved on individual projects in the order in which they are received in the county road administration board office, subject to the availability of RATA funds apportioned to the region or subject to a minimum regional balance determined by the CRABoard for the purposes of cash flow; provided however, that if insufficient RATA funds are available or the legislature fails to appropriate sufficient RATA funds, payment of vouchers may be delayed or denied.
(f) The county will reimburse the RATA in the event a project post audit reveals ineligible expenditure of RATA funds.

(2) For projects for which RATA funds are allocated on or after July 1, 1995, the CRAB/county contract shall include, but not be limited to, the following provisions:

(a) The contract shall be valid and binding, and the county shall be entitled to receive RATA funding in accordance with the vouchering/payment process as described in chapter 136-180 WAC, only if the contract is properly signed and returned to the county road administration board within forty-five calendar days of its mailing by the county road administration board.
(b) The county certifies that it is in compliance with the provisions of chapter 136-150 WAC.
(c) The project will be constructed in accordance with the scope, design and project limits as described in the final prospectus and in accordance with the plans and specifications approved by the county engineer.

(d) The county will notify the county road administration board when a construction contract has been awarded and/or when construction has commenced, and when the project has been completed.
(e) The county road administration board will reimburse counties on the basis of monthly progress payment vouchers received and approved on individual projects in the order in which they are received in the county road administration board office, subject to the availability of RATA funds apportioned to the region; or subject to a minimum regional balance determined by the CRABoard for the purposes of cash flow; provided however, that if insufficient RATA funds are available or the legislature fails to appropriate sufficient RATA funds, payment of vouchers may be delayed or denied.
(f) The county will reimburse the RATA in the event a project postaudit reveals ineligible expenditures of RATA funds.
(g) The county may be required to reimburse the RATA in the event of early termination in accordance with the provisions of chapter 136-167 WAC.
(h) The county agrees to amend the contract in cases where:
    (i) Additional RATA funds have been requested and approved under chapter 136-165 WAC;
    (ii) Other relief from the original scope, design or project limits has been approved by the county road administration board under chapter 136-165 WAC; or
    (iii) A project has been terminated without full RATA reimbursement under WAC 136-167-030(2).
(i) The county agrees to provide periodic project development progress reports as requested by the county road administration board.

WAC 136-170-040 Combining of CRAB/county contracts.
In those cases where a county desires to combine two or more adjacent RATA funded projects into a single construction contract, the county, prior to advertising for the construction contract, or prior to commencing construction should any of the projects be scheduled for completion by day labor, may request the county road administration board to combine the projects into a single project, regardless of the applicable maximum project RATA contribution. Upon receipt of a letter of request to combine, a revised CRAB/county contract will be prepared and sent to the county for its execution and return in the same manner as for the original contracts. Projects shall be considered adjacent if they have a common terminus.

PROCESSING OF RAP VOUCHERS

WAC 136 CHAPTER 180

WAC 136-180-010 Purpose and authority.
RCW 36.79.160 provides that counties shall submit vouchers for payment of the RATA share of the cost of work completed on each RAP project. This chapter describes the manner in which the county road administration board will implement the provisions related to payment of vouchers.

WAC 136-180-020 Voucher form.
The county road administration board shall prepare and distribute to all counties with approved RAP projects, voucher forms for use in requesting progress payments and final payment for each approved RAP project.

WAC 136-180-030 Voucher approval.
The county constructing each RAP project may submit vouchers monthly as the work progresses and shall submit a final voucher after completion of each RAP project for the payment of the RATA share of the project cost. The chair of the county road administration board or his/her designee shall approve such vouchers for payment to the county submitting the voucher.

WAC 136-180-040 Payment of vouchers.
Upon approval of each RAP project voucher by the chair of the county road administration board or his/her designee, it shall be transmitted to the state treasurer for preparation of the RATA warrant. The RATA warrant will be returned to the county road administration board and transmitted directly to each county submitting a voucher.

DESIGN STANDARDS FOR RURAL ARTERIAL PROGRAM PROJECTS

WAC 136 CHAPTER 210

WAC 136-210-010 Purpose and authority.
RCW 36.79.060(2) provides that the county road administration board shall adopt reasonably uniform design standards for county rural arterials and collectors that meet the requirements for trucks transporting commodities. This chapter describes how this statutory requirement will be implemented by the county road administration board.

WAC 136-210-020 Applicable design standards.
Geometric design of all RAP projects including all bridges shall, unless otherwise approved by the CRABoard, be in accordance with the city and county design standards for the construction of urban and rural arterials and collectors as adopted November 30, 1994, or as they may be revised from time to time thereafter in accordance with RCW 35.78.030 and 43.32.020.

WAC 136-210-030 Deviations from design standards.
Deviation from the specified design standards may be requested by the county engineer in responsible charge of the project when circumstances exist which would make application of adopted standards exceedingly difficult. Whenever a deviation request is to be made on a project, it shall be so noted on the project application submitted in accordance with WAC 136-161-050. Request for deviation shall be made to the WSDOT assistant secretary for highways and local programs.

WAC 136-210-040 Report of assistant secretary for highway and local programs.
Whenever the CRABoard meets to approve RAP projects the assistant secretary for highway and local programs shall provide a written report on his action in response to deviation requests, if any, made on individual projects. Failure of the assistant secretary for highway and local programs to report in response to a deviation request within thirty days of receipt of such request shall be considered as approval.

WAC 136-210-050 Project approval with deviation.
After having received the report of the assistant secretary for highway and local programs in response to deviation requests, the CRABoard shall proceed with RAP project approval in accordance with WAC 136-161-050. Proposed projects for which the deviation request has been denied shall not be approved.

2D WAC CAPP RULES

CHAPTER NUMBER	TITLE	ORIGINAL ADOPTION	LAST REVISION	REVISION NUMBER
300	Administration of the County Arterial Preservation Program	10/5/1990	4/27/2006	3

ADMINISTRATION OF THE COUNTY ARTERIAL PRESERVATION PROGRAM

WAC 136 CHAPTER 300

WAC 136-300-010 Purpose and authority.
RCW 46.68.095(4) provides that the county road administration board shall administer the county arterial preservation program (CAPP) and the county arterial preservation account (CAPA) established by this statute. This chapter describes the manner in which the county road administration board will implement the several provisions of the statute.

WAC 136-300-020 Adoption of rules.
The county road administration board shall adopt rules in accordance with the provisions of the statute for purposes of administering the CAPP regarding the following:

(1) Distribution of CAPA funds.
(2) Pavement management systems.
(3) Preparation of annual county arterial preservation programs.
(4) Allowable activities for CAPA funding.
(5) Accounting and audit provisions.
(6) Annual CAPP report.

WAC 136-300-030 Delegation of authority.
In order to assure effective and timely administration of the CAPP the county road administration board may, by resolution, delegate specific administrative authorities to its executive director.

WAC 136-300-040 Staff services and facilities.
The county road administration board shall arrange for all necessary staff services and facilities necessary for the efficient administration of the county arterial preservation program. The costs of such services and facilities as well as all other lawful expenses of the county road administration board that are attributable to CAPP shall be paid from the county arterial preservation account in the motor vehicle fund.

WAC 136-300-050 Distribution of CAPA funds.

(1) Certification of county arterial mileage.
    (a) Classification. The statute specifies that expenditure of CAPA funds is restricted to paved arterials in the unincorporated area of each county. Arterials are defined as being those county roads:
        (i) In urban areas, classified within the federal functional classification system as arterials or collectors;
        (ii) In rural areas, classified within the federal functional classification system as arterials, major collectors, or minor collectors.
    (b) Paved roads are defined as those roads which, at the time of CAPA allocation determination, are hard-surfaced through the application of a bituminous surface treatment (BST), asphaltic concrete pavement (ACP), or portland cement concrete (PCC). Brick or block surfaces shall also be considered as paved.
    (c) Source of information. The master county road log as maintained by the county road administration board in accordance with chapter 136-60 WAC shall be the source of official paved road mileage to be used for CAPA distribution.
(2) Establishment of allocation percentages. At its first regular meeting after July 1 of each year, the county road administration board shall establish the next calendar year's allocation percentages for the individual counties based on information contained in the most recently

certified master county road log. Each county's allocation percentage shall be computed by the county road administration board as its percentage of paved arterial lane miles of the total state-wide paved county arterial lane miles.

(3) Notice to counties. Upon their establishment, the county road administration board shall notify the county legislative authority and the county engineer of each county of the respective county's CAPA allocation percentage and the latest estimate of the amount of CAPA funds to be allocated during the next calendar year.

(4) Distribution to counties. Distribution of allocated CAPA funds shall be done monthly by the state treasurer. The state treasurer shall use the allocation percentages provided by the county road administration board as computed under the provisions of subsection (2) of this section.

(5) Eligibility. All arterial preservation work and related activities, and maintenance management done by each county shall be eligible for CAPA funding provided that:

(a) The county is determined to be in compliance with the pavement management system requirements as set forth in chapter 136-70 WAC; and

(b) The county engineer submits the annual CAPA program as required in WAC 136-300-060; and

(c) The work is in conformance with the allowable activities as specified in WAC 136-300-070.

WAC 136-300-060 Annual county arterial preservation programs.

Each county engineer shall, in conjunction with the county's annual road construction program as required by RCW 36.81.130 and chapter 136-16 WAC, prepare an annual county arterial preservation program. Appropriate forms will be provided by the county road administration board.

The county's annual county arterial preservation program shall consist of a list of all proposed county arterial preservation projects and activities as well as total planned expenditure of CAPA and non-CAPA funds for maintenance management for the ensuing year. In order to evaluate the relative ability of CAPA funds to meet the county's total arterial pavement preservation needs, the annual county arterial preservation program shall identify those projects for which CAPA funding is available.

The county engineer shall submit the proposed county arterial preservation program to the county road administration board along with the county's annual road program and budget in accordance with chapter 136-16 WAC.

WAC 136-300-070 Allowable activities within CAPP.

For all CAPA-funded projects that involve structural resurfacing, the existing road must meet the following minimum width standards:

Shouldered roadway sections:

Current ADT	Lane width	Shoulder width
0 to 100	9 feet	2 feet
101 to 400	10 feet	2 feet
401 to 4000	10 feet	2 feet
Over 4000	11 feet	4 feet

Curbed roadway sections (minimum lane width):

Current ADT	Two-way undivided	One-way & two-way divided
All	10 feet	9 feet

All roadways built to less than the above standards for which a county proposes to perform structural resurfacing must be widened with other than CAPA funds.

Use of county arterial preservation account funds shall be limited to the following three groups of activities:

(1) Implementation of computerized systems to include:

(a) Acquisition of computer hardware and software that may be necessary to operate computer-based pavement management and maintenance management systems.

(b) Pavement management system training not otherwise provided by the county road administration board. This can include software usage, pavement condition surveying, and other specialized training directly related to the operation and maintenance of a computer-based pavement management system.

(c) Payment for related services such as data entry, pavement condition surveys, and rental of specialized PMS-related equipment such as road raters.

Acquisition of equipment other than computer hardware as described in subdivision (a) of this subsection is not eligible.

(2) Direct and attributable indirect costs associated with paved surface preservation and rehabilitation activities on existing roadways, and maintenance management activities related to all county arterials, including the following:

(a) Nonstructural resurfacing projects. These include thin asphalt concrete overlays (one-inch or less); bituminous seal coats (single and double); slurry seals, sand seals, and fog seals; associated tack coats, paving fabrics, and preleveling; and associated surface grinding and planing.

(b) Structural resurfacing projects. These include thick asphalt concrete overlays (greater than one-inch); portland cement concrete overlays; associated tack coats, paving fabrics, and preleveling; associated surface grinding and planing; and hot/cold bituminous road mixes.

(c) Associated activities. These include crack sealing (bituminous and portland cement pavements); full-depth, structural patching done in preparation for structural or nonstructural overlays or seals; portland cement pavement joint reconstruction undersealing, panel jacking and panel replacement; and other related activities as are directly attributable to nonstructural and structural resurfacing projects.

(d) Maintenance management activities. These include creating maintenance management reports and training in maintenance management per the requirements listed in chapter 136-11 WAC.

(3) Resurfacing work associated with the reconstruction and/or widening of existing paved arterials. This participation is limited as follows:

(a) The present roadway is a paved county arterial as defined by WAC 136-300-050;

(b) The county's approved pavement management system has identified the existing pavement as requiring resurfacing within two years of the expected reconstruction/widening project completion date;

(c) The reconstruction/widening project will bring the roadway to at least the lane and shoulder width standards and non-CAPA funding requirements of this section;

(d) The CAPA participation will be limited to the resurfacing portion of the project as described in this section.

WAC 136-300-080 Accounting and audit provisions.

(1) Accounting requirements:

(a) Deposits. Upon receipt of CAPA funds from the state treasurer, each county shall deposit them in a separate BARS revenue account within the county road fund or in a fund separate from the county road fund. The county engineer shall evaluate the capabilities of the county road fund accounting system and select the method of deposit and related accounting.

(b) Expenditures. Expenditures of these funds shall be solely for CAPA-eligible work and must be separately identified within each county's road fund expenditure reporting system.

(2) Audit provisions. CAPA audits may be conducted by the state auditor's office and will normally be conducted in conjunction with the audits required by RCW 43.09.260 and 36.80.080. Special audits of specific CAPP activities or projects may be accomplished at the request of the county road administration board. The costs of such special audits shall be the responsibility of the county road administration board.

(3) Scope of audits. The audit of any CAPP project or activity shall include but not be limited to the review of the county's compliance with:

(a) The provisions of the enabling legislation and

(b) The rules in Title 136 WAC regarding implementation and administration, with detailed review of the application of CAPA funds and the various reporting requirements.

The audit shall also include a review of the financial accounting and reporting of all CAPA funds.

(4) Noncompliance, questioned costs, and post-audit penalty. If the audit of a CAPP activity or project reveals any area of noncompliance and/or questioned costs, then such exceptions shall be subject to comment by the examiner within the audit report. In the event an exception has been noted within the audit report, it shall be the duty of the county road administration board to evaluate the noted discrepancy. Discrepancies may be cause for the county road administration board to order the payback of any CAPA funds that have been expended on ineligible activities and/or withdrawal or denial of the certificate of good practice of the county in question as provided in chapter 136-04 WAC.

WAC 136-300-090 Submittal of annual report.

The county road administration board shall prepare and distribute to all counties standard reporting forms for use by the county engineer to annually summarize the pavement preservation and maintenance management activities, both CAPA and non-CAPA funded, in his or her county. For all CAPA-funded work, the report will require a specific listing of roads improved including a definition of scope of work and the amount of CAPA funds expended, as well as a listing of the county's share of CAPA funds used for maintenance management.

At any time prior to April 1st of the year following, the county engineer shall, in conjunction with the annual construction report required by WAC 136-16-050, submit an annual summary of pavement preservation activities on the entire paved road system. This report shall be on the approved forms or in an equivalent format.

2E WAC COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM RULES

CHAPTER NUMBER	TITLE	ORIGINAL ADOPTION	LAST REVISION	REVISION NUMBER
400	Administration of the County Ferry Capital Improvement Program	10/9/1991	10/29/1998	2

ADMINISTRATION OF THE
COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM

WAC 136 CHAPTER 400

WAC 136-400-010 Purpose and authority.
RCW 47.56.725(4) provides that the county road administration board may evaluate requests for ferry capital improvement funds by Pierce, Skagit, Wahkiakum, and Whatcom counties, and, if approved by the board, submit said requests to the legislature for funding. This chapter describes the manner in which the county road administration board will implement the provisions of the act.

WAC 136-400-020 Eligibility.
Counties eligible to apply for ferry capital improvement funds are Pierce, Skagit, Wahkiakum, and Whatcom.

WAC 136-400-030 Definition of ferry capital improvement projects.
Ferry capital improvement projects shall include the following:

(1) Purchase of new vessels;
(2) Major vessel refurbishment (e.g., engines, structural steel, controls) that substantially extends the life of the vessel;
(3) Facility refurbishment/replacement (e.g., complete replacement, major rebuilding or redecking of a dock) that substantially extends the life of the facility;
(4) Installation of items that substantially improve ferry facilities or operations;
(5) Construction of infrastructure that provides new or additional access or increases the capacity of terminal facilities; and/or
(6) Emergency repairs to correct damage to vessels or facilities caused by accidents or natural phenomena.

WAC 136-400-040 Six-year and fourteen-year plan submittal.
Each county's six-year program and fourteen-year long range ferry capital improvement plan shall be prepared and adopted in accordance with RCW 36.81.121 and 36.54.015, respectively, and one copy shall be forwarded to the county road administration board no later than December 31st of each year. The county's six-year and fourteen-year ferry capital improvement plan submitted in each odd-numbered year shall include all projects for which the county may request ferry capital improvement funds during the biennium beginning on July 1st of that year. Project cost estimates shall be considered preliminary until a project application is submitted.

WAC 136-400-050 Project application.
Each application by a county for ferry capital improvement funds shall be made no later than January 1st of even-numbered years for the biennium beginning on July 1st of the next odd-numbered year. The information submitted to the county road administration board shall include the application form and sufficient engineering drawings to accurately describe the project.

Project applications shall be submitted on application forms supplied by the county road administration board and shall include the following information:

(1) Project description and scope;
(2) Engineering analysis and cost estimate;
(3) Evidence of application for outside funding through the public works trust fund or any other available revenue source;
(4) Plan for utilization of outside funding that has been, will be, or may be awarded; and
(5) Comprehensive project amortization and cash flow schedules.

WAC 136-400-060 Technical review committee.
A technical review committee shall be created to review project applications for ferry capital improvement funds composed of the following members or their designees: Executive director of the county road administration board, WSDOT assistant secretary for transaid, a WSDOT marine division engineer, and public works department representatives from each of the four participating counties. The county representatives shall serve as ex officio, non-voting members of the technical review committee. The technical review committee shall recommend approval of projects that have been submitted in a timely manner and that:

(1) Meet the applicable statutes and the standards of this chapter; and
(2) Adhere to commonly held engineering practices and cost effectiveness.

The technical review committee shall recommend an appropriate local match on a project by project basis based upon the availability of local matching funds. Written reports on each project recommended for approval shall be submitted to the county road administration board no later than thirty days prior to its regularly scheduled spring meeting. Technical review committee meetings shall be convened on an "as needed" basis by the executive director of county road administration board, who shall serve as chairperson.

WAC 136-400-070 County road administration board action.
The county road administration board shall review project applications, along with the recommendations of the technical review committee, at its regular spring meeting in even-numbered years. At that time it shall approve those projects which it finds:

(1) Meet the applicable statutes and the standards of this chapter; and
(2) Adhere to commonly held engineering practices and cost effectiveness, specifying the amount of approved funding which it recommends for such projects.

The board shall determine a local matching percentage on a case by case basis, considering the availability of local matching funds and the recommendation of the technical review committee. Emergent projects may be considered by the county road administration board at any time upon recommendation by the executive director. The board shall require evidence that each applicant has first sought funding through the public works trust fund, and other available revenue sources.

WAC 136-400-080 Funding by the legislature.
County ferry capital improvement project requests approved by the county road administration board shall be submitted to the legislature for funding out of amounts available under RCW 46.68.100(3) as part of the biennial or supplemental budget request of the county road administration board.

The county road administration board shall, within ten days of the signing of the transportation budget, notify each county having an approved project of such approval and of the amount of ferry capital improvement funding allocated to each approved project. The county road administration board shall offer each county a contract for each approved project setting forth the terms and conditions under which funds will be provided.

WAC 136-400-090 Limitation on use of ferry capital improvement funds.
Ferry capital improvement funds may be used for project design, construction, and right of way costs incurred after legislative approval. Emergency project costs may be eligible for retroactive payment upon approval by the county road administration board.

WAC 136-400-100 Terms of CRAB/county contract.
The CRAB/county contract shall include, but not be limited to, the following provisions:

(1) Such contract shall be valid and binding (and the county shall be entitled to receive ferry capital improvement funds) only if such contract is signed and returned to the county road administration board within forty-five days of its mailing by the county road administration board.
(2) The project will be constructed in accordance with: (a) The information furnished to the county road administration board; and (b) The plans and specifications prepared under the supervision of the county engineer.

(3) The county will notify the county road administration board when a contract has been awarded and when construction has started, and when the project has been completed.

(4) The county road administration board will reimburse counties on the basis of progress vouchers received and approved on individual projects, subject to the availability of ferry capital improvement funds appropriated by the legislature.

(5) The county will reimburse the county road administration board in the event that a project post audit reveals ineligible expenditure of ferry capital improvement funds. Said funds will be returned to the county-wide fuel tax account for distribution in accordance with RCW 46.68.120.

WAC 136-400-110 Voucher approval and payment.

The county road administration board shall prepare and distribute to all counties with approved ferry capital improvement projects, voucher forms for use in requesting progress and final payments for each approved ferry capital improvement project.

The county constructing each ferry capital improvement project may submit vouchers monthly as the work progresses and shall submit a final voucher after completion of each project for payment of the approved and funded share of the project cost.

The county road administration board shall approve such vouchers for payment to the county submitting the voucher. Ferry capital improvement fund warrants shall be transmitted directly to each county submitting a voucher. In the event that project funds remain unspent after the final project payment has been made, the unspent balance will be returned to the county-wide fuel tax account for distribution in accordance with RCW 46.68.120.

WAC 136-400-120 Audit requirements.

Audits of county ferry capital improvement projects may be conducted by the state auditor's office and will normally be conducted in conjunction with the county audits required by RCW 43.09.260 and 36.80.080. Special audits of specific ferry capital improvement projects not required by these statutes may be accomplished at the request, and at the expense of the county road administration board.

An audit of any county ferry capital improvement project shall include, but not be limited to, a review of the county's compliance with the provisions of the statute and these rules. The audit shall also include a review of the financial accounting and reporting of those funds associated with and received for the ferry capital improvement project.

In the event that an exception is noted in the audit report the county road administration board shall evaluate the noted discrepancy. Discrepancies may be cause for the county road administration board to order the payback of improperly expended ferry capital improvement funds as provided in the county road administration board/county contract. Any such funds returned by a county to the county road administration board shall be returned to the county-wide fuel tax account for distribution in accordance with RCW 46.68.120.

WAC 136-400-130 Delegation of authority.

In order to ensure effective and timely administration of the county ferry capital improvement program, the county road administration board or its executive director may delegate, in writing, its authority under this chapter.

3.A. INSTRUCTIONS FOR COMPLETING RAP PROJECT PROSPECTUSES AND WORKSHEETS

INSTRUCTIONS FOR COMPLETING RAP PROJECT PROSPECTUS AND WORKSHEETS

1) The RAP Project Prospectus shall include the following:

   a) Final Project Prospectus cover sheet

   b) Vicinity Map showing project location

   c) Project Narrative

   d) Typical Roadway Section of existing and proposed improvement

   e) RAP Rating Worksheets for the proper region

2) The Project Prospectus sheet, Vicinity Map, Project Narrative, and Worksheet Recap shall show the Road Number.

3) The County Engineer and the appropriate County Official must sign the Project Prospectus sheet.

4) The Project Vicinity Map should show sufficient detail to allow the CRABoard to locate the project and its' limits.

5) The Project Narrative should include a brief history of why the project is being submitted for RAP consideration and **what specific deficiencies will be improved to design standards**.

6) Preliminary Prospectuses shall be submitted to the CRAB office no later than February 28th of the even numbered year prior to the biennium for which RATA funds are being requested. Preliminary Prospectuses shall include a vicinity map showing the project and a brief narrative of why the project is being submitted for consideration. Surface Ratings will be done in each region by a single CRAB Engineer and will be forwarded to each county soon after June 30th of the same year.

7) Rating points can be claimed only for substandard conditions that the proposed project will improve, unless a design deviation (requested through WSDOT TransAid) for that specific condition is being requested. Design Standards are those contained in the Local Agency Guidelines. The total points claimed, in any case, shall be scaled to reflect the percent of design standard that the condition is going to be improved to according to the appropriate design standard dimensions.

8) The complete Project prospectus shall be submitted to the CRAB office no later than September 1st of even years.

3.B. RURAL ARTERIAL PROGRAM REQUEST FOR PAYMENT

COUNTY ROAD ADMINISTRATION BOARD

RURAL ARTERIAL PROGRAM REQUEST FOR PAYMENT

COUNTY REQUESTING PAYMENT:

RETURN PAYMENT TO:

ADDRESS: STATE: ZIP:

CITY:

PROJECT NAME:

LOCAL CRP NUMBER:	PROJECT NUMBER:	PAYMENT REQUEST #:	FINAL REQUEST?	YES	NO

	TOTAL EXPENDITURES PRIOR PERIODS	TOTAL EXPENDITURES THIS PERIOD	TOTAL EXPENDITURES TO DATE	ELIGIBLE EXPENDITURES TO DATE
PRELIMINARY ENGINEERING			-	
RIGHT OF WAY			-	
CONTRACT CONSTRUCTION			-	
DAY LABOR CONSTRUCTION			-	
TOTAL			-	-

* PRELIMINARY ENGINEERING IS ELIGIBLE FOR RAP FUNDING IN THE NER, NWR, PSR, AND SER. ALL REGIONS BEGINNING '95 - '97 PROJECTS.

* RIGHT OF WAY IS ELIGIBLE FOR RAP FUNDING IN THE NER, PSR, SER, (AND NWR BEGINNING '95 - '97 BIENNIUM PROJECTS)

INCLUDE CONSTRUCTION ENGINEERING IN CONSTRUCTION EXPENDITURES.

X REGIONAL MATCHING RATIO	
= TOTAL ELIGIBLE FOR RATA TO DATE	
- PREVIOUS PAYMENTS	
= RATA CLAIMED THIS PERIOD	0

I CERTIFY THAT THE WORK COVERED BY THIS VOUCHER HAS BEEN COMPLETED IN ACCORDANCE WITH THE SUBJECT PROJECT PLANS AND SPECIFICATIONS.

I CERTIFY THAT THE COSTS SHOWN IN THIS VOUCHER ARE TRUE AND CORRECT; THE NET AMOUNT CLAIMED IS DUE AND PAYABLE FROM THE RURAL ARTERIAL TRUST ACCOUNT UNDER THE TERMS OF APPLICABLE LAWS, RULES, REGULATIONS, AND PROCEDURES; NO CLAIM HAS BEEN PRESENTED TO OR PAYMENT MADE FOR THE AMOUNT FOR WHICH IS CLAIMED HEREIN; CLAIM DOES NOT EXCEED THE RURAL ARTERIAL TRUST ACCOUNT SHARE OF THE COSTS INCURRED TO DATE OF THIS CLAIM; AND DOES NOT EXCEED THE APPROVED ALLOCATION FOR THIS PROJECT; AND I AM AUTHORIZED TO SIGN FOR CLAIMANT.

REGISTERED ENGINEER IN CHARGE

SIGNEE TITLE DATE

ACCOUNTING CLASSIFICATION - FOR OFFICE USE ONLY

TC	FUND	APPROP.	PROGRAM	OBJECT	PROJECT	SUB PROJECT	NET AMOUNT	PAYMENT NO.
210	102	A30	3000	NZ				

APPROVED BY: FOR RURAL ARTERIAL PROGRAM	RECEIVING VERIFICATION:	DATE RECEIVED
CHECKED AND APPROVED FOR PROCESSING BY: DATE:	WARRANT REGISTER NO.	VOUCHER NO.

3.C. PROJECT NOTIFICATION

STATE OF WASHINGTON
COUNTY ROAD ADMINISTRATION BOARD
RURAL ARTERIAL PROGRAM

PROJECT NOTIFICATION

WAC 136-170-030

Part One – Award of Contract Notification

County:_____ Name of Road:_____

From M.P.:_____ To M.P.:_____ Local CRP No.:_____

Road No.:_____

Project Number:_____

Contract Awarded to: _____
Address: _____
_____
_____
_____

Date contract Awarded:_____
Engineer's Estimate: _____ Contract Amount:_____

Part Two – Completion of Project Notification

Date of Completion: _____

Project Cost:		Project Funding:	
P.E.	_____	RAP	_____
R/W	_____	Local	_____
Contract Construction	_____	Federal	_____
Day Labor Const.	_____	Other	_____
Total:	$_____	Total:	$_____

Part Three – CRAB Field Review

Date Reviewed in Field: **By:**
Comments:_____
_____
_____
_____

For CRAB Office Use Only

3.D. RATA FUND INCREASE REQUEST

RATA FUND INCREASE REQUEST
COUNTY ROAD ADMINISTRATIO BOARD
WAC 136-165

COUNTY_____ ROAD NAME_____ PROJ NO._____
BEGIN M.P._____ END M.P._____
ORIGINAL RATA AMOUNT_____ INCREASE AMOUNT_____ % OVER ORIGNIAL AMOUNT_____
Analysis of Increase (attach additional sheets if necessary)
WAC 136-165-030(1)

(A) At the time of preparing your final project prospectus, did you consider the following factors? If you answer no, please explain

Yes	No	WAC 136-165-020(4)	
☐	☐	(a)	Availability of matching funds.
☐	☐	(b)	Technical data such as topographic maps, reconnaissance reports, surface and subsurface geotechnical data, hydraulic and hydrological data, sources of materials, applicable design standards, and preliminary engineering.
☐	☐	(c)	Required permits.
☐	☐	(d)	Right-of-Way easements.
☐	☐	(e)	Availability of contractors.
☐	☐	(f)	Utility relocation.
☐	☐	(g)	Projected labor, equipment & materials costs.
☐	☐	(h)	Development timetable relating to other work activities.

(B) Is your request based on the following extraordinary unforeseeable circumstances? If you answer yes, please explain.

Yes	No	WAC 136-165-020(5)	
☐	☐	(a)	Relied on existing technical data, which were later found to be in error.
☐	☐	(b)	Permit requirements substantially changed.
☐	☐	(c)	Anticipated supplementary funds became unavailable.
☐	☐	(d)	Design standards changed.
☐	☐	(e)	Start of construction significantly delayed or legal action added to construction requirements.

(C) Is it feasible to reduce scope and/or project limits so the project can be substantially constructed within the initial RATA allocation?
Yes_____ No_____ If your answer is no, please explain.

(D) Is this request to pay for an expansion of the project?
Yes_____ No_____ If your answer is yes, please explain.

(E) Will this increased allocation have an adverse effect on other approved or requested RATA funded projects?
Yes_____ No_____ If your answer is yes, please explain.

List the Major Contract or Engineering Items Causing the Increase

Item:	Original Cost:	Updated Cost:
1_____	_____	_____
2_____	_____	_____
3_____	_____	_____
4_____	_____	_____
5_____	_____	_____
6_____	_____	_____
7_____	_____	_____

This request is in accordance with WAC 136-165 _____ _____
County Engineer Date

NOTE:
Increases greater than $100,000 or 25% must gain CRABoard approval.
Cost increases during the course of construction are the county's responsibility.
Increases in excess of 50% of original RATA will not be granted. WAC 136-165-020(2)

3.E. PROJECT AGREEMENT FOR CONSTRUCTION PROPOSAL

STATE OF WASHINGTON
COUNTY ROAD ADMINISTRATION BOARD

RURAL ARTERIAL PROGRAM
PROJECT AGREEMENT FOR CONSTRUCTION PROPOSAL

Submitting County:

Project Number: Road No. And Sequencer:

Name of Road: M.P. _____To_____M.P.

Approval Date:

TOTAL AMOUNT OF AUTHORIZED RATA FUNDS: $

IN CONSIDERATION of the allocation by the County Road Administration Board (CRABoard) of rural arterial trust account (RATA) funds to the project in the amount set out above, the county hereby agrees that as condition precedent to payment of any RATA funds allocated at any time to the above referenced project, it accepts and will comply with the terms of this agreement, including the terms and conditions set forth in Chapter 49, Laws of 1983, 1st Ex. Sess. (RCW 36.79); the applicable rules and regulations of the CRABoard (WAC 136-100 et.seq.) and all representations made to the CRABoard upon which the fund allocation was based; all of which are familiar to and within the knowledge of the county and are incorporated herein and made a part of this agreement, although not attached. The officer of the county, by his/her signature below, hereby certifies on behalf of the county that matching funds and other funds represented to be committed to the project will be available as necessary to implement the projected development of the project as set forth in the construction proposal prospectus, and acknowledges that funds hereby authorized are for the development of the construction proposal as defined by RCW 36.79.

The county hereby agrees and certifies that:

(1) It is in compliance with the provisions of WAC ch. 136-150 regarding eligibility for RATA funds. If the county is found not to be in compliance with the provisions of Chapter 150, such non-compliance may be cause for the CRABoard to withdraw or deny the Certificate of Good Practice of that County.

(2) The project will be constructed in accordance with the information furnished to the CRABoard, and the plans and specifications prepared by the county engineer.

(3) It will notify the CRABoard when a contract has been awarded and/or when construction has started, and when the project has been completed.

(4) It will reimburse the RATA in the event a project post audit reveals improper expenditure of RATA funds.

If the costs of the project exceed the amount of RATA funds authorized by the CRABoard, set forth above, and the required matching funds and other funds represented by the local agency to be committed to the project, the local agency will pay all additional costs necessary to complete the project as submitted to the CRABoard.

IN CONSIDERATION of the promises and performance of the stated conditions by the county, the CRABoard hereby agrees to reimburse the county from RATA funds allocated, and not otherwise, for its reimbursable costs not to exceed the amount above specified. The CRABoard will reimburse counties on the basis of monthly progress payment vouchers received and approved on individual projects in the order in which they are received in the CRABoard office, and subject to the availability of RATA funds apportioned to the region. Such obligation to reimburse RATA funds extends only to project costs incurred after the date of project approval by the CRABoard, «date»

This agreement supercedes all prior agreements issued using the project and work order numbers listed above and **shall be valid and binding only if it is signed and returned to the CRABoard office within 45 days of its mailing by the CRABoard.**

COUNTY ROAD ADMINISTRATION BOARD: **COUNTY:**

By: _____ By: _____

Date:_____ Date: _____

3.F. REGIONAL WORKSHEETS

County: _____
Project Name: _____
Project No.: _____

(from prospectus)

Project Type:

RECON	3R and Truck % ≥ 10%	<10%	FA. BR

(SA Bridge falls in 3R if Rehab or in Recon if to be Replaced)

PRIORITY RATING FORMULA (WAC 136-130-050)

$$\mathbf{RP} = 2.5\,[\mathbf{SR}^{1.25}\ \mathbf{LOG(100/CR)}] + \mathbf{LM} = \boxed{}$$

where: **RP** = Priority Rating
SR = Service Rating
CR = Condition Rating
LM = Local Significance + Missing Link Rating

WORKSHEET SUMMARY

		Possible Points	Scored Points	
SR	**S**ervice **R**ating is made up of:			
	Traffic Equivalency	40	_____	
	Accidents	10	_____	
	Subtotal	50		SR
CR	**C**ondition **R**ating is made up of:			
	1. Structural Condition			
	Surfaced Roads			
	Surface Condition	30	_____	
	Subsurface Condition	20	_____	
	Subtotal	50	_____	
	Surfaced Roads			
	Surface Condition	5	_____	
	Subsurface Condition	10	_____	
	Core Sample Test	15	_____	
	Maintenance Costs	20	_____	
	Subtotal		_____	
	Structural Condition 3R = Subtotal x 1.5		_____	
	Structural Condition Recon. = Subtotal x1.0		_____	
	2. Geometric Condition			
	Horizontal Alignment	15	_____	
	Vertical Alignment	15	_____	
	Less Pass. Sight Dist. (Recon Only)	-5	_____	
	(Subtotal Min Value is 2 points)			
	Width	20	_____	
	Subtotal	50(+)	_____	
	Geometric Cond. Rating for 3R = Subtotal x 0.5		_____	
	Geometric Cond. Rating for reconstr. = Subtotal x 1.0		_____	
				CR
	TOTAL CONDITION RATING = Struct Cond. + Geometric Cond.			
LM				
	Local Significance Rating (see sheet 10)	10	_____	
	Missing Link Rating (see sheet 10)	10	_____	
				LL

Note: 1. Points for the Structural Condition portion of the Condition Rating will be assigned by the RAP Engineer.
2. No credit is allowed for conditions which are not improved.

Proposals below design standards require WSDOT Deviation approval.

SERVICE RATING (50 Points Max.)

I. TRAFFIC VOLUME EQUIVALENCY (40 Points Max.)

1. AADT (Annual Average and Seasonally Adjusted)/5 = _____ (400 Max)

2. Truck County* = _____ X 40 = _____ (2400 Max)

   Use one of the following methods:
   - Actual Seasonal, (30-Day truck county), or
   - Calculated/Estimated Methods on Sheet 5, or
   - 10% of AADT if no truck counts or estimates (sheet 5) are done.

   *max allowable is 40% of AADT
   *Attach Backup calculations/justification of Truck Traffic data.

3. Use and Need Traffic Equivalency (Use Worksheets 3 & 4)

   a. Economy (50 points max.)
      From worksheet 3 _____ X 8 = _____ (400 Max)
   b. Use (50 points max.)
      From worksheet 4 _____ X 8 = _____ (400 Max)

TOTAL TRAFFIC VOLUME EQUIVALENCY (Sum of 1, 2, and 3) _____ (3600 Max)

POINTS FROM TRAFFIC VOLUM EQUIVALENCY (From Above)

Equivalency		450	900	1350	1800	2250	2700	3150	3600
Points		5	10	15	20	25	30	35	40

TRAFFIC VOLUME EQUIVALENCY _____ (40 Max)
(=Equivalency pts / 90)

II. ACCIDENTS (10 Points Max.)

Total Number of Accidents for Past 5 Years = _____

Total Number of Fatal Accidents for Past 5 Years = _____

Use the last 5 full years of data

Accidents per Mile = Total Accidents + (3 x Fatal Accidents) / Length of Project in Miles = _____ (Accidents/mile)
(enter project length)

Accidents/Mile		1	2	3	4	5
Points		2	4	6	8	10

X2 = _____
(must be ≤ 10)

TRAFFIC VOLUME EQUIVALENCY _____ (40 Points Max.)
ACCIDENTS _____ (10 Points Max.)

TOTAL SERVICE RATING _____ (50 Points Max.)

