

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 10, 2023

Subject: Digital Submittal Certification - County Road Administration Board (CRAB) Reports for 2022

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 (with attachments), (4) Annual Construction Report, (5) County Arterial Preservation Report, and (6) Maintenance Management Certification. The first three of these items (see attached) requires the Chair of the Board of Commissioners to certify via signature on a "Digital Submittal Certification" form to CRAB.

Analysis / Strategic Goals / Pros & Cons:

CRAB establishes Standards of Good Practice (WAC 136) for the administration of the County roads 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 required standards are being met. The annual issuance of a CRAB "Certificate of Good Practice" is required in order for the County to receive its annual Motor Vehicle Fuel Tax (MVFT) allocation.

Fiscal Impact/Cost Benefit Analysis:

Public Works has prepared the required documents with assistance from the Auditor and Sheriff offices. The "Certificate of Good Practice" is required to receive Jefferson County's 2023 allocation of approximately \$1.5 million in Motor Vehicle Fuel Tax (June 2022, WSDOT Revenue Forecast).

Recommendation:

Authorize by motion for the Chair to sign and date the "Digital Submittal Certification" form in the two "Chair/Executive" locations. Return to Public Works - Castle Hill for processing.

Department Contact:

Conor Ferry, Engineer Technician, 360-385-9168

Reviewed By:


Mark McCauley, County Administrator

4.5.23
Date

**Jefferson County
Reports for 2022
Digital Submittal Certification
for Forms Due April 1st**

The documents checked below are hereby submitted from Jefferson County for the review and acceptance of the County Road Administration Board.

2022 RAP Certification of Diversion and Road Fund Expenditures for Traffic Law Enforcement

I hereby certify that the above report is true and accurate and that I have reviewed and approved the report for submission to the County Road Administration Board in accordance with [WAC 136](#).

Signed:  Date: 4/3/2023
County Sheriff

Signed:  Date: 4/3/2023
County Auditor

Signed: _____ Date: _____
Chair / Executive

2022 Certification of Road Fund Expenditures for Fish Passage Barrier Removal

2022 Annual Certification

I hereby certify that the Fish Passage Removal and Annual Certifications are true and accurate and that I have reviewed and approved the report for submission to the County Road Administration Board in accordance with [WAC 136](#).

Signed: _____ Date: _____
Chair / Executive

Signed:  Date: 4/4/23
County Engineer

2022 County Ferry System Operations Report

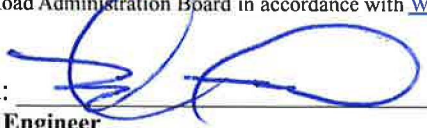
2022 Annual Construction Report

2022 County Arterial Preservation Report

2022 Certification of Road Fund Expenditures for Marine Navigation and Moorage

2022 Maintenance Management Annual Certification

I hereby certify that the County Ferry System Operations Report, Annual Construction Report, County Arterial Preservation Report, Marine Navigation and Moorage Certification, and Maintenance Management Certification are true and accurate and that I have reviewed, approved, and submitted said reports to the County Road Administration Board in accordance with [WAC 136](#).

Signed:  Date: 4/4/23
County Engineer

Jefferson County 2022
**CERTIFICATION OF DIVERSION AND ROAD FUND EXPENDITURES FOR TRAFFIC LAW
ENFORCEMENT**
WAC 136-150-022

Total Road Levy:

Budgeted Road Levy revenue (as listed on the Road Levy Certification - WAC 136-150-021):	\$4,827,919.00
Actual Road Levy revenue produced:	\$4,833,918.68

Road Levy Diversion:

Budgeted Road Levy Diversion (as listed on the Road Levy Certification - WAC 136-150-021):	\$670,000.00
Actual amount of Diverted Road Levy:	\$670,000.00
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:

\$670,000.00

Total Traffic Law Enforcement Expense (ALL COUNTY FUNDS):

\$1,395,203.00

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 "Engineer's Certification Form") by:

