**AGENDA**

**Office of the County Engineer: Dec 8 - 10, 2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRAB / County Engineer Training** | | **Presenter** | **Work Book Page #** | **CE Desk Ref** |
|  |  |  |  |  |
| **DAY 1** |  |  |  |  |
|  |  |  |  |  |
| **Introduction** | |  |  |  |
|  |  |  |  |  |
| 10:00-10:45 | Welcome |  |  |  |
|  | Participant and CRAB Staff Introductions | Drew | **2** |  |
|  | House Keeping Items | Derek | **2** |  |
|  | Agenda & Training Materials | Derek | **2**  handout |  |
|  | Training Objectives & Desired Outcomes | Drew | **3** |  |
|  |  |  |  |  |
| **Counties and the County Engineer** | |  |  |  |
|  |  |  |  |  |
| 10:45-12:00 | Counties and County Roads |  |  |  |
|  | County Governance | Derek | **4** | **1.1.1** |
|  | General Information About Counties | ??? | **5** | **1.2.0** |
|  | County Officials | Derek | **6** | **1.1.3** |
|  |  |  |  |  |
| 12:00-1:00 | Break: Light Refreshments/Scenario/Discussion | All | **8** |  |
|  |  |  |  |  |
| **Office of the County Engineer** | |  |  |  |
|  |  |  |  |  |
| 1:00-2:15 | Intro to the Office of the County Engineer | Drew | **9**  handout | **2.1.1.0** |
|  | Political Engineering | Derek | **13**  handout |  |
|  |  |  |  |  |
| 2:15-3:15 | Laws and Rules |  |  |  |
|  | Read and Apply Laws and Rules | Derek | **14** | **2.1.1.1** |
|  | Revised Code of Washington (RCW) | Derek | **15** | **2.1.2** |
|  | Washington Administrative Code (WAC) | Derek | **16** | **2.1.3** |
|  | CRAB WACs & Standards of Good Practice | Derek | **17** | **2.1.4** |
|  |  |  |  |  |
| 3:15-4:45 | Plans and Programs |  |  |  |
|  | Land Use Plan (Comp Plan) Transp. Element | Drew | **18** | **3.2.1** |
|  | Non-Motorized Program (Bike & Ped) | Drew | **19** | **3.2.3** |
|  | Surface Water Management (SWM) | Drew | **20** | **3.2.4** |
|  | National Bridge Inspection Standards (NBIS) | Drew | **21** | **3.2.7** |
|  | Safety Management System (SMS) | Mike | **22** | **3.2.2** |
|  |  |  |  |  |
| **DAY 1** |  |  |  |  |
|  | Asset Management System (AMS)  Mobility to GisMo | Mike | **23** |  |
|  | Maintenance Management System (MMS) | Mike | **25** | **3.2.5** |
|  | Pavement Management System (PMS) | Mike | **26** | **3.2.6** |
|  |  |  |  |  |
| 4:45-5:00 | Questions / Summary Day 1 / Intro Day 2 | Derek |  |  |

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|  |  |  |  |  |
| **DAY 2** |  |  |  |  |
|  |  |  |  |  |
| 7:30-8:00 | Light refreshments provided |  |  |  |
|  |  |  |  |  |
| **Office of the County Engineer** | |  |  |  |
|  |  |  |  |  |
| 8:00-10:30 | Review of Day 1 / Intro Day 2 | Derek |  |  |
|  | Property Tax (Road Levy) | Derek | **27**  handout | **3.1.2.1** |
|  | Fuel Tax | Mike | **29** | **3.1.2.2** |
|  | Other Revenue | Derek | **31** |  |
|  | Color of Money | Derek | **32** | **2.3.0**  **3.1.2.x** |
|  | Road Purpose | Derek | **33** | **2.1.1.2** |
|  |  |  |  |  |
| 10:30-12:00 | Priority Array | Drew | **34** | **3.1.3** |
|  | 6-Year Transportation Program (6-Year) | Drew | **35** | **3.2.11** |
|  | State Transportation Improvement Plan (STIP) | Drew | **35** | **3.2.11** |
|  | Annual Construction Program (ACP) | Drew | **36** | **3.2.12** |
|  | County Forces Construction (CFC) | Drew | **37** | **3.2.13** |
|  | Repeating Calendar | Drew | **38** | **3.1.1** |
|  |  |  |  |  |
| 12:00-1:00 | Break: Light Refreshments/Scenario/Discussion | All | **39** |  |
|  |  |  |  |  |
| 1:00-1:45 | County Arterial Preservation Program (CAPP) | Steve | **40** | **3.2.9** |
|  | Rural Arterial Program (RAP)  RAP Online | Steve | **41** | **3.2.8** |
|  |  |  |  |  |
| 1:45-4:00 | Scenario / Discussion |  |  |  |
|  | The “Who Cares” Test | Derek | **42** |  |
|  | Construction versus Maintenance | Derek | **43** |  |
|  | Survey Monument Protection/Preservation | Derek | **44** | **4.4.0** |
|  | Right-of-Way Management | Drew | **45** | **4.4.0** |
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| **DAY 2** |  |  |  |  |
| 4:00-4:45 | Annual Reporting and Audits |  |  |  |
|  | Dec 31st / Feb 1st / April 1st / May 1st  CARS reporting system | Derek | **46** | **5.1.0** |
|  | Year-end Fiscal Closeout - May 30th / 31st | Drew | **48** | **5.2.0** |
|  | Annual Audits | Drew | **49** | **5.3.0** |
|  |  |  |  |  |
| 4:45-5:00 | Questions / Summary Day 2 / Intro Day 3 | Derek |  |  |
|  | | | | |
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| **DAY 3** | |  |  |  |
|  |  |  |  |  |
| 7:30-8:00 | Light refreshments provided |  |  |  |
|  |  |  |  |  |
| 8:00-8:30 | Review of Day 1 & 2 | Derek |  |  |
|  |  |  |  |  |
| 8:30-9:30 | Carry-Over Topics / Other Issues / Questions | All | **50** |  |
|  |  |  |  |  |
| 9:30-10:30 | Fleet and Inventory Management | Drew | **51** | **4.2.0** |
|  | Risk Management and Liability | Drew | **52** | **2.1.7** |
|  |  |  |  |  |
| 10:30-11:30 | CRAB | Drew | **54** | **6.0.0** |
|  |  |  |  |  |
| 11:30-12:00 | Wrap-up |  | **55** |  |
|  | Personalized Desk Reference | Drew | handout |  |
|  | Training Summary | Drew |  |  |
|  |  |  |  |  |
|  | Class Evaluation | Drew | handout |  |
|  |  |  |  |  |
| 12:00 -2:00 | Individual & small group questions |  |  |  |

Note: “CE Desk Reference” Refers to the May 2019 version of the County Engineers’ and Public Works Directors’ Desk Reference

Upon request, participants completing this 3-day training may receive 6 CPO Core Credits

(as approved by the County Training Institute)