USE AND NEED WORKSHEETS (Circle the appropriate value as defined below)

ECONOMY RATING SCALE CHART:												POINTS ASSIGNED:
Grain Crops	0	1	2	3	4	5	6	7	8	9	10	
Other Field Crops	0	1	2	3	4	5	6	7	8	9	10	
Horticulture	0	1	2	3	4	5	6	7	8	9	10	
Dairy/Livestock	0	1	2	3	4	5	6	7	8	9	10	
Logging	0	1	2	3	4	5	6	7	8	9	10	
Industry/Mining	0	1	2	3	4	5	6	7	8	9	10	
Recreation	0	1	2	3	4	5	6	7	8	9	10	

TOTAL _____

ECONOMY CATEGORIES:

Grain Crops	Any of the cereal grains, wheat, barley, oats
Other Field Crops	Corn, potatoes, vegetables, hay, melons, etc.
Horticulture	Fruit, grapes, nuts, berries, hops, etc.
Dairy/Livestock	Dairy or beef cattle, sheep, goats, chickens, etc.
Logging	Public or private forest lands with salable timber
Industry/Mining	Manufacturing, mining, commercial, etc.
Recreation	Hunting, fishing, water or snow sports, ORV's, etc.

RATING VALUE DEFINITIONS:

INSTRUCTIONS: Start at the top and proceed down the list until you find the "adjacent category land use" and/or "direct access to category area" that applied to your road. Read the allowable rating points on the far left.

RATING	ADJACENT CATEGORY LAND USE		DIRECT ACCESS TO CATEGORY AREA
10	100%	**AND**	> 200 mi^2
9	≤ 100%	**AND**	≤ 200 mi^2
8	≤ 50%	**AND**	≤ 100 mi^2
7	≥ 25%	**AND**	≥ 25 mi^2
6	≤ 100%	**OR**	> 200 mi^2
5	≤ 50%	**OR**	100 - 199 mi^2
4	Frequently used for indirect access to category area > 200 mi^2		
3	< 25%	**OR**	50 - 99 mi^2
2	None	**AND**	25 - 49 mi^2
1	Occasionally used for indirect access to rated category		
0	None		None

TOTAL [ ] (50 Max.)
Enter in ECONOMY portion of USE AND NEED

USE RATING SCALE CHART:												POINTS ASSIGNED:
Commercial Haul	0	1	2	3	4	5	6	7	8	9	10	
Farm to market	0	1	2	3	4	5	6	7	8	9	10	
Military	0	1	2	3	4	5	6	7	8	9	10	
Connector Route	0	1	2	3	4	5	6	7	8	9	10	
Community	0	1	2	3	4	5	6	7	8	9	10	

TOTAL _____

USE CATEGORIES:

Commercial	Route to shipping, processing, storage, manufacturing
Farm to Market	Route to supplies, materials, point of sale, etc.
Military	Route to Military post, base, or other facility
Connector Route	Route connecting communities, settlements, etc.
Community	Route to school, church, grange, fire station, shopping, etc.

RATING VALUE DEFINITIONS:

0 – Not Applicable

1 – Occasionally used for indirect access to rated category

2 – Secondary route to single local facility

3 – Primary route to single local facility

4 – Frequently used for indirect access to multiple local facilities

5 – Secondary/Parallel route to multiple local facilities

6 – Secondary/Parallel route to regional facility

7 – Primary route for transport of raw materials or persons from source to facility

8 – Primary route to rated category or only route to multiple local facilities

9 – Only route to rated category or primary route to regional facility

10 – Multiple, local or regional facility within project limits

TOTAL [ ] (50 Max.)
Enter in ECONOMY portion of USE AND NEED

METHODS OF CALCULATING/ESTIMATING TRUCK VOLUMES

GRAIN CROPS

1 Field acreage using arterial as haul route to farm delivery site, yield per acre translated into truck trips, length of harvest to determine approximate truck trips per day

2 Farm storage available which would use arterial, translated into truck loads, divide into time period to haul to market

3 Commercial storage available, develop truck loads of storage, divide into time period to ship to ferry/unit train loading facility

OTHER FIELD CROPS

1 Field acreage using arterial as haul route to storage, processing or packaging location, yield per acre translated into truck trips, length of harvest to determine approximate truck trips per day

2 Storage, processing and packaging facilities interviewed to determine information regarding times and amounts of commodity transportation

HORTICULTURE

1 Orchard, vineyard, patch, etc., crop yield equated to truck volumes during harvest period to yield trucks per day

DAIRY/LIVESTOCK

1 Number of animals converted to truck loads, movements to new housing, feed lots, or market for time period translated to trucks per day

2 Feed and supplies based upon number of animals translated to trucks per day

LOGGING

1 Acres of harvestable timber translated to board feet, then to truck loads, based upon the number of days to accomplish the harvest to obtain trucks per day

INDUSTRIAL/MINING

1 Obtain information on truck volumes from operator of facility

RECREATION

1 Obtain information on large RV's using facility from operator

Note: A TRUCK is defined as any motor vehicle with more than four (4) tires contacting the road.

CONDITION RATING (100 Points Max.)

STRUCTURAL CONDITION: ASPHALT (50 Points Max.)

SURFACE CONDITION (30 Points Max.)

CONDITION:		POINTS	DESCRIPTION	
Excellent	--	**30**	Excellent	Tight surface with no slick or porous areas, no cracks or spalling
Good	--	**25**	Good	Only minor, localized transverse cracks, slick or porous areas
Adequate	--	**20**	Adequate	Minor, localized, longitudinal cracks; rutting, spalling or raveling; minor seal patching has been required; some transverse cracking
Fair	--	**15**	Fair	Small areas that have required patching; larger areas have required seal patching; some longitudinal cracks, spalling, rutting, or raveling
Marginal	--	**10**	Marginal	Several areas that have required moderate to heavy patching; moderate to heavy cracking, spalling, rutting, or raveling
Poor	--	**5**	Poor	Large areas that have required asphalt patching and frequent seal coating; heavy cracking, spalling, rutting, and/or raveling
Very Poor	--	**1**	Very Poor	Broken pavement, large areas throughout section that have required extensive patching; very heavy cracking, spalling, rutting, and/or raveling

SUBSURFACE CONDITION (20 Points Max.)

CONDITION:		POINTS	DESCRIPTION	
Excellent	--	**20**	Excellent	No signs of displacement or settling
Good	--	**15**	Good	Minor localized sags along shoulder
Fair	--	**10**	Fair	Moderate alligator cracking mid-lane, some sags on shoulders and mid-lane, minor localized settling
Poor	--	**5**	Poor	Large areas of heavy alligator cracking, extensive sagging and settling
Very Poor	--	**1**	Very Poor	Major subgrade deterioration; extensive deep sags and settling; heavy alligator cracking throughout section

Surface Condition
Subsurface Condition
STRUCTURAL TOTAL – ASPHALT _____

STRUCTURAL CONDITION: GRAVEL (50 Points Max.)

1. VISUAL RATING (15 Points Max) Scored by CRAB

Intermediate values are acceptable

[ ] Total **A & B** from CRAB

A. SURFACE CONDITION (5 Points Max)

CONDITION:	POINTS:	DESCRIPTION:	
Adequate	**≥5**	Adequate	Adequate amount of surface material of proper gradation, and well fractured
Fair	**3**	Fair	Some material but over sized gradation or poorly fractured
Very Poor	**≤1**	Very Poor	No surface material, large loose stones, barely travelable

Note: If traffic volumes and speed are such that excessive maintenance is required, a minimum rating may be applied.

B. SUBSURFACE CONDITION (10 Points Max) Scored by CRAB

CONDITION:	POINTS	DESCRIPTION	
Adequate	**≥10**	Adequate	Capable of supporting traffic in all weather conditions
Fair	**8**	Fair	Some localized sagging, settling, rutting, or corrugations
Very Poor	**≤1**	Very Poor	Numerous locations of sags and settling; deep corrugations or rutting, protruding boulders, untravelable in wet weather

2. BASE OR FOUNDATION CONDITION (15 Points Max)

POINTS	SELECT ONE:		
	[ ]	GRAVEL	GW, GP, GM, GC
	[ ]	SAND	SW, SP, SM, SC
	[ ]	SILT	ML, MH
	[ ]	CLAY	CL, CH
	[ ]	ORGANIC	OL, OH

Core Sampling:

1 Obtain representative sample(s) of of project subbase
2 Dig or excavate down 3 ft with backhoe or auger
3 Analyze material below surfacing, based on table at left
4 Select that description

3. MAINTAIN (20 Points Max)

A. Total **3 Year** Gravel Road Maintenance Cost:

* Total $'s, County-wide [ ] last 3 years total
Miles of Gravel Roads [ ] county wide

* Limit costs to:
- Grading
- Regravelling
- Ditching
- Soil Stabilization (base repair)
- Culvert cleaning & repair

B. Average Annual Gravel Road Maintenance Cost – Per Mile:

$ per year per mile [ ]

C. Factor for **Project**:

* Project Maintenance $'s [ ] last 3 years total
Project length [ ] miles

$ per year per mile [ ] Project Average

D. Points

$ -
FACTOR = ---------- = [ ]
$ -

Visual [ ]
Soil Survey [ ]
Maintenance Cost [ ]

STRUCTURAL TOTAL GRAVEL ONLY _____

GEOMETRIC CONDITION (50 Points Max.)

HORIZONTAL ALIGNMENT (15 Points Max.)

The rating process is as follows:

1) Round each curve's ball bank speed to the nearest 5 mph
2) Subtract the rounded ball bank sped from the design speed for the project
3) Rate project by the following:

POINTS:	DESCRIPTIONS:	
15	Excellent	All existing alignment is **better than design speed**
10	Adequate	(Recon) = All existing curves **≤ 5 MPH below design speed** (3R) = All curves on existing roadway **≤ 15 mph below design speed**
5	Poor	One or more substandard curves **10 MPH below design speed**
1	Very Poor	One or more substandard curves **15 MPH below design speed**

HORIZONTAL ALIGNMENT POINTS [ ] (15 Points Max.)

VERTICAL ALIGNMENT (15 Points Max)

STANDARD GRADES (MAX)
AASHTO 2001

TERRAIN	**Collectors (p 427)**			**Arterials (p 450)**		
	<400	400-2000	>2000	<400	400-2000	>2000
Flat	7	6	5	5	4	3
Rolling	9	8	7	6	5	4
Mountainous	12	10	10	8	7	6

POINTS:	DESCRIPTIONS:	
15	Excellent	No portion of roadway exceeds standard grade
10	Adequate	Short sections exceed standard grade
5	Poor	5% of project exceeds standard grade
1	Very Poor	10% or more of project exceeds standard grade

VERTICAL ALIGNMENT POINTS [ ] (15 Points Max.)

GEOMETRIC CONDITION (continued)

PASSING SIGHT DISTANCE (5 Points Max. Reconstruction only)

POINTS	% Of Total Section Safe to Pass
0	100
1	80
2	60
3	45
1	35
5	<20

Use MUTCD standards for no-passing zones (Table 3B – 1)

Design Speed	20	30	40	50	60
Minimum Passing Sight Distance	400	500	600	800	1000

% of Section Safe to Pass = $\frac{\text{Length of Project where Safe to Pass X 100}}{\text{Total Project Length}}$

PLEASE NOTE: AASHTO "a Policy on Geometric Design of Highways and Streets" says:
"…minimum passing sight distances for design should not be confused with other distances used as the warrants for placing no-passing zone pavement markings on completed roadways. Such values as shown in the MUTCD are substantially less than design distances and are derived for traffic operating-control needs that are based on different assumptions from those for highway design."

PASSING SIGHT DISTANCE POINTS [ ] (5 Points Max.)

WIDTH OF ROADWAY – Shoulder to Shoulder (20 Points Max)

POINTS:	Feet of Width below New Const. or 3R Standards (10% of project length or more)
1	7
4	6
7	5
10	4
13	3
16	2
18	1
20	0

ROAD WIDTH INCL. SHOULDERS

ADT	New / Re-Const. Standard	3R Stnd ≥10% Trucks	3R Stnd <10% Trucks
Check One ------→	[ ]	[ ]	[ ]
< 400	28	24	24
400-2000	34	26	24
> 2000	40	32	30

Existing Roadway width [ ]

3R Standard [ ]

WIDTH OF ROADWAY POINTS [ ]

MISSING LINK STATUS (10 points max)

1) Description: Explain the missing link characteristics of this project

2) Missing Link Rating:

POINTS:	DEFINITION:
10	Between two RAP funded sections
9	Between a RAP funded section and a section improved with other funds
8	Between a RAP funded section and an urban boundary or city limits
7	Between a RAP funded section and a state highway
6	Between two Federal funded sections
5	The end section of two or more RAP funded sections
4	An isolated section some distance between two other improved or funded sections on the same road (The other funded sections must both be no more than 3 miles from the project)
3	On the Freight and Goods Transportation System
2	On the regional system recognized by the RTPO
1	Between two urban areas or two state highways, or one of each

3) Conditions for missing link points:

The project can qualify for only one category of points above.
"Improved" means the work has been completed within the last ten (10) years
"Between" means adjacent to
*For each county, only one project per biennium is allowed missing link points

MISSING LINK POINTS ☐ (10 Points Max)

LOCAL SIGNIFICANCE:

This route is determined to be of highest Local Significance.
(Insert a brief description of the local significance of this route/project)

For each county, only one project per biennium is allowed local significance points
10 POINTS ASSIGNED ☐ (check here)

Concurrence by _____
(Public Works Director/County Engineer) (Date)

County: _____

Project Name: _____

Project No.: _____

WORKSHEET RECAP

		Possible Points	Scored Points
TRAFFIC VOLUME		10	
TRAFFIC ACCIDENTS		10	
LOCAL SIGNIFICANCE		20	
STRUCTURAL (Rate only one type)			
Asphalt or L.B.S.T.			
Portland Cement Concrete			
Gravel or Earth			
Visual Rating		10	
Roadrater Rating		30	
	Subtotal	**40**	
GEOMETRICS			
Vertical Alignment		10	
Horizontal Alignment		10	
Width		20	
	Subtotal	**40**	
SPECIAL			
Major Collector (07)		5	
Minor or Principal Arterial (06, 02)		10	
	Subtotal	**10**	
TOTAL NWR RAP WORKSHEET RATING:		**110**	

NOTES:

1. Points for Visual Rating portion of the STRUCTURAL RATING will be assigned by the RAP Engineer.
2. No points are allowed for conditions which are not going to be improved by the proposed project.

TRAFFIC VOLUME (10 Points Max.)

Current Est. ADT = [ ] Current Est. Truck ADT (if known) = [ ]

Determine Traffic Volume Rating using Table below
ADT – Average Weekday Traffic Volumes

TRAFFIC VOLUME RATING [ ]

TRAFFIC ACCIDENTS (10 Points Max.)

Equivalent Property Damage Only Accidents, Three-Year Average
(indicate number of accidents, not number of fatalities, injuries or property damages)

Year	Prop. Damage No. of accidents	Injury No. of accidents	Fatality No. of accidents
1999			
2000			
2001			
Subtotal			
Factor	X1	X6	X25

= [ ] + [ ] + [ ] = [ ]
Total

[ ] ÷ 3 ÷ [ ] = [ ]
Total Length in Mi. (Equivalent Acc./Mile)

Determine accident rating using table below

TRAFFIC ACCIDENT RATING _____

ACCIDENT AND TRAFFIC RATING TABLE

Average ADT	Average Truck ADT	Equivalent Acc/Mile	Rating Points
<50	<5	0-2	0
50-100	5-10	3-4	1
100-250	10-25	5-6	2
250-500	25-50	7-8	3
500-750	50-75	9-10	4
750-1000	75-100	11-12	5
1000-1250	100-125	13-14	6
1250-1500	125-150	15-16	7
1500-2000	150-200	17-18	8
2000-2500	200-250	19-20	9
>2500	>250	>20	10

Note: Use the highest value of ADT or Truck ADT

ROADWAY STRUCTURAL CONDITION (40 Points Max.)

VISUAL RATING (10 Points Max.)

Roadway shall be structurally rated by the following types: Asphalt and L.B.S.T., Portland Cement Concrete, and Gravel or Earth on the appropriate form. Ratings for the Structural Condition shall be reviewed and adjusted for consistency with rating criteria by the RAP Engineer.

ASPHALT OR L.B.S.T. ONLY

Type of Distress	Degree of Distress	Percentage of Distress			Max. Points	Rating:
		1 – 15%	16 – 30%	> 31%		
Rutting	Slight (1/4″ – ½″)	0	1	2		
	Moderate (1/2″ – 1″	1	2	3		
	Severe (1″ or greater)	2	3	4	**4**	
Raveling	Slight	0	1	2		
	Moderate	1	2	3		
	Severe	2	2	3	**3**	
Corrugations	Slight (1/4″ – ½″)	1	3	6		
	Moderate (1/2″ – 1″	3	6	8		
	Severe (1″ or greater	6	8	10	**10**	
Alligator Cracking	Slight (less than 1/8″)	1	3	5		
	Moderate (1/8″ – ¼″)	3	5	6		
	Severe (1/4″ or greater	5	6	8	**8**	
Transverse Cracking	Slight (less than 1/8″)	0	1	2		
	Moderate (1/8″ – ¼″)	1	2	3		
	Severe (1/4″ or greater	2	3	4	**4**	
Longitudinal Cracking	Slight (less than 1/8″)	0	1	2		
	Moderate (1/8″ – ¼″)	1	2	3		
	Severe (1/4″ or greater	2	3	4	**4**	
Patching	Slight	0	1	2		
	Moderate	1	2	3		
	Severe	2	3	4	**4**	
Flushing	Slight (Bleeding)	0	1	2		
	Moderate (Course Agg.)	1	2	3		
	Severe (Slick)	2	2	3	**3**	

Condition rating = Points ÷ 4 = [ ] ÷ 4

ROADWAY STRUCTURAL CONDITION RATING – ASPHALT OR L.B.S.T. [ ]

ROADWAY STRUCTURAL CONDITION (Continued)

PORTLAND CEMENT CONCRETE PAVEMENT ONLY

Type of Distress	Degree of Distress	Percentage of Distress			Max. Points	Rating:
		1 – 15%	16 – 30%	> 31%		
Cracking	1 – 2 Panel Lengths	1	2	4		
	3 – 4 Panel lengths	2	4	6		
	> 4 Panel Lengths	4	6	8	**8**	
Raveling	Slight	0	1	2		
	Moderate	1	2	3		
	Severe	2	2	3	**3**	
Joint Spalling	1/8″ – 1″	1	2	3		
	1″ – 3″	2	3	5		
	> 3″	3	5	6	**6**	
Pumping	Slight	1	2	3		
	Moderate	2	3	4		
	Severe	3	4	5	**5**	
Blowups	Number / Mile	1	2	3		
					3	
Faulting	1/8″ – ¼″	1	2	4		
	¼″ – ½″	2	4	6		
	> ½″	4	6	8	**8**	
Patching	< 5% of Panel	0	1	2		
	6 – 25% of Panel	1	2	3		
	> 25% of Panel	2	3	4	**4**	
Pavement Wear	< ¼″	0	1	2		
	¼″ – ½″	1	2	3		
	> ½″	2	2	3	**3**	

Condition rating = Points ÷ 4 = [ ] ÷ 4

ROADWAY STRUCTURAL CONDITION RATING – PCC [ ]

ROADWAY STRUCTURAL CONDITION (Continued)

GRAVEL OR EARTH ONLY

Note: Rate only those qualities which cannot be readily corrected by maintenance blading.

Type of Distress	Degree of Distress	Percentage of Distress			Max. Points	Rating:
		1 – 15%	16 – 30%	> 31%		
Heaving	Slight	0	1	2		
	Moderate	1	2	3		
	Severe	2	3	4	**4**	
Rutting	Slight	0	1	2		
	Moderate	1	2	3		
	Severe	2	3	4	**4**	
Potholing	Slight	0	1	2		
	Moderate	1	2	3		
	Severe	2	3	4	**4**	
Drainage	Good	0	2	4		
	Fair	2	4	6		
	Poor	4	6	8	**8**	
Surfacing Depth	Good	0	2	4		
	Fair	2	4	6		
	Poor	6	8	10	**10**	
Surface Quality	Good	0	2	4		
	Fair	2	4	6		
	Poor	6	8	10	**10**	

Condition rating = Points ÷ 4 = ☐ ÷ 4

ROADWAY STRUCTURAL CONDITION RATING – GRAVEL OR EARTH ☐

ROADWAY STRUCTURAL CONDITION (Continued)

ROADRATER RATING (30 Points Max.)

PROCEDURE

1) Determine the NUMBER OF HEAVY TRUCKS (NHT)

NHT = ADT X (A/100) X B

Where A = percentage of heavy trucks in design lane

A = 50 for a two lane road
A = 45 for a four lane road, and

Where B = Percent of heavy trucks in traffic stream, by actual count

B = 0.08 in Urbanized Rural Area
B = 0.14 in Average Rural Area
B = 0.16 in Heavy Rural Area, and

Locate NHT on line C, Figure III-1

2) Determine the GROSS MASS OF HEAVY TRUCKS (GMHT)

GMHT = 25k in Urbanized Rural Area
= 30k in Average Rural Area
= 40k in Heavy Rural Area

Locate GMHT on line D, Figure III-1

3) Connect the values on lines C and D with a straight line; extend line C-D to intersect line B to establish the PIVOT POINT

4) Determine the SINGLE AXLE LOAD LIMIT for line E, Figure III-1

Use 18,000 lbs. For all applications

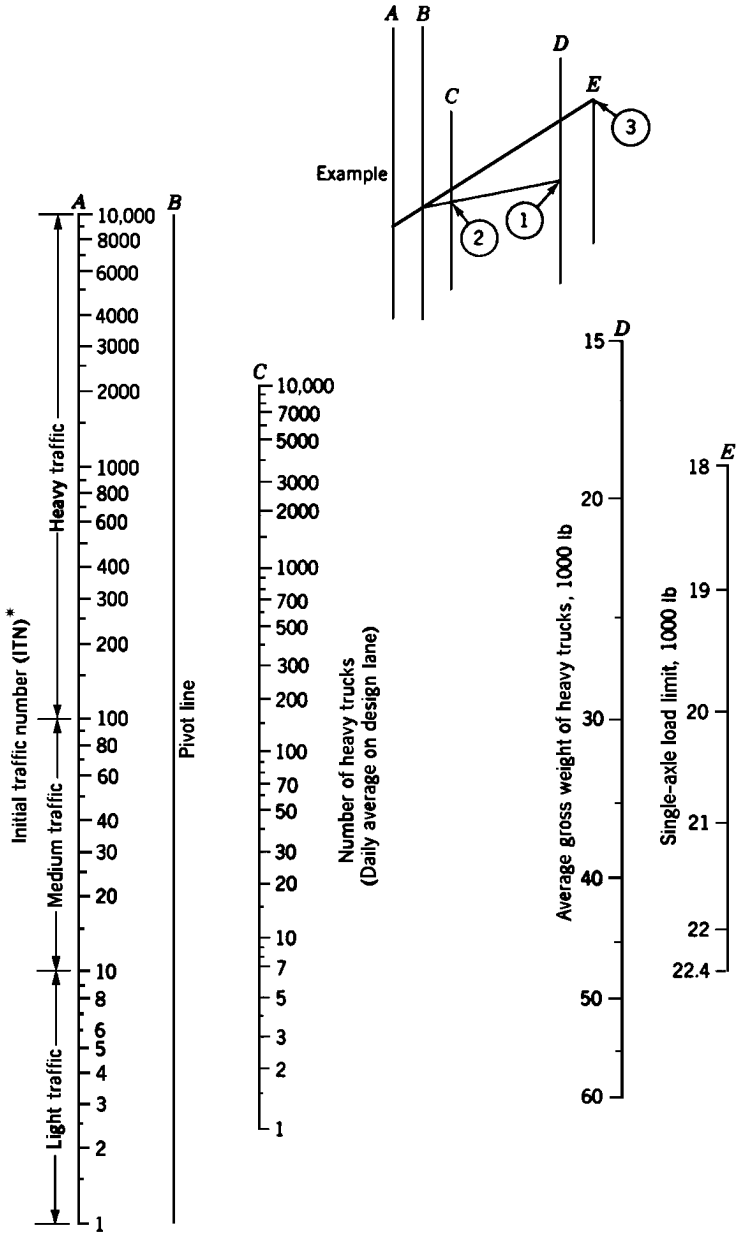
Locate the value of 18,000 lobs. on line E

5) Connect the value for the SINGLE AXLE LOAD LIMIT on line E with the PIVOT POINT on line B and extend the connecting line to line A.

6) Determine the INITIAL TRAFFIC NUMBER (ITN) where extended line E-B intersects line A

FIGURE III-1
TRAFFIC ANALYSIS CHART

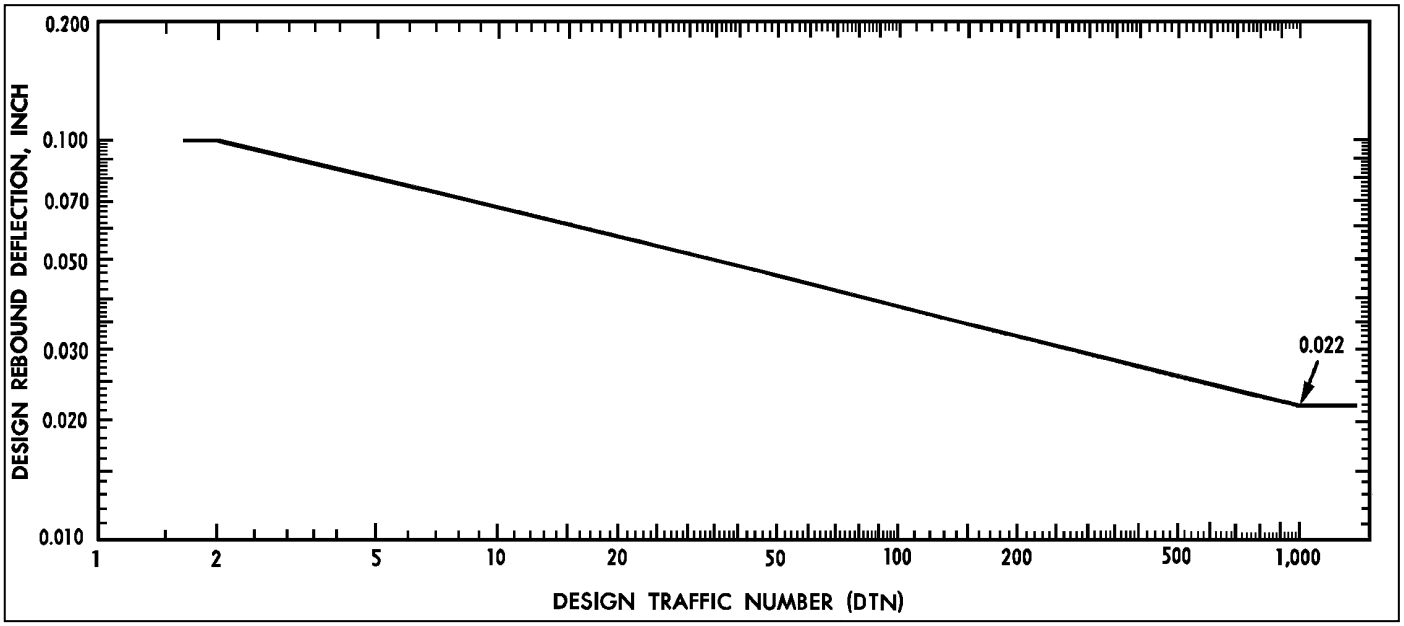
(For Determining the Value of the INITIAL TRAFFIC NUMBER)



ROADWAY STRUCTURAL CONDITION (Continued)

To determine the DESIGN TRAFFIC NUMBER (DTN) of the existing roadway enter the DESIGN REBOUND DEFLECTION from the STRUCTURAL ADEQUACY EVALUATION tests made by the Benkelman Beam or Road Rater on the chart below, Figure III-5

FIGURE III-1
TRAFFIC ANALYSIS CHART
(For Determining the Value of the INITIAL TRAFFIC NUMBER)



(For Design Rebound Deflections above 0.100 use the min value of 1 for DTN)

	DRD - Benkleman Beam Design Rebound Deflection
	INT - from previous sheet
	DTN – from graph above

Note: When (DTN / ITN) > 1 then Point Value for Structural Rating = 0
Growth factors are assumed to be 0%
Point Value for Structural Rating = **[1 – (DTN / ITN)] X 30 =**

GEOMETRICS (40 Points Max)
Page 1 of 3

Geometric rating points shall be claimed only for those conditions which will be improved. Total points claimed should be proportional to the percent of substandard sections to be corrected to design standards. If Local Programs grants a design deviation, that is the standard you must correct to.

VERTICAL ALIGNMENT – 10 Points

Using the Design Standards tables below as a guide, determine the adequacy of the vertical alignments.

STANDARD GRADES (MAX)
AASHTO 2001

Vertical Grade Points [ ]

TERRAIN	**Collectors (p 427)**			**Arterials (p 450)**		
	<400	400 – 2000	> 2000	<400	400 – 2000	> 2000
Flat	7	6	5	5	4	3
Rolling	9	8	7	6	5	4
Mountainous	12	10	10	8	4	6

STOPPING SIGHT DISTANCE

Safe Speed (Vs)	Exist. Sight Dist. (S)	Safe Speed (Vs)	Exist. Sight Dist. (S)
10	---	35	250
15	80	40	305
20	115	45	360
25	155	50	425
30	200	55	495
		60	570

This table has been revised as of October 29, 2001 in keeping with AASHTO's "A Policy on Geometric Design of Highways and Street", page 426

Points	Condition
0	Good – Less than 2% of project length deviates from design standards
5	Fair – 2% to 5% of project length deviates from design standards
10	Poor – More than 5% of project length deviates from design standards

Stopping Sight Distance Points [ ]

Note: Count a section length only once, regardless of how many deficiency types are present.

GEOMETRICS, Continued
Page 2 of 3

HORIZONTAL ALIGNMENT – 10 Points

Using the Design Standards tables below as a guide, determine the adequacy of the vertical alignments.

STANDARD DESIGN SPEEDS

TERRAIN	ADT <400	ADT 400 – 2000	ADT > 2000
Flat	40	50	60
Rolling	30	40	50
Mountainous	20	30	40

AASHTO 2001 (p 145)

MPH	MIN. **RADIUS** FOR 6% SUPER
60	**1340**
50	**835**
40	**510**
30	**275**
20	**115**

Points	Condition
0	All existing horizontal curves exceed design standards
5	All existing horizontal curves are equal to or no more than 5 MPH below design standards
10	One or more curves are 10 MPH below design standards

HORIZONTAL RATING POINTS [ ]

Note: Passing and stopping sight distance are not used in this section's calculation

LANE AND SHOULDER WIDTHS – 20 Points

LANE WIDTH (Both sides)

Existing Lane Width (WLE) = [ ]

Design Lane Width (WLD) = [ ]

SHOULDER WIDTH (One side)

Existing Shoulder Width (WSE) = [ ]

Design Shoulder Width (WSD) = [ ]

WIDTH RATING (20 Points Max)

[(WLD – WLE) + (WSD – WSE)] X 2.5

=[( ) + ( )] X 2.5= [ ] (width rating)

TOTAL GEOMETRIC RATING = SUM OF:

VERTICAL _____
HORIZONTAL + _____
AND WIDTH + _____

TOTAL GEOMETRICS POINTS [ ]

FUNCTIONAL CLASS RATING (10 Points Max)

If the project is on a Minor Collector (08) – add 0 points [ ]

If the project is on a Major Collector (07) – add 5 points [ ]

If the project is on a Rural Minor Arterial (06) – add 10 points [ ]

If the project is on a Rural Principal Arterial (02) – add 10 points [ ]

TOTAL FUNCTIONAL CLASS RATING [ ]

LOCAL SIGNIFICANCE RATING (20 Points)

[ ] 20 Points Assigned

For each county, only 1 project per biennium is allowed local significance points.

Concurrence by _____
Public Works Director or County Engineer Date

County: _____

Project Name: _____

Project No.: _____

(from prospectus)

ROAD

		Possible Points	Scored Points
SERVICE RATING			
Traffic Volume		20	
Accident History		25	
	Subtotal	**45**	
CONDITION RATING			
Structural Condition		15	
Geometric Condition			
Horizontal Alignment		8	
Vertical Alignment		8	
Roadway Width		9	
	Subtotal	**40**	
SPECIAL RATING			
Special Use & Need		**15**	
TOTAL PSR RAP WORKSHEET RATING:		**100**	

Proposals below design standards require WSDOT deviation approval.

Rating Points may be assigned only to the extent that the deficient condition will be improved.

SERVICE RATING

Traffic Volume (20 Points Max.)

Existing ADT		ADT Year	
Or			
Existing Truck ADT		Truck ADT Year	

Determine traffic volume rating using table below
ADT = Average Weekday Traffic Volumes

TRAFFIC VOLUME RATING TABLE

Average ADT	OR	Average Truck ADT	Points
≤500		≤50	3
501-1000		51-100	7
1001-2000		101-200	10
2001-5000		201-500	15
≥5001		≥501	20

TRAFFIC VOLUME RATING

Accident History (25 Points Max.)

Accident history for the three most recent consecutive years.

Year	**Property Damage Only** accidents	No. of **Injury** accidents	No. of **Fatal** accidents

SUBTOTALS:

	X1		X2		X5
TOTAL =		+		+	

ACCIDENT HISTORY RATING
From total above

CONDITION RATING

Structural Condition (15 Points Max)

Circle the appropriate score for each category

Rutting Pavement Wear (inches)	Corrugation % of Roadway	Alligator Cracking Wheel Track Per Station	Raveling Flushing	Longitud. Cracking Lineal Ft/Sta	Transverse Cracking No/Sta	Patching Area/Sta
(1) 0.25-0.5 (2) 0.5-0.75 (3)> 0.75	(1) 1-25% (2) 26-75% (3)> 75%	(1) 1-24% (2) 25-49% (3) 50-74% (4) 75-100%	(1) Local (2) Whl Path (3) Ent Lane	(1) 1-99 (2) 100-199 (3) >200	(1) 1-4 (2) 5-9 (3) >10	(1) 1-5% (2) 6-25% (3) >25%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	0	1	2	1	3	6	1	2	3	1	2	4	1	2	3	1	2	3
2	1	2	3	3	6	9	2	3	4	2	4	6	2	3	4	2	3	4
3	2	3	4	6	9	12	3	4	5	4	6	8	3	4	5	3	4	5
4				9	12	15												

A	1/8″ - 2″ change/10′	**J**	< ¼″ wide
B	2 – 4″ change/10′	**K**	> ¼″ wide
C	> 4″ change/10′	**L**	Spalled
D	Hairline	**M**	< ¼″ wide
E	Spalled	**N**	> ¼″ wide
F	Spalling & Pumping	**O**	Spalled
G	Slight	**P**	0.10 – 0.50″ thick
H	Moderate	**Q**	0.50 – 1.00″ thick
I	Severe	**R**	> 1.00″thick

Geometric Condition (25 Points Max.)

Horizontal Alignment (8 Points Max.)

Using the DESIGN STANDARDS table below as a guide, determine the adequacy of the horizontal alignment.

AASHTO 2001
(p 145)

Minimum Design Speed For:

	ADT:				
TERRAIN:	< 400	400 – 2000	> 2000	MPH	MIN **RADIUS** FOR 6% SUPER
				60	**1340**
				50	**835**
FLAT	**40**	50	**60**	**40**	**510**
ROLLING	**30**	40	50	**30**	**275**
MOUNTAINOUS	**20**	30	40	**20**	**115**

Points	Condition
0	All existing alignment is better than design standards
3	All existing curves are equal to design standards or within 5 MPH below design standards
6	One or more substandard curves 10 MPH below design standards
8	One or more substandard curves 15 MPH below design standards

HORIZONTAL ALIGNMENT POINTS [ ]

Vertical Alignment (8 Points Max.)

Using the DESIGN STANDARDS tables below as a guide, determine the adequacy of the vertical alignment.

Standard Grades (% max.):

Collectors
(AASHTO 2001, p 427)

TERRAIN	< 400	400 – 2000	> 2000
Flat	7	6	5
Rolling	9	8	7
Mountain	12	10	10

Arterials
(AASHTO 2001, p 450)

	< 400	400 – 2000	> 2000
Flat	**5**	**4**	**3**
Rolling	**6**	**5**	**4**
Mountain	**8**	**7**	**6**

Required Stopping Sight Distance:

Safe Sp (Vs)	Exist. Sight Dist. (S)	Safe Sp (Vs)	Exist. Sight Dist. (S)
10	---	35	250
15	80	40	305
20	115	45	360
25	155	50	425
30	200	55	495
		60	570

Points	Condition
0	No portion of roadway deviates from design standards
3	Short sections of the project deviates from design standards
6	5% of the project deviates from design standards
8	10% of the project deviates from design standards

VERTICAL ALIGNMENT POINTS [ ]

Roadway Width (9 Points Max)

Using the DESIGN STANDARDS table below, determine the adequacy of the existing lane and shoulder widths

	Total Lane Width (ft)			Shoulder Width (ft)		
ADT	Good	Fair	Poor	Good	Fair	Poor
<400	> 22	20 – 22	<20	>3	2 – 3	<2
400 – 2000	> 22	20 – 22	<20	>6	4 – 6	<4
> 2000	> 24	22 – 24	< 22	> 8	6 – 8	< 6

Rating

Total Lane Width = _____ [ ] Good (0) Fair (3) Poor (6)

Shoulder Width = _____ [ ] Good (0) Fair (2) Poor (3)

ROADWAY WIDTH POINTS [ ]

Special Rating (15 Points Max)

A maximum of 15 additional points may be assigned to account for special conditions that may be present. Describe these special conditions below:

The three criteria upon which to rate these roads are as follow:

1. Community / Recreational Service 0 – 5 pts [ ]
2. Commercial Service 0 – 5 pts [ ]
3. Transportation and Related Plan Continuity 0 – 5 pts [ ]

SPECIAL RATING POINTS [ ]

Acceptance of Special Rating points, Signed: _____
County Road Engineer

Road Log No.: _____

County: _____

Project Name: _____

Six Year TIP No.: _____

Today's Date: _____

WORKSHEET RECAP

		Possible Points		Scored Points
TRAFFIC				
Volume		7		
Usage		15		_____
	Subtotal	**22**		
ACCIDENT HISTORY – ROADS		5		_____
LOCAL SIGNIFICANCE		20		_____
STRUCTURAL CONDITION		SURFACED		GRAVEL
Surface Condition	10		8	
Drainage	15		10	
Subsurface or Soils	20		15	
Functional Class for Gravel Road			2	
*F & G Truck Class			10	
	Subtotal	**45**		_____
GEOMETRICS - ROADS				
Pavement Width		10		
Roadbed Width		10		
Vertical Alignment		5		
Horizontal Alignment		5		
	Subtotal	**30**		_____
ACCIDENT HISTORY - BRIDGES		**10**		
If this is a Stand Alone Bridge Project, Check Here				
STRUCTURAL CONDITION - BRIDGES				
Superstructure Condition		8		
Substructure Condition		8		
Waterway Adequacy		8		
Structural Condition		16		
	Subtotal	**40**		_____
GEOMETRICS - BRIDGES				
Vertical Clearance		5		
Horizontal Clearance		10		
Vertical Approach Alignment		4		
Horizontal Approach Alignment		5		
Bridge Railing		3		
Approach Guardrails		3		
	Subtotal	**30**		_____
TOTAL SER RAP WORKSHEET RATING:		**122**		

Note: - Points for the Structural Condition of Roads will be assigned by the RAP Engineer.

