

Jefferson County Board of Commissioners
Consent Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, PE, Public Works Director / County Engineer 

Agenda Date: April 7, 2025

Subject: Digital Submittal Certification - County Road Administration Board (CRAB) Reports for 2024

Statement of Issue:

The County Road Administration Board (CRAB) requires the periodic submittal of forms and documents related to Jefferson County's management of its road system and road fund. The County must submit the following in digital format: (1) Traffic Law Enforcement Expenditure Certification, (2) Fish Passage Barrier Removal Certification, (3) Annual Certification, (4) Annual Construction Report, (5) County Arterial Preservation Report, and (6) Maintenance Management Certification. The first three of these items (attached) will require that the Chair of the Board of County Commissioners certify via digital signature on a "Digital Submittal Certification" emailed directly from CRAB.

Analysis / Strategic Goals / Pros & Cons:

CRAB establishes Standards of Good Practice (WAC 136) for the administration of the County road program and road fund. CRAB monitors compliance with these standards via the County's annual submittal of data and certifications. The County Engineer and Board of Commissioners must certify that the required standards are being met.

Fiscal Impact/Cost Benefit Analysis:

Public Works has prepared the required documents with assistance from the Auditor's and Sheriff's offices. The annual issuance of a CRAB "Certificate of Good Practice" is required in order for Jefferson County to receive its annual Motor Vehicle Fuel Tax (MVFT) allocation. The 2025 Motor Vehicle Fuel Tax allocation is estimated to be \$1.4 million in (June 2024, WSDOT Revenue Forecast).

Recommendation:

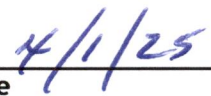
Authorize the Chair to digitally approve the "Digital Submittal Certification" that will be emailed by CRAB. Upon signature, the Certification will automatically be returned to the County Engineer for final submittal to CRAB.

Department Contact:

Eric Kuzma, 360-385-9168

Reviewed By:


Mark McCauley, County Administrator


Date

Certification of Diversion and Road Fund Expenditures for Traffic Law Enforcement

WAC 136-150-022

Jefferson

2024

Total Road Levy

Budgeted Road Levy revenue (as listed on the Road Levy Certification - WAC 136-150-021):	\$5,048,501.78
Actual Road Levy revenue produced:	\$5,084,470.26

Road Levy Diversion

Budgeted Road Levy Diversion (as listed on the Road Levy Certification - WAC 136-150-021):	\$620,000.00
Actual amount of Diverted Road Levy:	\$620,000.00
Was Diverted Road Levy deposited in a specific and identifiable account (RCW 36.82.040):	Yes

Traffic Law Enforcement Paid by Road Fund Expenditures

Budgeted cost reimbursements and/or operating transfers from the Road Fund:	\$0.00
Actual total amount of cost reimbursements and/or operating transfers from the Road Fund:	\$0.00

Total Road Portion Traffic Law Enforcement Expenditures:	\$620,000.00
Total Traffic Law Enforcement Expense (ALL COUNTY FUNDS):	\$1,845,887.00

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.

This form must be reviewed and certified (on the "April Engineer Certification") by:

- County Sheriff
- County Auditor OR Charter designated Chief Financial Officer
- Char, Board of County Council/Commissioners OR County Executive

Fish Passage Certification

WAC 136-150-023

Jefferson

2024

Fish Passage Barrier Removal Projects

Project Name	Total Project Cost	Cost Outside of ROW	% of Total Cost (25% Allowed by WAC)
Naylors Creek Culvert Replacement	\$1,789,807.44	\$500.00	0%

Total Expenditures for Fish Passage Barrier Removal Outside County Rights-of-Way

Total Annual Road Construction Budget:	\$10,877,720.00
	<u>x 0.005</u>
1/2% of Total Annual Road (Limit of "Outside of Right-of-Way" expense)	\$54,388.60
Total Expenditure for Fish Passage Barrier Removal Outside County Right-of-Way	\$500.00

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.