- **County Sheriff**
- **County Auditor OR Charter designated Chief Financial Officer**
- **Chair, Board of County Commissioners OR County Executive**

FISH PASSAGE CERTIFICATION

WAC 136-150-023

Submitting County: **Jefferson**Budget Year: **2022**

<u>Fish Passage Barrier Removal Projects</u>			
Project Name	Total Project Cost	Cost Outside of ROW	% of Total Cost (25% Allowed by WAC)
Thorndyke Rd Culvert Replacement	\$1,741,244.00	\$0.00	0.00%
Naylor's Creek Culvert Replacement	\$2,265.00	\$0.00	0.00%
Center Rd Culvert Replacement	\$516.00	\$0.00	0.00%

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

Total Annual Road Construction Budget:	\$2,916,894.00
	<u>X 0.005</u>
1/2% of Total Annual Road (Limit of "Outside of Right-of-Way" expense)	=\$14,584.47
Total Expenditure for Fish Passage Barrier Removal Outside County Right-of-Way	\$0.00

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.

Jefferson County Annual Certification For Calendar Year 2022

WAC 136-04

MANAGEMENT AND ADMINISTRATION

A. During **2022** the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030.

Yes

Explanation:

B. At any time during **2022** was there a vacancy/change in the position of County Engineer? If so, were the procedures in WAC 136-12 followed?

Explanation:

C. The processing of County Road Accident Reports during **2022** complied with WAC 136-28.

Yes

Explanation:

D. Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in **2022** per WAC 136-14-020.

Yes

Explanation:

E. As of December 31, **2022** 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:

*Has your agency sent the most recently adopted version to CRAB WAC 136-50-050, 136-14-030, 136-600-070?

POLICY	WAC	DATE OF CURRENT VERSION
Re: Organization	136-50-050(1)	12/13/2022
Re: Complaint Handling	136-50-050(2)	07/28/2003
Re: Work for Others	136-50-050(3)	08/15/2018
Re: County Road Standards	136-50-050(4)	11/21/2022
Re: Survey Monument Preservation	136-50-050(5)	06/06/2022
Re: Priority Programming	136-14-030	04/30/2015
Re: ER & R Policy	136-600-070	07/31/2014
Re: ER & R (Adopted Rates)	136-600-070	
Re: ER & R (Adopting Resolution)	136-600-070	

Explanation:

F. The following were submitted to CRAB in a timely manner:

DOCUMENT	WAC	DUE DATE	DATE OF ADOPTION / PREPARATION	DATE SENT TO CRAB
'22 Six-Year Program	136-15-050	31-DEC-21	10/18/2021	12/29/2021
'22 Annual Construction Program	136-16-040	31-DEC-21	12/13/2021	12/29/2021
'22 CAPP Program	136-300-060	31-DEC-21	12/13/2021	12/29/2021
'22 Road Fund Budget		31-DEC-21	12/13/2021	12/29/2021
'22 Maintenance Management Work Plan & Budget	136-11-040	31-DEC-21	12/13/2021	12/29/2021
'22 Road Levy	136-150-021	01-FEB-22	01/26/2022	01/26/2022
'21 Certification of Diversion and Road Fund Exp. For Traffic Law Enforcement	136-150-022	01-APR-22	03/21/2022	03/31/2022
'21 Engineer's Certification of Fish Barrier Removal Costs	136-150-023	01-APR-22	03/21/2022	03/31/2022
'21 Certification of Road Fund Exp. for Marine Navigation and Moorage	136-150-025	01-APR-22		
'21 Annual Construction Report	136-16-050	01-APR-22	03/21/2022	03/31/2022
'21 CAPP Report	136-300-090	01-APR-22	03/21/2022	03/31/2022
'21 Maintenance Management Certification	136-11-050	01-APR-22	03/21/2022	03/31/2022
'21 Annual Certification	136-04-030	01-APR-22	03/21/2022	03/31/2022
'21 Road Log Update	136-60-030	01-MAY-22	04/28/2022	04/28/2022