- No points are allowed for conditions which will not be improved by the proposed project.

- Proposals below design standards require WSDOT deviation approval.

TRAFFIC VOLUME (22 Points Max)

VOLUME (7 POINTS MAX) AADT = _____ TRUCK AADT = _____

Note: Use the larger of AADT or Truck AADT. All traffic data shall be adjusted to reflect average annual daily traffic (AADT).

AADT	1 – 100	101 – 200	201 – 300	301 – 450	451 – 600	601 – 750	> 750
POINTS	1	2	3	4	5	6	7
TRK AADT	1 – 10	11 – 20	21 – 30	31 – 45	46 – 60	61 – 75	>75

TRAFFIC VOLUME SUBTOTAL _____

USAGE (15 POINTS MAX)

Use full points if any usage is evident

Is the road used for:	Check if Yes	Points Available	Points Assigned
Agriculture?		7	
Logging?		3	
Industry?		3	
Recreation?		2	
		15	

TRAFFIC USAGE SUBTOTAL _____

TOTAL TRAFFIC VOLUME RATING _____

TRAFFIC ACCIDENTS – (5 Points Max. for Roads – 10 Points Max. for Bridges)

(Reported and Substantiated Unreported Accidents)
(Indicate number of accidents, not number of fatalities, injuries, or property damages)

Application Due Date 8/31/2002

Year	Prop. Damage No. of accidents	Injury No. of accidents	Fatality No. of accidents
1999			
2000			
2001			
Subtotal			
Factor	X1	X2	X3

= _____ + _____ + _____ = _____

Accident Rate = Total (from above) / AADT

RATE	0.01	0.02	0.04	0.06	0.08	0.1
POINTS – ROADS	0	1	2	3	4	5
POINTS – BRIDGES	0	2	4	6	8	10

ACCIDENT RATE = TOTAL (from above) / AADT = % = _____

TOTAL TRAFFIC ACCIDENT RATING _____

STRUCTURAL CONDITION – ASPHALT (45 Points Max)
(Page to be filled out by RAP Engineer)
(Intermediate values on scales are acceptable)

1. SURFACE CONDITION (10 Points Max)

Excellent	0	Excellent	Tight surface with no slick or porous areas, no cracks or spalling
Good	2	Good	Only minor, localized transverse cracks, slick or porous areas
Adequate	4	Adequate	Minor, localized, longitudinal cracks; rutting, spalling or raveling; minor seal patching has been required; some transverse cracking
Fair	6	Fair	Small areas that have required patching; larger areas have required seal patching; some longitudinal cracks, spalling, rutting, or raveling
Marginal	8	Marginal	Several areas that have required moderate to heavy patching; moderate to heavy cracking, spalling, rutting, or raveling
Poor	10	Poor	Large areas that have required asphalt patching and frequent seal coating; heavy cracking, spalling, rutting and/or ravelling

* Intermediate values are acceptable

2. DRAINAGE (15 Points Max) Good/Adequate = 2 Fair = 7 Poor = 15

3. SUBSURFACE CONDITION (20 Points Max.)

Excellent	0	Excellent	No signs of displacement or settling
Good	5	Good	Minor localized sags along shoulder
Fair	10	Fair	Moderate alligator cracking mid-lane, some sags on shoulders and mid-lane, minor localized settling
Poor	15	Poor	Large areas of heavy alligator cracking, extensive sagging and settling
Very Poor	20	Very Poor	Major subgrade deterioration; extensive deep sags and settling; heavy alligator cracking throughout section

* Intermediate values are acceptable

Surface Condition	
Drainage	
Subsurface Condition	

STRUCTURAL CONDITION – Paved Only [ ]
(Note: Round rating to nearest whole number)

STRUCTURAL CONDITION – Gravel (45 Points Max)
(Page to be filled out by RAP Engineer)
(Intermediate values on scales are acceptable)

1. Surface Condition (8 Points Max.) **Scored By CRAB**

Good	0	Good	Adequate amount of surface material of proper gradation and well fractured
Fair	5	Fair	Some material but over sized gradation or poorly fractured
Poor	10	Poor	No surface material, large loose stones, barely travelable

* Intermediate values are acceptable

If traffic volumes and speed are such that excessive maintenance is required, a maximum rating may be applied

Visual Surface Score [ ] from CRAB

2. DRAINAGE (10 Points Max) **Scored by CRAB**

Good	**0**
Fair	**5**
Poor	**10**

Intermediate values are acceptable

Drainage Score [ ] from CRAB

Total Visual Score [ ] from CRAB

3. BASE OR FOUNDATION CONDITION (15 Points Max) **Submit Test Procedure and/or Data**

By Cores: Dig or excavate down 3 feet with backhoe or auger.
Analyze material below surfacing.

	Points Possible		SELECTED:	SCORE
Good	3	GRAVEL		
	6	SAND		
Fair	9	SILT WITH CLAYS		
	12	CLAY		
Poor	15	ORGANIC		

4. TRUCK CLASS RATING (10 Points Max) **From Road Log**

CLASS	SELECT ONE:	POSSIBLE:	SCORE
T6 or T7		4	
T5		6	
T4		8	
T3		10	

Visual Rating		From CRAB
Base		
Add 2 pts if: F/C =07		
Truck Rating		

TOTAL GRAVEL STRUCTURAL RATING [ ]

LOCAL SIGNIFICANCE:

This route is determined to be of highest Local Significance

(Insert a brief description of the local significance of this route/project)

20 Points Assigned ☐ (check here if project is of highest local significance)

For each county, only 1 project per biennium is allowed local significance points.

Concurrence by _____

(Public Works Director or County Engineer) (Date)

GEOMETRICS (30 Points Max)

1 Ratings based on existing conditions and on actual field measurements throughout the project.
2 You must correct the deficiencies to receive points. If you are granted a deviation by Trans-Aid, that becomes the standard you must correct to.
3 All numbers must be rounded to the nearest whole number.

PAVEMENT WIDTH (10 Points Max)

EXISTING WIDTH [ ] →

Standards:	ADT	WIDTH
	0-1000	**20′**
	>1000	**22′**
	>2000	**24′**

Deviation	0′	1′	2′	3′	4′	5′	6′
Points	0	2	5	7	8	9	10

PAVEMENT WIDTH SUBTOTAL [ ]

ROADBED WIDTH (10 Points Max)

EXISTING WIDTH [ ]

ADT < 400 28′ STD	Deviation	0′	1′ – 2′	3′ – 4′	5′	6′		
	Points	0	2	5	7	8		
400 – 2000 34′ STD	Deviation	0′	1′ – 2′	3′ – 4′	5′ - 6′	7′ – 8′	9′ – 10′	
	Points	0	2	5	7	8	9	
ADT > 2000 40′ STD	Deviation	0′	1′ – 3′	4′ – 6′	7′ – 9′	10′ – 12′	13′ – 15′	16′ – 18′
	Points	0	2	5	7	8	9	10

ROADBED WIDTH SUBTOTAL [ ]

VERTICAL ALIGNMENT (5 Points Max)
(Use stopping sight distance standard)

Length of substandard vertical curves in miles, **CL**	
Project length in miles, **PL**	

CL/PL **%**

%	0	2	4	6	8	10
POINTS	0	1	2	3	4	5

VERTICAL ALIGNMENT SUBTOTAL [ ]

HORIZONTAL ALIGNMENT (5 points Max)

1. Do calculation inside brackets for each curve
2. Sum all the curve deficiencies
3. Dived the total by 4 X project length

Points = $\left(\Sigma\,[De - Ds]\right) / 4L$

Where: De = Degree of Existing Curves
Ds = Degree of Design Standard Curves
L = Length of Project in Miles

HORIZONTAL ALIGNMENT SUBTOTAL [ ]

TOTAL GEOMETRIC RATING [ ]

STRUCTURAL CONDITION – BRIDGES (40 Points Max)

SUPERSTRUCTURE CONDITION (8 Points Max.)

0 Good Condition. No repairs needed.
1 Generally Good Condition. Potential exists for minor maintenance.
2 Fair Condition. Potential exists for major maintenance.
3 Generally Fair Condition. Potential exists for minor rehabilitation.
4 Marginal Condition. Potential exists for major rehabilitation.
5 Poor Condition. Repair or rehabilitation required immediately.
6 Critical Condition. The need for repair or rehabilitation is urgent. Facility should be closed until the indicated repair is complete.
7 Critical Condition. Facility is closed. Study should determine the feasibility of repair.
8 Critical Condition. Facility is closed and is beyond repair.

SUPERSTRUCTURE CONDITION RATING [ ]

SUBSTRUCTURE CONDITION (8 Points Max)

0 Good Condition. No repairs needed.
1 Generally Good Condition. Potential exists for minor maintenance.
2 Fair Condition. Potential exists for major maintenance.
3 Generally Fair Condition. Potential exists for minor rehabilitation.
4 Marginal Condition. Potential exists for major rehabilitation.
5 Poor Condition. Repair or rehabilitation required immediately.
6 Critical Condition. The need for repair or rehabilitation is urgent. Facility should be closed until the indicated repair is complete.
7 Critical Condition. Facility is closed. Study should determine the feasibility of repair.
8 Critical Condition. Facility is closed and is beyond repair.

SUBSTRUCTURE CONDITION RATING [ ]

STRUCTURAL CONDITION BRIDGES (Continued)

WATERWAY ADEQUACY (8 Points Max)

0 Large well established channel. No hydraulic problems.
1 Rock Channel. Riprapped or natural slope protection. Alignment perpendicular to bridge. Stream capacity adequate. No scour
2 Rock and Gravel Channel. Gradual slopes or part8ially riprapped. Alignment adequate. Stream has minor drift. No scour in the immediate area of bridge.
3 Gravel and Sand Channel. Unprotected but not steep slopes. Minor alignment problem. Stream causes large drift accumulation. Minor scouring at bridge.
4 Sand and Mud or Grass Channel. Unprotected steeper slopes. Alignment problem requiring eventual repair. Stream cause large drift and a high flow. Major scouring but no undermining.
5 Mud Channel. Unprotected steep banks. Stream overflows banks. Drift may damage superstructure. Undermining problems have developed.
6 Basically intolerable condition requiring high priority of replacement.
7 Immediate repair necessary to put back in service.
8 Immediate replacement necessary to put back in service.

WATERWAY ADEQUACY RATING [ ]

STRUCTURAL CONDITION (16 Points Max)

$$D\% = \frac{Ld - Li}{Ld} \times 100$$

Where: D% = Deficiency of Design
LD = Design Loading
LI = Inventory Loading

Ld [ ]
Li [ ]
Ld – Li _____
/ Ld _____
D % _____

D%	0	25	35	50	67	75	87	100
POINTS	0	4	6	8	10	12	14	16

STRUCTURAL CONDITION RATING [ ]

TOTAL BRIDGE STRUCTURAL CONDITION RATING _____

GEOMETRICS - BRIDGES (30 Points Max)

This page referenced to the LAG manual

POINTS:

VERTICAL CLEARANCE (5 points Max)

Existing Clearance [ ]

Deviation	0′	1′	2′	3′	>3′
POINTS	0	1	2	3	5

Deviation _____

Deviation from Minimum Design Standard (i.e., 16.5 Ft.)

HORIZONTAL CLEARANCE - CLEAR WIDTH (10 Points Max)

EXISTING WIDTH [ ]

ADT < 400 28′ STD	Deviation	0′	1′	2′	3′	4′	5′	6′
	Points	0	2	5	7	8	9	10
400 – 2000 34′ STD	Deviation	0′	1′ – 2′	3′ – 4′	5′	6′	7′ – 8′	9′ – 10′
	Points	0	2	5	7	8	9	10
ADT > 2000 40′ STD	Deviation	0′	1′ – 2′	3′ – 4′	5′ – 6′	7′ – 8′	9′ – 10′	11′ – 12′
	Points	0	2	5	7	8	9	10

HORIZONTAL CLEARANCE POINTS [ ]

VERTICAL APPROACH ALIGNMENT (4 Points Max)

Good	Fair	Poor
0 pts	2 pts	4 pts

[ ]

HORIZONTAL APPROACH ALIGNMENT (5 Points Max)

Good	Fair	Poor	Very Very Poor
0 pts	2 pts	4 pts	5 pts

[ ]

BRIDGE RAILING (3 Points Max)

Adequate	Inadequate
0 pts	3 pts

[ ]

APPROACH GUARDRAILS (3 Points Max)

Adequate	Inadequate
0 pts	3 pts

[ ]

TOTAL BRIDGE GEOMETRIC RATING [ ]

Road Log No: _____

County: _____

Project Name _____

Six Year TIP No: _____

WORKSHEET RECAP

	Possible Points	Scored Points
TRAFFIC		
TRAFFIC VOLUME	10	
TRAFFIC ACCIDENTS	10	
TRAFFIC SUBTOTAL	20	
ROAD CONDITION		
1. STRUCTURAL (Rate only one type)		
Asphalt Concrete	25	
Asphalt Concrete over PCC	0	
Portland Cement Concrete	0	
2. SURFACE (Rate same type as above)		
Asphalt Concrete	25	
Asphalt Concrete over PCC	50	
Portland Cement Concrete	50	
Gravel Surfaced	35	
Record the greater of:		
2 X Structural Points = .00 =		
OR Struct. + Surface Pts = .00 =		
ROAD CONDITION SUBTOTAL	50	
GEOMETRICS:		
Pavement Width	10	
Road Bed Width	10	
Gravel, Roadbed Width only	15	
Horiz. And Vert. Alignment	10	
GEOMETRICS SUBTOTAL	30	
	Available Raw Score	Final
COMBINATION OF ROAD COND. AND GEOM.		
TOTAL SWR RAP WORKSHEET RATING:	**100**	

Note:

1. Points for the Road Surface Condition Rating other than Gravel Surfaced will be assigned by the RAP Engineer.
2. No points are allowed for conditions not to be improved by the project.
3. Points assigned must be in proportion to percent of the minimum design standard achieved.

Proposals below design standards require WSDOT deviation approval.

TRAFFIC VOLUME (10 Points Max)

Current Estimated ADT = [ ]
ADT=Average Weekday Traffic Volume

Determine Traffic Volume Rating using the Table below

TRAFFIC VOLUME RATING [ ]

TRAFFIC ACCIDENTS (10 Points Max)

Equivalent Property Damage Only Accidents, Three Year Average
(Indicate number of accidents, not number of fatalities, injuries, or property damages)

YEAR:	PROPERTY DAMAGE ONLY	No. of INJURY accidents	No. of FATAL Accidents
19___			
20___			
20___			
Subtotals			
Factors	X 3	X 10	X 25
=	+	+	= TOTAL

ACCIDENT RATING =

_____ ÷ 3 ÷ _____ = _____
(Total) (Length in Miles) (Equiv. Acc./Mile)

Determine Accident Rating using table below by rounding to nearest whole number

TRAFFIC ACCIDENT RATING [ ]

ACCIDENT AND TRAFFIC VOLUME RATING TABLE

Average ADT	Equivalent Acc/Mile	Rating Points
<50	<4	0
50 – 100	4 – 6	2
101 – 250	7 – 9	4
251 – 500	10 – 12	6
501 – 750	13 – 15	8
>750	>15	10

ROADWAY STRUCTURAL CONDITION ASPHALT (25 Points Max)

If no truck counts are available, the following method, taken from the Asphalt Institute Manual Series No. 17, shall be used. To determine the INITIAL TRAFFIC NUMBER (ITN) by actual truck count, please follow the MS 17 procedure.

Points gained require a 20 year life design.

DEFINITION OF TERMS:

URBANIZED RURAL AREA is defined as primarily residential with emphasis on light traffic with 20% or less of the area in agriculture, timber, or indusrial use.

AVERAGE RURAL AREA is defined as primarily agricultural area with farm to market hauling.

HEAVY RURAL AREA is defined as primarily timbered or industrial use with heavy hauling.

PROCEDURE:

1) Determine the NUMBER OF HEAVY TRUCKS (NHT)

NHT = ADT x (A/100) x B

Where A = Percentage of heavy trucks in design lane
A = 50 for a two-lane road
A = 45 for a four-lane road, and
B = Percent of Heavy trucks in traffic stream
B = 0.08 in Urbanized Rural Area
B = 0.14 in Average Rural Area
B = 0.16 in Heavy Rural Area, and

Locate NHT on line C, Figure III-1

2) Determine the GROSS MASS OF HEAVY TRUCKS (GMHT)

GMHT = 25k in Urbanized Rural Area
= 30k in Average Rural Area
= 40k in Heavy Rural Area

Locate GMHT on line D, Figure III-1

3) Connect the values on lines C and D with a straight line;
extend line C-D to intersect line B to establish the PIVOT POINT

4) Determine the SINGLE AXLE LOAD LIMIT for line E, Figure III-1

Use 18,000 lbs. for all applications

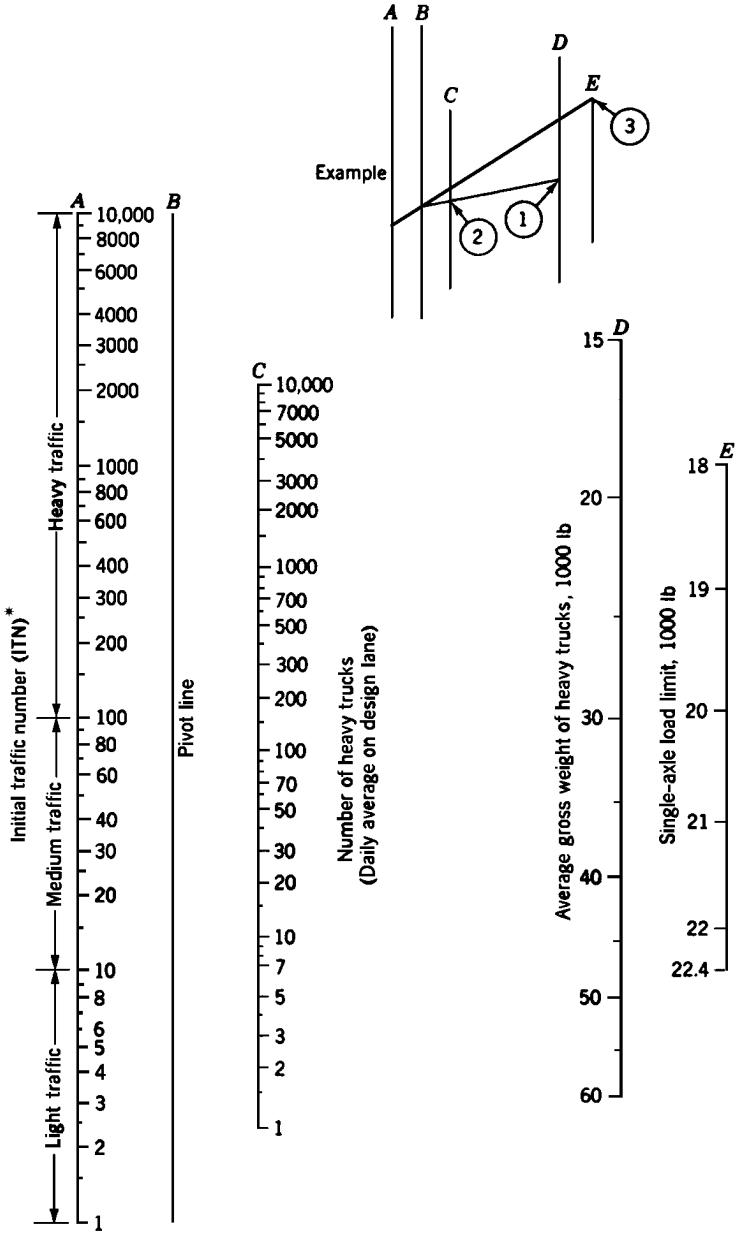
Locate the value of 18,000lbs on line E

ROADWAY STRUCTURAL CONDITION ASPHALT (continued)

5) Connect the value for the SINGLE AXLE LOAD LIMIT on line E with the PIVOT POINT on line B and extend the connecting line to line A

6) Determine the INITIAL TRAFFIC NUMBER (ITN) where extended line E-B intersects line A

FIGURE III – 1
TRAFFIC ANALYSIS CHART
(For Determining the Value of the INITIAL TRAFFIC NUMBER)



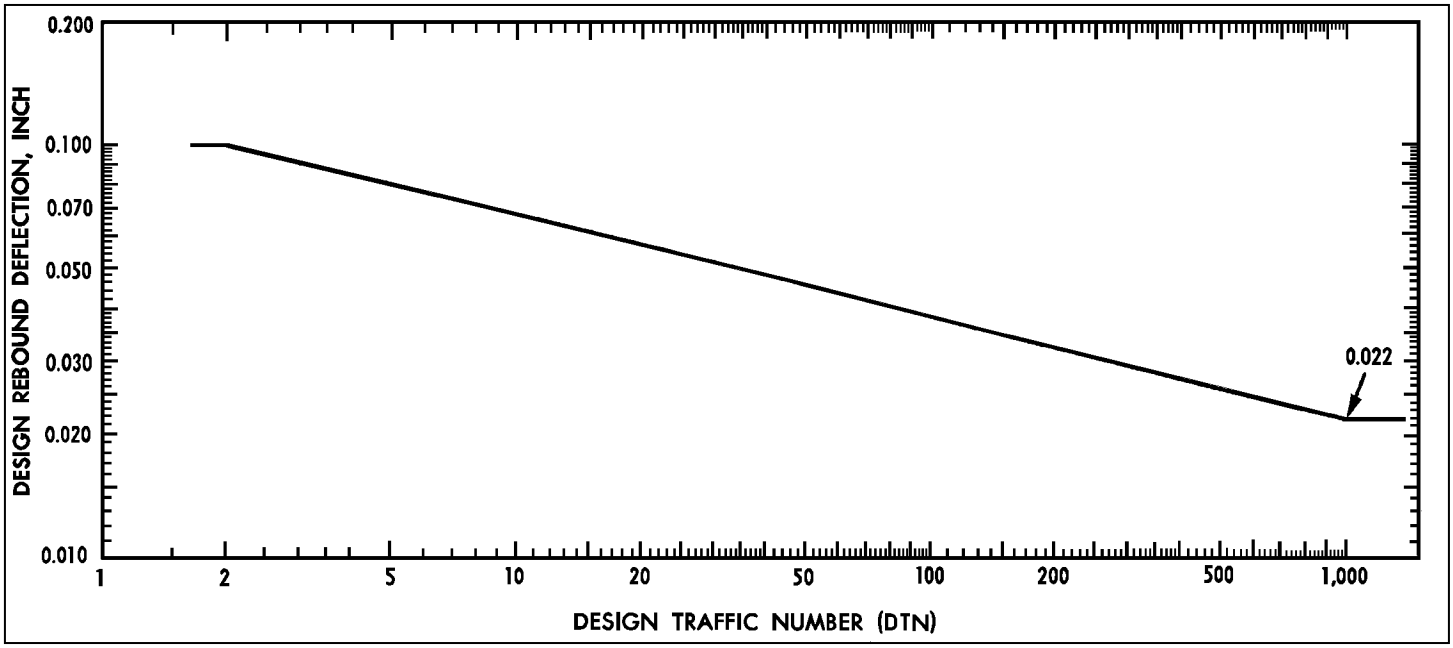
*ITN value may require correction where the ADT of light trucks and automobiles is relatively high.

ROADWAY STRUCTURAL CONDITION ASPHALT (Continued)

To determine the DESIGN TRAFFIC NUMBER (DTN) of the existing roadway enter the DESIGN REBOUND DEFLECTION from the STRUCTURAL ADEQUACY EVALUATION tests made by the Benkelman Beam or Road Rater on the chart below, Figure III-5.

FIGURE III – 5
DESIGN REBOUND DEFLECTION CHART

(For Determining the Value of the DESIGN TRAFFIC NUMBER)



(For Design Rebound Deflections above 0.100 use the min value of 1 for DTN)

	DRD; Benkleman Beam Design Rebound Deflection
	ITN - from previous sheet
	DTN – from graph above

Point Value for Structural Rating **= [1 – (DTN / ITN)] x 25 =**

Note: When (DTN / ITN) > 1, then Point Value for Structural Rating = 0
Growth factors are assumed to be 0%

ROADWAY STRUCTURAL CONDITION ASPHALT

ROADWAY SURFACE CONDITION – ACP AND ACP/PCC

ASPHALT (25 Points Max)
ACP/PCC (50 Points Max)

TYPE OF DISTRESS	PERCENTAGE OF DISTRESS				ACP POINTS	ACP/PCC POINTS
	No Distress	< 10%	10%-30%	> 30%		
Rutting	0	2	3	5		
Ravelling	0	1	3	4		
Corrugations	0	3	4	6		
Alligator Cracking	0	1	3	4		
Patching	0	1	3	4		
Transverse and Longitudinal Cracking	0	0	1	2		

ROADWAY SURFACE CONDITION RATING: ASPHALT _____
ACP OVER PCC _____

* When the surface of the roadway is Asphalt Concrete Pavement (ACP) over a Portland Cement Concrete (PCC), rate the SURFACE CONDITION as ACP then multiply the rating by 2. Insert the resulting value in the ACP/PCC column.

ROADWAY SURFACE CONDITION - CONCRETE (50 Points Max)

TYPE OF DISTRESS	PERCENTAGE OF DISTRESS				POINTS
	No Distress	< 10%	10% - 30%	> 30%	
Cracking	0	4	6	10	
Ravelling	0	2	6	8	
Joint Spalling	0	6	8	10	
Pumping	0	2	4	6	
Faulting	0	2	4	6	
Patching	0	0	2	4	
Pavement Wear	0	2			

ROADWAY SURFACE CONDITION RATING: CONCRETE _____

ROADWAY SURFACE CONDITION – GRAVEL (50 Points Max)

ADT taken for continuous one week period at any part of the year, adjusted for seasonal effects.
Attach supporting data for the traffic counts or estimation.

ADT: Gravel Roads Only

[ ] / 250 X 50 = ROADWAY SURFACE CONDITION RATING - GRAVEL

ROAD GEOMETRICS (30 Points Max)

Note: Any curve not anticipated to be improved to full design standards shall be computed by substituting the speed anticipated for the design speed prior to calculation of Dc.

I. WIDTH – FT. (20 Points Max)

Existing pavement width [ ] Existing roadbed width, paved roads [ ]

PAVEMENT WIDTH (10 Pts Max)
(round to nearest ¼ ft)

	ADT < 400	ADT 400 – 2000	ADT > 2000	**POINTS**
	≥ 20	≥ 22	≥ 24	**1**
	19.75	21.75	23.75	**2**
	19.50	21.50	23.50	**3**
	19.25	21.25	23.25	**4**
	19.00	21.00	23.00	**5**
	18.75	20.75	22.75	**6**
	18.50	20.50	22.50	**7**
	18.25	20.25	22.25	**8**
	18.00	20.00	22.00	**9**
	< 18	< 20	< 22	**10**
Standard	**20**	**22**	**24**	

Points Assigned [ ]

ROADBED WIDTH (10 Points Max)
(round to the nearest ½ ft)

	ADT < 400	ADT 400 – 2000	ADT > 2000	**POINTS**
	≥ 28	≥ 34	≥ 40	**1**
	27.5	33.5	39.5	**2**
	27.0	33.0	39.0	**3**
	26.5	32.5	38.5	**4**
	26.0	32.0	38.0	**5**
	25.5	31.5	37.5	**6**
	25.0	31.0	37.0	**7**
	24.5	30.5	36.5	**8**
	24.0	30.0	36.0	**9**
	< 24	< 30	< 36	**10**
Standard	**24**	**34**	**40**	

Points Assigned [ ]

ROADBED WIDTH FOR GRAVEL ROADS (15 Points Max)

	ADT < 400	ADT 400 – 2000	ADT > 2000	**POINTS**
	≥ 20	≥ 22	≥ 24	**1**
	19.75	21.75	23.75	**2**
	19.50	21.50	23.50	**3**
	19.25	21.25	23.25	**4**
	19.00	21.00	23.00	**5**
	18.75	20.75	22.75	**6**
	18.50	20.50	22.50	**7**
	18.25	20.25	22.25	**8**
	18.00	20.00	22.00	**9**
	< 18	< 20	< 22	**10**
Standard	**24**	**34**	**40**	

Points Assigned [ ]

II. HORIZONTAL ALIGNMENT (10 Points Max)

1) Determine the minimum design speed – Vd from the Min. Design Speed table shown on sheet 8 of 8.
2) Horizontal Curvature Deficiency – Dc
   a) Determine "Safe Speed" Vb from Ball Bank Indicator readings
   b) Calculate the ratio Vr = Vb/Vd for all curves where Vb < Vd
   c) Calculate the Curvature Deficiency Index, $Dc = \Sigma (1 - Vrn)$ for curvces 1, 2, 3 . . .n
3) Horizontal Alignment Deficiency, Hc Hc = Dc / (3L) where L = Length of Project in Miles

POINTS	Hc	**POINTS**	Hc
1	0.001 – 0.050	6	0.251 – 0.300
2	0.051 – 0.100	7	0.301 – 0.350
3	0.101 – 0.150	8	0.351 – 0.400
4	0.151 – 0.200	9	0.401 – 0.450
5	0.201 – 0.250	10	0.451 – 0.500

HORIZONTAL ALIGNMENT RATING [ ]

III. VERTICAL ALIGNMENT (10 Points Max)

1 Minimum Design Speed. Determine Min. Design Speed – Vd from the following table

TERRAIN: ADT	< 400	400 – 2000	> 2000
FLAT	40	50	60
ROLLING	30	40	50
MOUNTAINOUS	20	30	40

2 Vertical Curvature Deficiency Dc

a) Determine "Safe Speed" Vs for the vertical curve using the existing Sight Distance (S) available. Existing sight distance may be field meas. or determined by using WSDOT Design manual page 630-5 or 630-6.

Vertical curve length and Algebraic difference in grades can be determined by field measurement or reviewing existing records

Safe Speed (Vs) for the existing Sight Distance available can then be read from the following table:

Safe Speed (Vs)	Exist. Sight Dist. (S)	Safe Speed (Vs)	Exist. Sight Dist. (S)
10	--	35	250
15	80	40	305
20	115	45	360
25	155	50	425
30	200	55	495
		60	570

This Table has been revised as of 10/20/01 in keeping with AASHTO's "A Policy on Geometric Design of Highways and Streets" page 426

*Use straight line interpolation to determine Vs to the nearest M.P.H.
Note: Table developed from page 770, AASHTO Geometric Design of Highways and Streets, 1990 Edition.

b) Calculate the ratio Vr = Vs/Vd (safe speed divided by design speed) for all curves where Vs < Vd

c) Calculate the Curvature Deficiency Index Dc

$$Dc = \Sigma (1 - Vrn) \text{ for curves } 1, 2, 3 \ldots n$$

3 Vertical Alignment Deficiency – Vc Vc = Dc / (3L) where L = Length of Project in Miles

POINTS	Vc	**POINTS**	Vc
1	0.001 – 0.070	6	0.351 – 0.420
2	0.071 – 0.140	7	0.421 – 0.490
3	0.141 – 0.210	8	0.491 – 0.560
4	0.211 – 0.280	9	0.561 – 0.630
5	0.281 – 0.350	10	0.631 – 0.700

VERTICAL ALIGNMENT RATING [ ]

COMBINED HORIZONTAL AND VERTICAL ALIGNMENT RATING _____

4.A. ANNUAL CONSTRUCTION PROGRAM

INSTRUCTIONS FOR USE OF THE ANNUAL CONSTRUCTION PROGRAM FORM
(CRAB FORM #3, REVISED 8/04) WAC 136-16-010 through 042

**** GENERAL DATA REQUIREMENTS ****

AGENCY ACTION blocks; - complete all items as shown

DAY LABOR COMPUTATION block - Line (A) is the grand total of contract and day labor construction from the totals of columns (15) and (16). Line (B) is the computed day labor limit as per RCW 36.77.065; compute as follows and enter in the Line (B) space (use the larger of the dollar amount or percent limit calculation) : The digital form makes this selection automatically.

Counties ≥ 50,000 in population:

Line A amount	$ Limit	or % Limit of Line A
≥ $4 million (≥ $4 M)	$800,000	15%
≥ $1.5 M to < $4 M	$525,000	20%
≥ $500,000 to < $1.5 M	$250,000	35%
Less than $500,000	$250,000	(or $35,000 per project for entire program)

Counties < 50,000 in population:

Line A amount	$ Limit	or % Limit of Line A
≥ $4 million (≥ $4 M)	$880,000	25%
≥ $1.5 M to < $4 M	$577,000	30%
≥ $500,000 to < $1.5 M	$275,000	45%
Less than $500,000	$275,000	(or $38,500 per project for entire program)

**** COLUMNAR DATA REQUIREMENTS ****

(1) Item No. Use consecutive numbers beginning with 1. No priority is assumed.

(2) 6 Year Road program item No. - Use the priority number from column 1 on your most recent 6 year transportation improvement program (DOT Form 140-049). No number is necessary for miscellaneous projects as permitted under WAC 136-16-025.

(3) Road Log No. - County road log number (when applicable) as per the current road log as maintained by each county.

(4) Road/Project Name and Location - Enter the road or project name and location information as assigned by the county. As appropriate, include mileposts (from county road log), bridge numbers and etc.

(5) Project length - Enter the project length in miles.

(6) Functional Class - Enter the functional class for the road on which the project is to be located. The codes listed below can be found in the road log.

RURAL	URBAN
02 Principal Arterial	12 Principal Arterial
06 Minor Arterial	13 Principal Arterial
07 Major Collector (FAS)	14 Major Arterial
08 Minor Collector	15 Principal Arterial
09 Local Access	16 Minor Arterial
	17 Collector Arterial
	19 Local Access

(7) Type of Work - Use one or more of the codes listed. List major work items first reflecting the nature of the anticipated final project.

A.	GRADING & DRAINAGE	G.	TRAFFIC FACILITIES
B.	BASE & TOP COURSE	H.	PATHS, TRAILS, BIKEWAYS
C.	B.S.T. / SEALS	I.	BRIDGES
D.	A.C ./ P.C.C. PAVEMENT	J.	FERRY FACILITIES
E.	CURBS AND GUTTERS	K.	ENVIRONMENTAL MITIGATION
F.	SIDEWALKS	L.	FISH PASSAGE

(8) Environmental Assessment - Use the following assessment codes (Reference: State Environmental Policy Act):
S = Significant I = Insignificant E = Exempt

***** PLEASE NOTE THAT THE DOLLARS IN COLUMNS 9 through 17 REFLECT ONLY THE AMOUNTS AND SOURCES EXPECTED TO BE SPENT DURING THE APPLICABLE CALENDAR YEAR**

(9) Source of Funds - County - Enter the total amount of county funds estimated for the project (use columns 10 and 11 for RID, developer contributions, and similar non-county funds).

(10) Source of Funds - Other Funds - Enter the total amount of other funds estimated for the project. If more than one "other" source (such as RAP + FAS), show each "other" amount separately.

(11) Source of funds - Other Funds Program Source - For each "other" source shown in column 10, enter the abbreviation for the source type (ex: RAP, FAS, CAPP, BROS, UAB, TIB, RID, PVT, PWTF, etc.)

(12) Estimated Expenditures - Preliminary Engineering - Enter the estimated amount of preliminary engineering expenditures for the project this year. All engineering costs incurred prior to contract award are considered preliminary engineering.

(13) Estimated Expenditures - Right of Way - Enter the estimated amount of right of way expenditures for the project this year.

(14) Estimated Expenditures - **Construction Engineering**. Enter anticpated contract and day labor construction engineering and contract admin. costs incurred by the county.

(15) Estimated Expenditures - Construction - Contract - Enter the estimated amount of contract construction expenditures, including construction administration and engineering, for the project this year.

(16) Estimated expenditures - Construction - Day Labor - Enter the estimated amount of day labor expenditures, including contract administration and engineering, for the project this year. Materials incorporated into a day labor project, even though created or supplied by a separate contract (ex: crushing) are to be included in the day labor construction amount shown here.

(17) Estimated expenditures - Grand Total - Enter the total estimated expenditures for the project this year. This must equal the sum of columns 12 through 16 and also the sum of columns 9 through 10. The program total of this column should also equal the amount of construction shown in the final annual road budget.

Please note that total anticipated costs for Maintenance and Special Maintenance are required lines per WAC 136-16-065

Please calculate and show your day labor calculations; total all funding and expenditure columns at the bottom of the last page submitted.

ANNUAL CONSTRUCTION PROGRAM

DAY LABOR CONSTRUCTION: → *$1000's :*

(A) TOTAL CONSTRUCTION PROGRAM - columns (15)+(16)	$0
(B) COMPUTED DAY LABOR LIMIT (see instructions)	$0
(C) TOTAL DAY LABOR CONST PROGRAM - column (16)	$0

** Line (C) must be smaller than Line (B)

AGENCY ACTION:

COUNTY	
Current Population:	
DATE RECOMMENDED PROG. SUBMITTED	
DATE OF ENVIRONMENTAL ASSESSMENT	
DATE OF FINAL ADOPTION	
ORDINANCE/RESOLUTION NO.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
ITEM NUMBER	6 YEAR ROAD PROGRAM ITEM NO.	ROAD LOG NO.	ROAD/PROJECT NAME AND LOCATION (Include brief termini description or MP's; Bridge #)	PROJECT LENGTH (Miles)	FUNCTIONAL CLASS	WORK CODE(S)	ENVIRONMENTAL ASSESSMENT	SOURCES OF FUNDS: COUNTY FUNDS (1000's)	OTHER FUNDS: AMOUNT (1000's)	OTHER FUNDS: PROGRAM SOURCE	ESTIMATED EXPENDITURES ALL IN $1000's: PRELIM. ENGRING 595.10 (1000's)	RIGHT OF WAY 595.20 (1000's)	CONST ENGR. (CE) (1000's)	CONSTRUCTION: CONTRACT (1000's)	CONSTRUCTION: DAY LABOR (1000's)	GRAND TOTAL ALL 595.
			PAGE / PROGRAM TOTALS, CONSTRUCTION →													0
WAC 136-16-035			**Maintenance** →												→	0
WAC 136-16-035			**Special Maintenance** →											Construction and Maintenance Total		0
										(Gas Tax, etc)						

4.B. COUNTY ARTERIAL PRESERVATION PROGRAM REPORT

INSTRUCTIONS FOR USE OF
ANNUAL COUNTY ARTERIAL PRESERVATION PROGRAM FORM (CRAB FORM #3-A, REV 8/01)

***** GENERAL NOTES *****

*** This form is to include your county's entire arterial preservation program (CAPP) for the appropriate year. This shall include both CAPA-funded and other-funded work in both the construction and maintenance programs. See WAC 136-300 for a description of the work elements that are both CAPA-eligible and to be included as part of your arterial preservation program. CAPP work that is included in your regular annual construction program is to also be listed on this form.

