



**THE LEGISLATIVE/EXECUTIVE
AUTHORITY & THE COUNTY ROAD
DEPARTMENT**

County Road Administration Board

SINCE 1965



WASHINGTON ADMINISTRATIVE CODE

- Commonly referred to as WAC
- Rules adopted by the CRABoard to implement the duties assigned to CRAB by the Legislature.
- All CRAB WAC's are under Chapter 136 WAC – County Road Administration Board
 - WAC 136-01 to 136-04: CRAB General Organization and Policies
 - WAC 136-11 to 136-70: Standards of Good Practice
 - WAC 136-100 to 136-210: Rural Arterial Preservation Program
 - WAC 136-300 Series: County Arterial Preservation Program
 - WAC 136-400 Series: County Ferry Capital Improvement Program
 - WAC 136-500 Series: Emergency Loan Program



STANDARDS OF GOOD PRACTICE

- Codified in Washington Administrative Code Section 136-11 to 136-70
- Compliance with the standards of good practice allows counties to receive motor vehicle fuel tax from the state.
- All involve the County Engineer's Office. About half require the county's legislative authority to take action.
- One standard of good practice also requires the county Auditor and Sheriff to certify traffic law enforcement expenditures.

COUNTY ENGINEER'S OFFICE ONLY

- 136-11 – Maintenance Management
 - Requires asset management, annual work program and budget, work accomplishment and expenditure shall be monitored
- 136-18 – County Forces Construction
 - Limits the \$\$\$ that a county can do CAPITAL projects with county employees
- 136-20 – Inspection of Bridges
 - All structures over 20.0ft inspected every 24 months.
- 136-28 – Accident Reports
 - Provide WSDOT with accident location information for county roads
- 136-40 – Accommodation of Utilities
 - Requires a utility accommodation policy
- 136-60 – County Road Logs
 - Submit county road log by May 1st. Used to determine how much MVFT and CAPA funds each county will receive.
- 136-70 – Pavement Management
 - Requires all paved collectors and arterials to be rated at least every two years.



WAC 136-12 – VACANCY OR CHANGE IN POSITION OF COUNTY ENGINEER

- Requires the legislative authority to notify CRAB of a vacancy or change in the county engineer within FIVE days of effective date and steps that will be taken to fill the position.
- Requires the appointment of an acting county engineer during the recruitment process.
 - Can divide tasks – Engineering tasks must be a licensed professional civil engineer.
- Notify CRAB when the position is filled.
- CRAB is available to assist counties in the selection process.

WAC 136-14 – PRIORITY PROGRAMMING

- Requires the legislative authority to use a system to prioritize capital projects
- At the county's discretion what that prioritization process is. However, needs to factor in:

Traffic volumes

Geometrics

Matters of Significant Local Importance

Roadway Condition

Safety and Accident History

- Can be one system county wide, or can be multiple rankings for various improvement priorities such as bridges, safety, ADA accommodation, etc.
- Used when the legislative authority updates and approves the six-year transportation program.



WAC 136-15 – SIX YEAR PROGRAM

- Each county must adopt a six year transportation program.
- Legislative authority needs the priority array(s) and the annual bridge condition report provided by the county engineer's office.
- Required to hold a public hearing on the proposed program.
- Must be adopted prior to approval of the annual construction program and budget for the upcoming year.

WAC 136-16 – ANNUAL CONSTRUCTION PROGRAM AND REPORT

- The county engineer must submit a recommended annual road construction program to the legislative authority by October 1st of each year.
 - Includes road and bridge construction and all road equipment purchases for the ensuing year.
 - Can take the form of a report or details in the preliminary budget – as long as it is clear to all parties and the public.
- Must be adopted prior to budget adoption. Amendments require unanimous vote of legislative authority present for the meeting.
- The adopted construction program must be submitted to CRAB by December 31st of each year.
- Counties must also submit an annual construction report to CRAB by April 1st of the following year detailing what work was performed and actual costs of items of work.