'22	PMS Certification for CAPA Eligibility	136-70-070	31-DEC-22	12/29/2022	12/29/2022
'22	ER & R Submittals: Adopted Rates	136-600-070	31-DEC-22	04/22/2022	04/04/2023
'22	ER & R Submittals: Adopting Resolution	136-600-070	31-DEC-22		

Explanation:

G. Projects to which construction expenditures were charged were all on the originally adopted **2022** Annual Program or as amended per WAC 136-16-042 - Attach Amendments. (If No, please attach a brief explanation.) Yes

Explanation:

H. The County's construction by county forces limit for **2022** computed in accordance with RCW 36.77.065: \$1,262,450.00

I. The actual expenditure for construction by county forces as reported in the **2022** Annual Const. Report: \$1,830.00

J. As required by WAC 136-20-060, a written Bridge and Inspection Report for **2022** was furnished to the legislative authority on (attach a copy):

of NBI Bridges as of December 31, **2022**: 37

Jefferson County
2022
Annual Construction Report
WAC 136-16

(A) TOTAL CONSTRUCTION DONE (total sum of column 15 + column 16): \$2,388,837.00
(B) COMPUTED COUNTY FORCES LIMIT: \$1,262,450.00
(C) TOTAL COUNTY FORCES CONSTRUCTION (total sum of column 16): \$1,830.00

