

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** March 16, 2010

**ACTION REQUESTED:** Approve & Sign the Digital Submittal Certification to the County Road Administration Board.

---

**BACKGROUND:** Kittitas County Public Works Department is required (WAC 136-04) on an annual basis to send an Annual Certification to the County Road Administration Board (CRAB). This certification is a report required by CRAB that includes departmental information regarding Management and Administration, and Policies and Operations. This digital submittal certification requires a signature from the Board of County Commissioners Chair, County Engineer, Sheriff, and Auditor.

**INTERACTION:** Public Works; Sheriff; Auditor

**RECOMMENDATION:** Move to Approve Board Chair signature on the Digital Submittal Certification to the County Road Administration Board.

**HANDLING:** Return 1 original to Public Works

**ATTACHMENTS:** Annual Certification; Digital Submittal

**LEAD STAFF:** Kirk Holmes  
Director of Public Works

**ANNUAL CERTIFICATION FOR CALENDAR YEAR 2009  
(WAC 136-04)**

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

- A. During 2009 the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030. ☒ Yes ☐ No
- B. At any time during 2009 was there a vacancy in the position of County Engineer?  
If so, were the procedures in WAC 136-12 followed? ☐ Yes ☒ No  
☐ Yes ☐ No
- C. The processing of County Road Accident Reports during 2009 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 2009 per WAC 136-14-020. ☒ Yes ☐ No
- E. As of December 31, 2009 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:

<u>POLICY</u>	<u>WAC</u>	<u>DATE OF CURRENT VERSION</u>
Re: Organization	136-50-051	26-Aug-09
Re: Personnel Practices	136-50-052	1-Dec-03
Re: Complaint Handling	136-50-053	1-Nov-99
Re: Work for Others	136-50-054	2-Jun-98
Re: Utility Accommodation	136-50-055	31-Mar-04
Re: Priority Programming	136-14-030	1-Sep-98

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

DOCUMENT	WAC	DUE DATE	DATE OF ADOPTION/ PREPARATION	DATE SENT TO CRAB
'09 Six-Year Program	136-15-050	31-Dec -08	7-Oct-08	24-Dec-08
'09 Annual Construction Program	136-16-040	31-Dec -08	7-Oct-08	24-Dec-08
'09 CAPP Program	136-300-060	31-Dec -08	24-Dec-08	24-Dec-08
'09 Road Fund Budget		31-Dec -08	2-Dec-08	24-Dec-08
'09 Maint Mgmt Wrk Pln & Budget	136-11-040	31-Dec -08	20-Jan-09	20-Jan-09
'09 Road Levy Certification	136-150-021	01-Feb -09	23-Feb-09	23-Feb-09
'08 Certification of Road Fund Exp. For Traffic Law Enforcement	136-150-022	01-Apr -09	17-Mar-09	24-Mar-09
'08 Engineer's Certification of Fish Barrier Removal Costs	136-150-023	01-Apr -09	2-Mar-09	2-Mar-09
'08 Annual Construction Report	136-16-050	01-Apr -09	30-Mar-09	30-Mar-09
'08 CAPP Report	136-300-090	01-Apr -09	8-Apr-09	8-Apr-09
'08 Annual Certification	136-04-030	01-Apr -09	17-Mar-09	24-Mar-09
'08 Road Log Update	136-60-030	01-May -09	17-Feb-09	17-Feb-09
'09 PMS Certification for CAPA Eligibility.	136-70-070	31-Dec -09	29-Dec-09	29-Dec-09

**OPERATIONS**

- G. Projects to which construction expenditures were charged were all on the 2009 Annual Program. (If answer is No, please attach a brief explanation.) ☒ Yes ☐ No
- H. The County's day labor limit for 2009 computed in accordance with RCW 36.77.065: \$ 577,000.00
- I. The actual expenditure for day labor as reported in the 2009 Annual Construction Report: \$ 37,412.00
- J. A written report of bridge inspection findings was furnished to the legislative authority on March 16, 2009  
as required by WAC 136-20-060. (Please attach a copy) # of Bridges: 269

EMAIL WITH ATTACHMENTS TO THE COUNTY ROAD  
ADMINISTRATION BOARD NO LATER THAN APRIL 1, 2010  
**Must be followed by signed "Digital Submittal Certification" form via regular mail**

**DIGITAL SUBMITTAL CERTIFICATION- COUNTY ROAD ADMINISTRATION BOARD**  
**REPORTS FOR 2009**

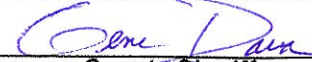


County # \_\_\_\_\_ County Name KITTITAS

Required Submittal Date: April 1, 2010

The County Engineer checks each box, confirming the forms have been certified by the listed signatures and submitted to and accepted by the County Road Administration Board, then sends this completed form to CRAB via regular mail.


