

COUNTY ROAD ADMINISTRATION BOARD

106 MAPLE PARK
OLYMPIA, WASHINGTON 98502

OFFICE OF THE
ADMINISTRATIVE ENGINEER

TELEPHONE
206 - 753-7227

December 12, 1967

Mr. Richard O. White
Code Revisor
Legislative Building
Olympia, Washington

Re: Adoption of Rules

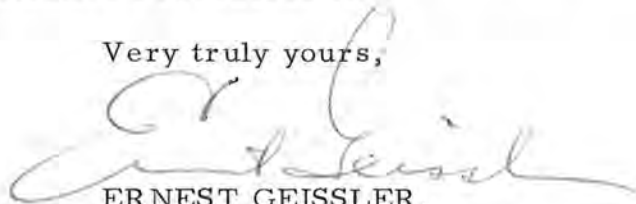
Dear Mr. White:

The County Road Administration Board at its meeting in Olympia on December 1, 1967, adopted Regulations #1, #2 and #3, designated respectively WAC 136-12, WAC 136-16 and WAC 136-24 in accordance with the Administrative Procedures Act.

Enclosed herewith for your records are three copies of each of the regulations as adopted by this Board. You previously should have received a notice of intention to adopt rules pertaining to each one of these regulations.

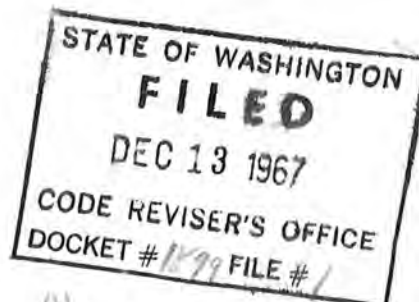
We assume that by this action this Board has complied fully with the requirements of the Administrative Procedures Act.

Very truly yours,



ERNEST GEISSLER,
Administrative Engineer

EG:bg
Enc: Regulations 1, 2 and 3.
cc: Mr. Sprinker
Mr. McGoffin



None 1012
1013
1014

COUNTY ROAD ADMINISTRATION BOARD

REGULATION NO. 1

REGULATION OF THE COUNTY ROAD ADMINISTRATION BOARD, ESTABLISHING A STANDARD OF GOOD PRACTICE FOR COUNTY ROAD ADMINISTRATION REGARDING VACANCIES IN THE POSITION OF COUNTY ROAD ENGINEER.

WHEREAS, Chapter 129, Laws of 1965, First Extraordinary Session, created the County Road Administration Board to formulate and adopt uniform and general practices relating to the administration of county roads for the several counties of the state, and

WHEREAS, the Board deems it to be a standard of good practice that all counties have a full time County Road Engineer, and if a vacancy occurs in said position, that a definite standard be established to govern during said vacancy, Now, Therefore,

BE IT ESTABLISHED BY THE COUNTY ROAD ADMINISTRATION BOARD:

Section 1. The Standards of Good Practice regarding vacancies in the position of County Road Engineer, which is designated WAC 136-12, attached hereto, be and the same is hereby adopted as a standard of good practice for the several counties of the state of Washington.

Section 2. The Standards as adopted hereby shall become effective immediately and shall be adhered to by all counties in the state.

Established and adopted by the Board this First day of December, 1967, at a hearing held pursuant to notice given as required by law.

[Handwritten Signature]
Chairman

STATE OF WASHINGTON
FILED
DEC 13 1967
CODE REVISER'S OFFICE
DOCKET # 1899 FILE # 1

*See letter to
Commissioner
Docket 1904*

Chapter 12

STANDARDS OF GOOD PRACTICE
REGARDING VACANCY IN POSITION OF
COUNTY ROAD ENGINEER

STATE OF WASHINGTON
FILED
DEC 13 1967
CODE REVISER'S OFFICE
DOCKET # FILE #

(136-12--p 1)

WAC 136-12-010 PURPOSE. The Laws of the State of Washington make detailed provision in RCW 36.80. for the employment of a county road engineer in each county. This chapter specifies that he shall be employed full time; that he shall be a registered and licensed professional civil engineer under the laws of this state; that he shall have supervision, under the direction of the Board, of all activities related to the county roads of the county, including maintenance; that he shall certify to the Board all bills with respect to county roads; that he shall keep complete public records of all road department activities; that he shall prepare plans and specifications for all construction work on the county road system. Since it is unavoidable that vacancies will occur from time to time in the position of county road engineer, the following policy has been formulated to cover an interim period.