(1)	(2)	(3)	(4)	(5)					(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
Annual Program Item No.	C.R.P. No.	Project Status	Project Name	Road #	Road Segment Information				Completed Length(mi.)	Project Type Code	County Forces Project Announcement	County Forces Project Closure	Sources of Funds			PE & CE (595.10)	Right of Way (595.20)	Estimated Expenditures Dollars		Grand Total (All 595)	Notes and Comments
					Road Name	BMP	EMP	FFC					County Road Funds	Other Funds Amount	Program Source			Construction Contract	County Forces		
1	1933	Open	Quilcene Complete Streets - Phase 1	00101	Road Name: HWY 101 From: Center Road To: Washington Street	294.60	295.00	00	0.40	SW Safety			\$1,362	\$0.00 \$0.00	Ped/Bike WA Misc	\$1,362	\$0	\$0	\$0	\$1,362	
2	1941	Open	Upper Hoh Road Phase 2 - FLAP Project	91420	Road Name: Upper Hoh Rd From: HWY 101 To: ONP Boundary	0.00	12.04	07	12.04	Br Other DR			\$2,396			\$2,396	\$0	\$0	\$0	\$2,396	
3	2057	Fully completed	Cedar Avenue Ped-Bike Improvements	63710	Road Name: Cedar Ave From: SR-116 To: Hayden Road	0.00	0.46	09	0.46	P&T SW			\$21,938	\$761,720.00	SRTS	\$102,828	\$0	\$679,877	\$953	\$783,658	
4	2097	Open	Little Quilcene River Bridge Replacement	93150	Road Name: Center From: East Quilcene Road To: Frank Beck Road	14.55	14.70	07	0.15	Br			\$4,782	\$95,177.00	BR	\$99,959	\$0	\$0	\$0	\$99,959	
5	2046	Open	Undi Road Bypass - FLAP Project	15100	Road Name: Undi Rd Bypass From: County Limits To: USFS Boundary	0.90	2.19	09	1.29	RC			\$4,869			\$4,869	\$0	\$0	\$0	\$4,869	
6	1989	Open	Olympic Discovery Trail Connection - 4 Corners to ALSP						0.00	P&T			\$107,025	\$286,439.00	RCO	\$339,493	\$53,971	\$0	\$0	\$393,464	
7	2058	Open	Thorndyke Road Culvert Replacement - Thorndyke Creek	41870	Road Name: Thorndyke Rd From: 4.70 To: 4.72	4.65	4.77	08	0.12	Br FP			\$65,558	\$1,475,686.00 \$200,000.00	FBRB NFPP	\$100,518	\$10,850	\$1,628,999	\$877	\$1,741,244	
8	2031	Open	Snow Creek Road Culvert Replacment - MP 0.84	35290	Road Name: Snow Creek Rd From: .84 To: .84	0.84	0.84	09	0.00	DR			\$4,675	\$28,046.00 \$4,675.00	FEMA EMD	\$31,396	\$6,000	\$0	\$0	\$37,396	
9	2056	No costs incurred	Upper Hoh Pavement Preservation	91420	Road Name: Upper Hoh Rd From: HWY 101 To: ONP Boundary	0.00	12.04	07	12.04	2R			\$0	\$0.00	RAP	\$0	\$0	\$0	\$0	\$0	
10	2093	Open	Countywide Bridge Load Re-Rating Assessment						0.00	Other			\$9,839	\$64,031.00	STP(R)	\$73,870	\$0	\$0	\$0	\$73,870	
11	2084	Open	Oil City Road Engineering Assessment - FLAP Project	13460	Road Name: Oil City Road From: 8.50 To: 10.98	8.50	10.98	09	2.48	Other			\$665			\$665	\$0	\$0	\$0	\$665	
12	2095	Open	Rhody Drive Ped-Bike Improvements - North Segment	00019	Road Name: Rhody Drive From: West Valley Road To: HJ Carroll Park	9.56	10.10	06	0.54	P&T			\$17,809	\$10,712.00	TAP(R)	\$28,521	\$0	\$0	\$0	\$28,521	
13	1956	Open	Rick Tollefson Trail - Ballfield Connection						0.00	P&T			\$6,493			\$4,624	\$1,869	\$0	\$0	\$6,493	
14	20761	Open	Rhody Drive Ped-Bike Improvements - South Segment	00019	Road Name: Rhody Drive From: Chimacum Road To: West Valley Road	8.94	9.56	06	0.62	SW P&T			\$7,861	\$10,600.00	TAP(R)	\$18,461	\$0	\$0	\$0	\$18,461	
15	2099	Open	Countywide Safety Improvements						0.00	Safety			\$11,027	\$49,547.00	HSIP	\$60,574	\$0	\$0	\$0	\$60,574	
16	1988	No costs incurred	Upper Hoh Road Spruce Creek Mitigation	91420	Road Name: Upper Hoh Rd From: 9.7 To: 9.8	9.70	9.80	07	0.10	K			\$0	\$0.00	ER	\$0	\$0	\$0	\$0	\$0	
17	2082	Fully completed	Countywide Various Road Improvements						0.00	Other			\$83,420			\$5,289	\$0	\$78,131	\$0	\$83,420	
18	2059	Open	Naylors Creek Culvert Replacements										\$2,266			\$2,266	\$0	\$0	\$0	\$2,266	Rollover from 2021 ACP
19	2096	Open	Center Road 2R MP 10.34-14.58										\$618			\$618	\$0	\$0	\$0	\$618	Added via Reso. 32-22
													\$352,603	\$2,986,633		\$877,709	\$72,690	\$2,387,007	\$1,830	\$3,339,236	

Jefferson County
2022
County Arterial Preservation Accomplishment Report
WAC 136-300-090

CAPA & TPA CARRIED OVER FROM 2021:	\$0.00	MVA CARRIED OVER FROM 2021:	\$0.00	MAW CARRIED OVER FROM 2021:	\$0.00
CAPA & TPA RECEIVED IN 2022:	\$153,605.92	MVA RECEIVED IN 2022:	\$48,444.93	MAW RECEIVED IN 2022:	\$100,882.15
CAPA & TPA SPENT IN 2022:	\$153,605.92	MVA SPENT IN 2022:	\$48,444.93	MAW SPENT IN 2022:	\$100,882.15
CAPA & TPA BALANCE CARRIED INTO 2023:	\$0.00	MVA BALANCE CARRIED INTO 2023:	\$0.00	MAW BALANCE CARRIED INTO 2023:	\$0.00
CAPP Eligible Activities					

