

Jefferson County Board of Commissioners
Consent Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Frank Gifford, Public Works Director *FG*

Agenda Date: March 19, 2012

Subject: Digital Submittal Certification - County Road Administration Board -
Reports for 2011

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. By April 1, 2012, 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 requires the certification of the Chair of the Board of Commissioners via signatures on a "Digital Submittal Certification" form for mailing to CRAB.

Analysis / Strategic Goals / Pros & Cons:

CRAB establishes Standards of Good Practice for the administration of the county roads program and road fund. CRAB monitors compliance with these standards via the County's regular submittal of data and certifications. The County Engineer and Board of Commissioners must certify that required standards are being met. Annual issuance of a "Certificate of Good Practice" from CRAB is required in order for the County to receive its annual Motor Vehicle Fuel Tax allocation.

Fiscal Impact/Cost Benefit Analysis:

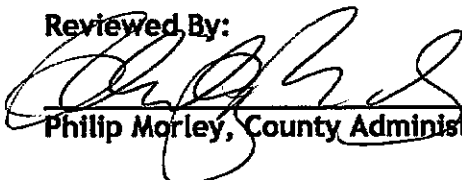
Public Works has prepared the required documents with assistance from the Auditor's office and the Sheriff's office. The Certificate of Good Practice is required to receive its annual allocation of approximately \$1.4 million in Motor Vehicle Fuel Tax.

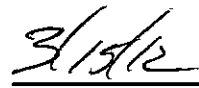
Recommendation:

Authorize the Chair to sign and date the "Digital Submittal Certification" form in the two places for the signature of "Chair / Executive."

Staff Contact: Monte Reinders, P.E., County Engineer, x242

Reviewed By:


Philip Morley, County Administrator

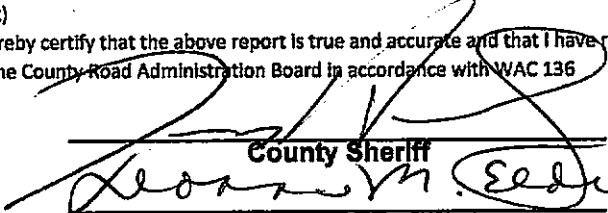

Date

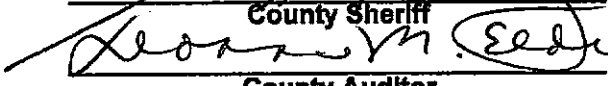
**DIGITAL SUBMITTAL CERTIFICATION- COUNTY ROAD ADMINISTRATION BOARD
REPORTS FOR 2011**

County # 16 County Name Jefferson
 Required Submittal Date: April 1, 2012

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 2011
 (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


 County Auditor

 Chair / Executive

3/7/12

 Date
3/9/12


 Date

 Date

Fish Passage Barrier Removal Certification 2011
 (Engineer Check)

Annual Certification 2011
 (Engineer Check)

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:


 County Engineer:

 Date
3.13.12

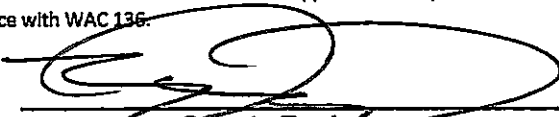
 Date

Annual Construction Report for 2011
 (Engineer Check)

County Arterial Preservation Report for 2011
 (Engineer Check)

Maintenance Management Cert. for 2011
 (Engineer Check)

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:

3.13.12

 Date

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

Submitting County: Jefferson

Budget Year: 2011

WAC 136-150-023

Due Date: April 1, 2012

Fish Passage Barrier Removal Projects:

		Cost for Work Outside of County Right-of-Way:	% of Total Cost:
Project Name:	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		\$ <u>749,222.00</u>
		<u>X 0.005</u>
1/2 % of Total Annual Road Construction (Limit of "Outside of Right of Way" expense.)	=	\$ <u>3,746.11</u>
Total Expenditure for Fish Passage Barrier Removal Outside County Right-of-Way		<u>\$0.00</u>

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 FOR CALENDAR YEAR 2011

(WAC 136-04)