*** If CAPA funds are to be allocated to your pavement management system development or operation (see WAC 136-300 for eligibility requirements), include as a separate item number at the end of the form. Leave columns 2,5 and 6 blank. Use columns 3 and 4 to state the specific PMS-related uses of CAPA funds and columns 9,10 and 11 for the estimated expenditure information.

****** COLUMNAR DATA ******

(1) Item No. - Use consecutive numbers beginning with 1 or any other alternate numbering scheme that fits your agency needs; Entry required.

(2) Road Log No. - County road log number as per the current road log as maintained by each county; Entry required.
======>>> Alternate for sealcoating only
Aggregation of roads into lump sums within your seal coating program without specifying the roads will be allowable provided there is at least a functional class breakdown. Please remember that the end-of-year reporting of work done will require specific road and milepost listing.

(3,4) Road Name, Location - Enter road name and project location (i.e., termini) as assigned by the county; Entry optional.

(5) Length-Lane Data - Enter beginning and ending milepost for each road location using the current roadlog mile posting or enter the total mileage; One or the other must be entered. Also enter the total number of lane-miles involved.

(6) Functional Class - Use the following codes: Entry required.

RURAL		URBAN	
02	Principal Arterial	12	Principal Arterial
06	Minor Arterial	13	Principal Arterial
07	Major Collector	14	Major Arterial
08	Minor collector	15	Principal Arterial
		16	Minor Arterial
		17	Collector

(7) Work Code - Use one or more of the codes from the top of the form for each project; Entry required. For example, if preparation work such as dig outs or cracksealing (code 4) and sealing (code 3) or other wearing course are done the same year, please cost each code separately. However, if the preparation is less than 10% of the final wearing course case, it need not be broken out separately, but both codes 4 and the wearing course code should be indicated on the same line. **The new code 6 (Preleveling and Leveling Courses) is to be used when the preparation work is a prelevel or leveling course, regardless of when the wearing course (seal, thin overlay or structural overlay) will be accomplished.**

(8) Freight and Goods Classification - Enter the Truck Route classification as listed in the Freight and Goods Transportation System Study, otherwise leave the field blank.

(9,10) Estimated Expenditures, CAPA; Non-CAPA - Include the direct labor, equipment and material costs plus all other costs of completing the work such as administration, supervision, inspection, temporary traffic control, etc. that are an integral part of performing the work as coded in the work code (column 7). If you do not cost-allocate your administration and supervision, use a mark-up factor of 15% over the direct labor, equipment and materials. If other funds in addition to CAPA funds are to be expended, show under the "NON-CAPA FUNDS" column (10). Do not include any costs for non-CAPA-eligible work that may be done in conjunction such as widening, ditching, new signing, etc.; Entry required.

(11) Estimated Expenditures - Grand Total - Total the CAPA and the non-CAPA estimated expenditures and insert on this line. Entry Required.

Please total all expenditure columns at the bottom of the last page submitted.

_____ COUNTY

WORK CODES:
= Thick Overlays
= Thin Overlays
= Seals, all types
= Preparation for seals and overlays
= PMS Program
= **Preleveling and Leveling Courses**

COUNTY ARTERIAL PRESERVATION PROGRAM -

Complete and Return to CRAB by 12/31

2	3	4	5				6	*7	8	9	10	11
ROAD LOG NO.	ROAD NAME	LOCATION	FROM M.P.	TO M.P	TOTAL C/L MILES	TOTAL LANE MILES	02-08, 12-17 FUNCT CLASS	WORK CODES	FREIGHT AND GOODS CLASS	ESTIMATED **ARTERIAL** EXPENDITURES (**ALL IN 1000'S**) (See instructions regarding all costs to be included) CAPA $s	NON CAPA $s	GRAND TOTAL
				TOTALS →								

4.C. ANNUAL CERTIFICATION

_____COUNTY

ANNUAL CERTIFICATION FOR CALENDAR YEAR 2004
(WAC 136-04)

MANAGEMENT AND ADMINISTRATION *(If the answer to any question except "B" is No, please attach an explanation.)*

A. During 2004, the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030. ☐ Yes ☐ No

B. At any time during 2004, was there a vacancy in the position of county Engineer? ☐ Yes ☐ No
If so, were the procedures in WAC 136-12 followed? ☐ Yes ☐ No

C. The processing of County Road Accident Reports during 2004 complied with WAC 136-28. ☐ Yes ☐ No

D. Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in 2004 per WAC 136-14-020. ☐ Yes ☐ No

E. As of December 31, 2004, the management of the county road department was in accordance with policies set by the county legislative authority including, but not limited to, the following specific policies required by WAC 136-50-050:

POLICY	WAC	DATE OF CURRENT VERSION
Re: Organization	136-50-051	_____
Re: Personnel Practices	136-50-052	_____
Re: Complaint Handling	136-50-053	_____
Re: Work for Others	136-50-054	_____
Re: Utility Accommodation	136-50-055	_____
Re: Priority Programming	136-14-030	_____

F. The following were submitted to CRAB in a timely manner:

	DOCUMENT	WAC	DUE DATE	DATE OF ADOPTION/ PREPARATION	DATE SENT TO CRAB
'04	Six-Year Program	136-15-050	December 31, 2003	_____	_____
'04	Annual Construction Program	136-16-040	December 31, 2003	_____	_____
'04	CAPP Program	136-300-060	December 31, 2003	_____	_____
'04	Road Fund Budget		December 31, 2003	_____	_____
'04	Road Levy Certification	136-150-021	February 1, 2004	_____	_____
'03	Certification of Road Fund Exp. For Traffic Law Enforcement	136-150-022	April 1, 2004	_____	_____
'03	Engineer's Certification of Fish Barrier Removal Costs	136-150-023	April 1, 2004	_____	_____
'03	Annual Construction Report	136-16-050	April 1, 2004	_____	_____
'03	CAPP Report	136-300-090	April 1, 2004	_____	_____
'03	Annual Certification	136-04-030	April 1, 2004	_____	_____
'03	Road Log Update	136-60-030	May 1, 2004	_____	_____
'04	PMS Certification for CAPA Eligibility	136-70-070	December 31, 2004	_____	_____

OPERATIONS

G. Projects to which construction expenditures were charged were all on the 2004 Annual Program. (*If answer is No, please attach a brief explanation.)* ☐ Yes ☐ No

H. The County's day labor limit for 2004 computed in accordance with RCW 36.77.065: **$** _____

I. The actual expenditure for day labor as reported in the 2004 Annual Construction Report: **$** _____

J. A written report of bridge inspection findings was furnished to the legislative authority on _____, 2004 as required by WAC 136-20-060. **(Please attach a copy)** # of Bridges: _____

I hereby certify as to the accuracy of the responses given herein, and as modified by the attached statements, if any:

_____ _____ _____
Signature of County Engineer *County* *Date*

Approved:

_____ _____ _____
Signature of Chair of the Board or County Executive *Title* *Date*

PLEASE COMPLETE, SIGN, AND RETURN WITH ATTACHMENTS TO THE COUNTY ROAD ADMINISTRATION BOARD NO LATER THAN APRIL 1, 2005

4.D. ANNUAL CONSTRUCTION REPORT

INSTRUCTIONS FOR USE OF THE ANNUAL CONSTRUCTION REPORT FORM
(CRAB FORM #5, REVISED 8/01)

Refer to CRAB General Administrative Rules, (WAC 136-16) for further guidance.

****** GENERAL DATA REQUIREMENTS ******

COUNTY; POPULATION; PREPARED BY; DATE - complete all spaces

DAY LABOR COMPUTATION block - Line (A) - Total of contract and day labor construction from columns (10) and (11).
Line (B) - Computed day labor limit as per RCW 36.77.065;
If done by hand, use the larger of the dollar amount or percent limit calculation below and enter in Line B:

Counties ≥ 50,000 in population:

Line A amount	$ Limit	or % Limit of Line A
> $4 million (> $4 M)	$800,000	15%
> $1.5 M to < $4 M	$525,000	20%
> $500,000 to < $1.5 M	$250,000	35%
Less than $500,000	$250,000	(or $35,000 per project for entire program)

Counties < 50,000 in population:

Line A amount	$ Limit	or % Limit of Line A
> $4 million (> $4 M)	$880,000	25%
> $1.5 M to < $4 M	$577,000	30%
> $500,000 to < $1.5 M	$275,000	45%
Less than $500,000	$275,000	(or $38,500 per project for entire program)

If the total of actual day labor (column 11) exceeds the day labor limit in Line B, check the box shown.

****** COLUMNAR DATA REQUIREMENTS ******

(1) Annual Program Item No. This is the same column 1 Item Number used on the original (or amended) ANNUAL CONSTRUCTION PROGRAM submitted for this year. Enter "X" if the project was not on the program..

(2) Road Log No. - County road log number(s) as per the current road log as maintained by each county.

(3) C.R.P. # - County Road Project number assigned to this project.

(4) Road/Project Name and Location - Enter the road or project name and location information as assigned by the county. As appropriate, include mileposts (from county road log), bridge numbers and etc.

(4a) Date of Announcement of Day Labor Project **<<< NEW** **RCW 36.77.070** Publication of information on day labor projects

(4b) Date of public announcement of costs and closure of Day Labor Project

(5) Project length - Enter the project length in miles.

(6) Functional Class - Enter the functional class for the road on which the project is located. The codes listed below can be found in the county road log.

RURAL	URBAN
02 Principal Arterial	12 Principal Arterial
06 Minor Arterial	13 Principal Arterial
07 Major Collector (FAS)	14 Major Arterial
08 Minor Collector	15 Principal Arterial
09 Local Access	16 Minor Arterial
	17 Collector Arterial
	19 Local Access

(7) Type of Work - Use one or more of the codes listed. List major work items first reflecting the nature of the final project.

A. GRADING & DRAINAGE	G. TRAFFIC FATALITIES
B. BASE & TOP COURSE	H. PATHS, TRAILS, BIKEWAYS
C. B.S.T. / SEALS	I. BRIDGES
D. A.C ./ P.C.C. PAVEMENT	J. FERRY FACILITIES
E. CURBS AND GUTTERS	K. ENVIRONMENTAL MITIGATION
F. SIDEWALKS	L. FISH PASSAGE

PLEASE NOTE THAT THE DOLLARS IN COLUMNS 8 through 12 REFLECT ONLY THE AMOUNTS AND SOURCES ACTUALLY EXPENDED DURING THE APPLICABLE CALENDAR YEAR

(8) Actual Expenditures
- P.E. & R.O.W. - Enter the total $ amount expended for **preliminary engineering and right of way** during the calendar year.

(9) Actual Expenditures - **Construction Engineering**. Enter contract and day labor associated construction engineering and contract admin. costs incurred by the county. For State Ad & Award projects add any WSDOT CE payments to contractors here!.

(10) Actual Expenditures - Construction - **Contract** - Enter the total amount of construction funds expended for payment to contractors.

(11) Actual Expenditures - Construction - **Day labor** - Enter the total amount of funds expended for day labor construction costs.

(12) Actual Expenditures - Project Total - This is the sum of columns 8, 9, 10 and 11.

(13, 14) Federal support - Enter the amount and program source (ex: FAS, BROS, etc) for all federal funds expended for the project during the calendar year. This information has been required to assess the reliance and use of federal aid funds by the counties overall.

(15) Project Status as of 12/31
- Enter the code for the project status as of the end of the year. An "X" indicates that the project has been fully completed. A "Y" indicates the project is still open for charges and will have further costs incurred in the following year. Projects in this category may be 'between phases' or shut down for the winter but their CRP is still open. A "Z" indicates that the project did not proceed as originally intended and no costs were incurred..

(16) Remarks and Comments
- Enter additional information which may aid in understanding the status of your construction accomplishments for the year.

Please calculate and show your day labor calculation; total all mileages and expenditure columns at the bottom of the last page submitted

Please note that total costs for Maintenance and Special Maintenance are required lines per WAC 136-16-065

ANNUAL CONSTRUCTION REPORT

(See Instructions for each column number)

DAY LABOR CONSTRUCTION: ***Total Dollars:***

(A) TOTAL CONSTRUCTION DONE - columns (10) + (11)

(B) COMPUTED DAY LABOR LIMIT (see instructions)

(C) TOTAL DAY LABOR CONSTRUCTION - column (11)

COUNTY:

Current Population:

PREPARED BY:

DATE:

*IF LINE C AMOUNT IS GREATER THAN LINE B, CHECK BOX ☐

(1)	(2)	(3)	(4)	(4a)	(4b)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
ANNUAL PROG. ITEM NO.	ROAD LOG NO.	C.R.P. NO.	ROAD/PROJECT NAME AND LOCATION (From Annual Program)	**DAY LABOR** PROJECT ANNOUNCEMENT Date	**DAY LABOR** PROJECT CLOSURE Date	COMPLETED LENGTH (Miles)	FUNCTIONAL CLASS (F/C)	TYPE OF WORK (code)	ACTUAL EXPENDITURES *Dollars* PRELIM. ENGR AND R.O.W.	**CONST. ENGR. (CE)**	CONSTRUCTION CON-TRACT CONSTR.	CONSTRUCTION DAY LABOR CONSTR.	PROJECT TOTAL	FEDERAL SUPPORT FEDERAL AID FUNDS	FEDERAL SUPPORT FEDERAL AID PROG.	PROJECT STATUS AS OF DEC. 31	NOTES AND COMMENTS
			PAGE / REPORT TOTALS														
			WAC 136-16-035	**Maintenance**													
			WAC 136-16-035	**Special Maintenance**													

4.E. CERTIFICATION OF ROAD FUND EXPENDITURES FOR FISH PASSAGE BARRIER REMOVAL

WASHINGTON STATE
COUNTY ROAD ADMINISTRATION BOARD

Certification of Road Fund Expenditures for Fish Passage Barrier Removal

Submitting County: _____ Budget Year: 2004

Fish Passage Barrier Removal Projects:

Project Name	Total Cost	Cost for Work Outside County Right-of-Way	% of Total Cost
1. _____	$_____	$_____	_____
2. _____	$_____	$_____	_____
3. _____	$_____	$_____	_____
4. _____	$_____	$_____	_____
5. _____	$_____	$_____	_____
6. _____	$_____	$_____	_____
7. _____	$_____	$_____	_____
8. _____	$_____	$_____	_____

Attach additional sheets if more space is needed.

Total Expenditures for Fish Passage Barrier Removal Outside County Rights-of-Way:

Total Annual Road Construction Budget: $_____

X 0.005

1/2 % of Total Annual Road Construction Budget: $_____

Total Expenditure for Fish Passage Barrier Removal Outside County Right-of-Way: $_____

RCW 36.79.140 provides that only those counties that during the preceding twelve months have spent all revenues collected for road purposes only for such purposes, including removal of barriers to fish passage and accompanying streambed and stream bank repair as specified and limited by RCW 36.82.070, as are allowed by Article II, Section 40 of the Washington State Constitution, are eligible to receive funds from the Rural Arterial Trust Account.

We, the undersigned, hereby certify that the amount spent for fish passage barrier removal outside county rights-of-way during calendar year 2004 complies with the limits indicated in RCW 36.82.070.

_____ _____
County Engineer Date

_____ _____
Commission Chair or County Executive Date

Return to: Jay Weber, Director
County Road Administration Board
2404 Chandler Court S.W., Suite 240
Olympia WA 98504-0913

Due Date: April 1, 2005

4.F. CERTIFICATION OF ROAD FUND EXPENDITURES FOR TRAFFIC LAW ENFORCEMENT

STATE OF WASHINGTON
COUNTY ROAD ADMINISTRATION BOARD

RURAL ARTERIAL PROGRAM
CERTIFICATION OF ROAD FUND EXPENDITURES FOR TRAFFIC LAW ENFORCEMENT

Submitting County: _____ Budget Year: _____

Total Road Levy

Valuation: $ _____
Levy Rate ($/Thousand): _____
Revenue Produced (Computed): $ _____
Actual Revenue Produced: $ _____

Budgeted for Traffic Law Enforcement:

Budgeted Levy Rate ($/Thousand): _____
Revenue Produced (Computed): $ _____
Actual Revenue Produced: $ _____

OR

Budgeted Transfer Amount: $ _____
Actual Amount Transferred From Road Fund: $ _____

OR

Budgeted Payment Amount $ _____
Actual Amount Paid From Road Fund for Services Received $ _____

RCW 36.79.140 provides that 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 are allowed by Article II, Section 40 of the Washington State Constitution, are eligible to receive funds from the Rural Arterial Trust Account.

We, the undersigned, hereby certify that the amount spent for traffic law enforcement during calendar year 20__ was $ _____.

County Sheriff:

_____ _____
Date

County Auditor:

_____ _____
Date

Chair/Executive:

_____ _____
Date

Return to: Jay Weber, Director
County Road Administration Board
2404 Chandler Court S.W., Suite 240
Olympia WA 98504-0913

Due Date: March 15, 20__

4.G. CERTIFICATION OF ROAD LEVY AND ESTIMATED REVENUE PRODUCED

STATE OF WASHINGTON
COUNTY ROAD ADMINISTRATION BOARD

CERTIFICATION OF THE 20___ ROAD LEVY AND ESTIMATED REVENUE PRODUCED

(WAC 136-150-021)

Submitting County: _____ Total County Valuation: _____

	($/Thousand)	*Road District Valuation*	*Revenue Produced From County Road Property Tax*
Maximum Permissible Road Levy:	*$ _____ (1)*	*$ _____ (2)*	*$ _____ (1x2=3)*

County Road Property Tax Shifted to Current Expense in Accordance with RCW 84.52.043:

	($/Thousand)	*Road District Valuation*	*Revenue Lost From County Road Property Tax*
Levy Shift:	*$ _____ (4)*	*$ _____ (2)*	*$ _____ (4x2=5)*

Total Road Levy:

	($/Thousand)	*Road District Valuation*	**Total Revenue Produced**
Levy Fixed in Accordance With RCW 36.40.090:	*$ _____ (1-4=6)*	*$ _____ (2)*	*$ _____ (6x2=8)*

County Road Property Tax Revenues Budgeted For Other Purposes In Accordance With RCW 36.33.220:

Service to be Provided:	***Funded From: D.L.[1] T.O.[2] D.P.[3]***	***$/Thousand (If Diverted Levy)***	***Revenue Produced & Budgeted:***
1. Traffic Law Enforcement	☐ ☐ ☐	*$ _____*	***$ _____***
2. _____	☐ ☐ ☐	*$ _____*	*$ _____*
3. _____	☐ ☐ ☐	*$ _____*	*$ _____*
Total "Diverted":		***$ _____ (9)***	***$ _____ (10)***

[1] D.L.= Diverted Levy
[2] T.O. = Transfer Out
[3] D.P.= Direct Payment

Revenues Remaining for Roads (RCW 36.82.040)	*$ _____ (6-9)*	*$ _____ (8-10)*

Note: *WAC 136-150-021 provides that "The CRABoard will request that every county legislative authority submit a certification showing the amount of the road levy fixed and the amount, if any, budgeted in accordance with RCW 36.33.220 for traffic law enforcement and/or any other purpose from diverted road levy no later than February 1st of each year".*

Certification Submitted By:_____Date:_____

Print Name and Title _____
On Behalf of the Legislative Authority

4.H. PMS CERTIFICATION FOR CAPA ELIGIBILITY

ANNUAL CERTIFICATION - 2004
CAPP - PAVEMENT MANAGEMENT SYSTEM - WAC 136-70

The following information is provided for the annual review of the implementation of and compliance with the requirements of WAC 136-70-040 or 136-70-050. The information provided herein is current as of December 31, 2004, and summarizes the Pavement Management System activities for Calendar Year 2004

Yes No In accordance with WAC 136-70-030, a computer-based pavement management system has been used by this county to guide the pavement preservation and rehabilitation activities on all county paved arterials in the previous calendar year.

_____ County's PMS meets the following minimum standards, in accordance with WAC 136-70-040 and/or WAC 136-70-050:

Yes No (1) All county jurisdiction paved arterials, as defined by the most recently approved County Roadlog as described in WAC 136-60, have been surveyed for visual pavement distress within the last two calendar years.

Yes No (2-a) All visual distresses are as defined within the "Pavement Surface Condition Rating Manual". (WAC 136-70-040)

Yes No (2-b) All visual distresses are as defined by an alternative distress determination methodology, satisfactorily demonstrated to the CRABoard on _____. (WAC 136-70-050)

Yes No (3) The previous year's pavement resurfacing, rehabilitation, and construction history data, including surfacing and base layer types and thicknesses and year of application, has been added to the surface history database.

Yes No (4-a) The PMS includes a future pavement condition prediction model that uses the periodic pavement condition distress data to forecast future pavement condition and to determine an estimate of service life. (WAC 136-70-040)

Yes No (4-b) The PMS uses an alternative evaluation methodology, process, or system, satisfactorily demonstrated to the CRABoard on _____. (WAC 136-70-050)

Yes No (5) The previous year's:
(a) individual pavement distresses
(b) resultant pavement condition rating - CRAB PMS
(c) resultant pavement condition rating - alternative PMS
will be downloaded to the pavement condition data file maintained by the CRABoard as part of the annual Roadlog Update process. (WAC 136-70-060)

I hereby certify to the accuracy of the responses given herein:

_____	_____	_____
County	Signature of County Engineer	Date

4.I. REVENUE AND EXPENDITURE ANALYSIS

_____ COUNTY
SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM
REVENUE AND EXPENDITURE ANALYSIS

CO RD/CO RD CONSTRUCTION:	**2005**	**2006**	**2007**	**2008-2009**
REVENUE:				
BEGINNING FUND BALANCE	_____	_____	_____	_____
REAL & PERSONAL PROPERTY TAX LESS CO ROAD DIVERSION	_____	_____	_____	_____
MOTOR VEHICLE FULE TAX	_____	_____	_____	_____
CO ARTERIAL PRES PROG	_____	_____	_____	_____
RURAL ARTERIAL PROG	_____	_____	_____	_____
TRANSIMPROVE BOARD	_____	_____	_____	_____
UATA	_____	_____	_____	_____
IAC-SAOLMAN RECOVERY FUND	_____	_____	_____	_____
ISTEA-STPR	_____	_____	_____	_____
ISTEA-STPU	_____	_____	_____	_____
ISTEA-STPE	_____	_____	_____	_____
ISTEA-STPN	_____	_____	_____	_____
WSDOT PARTICIPATION	_____	_____	_____	_____
BRIDGE REPLACEMTN PROG	_____	_____	_____	_____
HAZARD ELIMINATION PROG	_____	_____	_____	_____
OTHER INTERGOVT & STATE SHARED	_____	_____	_____	_____
CHARGES FOR SERVICES	_____	_____	_____	_____
INTEFUND/INTERGOVT REIMB FOR SERV	_____	_____	_____	_____
OTHER MISC REVENUES	_____	_____	_____	_____
GERNERAL OBLIGATION BOND PROCEEDS	_____	_____	_____	_____
PROCEEDS FOR SALE OF FIXED ASSETS	_____	_____	_____	_____
SPECIAL PURPOSE PATH	_____	_____	_____	_____
PUBLIC WORKS TRUST FUND	_____	_____	_____	_____
CRIDS	_____	_____	_____	_____
SEPA	_____	_____	_____	_____
OPERATING TRANSFER	_____	_____	_____	_____
IMPAC FEES	_____	_____	_____	_____
TOTAL REVENUES & FUND BALANCES:	$_____	$_____	$_____	$_____
EXPENDITURES:				
ENDING FUND BALANCE	_____	_____	_____	_____
ADMINISTRATION & SUPPORT SERVICES	_____	_____	_____	_____
SSWM PROGRAM ASSESSMENT	_____	_____	_____	_____
COUNTY RISK MANAGEMENT ALLOCATION	_____	_____	_____	_____
COUNTY INDIRECT COST ALLOCATION	_____	_____	_____	_____
ENGINEERING SERVICES	_____	_____	_____	_____
SURVEYING & RIGHT OF WAY MANAGEMENT	_____	_____	_____	_____
DEVELOPMENT REVIEW & INSPECTION	_____	_____	_____	_____
ROAD SYSTEM MAINTENANCE	_____	_____	_____	_____
TRAFFIC OPERATIONS	_____	_____	_____	_____
TRANSPORATION PLANNING	_____	_____	_____	_____
GREENWAY PLANNING & SPECIAL PURPOSE PATHS	_____	_____	_____	_____
REIMBURSABLE SERVICES	_____	_____	_____	_____
LONG TERM DEPT (PW TRUST FUND)	_____	_____	_____	_____
CONTRB TO OTHER FUNDS (DEBT SERVICE)	_____	_____	_____	_____
CONSTRUCTION IN HOUSE SERVICES	_____	_____	_____	_____
COUNTY ROAD OPERATIONS:	$_____	$_____	$_____	$_____
CONSTRUCTION:	_____	_____	_____	_____
ROADWAY PRESRVATION	_____	_____	_____	_____
ROADWAY SAFETY	_____	_____	_____	_____
ROADWAY IMPROVEMENT (CAPACITY)	_____	_____	_____	_____
ENVIRONMENTAL RETROFIT	_____	_____	_____	_____
GREENWAY PROGRAM	_____	_____	_____	_____
TOTAL CONSTRUCTION	_____	_____	_____	_____
TOTAL EXPENDITURES & FUND BALANCE:	$_____	$_____	$_____	$_____

4.J. ACTIVITY AND COST REPORTING

INSTRUCTIONS FOR COMPLETING THE
"ACTIVITY AND COST REPORTING" FORM
REGARDING ROADWAY SURFACE PRESERVATION ACTIVITIES
(revised 2/01)

I. PURPOSE

These instructions apply to the enclosed single-page reporting form (plus supplementary information) which has been designed to satisfy the requirements of WAC 136-300-090, "Submittal of Annual Report" as adopted by the CRABoard on October 5, 1990.

II. SUPPLEMENTARY DATA

We again strongly encourage you to include supplementary specific project location, description and cost information. Even though not required, this 'extra' information will be very useful to us in better understanding the total scope and methods of cost accounting of your overall pavement preservation program. It will be helpful in responding to legislative and other interested parties when we are asked just what is being done with the new funds, and in assisting us in preparing our annual reports to the legislature.

III. COMPLETING THE FORM.

Sections A, B, C, D and E are a rollup of pavement preservation accomplishments over your entire paved roadway system for calendar year. The measurement is in terms of both centerline and lane-miles broken down by arterial and access road systems and by the general work types of seal coating, thin overlays, structural overlays, preleveling and leveling and separate preparation work. The amount of CAPP-funded arterial work is also required. Please note that the "Arterial Total" columns represent all CAPP-eligible work done - the "CAPP-Funded" columns represent the amounts of the "Arterial Total" actually funded with CAPP dollars. Please remember that routine, non-programmed road maintenance activities such as pot-hole patching, spot sealing, etc. are not considered part of your pavement preservation program unless the work is done specifically in preparation for an overlay or a seal coat of at least one full lane width. The centerline miles and lane miles for all preleveling /leveling work, such as for future overlays, separated on the contract, or done by county forces, are reported on section D, and the costs of these are reported on section I.

Seal coating accomplishment (A) is to include all types - single shot, double shot, fog, sand, slurry seal, etc. The mileage information desired is in terms of how much final, not just preparation, work was done. If you stage your seal coat program by doing all preparation work one year and the final sealing the following year, only report final sealing mileages here. Report the preparation work in the "E" columns.

Thin Overlays (B) Structural Overlays (C) and Preleveling/Leveling Courses (D) are to be reported. Separate entries are required in order to distinguish between work required within your construction program (via CRP's) and that which can be done as maintenance.

Preparation Only (E) is for situations where significant preparation work is done the year before final seal application. (Preparation for overlays is normally done in the same year as the final wearing surface and is a relatively small portion of the total project cost.)

If the work involves more than just resurfacing, leveling or replacing the top wearing courses (i.e., major base or sub-base work), it should not be included as a pavement 'preservation' accomplishment regarding mileage. Such work may be shown as CAPP-funded arterial expenditures (J) activity if it qualifies under the provisions of WAC 136-300-070.

We have included 2 sections for Arterials and 1 section for Access roads; each section has a place for the centerline mileage (C/L MILES) and the lane mileage (LANE MILES). Please be sure to provide both the total arterial accomplishments (1) and the portion of the total that was done with CAPP funds (2).

Sections F, G, H, I and J are designed to reflect the costs of the preceding accomplishments, and to add in any other eligible preservation work which is not readily measured in centerline or lane miles. This 'other eligible work' (J) is typically represented by blade patching, structural patching, crack sealing, PCC panel maintenance, etc. that is not part of or done in preparation for the general sealing or overlay programs. If CAPP funds are used to resurface a reconstructed or widened road as provided for in WAC 136-300-070, only report the resurfacing cost portion on this form in section H.

The costs shown in items F, G, H, I and J should reflect the accomplishments shown in items A, B, C, D and E as follows:

'F' costs are the sum of the work shown in items A and E;
'G' costs are for B accomplishments;
'H' costs are for C accomplishments;
'I' costs are for D accomplishments.
'J' costs do not have a companion A, B, C or D accomplishment, but are for reporting non-mileage related eligible costs or participation in a reconstruction/widening job and include pavement management costs. Please also indicate the percentage of the listed costs that was done by contract.

PAVEMENT MANAGEMENT section (K)
Please estimate the total costs you incurred to accomplish 'pavement management' as you know it. Appropriate costs (labor and equipment) could include the following typical items:

*Designated field condition reviews by foremen or superintendents in preparation for selecting seal coat projects;
*Management meetings or field reviews to confirm or modify pavement rehab programs;
*Clerical/technician time to prepare lists, maps and other documents as well as cost analyses; also maintenance and updating of appropriate historical records;
*Consultant costs plus your administrative costs to oversee and direct consultant work.

The administrative rules also allow for the use of CAPA funds for pavement management. Most counties will likely not dedicate any of their CAPA funds to this activity and should enter a 'zero' here. However, if you have internally allocated some of your CAPA funds to PMS, please show the amount and include a brief description of how they were used.

TOTAL CAPA FUNDS RECEIVED section (L).
Your monthly checks from the State Treasurer will include a breakdown of CAPA versus regular gas tax. This distribution will come to you as revenue code 334.03.72. Include the total CAPA funds received thru December 31st of the reporting year. We will crosscheck this against our records.

CAPA FUNDS EXPENDED ON FREIGHT AND GOODS TRANSPORTATION SYSTEM (M).
List the amount of CAPA funds expended on roads classified as described in the Freight and Goods Transportation System Study.

CERTIFICATION section (N).
Spaces are provided for indicating both the preparer and the approver. The approving authority should be the county engineer or public works director.

IV. DUE DATE: All information is to be submitted to CRAB no later than April 1, next year, and should accompany your annual construction report.

V. QUESTIONS: All questions should be addressed to Randy Hart at 360-664-3299 ext. 232.

County Arterial Preservation Program _____ County

ACTIVITY AND COST REPORTING - _____

(YEAR)

ACCOMPLISHMENTS #	2004	ARTERIAL: ARTERIAL TOTAL [1] C/L MILES	ARTERIAL: ARTERIAL TOTAL [1] LANE MILES	ARTERIAL: CAPP-FUNDED [2] C/L MILES	ARTERIAL: CAPP-FUNDED [2] LANE MILES	ACCESS [3] C/L MILES	ACCESS [3] LANE MILES
A.	Sealcoating						
B.	Thin overlays						
C.	Structural overlays						
D.	Preleveling and leveling courses						
E.	Preparation only						
	TOTALS	0.00	0.00	0.00	0.00	0.00	0.00

Instructions reference key

EXPENDITURES #	2004	ARTERIAL: ARTERIAL TOTAL [1] Dollars	ARTERIAL: ARTERIAL TOTAL [1] Percent by Contract	ARTERIAL: CAPP-FUNDED [2] Dollars	ARTERIAL: CAPP-FUNDED [2] Percent by Contract	ACCESS [3] Dollars	ACCESS [3] Percent by Contract
F.	Sealcoating						
G.	Thin overlays						
H.	Structural overlays						
I.	Preleveling and leveling courses						
J.	Other eligible work						
	TOTALS	$0		$0		$0	

Instructions reference key

K PAVEMENT MANAGEMENT

Include both TOTAL and CAPA - funded amounts spent for development, implementation or operation

	PMS EXPENDITURES
TOTAL PMS	
CAPA - FUNDED PORTION OF PMS	

L TOTAL CAPA FUNDS RECEIVED IN 2000 _____

M CAPA FUNDS EXPENDED ON FREIGHT AND GOODS TRANSPORTATION SYSTEM _____

N CERTIFICATION:

Prepared by _____ Title _____ Date _____

Approved by _____ Title _____ Date _____

COMPLETE AND RETURN TO CRAB BY APRIL 1

4.K. AGREEMENT TO DO WORK FOR OTHER PUBLIC AGENCY

AGREEMENT

This Agreement, made and entered into this _____ day of _____, _____, by and between _____ County, Washington, a political subdivision of the State of Washington, hereinafter referred to as the "County"; and_____, hereinafter referred to as the "Agency".

WITNESS: It Is Hereby covenanted and agreed as follows:

1. (To be used in agreement covering a specific job). The Agency requests that the County perform the work listed below at time and in a manner convenient to the County. The Agency further requests that work be completed no later than _____ and hereby guarantees reimbursement to the County for all work done up to a maximum of $_____. (Use space below to describe work to be done).

2. (To be used in long term non-specific agreement in lieu of paragraph 1). For each project to be performed under this contract, the Agency will make written application on forms (CRAB #102) supplied by the County. The County reserves the right to deny or approve each application of the Agency on an individual basis.

3. (Optional provision if desired by the Agency). The County shall provide the necessary engineering, administrative and clerical services necessary for the execution of the project or work of the Agency, and in providing such services, the County Engineer may exercise all the powers and perform all the duties vested by law in the he Agency.

4. (Reimbursement provisions). The Agency hereby agrees to reimburse the County for the costs of the work performed by the County Road Department, based on the actual cost of labor, equipment rental, engineering, materials used in the construction or maintenance work involved, plus all costs for fringe benefits to labor, including, but not limited to, Social Security, retirement, industrial and medical aid costs, prorated sick leave, holidays and vacation time, and group medical insurance. In addition thereto, _____ per cent of the total costs shall be added for overhead costs for accounting and billing and administrative services; provided, that the County shall submit to the Agency a certificate statement of the costs and within thirty (30) days thereafter the Agency shall pay to the County the amount of said statement.

5. (Hold harmless provision for use with state and local agencies.) It is understood and agreed between the parties hereto that the Agency will hold the County harmless from all claims, losses, demands, actions, or cause of action of any nature whatsoever by reason of the performance of this agreement by the County. The Agency further agrees to defend, at its own expense, the County in the event that any action is brought against the County as a result of any act or activity of the County or its agents or employees because of or in any way arising out of the work to be performed under this contract.

6. (Hold harmless provisions for use with federal agencies.) "The liability of the United States of America, Department of _____, for all damage to property or injury to persons occurring as a result of any negligent act or omission on the part of the petitioner or its contractor, employees or assigns, shall be as provided for by the Federal Tort Claims Act, 62 Stat. 982. _____ County disclaims any liability for any or all damage to property or injury to persons caused or arising from this permit."

"All employees' agents of the county performing work for the United States Department of _____ shall be employees' agents of the Department of _____ during the performance of the work under the agreement and the liability of the county shall be limited to the liability of the Department of _____ as provided for in the Federal Tort Claims Act."

7. (Insurance provisions.) The agency agrees to procure and maintain in full force and effect, that the County to be named as a named insure, public liability insurance in the sum of not less than _____ to _____ public liability and _____ property damage.

8. (Assignment provisions.) It is understood and agreed between the parties that this contract cannot be assigned, transferred or any portion subcontracted thereunder by the County without the prior written permission of the Agency.

9. (Reference to statute.) The County, in the performance of work under this contract shall abide by the provisions of RCW 35.77.020, .030 and .040 and/or RCW 39.34 and/or RCW _____, whichever is applicable and WAC 136-32. (RCW 35.77.020 requires adoption of this agreement by resolution of the Board of County Commissioners in the case of work on city streets.)

In Witness Whereof, the parties hereto have hereunto set their hands and seal the day and year first above written.

Attest:

_____County, Washington

_____
County Auditor
Clerk of the Board of County Commissioners

By _____
Chairman

Approved as to form:

_____

_____
Board of County Commissioners

_____

Prosecuting Attorney of _____County

_____
Name of Agency

Approved as to form:

By_____

_____
Agency Attorney

_____
Title

NOTE: This is a sample form, which contains several alternate provisions and several optional provisions. **DO NOT USE THIS FORM WITHOUT MAKING MODIFICATIONS TO SUIT YOUR PARTICULAR SITUATION.**

Please note the explanatory test in italics preceding each section.
Use **EITHER** Section 1 **OR** Section 2.
Section 3 is **OPTIONAL**.
Section 4 assumes total reimbursement. If it does not fit your situation, change it.
Use **EITHER** Section 5 **OR** Section 6

4.L. REQUEST TO COUNTY ROAD DEPARTMENT FOR REIMBURSEMENT OF WORK

To The County Engineer:

Pursuant to terms of an agreement between the county and _____
(*Name of Requesting Agency*) _____
adopted and approved on _____ the undersigned hereby requests the county to perform the work listed below at a time and in a manner convenient to the county. The undersigned further requests that the work be completed no later than _____ and hereby guarantees reimbursement to the county for all work done up to a maximum of $_____.

All terms of said agreement shall apply with the following exceptions:

(***list exceptions if any***)

DATE_____ SIGNATURE_____
(Agency Representative)

TITLE_____

❋❋❋

4.M. APPLICATION AND PERMIT FOR WORK WITHIN COUNTY RIGHT-OF-WAY

_____COUNTY

COURTHOUSE, _____ **WASHINGTON** _____ **PERMIT NO.** _____

✵✵✵

INSTRUCTIONS FOR APPLICANTS

Applicants for permits to occupy county property with utilities, or holders of granted franchise rights contemplating work upon, along, over, under or across any county road, bridge, wharf, trestle, public place, street, avenue or alley on property in the County, shall first file with the County Engineer, his or their application to do such work.