WAC 136-25 – TRAFFIC LAW ENFORCEMENT

- To be eligible for CRAB's Rural Arterial Program, counties can only use diverted road levy funds for traffic law enforcement in the unincorporated area
 - Counties under 8,000 in population can use diverted road levy for any purpose in the unincorporated area.
- This includes direct transfer of road fund and reimbursement of documented TLE expenditures.
- Loss of RAP eligibility means the canceling of all current RAP contracts and reimbursement of any RATA funds used on those projects.
- Because of the potential loss of RAP eligibility if the diversion is done incorrectly, CRAB recommends counties use a levy shift or direct reimbursement to assist with traffic law enforcement expenses.

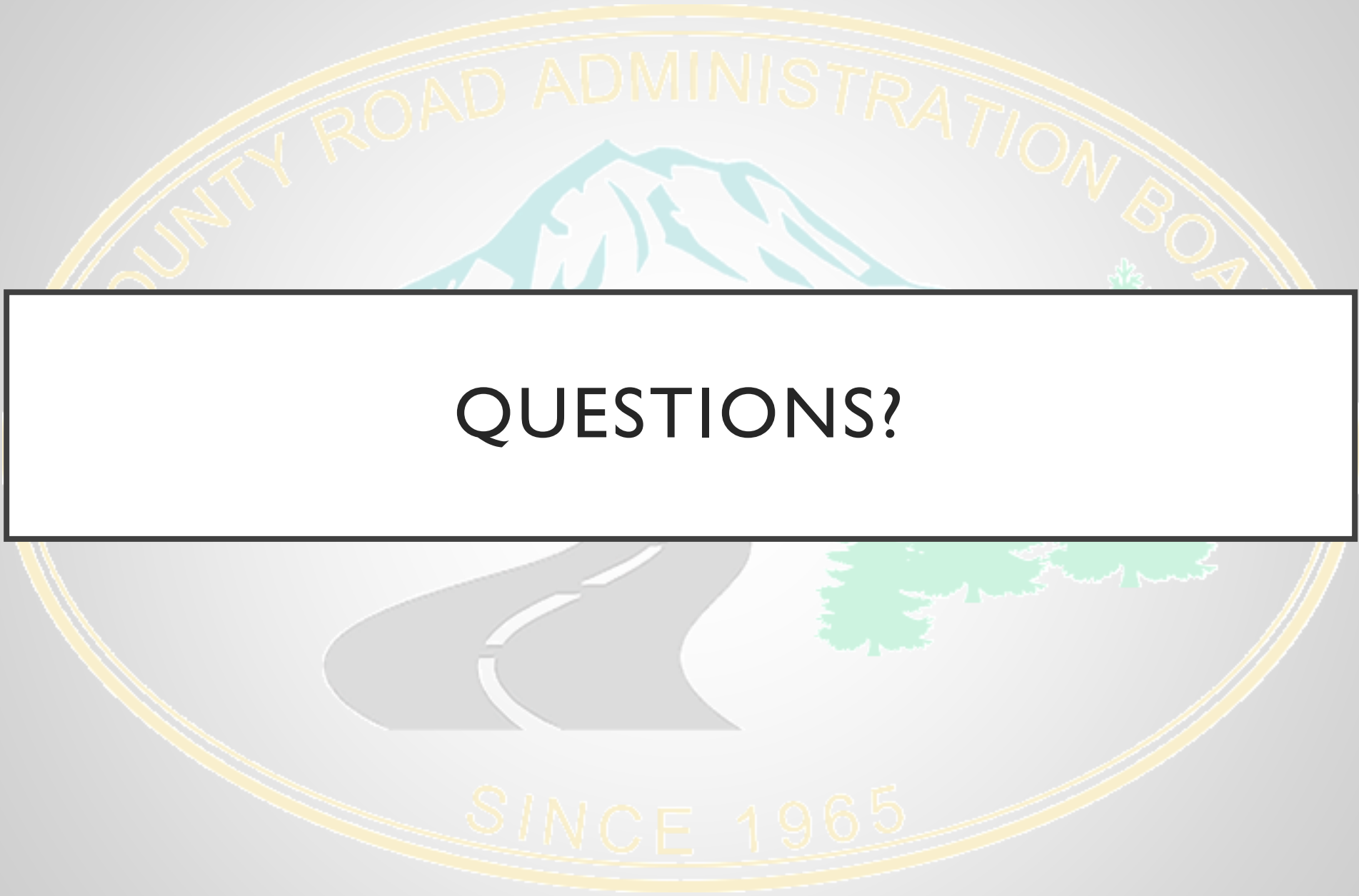
WAC 136-25 – TRAFFIC LAW ENFORCEMENT

- Speed limit and other traffic law enforcement;
- Collision investigation documenting/reporting;
- Oversize vehicle (weight, length, width, and height) enforcement;
- Special traffic emphasis patrols;
- Facilitating the removal of abandoned vehicles from the county road and rights of way;
- Facilitating the removal of roadway and right of way obstructions at the request of the county engineer;
- Investigating illegal littering and dumping on county road rights of way;
- Sign damage investigation and enforcement;
- Road condition enforcement, including mud, water, debris, or spills;
- Rights of way encroachment investigation and enforcement at the request of the county engineer;
- Maintenance and construction zone traffic enforcement;
- Road department vehicle special collision investigation at the request of the county engineer; and