WAC 136-12-020 PROCEDURE DURING VACANCY. When a vacancy occurs in the office of county road engineer due to the resignation, retirement or death of a county road engineer or for any other reason, the Board of County Commissioners shall take immediate steps to find a replacement, either by promotion from within the organization if a competent and eligible man is available, or by advertisement for, and interview of, interested applicants. The chairman of the Board of County Commissioners shall immediately notify the County Road Administration Board of the vacancy, and of the procedure the county board intends to follow during the period of vacancy.

WAC 136-12-030 ACTING COUNTY ENGINEER. If for any reason it is impossible for the Board to employ a new county road engineer immediately, the Board shall designate, by resolution, the assistant county road engineer, or any licensed professional civil engineer in private practice, as the acting county road engineer for an interim period, not to exceed six months. A copy of such resolution shall be forwarded to the County Road Administration Board.

WAC 136-12-040 DUTIES OF ACTING COUNTY ENGINEER. The acting county road engineer shall thereafter, during the interim period, perform all the duties of the county road engineer as specified in RCW 36.80. If any FAS project is in progress, the county must have the services of a licensed civil engineer at least until its completion.

WAC 136-12-050 CONSTRUCTION DURING VACANCY. All other construction work, whether by contract or by day labor, may be continued during the interim period under the supervision of the acting county road engineer, provided that such construction projects have been approved by the Board of County Commissioners in accordance with the provisions of RCW 36.77.010. New projects may be initiated by the Board of County Commissioners during the interim period only when the maps, plans and specifications have been prepared by a licensed civil engineer.

WAC 136-12-060 FAILURE TO COMPLY WITH RULING. When the Board of County Commissioners has made final arrangements for the employment of a new county road engineer meeting the requirements of RCW 36.80, the County Road Administration Board shall be notified accordingly. If no such notification is received within six months of the beginning of the vacancy, the matter of the vacancy will be considered at the next regular meeting of the County Road Administration Board. The Board

may require that all day labor construction projects be shut down and/or that all distribution of Gas Tax Funds to the county shall cease, provided however, that the Board may grant ~~30~~ ^{reasonable} ~~day~~ extension of the interim period in the event the affected county can give adequate proof to the Board that a diligent effort has been made to secure the services of an engineer. If the vacancy continues to exist at the end of the extended interim period, the suspension of funds and cessation of day labor projects shall become mandatory. The acting county road engineer shall continue to perform the duties of the county road engineer until such time as the vacancy is filled.

COUNTY ROAD ADMINISTRATION BOARD

REGULATION NO. 2

REGULATION OF THE COUNTY ROAD ADMINISTRATION BOARD ESTABLISHING A STANDARD OF GOOD PRACTICE REGARDING PROCEDURES FOR THE ANNUAL ROAD PROGRAMMING FOR COUNTY ROAD PROJECTS.

WHEREAS, Chapter 129, Laws of 1965, First Extraordinary Session, created the County Road Administration Board to formulate and adopt uniform and general practices relating to the administration of county roads for the several counties of the state, and

WHEREAS, the Board deems it to be a standard of good practice that all counties follow a uniform procedure in the annual road programming for county road projects, Now, Therefore,

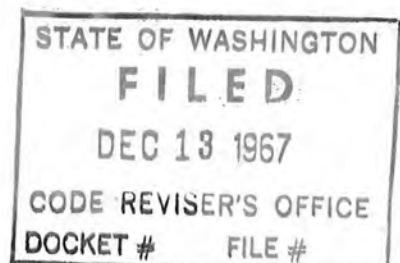
BE IT ESTABLISHED BY THE COUNTY ROAD ADMINISTRATION BOARD:

Section 1. The standards of good practice regarding procedures for the annual road programming for county road projects, Chapter 16, attached hereto, be and the same is hereby adopted and established to govern the procedures for the annual road programming for county road projects in the several counties in the state of Washington.

Section 2. The Standards as adopted hereby shall become effective immediately and shall be adhered to by all counties in the state.

Established and adopted by the Board this First day of December, 1967, at a hearing held pursuant to notice given as required by law.


Chairman



Chapter 16

STANDARDS OF GOOD PRACTICE
REGARDING PROCEDURES FOR THE ANNUAL ROAD
PROGRAMMING FOR COUNTY ROAD PROJECTS

STATE OF WASHINGTON
FILED
DEC 13 1967
CODE REVISER'S OFFICE
DOCKET # FILE #

WAC 136-16-010 SUBMISSION OF ANNUAL ROAD PROGRAM. The county engineer shall submit a proposed annual program to the board of county commissioners on the first meeting in July, which shall include his recommendations for all construction projects and all equipment purchases for the ensuing year. The board shall consider the proposed program, make any revisions deemed necessary, and adopt a final program at any time prior to the adoption of the final road budget in October.