Such applications shall be In triplicate and, accompanied by drawings, also in triplicate if required by the County Engineer. Drawings shall be to a working scale, showing position and location of work, names or numbers and width of roads, streets, etc., showing their location in plats, or subdivisions of sections, township and range, showing the relative position of such work to existing utilities, constructed, laid, installed or erected upon such roads, streets or public places.

The applicant shall specify the type of construction by submitting plans showing the class of material and the manner in which the work is to be accomplished. All such materials and equipment shall be of the highest quality and the manner of excavation, fills, construction, installation, erection of temporary structures, traffic turnouts, road obstruction, barricades, etc., shall meet with provisions of the County Utility Accommodation Policy (WAC 136-40), and shall require approval by the County Engineer. Signing, barricades and traffic control in the vicinity of the work shall strictly conform to provisions of "The Manual on Uniform Traffic Control Devices for Streets and Highways." The applicant shall pay to the County all costs of, and expenses incurred in the examination, inspection and supervision of such work on account of the granting of said permits.

The actual location of the work to be done under this permit, its depth below or above surface or grade of any County structure, road, street, avenue, alley or public place shall be approved by the County Engineer before any work shall be done by the petitioner.

PERMIT CONDITIONS

1. The petitioner, designated herein as the "grantee" , his successors and assign, shall have the right and authority to enter upon the right of way of the County road, street, alley, public place or structure as indicated on the front of this form, for the purpose of doing such work as applied for and approved by the County Engineer.

2. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during work or after doing same, mode of operation and manner of maintenance of project petitioned for, shall be approved by the County Engineer prior to start of work and shall be subject to the inspection of the county Engineer so as to assure proper compliance with the terms of this permit.

3. The grantee shall commence work within 30 days after the granting of this permit. If, at end of six (6) months after date of granting same the grantee shall have not completed the installation, then the rights herein conferred shall cease and terminate.

4. The grantee shall leave all roads, streets, alleys, public places, and structures after installation and operation or removal of utility, in as good and safe a condition in all respects as same were in before commencement of work by grantee.

5. In case of any damage to any roads, streets, public places, structures or public property of any kind on account of said work by the grantee, he will at once repair said damage at his own sole cost and expense.

6. The County Engineer, his agents or representatives may do, order, or have done any and all work considered necessary to restore to a safe condition any street, alley, public place or structure which is in a condition dangerous to a life or property resulting from the Grantee's facility or its installation as permitted misted herein, and upon demand the grantee shall pay to the County all costs of such work and material.

7. If at any time the County deems it advisable to widen, grade, regrade, plank, pave, improve, alter or repair any road, street public place or structure, the grantee upon written notice by the County Engineer, his representatives or agents, will at his own sole cost and expense, raise, lower, change, move or reconstruct such installations to conform to the plans of work contemplated or ordered by the County.

8. If upon written notice by the County Engineer the grantee fails to relocate any portion or all of the project as granted under this permit, the County, its agents or representatives may do any work at the cost and expense of the grantee, and all costs to remove or reconstruct same, shall be born by the grantee.

9. All such changes, reconstruction or relocation by the grantees shall be done in such manner as will cause the least interference with any of the County's work and shall be subject to the same provisions which control an original installation. The County shall in no wise be held liable for any damage to the grantee by reason of any such work by the County, its agents or representatives, or by the exercise of any rights by the County upon roads, streets, public places or structures in question. The grantee shall have twenty-four (24) hours written notice by the County Engineer or his representatives or agents of any blasting contiguous to the grantee's permit rights in order that he may protect his interests.

10. This grant or privilege shall not be deemed or held to be an exclusive franchise, nor prohibit the County from granting other permits or franchise rights of like or other nature to other public or private utilities, nor shall it prevent the county from using any of its roads, streets, public places for any and all public use, or affect its jurisdiction over all or any part of them.

11. All the provisions, conditions, regulations and requirements herein contained shall be binding upon the successors and assigns of the grantee and all privileges of the grantee shall inure to such successors and assigns as if they were specifically mentioned.

12. The County Engineer may revoke, annul or terminate this permit if grantee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given him or if the work herein permitted, is not installed or operated and maintained in conformity herewith or at all.

13. The Board of County Commissioners may at any time, change, amend, modify, amplify or terminate any of the conditions herein enumerated so as to conform to any state statute or county regulation pertaining to the public welfare, safety, health or highway regulations as are, or may hereinafter be enacts ad, adopted or amended, etc. The Board may terminate this permit if grantee fails to comply with any such changes.

14. Petitioner by accepting this permit agrees to notify and check with all utilities regarding their installations before commencing work, together with private property owners when such property is liable to injury or damage through the performance of such work, and the applicant shall make all necessary arrangements relative to the protection of such property and/or utilities.

15. In accepting this permit the petitioner, his successors and assigns, agrees to protect and save harmless the County from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights of way or public place or public structure and in case any such suit or action is brought against said County for damages arising out of or by reason of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them or commencement of such action defend the same at his or their sole cost and expense and will fully satisfy any judgment after the said suit or action shall have finally been determined if adversely to the county.

4.N. DEDICATION DEED

GRANTOR (S)_____for and in consideration of the sum of ($) Dollars, to us in hand paid, and in further consideration of the general public welfare, do by these presents grant, convey and dedicate to _____ County, State of Washington, for the use of the public as a county road and appurtenances the following described real property in the County of , State of Washington:

TO HAVE AND TO HOLD the said described premises unto the said _____ County and its successor or successors for the use of the public forever.

WITNESS our hands and seals this _____day of _____.

_____ _____ (Seal)

_____ _____ (Seal)

STATE OF WASHINGTON)
) ss.
County of)

(Individual or corporate acknowledgment)

NOTE: This deed form is recommended for use for most county road right of way acquisitions. Property so acquired will revert to the parcel from which it came if the statutory vacation procedures are invoked. In special cases involving court action and/or substantial remuneration, the local prosecutor should be contacted regarding possible use of quit claim or warranty deed.

CRAB Form 105

4.O. STATUTORY WARRANTY DEED

Statutory Warranty Deed

FILED FOR RECORD AT REQUEST OF

_____ COUNTY DEPARTMENT OF PUBLIC WORKS

(ADDRESS)

(ADDRESS)

PARCEL NO.

THE GRANTOR(S): _____ for and in consideration of_____ in hand paid, conveys and warrants to _____ COUNTY, a municipal corporation of the State of Washington the following described real estate, situated in the County of _____, State of Washington:

Dated_____, 20__.

_____

_____

_____

STATE OF WASHINGTON)

) §

County of _____)

I certify that I know or have satisfactory evidence that _____ is the person acknowledged that _____ signed this instrument and acknowledged it to be _____free and voluntary act for the uses and purposes mentioned in the instrument.

_____

DATED this _____ day of_____, 20__.

_____
Signature

Title:_____
Notary Public in and for the State of Washington
My appointment expires: _____

ACCEPTED THIS _____ DAY OF

_____, 20__.

BOARD OF COUNTY COMMISSIONERS
OF _____ COUNTY, WASHINGTON

_____
CHAIRMAN

_____
COMMISSIONER

_____
COMMISSIONER

ATTEST: _____
Clerk of the Board

4.P. CONTRACT OF EMPLOYMENT FOR (PART-TIME) COUNTY ROAD ENGINEER

Contract of Employment
For Part-Time County Engineer
Resolution #_____

WHEREAS, RCW 36.80.010 requires that the Board shall retain a county road engineer, and

WHEREAS, the Board has determined that it is in the best interests of _____ County road engineer serve on a part-time basis, and

WHEREAS, _____ is a registered and licensed professional civil engineer under the laws of this state, duly qualified and experienced in highway and road engineering and construction, and

WHEREAS, WAC 136-12-070 requires that the terms of employment of a part time county engineer shall be set forth in a contract adopted by resolution of the Board,

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of _____ County, Washington, convened in regular session at _____, Washington, that:

1. _____ serve as County Engineer at the pleasure of the Board.

2. The County Engineer shall 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; supervise, under the direction of the Board, the establishing, laying out, constructing, altering, improving, repairing, and maintaining all county roads in the county; shall prepare or supervise the preparation of plans and specifications for all road construction work where necessary; shall keep and maintain all records as required by statute; and shall perform such other duties as may be required by the Board.

3. _____ *(Assistant County Road Engineer)* shall be responsible to the County Engineer for the day-to-day administration of the road department and shall direct its activities in accordance with applicable statutes and the instructions of the County Road Engineer.

4. _____(*Appointee)* shall be compensated for his services as County Engineer at the rate of _____. In addition, _____(*Appointee*) shall be reimbursed for necessary travel expenses at the rate of _____. (*It may be desirable here to add provisions relating to projects of major significance that would require more than just part-time work on the part of the County Engineer, and therefore may require additional compensation.)*

5. _____ (*Appointee*) shall give an official bond to _____ County in the amount of _____ dollars, conditioned on the fact that he will faithfully perform all the duties of his employment and account for all property of the county entrusted to his/her care.

6. _____ as County Engineer shall meet and report to the Board each _____ .

7. Such action within this resolution is in the best interests of _____ County and said resolution shall take effect immediately.

SIGNED AND SEALED this _____ day of _____, at _____, Washington.

_____

_____

_____

Recommended for use in connection with WAC 136-12-070

CRAB Form 108

5.A. ACCOMMODATION OF UTILITIES ON COUNTY ROAD RIGHTS-OF-WAY

5.A.1. Model Ordinance/Resolution

ACCOMMODATION OF UTILITIES ON COUNTY ROAD RIGHT-OF-WAY
FOR _____ COUNTY

(Adopted by [Ordinance][Resolution] _____, effective _____)

1. PURPOSE

The purpose of this [ordinance][resolution] is to establish a county policy to provide administrative and procedural guidance needed to accommodate the installation and relocation of all above and below ground utilities which are located within the county road right-of-way.

2. APPLICATION

This policy shall apply to all new franchises and permits issued pursuant to RCW 80.32.010, RCW 80.36.040 and RCW 36.55, to all public and private utilities, and to all installation and relocation of utilities within the county road right-of-way, including but not limited to electric power, telephone, television, telegraph, communication, water, gas, all petroleum products, steam, chemicals, sewage, drainage, irrigation, and similar pipes, lines or cables.

This policy cannot address all situations and conditions that may be encountered. Specific provisions contained herein may not be appropriate for all locations and existing conditions. The policy is intended to assist, but not substitute for, competent work by both road and utility design and installation professionals. This policy is not intended to limit any innovative or creative effort that could result in better quality, better cost savings or improved safety characteristics.

It shall be the responsibility of any utility installing or relocating any of its facilities to ascertain and abide by the requirements and conditions of this policy.

3. DEFINITION OF TERMS

Unless otherwise stated, words and phrases used herein shall have the following meanings:

a. Appurtenance - Equipment and/or accessories which are a necessary part of an operating utility system or subsystem.

b. Backfill - replacement of excavated material with suitable material compacted as specified.

c. Boring - Grade and alignment-controlled mechanical or other method of installing a pipe or casing under a road without disturbing the surrounding medium.

d. Carrier - pipe directly enclosing a transmitted fluid or gas.

e. Casing - a larger pipe enclosing a carrier for the purpose of providing structural or other protection to the carrier and/or to allow for carrier replacement without re-excavation, jacking or boring.

f. Coating - protective material applied to the exterior of a pipe or conduit to prevent or reduce abrasion and/or corrosion damage.

g. Conduit - an enclosed tubular runway for protecting wires or cables.

h. Cover - depth to top of pipe, conduit, casing or gallery below the grade of a road or ditch.

i. Drain - appurtenances to discharge accumulated liquids from casings or other enclosures.

j. Encasement - structural element surrounding a pipe or conduit for the purpose of preventing future physical damage to the pipe or conduit.

k. Franchise - occupancy and use document granted by the county required for occupancy of road rights of way in accordance with RCW 36.55 and RCW 80.32.

l. Gallery - underpass for two or more utility lines.

m. Manhole - an opening in an underground utility system into which workers or others may enter for the purpose of making installations, inspections, repairs, connections, cleaning, and testing.

n. Pavement - the combination of subbase, base course, and surfacing placed on a subgrade to support the traffic load and distribute it to the subgrade.

o. Permit - a document issued under the authority of (1) the County Engineer (or Public Works Director) and/or (2) a franchise granted by the County's legislative authority. The permit provides specific requirements and conditions for specific utility work at specific locations within the right of way.

p. Pipe - a structural tubular product designed, tested, and produced for the transmittance of specific liquids and gases under specific conditions.

q. Plowing - direct burial of utility lines by means of a 'plow' type mechanism, which breaks the ground, places the utility line at a predetermined depth, and closes the break in the ground.

r. Pressure - internal gage pressure in a pipe in pounds per square inch, gage (psig).

s. Private Lines - privately owned, operated and maintained utility facilities devoted exclusively to the use of the owner.

t. Relocation - Planned change of location of an existing facility to a more advantageous place without changing the character or general physical nature of the facility.

u. Replacement - Installation of a like element of a utility system or subsystem in the same or near-same physical location normally due to damage, wear or obsolescence of the element.

v. Restoration - all work necessary to replace, repair or otherwise restore the right of way and all features contained within to the same or equal condition as before any change or construction thereto.

w. Right-of-Way - a general term denoting public land, property, or interest therein, usually in a strip, acquired for or devoted to transportation or secondary purposes.

x. Road (or Roadway) - a general term denoting a street, road or other public way, including shoulders, designated for the purpose of vehicular traffic.

y. Sleeve - short casing through a pier, wall or abutment of a highway structure.

z. Traffic Control - those activities necessary to safeguard the general public, as well as all workers, during the construction and maintenance of utility facilities within the right of way.

aa. Trenched - installation of a utility in an open excavation.

bb. Untrenched - installation of a utility without breaking the ground or pavement surface such as by jacking or boring.

cc. Vent - appurtenance to discharge gaseous contaminants from casings or other enclosures.

4. GENERAL CONDITIONS AND REQUIREMENTS

A. LOCATION

(1) Utility installations shall be located to minimize need for later adjustment to accommodate future roadway improvements and to permit access to servicing such installations with minimum interference to roadway traffic. Counties shall make available to utilities a copy of their six-year transportation improvement program (or capital facilities and transportation plan where required,) in order to minimize both utility customer and road user inconvenience should future road improvements (on existing or new alignment) require adjustment or relocating of the utility facilities. Said utilities shall, within the limits of standard business practice, make available appropriate short and long range development plans to the county.

(2) Unless otherwise approved by the county, all above-ground utilities and their appurtenances as well as all above-ground appurtenances of below-ground utilities that may constitute a roadside obstacle for traffic using the road shall be located as close as practicable to the edge of the right-of-way line. If an appurtenance within the right-of-way would constitute an unacceptable roadside obstacle, said obstacle may be:

(a) relocated to another place within the right-of-way,
(b) converted to a break-away design,
(c) crash-protected, or
(d) relocated to another location off the road right-of-way.

(3) Installations that are required for a road purpose, such as street lighting or traffic signals, are to be located and designed in accordance with this policy.

(4) Where existing facilities are in place, new facilities shall be compatible with the existing installations and conform to this policy as nearly as practicable.

B. DESIGN – GENERAL

(1) The utility shall be responsible for the design of the utility facility being proposed. This responsibility shall include, in addition to the integrity of the proposed utility facility, provisions for public safety during the course of construction, as well as consideration of traffic safety and accident potential for the life of the installation.

(2) For work requiring application to the county, the county may review and approve the utility's plans with respect to:

(a) location,
(b) the manner in which the utility facility is to be installed,
(c) measures to be taken to preserve safe and free flow of traffic,
(d) structural integrity of the roadway, bridge, or other structure,
(e) ease of future road maintenance, and appearance of the roadway.

(3) Provision shall be made for known or planned expansion of the utility facilities, particularly those located underground or attached to bridges or other structures within the right of way.

(4) Granting of a franchise or permit shall not imply or be construed to mean the county shall be responsible for the design, construction, or operation of the facility or for public safety during the facility's installation, operation, or maintenance.

C. STANDARDS AND CODES

All utility installations shall be designed in accordance with the standards, codes and regulations applicable to the type of utility. The methods of installation and materials used shall conform to the codes and standards promulgated by government and by the industry. This shall also include any road design standards that the county shall deem necessary to provide adequate protection to the road, its safe operation, appearance and maintenance.

D. ADJUSTMENT AND RELOCATION OF EXISTING FACILITIES

(1) Existing underground utilities on county road right of way may be removed or relocated when road work funded by the county would disturb the existing underground utility. All such removal or relocation shall be at the sole expense of the owning utility and all work must be accomplished by the same permitting process as for new installations.

(2) Notwithstanding reinforcement or protection otherwise provided, a permittee shall be responsible for the security of each existing pipeline and utility within a road construction zone. Where there are unusual utility hazards or where heavy construction equipment will be used, the permittee shall provide adequate temporary protection. In replacing the roadway, the design should give due consideration to the protection of previously existing utilities in the roadway section without sacrificing the geometrics of roadway design.

5. PERMITS

A. GENERAL REQUIREMENTS

For work not authorized by franchise, comprehensive plan, or other agreement, a written permit may be required for occupancy of road right-of-way by all utility facilities, including private lines. No facility shall be used for other than the purpose stated, unless written approval is granted by the county.

B. SPECIFIC REQUIREMENTS

When required, permit applications shall be submitted in a standard format as prescribed by the county. The permit application shall include the following information:

(1) Agreement to all pertinent provisions of this policy and to such special conditions as the county may deem appropriate.

(2) Description of the facilities to be installed.

(3) Adequate exhibits depicting existing or proposed location of the facility in relation to the road, including right-of-way or easement lines; relationship to currently planned road revisions, if applicable; and all locations and situations for which deviations in depth of cover (including the proposed method of protection) or other location standards are anticipated.

6. SPECIFIC REQUIREMENTS - UNDERGROUND UTILITIES

A. UNDERGROUND UTILITIES - LOCATION AND ALIGNMENT

(1) For all crossings, the angle of crossing should be as near a right angle to the road centerline as practicable. However, lesser angles may be permitted based upon economic considerations of practical alternatives.

(2) Where practicable, crossings should avoid deep cuts, footings of bridges and retaining walls, or locations where highway drainage would be affected.

(3) Longitudinal installations should run parallel to the roadway and lie as near as practicable to the right-of-way line. Installations that cannot be so installed will be allowed within the right of way, provided that:

(a) The installation will not adversely affect the design, construction, stability, structural integrity, traffic safety, or operation of the road facility; or

(b) Failure to allow such installation will create an undue hardship or financial burden upon the utility.

(4) Where irregularly shaped portions of the right of way extend beyond the normal right of way limits, a uniform alignment of facilities shall be allowed.

B. UNDERGROUND UTILITIES - COVER

The grade of and resulting cover for an underground utility shall be in compliance with applicable federal, state and county requirements unless otherwise specified.

C. UNDERGROUND UTILITIES - ENCASEMENT

(1) Casings shall be installed for roadway crossings where required by appropriate industry code.

(2) Casings may be required for the following conditions:

(a) As an expediency in the insertion, removal, replacement, or maintenance of a carrier line crossing or other locations where it is necessary in order to avoid open trench construction.

(b) As protection for carrier lines from external loads or shock either during or after construction of a road.

(c) For jacked or bored installations of coated carrier lines unless assurance is provided to the county that there will be no damage to the protective coating.

(3) Within the road right of way, where practicable, casing pipes shall extend beyond the toe of fill slopes, back of roadway ditch, or outside of curb.

(4) Other than for necessary vents and/or drains, casing pipes shall be sealed at both ends.

(5) Casing pipes shall be designed to support the load of the road and superimposed loads thereon and, as a minimum, shall equal the structural requirements for road drainage facilities. Casings shall be composed of materials of sufficient durability to withstand conditions to which they may normally be exposed.

D. UNDERGROUND UTILITIES - UNCASED CARRIERS

(1) The carrier pipe shall conform to the material and design requirements of the appropriate utility industry and governmental codes and specifications.

(2) The carrier pipe shall be designed to support the load of the road, plus superimposed loads thereon, when the pipe is operated under all ranges of pressure from maximum internal to zero pressure.

E. UNDERGROUND UTILITIES - APPURTENANCES

(1) Vents shall be required for casings, tunnels and galleries enclosing carriers of fuel where required by federal safety standards. Vent standpipes should be located and constructed so as neither to interfere with maintenance of the road nor to be concealed by vegetation. Preferably standpipes should stand by a fence or on the right-of-way line.

(2) Drains shall be required for casings, tunnels or galleries enclosing carriers of liquid, liquefied gas, or heavy gas. Drains for carriers of hazardous materials shall be directed to natural or artificial

holding areas to prevent the potential for surface or ground water contamination. Drains for which only water or other non-hazardous liquids may discharge may be directed into the roadway ditch or natural water course at locations approved by the county. The drain outfall shall not be used as a wasteway for routine purging of the carrier unless specifically authorized by the county.

(3) Location markers and emergency information should be used when required by applicable state and federal standards.

(4) Manholes should be designed and located in a manner that will cause the least interference to other utilities or future road expansion. Where practicable, installations in the pavement or shoulders should be avoided.

F. UNDERGROUND UTILITIES - INSTALLATION

Installations shall ensure safety of traffic and preservation of the roadway structure, and required construction shall, unless otherwise provided in the approved permit, be in accordance with the following controls:

(1) Trenched Construction and Backfill:

(a) Where the pavement must be removed, it first shall be cut in vertical (or undercut) continuous straight lines.

(b) Trenches shall be cut to have vertical faces, where soil and depth conditions permit, with a maximum width of outside diameter of pipe plus 2 feet. Shoring shall comply with the Washington State Department of Labor and Industries Safety Code.

(c) The pipe or carrier shall be installed and the trench backfilled in a manner assuring no deformation of the pipe likely to cause leakage and restoration of the structural integrity of the roadway structure. Specific trench backfill requirements regarding materials and methods shall be provided by the county.

(d) When trenching is approved on paved roads, the pavement shall be restored as required by the county.

(2) Untrenched construction may be required for pipelines crossing roads paved with asphalt concrete or cement concrete and for roads paved with bituminous surface treatment when directed by the county.

(a) If sufficient right-of-way exists, the length of untrenched construction shall extend a minimum of 4 feet from edge of pavement, except that a lesser standard may be permitted by the county engineer where conditions warrant.

(b) Overbreaks, unused holes, or abandoned casings shall be backfilled as directed by the county engineer.

(c) Water boring under roadways shall not be permitted.

(d) Existing carriers and conduit installed under a roadway may be physically located prior to pipeline installation.

(3) Plowing of communication and electrical lines on or adjacent to existing roads by means of a vibrator plow may be allowed by the county, provided that the structural integrity of the roadway is not impaired.

G. UNDERGROUND UTILITIES - ONE CALL SYSTEM

Utility facilities shall be located and identified in accordance with Title 19 RCW, Chapter 19.122, sections 19.122.010 through 19.122.900 (Washington State One Call System).

7. SPECIFIC REQUIREMENTS - OVERHEAD UTILITIES

A. POWER AND COMMUNICATION LINES

(1) Single-pole construction and joint use of the pole is desirable and should be used whenever feasible.

(2) The minimum vertical clearance for overhead power and communication lines above the road and the minimum lateral and vertical clearance from bridges shall be in compliance with the National Electrical Safety Code and Washington State Department of Labor and Industries "Electrical Construction Code".

(3) Where irregularly shaped portions of the right-of-way extend beyond the normal right-of-way limits, a uniform alignment of facilities shall be allowed.

8. AESTHETIC/SCENIC CONSIDERATIONS

A. Utility installations shall be designed and constructed to minimize the adverse affect on existing roadside manmade or natural amenities. Special efforts shall be taken to minimize any potential negative impact on areas of scenic beauty (i.e., scenic strips, viewpoints, rest areas, recreation areas, public parks or historic sites, etc.).

B. Overhead utility installations shall be permitted in areas of scenic beauty when other utility locations are not available, are not technically feasible, are unreasonably costly, or are less desirable from the standpoint of visual quality.

C. If the utility intends to use chemical sprays to control or kill weeds and brush in scenic areas, prior approval must be granted by the county at least annually. The county may limit or restrict the types, amounts, and timing of applications if a significant negative impact on the aesthetics of the area is anticipated, provided such limitations or restrictions are not in conflict with State law governing utility right-of-way maintenance.

D. Refuse and debris resulting from the installation or maintenance of the utility facilities shall be promptly removed once work is completed.

9. INSTALLATIONS ON ROADWAY BRIDGES AND STRUCTURES

Attachment of utility lines to a roadway structure (including bridges) may be allowed where such attachment conforms to sound engineering considerations for preserving the roadway structure and its safe operation, maintenance and appearance. The attachment shall be in accordance with the following:

A. Attachment of a utility shall not be considered unless the structure in question is of a design that is adequate to support the additional load and can accommodate the utility facility without compromise of highway features, including reasonable ease of maintenance.

B. Manholes and other utility access panels should be avoided within the roadway portion of the structure.

C. Attachment on a structure of a pipeline carrying a hazardous transmitting shall be avoided where practicable.

D. The utility attachment shall not reduce the clearance of a structure where such clearance is critical. Attachment to the outside of a structure should be avoided where there are reasonable alternatives.

E. Utility mountings shall be of a type that shall not create noise resulting from vibration.

F. The hole created in a structure abutment shall be sleeved, shall be of the minimum size necessary to accommodate the utility line, and shall be sealed to prevent any leakage of water or backfill material.

G. The utility line back of the abutment shall curve or angle out to align outside the roadbed area in as short a distance as is operationally practicable.

H. Communication and electrical power line attachments shall be suitably insulated, grounded, and preferably carried in protective conduit or pipe from point of exit from the ground to re-entry. Carrier pipe and casing pipe shall be properly isolated from electric power line attachments.

10. MISCELLANEOUS PROVISIONS

A. PRESERVATION, RESTORATION AND CLEANUP

(1) The size of disturbed area necessary to install a utility shall be kept to a minimum.

(2) Restoration methods shall be in accordance with the specifications of the county and/or special provisions of the franchise, permit, or agreement.

(3) Unsatisfactory restoration work shall be promptly corrected by the utility. If necessary, unsatisfactory restoration work may be corrected by the county and billed to the utility.

B. TRAFFIC CONTROL AND PUBLIC SAFETY

(1) Traffic controls, including detours for all utility work, shall conform to the currently applicable "Manual on Uniform Traffic Control Devices for Streets and Highways".

(2) All construction and maintenance operations shall be planned to keep interference with traffic to a minimum. On heavily traveled roads, construction operations interfering with traffic should not be

scheduled during periods of peak traffic flow. Work shall be planned so that closure of intersecting streets, road approaches, or other access points is held to a minimum.

(3) Adequate provision shall be made to safeguard any open excavation, and shall include barricades, lights, flaggers, or other protective devices as may be necessary.

(4) The storage of materials on through roadways shall not be allowed, and parking of vehicles on through roadways shall be kept to a minimum.

C. EMERGENCY REPAIRS

(1) All utility facilities shall be kept in a good state of repair. Emergency repairs shall be undertaken in a timely manner.

(2) If emergency repairs disturb the right of way, such repairs may be immediately undertaken and the right of way restored. Approval as to the manner of final restoration of the right of way shall be secured from the county in a timely fashion.

5.A.2. Suggested Procedures and Other Issues

Receiving the model policy is only one small step in the process of creating of updating your county's formal "Accommodation of Utilities on County Road Right of Way" policy. The basic requirements and timetables are included in WAC 136-40, which is a Standard of Good Practice.

A first step should be to examine your current practices in light of the contents of the model policy. Read the model policy closely to see what it does and does not address. Items, concerns or procedures that need to be updated should be identified and remedies should be drafted into a first-cut policy. Because the final policy must be formally adopted by your legislative authority (typically requiring public hearings), it would be wise to sit down with a group of interested utilities and arrive at a practical consensus as soon as possible. It would also be appropriate to involve your legal counsel throughout the development and adoption process.

If you choose to use the model policy as a new point of beginning, you should be aware that there are some issues that are not addressed. If they are important to your county, you must develop the additional text (or modify existing) and add it into the model policy. Such issues include, but are not limited to:

1. You must develop your own permit (and other, as desired) forms and there must be some form of written permit process for other than exempted work.
2. The issue of permit fees is not discussed at all. If you charge fees, it must be an add-on to the model policy.
3. There are normally certain levels of work (typically routine maintenance) performed by your franchised utilities for which you do not require a written permit. Such exemptions, and the methods for handling them if necessary, should be clearly spelled out in your policy.
4. The issue of how long in advance of the work an applicant must submit a permit application is not addressed. You should consider specifying a reasonable permit review time before the permit is issued.
5. If there are other county standards or requirements that are applicable to utility accommodation, they should be reviewed and either referenced or incorporated into your final policy. Often such things as plat road standards may contain utility-related location requirements.
6. There are no provisions concerning penalties or sanctions for non-compliance with the policy.
7. There are no provisions for liability insurance, use of licensed sub-contractors, or third party damage indemnification. If these are important issues to you, suitable language must be added.
8. Other than referencing industry and state minimum standards, there are no depth-of-cover requirements.
9. Specific requirements for trench backfilling and pavement surface restoration are not included. If you have specific requirements that you insist be followed, they must be added in.
10. Fiber-optic lines are not treated differently than other buried lines. We are not convinced that they need special treatment (depth, protection or marking) but that is something that you need to work out with your telecommunication utilities.

11. Overhead line clearances are only required to meet NEC and L&I minimums. This can be a low as 18 feet in many instances. You should examine the L&I electrical construction code to see if you can live with their minimums.
12. Only chemical weed and brush control in 'scenic areas' is addressed in the model policy. The definition and designation of 'scenic area' should be clarified. If you desire a more comprehensive chemical use control, this section may need to be amended.

Merely adopting the model policy is <u>not</u> sufficient to insure that you end up with an effective process. A major purpose for adopting a comprehensive utility accommodation process is to confront and deal with the issues of county road management, and the rights and responsibilities of the utilities that desire to use the common right of way. Do not do it 'in the dark'. Sit down with all interested parties and reach a consensus that really is in the overall best public interest.

5.B. EMERGENCY LOAD LIMITATIONS ON COUNTY ROADS

5.B.1. Model Ordinance/Resolution

EMERGENCY LOAD LIMITATION ON COUNTY ROADS
FOR _____ COUNTY

(Adopted by [Ordinance][Resolution] _____, effective _____)

An Ordinance Governing Emergency Load Limitations on County Roads, the Issuance Of Special Motor Vehicle Permits to Use on Weight Restricted County Roads, and Fixing Penalties for Violations Thereof	)))))	ORDINANCE

WHEREAS, pursuant to RCW 46.44.080, _____ County may prohibit or restrict vehicle operations or vehicle weight whenever any county road, by reason of rain, snow, climatic, or other conditions, will be seriously damaged or destroyed unless the operation of vehicles thereon is prohibited or restricted or their permissible weights reduced (such periods hereafter referred to as "load sensitive periods"); and

WHEREAS, the Board of County Commissioners of _____ County, Washington, upon recommendation of the County Engineer, has deemed it advisable to place certain restrictions on various county roads during load sensitive periods to protect such roadways from extensive damage; and

WHEREAS, an ORDINANCE has been proposed with the following sections:

1. Declaration of purpose
2. Scope and construction of terms
3. Definitions
4. Emergency load limitations
5. Special permits for authorized vehicles
6. Maximum speed permitted on posted roads
7. Penalty
8. Action for damage
9. Savings

NOW, THEREFORE, pursuant to RCW 46.44.080, BE IT HEREBY ORDAINED by the Board of County Commissioners of _____ County, as follows:

<u>SECTION 1 DECLARATION OF PURPOSE.</u>

It is hereby declared that the policy of the board of County Commissioners is to:

A. Establish general emergency load limitations upon county roads during load sensitive periods;

B. Establish special load limitations for school buses, motor trucks transporting perishable commodities or commodities necessary to the health and welfare of county residents, and motor vehicles providing services necessary for health and welfare, when such emergency load limitations are in effect.

C. Request the Washington State Patrol's assistance with weight control enforcement.

SECTION 2 SCOPE AND CONSTRUCTION OF TERMS.

The definitions in this ordinance shall control the meaning of terms used herein. Where no definition is expressly stated herein, a term shall have that meaning clearly indicated by, or reasonably implied from, the context in which such term is used.

SECTION 3 DEFINITIONS.

A. "Authorized Emergency Vehicle" means any vehicle of any fire department, police department, sheriff's office, coroner, prosecuting attorney, Washington State Patrol, or ambulance service, public or private, which need not be classified, registered, or authorized by the State Patrol.

B. "Commodity necessary for health and welfare" means anything provided to the public that is necessary to provide essential shelter, food, or fuel to people and animals.

C. "County Engineer" means the county engineer, the county director of public works, or his/her designee.

D. "County Road" means every public highway or part thereof, outside the limits of cities and towns, and which has not been designated as a state highway.

E. "Gross Weight" means the total vehicle weight including load.

F. "Truck" means any motor vehicle designed or used for the transportation of commodities, merchandise, produce, freight, animals, or other things.

G. "Perishable commodity" means a product of agriculture, aquaculture, or manufacture, which by its nature is subject to destruction, decay, deterioration, or spoilage except under proper conditions.

H. "Person" means every natural person, firm, co partnership, corporation, association, or organization.

I. "Pneumatic tire" means every tire of rubber or other resilient material designed to be inflated with compressed air to support the load thereon.

J. "School bus" means every motor vehicle used regularly to transport children to and from school or in connection with school activities, which is subject to the requirements set forth in the most recent edition of "Specifications for School Buses" published by the State Superintendent of Public Instruction,

but does not include buses operated by common carriers in urban transportation of school children.

K. "Service necessary for health and welfare" means any service provided to the public that is necessary to maintain essential power, gas, communications, garbage, sewer, and water services for the public.

L. "Tire width" means, in the case of pneumatic tires, the maximum overall normal inflated width, as stipulated by the manufacturer, when installed to the pressure specified and without load thereon.

M. "Vehicle" means every device capable of being moved upon a public highway and in, upon, or by which any person or property is or may be transported or drawn upon a public highway.

SECTION 4 EMERGENCY LOAD LIMITATION.

A. When the County Engineer determines that, during load sensitive periods, vehicles whose gross tire loads exceed those described in this section will seriously damage or destroy a county road, the County Engineer may impose the following limits on vehicle weights, except for authorized emergency vehicles.

Conventional Pneumatic Tires		Tubeless or Special Pneumatic Tires With .5 Marking	
Tire Width	Gross Load Each Tire	Tire Width	Gross Load Each Tire
*7.00	1800 lbs.	*8-22.5	1800 lbs.
7.50	1800 lbs.	9-22.5	1900 lbs.
8.25	1900 lbs.	10-22.5	2250 lbs.
9.00	2250 lbs.	11-22.5	2750 lbs.
10.00	2750 lbs.	11-24.5	2750 lbs.
**11.00	3000 lbs.	**12-22.5	3000 lbs.

* And Under
** And Over

B. The emergency load limitations imposed by this section shall become effective upon the erection and maintenance by the County engineer of signs designating the load limitations (visible to the operator of a vehicle as he/she enters the restricted area), and shall remain in effect until the load sensitive period ends and such signs are removed by the County Engineer.

SECTION 5 SPECIAL PERMITS FOR AUTHORIZED VEHICLES.

A. In accordance with RCW 46.44.092 and RCW 46.44.093, the county _____ is authorized, during load sensitive periods, to issue special permits for the operation (upon any county road within the county) of a vehicle or combination of vehicles exceeding the maximum loads specified in Section 4 above, to the following classes of vehicles:

(1) School buses (no extracurricular activities).
(2) Milk trucks with dual tires on rear axles and on trailers.
(3) Trucks hauling perishable commodities. To obtain a permit, drivers must show proof that at least fifty percent (50%) of their load is fresh produce and/or perishables.
(4) Garbage vehicles making pickups required for health, e.g., schools, hospitals, and institutions.
(5) Dead animal services required for health reasons.
(6) Vehicles or emergency equipment vendors hauling medical supplies (gases, drugs, etc.)
(7) Feed trucks – one trip basis only.
(8) Fuel trucks – one trip basis only, allowed to haul ½ loads on emergency basis.
(9) Vehicles engaged in septic tank pumping – emergency basis, one trip only.
(10) Public transportation vehicles.

B. A permit issued to a vehicle in one of the classes of vehicles listed in Section 5A shall be subject to the following conditions:

(1) The gross weight of such vehicle shall not exceed that amount determined by multiplying the total number of tires concentrated upon the surface of the road times the maximum allowable gross weight per tire;
(2) No allowance shall be made for any second gear axle suspended from the frame of the vehicle independent of the regular driving axle, otherwise known as "rigid tail-axles" or :drop axles".
(3) Allowance will be made for single tires only on the front of a vehicle.
(4) The load distribution on any axle of a vehicle shall be such that it will not load the tires on said axle in excess of the prescribed load, as set forth above, and any loading in excess of the specified maximum will be considered a violation of this Ordinance.
(5) In an attempt to comply with requirements of this section, the power unit of any combination shall be sufficiently designed to lawfully handle the designated weight.
(6) The special permit shall be clearly displayed in the lower right hand corner of the vehicle's windshield while moving on any restricted county road.

C. The following limits on vehicle weights shall apply to vehicles receiving permits under Section 5:

Conventional Pneumatic Tires		Tubeless or Special Pneumatic Tires With .5 Marking	
Tire Width	Gross Load Each Tire	Tire Width	Gross Load Each Tire
*7.00	1800 lbs.	*8-22.5	1800 lbs.
7.50	1800 lbs.	9-22.5	1900 lbs.
8.25	1900 lbs.	10-22.5	2250 lbs.
9.00	2250 lbs.	11-22.5	2750 lbs.
10.00	2750 lbs.	11-24.5	2750 lbs.
**11.00	3000 lbs.	**12-22.5	3000 lbs.

* And Under
** And Over

If a vehicle has ten inch (10") or wider tires on the front axle and otherwise qualifies for a permit, the vehicle may be allowed to have ten thousand pounds (10,000 lbs.) gross weight on said front axle under emergency load limitations.

Tires over eleven inches (11") in width may be issued a special permit for loads of three thousand pounds (3,000 lbs.) plus four hundred pounds (400 lbs.) per inch of tire in excess of eleven inches (11"), up to five thousand two hundred fifty pounds (5,250 lbs.) per tire.

D. Any vehicle requiring a special permit under Section 5 shall not exceed _____ miles per hour (_____ M.P.H.) on any county road subject to emergency load limitations.

E. Where a specific hardship occurs, variances from these special permit weight limitations may, at the discretion of the County Engineer, be issued on a case-by-case basis. Such variance permits may allow a vehicle to exceed the gross weight limits of this section, subject to specified times and routes of movement needed to protect the county roads from serious damage.