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

- A. During 2011 the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030. Yes No
- B. At any time during 2011 was there a vacancy in the position of county Engineer? Yes No
If so, were the procedures in WAC 136-12 followed? Yes No
- C. The processing of County Road Accident Reports during 2011 complied with WAC 136-28. Yes No
Number of reports processed:
- D. Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in 2011 per WAC 136-14-020. Yes No
- E. As of December 31, 2011 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	11-Oct-04
Re: Personnel Practices	136-50-052	15-Dec-03
Re: Complaint Handling	136-50-053	28-Sep-01
Re: Work for Others	136-50-054	8-Jan-01
Re: Utility Accommodation	136-50-055	3-Jan-00
Re: Priority Programming	136-14-030	23-Apr-03

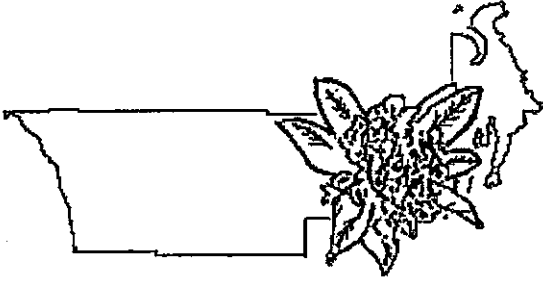
F. The following were submitted to CRAB in a timely manner:

<u>DOCUMENT</u>	<u>WAC</u>	<u>DUE DATE</u>	<u>DATE OF ADOPTION/ PREPARATION</u>	<u>DATE SENT TO CRAB</u>
*11 Six-Year Program	136-15-050	31-Dec -10	18-Oct-10	20-Oct-10
*11 Annual Construction Program	136-16-040	31-Dec -10	13-Dec-10	17-Dec-10
*11 CAPP Program	136-300-060	31-Dec -10	30-Nov-10	17-Dec-10
*11 Road Fund Budget		31-Dec -10	16-Dec-10	17-Dec-10
*11 Maint Mgmt Wrk Pln & Budget	136-11-040	31-Dec -10	16-Dec-10	17-Dec-10
*11 Road Levy Certification	136-150-021	01-Feb -11	1-Feb-11	1-Feb-11
*10 Certification of Road Fund Exp. For Traffic Law Enforcement	136-150-022	01-Apr -11	28-Mar-11	30-Mar-11
*10 Engineer's Certification of Fish Barrier Removal Costs	136-150-023	01-Apr -11	28-Mar-11	30-Mar-11
*10 Annual Construction Report	136-16-050	01-Apr -11	17-Mar-11	30-Mar-11
*10 CAPP Report	136-300-090	01-Apr -11	17-Mar-11	30-Mar-11
*10 Maint Mgmt Certification	136-11-050	01-Apr -11	17-Mar-11	30-Mar-11
*10 Annual Certification	136-04-030	01-Apr -11	28-Mar-11	30-Mar-11
*10 Road Log Update	136-60-030	01-May -11	25-Apr-11	25-Apr-11
*11 PMS Certification for CAPA Eligibility.	136-70-070	31-Dec -11	14-Dec-11	14-Dec-11

OPERATIONS

- G. Projects to which construction expenditures were charged were all on the 2011 Annual Program. (If answer is No, please attach a brief explanation.) Yes No
- H. The County's construction by county forces limit for 2011 computed in accordance with RCW 36.77.065:
- I. The actual expenditure for construction by county forces as reported in the 2011 Annual Const. Report:
- J. A written report of bridge inspection findings was furnished to the legislative authority on April 13, 2011
as required by WAC 136-20-060. (Please attach a copy) # of Bridges:

EMAIL WITH ATTACHMENTS TO THE COUNTY ROAD
ADMINISTRATION BOARD NO LATER THAN APRIL 1, 2012
Must be followed by signed "County Certification" form via regular mail



**Jefferson County
Department of Public Works**

623 Sheridan St.
Port Townsend, WA 98368
(360) 385-9160

*Frank Gifford, Public Works Director
Monte Reinders, P.E., County Engineer*

Memorandum

To: County Road Administration Board

From: Monte Reinders, P.E., County Engineer *MR*

Date: March 12, 2012

Re: Explanation for Item G on the Annual Certification for Calendar Year 2011

In response to item "G" under the Operations category on the Annual Certification for Calendar Year 2011, all projects were either on the Annual Construction Program (ACP) for 2011 or added to the ACP during the year by Resolution of the Board of County Commissioners, except:

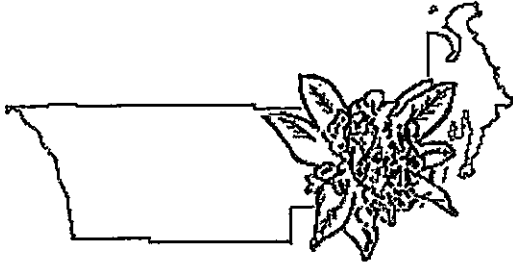
CR 1626 Clearwater Road Culvert, Donkey Creek, MP 1.29 – This project was on the 2006 ACP. Additional planning work was needed in 2011. The project was included in the 2012-2017 Transportation Improvement Program (TIP), adopted June 2011, and the 2012 ACP.

