KITTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

AGENDA STAFF REPORT

AGENDA DATE:	March 18, 2014
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:	Traffic Law Enforcement Certification 2013; Fish Passage Barrier Removal Certification 2013; Annual Certification 2013; Annual Construction Report for 2013; County Arterial Preservation Report for 2013; Maintenance Management Cert. for 2013
LEAD STAFF:	Kirk Holmes Director of Public Works

DIGITAL SUBMITTAL CERTIFICATION- COUNTY ROAD ADMINISTRATION BOARD

REPORTS FOR 2013

County # 019 County Name Kittitas

Required Submittal Date: **April 1, 2014**

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.

* *

☑ (Engineer Check) Traffic Law Enforcement Certification 2013

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	2/14/14 **Date**
County Auditor	2/14/14 **Date**
Chair / Executive	**Date**

* *

☑ (Engineer Check) Fish Passage Barrier Removal Certification 2013

☑ (Engineer Check) Annual Certification 2013

I hereby certify that the Fish Passage Barrier 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.

Chair / Executive:	**Date**
County Engineer:	03/11/14 **Date**

* *

☑ (Engineer Check) Annual Construction Report for 2013

☑ (Engineer Check) County Arterial Preservation Report for 2013

☑ (Engineer Check) Maintenance Management Cert. for 2013

I hereby certify that the Annual Construction Report, CAPP Report, and Maintenance Management Certification 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 03/11/14

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 COUNTY Budget Year: **2013**

Total Road Levy:

Valuation:	$	5,890,213,462.00
Levy Rate ($/Thousand):		1.0716870000
Revenue Produced (Computed):	$	4,566,123.54
Actual Revenue Produced:	$	4,675,312.87

Traffic Law Enforcement Paid by Road Levy Diversion:

Diverted Levy Rate ($/Thousand):		0.0469400000
Revenue Produced (Computed):	$	199,996.68
Actual Revenue Produced:	$	205,693.21

AND/OR

Traffic Law Enforcement Paid by Road Fund Expenditures:

Budgeted Operating Transfer Amount:	$	-
Actual Amount Transferred From Road Fund:	$	-
AND/OR		
Budgeted Cost Reimbursement Amount	$	-
Actual Reimb Amt Paid From Road Fund for Services	$	-

Total Road Portion Traffic Law Enforcement Expenditures:	$	205,693.21
Total Traffic Law Enforcement Expense (ALL COUNTY FUNDS):	$	288,065.00

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, 2014

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

Submitting County: Kittitas **Budget Year:** 2013

WAC 136-150-023 Due Date: April 1, 2014

Fish Passage Barrier Removal Projects:

	Project Name:	Total Cost:	Cost for Work Outside of County Right-of-Way:	% of Total Cost:
1				
2				
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		$ 2,430,500.00
		X 0.005
1/2 % of Total Annual Road	(Limit of "Outside of Right of Way" expense.)	= $ 12,152.50
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.

Kittitas COUNTY

ANNUAL CERTIFICATION FOR CALENDAR YEAR 2013

(WAC 136-04)

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

A.	During 2013 the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030.	[X] Yes	[ ] No
B.	At any time during 2013 was there a vacancy in the position of county Engineer?	[ ] Yes	[X] No
	If so, were the procedures in WAC 136-12 followed?	[ ] Yes	[ ] No
C.	The processing of County Road Accident Reports during 2013 complied with WAC 136-28.	[X] Yes	[ ] No
D.	Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in 2013 per WAC 136-14-020.	[X] Yes	[ ] No

E. As of December 31, 2013 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:

POLICY	WAC	DATE OF CURRENT VERSION
Re: Organization	136-50-051	1-Feb-11
Re: Personnel Practices	136-50-052	1-Dec-13
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
'13	Six-Year Program	136-15-050	31-Dec **-12**	16-Oct-12	21-Nov-12
'13	Annual Construction Program	136-16-040	31-Dec **-12**	16-Oct-12	21-Nov-12
'13	CAPP Program	136-300-060	31-Dec **-12**	26-Oct-12	21-Nov-12
'13	Road Fund Budget		31-Dec **-12**	21-Nov-12	21-Nov-12
'13	Maint Mgmt Wrk Pln & Budget	136-11-040	31-Dec **-12**	21-Nov-12	21-Nov-12
'13	Road Levy Certification	136-150-021	01-Feb **-13**	28-Jan-13	31-Jan-13
'12	Certification of Road Fund Exp. For Traffic Law Enforcement	136-150-022	01-Apr **-13**	25-Mar-13	8-Apr-13
'12	Engineer's Certification of Fish Barrier Removal Costs	136-150-023	01-Apr **-13**	25-Mar-13	8-Apr-13
'12	Annual Construction Report	136-16-050	01-Apr **-13**	25-Mar-13	8-Apr-13
'12	CAPP Report	136-300-090	01-Apr **-13**	25-Mar-13	8-Apr-13
'12	Maint Mgmt Certification	136-11-050	01-Apr **-13**	25-Mar-13	8-Apr-13
'12	Annual Certification	136-04-030	01-Apr **-13**	25-Mar-13	8-Apr-13
'12	Road Log Update	136-60-030	01-May **-13**	2-Jan-13	2-Jan-13
'13	PMS Certification for CAPA Eligibility.	136-70-070	31-Dec **-13**	13-Dec-13	18-Dec-13