SECTION 6 MAXIMUM SPEED PERMITTED ON POSTED ROADS.

Except where applicable law specifies a lower speed, the County Engineer may post a reduced speed limit as low as _____ miles per hour (_____ M.P.H.) upon any county road under emergency load limitations.

SECTION 7 PENALTY.

Any person violating any emergency load limitation on a county road during a load sensitive period shall be in violation of this Ordinance. A violation of this Ordinance shall constitute a traffic infraction under the provisions of RCW 46.44.105, RCW 46.44.100, and RCW 46.44.080, subjecting the violator to the monetary penalties provided in RCW 46.44 and RCW 46.61.

SECTION 8 ACTION FOR DAMAGES.

Any person operating a motor vehicle up[on any county road in violation of any provision of this Ordinance shall be liable under RCW 46.44.110 and RCW 46.44.120 for any damage caused to such county road as the result of such violation.

SECTION 9 SAVINGS.

If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

THEREFORE, after due consideration at a public hearing held at _____ in _____ the _____, this Ordinance is passed and adopted this _____ day of _____, _____.

Approved as to form:

_____
Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS

_____
Chair

_____
Vice-Chair

_____
Member

Attest:

_____
Clerk of the Board

5.C. UTILITY FRANCHISE AGREEMENT

After Recording Return To:

_____
_____
_____
_____

UTILITY FRANCHISE COVER SHEET

_____ COUNTY, WASHINGTON

Franchise No._____

Applicant/Grantee: _____
_____
_____

Type of Facilities: _____
_____

Description of County Roads by Reference to Section, Township, and Range:
(If space is not adequate, attach a separate sheet.)

_____
Applicant Name

_____
Contact Person

_____
Notice Address

Ordinance No: _____

Effective Date: _____

Expiration Date: _____

EXHIBIT "A"

_____ COUNTY

TERMS AND CONDITIONS OF UTILITY FRANCHISE

INDEX OF TERMS AND CONDITIONS OF UTILITY FRANCHISE

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1. Scope and Duration

(Name of Grantee) _____, a (Type of Entity) _____, its successors and assigns (hereinafter called "Grantee") are granted a franchise to enter upon and use the _____ County roads and rights-of-way for the construction, maintenance, and operation of its (type of utility facilities) _____ lines and facilities incidental to such lines for a period of _____ years, all in accord with the ordinance granting this franchise, all applicable provisions of _____ County Code, whether specifically referred to or not, this Exhibit A, Chapter 36.55 RCW, and Chapter 136-40 WAC. Provisions of (county code) shall control over inconsistent terms contained in Exhibit A. Provisions of Exhibit A not inconsistent with those in (county code) shall be cumulative to the requirements of (county code).

2. Definition of Terms

BLANKET UTILITY PERMIT	A single permit granted to a franchised utility to cover a series of activities in rights-of-way.
COUNTY	_____ County.
COUNTY COUNCIL/ COMMISSIONERS	_____ Council/ Commissioners.
COUNTY ENGINEER	County Road Engineer or his/her designee.
DEPARTMENT	Department of Public Works, _____ County.
FRANCHISE	Occupancy and use document required for occupancy of road rights-of-way in accordance with Chapters 36.55 and 80.32 RCW.
GRANTEE	The person named in any permit as permittee, and any successor to any rights or interests of a permittee under a permit or in property installed on the right-of-way pursuant to a permit./ In the event of any transfer of any permit or any property installed on the right-of-way, all grantors and grantees shall remain permittees.
MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)	Latest edition of the MUTCD, Manual on Uniform Traffic Control Devices for Streets and Highways, U.S. Department of Transportation, Federal Highway Administration.
MAP OF DEFINITE LOCATION	Construction plans; plans and specifications; design standards and specifications.
PERMIT	A document including any license, permit, or franchise, authorizing specified use of county rights-of-way and granted under the provisions of this franchise and (county code).
RESTORATION	A general term denoting replacing, repairing, or otherwise restoring the right-of-way to same or equal condition as before any change or construction began thereon.
RIGHT-OF-WAY	All property in which the county has any form of ownership or title and which is held for public road purposes, regardless of whether or not any road exists thereon or whether or not it is used, improved, or maintained for public travel.
ROADWAY	The portion of the right-of-way, within the outside limits of the side slopes or between curb lines, used for vehicular travel.
STATE DIRECTOR OF TRANSPORTATION	The Director of the State of Washington Transportation and Highways Commission.
TRAFFIC CONTROL	A general term more specifically defined in the MUTCD.

3. Permits, Plans, and Specifications

Prior to commencing any work, other than maintenance and repairs of existing facilities within any county road or right-of-way, Grantee shall apply for and receive a permit to do such work from _____ County pursuant to (county code). Permit applications for new wastewater collection facilities must demonstrate that the proposed facilities are consistent with the adopted _____ County GMA Comprehensive Plan as it may be amended from time to time. Such application will include plans and specifications in duplicate showing: the position, depth, and location of lines and facilities to be constructed at that time and their positions in relation to any involved county road and their locations within the right-of-way. These plans, all drawn to scale, shall be known as the "map of definite location". Specifications will include class and type of materials and equipment to be used, manner of excavation, construction, installation, and backfill; location of temporary and permanent structures to be erected; description of road facilities which will be disturbed and plans for their restoration; traffic controls; traffic turnouts and detours; road obstructions; and such other details as are required by the County Engineer. To the extent that work is permitted under a blanket utility permit issued pursuant to (county code). Detailed plans and specifications stated above are not required. Grantee shall pay all costs and expenses incurred by the County in reviewing plans and specifications.

4. Performance of Work

A. No work on any county road or right-of-way shall be commenced until a permit has been issued by the County and a set of plans and specifications, reviewed, approved, and endorsed by the County Engineer, has been returned to the Grantee.

B. All work shall be performed in accordance with applicable plans and specifications and shall be subject to inspection and incremental approval by the County Engineer. Grantee shall pay all costs and expenses incurred by the County in inspecting and approving the work. Grantee shall remain solely responsible for compliance with all applicable laws, regulations, codes, and standard plans and specifications in the design and construction of utility facilities.

C. Lines and other facilities shall be laid in exact conformance with the map of definite location except where deviations are allowed in writing by the County Engineer pursuant to application by Grantee, in which case Grantee shall file a corrected map of definite location.

D. Any work which disturbs any soil, surface, or structure of any county road right-of-way shall be controlled by WAC 136-40, applicable design standards and specifications of the County, and applicable provisions of (county code). Grantee, at its expense, shall restore such surface or other facility or make provisions therefor, all to the satisfaction of the County Engineer. The County Engineer may cause to be done, at the expense of the Grantee, all work the county Engineer deems necessary to render any county road or right-of-way safe where a condition which is dangerous to like, health, or property is created by Grantee or where Grantee fails, upon demand by the county Engineer, to restore any facility of the County.

E. All work shall be done in accordance with the current County standards in a thorough, professional, and workmanlike manner with minimum interference in public use of the county road. Where any work includes opening of trenches and/or ditches and/or tunneling under a county road or right-of-way, Grantee shall take all precautions necessary to protect and guard the public from any condition caused by the work. Grantee shall conform to the MUTCD, including directing traffic, signs, and barricades. If any line, pole, or other facility of Grantee is so located that, in the opinion of the County Engineer, any hazard to travel of the public is created, Grantee shall remove or relocate the line, pole, or other facility at its expense upon request of the county Engineer. Grantee shall be liable for any damages, including any costs incurred by the County in remedying any failure to provide adequate traffic controls and protection to members of the public and their property.

F. Before any work which may affect any existing monuments or markers of any nature relating to subdivisions, plats, roads, or other surveys is performed under this franchise, Grantee shall reference all such monuments and markers. Reference points shall be so located that they will not be disturbed during Grantee's operations under this franchise. The method of referencing monuments or other points to be referenced shall be approved by the County Engineer. The replacement of all such monuments or markers disturbed during construction shall be made as expeditiously as conditions permit and as directed by the County Engineer. The cost of monuments or markers lost, destroyed, or disturbed, and the expense of replacement of approved monuments shall be borne by the Grantee. A complete set of reference notes for monument and other ties shall be filed with the Department. Grantee shall comply with (county code).

G. All work shall be performed by the Grantee in a manner to avoid or minimize impacts on wetlands contained within County rights-of-way. Wetland impacts may occur where work related to installation, maintenance, and/or repair of the Grantee's facilities occur in the wetland, or near enough to decrease the wetland's functional values. If the Grantee is unable to perform its work without wetland impacts, then it shall be responsible to take measures to mitigate those wetland impacts. Those mitigation measures within the County right-of-way shall be in compliance with all applicable Federal, State, and County laws, regulations, and policies.

5. <u>Aesthetic/Scenic Considerations</u>

A. Utility installations shall be designed and constructed to minimize the adverse effect on existing roadside manmade or natural amenities. Special efforts shall be taken to minimize any potential negative impacts on areas of scenic beauty (i.e., scenic strips, viewpoints, rest areas, recreation areas, public parks, historic sites, etc.).

B. Overhead utility installations shall be permitted in areas of scenic beauty when other utility locations are not available, are not technically feasible, are unreasonably costly, or are less desirable from the standpoint of visual quality.

C. If the utility intends to use chemical sprays to control or kill weeds and brush in scenic areas, prior approval must be granted by the County at least annually. The County may limit or restrict the types, amounts, and timing of applications if a

significant negative impact on the aesthetics of the area is anticipated, provided such limitations or restrictions are not in conflict with State law governing utility right-of-way maintenance.

D. Refuse and debris resulting from the installation or maintenance of the utility facilities shall be promptly removed once the work is completed.

6. Maintenance of Utility Facilities

The County will not assume responsibility for damage to the utility's property and various objects that are placed in county roads and rights-of-way. The Grantee will take necessary steps to maintain a clear area around all objects permitted and installed within county road right-of-way. A minimum of 5 feet of clearance will be maintained around each object so as to provide clear visibility for County operations and maintenance.

7. Hazardous Wastes, Substances

Grantee agrees that it will not cause nor permit in any manner, including accidental or non-negligent acts or omissions, release of any hazardous substance, waste, or pollutant or contaminant into or upon any county road or right-of-way contrary to any state of federal law with respect thereto. Grantee shall notify the Department and the State Department of Ecology in writing of any such release. Grantee shall be completely liable for any and all consequences of such release, including liability under any federal or state statute or at common law. Grantee shall indemnify and hold the county harmless, as provided in paragraph 10, from any and all liability resulting from such a release and shall have full responsibility for completely cleaning up, as required by any government agency, any and all contamination from a release. The County shall be entitled to full contribution for all costs incurred by it as the result of any release of such materials by Grantee. Upon any release of a hazardous substance by Grantee, the County may give immediate notice of termination of this franchise, or enter the franchised premises and take whatever steps it deems appropriate to cure the consequences of any such release, all at the expense of the Grantee.

8. Relocation

A. If any county road or right-of-way is constructed, improved, relocated, realigned, or otherwise changed; including traffic controls, drainage, and illumination; or if any part of such road or right-of-way becomes a state highway and relocation or readjustment is directed by the State Director of Transportation so as to reasonably necessitate removal, relocation, and/or reconstruction of any facility of the Grantee on such road or right-of-way, upon notice of the County engineer or the State Director of Transportation, Grantee, in a timely manner, at its sole expense, shall remove, relocate, reconstruct, or otherwise adjust its facilities so as to conform to and permit such construction, improvement, relocation, realignment, or change by or on behalf of the County or State.

B. The County Engineer shall have the final approval of the removal or relocation schedule. Grantee shall be responsible for timely compliance with utility relocation and coordinate with the County or the County's contractor.

In accordance with paragraph 10, Grantee shall hold harmless and indemnify the County against all claims, lawsuits, and/or damages caused in whole or in part by the utility relocation work, including but not limited to, problems, accommodations and delays, including non-negligent acts or omissions of the Grantee, its agency, or employees.

The construction, operations, maintenance, and repair of Grantee's lines and facilities authorized by this franchise shall not preclude _____ County, its agents, or its contractors from blasting, grading, excavating, or doing necessary road work contiguous to the said lines and facilities of the Grantee, provided that the Grantee shall be given forty-eight (48) hours notice of said blasting or other work.

9. Non-Exclusive/Other Occupants

A. This franchise is not exclusive. It shall not prohibit the County from granting other franchises or permits for use of any county roads or rights-of-ways or parts thereof. Subject to this franchise, Grantee shall not prevent or prohibit the County from constructing, altering, maintaining, or using any of said roads or rights-of-way, or affect its jurisdiction over them or any part of them, the County having full power to make all necessary changes, relocations, repairs, maintenance, etc., of the same as the County may deem fit.

B. All installation, operation, maintenance, and repair by the Grantee on any county road or right-of-way shall be done so as not to interfere with installation, construction, operation, maintenance, or repair of other utilities, drains, ditches, structures, or other improvements permitted upon such road or right-of-way. Owners, public or private, of any such facilities installed prior to construction and/or installation of lines and facilities of Grantee, shall have preference as to positioning and location of such facilities. Such preference shall continue if relocation is required as a result of any construction relocation, realignment, and/or change of grade by the County.

10. Insurance and Security

Prior to the effective date of this franchise and during its life, the franchisee shall obtain and maintain continuously liability insurance necessary to comply with the hold harmless agreement herein with limits of liability not less than:

$ _____ per occurrence

The County engineer may further determine that Business Auto Liability Insurance may also be required. Such insurance shall include _____ County, its officers, elected officials, agents, and employees as an additional insured and shall not be reduced or cancelled without thirty days written prior notice to the County. Such

insurance, in its provision for additional insured, shall include a "Cross Liability Endorsement", "Severability of Interests", or "Separation of Insureds" provision indicating:

> "The inclusion of more than one insured under this policy shall not affect the rights of any insured as respects any claim, suit, or judgment made or brought by or for any other insured or by or for any employee of any other insured. The policy shall protect each insured in the same manner as though a separate policy had been issued to each except that nothing herein shall operate to increase the company's liability beyond the amount or amounts for which the insurer would have been liable had only one insured been named."

If the insurance is underwritten on a claims made basis, the retroactive date shall be prior to or coincident with the date of the franchise, and the insurance policy shall state that the coverage is claims made, and state the retroactive date. The franchise shall maintain coverage for the duration of the franchise and for the three years following the expiration of same. The franchisee shall provide the County annually a signed renewal binder or other document as evidence of such insurance. It is further agreed that either the franchisee or County may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by the franchisee. Proof of all insurance shall be in a form acceptable to the County. All insurance documentation shall be submitted and reviewed by the _____ prior to final execution of the franchise.

The County may require any additional bond, insurance, deposit, or security as provided in (county code). Acceptance by the County of any work performed by the Grantee at the time of completion shall not be a ground for avoidance of this covenant.

11. <u>Hold Harmless and Indemnity</u>

The Grantee shall assume the risk of, and be liable for, and pay all damage, loss, cost, and expense of any party arising out of Grantee's use of the right-of-way, except that caused by negligence and/or willful misconduct solely of _____ County and its employees acting within the scope of their employment. The Grantee shall protect, hold harmless from, and indemnify _____ County, its appointed and elected officials, agents, and employees, against all claims, losses, suits, actions, costs, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property or business and/or any death, injury, or disability to or of any person or party arising out of or suffered, directly or indirectly, by reason of or in connection with the use by Grantee of the right-of-way, or any action, error, or omission of the Grantee, Grantee's employees, agents, or subcontractors, whether by negligence, including voluntary negligence, or otherwise in connection with the use of county right-of-way, except for those damages caused by the negligence or willful misconduct solely of the County, its appointed and elected officials, agents, or employees.

Provided that, for only those provisions of this franchise which a court of competent jurisdiction determines are subject to RCW 4.24.115, then, in the event of damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of the County, its appointed and elected officials, agents or

employees, and the Grantee or the Grantee's agents or employees, the Grantee's liability to hold harmless and indemnify the County is enforceable only to the extent of the Grantee's negligence.

The Grantee's obligation shall include, but not be limited to, investigating, adjusting, and defending all claims alleging loss from any act, error, or omission or from any breach of any common law, statutory or other delegated duty of the Grantee or its employees, agents, or subcontractors.

In case suit or action is brought against the _____ County for damages arising out of or by reason of the above-mentioned causes, the Grantee will, upon notice to him of the commencement of said action, defend the same at its sole cost and expense, and in case judgment shall be rendered against the County in suit or action, the Grantee will fully satisfy said judgment within ninety (90) days after suit or action shall have finally been determined, if determined adversely to _____ County.

It is specifically and expressly understood that the hold harmless and indemnification provided in this franchise constitutes the Grantee's waiver of immunity under the State Industrial Insurance Law, Title 51 RCW, solely for the purpose of this hold harmless and indemnification and that this waiver has been mutually negotiated by the parties.

12. Reservation of Police Power

In granting this franchise, the County does not waive any of its police powers to regulate the use of County roads or rights-of-way in the interest of public health, safety, and general welfare.

13. Applicable Laws

Grantee shall comply with all federal, state, and local laws, rules, and regulations applicable to any work, facility, or operation of Grantee upon County roads or rights-of-way during the life of this franchise.

14. Eminent Domain, Powers of the People

This franchise is subject to the power of eminent domain and the right of the (Council/Commission) or the people acting for themselves through the initiative or referendum to repeal, amend, or modify the franchise in the interest of the public. In any proceeding under eminent domain, the franchise itself shall have no value.

15. Annexation

If any road or right-of-way covered by this franchise is incorporated into the limits of any city or town, this franchise shall terminate as to any road or right-of-way within the corporate limits of such city or town; but this franchise shall continue as to county roads and rights-of-ways not incorporated into a city or town.

16. Vacation

If the County vacates all or a portion of any county road or right-of-way which is subject to this franchise, and said vacation is for the purpose of acquiring the fee or other property interest in said road or right-of-way for the use of the County in either its proprietary or governmental capacity, the County (Council/Commission) may, at its option and by giving thirty (30) days written notice to the Grantee, terminate this franchise with reference to any county road or right-of-way so vacated, and the County shall not be liable for any damages or loss to the Grantee by reason of such termination.

Whenever a county road or right-of-way or any portion thereof is vacated upon a finding that it is not useful and the public will be benefited by the vacation, the County may retain an easement in respect to the vacated land for the construction, repair, and maintenance of public utilities and services which at the time of the vacation are specifically authorized under paragraph 3 or physically located on a portion of the land being vacated, but only in accordance with the provisions of RCW 36.87.140. It shall be the responsibility of the Grantee to request that the County (Council/Commission) specifically include a provision retaining an easement in respect to any proposed (Council/Commission) action on a particular vacation. The County shall not be liable for any damages or loss to the Grantee by reason of any such vacation.

17. Termination

A. If Grantee defaults on any term or condition of this franchise, the County (Council/Commission) may terminate this franchise as provided in (county code). Upon termination for any cause, all rights of the Grantee hereunder shall cease.

B. Upon compliance with (county code), the County (Council/ Commission), at its option, may terminate this franchise, as to those roads and rights-of-way upon which Grantee has not constructed or placed any facility within five (5) years of the effective date of this franchise.

C. In the event that the use of all or any part of the facility is discontinued for any reason, including, but not limited to, discontinuance, obsolescence, or abandonment of the facility, or the abandonment, termination, or expiration of this franchise, the Grantee is solely responsible for the removal and proper disposal of the abandoned/surplus facilities. The Grantee is not entitled to abandon any facilities in place without the County's prior express agreement and written consent. The Grantee shall restore the county roads and rights-of-way from which such facilities have been removed to the same or equal conditions as before.

18. Assignment

All terms and conditions of this franchise are burdens upon the successors and assigns of Grantee, and all privileges as well as all obligations and liabilities of the Grantee inure to its successors and assigns equally as if they were specifically mentioned wherever the Grantee is mentioned. Neither this franchise nor any interest therein shall be sold, transferred, or assigned without the prior written consent of the County (Council/Commission).

19. Effective Date

This franchise shall be effective thirty (30) days after approval by the County (Council/Commission); PROVIDED that Grantee within such time, has signed a copy thereof and returned it to the County (Council/ Commission).

20. Severability

If any provision of this franchise or its application to any person or circumstance is held to be invalid, such decision shall not affect the validity of the remaining portions of this franchise or its application to other persons or circumstances.

21. Limitation of Liability

Administration of this franchise shall not be construed to create the basis for any liability on the part of the County, its appointed and elected officials, and employees for any injury or damage from the failure of the Grantee to comply with the provisions of this franchise; by reason of any plan, schedule, or specification review, inspection, notice and order, permission, or other approval or consent by the County; for any action or inaction thereof authorized or done in connection with the implementation or enforcement of this franchise by the County, or for the accuracy of plans submitted to the County.

22. Hazardous Conditions

Whenever the County Engineer determines that any conditions or operations caused by any activity covered by this franchise have become a hazard to life and limb, endanger property or public resources, or adversely affect the safety, use, or stability of a public way or drainage channel, the County Engineer shall notify the Grantee in writing of the property upon which the condition or operation is located, or other person or agent in control of said property, and direct them to repair or eliminate such condition or operation within the period specified therein so as to eliminate the hazard and be in conformance with the requirements of this franchise.

Should the County Engineer have reasonable cause to believe that the situation is so adverse as to preclude written notice, he/she may take the measures necessary to eliminate the hazardous situation, provided that he/she shall first make a reasonable effort to notify the Grantee before acting. In such instance, the Grantee responsible for the creation of this situation shall be responsible for the payment of any reasonable costs incurred.

If costs are incurred and the hazardous situation has been created in conjunction with or as a result of an operation for which a bond has been posted pursuant to this title or any other County authority, the County Engineer shall have the authority to forfeit the bond or other security to recover the costs incurred.

23. Notices

Notices provided for in this franchise shall be sent to the following addresses:

1) _____ County

_____
_____
_____

2) Grantee

_____
_____
_____

The Grantee shall promptly notify the County of any change in notice address.

24. Governing Law and Stipulation of Venue

The Grantee hereby agrees to be bound by the laws of the State of Washington and subjected to the jurisdiction of the State of Washington. The parties hereby stipulate that this franchise shall be governed by the laws of the State of Washington and that any lawsuit regarding this contract must be brought in _____ County, Washington, or in the case of a federal action, in the United States District Court for the _____ District of Washington at _____.

5.D. INTERLOCAL AGREEMENT FOR MODIFICATION OF COUNTY FACILITIES AT UTILITY EXPENSE

INTERLOCAL AGREEMENT FOR MODIFICATION OF COUNTY FACILITIES AT UTILITY EXPENSE
CONTRACT NO._____
Project No._____

This Agreement, made and entered into this _____ day of _____, 19__, by and between _____, hereinafter called the "Utility", and _____ County, a municipal corporation located in and existing under the laws of the State of Washington, hereinafter called the "County".

WHEREAS, the County has concluded that the improvements to _____, County Road Project (CRP) No. _____, are necessary in order to provide an acceptable level of road safety and traffic circulation; and

WHEREAS, the County is the lead agency for the construction of the _____ Project, hereinafter called the "Project"; and

WHEREAS, the Utility holds a franchise for occupancy on County road rights-of-way and the Utility is required as a condition of its franchise and/or state law to relocate its facilities at its own expense to accommodate County road improvements; and

WHEREAS, the Utility has requested that the County modify its original project design to avoid significant effort and cost in association with relocation of the Utility's facilities; and

WHEREAS, it is deemed to be in the best public interest for the County to include the necessary items of work, as requested by the Utility, in the County's construction contract proposed for the Project; and

WHEREAS, the Utility agrees to reimburse the County for all costs associated with the design modification of proposed County facilities for the benefit of the Utility as described herein.

NOW, THEREFORE, it is mutually agreed as follows:

I. PURPOSE AND DURATION

The purpose of this Agreement is to provide for the design modification and construction of County storm drain and other facilities at locations that minimize the amount of relocation of the Utility's facilities located within County rights-of-way and to set forth the terms and conditions of the County's engineering, inspection, and contract administration services on behalf of the Utility.

The duration of this Agreement shall be from the date of execution until the acceptance of the work and complete payment to the County by the Utility. It is anticipated that this Project will be completed by _____.

II. COUNTY RESPONSIBILITY

The County may undertake a public works construction project for _____. The County reserves the right to determine not to undertake the Project or to discontinue the Project at any time. If the County determines to undertake the Project, the County will be lead agency for the construction project and the County will bid and may award the contract(s) for the Project in accordance with federal, state, and county law.

If the contract is awarded, the County shall administer the contract and provide construction engineering and construction inspection for the Project, including that portion of the Project involving the modified County facilities.

The modified County facilities include work as described in Exhibit A, attached hereto and by this reference made a part of this Agreement.

The County shall provide the Utility with a summary of estimated design cost for the modification of the County's facility. This summary of estimated cost will serve as the actual cost for the design effort. In addition, the County shall keep a reasonably itemized and detailed work record covering the cost of construction related services performed on behalf of the Utility pursuant to this Agreement. Upon completion of the Project, the County shall determine the actual cost of constructing the design modification. The County shall bill the Utility in accordance with the cost reimbursement and payment provision of Section IV below.

III. UTILITY RESPONSIBILITY

The Utility shall be solely responsible for all costs of design, construction, inspection, and contract administration related to the modification of County facilities and shall reimburse the County in accordance with the terms of Section IV below.

The Utility shall review engineering plans and notify the County as to the accuracy and completeness of the Utility's facilities as shown. The Utility shall provide pothole work at those locations where more detailed information is needed for design and construction. The Utility shall inform the County regarding any of the Utility's facilities which remain to be relocated and the schedule of such relocation. The Utility shall be responsible for the relocation of its facilities and the associated costs.

The Utility shall comply with the terms of the franchise agreement between the Utility and the County, including, but not limited to, County design standards and specifications, and Chapter 136-40 WAC, Standard of Good Practice – Accommodation of Utilities on County Rights-of-Way.

The Utility shall make all reasonable efforts to cooperate with the Project Contractor in completing utility relocations as required and shall make necessary personnel available so as to not delay the Contractor's construction schedule.

IV. COST REIMBURSEMENT AND PAYMENT

The Utility agrees to set aside funds for payment to the County for the work in an amount not less than the estimated cost to modify the plans and specifications and for the cost of bid items for the County's modified facility

work and for an amount necessary to reimburse the County for design, construction inspection, construction engineering, and contract administration related to modification of County facilities. The Utility agrees to make payment within forty-five (45) days of billing by the County.

The Utility shall pay the County one hundred (100) percent of the final cost of all contract bid items related to the modification of County facilities.

The Utility shall additionally pay the County an amount equal to fifteen (15) percent of the final costs of total bid items associated with the construction of the modified facilities excluding state sales tax, to compensate the County for construction engineering, construction inspection, and contract administration costs related to the County's modified facility. The Utility shall also pay all costs for design as shown in Exhibit A including an amount equal to fifteen (15) percent of the total consultant design costs, to compensate the County for administrative overhead and for related costs incurred from the beginning of the Project.

Upon request of the County, partial payments shall be made by the Utility to cover the costs of work performed and/or material acquired. It is agreed that acceptance by the County of any partial payment shall not constitute agreement as to the sum due the County for any item. At the time of final audit, all required adjustments will be made and reflected in a final payment. In the event such final audit reveals an overpayment to the County, the County agrees to refund such overpayment to the Utility.

The Utility also agrees to pay the County _____ within _____ days after this Agreement is executed. This payment is called the "Advance Payment" and represents approximately fifteen (15) percent of the estimated total of the Utility's obligation for the Project. The advance payment is to cover costs incurred by the County in the initial stages of the Project and will be carried throughout the life of the Project, with final adjustment made in the final payment.

During the progress of the construction and for a period of not less than three years from the date of final payment to the County, the Utility shall keep the records and accounts pertaining to the construction of the Project and accounting thereof shall be kept available for inspection and audit by the State and copies of all records, accounts, documents, or other data pertaining to the Project will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit findings have been resolved even though such litigation, claim, or audit continues past the three-year retention period.

V. LEGAL RELATIONS

The Utility agrees to hold the County harmless and indemnify the County, its elected and appointed officials, agents, and employees from any and all costs, claims, demands, and obligations of whatsoever nature arising by reason of County participation in or action for the Utility in connection with the modification work, including, but not limited to, claims by the Contractor for additional compensation related in any way to the modification work. The Utility further agrees to defend, at its own expense, all suits or actions of whatsoever nature brought against the Utility or the

County incident to or arising from the modification work or the County's participation in or performance of the work under this Agreement. Provided that the County shall be liable for any and all costs, claims, demands, and obligations arising solely from its own negligent acts or omissions and provided further that, with respect to only those portions of this Agreement subject to RCW 4.24.115, if the claims for damages arise out of bodily injury to persons or damage to property and are caused by or result from the concurrent negligence of (1) the County and its elected or appointed officials, employees, or agents, and (2) the Utility and its officers, employees, or agents, the hold harmless and indemnity provisions of this Agreement shall be valid and enforceable only to the extent of the negligence of the Utility, its officers, employees, or agents.

It is specifically and expressly understood that the indemnification provided in this Agreement constitutes the Utility's waiver of immunity under the State Industrial Insurance law, Title 51 RCW, solely for the purpose of this indemnification and that this waiver has been mutually negotiated by the parties.

VI. TERMINATION

This Agreement may only be terminated by written agreement of the parties.

The County has the right to terminate this Agreement if the County determines not to undertake the Project or to discontinue the Project, in which case the Utility shall only be responsible for costs incurred by the County prior to the County's notice of termination and for documents supplied in accordance with Section VIII below.

Should the Utility choose to terminate this Agreement prior to award of the County contract for this Project, the Utility shall be responsible for all costs to redesign the project, utility relocation, and cost incurred due to delay of award and construction of the Project.

VII. EXTRA WORK

In the event unforeseen conditions require an increase in the cost of twenty-five (25) percent or more from the total actual bid prices of the County's modified facilities, the terms of this Agreement will be modified by a letter of understanding between the County's Director of Public Works or designee and the Utility's representative.

In the event there is any change that would result in an increased cost to the Utility of $5,000.00 (Five Thousand Dollars) or more, written approval must be secured from both the County and the Utility prior to the commencement of such work.

VIII. RETENTION OF PROJECT RECORDS

The County will retain and file the original Mylar plan sheet(s) and all other Project records.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

_____ COUNTY

By: _____

APPROVED/EXECUTION AUTHORIZED
By: _____

APPROVED AS TO FORM:

By: _____
Date: _____

Title: _____

Attest: _____

APPROVED AS TO FORM:

By: _____
Date: _____

EXHIBIT "A"

[project name]
Project No. _____

SUMMARY OF WORK:

ESTIMATED COSTS:

Note: The actual construction cost will be determined after the structures have been installed based upon the actual unit costs for the items constructed.

6.A. CRP RESOLUTION FOR INDIVIDUAL PROJECTS

Resolution Number_____

BEFORE the Board of County Commissioners of _____ County, Washington. In the matter of initiating a county road project designated as CRP NO._____,

IT IS HEREBY RESOLVED THAT the_____Road, State Road Log No._____, from Milepoint_____to Milepoint _____be improved as follows:

(Insert a brief description of the road or bridge improvement contemplated by this resolution)

This project is hereby declared to be a public necessity and the county road engineer is hereby ordered and authorized to report and proceed thereon as by law provided. *(RCW 36. 75.050, 36.80.030, 36.80. 070) (Optional References).*

IT IS FURTHER RESOLVED that an appropriation from the officially adopted road fund budget and based on the county engineer's estimate is hereby made in the amounts and for the purposes shown:

PURPOSE / AMOUNT OF APPROPRIATION	
Engineering	_____
Right of Way Acquisition	_____
TOTAL (Not subject to 36.77.065)	_____
Construction	_____
TOTAL	_____

(Check Appropriate Box)

☐ This project is included in the officially adopted annual road program as Item No._____.

☐ The project is hereby made a part of the officially adopted annual road program in accordance with RCW 36.81.130.

IT IS FURTHER RESOLVED that: *(Check appropriate box)*

☐ The construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

☐ The construction is to be accomplished by county forces in accordance with RCW 36.77.065 and WAC 136-18.

ADOPTED this_____ day of_____ , _____.

Board of County Commissioners of

ATTEST:_____ _____ County, Washington

_____

_____

_____

NOTE: This form is intended for use in connection with WAC 136-18-030 and makes provision for all pertinent information. It is designed for a situation where the Board County Commissioners desires to initiate road projects one at a time. For those desiring multiple initiation it is suggested that a form similar to CRAB 111 be used.

If a project is a mixture of both contracted and county force ("day labor") the resolution must include both the contract and county forces portions of the engineer's construction estimate.

For projects that will require a significant amount of preparatory engineering it is suggested that this form be used first to make only the appropriation for engineering. After the engineering has been completed and an accurate estimate is available for construction and, if applicable, for right of way acquisition, it may then be used a second time (same CRP No.) to appropriate funds for right of way acquisition and construction.

Recommended for use in connection with WAC 136-18-030.

CRAB Form 110

6.B. CRP RESOLUTION FOR MULTIPLE PROJECTS

Resolution Number _____

Before the Board of County Commissioners of _____ County, Washington

In the matter of initiating county road projects and assigning CRP numbers.

IT IS HEREBY RESOLVED THAT the roads listed below be improved as shown between the points indicated.
These projects are hereby declared to be public necessity and the county road engineer is hereby ordered and authorized to report and proceed thereon as by law provided. (RCW 36.75.050, 36.80.030, 36.80.070) (Optional References).

IT IS FURTHER RESOLVED THAT appropriations from the officially adopted road fund budget and based on the county engineer's estimates are hereby made in the amounts and for the purposes shown:

1	2	3		4	5	6	7			8	9
ROAD NAME AND/OR BRIDGE NUMBER	ROAD LOG NO.	M.P. TO M.P.		TYPE OF WORK (See Code)	CONTRACT	DAY LABOR	COST ESTIMATE (THOUSANDS) Engin. & R.O.W.	CONSTRUCTION GRANT	CONSTRUCTION LOCAL	Annual Const. Prog. Item No.	CRP No.

(4) TYPE OF WORK CODE
- A. Preliminary Engineering
- B. Right-of-way
- C. Grading, Draining, Surfacing
- D. Light Bit. Surf. Treatment
- E. A.C. or P.C.C. Pavement
- F. Curbs & Gutters
- G. Sidewalks
- H. Traffic Facilities
- I. Bridge Construction
- J. PATHS & TRAILS (RCW 47.30)

(5) The construction is to be accomplished by contract in accordance with RCW 36.77.020 et. seq.

(6) The construction is to be accomplished by county forces in accordance with RCW 36.77.060 and WAC 136-18.

ADOPTED this _____ day of _____, _____.

ATTEST _____

Board of County Commissioners of
_____ County, Washington
_____
_____

Recommended for use in connection with WAC 136-18-030, for multiple project initiation.

NOTE: *This form is intended for use in connection with WAC 136-18-030 and makes provision for all pertinent information. It is designed for a situation where the Board of County Commissioners desires to initiate several road projects at one time. For those desiring individual initiation it is suggested that a Form similar to CRAB 110 be used.*

For projects that will require a significant amount of preparatory engineering it is suggested that this form be used first to make only the appropriation for engineering. After the engineering has been completed and an accurate estimate is available for construction and, if applicable, for right-of-way acquisition, it may then be used a second time (same CRP No.) to appropriate funds for right of way acquisition and construction.
CRAB Form 111

6.C. RESOLUTION TO DESIGNATE PRIMITIVE ROADS

RESOLUTION TO DESIGNATE PRIMITIVE ROADS

WHEREAS, RCW 36.75.300 has authorized a new classification of county roads to be designated as Primitive Roads, and

WHEREAS; said statute provides that Primitive Road classification may be applied by the county legislative authority only to roads, or portions of roads, which.

1) are not classified as part of the county primary road system
2) have a gravel or earth driving surface
3) have an average annual daily traffic of one hundred or fewer vehicles, and

WHEREAS; the county engineer has recommended that certain roads, or portions of roads, meeting these criteria, be designated as Primitive Roads, and

WHEREAS; this legislative authority desires to implement the designation of Primitive Roads in accordance with the criteria established by law,

NOW THEREFORE BE IT RESOLVED THAT:

1) this legislative authority finds that the roads, or portions of roads, listed below meet the statutory criteria for Primitive Roads, and are hereby designated as such:

ROAD NAME	APPROXIMATE LOCATION (sec./twp./range)	STATE ROAD LOG NUMBER	MILEPOINT Begin	MILEPOINT End

2) the county engineer is hereby directed to mark these roads as primitive roads in the manner specified in the statute.

ADOPTED this_____ day of_____, _____.

ATTEST

_____

The Legislative Authority
_____ County, Washington

_____

_____

_____

CRAB Form 112

6.D. RESOLUTION TO DESIGNATE COUNTY ROAD MAINTENANCE CLASSIFICATION

RESOLUTION NO. _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS
_____ COUNTY

In the matter of designating County Road Maintenance Classifications

WHEREAS, inadequacy of funding makes it impossible to continue to maintain all county roads at uniform levels of maintenance;

WHEREAS, in the interest of public safety and the economical and efficient administration of the county road department, it is desirable that available maintenance funds be allocated among the various county roads according to a rational prioritization system based upon the need for maintenance and the average daily traffic; and

WHEREAS, the classification of county roads according to the level of maintenance performed upon them will aid the road department in serving the public by permitting the establishment of systematic and prioritized maintenance management schedules:

NOW, THEREFORE, BE IT RESOLVED that:

(1) All of the roads in the county system have been initially classified by the County Engineer in one of the following maintenance classifications, based upon the need for maintenance and the average daily traffic.

Class 1: Normal year-round maintenance
Class 2: Spring and fall maintenance
Class 3: Limited maintenance

(2) Definitions:

"Normal year-round maintenance" consists of _____
_____
_____
_____

"Spring and fall maintenance" consists of _____
_____
_____
_____

"Limited maintenance" consists of _____
_____
_____
_____

(3) The County Engineer's maintenance classifications have been reviewed and are hereby approved as shown in the attached table.

(4) The maintenance classification of each county road shall be recorded and maintained by the County Engineer.

(5) The County legislative authority may, by resolution, revise the maintenance classification of a road based on a finding by the County Engineer changes in maintenance needs, average daily traffic, or available funding justify revising the maintenance classification.

ADOPTED this _____ day of _____, _____.

BOARD OF COUNTY COMMISSIONERS

ATTEST:

_____
Chair

_____

_____
Commissioner

_____

_____
Commissioner

ATTACHMENT TO RESOLUTION NO. _____

ROAD NAME	APPROXIMATE LOCATION (Section/Twp/Range)	ROADLOG NUMBER	MILEPOST	
			Begin	End
The following listed roads are placed in Maintenance Class 2 for spring and fall maintenance:				
The following listed roads are placed in Maintenance Class 3 for limited maintenance:				
All other county roads are placed in Maintenance Class 1 for normal year-round maintenance.				