CR 1780 S Discovery Road Realignment – This project was on the 2010 ACP. Additional planning work was needed in 2011. The project was included in the 2011-2016 TIP.

CR 1816 Upper Hoh Road Culvert, MP 3.338 – This project was initially added to the 2008 ACP through Resolution 84-08. Additional planning work was needed in 2011. The project is number 16 on the 2011-2016 TIP.

CR 1854 Leland Valley W Flood Fix, MP 1.3 – This project was added to the 2010 ACP through Resolution 08-10. Delays in permitting pushed project completion to 2011.

[End]



Jefferson County
Department of Public Works

623 Sheridan St.
Port Townsend, WA 98368
(360) 385-9160

Frank Gifford, Public Works Director
Monte Reinders, P.E., County Engineer

MEMORANDUM

TO: Board of County Commissioners

FROM: Monte Reinders, P.E., County Engineer *MR*

DATE: April 13, 2011

SUBJECT: Bridge Condition Report 2011

In accordance with WAC 136-20-030, and the National Bridge Inspection Standards, Jefferson County has completed the biennial inspections for all bridges on the county road system and has submitted the inspection reports to the Washington State Department of Transportation. The findings of the bridge inspection effort are hereby furnished to the county legislative authority per WAC 136-20-060.

Structurally, all of the county's bridges are in good condition with no major deficiencies and require only routine maintenance, with the exception of a repair project for Willoughby Creek Bridge on Upper Hoh Road that is scheduled for construction in 2011, and the monitoring of a potential scour condition at Tower Creek Bridge, also on Upper Hoh Road.

Willoughby Creek Bridge sustained erosion damage during the January, 2009 flood event. The stream bank armoring underneath the bridge was washed out, which caused erosion of the slope and threatened to undermine the approach roadway. The bank armoring upstream of the bridge was also damaged. Repairs will include construction of a sheet pile wall, and reconstruction of the bank armoring underneath and upstream of the bridge. This project is funded at 86.5% by the Federal Highway Administration Emergency Relief program.

Tower Creek Bridge is being monitored for potential scour problems associated with down-cutting of the streambed. The Tower Creek streambed is becoming progressively deeper and wider in the vicinity of the bridge as a result of migration of the Hoh River, and repetitive high-flow events. In 2009, Public Works applied for, and was denied, Federal Highway Administration Emergency Relief funds to stabilize the Hoh River stream bank as an attempt to

protect the Tower Creek Bridge and Upper Hoh Road. Due to lack of funding, there are no plans for preventative measures at this time.

As stated in previous reports, Linger Longer Bridge is functionally deficient because it creates a restriction to the flow of the Big Quilcene River. This situation has the potential to threaten the integrity of the structure by scouring at the abutments, and is being monitored. The Linger Longer Feasibility Study indicated, among its' findings, that a longer bridge is necessary. Public Works continues to investigate various solutions to the threat, and funding alternatives.

In 2010, Public Works applied for and received \$2.97 million in federal funding to repaint the Queets Bridge, which spans the Queets River on Clearwater Road. Preliminary engineering is scheduled for 2011-2012 and construction in 2013. This project is 100% funded by the Federal Highway Administration.

cc: Bridge Master File

ANNUAL CONSTRUCTION REPORT FOR 2011
(See instructions for each column number)

AGENCY ACTION:

COUNTY: Jefferson
 PREPARED BY: Josh Peters
 DATE: 3/13/2012

Total Dollars:
 \$378,888
 \$706,705
 \$84,328

COUNTY FORCES CONSTRUCTION:
 (A) TOTAL CONSTRUCTION DONE - columns (9) + (10)
 (B) COMPUTED COUNTY FORCES LIMIT (see instructions)
 (C) TOTAL COUNTY FORCES CONSTRUCTION - column (10)