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)						
ITEM NO.	Project/Road Name	Road #	BMP	EMP	# Lanes	From	To	FFC	TRC	C/L MILES	LANE MILES	FREIGHT & GOODS MILES	Type of Work	(i) Work Code	(ii) CAPA & TPA \$s	(iii) MVA \$s	(iv) MAW \$s	(v) Other \$s	(vi) % by Contract
1	Cape George Rd	62280	0.00	4.82	2			08	T3	4.82	9.64	4.82		3	\$153,606	\$48,445	\$100,882	\$1,430	
2	Cape George Rd	62280	0.00	4.82	2			08	T3	4.82	9.64	4.82		4				\$35,075	
3	Center Rd	93150	2.26	6.84	2			07	T3	4.25	8.50	4.25		3				\$56,340	
4	4 Corners Rd	60120	0.00	1.29	2			08	T3	1.29	2.58	1.29		4				\$768	
5	Chimacum Rd	93250	0.42	1.23	2			07	T3	0.81	1.62	0.81		4				\$6,920	
6	Irondale Rd	93350	0.00	1.93	2			07	T3	1.93	3.86	1.93		4				\$11,816	
7	Coyle Rd	40390	0.04	13.55	2			08	T5	13.51	27.02	13.51		4				\$94,831	
8	Upper Hoh Rd	91420	9.80	11.01	2			07	T4	1.21	2.42	1.21		4				\$17,262	
9	Thorndyke Rd	41870	2.83	3.07	2			08	T5	0.24	0.48	0.24		2				\$17,760	
10	Cape George Rd	62280	3.88	4.52	2			08	T3	0.64	1.28	0.64		2				\$33,749	
11	Center Rd	93150	14.31	14.92	2			08	T3	0.61	1.22	0.61		2				\$3,359	
12	Chimacum Rd	93250	0.00	1.57	2			07	T3	3.14	6.28	3.14		2				\$13,873	
13	Pavement Management							07	T3			0.00		2				\$8,461	
										37.27	74.54	37.27							
															\$153,605.92	\$48,444.93	\$100,882.15	\$301,644.00	

Non-CAPP Eligible Activities

Description	Work Code	Centerline Miles	Lane Miles	FFC	TRC	\$s
2022 Chipseal Program	3 - Scals, all types	15.35	30.69	09 - Rural Local Acccss	Non Truck Route	\$524,532
Dig Outs / Pre Level / Crackseal	2 - Stand Alone Maintenance	5.90	11.80	09 - Rural Local Access	Non Truck Route	\$177,912
Pre Level Dig Out	4 - Preparation for seals and overlays (crack sealing, digouts, patching, prelevel)	0.20	0.40	09 - Rural Local Access	Non Truck Route	\$98,988
Pavement Management	5 - Pavement Management Program			09 - Rural Local Access		\$2,428

**ANNUAL CERTIFICATION - STANDARD OF GOOD PRACTICE
MAINTENANCE MANAGEMENT WAC 136-11**

The following information is provided for the annual review of county compliance with the requirements of WAC 136-11-040. The information provided herein is current as of December 31, 2022, and summarizes Maintenance Management activities for Calendar Year 2022.

Yes

In accordance with WAC 136-11-040, maintenance management procedures have been used by this county to guide cost-effective maintenance and preservation activities on county roads in the previous calendar year.

Jefferson County's maintenance management practices meet the following requirements, in accordance with WAC 136-11-040:

Yes

(1) An inventory of significant maintainable road features (physical assets) has been prepared and/or updated.

Yes

(2) Activity Guidelines have been prepared, reviewed and/or updated for all significant maintenance activities.

Yes

(3) A work program and budget has been prepared for maintenance activities planned in the year. This work program and budget is based upon the road features to be maintained, the types and amounts of maintenance work planned and the costs for the labor, equipment and materials needed to complete the work.

Yes

(4) Labor, equipment and material resource requirements needed to accomplish the planned workload are identified.

Yes

(5) Work scheduling procedures are identified, documented, and utilized in carrying out the maintenance work program.

Yes

(6) Reports showing work accomplishment and cost have been prepared and reviewed by managers and supervisors.