WAC-136-16-020 CONTENTS OF ANNUAL PROGRAM. The annual program shall be a listing of all proposed construction projects for the year including a very brief description of the work, the name, number and functional classification of the road, an estimate of the total cost of each project and a notation as to whether each project is to be done by contract or day labor. The total estimated cost of all projects in the annual program shall be approximately equal to the amount budgeted for construction in the annual road budget. All projects including FAS, shall be shown, provided however, that the program may include an item for miscellaneous projects in any amount up to 10% of the total estimated program cost, and provided further, that the program may also include a list of alternate or additional projects totalling not more than 15% of the basic program to allow for substitution in the event of unforeseen delays in projects on the basic program.

WAC 136-16-030 REQUIREMENTS OF LISTING EQUIPMENT. The annual program shall also include a list of all major equipment purchases contemplated for the year, together with the estimated costs thereof. The total estimated cost of all equipment listed shall be approximately equal to the amount budgeted for equipment purchase in the annual equipment rental budget. The equipment list may include an item for miscellaneous minor equipment in any amount up to 10% of the estimated total cost. The list may also include a list of alternate or additional items of equipment totalling up to 15% of the basic list cost to allow for unforeseen conditions.

Road Program
WAC 136-16-040 FORWARDING OF PROGRAM. A copy of the adopted final ~~budgets~~ shall be forwarded to the County Road Administration Board not later than October 31st of each year. Since the Law provides that the annual program may be changed only by unanimous action of the county commissioners a copy of any resolution making such a change shall be submitted to the County Road Administration Board within thirty days of its passage.

WAC 136-16-050 FORWARDING OF COMPLETED PROGRAMS. At any time prior to March 1st of the year following the program year the county engineer shall submit another copy of the adopted annual program for the previous year to the County Road Administration Board on which shall be shown the projects actually completed, the equipment actually bought, and the amounts actually expended during the program year.

COUNTY ROAD ADMINISTRATION BOARD

REGULATION NO. 3

REGULATION OF THE COUNTY ROAD ADMINISTRATION BOARD ESTABLISHING A STANDARD OF GOOD PRACTICE REGARDING A UNIFORM BUDGET AND ACCOUNTING PROCEDURE FOR COUNTY ROAD DEPARTMENTS.

WHEREAS, Chapter 129, Laws of 1965, First Extraordinary Session, created the County Road Administration Board to formulate and adopt uniform and general practices relating to the administration of county roads for the several counties of the state, and

WHEREAS, the Board deems it to be a standard of good practice that all county road departments use and follow the revised uniform budget and accounting manual for county road departments adopted by the Division of Municipal Corporation of the Washington State Auditor, Now, Therefore,

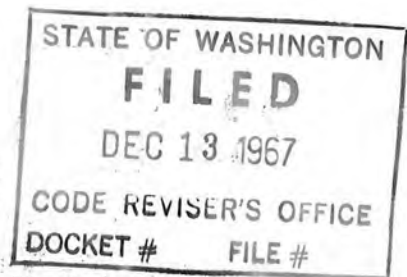
BE IT ESTABLISHED BY THE COUNTY ROAD ADMINISTRATION BOARD:

Section 1. The standards of good practice regarding the uniform budget and accounting procedure for county road departments, Chapter 24, attached hereto, be and the same is hereby adopted and established for the county road departments in the several counties of the state of Washington.

Section 2. The Standards as adopted hereby shall become effective immediately and shall be adhered to by all counties in the state.

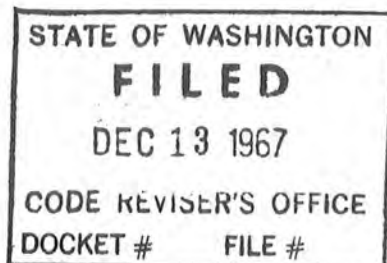
Established and adopted by the Board this First day of December, 1967, at a hearing held pursuant to notice given as required by law.


Chairman



Chapter 24

STANDARDS OF GOOD PRACTICE
REGARDING A UNIFORM BUDGET AND ACCOUNTING
PROCEDURE FOR COUNTY ROAD DEPARTMENTS.



WAC 136-24-010 USE OF UNIFORM BUDGET AND ACCOUNTING MANUAL. On or after January 1, 1968, all county engineers shall use and follow the Revised Uniform Budget and Accounting Manual for County Road Departments of the state of Washington prepared and adopted by the Division of Municipal Corporations of the Washington State Auditor.