OPERATIONS

G.	Projects to which construction expenditures were charged were all on the 2013 Annual Program. (If answer is No, please attach a brief explanation.)	[X] Yes	[ ] No
H.	The County's construction by county forces limit for 2013 computed in accordance with RCW 36.77.065:	$ 1,266,739.00	
I.	The actual expenditure for construction by county forces as reported in the 2013 Annual Const. Report:	$ 92,657.00	
J.	A written report of bridge inspection findings was furnished to the legislative authority on	March 31, **2013**	
	as required by WAC 136-20-060. (Please attach a copy) # of Bridges:	118	

EMAIL WITH ATTACHMENTS TO THE COUNTY ROAD ADMINISTRATION BOARD NO LATER THAN APRIL 1, **2014**

Must be followed by signed "County Certification" form via regular mail

11/02/12

ANNUAL CONSTRUCTION REPORT FOR 2013

(See Instructions for each column number)

WAC 136-16

AGENCY ACTION:

COUNTY: KITTITAS

PREPARED BY: *Kathy Jurgens*

DATE: 3/12/2014

COUNTY FORCES CONSTRUCTION:

	Total Dollars:
(A) TOTAL CONSTRUCTION DONE - columns (9) + (10)	$4,339,407
(B) COMPUTED COUNTY FORCES LIMIT (see instructions)	$1,266,739
(C) TOTAL COUNTY FORCES CONSTRUCTION - column (10)	$92,657

*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)	COUNTY FORCES PROJECT ANNOUNCEMENT Date	COUNTY FORCES PROJECT CLOSURE Date	COMPLETED LENGTH (Miles)	FUNCTIONAL CLASS (F/C)	TYPE OF WORK (code)	ACTUAL EXPENDITURES 2013 *Dollars* Admini - stration P.E R/W C.E.	CONSTRUCTION CON-TRACT CONSTR.	CONSTRUCTION COUNTY FORCES CONSTR.	PROJECT TOTAL	FEDERAL SUPPORT FEDERAL AID FUNDS	FEDERAL SUPPORT FEDERAL AID PROG.	PROJECT STATUS AS OF DEC. 31	NOTES AND COMMENTS
01	96951	245-10	KITTITAS HWY, GRIND & OVERLAY			4.61	07	DG	56,856	1,266,288		1,323,144	1,134,645	STPR	X	Construction Completed
02	96951	245-10	KITTITAS HWY, SAFETY IMPRV			4.61	07	ABDEFGH	266,245	0		266,245	146,068	STPD	Y	PE 2012-2014, Const 2014
03	22710	248-10	WESTSIDE ROAD			3.83	08	ABCG	46,273	0		46,273			Y	PE 2012-2014, Const 2015
04	60640	218-08	ANDERSON ROAD OVERLAY			0.41	16	ABCG	3,502	0		3,502			Y	PE 2017, Const 2018
05	40300	227-09	BEECH RD (Airport Industrial Rd)			0.15	19	ABD	8,952	63,222		72,174			X	Construction Completed
05	40910	227-09	FALCON RD (Airport Industrial Rd)			0.29	19	ABD	10,151	134,605		144,756			X	Construction Completed
06	31412	251-12	McMANAMY RD BRIDGE #88201			0.10	09	I	3,466	0		3,466			Y	PE 2012-2013,Const 2015
07	95301	252-12	MANASTASH RD (CREEK CROSS)			0.10	08	I	65,411	0		65,411			Y	PE 2013-2014,Const 2014
08	various	250-11	RUN-0FF ROAD SAFETY IMPRV			Various	07, 08	GI	77,119	574,205		651,324	649,864	HSIP	Y	Carryover, Complete 2014
14	64360	257-13	CARIBOU ROAD, CLASS 'A'	06/07/13	01/14/14	1.10	09	C	226	0	106,486	106,712			X	Construction Completed
15	96076	255-13	CANYON RD, GRIND & OVERLAY			3.30	17,07	DG	57,685	1,012,931		1,070,616	917,173	STPD	X	Construction Completed
1-2012	23030	204-06	NELSON SIDING RD,Incl:			4.36	08	AGDIK	74,121	1,163,965		1,238,086			X	Construction Completed
1-2012	23030	204-06	Nelson Siding Rd Br #04291			0.10	08	I	32	10,214		10,246			X	Construction Completed
1-2012	23030	204-06	Nelson Siding Rd Br #04271			0.10	08	I	96	21,320		21,416			X	Construction Completed
14-2012	107520	254-12	HYAK DRIVE EAST, TURNAROUND	07/24/12	01/14/14	0.55	09	ABC	19	0	-13,829	-13,810			X	Cost correct,Const Compl

(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)	COUNTY FORCES PROJECT ANNOUNCEMENT Date	COUNTY FORCES PROJECT CLOSURE Date	COMPLETED LENGTH (Miles)	FUNCTIONAL CLASS (F/C)	TYPE OF WORK (code)	**ACTUAL EXPENDITURES** *Dollars* **2013**							
									Admini - stration	CONSTRUCTION			FEDERAL SUPPORT		PROJECT STATUS AS OF DEC. 31	NOTES AND COMMENTS
									P.E R/W C.E.	CON-TRACT CONSTR.	COUNTY FORCES CONSTR.	PROJECT TOTAL	FEDERAL AID FUNDS	FEDERAL AID PROG.		
			PAGE / REPORT TOTALS			23.61			670,154	4,246,750	92,657	5,009,561	2,847,750	0		

No.