*IF LINE C AMOUNT IS GREATER THAN LINE B, CHECK BOX

(1) ANNUAL ITEM NO.	(2) ROAD LOG NO.	(3) C.R.P. NO.	(4) ROAD/PROJECT NAME AND LOCATION (From Annual Program)	(4a) Date COUNTY FORCES PROJECT ANNOUNCEMENT	(4b) Date COUNTY FORCES PROJECT CLOSURE	(5) COMPLETED LENGTH (Miles)	(6) FUNCTIONAL CLASS	(7) TYPE OF WORK (code)	(10) ACTUAL EXPENDITURES Dollars			(11) PROJECT TOTAL	(12) FEDERAL SUPPORT		(14) PROJECT STATUS AS OF DEC. 31	(15) NOTES AND COMMENTS	
									(9) CON- TRACT CONSTR.	(9) CONSTRUCTION COUNTY FORCES CONSTR.	(9) FEDERAL FUNDS		(9) FEDERAL AID PROG.				
01	50350	1673	Paradise Bay Rd - MP 0.37-1.53 - Phase 2				08	A,B,D	14,321			14,321					
02	80501	1059	Larry Scott Trail - Seg 4 Construction			1.60	n/a	H	88,981	17,450		78,430					
03	n/a	1815	Rick Tolleson Trail - Phase 1				n/a	H	83,762			83,762					
04	66700	1808	East Price St Upgrades - MP 0.00-0.25	08/1/11	11/23/11	0.25	09	A,B,D	81,858	140,807	84,328	307,080					
05	56900	1843	Oak Bay Rd Culvert Replacements - MP 9			n/a	08	A,I	34,159	77,144		111,303					644 planning
06	n/a	1751	Quimper Transportation Study				n/a	G	9,250			9,250					
07	10750	1881	Quosee Bridge Reimaging (03551000) - Clearwater Rd				08	I	14,238			14,238					
08	81420		Center Rd Asphalt Overlay - MP 4.9-6.8 - Phase 3				07	D					8,000	STP-R			
09	SR 19		Safe Routes to School - SR 19 Crosswalk Improvements				06	E,F,G,H									
10	n/a		Discovery Bay Estuary Trail Demonstration				n/a	H									
11	50650		West Spruce & East Alder (50650) Streets - Chip Seal				09	C									
12	variable		Countywide Safety Improvements				var.	G									
13	variable		Countywide Culvert Replacement Projects				var.	A,I									
14	variable		Countywide Drainage Improvements				var.	A									
15	variable		Countywide Surfacing Upgrades				var.	A,B,C,D									
16	variable		Countywide Pedestrian & Bicycles				var.	F,H									
X	10750	1626	Cleanwater Rd Culvert MP 1.29				09	I	1,185			1,185					see item G
X	60150	1780	S. Discovery Rd Realignment - MP 3.62-4.00				08	A,B,D	1,417			1,417					see item G
X	91420	1818	Upper Hob Rd MP 3.335 Culvert				07	A,I	1,075			1,075					Res. 84-08 - see item G

(1) ANNUAL ITEM NO.	(2) ROAD LOG NO.	(3) C.R.P. NO.	(4) ROAD/PROJECT NAME AND LOCATION (From Annual Program)	(4a) COUNTY FORCES PROJECT ANNOUNCEMENT Date	(4b) COUNTY FORCES PROJECT CLOSURE Date	(5) COMPLETED LENGTH (Miles)	(6) FUNCTIONAL CLASS (F/C)	(7) TYPE OF WORK (code)	(8) ACTUAL EXPENDITURES Dollars				(10) COUNTY FORCES CONSTR.	(11) PROJECT TOTAL	(12) FEDERAL SUPPORT		(13) PROJECT STATUS AS OF DEC. 31	(15) NOTES AND COMMENTS
									Admini- stration P.E. RW C.E.	CON- TRACT CONSTR.	CONSTRUCTION	FEDERAL AID FUNDS			FEDERAL AID PROG.			
X	34370	1854	Deland Valley Rd W - MP 1.3 - Flood Fix				08	AI	17,949	89,083		76,917				X	Res. 08-10 - see item G	
X	variable	1886	Run-Off Road & Interconnection Safety Improvement Project				var	G	16,674			16,674	16,621	STP-S		Y	Resolution 12-11	
X	15000	1894	Undis Rd Easement Acquisition				09	AI	6,556			6,556				X	Resolution 28-11	
X	81-420	1895	Upper Huh Rd Access Preservation				07	AI	17,144			17,144	16,614	FEHD		Y	Resolution 41-11	
X	36280	1899	Snow Creek Rd - Andrews Culvert				09	AI	1,950			1,950	1,950	WAFH		Y	Resolution 04-11	
						1.85				370,326	294,568	84,328	749,222	86,323	0			
PAGE / REPORT TOTALS																		