6.E. RESOLUTION TO DESIGNATE HAUL ROUTES

_____ COUNTY

HAUL ROUTE AGREEMENT NO. _____

THIS AGREEMENT, made and entered into this _____ day of_____, 20__, by and between _____ County, hereinafter designated as the "County", and _____ hereinafter designated as the "Contractor",

WHEREAS, the Contractor plans to use county roads in transporting any item, including but not limited to products, equipment, materials, and/or supplies over the county roads listed in a Road Use Plan attached as Exhibit __; and

WHEREAS, the County is responsible for constructing, altering, improving, and maintaining county roads under the supervision and direction of the Public Works Director and/or the County Engineer; and

WHEREAS, the County may limit or prohibit classes, types of weights or vehicles which travel on County roads pursuant to RCW 36.75.270 and 46.44.080; and

WHEREAS, the County and the Contractor anticipate that as a result of the Contractor's use of County roads, accelerated deterioration may occur. Thus, repairs or improvements may be required and additional maintenance expenses may be incurred by the County; and

WHEREAS, the County is authorized to issue Haul Route Permits under the provisions of RCW 36.75.270 and 46.44.080.

NOW, THEREFORE, in consideration of the terms, conditions, and covenants contained herein, it is mutually agreed as follows:

1. PURPOSE STATEMENT:

This Haul Route Agreement shall be completed for existing, new, and expanded hauling operations that may cause accelerated deterioration of county roads. These hauling operations shall include but not be limited to: pits and quarries, logging, contractors, and developers.

2. DEFINITIONS:

   A. Routine Maintenance. "Routine Maintenance" means grading, reshaping, repair and/or modification of the road prism which would occur in the absence of the use of a road as a haul route, as indicated in a regular maintenance schedule, or at the same intervals or frequency as would normally be included in such a schedule.

B. Additional Maintenance. "Additional Maintenance" means grading, reshaping, repair, and/or modification performed on County roads in excess of the same operations performed as routine maintenance by the County.

C. Extraordinary. "Extraordinary" means beyond what is common or usual, or used for a special service.

D. Arbitrator. "Arbitrator" means an independent civil engineer, registered in the state of Washington, who is experienced in road design, construction, and maintenance.

E. Bond. "Bond" means a certificate, cash, or written obligation, in a form satisfactory to the County, made by the Contractor to guarantee the performance of its contractual obligations to the County.

F. Contractor. "Contractor" means the person/corporation entering into this Agreement, and shall include any owner or designee, operator, manufacturer, developer, or supplier that uses County roads for the transport of any item including, but not limited to, products, equipment, materials, and/or supplies where such use may cause accelerated deterioration of such County roads.

G. County Road. "County Road" means a street, road, or other public way, including shoulders, designated for the purpose of vehicular traffic and under the jurisdiction of the County.

H. Director. "Director" means the County's Director of Public Works and/or the County Engineer, or his/her authorized designee.

I. Haul Road. "Haul Road" means any County road, bridge, or other structure which is used for transporting items including, but not limited to products, equipment, materials, and/or supplies and as a result incurs deterioration.

J. Haul Route. "Haul Route" means the system of haul roads between a source site and the destination and/or the source site and the nearest major intersection as determined by the County.

K. Improvements. "Improvements" mean roadway prism improvements required by the Director because of the Contractor's use of the haul road.

L. Right of Way. A general term denoting public land, property, or interest therein, usually in a strip acquired for or devoted to transportation purposes.

M. Road Prism. "Road Prism" means the driving surface of a road (including constructed roadbed), shoulders, ditches including backslopes, fillslopes, curbs, gutters, storm drainage facilities and sidewalks including backslopes.

3. GENERAL AGREEMENT AS TO ROAD USE:

The Contractor understands and agrees that, although the haul roads covered by this Agreement are on the County Road System and are subject to normal traffic use the Contractor, by virtue of its extraordinary use of the roads, assumes responsibility for all damage and additional maintenance and signing costs on such roads resulting from its use of such roads as a haul route. Such costs are to be reimbursed by the Contractor as outlined in Section 7.

The County hereby agrees to the Contractor's use of the haul roads covered by this Agreement subject to the conditions contained herein. The Contractor shall be responsible for obtaining any other permits or licenses which the County or any other governmental entity may require to operate or move its vehicles on county roads. This Agreement shall not serve to relieve any operator of a Contractor's vehicle from complying with applicable speed limits, weight restrictions, or other posted restrictions.

Any improvements to or widening of the road necessitated by the Contractor's operations, including modification of roadway approaches to accommodate transport vehicles, shall be considered incidental to the hauling performed, shall be made a the Contactor's sole expense unless otherwise authorized in addendum to this Agreement, and shall remain in place or be removed at the Director's choice. Any such improvement shall be authorized by County permit.

4. ASSUMPTION OF RISK AND LIABILITY OF CONTRACTOR:

The County has not made and does not herein make any representation as to the present or future conditions of its roads or the character of the traffic on any of its roads, and the Contractor assumes all risks of damage to property of or injury to, Contactor or anyone acting under the authority granted to the Contractor by this Agreement.

The Contractor agrees and covenants to indemnify, defend, and save harmless the County against and from any loss, damage, costs, charges, liability, claims, demands, or judgments, whether to persons or property, arising out of any act, action, neglect, omission, or default on the part of the Contractor or anyone acting under the Contractor's authority granted by this Agreement.

In case any suit or cause of action shall be brought against the County on account of any act, action, neglect, omission, or default on the part of the Contractor or anyone acting under the Contractor's authority granted by this Agreement, the Contractor agrees and covenants to pay all costs, charges, attorney fees, and other expenses and

any and all judgments that may be incurred by or obtained against the County, including all such costs incurred by the County to enforce this provision.

The Contractor shall have Public Liability and Property Damage Insurance.

5. ROAD USE PLAN:

The Contractor and the County have agreed to the Road Use Plan, which is attached hereto and incorporated herein as Exhibit __. The Road Use Plan designates which County roads are to be used in this Haul Route Agreement. In addition, the Road Use Plan contains the following information:

A. Vehicle trips per day of travel;
B. Hours and dates of travel;
C. Gross weight loadings;
D. Vehicle types, trailers, and combinations, number of axles, distance between axles, and tire sizes; and
E. Products, equipment, materials and/or supplies to be transported and estimated quantities of same.

Any variance from the approved Road Use Plan requires (1) an advance written request to the Director by the Contractor, and (2) if the Director agrees to such use, this Agreement shall be amended to include such additional roads. Roads so added are subject to all Sections of this agreement and may be subject to the additional provision. The County will require a new application annually at the start of the Contractor's hauling operations.

If the Director desires to change conditions, he/she may do so at his/her discretion by sending written notice to the Contractor at least three (3) days before the effective date of the change. The County shall not be responsible for additional costs incurred by the Contractor resulting from changes to this agreement.

6. INSPECTION AND DOCUMENTATION:

Prior to the signing of this Agreement and prior to the start of Contractor's hauling operations on County Roads covered by this Agreement, representatives of the County and the Contractor shall make a joint pre-inspection to determine the existing condition of the road prism of such roads. The County will complete a pre-inspection report indicating the condition of such road prism and attach and incorporate such report herein as Exhibit __. The pre-inspection report will include a statement of the extent and frequency of routine maintenance on such road prism and may include photographs, video logs, or other recording devices showing the condition of the existing road prism.

Deficiencies of the road prism noted in the pre-inspection report shall show an estimated cost to repair. The Contractor shall not be responsible for these costs.

The haul route will be inspected twice each year, before and after the Summer/Fall haul period. The haul route shall also be inspected within 15 days of the County's receipt of the Contractor's certified mail notice (pursuant to Section 12D) that it has permanently ceased hauling operations. Any additional inspections shall be at the Contractor's expense. After such re-inspection the County shall complete and give to the Contractor a report of (1) the condition of the road prism(s) used by the Contractor for hauling and (2) the costs of additional maintenance and additional signing, if any, performed by the County as a result of the Contractor's operations since the previous inspection. All subsequent inspections shall be documented and attached as exhibits to this agreement and used for determining the Contractor's reimbursement obligation under Section 7.

Upon written notification of completion of the hauling operation, a joint post-inspection will be conducted, documented, and attached hereto and incorporated herein as Exhibit __.

7. CONTRACTOR REIMBURSEMENT OF COUNTY EXPENSES:

The County will defray the expense of routine maintenance of haul roads designated in this Agreement and will maintain separate records of all items, accounts, and expenditures on said roads.

During the period for which this Agreement is in effect, the Contractor agrees to reimburse the County for all costs of (1) additional maintenance and (2) additional signing necessitated by the Contractor's use of County roads.

Reimbursement for such additional maintenance and additional signing shall be limited to the actual cost to the County of labor (including fringe benefits), equipment, and materials, plus fifteen percent (15%) for administration. The Contractor shall make payment to the County upon receipt of detailed invoices supported by written documentation equivalent to that normally supplied by the County. The Contractor shall pay the invoiced amount to the County within 30 days from the invoice date.

In the case of hauling on a County road by two or more contractors, invoices shall be prorated by the County. This proration may be based upon, but need not be limited to, the weight, frequency, vehicle configuration, and/or duration of the hauling operations. In such cases, all Contractors will be invited to attend a joint pre-inspection and any subsequent re-inspections that may occur.

The Director may require a bond, if it is concluded that there may be damage done to the road prism or any county facilities thereon.

8. DISPUTES:

In the event a dispute over the Contractor's reimbursement obligations under this Agreement cannot be resolved between the parties to this Agreement, the dispute shall be submitted to an Arbitrator for resolution and determination. The Contractor shall, however, pay all total invoice amounts when payment is due under this Agreement. Any disputed sums shall be held in escrow until the arbitration is completed.

The Arbitrator shall be selected by agreement of both parties. If the parties cannot agree on an arbitrator, he/she shall be appointed by the Board of County Commissioners. The findings of the Arbitrator shall be final and conclusive as to the parties. Arbitration shall be completed within sixty (60) days of the selection of the arbitrator. The costs of arbitration shall be apportioned by the arbitrator according to the principle that the losing party should pay the winning party's cost.

9. RESTRICTIONS:

The Director has the authority to immediately restrict, during the life of this agreement, the weight or speed of the vehicles on the roadway below the legal limits applicable to such roads and vehicles for the following reasons, included but not limited to:

A. Temporary road closures;
B. Temporary weight restrictions caused by weather conditions;
C. Weight restrictions posted on County bridges; and/or
D. Where continued unrestricted use of road under this Agreement will endanger public health, safety or welfare thereon.

10. GENERAL TERMS:

Once this Agreement has been executed and is on file with the County, the County will issue a haul route permit to the Contractor. A copy of the permit shall accompany each vehicle of the Contractor using any County haul road, and shall be shown upon demand to representatives of the County or any law enforcement officer.

11. COMPLIANCE WITH LAWS AND REGULATIONS:

The Contractor shall comply with all Federal, State, and local laws and regulations.

12. REVOCATION AND TERMINATION:

This Agreement may be terminated by the Director and the haul route permit revoked when any of the following occurs:

A. Violation by the Contractor of any of the terms of this Agreement.

B. Untimely Contractor payment of any County invoice.
C. Where continued use by the Contractor of County roads under this agreement will endanger public health, safety or welfare.
D. The Contractor notifies the Director by certified mail that he/she has permanently ceased hauling operations at which time a post-inspection will be conducted and an invoice issued for final payment.

Upon termination of this Agreement, for any reason, the Contractor shall immediately discontinue hauling operations covered by this Agreement.

The termination of this Agreement shall not prejudice the County's right to collect damages incurred theretofore or thereafter accruing, on account of Contractor's use of the road.

If, after revocation of this agreement, the Contractor wishes to resume operation, the Contactor shall request to enter into a new agreement.

13. SEVERABILITY:

If any portion of this Agreement is held invalid it shall have no effect upon the validity of the remaining portions of this Agreement.

14. SCOPE AND CONSTRUCTION OF TERMS:

The definitions in this Agreement shall control the meaning of terms used herein. Where no definition is expressly stated herein, a term shall have that meaning clearly indicated by, or reasonably implied from, the context in which such term is used.

15. NOTIFICATION:

All notices and oral or written communications relating to this agreement may be forwarded to:

On behalf of the County:	On behalf of the Contractor:
_____	_____
Title: _____	Title: _____
Phone: _____	Phone: _____

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of this ____ day of____, 20__, this Agreement shall remain in effect until revoked or terminated as provided under Section 13.

COUNTY OF_____

Signature: _____

Name: _____
County Engineer

By: _____
_____

CONTRACTOR

Signature: _____

Name: _____

Title: _____

Address: _____

Phone: _____

ACKNOWLEDGEMENT

STATE OF WASHINGTON)
)SS (Individual Acknowledgment Form)
COUNTY OF_____)

This is to certify that on this ____ day of _____ 20__, before me, the undersigned, a notary public, personally appeared_____, to me known to be the person(s) who executed the foregoing instrument, and acknowledged to me that ____ signed the same as ____ free and voluntary act and deed; that he/she/they have the authority to sign this document as he/she/they have indicated, and for the uses and purposes therein mentioned.

Given under my hand and official seal this ____ day of ____, 20__.

_____
Notary Public in and for the State of
Washington residing at _____

ACKNOWLEDGEMENT

STATE OF WASHINGTON)
)SS (Corporation Acknowledgment Form)
COUNTY OF_____)

This is to certify that on this ____ day of _____ 20__, before me, the undersigned, a notary public, personally appeared_____, and _____, of the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that _____ authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.

Given under my hand and official seal this _____ day of _____, 20__.

_____
Notary Public in and for the State of
Washington residing at _____

_____ COUNTY
DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR A HAUL ROAD PERMIT & JOINT SITE INSPECTION FORM
Pursuant to Ordinance No.____

Name of Applicant: _____
Mailing Address: _____
_____
Business Phone: _____

County Roads to be Utilized as Haul Route

Road Name & Number	Surface Type	Miles
_____	_____	M.P.___ to M.P.___
_____	_____	M.P.___ to M.P.___
_____	_____	M.P.___ to M.P.___
_____	_____	M.P.___ to M.P.___

Estimated Quantities to be Transported – cy/tons/Mbf

Quantity_____	Vehicle Type_____	Trips/Day_____
Quantity_____	Vehicle Type_____	Trips/Day_____
Quantity_____	Vehicle Type_____	Trips/Day_____
Quantity_____	Vehicle Type_____	Trips/Day_____

Haul Period: From: _____ To: _____

Date of Site Inspection: _____

Initial: ___ Final: ___ Public Works Title: _____
Inspection: ___ Inspection:___ Permittee Title: _____

$_____ Surety as computed by the attached formula shall remain in effect throughout the life of the Haul Route Agreement.

_____ _____
Department of Public Works Permittee

Original to Department of Public Works – Copy to Permittee

BOND FORMULA

PRELIMINARY FORMULAS FOR ESTIMATING ADDITIONAL MAINTENANCE FOR HAULING OPERATIONS ON COUNTY ROADS.

TYPES OF SECURITY_____ COUNTY WILL ACCEPT:

Cash deposit with _____ County
A Certified Bond from a Bonding Company
Cashier's Certified Check Payable to _____ County

Formula for Surety = _____ Loads X _____ Miles X Surface Type Repair Factor

GRAVEL ROADS _____ Loads X_____ Miles X $_____/Miles = _____

BST ROADS _____ Loads X_____ Miles X $_____/Miles = _____

ACP _____ Loads X_____ Miles X $_____/Miles = _____

TOTAL _____

NO SECURITY IS REQUIRED FOR 10 LOADS OR LESS FOR ONE SEASON COUNTY WIDE

The Minimum Bond will be $500

Computed additional maintenance costs due to the hauling operation is in addition to normal maintenance costs. Normal annual road maintenance costs for private vehicles, light truck usage is approximately $_____ a mile.

EXHIBIT ____
PRELIMINARY INSPECTION REPORT

DATE: _____ TIME: _____

INSPECTION TEAM (NAME & AGENCY REPRESENTING): _____
_____
_____

BEGINNING POINT _____ ENDING POINT _____

ROAD	MILEPOST	DISTRESS	PHOTOGRAPH

ROAD	MILEPOST	DISTRESS	PHOTOGRAPH

DESCRIPTION AND FREQUENCY OF ROUTINE MAINTENANCE:

_____
_____
_____
_____
_____
_____

ACKNOWLEDGEMENT

SIGNATURE: _____ TITLE: _____
FIRM: _____

SIGNATURE: _____ TITLE: _____
FIRM: _____

SIGNATURE: _____ TITLE: _____
_____COUNTY

ESTIMATED COST OF REPAIR

PROJECT: _____ DATE: _____
LOCATION: _____

ITEM	LABOR	RATE	HOURS	AMOUNT

LABOR SUB-TOTAL _____

ITEM	EQUIPMENT	RATE	HOURS	AMOUNT

EQUIPMENT SUB-TOTAL _____

ITEM	MATERAL	UNIT	COST	QUANTITY	AMOUNT

MATERIAL SUB-TOTAL _____

TOTAL COST _____

SIGNED: _____

TITLE: _____

HAUL ROUTE AGREEMENT PROCEDURAL OUTLINE

I. Notification of hauling activities – usually by Conditional Use Permit
   A. Estimate quantity of material to be hauled.
   B. Estimate number of trips.
   C. Type of trucks to be used.
   D. Projected term of hauling activity.

II. Meet with applicant
   A. Applicant identified proposed route.
   B. Review of proposed route by agency.
      1. Safety elements – maintain public health, safety and welfare.
         a. School zones
         b. Residential areas
         a. Parks and public facilities
      1. Approve or alter requested route.
   C. Pre-inspection of haul route
      1. Inventory roads
         a. Walk through (if necessary) – video entire route
         b. Photograph questionable areas and milepost them
         b. Describe and document physical condition of roadway
         c. Establish and set speed limit if required
         d. Document maintenance history
      2. Summary of inventory
         a. Description of existing condition
         b. Anticipated normal maintenance requirements for term of Haul route Agreement
         c. Explanation of what will be considered additional maintenance
         d. Concurrence of summary by applicant

III. Enter Haul Road Agreement with _____ County

IV. Inspections during hauling activities, if required, with applicant

V. Post inspection of haul route
   A. Repeat applicable sections of pre-inspection inventory of roads.
   B. Develop cost estimate of additional maintenance.
   C. Submit to applicant.
   D. Negotiate settlement.

VI. Terminate Haul Route Agreement

HAUL ROUTE AGEEMENT PROCEDURES

I. Notification of hauling activities – (Example: Conditional Use Permit/SEPA)

   A. Estimate quantity of material to be hauled.
   B. Estimate number of trips.
   C. Type of trucks to be used.
   D. Projected term of hauling activity.

II. Meeting with applicant and County

   A. Applicant identifies proposed route.
   B. Review of proposed route by agency.
   C. Pre-inspection of haul route.

III. Enter into Haul Road Agreement with _____ County.
   Issue Haul Route Permit.

IV. Inspections during hauling activities, if required with Contractor.
   Contractor notifies County of ceasing hauling operation.

V. Agreement Termination Process

   A. Conduct post-inspection inventory of roads.
   B. Develop cost estimate of additional maintenance.
   C. Submit to Contractor.
   D. Negotiate settlement.
   E. Terminate Haul Route Agreement.

6.F. ORDINANCE REGARDING THE USE OF COMPRESSION BRAKES

Chapter xx.xx
COMPRESSION BRAKES

xx.xx.010 Definitions

xx.xx.020 Engine compression brakes declared nuisance when.

xx.xx.030 Engine compression brakes prohibited

xx.xx.040 County Nonliability

xx.xx.050 Violation – Penalty

xx.xx.010 Definitions.

For the purposes of this chapter, the following words and phrases shall be defined as follows:

A. "Brake" means any device used for slowing, halting, or stopping the movement of any vehicle.

B. "Engine compression brake" means any motor vehicle brake that is operated by the compression of the engine of the motor vehicle or any unit or part thereof. An engine compression brake is also referred to as a "jake brake".

C. "Motor vehicle" means and includes automobiles, tractors, trucks, trailers, and transportation equipment of all kinds and sizes, or any combinations of the foregoing.

D. "Muffled" means fitted with a device that absorbs noise and, therefore, reduces the sound made by the engine compression brake.

xx.xx.020 Engine compression brakes declared nuisance when.

The use within the unincorporated areas of the county of engine compression brakes disturbs and disrupts the public peace and quiet and disturbs the residents of the county in their rest and in the enjoyment of their property and by reason thereof the county [commissioners/council] find[s] that the use of such brakes within the unincorporated areas of the county is a public nuisance unless such brakes are muffled.

xx.xx.030 Engine compression brakes prohibited.

A. No person shall use engine compression brakes within the unincorporated areas of the county unless the brakes are muffled. It shall be an affirmative defense to

prosecution under this section that said compression brakes were applied in an emergency and were necessary for the protection of persons or property.

B. This chapter shall not apply to fire engines, ambulances, aid trucks, police vehicles, and other emergency vehicles.

C. The county engineer is authorized and directed to post appropriate signs consistent with the provisions of this section.

xx.xx.040 County Nonliability

A. It is expressly the purpose of this chapter to provide for and promote the health, safety, and welfare of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this chapter.

B. It is the specific intent of this chapter that no provision or term used in this chapter is intended to impose any duty whatsoever upon the county, or any of its officers or employees, for whom the implementation or enforcement of this chapter shall be discretionary and not mandatory.

C. Nothing contained in this chapter is intended to be nor shall be construed to create or form the basis for any liability on the part of the county, or its officers, employees, or agents, for any injury or damage resulting from the failure to comply with the provisions of this chapter, or by reason or consequence of any inspection, notice, order, certificate, permission, or approval authorized or issued or done in connection with the implementation or enforcement of this chapter, or by reason of any action or inaction on the part of the county related in any manner to the enforcement of this chapter by its officers, employees, or agents.

xx.xx.050 Violation – Penalty

Any person who violates any of the provisions of this chapter and any person, firm, or corporation who allows or permits any motor vehicle owned and/or operated by it in violation of any of the provisions of this chapter is guilty of a misdemeanor and upon conviction of any violation hereof shall be punished according to the provisions of _____.

7.A. PUBLIC WORKS EMERGENCY RESPONSE MUTUAL AID AGREEMENT

7.A.1. Cover Letter

July 29, 1997
(updated July 31, 2000)

Public Works Directors/Engineers
of All Cities and Counties

Public Works Emergency Response Mutual Aid Agreement

Enclosed for your agency's consideration and adoption is a copy of the Public Works Emergency Response Mutual Aid Agreement. The purpose of the Agreement is to permit signatory agencies to make the most efficient use of their powers by enabling them to coordinate resources and to maximize funding reimbursement during disasters/emergencies. This document is in two parts: (1) the Agreement (to be officially adopted by your agency) and (2) the Reference Guide (not to be adopted but has suggested procedures for implementing the Agreement).

The need for an advanced coordination effort was brought to the forefront with the Northridge Earthquake disaster in California and the prediction of a major earthquake in Washington. A task force was convened to develop an expeditious way to best accomplish an advanced coordination effort. The task force included representatives from AWC, CRAB, cities, counties and WSDOT (see attached).

This agreement was created to enable agencies to assist other agencies on an as needed basis when they are faced with a disaster/emergency. When a disaster/emergency occurs public works agencies have the responsibility to maintain service and recover in the most expedient way. This can best be accomplished by preparation, coordination and cooperation with other public works agencies. Agencies are charged with coordinating their efforts, compiling damage and recovery information and reporting to the appropriate authority. Then the State requests aid and assistance from the federal government. This Agreement provides a mechanism for immediate response provided the responding agency has the resources and expertise necessary.

This Agreement provides for the development of the documentation necessary to seek the maximum reimbursement possible from the appropriate Federal Agencies. For instance, during the Mt. St. Helen's eruption, the City of Yakima requested resource assistance from King County. Because there was not an agreement in place prior to the disaster, the Federal Emergency Management Agency (FEMA) could only reimburse the City of Yakima for King County resources at the city's rates. The City of Yakima's rates were approximately 42% lower than King County's. This resulted in the City of Yakima paying the difference. However, if both

agencies had been signatory to this agreement, then FEMA would have reimbursed the City of Yakima for King County resources at King County's rates.

The listing of agencies signatory to this mutual aid agreement will be maintained by WSDOT, Highways & Local Programs. Additions and deletions will be provided in hard copy to signatory members. Highways & Local Programs will also provide access to the list of signatory agencies, the Agreement and the supporting Reference Guide on the Internet.

The draft was submitted to local agencies for review and the final Agreement has the concurrence of CRAB and AWC. Also, it has been reviewed and is supported by the Washington Counties Risk Pool and the Association of Washington Cities Risk Management Service Agency, is approved as to form by the Washington State Office of the Attorney General and has the support of the state's Department of Emergency Management.

Please forward an original or certified copy of the agreement to Stephanie Tax, Highways & Local Programs, PO Box 47390, Olympia, WA 98504-7390, so your agency may be added to the list. If you have any questions, contact Stephanie at (360)705-7389.

Sincerely,

/S/

Assistant Secretary
Highways & Local Programs Service Center

Concurrence to have this Public Works Emergency Response Mutual Aid Agreement enacted by local agencies.

_____/S/_____
_____/S/_____

Executive Director
Association of Washington Cities

Executive Director
County Road Administration Board

7.A.2. Mutual Aid Agreement

PUBLIC WORKS
EMERGENCY RESPONSE MUTUAL AID AGREEMENT
FOR
SIGNATORY AGENCIES IN THE STATE OF WASHINGTON

INTRODUCTION

The purpose of the Public Works Emergency Response Mutual Aid Agreement is to permit signatory agencies to make the most efficient use of their powers by enabling them to coordinate resources and to maximize funding reimbursement during disasters/emergencies.

This Agreement will allow signatory agencies to support each other during disasters/emergencies to protect life and property, when the event is beyond the capabilities of the affected entity. This Agreement provides the mechanism for an immediate response to the Requesting Agency provided the Responding Agency has the resources and expertise necessary and available.

When faced with a disaster or emergency, public works agencies have a responsibility to maintain service and recover in the most expedient way. This can best be accomplished by preparation, coordination and cooperation with other public works agencies. Agencies are charged with the responsibility of coordinating efforts and compiling damage and recovery information on disasters and then reporting to the appropriate authority. Then the State requests aid and assistance from the federal government.

The following definitions for disaster and emergency are from the State Comprehensive Disaster Plan and were used in this Public Works Emergency Response Mutual Aid Agreement:

> Disaster - An event expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.
>
> Emergency - An event, expected or unexpected, involving shortages of time and resources; that places life, property or the environment, in danger; that requires response beyond routine incident response resources.

The reference guide is designed to be useful to individual agencies during a proclaimed emergency -- whether it be to borrow a piece of equipment for a specific job or request crews to assist in repair of a major failure. The reference guide will be updated and revised periodically, please insert the revisions immediately.

AGREEMENT

PUBLIC WORKS
EMERGENCY RESPONSE
MUTUAL AID AGREEMENT

WHEREAS, the purpose of this pre-disaster agreement between the agencies is to provide for immediate assistance to protect life and property;

WHEREAS, this Agreement is authorized under State of Washington, RCW's 35 (City), 36 (County), 38.52 (Emergency Management), 39.34 (Interlocal Agreement) and 47 (Public Highway Transportation (DOT)); which is activated only in the event of a proclamation of an emergency by the local and/or state government approving authority;

WHEREAS, the agency asking for assistance from any signatory agency will herein be referred to as the Requesting Agency;

WHEREAS, the signatory agency agreeing to assist another signatory agency asking for assistance will herein be referred to as the Responding Agency;

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual aid; with the intent to supplement not supplant agency personnel.

NOW, THEREFORE, it is hereby agreed by each and all of the parties signatory to the Agreement as follows:

1. Each agency signatory to this Agreement agrees to furnish, upon its sole discretion, those resources and services it deems to be available to each other signatory agency hereto as necessary to assist in the prevention, response, recovery and mitigation of proclaimed emergencies/disasters.

2. It is hereby understood that this Agreement shall not supplant pre-existing mutual aid agreements nor deny the right of any agency hereto to negotiate other mutual aid agreements.

3. The Responding Agency shall assist in only those situations for which it has determined it has qualified personnel, appropriate equipment and necessary materials. Resources of the Responding Agency that are made available to the Requesting Agency shall, whenever possible, remain under the control and direction of the Responding Agency. The Requesting Agency shall coordinate the activities and resources of all Responding Agencies.

4. It is hereby understood that the Responding Agency will be reimbursed (e.g., labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. The Responding Agency shall submit an itemized voucher of costs to the Executive Head of the Requesting Agency within sixty (60) days after completion of work (RCW 38.52.080). Unless otherwise agreed, the Responding Agency shall receive reimbursement within ninety (90) days after the voucher submittal date.

5. The Responding Agency shall have no responsibilities or incur any liabilities because it does not provide resources and/or services to any other party to this Agreement. The Responding Agency shall retain the right to withdraw some or all of its resources at any time. Notice of intention to withdraw shall be communicated to the Requesting Agency's designated official, or the official's designee, as soon as practicable.

6. All privileges, immunities, rights, duties and benefits of officers and employees of the Responding Agency shall apply while those officers and employees are performing functions and duties on behalf of the Requesting Agency, unless otherwise provided by law. Employees of the Responding Agency remain employees of the Responding Agency while performing functions and duties on behalf of the Requesting Agency (RCW 38.52.080).

7. To the extent permitted by law, the Requesting Agency shall protect, defend, hold harmless and indemnify all other Responding signatory Agencies, and their officers and employees from any and all claims, suits, costs, damages of any nature, or causes of action, including the cost of defense and attorneys fees, by reason of the acts or omissions, whether negligent, willful, or reckless, of its own officers, employees, agency or any other person arising out of or in connection with any acts or activities authorized by this agreement, and will pay all judgments, if any, rendered. This obligation shall not include such claims, costs, damages or other expenses which may be caused by the sole negligence of the Responding Agencies or their authorized agents or employees.

8. Authorization and approval of this Agreement shall be in a manner consistent with the Agency's current procedures. This Agreement shall be effective upon approval by two or more agencies and shall remain in effect as long as two or more agencies are parties to this Agreement. Upon execution of this Agreement, the agency shall send an original or a certified copy of the agreement to the Washington State Department of Transportation, Highways & Local Programs Service Center. Highways & Local Programs shall maintain a list of all signatory agencies and send an updated list to all agencies whenever an agency is added or removed from the list.

9. Any agency signatory to this Agreement may cancel its participation in this Agreement by giving written notice to the Washington State Department of Transportation, Highways & Local Programs Service Center.

10. This Agreement is for the benefit of the signatory agencies only and no other

person or entity shall have any rights whatsoever under this Agreement as a third party beneficiary.

_____

Agency

_____

County, Washington

_____

Authorized Representative

_____

Date

Designated Primary Contact:
Office: Contact: Phone Number:

Emergency 24 Hour Phone Number:

Approved As To Form

_____/S/_____
ANN E. SALAY
Office of the Attorney General

Date: July 10, 1997

REFERENCE GUIDE

PROCEDURES TO CONSIDER
in using the
Public Works Emergency Mutual Aid Agreement

Below are **SUGGESTED** steps for your agency to follow when using the Public Works Emergency Response Mutual Aid Agreement. The participants to the agreement are listed by agency, with a contact person, their phone number and an emergency 24-hour phone number. Simply make the contact and obtain the assistance. (TransAid will keep and updated list of signatory agencies on the Internet and provide a copy to the signatory agencies.)

Requesting Agency Steps to Follow

When your agency is requesting assistance:
1. Assess the situation and determine the resources needed.
2. Fill out the REQUESTING AGENCY'S CHECKLIST (see page 2).
3. Locate agencies included in the agreement.
4. Call the agency(s) listed that may have the resources you need.
5. Fill out a Requesting Agency's MUTUAL AID INFORMATION form (see page 3).
6. Send copy of form to the Responding Agency as soon as possible.

Responding Agency Steps to Follow

When your agency is responding to a request for assistance:
1. Make sure you can fulfill the request before giving an answer. Remember, *you are not required* to supply aid if you determine you can not spare resources or if you do not have qualified personnel, appropriate equipment and necessary materials for what is requested.
2. Analyze the level of risk of the request.
3. Complete the RESPONDING AGENCY CHECKLIST (see page 4) with the information given by the Requesting Agency.
4. Brief your employees and prepare the equipment.
5. Complete the EMPLOYEE & EQUIPMENT INFORMATION (see page 5) form -- provide copies to your responding staff and to the Requesting Agency.
6. Dispatch staff to the Requesting Agency for assistance.

Supervisor of Responding Agency Steps to Follow

1. Complete the INCIDENT COMMANDER CHECKLIST (see page 7).
2. Carry a copy of the Requesting Agency's MUTUAL AID INFORMATION (see page 3) form and your EMPLOYEE & EQUIPMENT INFORMATION (see page 5) form and provide a copy of each to the Requesting Agency.
3. Remember, you are responsible for your crew working in a safe and professional manner.
4. Track your equipment and materials inventory.

REQUESTING AGENCY CHECKLIST

- Ensure that a real need exists. The Public Works Emergency Response Mutual Aid Agreement is only to be used to support resources already reasonably committed.
- What can the Responding Agency help you repair or service? What is the nature of the emergency?
- Identify what type of equipment; material and skilled employees are needed.
- How long may they be needed? Will Responding Agency employees work independently or with one of your supervisors?
- Where will Responding Agency employees eat, sleep and shower? Do you need to make contact with the Red Cross for meals? What facilities/hotels are available for Responding Agency employees?
- Has an arrangement for refueling and repair of equipment been made?
- Identify a staging area. Where will Responding Agency employees meet your Agency supervisor(s) to be briefed and assigned work? Responding Agency employees will need names of your supervisor(s), phone numbers and locations and times to meet and report.

Who Can Help?

- Review list of Public Works Emergency Response Mutual Aid agencies and locate an agency not affected by the emergency.
- Contact your local Office of Emergency Management, if necessary.
- Call the agency directly. Send written request as soon as possible.
    - Identify yourself and your agency.
    - Fill out a MUTUAL AID INFORMATION (see page 3) form.
    - State the nature of the problem.
    - State your needs - personnel, equipment, resources, etc. Length of time they will be needed?
    - Advise the Responding Agency on weather and road conditions.
    - How soon is aid needed? Is the work time sensitive?
    - Advise the Responding Agency where, when and to whom they are to report?

- Identify facilities that are available to Responding Agency (shelter, food, etc.)

Briefing

- Meet with your agency's union reps or supervisors to discuss how staff will be used.
- Identify a staff person to work directly with your employees to handle and address questions. Provide local maps of the area with information such as eating and sleeping sites.
- Provide system maps and discuss how to use them.
- Review standards for the type of work being requested.
- Establish a communications plan.

MUTUAL AID INFORMATION FORM
Requesting Agency

DATE: TIME:

REQUESTING AGENCY:

NAME/TITLE CONTACT:

PHONE NUMBER: FAX NUMBER:

EMERGENCY PHONE NUMBER:

TYPE OF EMERGENCY:

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED:

ASSISTANCE BEING REQUESTED (be as specific as possible.)
*Technical Assistance **
Personnel Area of Expertise

*Equipment **

Communication Equipment:

*Materials **

* Items to consider in your request:
Inspectors Engineers Surveyors
Technicians Truck Drivers Utility person
Operators Flaggers Welders
Mechanics Bridge Repair Carpenters
Electricians Dump Trucks Back Hoe
Gravel Pipe Paving Equipment
Oiler Grader Compactor
Traffic Control Equip. Power Supply Communication Equip.

RESPONDING AGENCY CHECKLIST

DATE: TIME:

REQUESTING AGENCY:

NAME/TITLE CONTACT:

PHONE NUMBER: FAX NUMBER:

EMERGENCY PHONE NUMBER:

TYPE OF EMERGENCY:

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED:

Fill out Mutual Aid Information form.

Clarify Need

- Review types of damage and what Responding Agency employees may be expected to deal with (volcanic ash, earthquake, flooding, etc.)
- Review types of equipment, materials and number of employees needed and skills required.
- How long will your employees be needed? Should a relief crew be prepared? Where will your employees stay and eat?
- Identify a communications plan for crews.
- How will responding affect your agency's current operations?
- Immediately notify Supervisor, elected officials and Highways & Local Programs of request for Emergency Response Mutual Aid.

Preparations

- Identify your responding employees. Review employee selection with union reps or supervisors. Ask employees to bring necessary personal items.
- Identify Incident Commander for your employees and appoint staff for operations, planning, logistics and finance.
- Review ER/FEMA documentation procedures with supervisors and initiate record-keeping requirements.

- Inventory and standardize tools and materials on vehicles. Inspect vehicles for travel.
- Set up daily check in time between Responding and Requesting agency. Review progress, identify hours worked, working conditions and status of crew.
- Send cash (not check) or credit cards with Supervisor for emergency expenses.
- Send mobile phone or ham radio equipment for back up communications.
- Be sure emergency food and water are on each vehicle.

EMPLOYEE & EQUIPMENT INFORMATION
Responding Agency

Agency: Date:

Supervisor of Crew:

Communication Equipment/Phone Numbers:

Report Time: Report Date:

Report To: Area Assigned:

ASSISTANCE BEING PROVIDED (be as specific as possible)

Supervisor & Crew Employees
Name Emergency Contact Qualifications
& Phone Numbers Flagger CPR CDL Operator First Aid

*Technical Assistance **
Personnel Area of Expertise

Confined Space:

*Equipment **

Truck Type & Size:
Truck Materials Inventory:
Truck Tools & Equipment Inventory:
Communication Equipment:

*Materials **

Shoring Needed:

* Items to consider in your request:
Inspectors Engineers Surveyors
Technicians Truck Drivers Utility person
Operators Flaggers Welders
Mechanics Bridge Repair Carpenters

Electricians Dump Trucks Back Hoe
Gravel Pipe Paving Equipment
Oilier Grader Compactor
Traffic Control Equip. Power Supply Communication Equip.

1 copy to Requesting Agency
1 copy to Responding Agency
1 copy to Crew Supervisor

INCIDENT COMMANDER CHECKLIST
Responding Agency

Upon Arrival

- Check-in with supervisor on site.
- Review maps, damage information, repair needs and potential crew assignments. Request information on repair standards.
- Ensure that lodgings, meals and refueling capabilities exist. If not, identify crewmember to work on problem and ask Requesting Agency for assistance.
- Review documentation procedures with Requesting Agency's supervisor and obtain supplies to track repairs and costs associated with job.
- Establish daily briefing time with Requesting Agency's supervisor.
- Establish daily documentation briefing with Requesting Agency's supervisor to ensure that tasks are completed.
- Establish working shifts.
- Review Communication Plan.