*7 **WORK CODES:** Click here for WAC

1 = Thick Overlays > 1 inch
2 = Thin Overlays ≤ 1 inch
3 = Seals, all types
4 = Preparation for seals and overlays (crack sealing, digouts)
5 = Pavement Management System
6 = Preleveling and Leveling Courses
7 = Maint. Management System - Report only MMS costs, See CAPA Instructions.
8 = Patching (blade, shim, cold mix or Layton Box patching done sporadically)

2013 CAPP and HSA ACCOMPLISHMENTS KITTITAS County

Type in the County Name

PAVEMENT PRESERVATION ACCOMPLISHMENTS WITH BOTH CAPA AND NON CAPA FUNDS IN 2013

Complete and Return to CRAB by April 1, 2014

WAC 136-300-090

Seal Coat $/Ln Mile	Struct Ovly $/ Ln Mile	Thin Ovly $/Ln Mile
9,803	**17,842**	

For Arterials

1	2	3	4	5				6	*7	8		9	10	11	12	13
								02-09		FREIGHT	FREIGHT		EXPENDITURES (TOTAL DOLLARS AND CENTS)			
ITEM NO.	ROAD LOG NO.	ROAD NAME	LOCATION	FROM M.P.	TO M.P	TOTAL C/L MILES	TOTAL LANE MILES	12-19 FUNCT. CLASS	WORK CODES	AND GOODS CLASS	AND GOODS MILES	% BY CON-TRACT	CAPA $s	**HSA $s**	Other $s	GRAND TOTAL
		Prep work for Seals and Overlays	County Wide	0.00	0.00	27.22	54.44	16 - 08	4						65,536	65,536
		Prep work for Seals and Overlays	County Wide			36.74	73.48	09	4						37,514	37,514
		Patching (Pre-level/Blade)	County Wide			8.41	16.82	07	8	T3	8.41				13,277	13,277
		Patching (Pre-level/Blade)	County Wide			0.10	0.20	16	8						158	158
		Patching (Pre-level/Blade)	County Wide			7.42	14.84	08	8	T3	7.42				11,714	11,714
		Patching (Pre-level/Blade)	County Wide			10.66	21.32	08	8	T4	10.66				16,829	16,829
		Patching (Pre-level/Blade)	County Wide			0.63	1.26	09	8	T5	0.63				995	995
		Patching (Pre-level/Blade)	County Wide			3.04	6.08	09	8	T3	3.04				9,295	9,295
		Patching (Pre-level/Blade)	County Wide			33.70	67.40	09	8						103,095	103,095
		Seals, All Types	County Wide			8.41	16.82	07	3	T3	8.41		45,944	118,941		164,885
		Seals, All Types	County Wide			0.10	0.20	16	3				1,962			1,962
		Seals, All Types	County Wide			7.42	14.84	08	3	T3	7.42		145,475			145,475
		Seals, All Types	County Wide			10.66	21.32	08	3	T4	10.66		187,679		21,319	208,998
		Seals, All Types	County Wide			0.63	1.26	09	3	T5	0.63				12,352	12,352
		Seals, All Types	County Wide			3.04	6.08	09	3	T3	3.04				86,696	86,696
		Seals, All Types	County Wide			33.70	67.40	09	3						961,628	961,628
		Kittitas Hwy, Structural Overlay	Kittitas Hwy, MP			4.61	9.22	07	1				164,504			164,504
		Pavement Management - Road Ratings	County Wide				0.00		5						3,762	3,762
																-
																-
																-
																-
																-
																-
																-
																-
																-
			PAGE TOTALS			196.49	392.98			F&G	60.32		545,564	118,941	1,344,170	2,008,675

CAPA UNUSED BALANCE, PRIOR YRS $ **983,985.00**

TOTAL CAPA RECEIVED IN 2013 $ 341,219.68

TOTAL CAPA SPENT IN 2013 $ 545,563.68

CAPA BALANCE CARRIED FORWARD 779,641.00

HSA UNUSED BAL, PRIOR YRS -

TOTAL HSA RECEIVED IN 2013 $ 118,941.07

TOTAL HSA SPENT IN 2013 $ 118,941.07

HSA BALANCE CARRIED FORWARD 0.00

Kathy Jurgens 03/12/14
Type in name of **Preparer**

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, 2013, and summarizes Maintenance Management activities for Calendar Year 2013.

Yes	No
X	X

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.

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

Yes	No
X	

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

Yes	No
X	

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

Yes	No
X	

(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	No
X	

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

Yes	No
X	

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

Yes	No
X	

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