

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

Elizabeth Kosa
Director



EQUIPMENT SERVICES DIVISION

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Garrett Reynolds, Superintendent

MEMORANDUM

To: The Honorable Satpal Singh Sidhu, Whatcom County Executive, and
The Honorable Members of the Whatcom County Council

Through: Elizabeth Kosa, Public Works Director

From: Brett Piepel, Assistant Superintendent – Equipment Services *BP*

Date: October 3, 2023

Re: Review of the ER&R Management Policy required by the County Road Admin. Board

Requested Action

Approve resolution to adopt the ER&R Management Policy as required by the County Road Administration Board

Background and Purpose

In March of 2022 WAC 136-600 was created to clarify duties, responsibilities, submittal requirements, and due date regarding the administration of ER&R. Subsection WAC 136-600-070 states:

“WAC 136-600-070 Submittals. Each county engineer shall submit the following documents to CRAB no later than April 1st of each year:

- (1) Adopted county road rental rates as of January 1st of that year;*
- (2) The resolution of the legislative authority adopting said rates;*
- (3) ER&R management policy.”*

This new requirement came to our attention in March of 2023. We worked with the Support, Training, and Compliance Manager, Derek Pohle, from the County Road Administration Board to ensure that we would have adequate time to come in to compliance with their regulations while we created this policy. We came to an agreement that we would get the policy created and adopted as soon as feasible but no later than the end of our budgeting process. Examples of policies and what they should contain were provided and utilized in the creation of this new policy.

The ER&R Management Policy is attached and referenced in the draft resolution.

Please contact Brett Piepel at extension 6405, if you have any questions or concerns regarding this issue.