Daily Process

- Briefing with supervisors and crew on work assignments and progress.
- Review safety procedures with crew.
- Review events and any problems or positive interaction with Requesting Agency's employees or customers.
- Ensure lunch and evening food breaks are provided and that a system for meals, refueling and restocking is maintained.
- Contact Responding Agency for briefing.
- Review documentation at end of each day for accuracy and completion.

Work Termination

- Meet with crews to review successes and problems.
- Identify total hours worked and number of repairs.
- Total up costs associated with work.
- Allow rest and recovery time before leaving for home.

7.A.3. Signatory Agencies

Public Works Emergency Telephone Numbers

Signatory Agency	Phone No.	24 Hr. Emergency Phone No.
COUNTIES		
Adams	(509) 659-3276	(509) 488-2061
Asotin	(509) 243-2074	(509) 758-1668
Benton	(509) 786-5611	(509) 628-0333
Chelan	(509) 664-5415	(509) 667-6400
Clallam	(360) 417-2319	(360) 417-2459
Clark	(360) 397-6118	(360) 696-4461
Columbia	(509) 382-2534	(509) 382-2518
Cowlitz	(360) 577-3030	(360) 577-3098
Douglas	(509) 884-7173	(509) 884-1535
Ferry	(509) 775-5222	(509) 775-3132
Franklin	(509) 545-3514	(509) 545-3510
Garfield	(509) 843-1301	(509) 843-3494
Grant	(509) 754-6082	(509) 762-1160
Grays Harbor	(360) 249-4222	(509) 533-8765
Island	(360) 679-7331	(360) 679-9567
Jefferson	(360) 385-9160	(360) 385-3831
King	(206) 296-6530	(206) 296-3311
Kitsap	(360) 337-5777	(360) 478-0011
Kittitas	(509) 962-7523	(509) 925-8534
Klickitat	(509) 773-4616	(509) 773-4545
Lewis	(360) 740-1123	(360) 740-1105
Lincoln	(509) 725-7041	(509) 725-3501
Mason	(360) 427-9670	(360) 427-7761
Okanogan	(509) 422-7300	(509) 422-7232
Pacific	(360) 875-9368	(360) 875-9397
Pend Oreille	(509) 447-4513	(509) 447-3151
Pierce	(253) 798-7250	(253) 798-7470
San Juan	(360) 370-0510	(360) 378-4151
Skagit	(360) 336-9400	(360) 428-3209
Skamania	(360) 427-9448	(360) 427-9490
Snohomish	(425) 388-3488	(425) 427-3930
Spokane	(509) 447-3600	(509) 747-2800
Stevens	(509) 684-4548	(509) 684-2555
Thurston	(360) 754-4580	(360) 704-2740
Wahkiakum	(360) 795-3301	(360) 795-3242
Walla Walla	(509) 527-3241	(509) 527-1960
Whatcom	(360) 676-6692	(360) 676-6711
Whitman	(509) 397-6206	(509) 332-2521
Yakima	(509) 574-2300	(509) 574-2500

CITIES

For the most current listings, go to the EMD website at http://emd.wa.gov/6-rr/rr-lists/ph-nrs-idx.htm

7.B. MEMORANDUM OF UNDERSTANDING CONCERNING WORK IN WATERCOURSES

MEMORANDUM OF UNDERSTANDING

Between the

WASHINGTON STATE DEPARTMENT OF FISH AND WILDLIFE

WASHINGTON STATE DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT

WASHINGTON STATE ASSOCIATION OF COUNTIES

ASSOCIATION OF WASHINGTON CITIES

In Cooperation With

NORHTWEST INDIAN FISHERIES COMMISSION

WASHINGTON STATE DEPARTMENT OF ECOLOGY

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Concerning

Work in Watercourses

(RCW 75.08.012, 75.20.100, 77.12.010, 36.32.280, 36.32.290, 36.32.300, 38.52, 35.32A.060, 35,33.081, 35.33.91)

DEFINITIONS:

Public Operating Agency

Those signatory agencies that construct and maintain publicly owned facilities and property.

Resource Agency

Those agencies responsible for the regulation and protection of public resources such as fish and wildlife.

Project

Any construction work within fish or wildlife habitat areas.

Habitat Restoration

Work done to improve or replace habitat lost or damaged due to construction projects by public operating agencies.

Maintenance

Routine work on Habitat Restoration Projects to ensure the continued serviceability of facility for fish or wildlife.

BACKGROUND:

Counties have authority to work in watercourses for the purpose of preventing floods which may threaten life and property or case damage to public or private property under Revised Code of Washington (RCW) 36.32.280, RCW 36.32.290, RCW 36.32.300 and RCW 38.52. The cities have similar authority under RCW 35.32A.060, RCW 35.33.081, RCW 35.33.91 and RCW 38.52.

The Department of Fish and Wildlife is mandated to preserve, protect, perpetuate and manage the fish and wildlife resources of the state (RCW 75.08.012 and RCW 77.12.010). This agency protects fish life and habitat through administration of the Hydraulics Code (RCW 75.20.100) and fish passage laws RCW 75.20.060, RCW 75.2.061, RCW 77.16.210, RCW 77.12.425) which are applicable to cities and counties.

The county and city authorities and the Department of Fish and Wildlife authorities are based on different purposes, which sometimes result in potential conflicts among those involved. They have developed these procedures which can be used as an alternative to a legislative or litigated resolution of differences in statutes for accomplishment of work by public operating agencies, in the protection of natural resources and public facilities.

PURPOSE:

The following procedures are established through mutual understanding and intent. The signatory agencies share a common interest in prevention of habitat loss through damage by flooding and future

land development. These agencies also desire to participate in joint projects to restore fish and wildlife habitat loss due to past flooding, land development activities, or public transportation facilities.

The intent of these procedures is also to mutually cooperate and establish procedures for emergency flood control work when the normal permit processes cannot reasonably be utilized. Therefore, these procedures are hereby endorsed by the signatory parties.

I. Fish Passage and Fish and Wildlife Habitat

The signatory agencies agree to enter into a cooperative program to correct fish passage and habitat problems caused by public facilities. The intent of this process is to identify fish passage and other fish and wildlife habitat problems, prioritize them for solution, then mutually agree on annual projects, cost and responsibilities, within the context of long range resolutions of these problems.

Cooperation between the signatory agencies including active pursuit of necessary funding, shall be via the following procedure:

A. Department of Fish and Wildlife will initiate the program by conducting physical surveys of public owned facilities to identify fish passage and other fish and wildlife habitat problems. These surveys will determine the amount and quality of fish and wildlife habitat impacted by these public owned facilities.

Department of Fish and Wildlife will prepare a report of these findings to public operating agencies. Department of Fish and Wildlife and the public operating agencies will negotiate funding of costs and sharing of available resources necessary for this program.

B. Public operating agencies will review and comment on identified fish passage and habitat problems within one year after receipt of this report. Public operating agencies and the Department of Fish and Wildlife will prioritize projects based on criteria including, but not limited to, the amount of habitat to be gained, status of affected fish and wildlife stocks, and total project cost.

C. Resource agency, (under specific agreement), or the public operating agency will prepare selected project proposals for each site including scope, preliminary design, cost estimates and proposed schedules.

D. Each agency will review scope, preliminary design and cost estimates for consistency with the MOU. Questions, problems or irregularities shall be submitted to the Department of Fisheries and Wildlife or public operating agencies for clarification.

E. Identified projects which fall within the scope of other projects on an agency's six year Capital Improvement Plan (CIP), will be constructed in conjunction with the scheduled project. The agency responsible for the six year CIP will be responsible for all related construction costs. (i.e., A culvert identified as a fish passage problem would be corrected as part of the scheduled road construction project.)

F. All agencies which are party to this agreement will endeavor to seek supplementary funding for construction of projects which exceed the public operating agencies ability to fund.

G. Public operating agencies will not normally obtain permits, right of way, or construct and maintain those fish passage facilities and wildlife habitat areas off of their rights of ways, except where it is agreed that the resource needs are a direct result of the public operating agency action or facility.

H. Public operating agencies will normally accomplish necessary design work at their expense. The Department of Fish and Wildlife may accomplish the design work at their expense by mutual agreement. Designs will be reviewed by all agencies and final designs will be mutually agreed upon.

I. Changes in scope or cost overruns must be reviewed and approved by both parties. Construction shall not begin until agreement is reached by both parties on the changes and financial responsibility for cost overruns.

J. Construction change orders in excess of 10% for projects over $25,000.00 or 25% for projects under $25,000.00 must be approved in advance by the agency paying for the construction. Any change orders under these amounts may be approved by the agency administering the project.

II. Maintenance

A. The operating agency agrees to maintain all projects completed under this MOU as required by RCW 75.20.060 and/or RCW 77.16.210.

B. The resource agencies agree to ensure maintenance for those projects which fall outside the operating agency's responsibility.

III. Emergency Flood Control Work Procedures

A. An emergency will be declared by the county legislative authority or county executive under their authority in RCW 36.32; or by the city official under 35.32A.060, 35.33.081, and 35.33.091, and the county or city will accomplish the necessary work to eliminate or lessen the immediate threat to life and property. The work needed to repair, mitigate, or prevent damage will be accomplished in the shortest time frame possible.

B. The definition of emergency, contained in the Hydraulics code, will be used by the counties and cities when declaring the emergency. Washington Administrative Code (WAC) 220.110.020 (7) defines emergency as "an immediate threat to life, public or private property, or an immediate threat of serious environmental degradation arising from weather or stream flow conditions or other natural conditions."

C. In an emergency condition in which the county legislative authority or county executive or city legislative authority determined there is sufficient time to obtain oral approval before proceeding with the necessary emergency work, the Department of Fish and Wildlife hotline will be called to obtain oral approval before proceeding with the necessary emergency work.

D. When an emergency, as defined in WAC 220.110.020 (7), is declared by the county legislative authority or county executive or city legislative authority, this set of procedures will be utilized as a Hydraulic Project approval only when in the reasonable determination of the county legislative authority or county executive or city legislative authority prior notification would have placed the jurisdiction in jeopardy of failing to meet their emergency obligations.

E. If, as flood waters recede or after they recede, it is discovered that additional emergency work as defined above is needed, the Department of Fish and Wildlife hotline will be called to obtain oral approval for the additional emergency work. The resource agency shall give the oral approval of the emergency or shall use an expedited permit process for situations involving imminent threat and the county or city will proceed with the minimum work necessary to repair the damage caused by the flood emergency.

F. Within 30 days of such non-prior notification, a review board of affected parties shall be convened by the Department of Community, Trade and Economic Development, Emergency Management Division to assess the emergency and the actions taken, and potential mitigation required.

G. An on-site consultation meeting between the local government and the Department of Fish and Wildlife shall be held within 48 hours of the emergency declaration to review the emergency, the scope of work performed, the conditions provided by the Department of Fish and Wildlife, and any other matters of concern. Such meeting may be canceled upon mutual agreement of parties.

H. If significant differences of opinion exist after the consultation meeting outlined above, the parties shall, prior to taking any legal action, schedule a follow-up meeting with policy level agency personnel and other mutually agreed upon parties to resolve conflicts.

I. An emergency declaration issued by the county or city will remain in effect until official action is taken by the local government to rescind the declaration.

IV. Training

Washington Department of Fish and Wildlife, and the public operating agencies will annually sponsor a workshop for operating and resource agencies on habitat issues. The intent of the seminar will be to educate participants on both operational and environmental issues. The seminar should also be structured to foster open communication between all parties to this MOU. Washington Department of Fish and Wildlife will take the lead in facilitating the workshop.

V. The Signatory Agencies Mutually Agree:

A. To cooperatively address the issues subject to this MOU and other fish and shell fish or wildlife issues that may arise in the future.

B. That nothing herein contained shall in any way limit or offset in any way any party's statutory authorities and responsibilities.

C. That amendments to this MOU may be proposed by any of the parties and shall be effective upon approval by all parties.

D. Disputes between the parties to this agreement shall be submitted to a panel composed of policy level personnel appointed by the Chief Administrative Officer of the signatory agencies and other mutually agreed upon parties to resolve conflicts.

E. That this MOU shall be effective upon the signature of all parties and shall remain in force unless canceled by mutual consent. Any party can withdraw with thirty (30) day notice.

F. Affected Indian Tribes will be invited to participate in resource management discussions within the scope of this document.

WORK IN WATERCOURSES

MEMORANDUM OF UNDERSTANDING

_____	_____
Executive Director Washington State Association of Counties	Date
_____	_____
Director Department of Fish and Wildlife	Date
_____	_____
Executive Director Association of Washington Cities	Date
_____	_____
Director Department of Community, Trade and Economic Development	Date

8.A. CALENDAR OF DUE DATES

COUNTY DUE DATES

(FOR FORMS AND DOCUMENTS SUBMITTED TO CRAB)

FORM	DESCRIPTION
Road Levy Certification WAC 136-150-021 **Due Date: February 1st**	CRAB mails to counties in December Shows the amount of the total road levy fixed and the amount, if any, budgeted in accordance with RCW 36.33.220 for traffic law enforcement and/or any other purpose from diverted road levy.
Certification of Expenditures For Traffic Law Enforcement WAC 136-150-022 **Due Date: April 1st**	CRAB mails to counties in December In those counties where diverted road levy or transfer of road funds has been budgeted for traffic law enforcement, shows the actual expenditure for traffic law enforcement in the previous budget year. Counties with population of less than 8,000 are exempt from this requirement.
Certification of Expenditures for Fish Passage Barrier Removal WAC 136-150-023 **Due Date: April 1st**	CRAB mails to counties in December Shows that activities related to removal of fish barriers performed beyond county right of way did not exceed 25% of total project costs and that total annual costs did not exceed one-half of one percent of annual road construction budget.
Annual Certification WAC 136-04-030 **Due Date: April 1st**	CRAB mails to counties in December A questionnaire designed to demonstrate each county's level of compliance with pertinent laws and regulations. The CRABoard shall submit a certificate to the state treasurer each year on behalf of those counties found to be in reasonable compliance with provisions of law relating to county road administration and with the Standards of Good Practice as formulated and adopted by the CRABoard. **Attachments: bridge report, updated policies and organization chart**.
Annual Construction Report WAC 136-16-050 **Due Date: April 1st**	CRAB mails to counties in December Shows actual expenditures for all construction work including construction administration and engineering done during the previous budget year. **Includes day labor limit computation**.
CAPP Report WAC 136-300-090 **Due Date: April 1st**	CRAB mails to counties in December Summarizes the pavement preservation activities, both CAPA and non-CAPA funded, with a specific listing of roads improved including a definition of work scope and the amount of CAPA funds expended.
Road Log Update: WAC 136-60-030; **Due Date May 1st** **Pavement Surface Condition Ratings:** WAC 136-70-040; **Due Date May 1st**	
Six-Year Program WAC 136-15-050 **Due 30 days after adoption** **(No later than December 31st)**	Consists of two parts: 1) a road fund **revenue and expenditure analysis** for the six-year time period and 2) a program listing of specific projects; **attached resolution should reference availability of priority array and bridge inspection report.**
Annual Construction Program WAC 136-16-040 **Due 30 days after adoption** **(No later than December 31st)**	To be adopted prior to adoption of budget. Shall include recommendations for all road and bridge construction projects, maintenance and special maintenance, and all road equipment purchases for the ensuing year. The sum of all construction costs shall be approximately equal to the amount included in the road fund construction budget for construction work. Includes **day labor limit computation**, attached adopting **resolution** and **list of planned equipment purchases**.

COUNTY DUE DATES

(FOR FORMS AND DOCUMENTS SUBMITTED TO CRAB)

FORM	DESCRIPTION
CAPP Program WAC 136-300-060 **Due 30 days after adoption** **(No later than December 31st)**	Lists all proposed county arterial preservation projects and activities for the ensuing year, identifying those projects for which CAPA funding is available.
PMS Certification for CAPP Eligibility WAC 136-70-070 **Due Date: December 31st**	Shows implementation of and compliance with requirements of WAC 136-70-040 or 136-70-050, which maintains eligibility for CAPP funds.
Road Fund Budgets Due 30 days after adoption **(No later than December 31st)**	Total amount budgeted for construction **should not be less than the grand total of the annually adopted construction program**.

8.B. SUGGESTED REFERENCE MATERIALS

Every County Engineer's office should have, as a minimum, several current state-published references available. Care must be taken to assure that you and your staff are always working from the latest versions or updates. Recommended publications include:

A Policy on Geometric Design of Highways and Streets, published by AASHTO

Budgeting, Accounting, Reporting System (BARS) for Cities and Counties, published by the State Auditor's Office

Design Manual, published by WSDOT

Local Agency Guidelines, published by WSDOT

Manual on Uniform Traffic Control Devices (as modified by WSDOT), published by FHWA

Revised Code of Washington, published by the Statute Law Committee

Standard Specifications for Road, Bridge, and Municipal Construction, published by WSDOT

Washington Administrative Code, published by the Statute Law Committee

There are, of course, many other publications that will be useful from time to time. Each engineer's office will develop its own reference library over time. Organizations such as AASHTO, TRB, FHWA, and WSDOT have access to a wide variety of publications as well as equipment and material-supply organizations such as The Asphalt Institute.

8.C. OTHER PARTICIPANTS AND RESOURCES

CRAB emphasizes the concept of a seamless transportation system and sees networking and building coalitions for the improvement of the total system as critical. CRAB is not the only support for the County Engineer and we strongly encourage every County Engineer to participate in fraternal and professional organizations to assist in building coalitions and to learn from the experiences of others. Key organizations to work with include:

8.D.1. WSDOT, Especially Highways & Local Programs Service Center (H&LP)

WSDOT is a supportive and cooperative agency with many resources. Highways & Local Programs is the Service Center responsible for federal grant support to counties and cities. In addition, it fulfills an advocacy role on behalf of local transportation issues.

8.D.2. Transportation Improvement Board (TIB)

TIB is the state agency that provides transportation grants for the urban areas of the state. Often, urban unincorporated county areas qualify for these grants as well as smaller cities in the counties.

8.D.3. Washington State Association of Counties (WSAC)

The Washington Association of Counties is a private/ non-profit organization that represents county commissioners. WSAC provides information to the counties on a number of issues, provides a forum for discussion of common issues, and – primarily – provides a lobby for advancement of county interests at the state legislative level.

8.D.4. Washington State Association of County Engineers (WSACE)

WSACE is a affiliate of WSAC and is the professional organization within the state that mentors young engineers, allows a sharing of experiences, and works closely with CRAB to identify areas of concern and future support. CRAB encourages every County Engineer to participate as actively as possible in WSACE.

8.D.5. National Association of County Engineers (NACE)

NACE is the National Association of County Engineers. Washington State has traditionally been well represented in the national organization and we again encourage participation.

8.D.6. Professional Organizations

Within the counties, there are other city and transportation planning organizations that you may benefit from working with. Get to know them and work together.

8.D. COUNTY ENGINEERS' CODE OF ETHICS

The County Engineers of the State of Washington recognizing the trust and confidence reposed in them by the citizens of the State as proclaimed in Chapter 187, Session Laws of 1937, do hereby declare and adopt this Code of Ethics:

1. The position of County Engineer is one requiring high professional stature, and the individual occupying that position shall act in a manner that shall be a credit to the profession and the County.

2. The County Engineer shall manage and administer the County Road Department and other assigned departments lawfully under the County Engineer's jurisdiction in accordance with the spirit and intent of the appropriate statute and in a professional manner suggested by professional training, continual professional improvement, and professional guidance from State and national groups and professional organizations.

3. The County Engineer shall gather and prepare factual data and reports and make professional recommendations to the Board as engineering support for the Board's decision-making regarding policy.

4. The County Engineer shall use professional engineering skills and knowledge to carry out the Board's decisions or policy.

5. The County Engineer shall use professional engineering abilities to appraise results of actions and operations and in a professional manner take appropriate actions to have necessary items brought to the attention of the Board with recommended policy changes.

6. The County Engineer shall consult regularly with the Board to attain and ensure complete understanding of decisions made by the Board so that professional actions of the County Engineer will result in compliance with policy decisions of the Board.

7. The County Engineer shall act at all times in the highest professional manner to maintain the dignity and honor of the position.

8. The County Engineer shall be professional in all aspects of conduct – professional duties, community activities, and personal conduct as a private citizen so that honor and respect shall be reflected on the engineering profession.

9. The County Engineer shall stimulate professional attainment of qualified staff members and provide the opportunity for the advancement and development of every employee's potential skills.

10. The County Engineer shall serve in the public interest and treat all citizens courteously, equally, and fairly.

Adopted by the WSACE on November 19, 1994.

8.E. COUNTY RESOURCE LIST

OTHER PARTICIPANTS AND RESOURCES

CRAB emphasizes the concept of a seamless transportation system and sees networking and building coalitions for the improvement of the total system as critical. CRAB is not the only support for the county engineer and we strongly encourage every county engineer to participate in fraternal and professional organizations to assist in building coalitions and to learn from the experiences of others. Key organizations to work with include:

WSDOT and Highways and Local Programs

An extremely supportive and cooperative agency with may resources. H&LP is the division responsible for TEA-21 grants support to cities and counties.

Transportation Improvement Board

A state agency providing transportation grants for the urban areas of the state. Often, urban unincorporated county areas qualify for these grants as well as smaller cites (>5,000) in the county.

Washington State Association of County Engineers

The Washington State Association of County Engineers (WSACE) is the professional organization within the state which mentors your engineers, allows a sharing of experiences and works closely with CRAB to identify areas of concern and future support. WSACE helps CRAB determine future goals and direction. You gain from any experience in proportion to your participation, and CRAB strongly urges every county engineer to participate as actively as possible in WSACE.

National Association of County Engineers

NACE is the National Association of County Engineers. Washington State has traditionally been well represented in the national organization and we again encourage participation.

Washington State Association of Counties

The Washington State Association of Counties is a private/non-profit organization that represents the county commissioners. WSAC provides information to the counties on a number of issues, provides a forum for discussion of common issues and, primarily, provides a lobby for advancement of county interests at the state legislative level.

Professional Organizations

Within the counties, there are other city and transportation planning organizations that you should be working with. Get to know them and work together.

8.F. GLOSSARY OF ACRONYMS

2-R	Resurfacing and Restoration	
3-R	Resurfacing, Restoration, and Rehabilitation	
4-R	Resurfacing, Restoration, Rehabilitation, and Reconstruction	
AADT	Annual Average Daily Traffic	
AAR	American Association of Railroads	
AASHTO	American Association of State Highway and Transportation Officials	
ACP	Asphalt Concrete Pavement	
ACP	Annual Construction Program	
ADA	Americans with Disabilities Act	
ADT	Average Daily Traffic	
AGC	Associated General Contractors	
ANSI	American National Standards Institute	
APWA	American Public Works Association	
ARTBA	American Road and Transportation Builders Association	
ARWA	American Right of Way Association	
ASCE	American Society of Civil Engineers	
ASTM	American Society for Testing and Materials	
ATB	Asphalt Treated Base	
ATMS	Advanced Traffic Management System	
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	
BFRC	Benton-Franklin Regional Council	
BIA	Bureau of Indian Affairs	
BLA	Boundary Line Adjustment	
BLM	Bureau of Land Management	
BRAC	Bridge Replacement Advisory Committee	State
BRCT	Blue Ribbon Commission on Transportation	
BROS	Bridge Replacement Off System	

BRR	Bridge Replacement and Rehabilitation	Federal
BST	Bituminous Surface Treatment	
C3R	Close, Repair, Rehabilitate, or Replace	
CA	Certification Acceptance	
CAAA	Clean Air Act Amendments of 1990	
CAPA	County Arterial Preservation Account	
CAPP	County Arterial Preservation Program	
CDL	Commercial Driver's License	
CE	Categorical Exclusions (NEPA); Categorical Exemptions (SEPA)	
CERB	Community Economic Revitalization Board	
CFGS	County Freight and Goods System	
CFP	Capital Facilities Plan	
CIP	Capital Improvement Program	
CMAQ	Congestion Mitigation and Air Quality Program	
COG	Council of Governments	
CRAB	County Road Administration Board	
CRP	County Road Project	
CVEO	Commercial Vehicle Enforcement Officer	WSP
CVISN	Commercial Vehicle Information Systems Network	
CY	Calendar Year	
DCTED	Department of Community, Trade, and Economic Development	State
DEM	Division of Emergency Management	SEPA
DFO	Disaster Field Office	
DHV	Design Hourly Volume	
DIS	Department of Information Services	
DMV	Department of Motor Vehicles	
DNR	Department of Natural Resources	State
DOE	Department of Ecology	State
DOL	Department of Licensing	State
DOP	Department of Personnel	State
DOR	Department of Revenue	State
DOT	Department of Transportation	State
DPA	Deputy Prosecuting Attorney	

DPW	Department of Public Works	
DS	Determination of Significance	SEPA
DSHS	Department of Social and Health Services	
EA	Environmental Assessment	NEPA
EEOC	Equal Employment Opportunity Commission	
EIS	Environmental Impact Statement	SEPA
EO	Executive Order	
EOE	Equal Opportunity Employer	
EPA	Environmental Protection Agency	Federal
ER	Emergency Relief	
ER&R	Equipment Rental & Revolving	
FA	Federal Aid	
FAS	Federal Aid Secondary	
FAUS	Federal Aid Urban Systems	
FCAAP	Flood Control Assistance Account Program	
FEIS	Final Environmental Impact Statement	SEPA
FEMA	Federal Emergency Management Administration	
FERC	Federal Energy Regulatory Commission	
FFY	Federal Fiscal Year	
FGTS	Freight and Goods Transportation System	State
FHWA	Federal Highway Administration	
FLH	Federal Lands Highway	
FLSA	Fair Labor Standards Act	
FMSIB	Freight Mobility Strategic Investment Board	
FONSI	Finding of No Significant Impact	NEPA
FY	Fiscal Year	
GA	Department of General Administration	State
GIS	Geographic Information Systems	
GLO	Government Land Office	Federal
GMA	Growth Management Act	State
GSP	General Special Provisions	
GVW	Gross Vehicle Weight	

HBRRP	Highway Bridge Replacement and Rehabilitation Program	
HCM	Highway Capacity Manual	
HCT	High Capacity Transit	
HOV	High Occupancy Vehicle	
HTC	House Transportation Committee	State
HUD	Housing and Urban Development	Federal
HUF	Highway Users Federation	
IMSA	International Municipal Signal Association	
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991	Federal
ITE	Institute of Transportation Engineers	
ITS	Intelligent Transportation System	
IVHS	Intelligent Vehicle Highway Systems	
JLARC	Joint Legislative Audit and Review Committee	State
L&I	Department of Labor and Industries	State
LA	Local Agency	
LAG	Local Agency Guidelines	
LEAP	Legislative Evaluation and Accountability Program	State
LID	Local Improvement District	
LOS	Level of Service	
LPA	Local Public Agency	
LS	Land Surveyor	
LTC	Legislative Transportation Committee	State
MDNS	Mitigated Determination of Non-Significance	SEPA
MOA	Memorandum of Agreement	
MOU	Memorandum of Understanding	
MPO	Metropolitan Planning Organization	
MTO	Model Traffic Ordinance	
MTP	Metropolitan Transportation Plan	
MVET	Motor Vehicle Excise Tax	State
MVF	Motor Vehicle Fund	State

MVFT	Motor Vehicle Fuel Tax	State
NAAQS	National Ambient Air Quality Standards	
NACE	National Association of County Engineers	
NACHP	National Advisory Council for Historic Preservation	
NACO	National Association of Counties	
NAFA	National Association of Fleet Administrators	
NBI	National Bridge Inventory	
NBIS	National Bridge Inspection Standards	
NCHRP	National Cooperative Highway Research Program	
NEC	National Electrical Code	
NEPA	National Environmental Policy Act	
NHS	National Highway System	
NHTSA	National Highway Traffic Safety Administration	
NMFS	National Marine Fisheries Service	
NPDES	National Pollutant Discharge Elimination System	
NTSB	National Transportation Safety Board	
OA	Obligation Authority	
OAHP	Office of Archaeological and Historic Preservation	State
OFM	Office of Financial Management	State
OJT	On-the-Job Training	
OMB	Office of Management and Budget	Federal
OSHA	Occupational Safety and Health Act	Federal
OST	Office of State Treasurer	State
OUM	Office of Urban Mobility	WSDOT
PCC	Portland Cement Concrete	
PCR	Pavement Condition Rating	
PDEIS	Preliminary Draft Environmental Impact Statement	SEPA
PE	Preliminary Engineering	
PE	Professional Engineer	
PL	Public Law	Federal
PERC	Public Employees Relations Commission	State
PERS	Public Employees Retirement System	State

PLS	Professional Licensed Surveyor	
PMS	Pavement Management System	
PNWPFMA	Pacific Northwest Public Fleet Managers Association	
PPI	Public-Private Initiatives Program	WSDOT
PS&E	Plans, Specifications, and Estimates	
PSRC	Puget Sound Regional Council	
PTBA	Public Transportation Benefit Area	
PUD	Public Utility District	
PWB	Public Works Board	
PWTF	Public Works Trust Fund	
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	Road Improvement District	
ROW	Right-of-Way	
RPM	Raised Pavement Markers	
RR	Railroad	
RTA	Regional Transit Authority	
RTPO	Rural Transportation Planning Organization	
R/W	Right-of-Way	
SAO	State Auditor's Office	
SEIS	Supplemental Environmental Impact Statement	
SEPA	State Environmental Policy Act	
SHPO	State Historical 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	State
STIP	State Transportation Improvement Program	
STP	Surface Transportation Program	Federal
SWIBS	State of Washington Inventory of Bridges and Structures	
SWRTC	Southwest Washington Regional Transportation Council	
T2	Technology Transfer	
TBD	Transportation Benefit District	
TCP	Traffic Control Plan	
TDM	Transportation Demand Management	
TEA-21	Transportation Equity Act for the 21st Century	Federal
TIA	Transportation Improvement Account	
TIB	Transportation Improvement Board	
TIP	Transportation Improvement Program	
TMA	Transportation Management Area	
TRAC	Washington State Transportation Center	UW
TRB	Transportation Research Board	
TRPC	Thurston Regional Planning Council	
TS&L	Type, Size, and Location	
TSM	Transportation System Management	
UATA	Urban Arterial Trust Account	
UBC	Uniform Building Code	
ULID	Utility Local Improvement District	
USC	United States Code	
USDOT	U.S. Department of Transportation	Federal
USFS	United States Forest Service	
USFWS	United States Fish and Wildlife Service	
USGS	United State Geological Survey	
UTC	Utilities and Transportation Committee	State
VE	Value Engineering	
VIN	Vehicle Identification Number	
VMT	Vehicle Miles Traveled	

WAC	Washington Administrative Code
WACO	Washington Association of County Officials
WAPA	Washington Association of Prosecuting Attorneys
WASHTO	Western Association of State Highway and Transportation Officials
WASPC	Washington Association of Sheriffs and Police Chiefs
WCCOG	Whatcom County Council of Governments
WDFW	Washington Department of Fish and Wildlife
WHUF	Washington Highway Users Federation
WISHA	Washington Industrial Safety and Health Act
WSAC	Washington State Association of Counties
WSACE	Washington State Association of County Engineers
WSDOT	Washington State Department of Transportation
WSEO	Washington State Energy Office
WSF	Washington State Ferries
WSGRTA	Washington State Good Roads and Transportation Association
WSP	Washington State Patrol
WSTA	Washington State Transit Association
WTA	Washington Trucking Alliance
WTP	Washington Transportation Plan
WTSC	Washington Traffic Safety Commission
WUTC	Washington Utilities and Transportation Commission
YVCOG	Yakima Valley Council of Governments
2-R	Resurfacing and Restoration
3-R	Resurfacing, Restoration, and Rehabilitation
4-R	Resurfacing, Restoration, Rehabilitation, and Reconstruction

8.G. GLOSSARY OF TERMS

Americans with Disabilities Act – Federal law that mandates extensive changes in building codes, transportation, and hiring practices to prevent discrimination against persons with disabilities, not only in projects involving federal dollars, but also in connection with all new public places, conveyances, and employers.

Agency Administrator – A local agency official empowered by position or delegated the authority to administer transportation projects.

Annual Average Daily Traffic – The estimate of typical daily traffic on a road segment for all days of the week, Sunday through Saturday, over the period of one year.

Annual Seasonal Factors – The set of twelve factors, one for each month of the year that is used to adjust coverage counts to estimates of AADT. Annual seasonal factors make use of the full year's data collected by continuous counters.

Approval Authority - The position title designated in the Certification Acceptance Qualification Agreement as responsible for approving a document or stage of a federal aid transportation project.

Average Daily Traffic – The total traffic volume during a given time period (in whole days), greater than one day and less than one year, divided by the number of days in that time period.

Bituminous Surface Treatment – One or more applications of sprayed-on liquid asphalt followed by a layer of suitable aggregate to protect and preserve the surface, maintain the structural integrity, or restore the surface texture and skid resistance of the roadway. Generally performed on low volume roadways.

Categorical Exclusions – Actions that do not individually or cumulatively have a significant effect on the environment.

Categorical Exemptions – Actions that do not individually or cumulatively have a significant effect on the environment.

Certification Acceptance – The process of approving local agencies to administer their federal aid transportation projects.

Chip Seal – A single application of BST applied to existing pavement surfaces to correct surface raveling and oxidation of old pavements. Chip seal also provides a waterproof cover for an existing pavement structure.

CMAQ – A federal program, included in both ISTEA and TEA 21, that provides a flexible funding source to state and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act.

Commute Trip Reduction Law – The state law that requires major employers in the eight most populous counties of the state to reduce the number of SOV trips and the number of vehicle miles traveled by their employees.

Comprehensive Plan – A compendium of maps, charts, and text that contains a city or county's plans for long-term development. Also, a legal document required by the state's GMA, as outlined in RCW 36.70A.

Concurrency – The GMA requirement that adequate public services and facilities such as water, sewer, storm drainage, and transportation infrastructure must be available at the time new development is occupied.

Construction – The building of a street, a portion of a street, or a facility that did not previously exist. It may be on new right-of-way or on existing right-of-way.

Day Labor – Work done by agency forces.

Determination of Non-Significance – The written decision by the agency administrator that a proposal will not have a significant environmental impact and that no EIS is required.

Determination of Significance – The written decision by the agency administrator that a proposal could have significant adverse impact of the environment and, therefore, an EIS is required.

Distribution Formula – The Statutorily-defined formula for allocating state motor vehicle fuel tax revenues to specific programs and entities.

Eighteenth Amendment – An amendment to the State constitution passed in 1944, stating that motor vehicle license feed, gas tax, and other state revenues intended for highway purposes may only be used for highway purposes.

Environmental Checklist – A local agency document used to determine whether an action will significantly impact the environment. The checklist form contained in WAC 197-11-960 is used for all actions not categorically exempt or not clearly requiring an EIS.

Federal Urban Area – Any land area within the boundaries of the federally-designated urban areas (population over 5,000) as shown on the official urban-area maps on file at WSDOT.

Final estimate – An estimate of the total cost of a project prepared after completion of the construction contract and used as the basis for final payment to the contractor.

Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Growth Management Act – a state law passed by the legislature in 1990 and amended in 1991 which addresses the negative consequences of unprecedented population growth and suburban sprawl in Washington State. The GMA requires all cities and counties in the state to do some planning and has more extensive requirements for the largest and fastest-growing counties and cities in the state. Its requirements include guaranteeing the consistency of transportation and capital facilities plans with land use plans.

High Occupancy Vehicle – An automobile, van, pick-up truck, or bus that carries enough people to travel in the HOV or Diamond Lane. In Washington State, most HOV lanes require that two or more persons travel together, although in some places three people are needed.

Lead Agency – A federal, state, or local agency taking primary responsibility for preparing an environmental document.

Level of Service – A qualitative measure describing operational conditions within a traffic stream; generally described in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, and safety.

Local Match – That portion of a project's cost paid for with local agency funds.

Maintenance – those activities undertaken to ensure that infrastructure can continue to be used during its originally established useful life.

Metropolitan Planning Organization – An agency designated by the governor (or governors in a multi-state area) to administer the federally required transportation planning process in a metropolitan area. An MPO must be in place in every urbanized area over 50,000 population.

National Highway System – The system designated by Congress in 1995 that includes all Interstate routes, a large percentage of urban and rural principal arterials, and strategic highways and connectors.

Preservation – Those activities that extend the useful life of infrastructure beyond its originally estimated useful life, but do not increase its capacity or efficiency.

Public Involvement Plan – A required, integral part of an environmental study plan which outlines procedures for presenting information to the public, obtaining public comment, and considering public opinion.

Rehabilitation – Similar to "Restoration" except the work may include reworking or strengthening the base or subbase, recycling or reworking existing materials to improve their structural integrity, adding underdrains, improving or widening shoulders. Rehabilitation may include acquisition of additional right-of-way.

Remainder – The portion of a land parcel not acquired for public right-of-way.

Restoration – Work performed on pavement or bridge decks to render them suitable for resurfacing. This may include supplementing the existing roadway by increasing surfacing and paving courses to provide structural capability, and widening up to a total of 10 feet. Restoration will generally be performed within the existing right-of-way.

Resurfacing – The addition of a layer or layers of paving material to provide additional structural integrity, improved serviceability, and ride ability.

Rural Area – Any land area outside the boundaries of the federally-designated urban areas as shown on the official urban area maps on file at WSDOT.

Surfaced Width – The portion of a street or road for use by moving vehicles, between curbs or shoulders, including turning lanes where such lanes are appropriate, but excluding parking lanes and/or shoulders.

Transportation Demand Management – An effort to reduce the number of people traveling by SOV by promoting non-SOV modes of transportation. TDM efforts may also discourage the use of SOVs by imposing tolls or taxes.

Transportation System Management – A variety of actions and activities designed to make the existing transportation system more efficient.

Urban Growth Area – Areas where urban growth will be encouraged. Growth outside of the urban growth area must be rural in character.

Urbanized Area – An area with a population over 50,000 within boundaries established by the U.S. Census Bureau or by responsible state and local officials in cooperation with each other. There are nine in Washington: Seattle-Everett, Tacoma, Yakima, Spokane, Vancouver, Tri-Cities, Bellingham, Olympia-Lacey-Tumwater, and Kelso-Longview.

Walkway – A continuous way designated for pedestrians and separated from through lanes for motor vehicles by a curb, space, pavement marking, or other barrier.

Wetlands – Lands covered by shallow water or lands where the water table is at or near the surface; includes marches, swamps, bogs, natural ponds, wet meadows, and river overflow.