Annual Certification

Jefferson County
2024

General

- | | | |
|----|---|--|
| 1 | During the reporting year the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030 | Yes |
| | Explanation: | |
| 2 | At any time during the reporting year was there a vacancy/change in the position of County Engineer? If so, were the procedures in WAC 136-12 followed? | No |
| | Explanation: | |
| 3 | The processing of County Road Accident Reports during the reporting year complied with WAC 136-28 | Yes |
| | Explanation: | |
| 4 | Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in the reporting year per WAC 136-14-020. | Yes |
| | Explanation: | |
| 5 | Projects to which expenditures were charged were all on the originally adopted Annual Construction Program of the reporting year and expenditures for maintenance and road equipment purchases and planned major repairs were consistent with originally adopted Annual Road Program or as amended per WAC 136-16-042 | Yes |
| | Explanation: | |
| 6 | Attached Amendments | |
| 7 | The county's construction by county forces limit for the reporting year computed by CRAB in accordance with RCW 36.77.065 | \$1,262,437.50 |
| 8 | The actual expenditure for construction by county forces as reported in the reporting year Annual Construction Report | \$12,800.30 |
| 9 | Date of which a written Bridge and Inspection Report for the reporting year was furnished to the Legislative Authority as required by WAC 136-20-060 | 2024-09-23 |
| 10 | Uploaded Engineer's Stamped Cover/Title Page for the Bridge and Inspection Report | SIGNATURE_PAGE_OF_BRIDGE_REPORT_2024.pdf |

Policies and Documents

Policy	WAC	Date of Current Version	Uploaded Resolution
Re: Organization	WAC 136-50-050(1)	Yes	PW_Org_Chart_5-24-24.pdf
Re: Complaint Handling	WAC 136-50-050(2)	No	2003-07-28
Re: Work for Others	WAC 136-50-050(3)	No	2018-04-23
Re: County Road Standards	WAC 136-50-050(4)	No	2022-11-21
Survey Monument Preservation	WAC 136-50-050(5)	No	2022-06-06
Priority Programming	WAC 136-14-030	No	2025-05-23
ER & R Policy	WAC 136-600-070	No	2014-07-31
ER & R Policy (Adopted Records)	WAC 136-600-070	N/A	N/A
			21_24.pdf

ER & R Policy (Adopting Resolution) WAC 136-600-070 N/A N/A 21_24.pdf

Document	WAC	Due Date	Date Of Adoption	Date Sent to CRAB
Six-Year Program	136-15-050	2023-12-31	2023-12-04	2023-12-27
Annual Construction Program & Report	136-16-040 & 136-300-090	2023-12-31	2023-12-11	2023-04-05
CAPP Program & Accomplishments Report	136-300-060 & 136-300-090	2023-12-31	2023-12-11	2023-04-05
Road Fund Budget Summary		2023-12-31	2023-12-11	2023-12-27
Maintenance Management Work Plan & Budget	136-11-040	2023-12-31	2023-12-11	2023-12-27
Road Levy Certification	136-150-021	2024-02-01	2024-02-26	2024-03-01
Certification of Diversion and Road Fund Exp. For Traffic Law Enforcement	136-150-022	2024-04-01	2024-04-08	2024-04-09
Engineer's Certification of Fish Barrier Removal Costs	136-150-023	2024-04-01	2024-04-08	2024-04-09
Certification of Road Fund Exp. for Marine Navigation and Moorage	136-150-025	2024-04-01		
Annual Construction Report	136-16-050	2024-04-01	2024-04-08	2024-04-17
CAPP Report	136-300-090	2024-04-01	2024-04-08	2024-06-10
Maintenance Management Certification	136-11-050	2024-04-01	2024-04-08	2024-04-09
Annual Certification	136-04-030	2024-04-01	2024-04-08	2024-04-09
Road Log Update	136-60-030	2024-04-01	2025-03-20	2025-03-18
PMS Certification for CAPA Eligibility	136-07-070	2024-12-31	2024-12-30	2024-12-30
ER & R Submittals: Adopted Rates	136-600-070	2024-12-31	2024-12-23	03/19/2025 2:25 PM
ER & R Submittals: Adopting Resolution	136-600-070	2024-12-31	2024-12-23	03/19/2025 2:26 PM