- Other activities clearly related to county road law enforcement needs, as mutually agreed upon in writing by the county road engineer and the county sheriff. Disagreements shall be elevated to the county legislative authority.



WAC 136-50 – ADOPTION OF WRITTEN POLICIES

- Requires county road departments to have the following policies in place:
 - Organization (Usually an approved org chart)
 - Personnel Practices (Typically a countywide handbook)
 - Complaint Handling (To insure citizen complaints receive prompt attention)
 - Work for Other Agencies and Departments
 - Accommodation of Utilities in the County Road Right-of-Way
- Policies and any updates are to be submitted to CRAB



QUESTIONS?



REQUIRED REPORTING TO CRAB

- Four key dates:
 - December 31st – Upcoming years plans
 - February 1st – Current year's adopted county road levy
 - April 1st – Reports of previous year's accomplishments
 - May 1st – County road log updates



DECEMBER 31ST

- Tell us what you plan to do next year:
 - Annual construction program
 - County arterial preservation program
 - Pavement management certification
 - County road budget summary
 - Maintenance management work plan
 - Adopted six year transportation program



FEBRUARY 1ST

- What is the county road levy for the year
- Includes details such as
 - Road district valuation
 - Highest lawful road levy
 - Any levy shift, diversion, or payment of traffic law enforcement from the county road fund
 - The actual road levy amount adopted by the legislative authority
 - Any banked levy capacity to be carried forward into future years