☒ **Traffic Law Enforcement Certification 2009**  
(Engineer Check)

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

 _____ County Sheriff	<u>3-09-2010</u> _____ Date
 _____ County Auditor	<u>3/9/10</u> _____ Date
 _____ Chair / Executive	<u>  </u> _____ Date

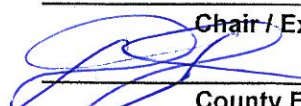
☒ **Fish Passage Barrier Removal Certification 2009**  
(Engineer Check)

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

_____ Chair / Executive	_____ Date
 _____ County Engineer	<u>03/10/10</u> _____ Date

☒ **Annual Certification 2009**  
(Engineer Check)

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.


_____ Chair / Executive:	_____ Date
 _____ County Engineer:	<u>03/10/10</u> _____ Date

☒ **Annual Construction Report for 2009**  
(Engineer Check)

☒ **County Arterial Preservation Report for 2009**  
(Engineer Check)

☒ **Maintenance Management Cert. for 2009**  
(Engineer Check)

I hereby certify that the Annual Construction and CAPP Reports 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.

 _____ County Engineer:	<u>03/14/10</u> _____ Date
--	----------------------------------

STATE OF WASHINGTON  
COUNTY ROAD ADMINISTRATION BOARD

RURAL ARTERIAL PROGRAM  
CERTIFICATION OF ROAD FUND EXPENDITURES FOR TRAFFIC LAW ENFORCEMENT  
WAC 136-150-022

Submitting County: KITTITAS

Budget Year: 2009

**Total Road Levy:**

Valuation:	\$	4,273,617,206.00
Levy Rate (\$/Thousand):		1.08
Revenue Produced (Computed):	\$	4,628,506.93
Actual Revenue Produced:	\$	4,249,253.16

**Traffic Law Enforcement Paid by Road Levy:**

Budgeted Levy Rate (\$/Thousand):		0.019889
Revenue Produced (Computed):	\$	84,997.97
Actual Revenue Produced:	\$	77,920.87

**AND/OR**

Budgeted Transfer Amount:	\$	
Actual Amount Transferred From Road Fund:	\$	

**AND/OR**

Budgeted Payment Amount	\$	
Actual Amt Paid From Road Fund for Services Rec'd	\$	

**Total Traffic Law Enforcement Expense (ALL COUNTY FUNDS):** 190,000.00

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  
County Executive

Due Date: April 1, 2010

**WASHINGTON STATE  
COUNTY ROAD ADMINISTRATION BOARD  
Certification of Road Fund Expenditures for Fish Passage Barrier Removal**

Submitting County: Kittitas

Budget Year: 2009

WAC 136-150-023

Due Date: April 1, 2010

**Fish Passage Barrier Removal Projects:**

Project Name:		Total Cost:	Cost for Work Outside of County Right-of-Way:	% of Total Cost:
1	Indian Creek Culvert - KCCD	\$ 10,000.00	\$ -	0%
2	Jack Creek Culvert - KCCD	\$ 10,000.00	\$ -	0%
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		\$ 21,450,049.00
		X 0.005
1/2 % of Total Annual Road Construction (Limit of "Outside of Right of Way" expense.)	=	\$ 107,250.25
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.

# ANNUAL CONSTRUCTION REPORT FOR 2008

(See Instructions for each column number)

WAC 136-16-050

## DAY LABOR CONSTRUCTION:

- (A) TOTAL CONSTRUCTION DONE - columns (9) + (10)  
(B) COMPUTED DAY LABOR LIMIT (see instructions)  
(C) TOTAL DAY LABOR CONSTRUCTION - column (10)

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)
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 2009 Dollars				Dollars		PROJECT STATUS AS OF DEC. 31	NOTES AND COMMENTS
								PRELIM. ENGR AND R.O.W.	CON-TRACT CONSTR.	DAY LABOR CONSTR.	PROJECT TOTAL	FEDERAL AID FUNDS	FEDERAL AID PROG.			
									238,896	114,195 1,468,203	37,412	390,503 1,468,203				
PAGE / REPORT TOTALS									238,896	1,582,398	37,412	1,858,706	0	0		