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 = Paving and Levelling Courses
- 7 = Maint. Management System - Report only MMS costs, not countywide maintenance OH, admin and supervision.
- 8 = Patching (bleeds, shim, cold mix or Layton Box patching done sporadically)

2011 CAPP ACCOMPLISHMENTS

JEFFERSON County

PAVEMENT PRESERVATION ACCOMPLISHMENTS WITH BOTH CAPA AND NON CAPA FUNDS IN 2011

Note: You must type in the County Name to see 'CAPA Received in 2009'

Complete and Return to CRAB by April 1, 2012

WAC 136-300-090

ITEM NO.	ROAD LOG NO.	ROAD NAME	LOCATION	5		6	7	8	9	10		11		12
				FROM M.P.	TO M.P.					C/L MILES	TOTAL LANE MILES	EXPENDITURES (TOTAL DOLLARS AND CENTS)	NON CAPA \$	
1	41870	Thornhyle Rd	From MP 0.00 to MP 8.00	0.00	8.00	06	3	T-4, T-5	0%	162,808	38,012	190,821		
2	50320	Larson Lake Rd	From MP 2.444 to MP 2.648	2.44	2.65	06	3	T-3	0%		8,163	8,163		
3	50990	Oak Bay Rd	From 650' east to 100' east of Paradise Bay Rd	6.34	6.43	06	3	T-3	0%		8,991	8,991		
4	83180	Canter Rd	From E. Quailcove Rd to 370' North of US 101	14.54	14.94	07	3	T-3	0%		20,723	20,723		
5	85480	Irishdale Rd	From 4TH Ave to 100' N/E of SR416	0.79	1.91	07	3	T-3	0%		61,414	61,414		
6	30390	Pewee Creek Rd	From MP 0.03 to MP 1.37	0.30	1.37	06	4	T-4, T-5	0%		1,468	1,468		
7	32760	East Quailcove Rd	Varies	Varies	06	4	T-5	0%	0%		1,124	1,124		
8	34890	Dabob Rd	From MP 2.38 to MP 2.39	2.38	2.38	06	4	T-4	0%		2,778	2,778		
9	50990	Oak Bay Rd	Varies	Varies	06	4	T-3	0%	0%		4,337	4,337		
10	50150	Center Rd	Varies	Varies	06	4	T-3	0%	0%		22,669	22,669		
11	83350	Ironside Rd	From MP 0.03 to 4TH Ave	0.02	0.78	07	4	T-3	0%		2,125	2,125		
12	25000	Dossawillie Rd	From MP 2.216 to MP 2.225	2.22	2.23	06	8	T-5	0%		2,413	2,413		
13	32760	East Quailcove Rd	From MP 1.968 to MP 1.960	1.97	1.99	06	9	T-5	0%		2,338	2,338		
14	81420	Upper Hoh Rd	From MP 8.290 to MP 8.288	7.60	8.90	07	5	T-4	0%		6,728	6,728		
15	Varies	Pavement Management	Varies	Varies	07, 08	5	T-3, T-4	0%	0%		4,788	4,788		
16	34370	Leland Valley Rd West	100' South of Leland Cut Off Rd to MP 1.307	1.27	1.31	06	1	Varies	0%		11,027	11,027		
17	Varies	Pavement Management	Varies	Varies	06	3	Varies	0%	0%		254,882	254,882		
18	Varies	Pavement Management	Varies	Varies	06	4	Varies	0%	0%		20,947	20,947		
19	Varies	Pavement Management	Varies	Varies	06	5	Varies	0%	0%		12,863	12,863		
20	Varies	Pavement Management	Varies	Varies	06	5	Varies	0%	0%		4,288	4,288		
PAGE TOTALS				138.31	278.62			F&G		138.16	478,784	631,672		

CAPP UNUSED BALANCE, PRIOR YRS

TOTAL CAPA RECEIVED IN 2011 \$ 152,908.48

TOTAL CAPA SPENT IN 2011 \$ 152,908.48

BALANCE CARRIED FORWARD 0.00

(Deposits from State Treasurer)

PREPARED BY

Rick Montgomery

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, 2011, and summarizes Maintenance Management activities for Calendar Year 2011.

Yes	No
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.

Jefferson
(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.