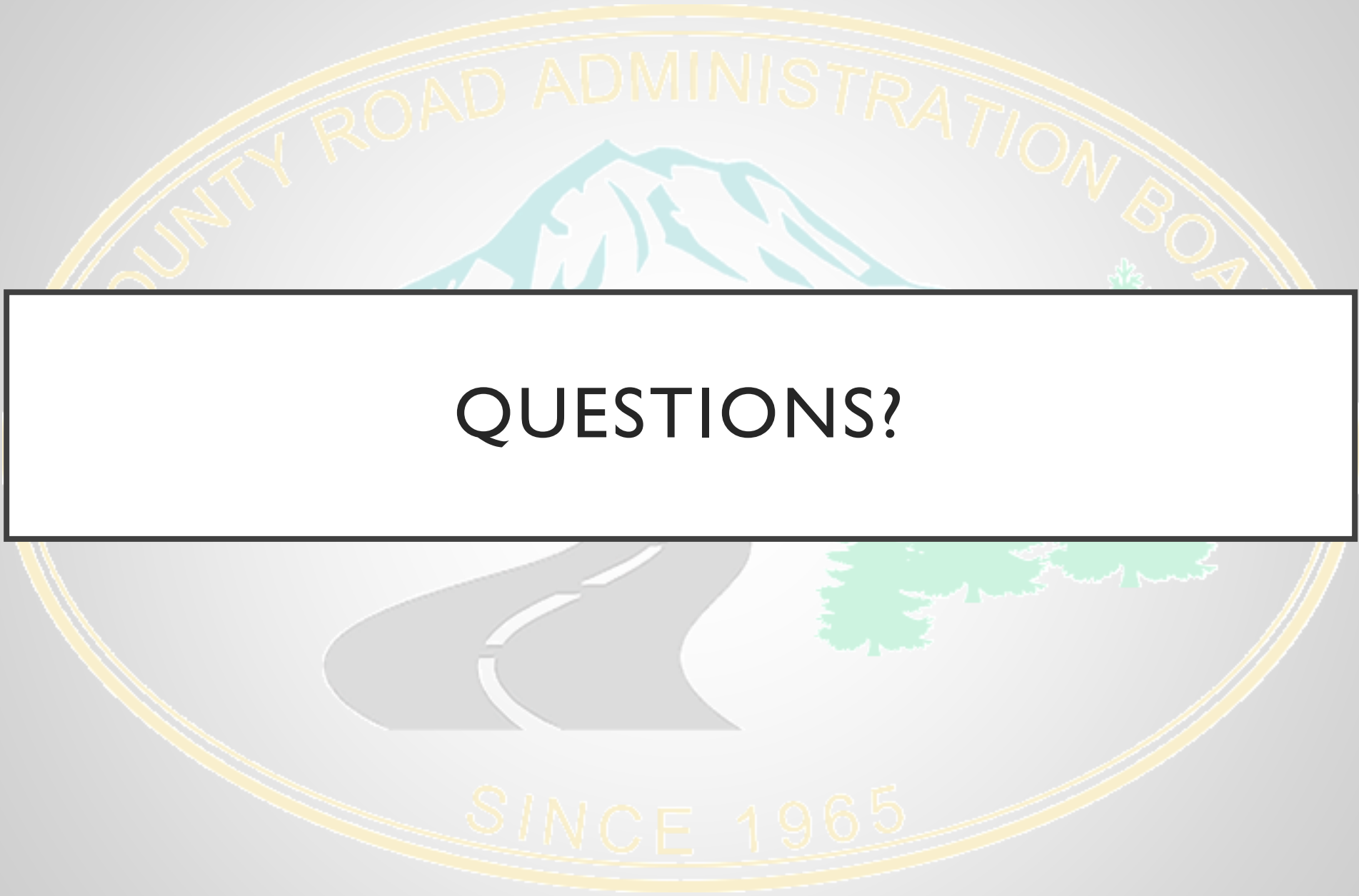
APRIL 1ST

- Tell us what you did last year:
 - Traffic Law Enforcement Certification
 - Fish Passage Barrier Expenditures
 - Annual Construction Report
 - Annual County Arterial Preservation Program Report
 - Annual Certification
 - Maintenance Management Certification
 - Expenditures for Marine Navigation and Moorage (Island and San Juan Only)
 - Annual Ferry System Operations Report



MAY 1ST

- How did your road system change last year?
- Submit all changes to control fields last year
 - Items like surface type, road and shoulder width, traffic counts, etc.
- Must include supporting documentation
- Used to calculate the portion of the Motor Vehicle Fuel Tax and County Arterial Trust Account each county will receive.
 - Those allocation factors are adopted by the CRABoard at the July meeting for use in the following calendar year.



QUESTIONS?