

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> August 7, 2023	<b>PREPARED BY:</b> Kathleen Neuman, Project Manager
<b>Meeting Date Requested:</b> August 23, 2023	<b>PRESENTED BY:</b> Craig Erdman, Director/County Engineer
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
<b>SUBJECT:</b> Appointment of Craig Erdman, Public Works Director as the Disadvantaged Business Enterprise (DBE) Liaison Officer for Franklin County, as required for participation in programs funded in whole or in part with federal funds made available by the Washington State Department of Transportation.	
<b>FISCAL IMPACT:</b> There will be no fiscal impact from the execution this resolution.	
<b>BACKGROUND:</b> Franklin County receives federal-aid funding through U.S. Department of Transportation's (DOT) Federal Highway Administration (FHWA) grants. These grants are administered by the Washington State's Department of Transportation (WSDOT).  As a condition of the grants, the recipients must comply with Part 26 of Title 49 CFR – Transportation – Participation by Disadvantaged Business Enterprises (DBE) in Department of Transportation Financial Assistance Programs. This program was established to ensure nondiscrimination, create a level playing field, and to have an equal opportunity for DBE businesses to participate in DOT-assisted contracts.  A local agency, when participating in programs funded in whole or in part with federal funds made available by the Washington State Department of Transportation (WSDOT), must either adopt WSDOT's DBE Participation Plan, or develop an equivalent plan. The local agency equivalent plan must have the approval of WSDOT's Office of Equal Opportunity (OEO) and the Federal Highway Administration (FHWA). At this time, Franklin County adopts WSDOT's DBE Participation Plan upon each entry into a Local Agency Agreement with WSDOT.  As part of our compliance with WSDOT's DBE Plan, we are responsible for ensuring program compliance and monitoring its contractor's DBE activities. To accomplish this, a DBE liaison officer must be appointed by the local agency's legislative authority. This liaison officer must be an administrator responsible to the chief executive of the agency. This administrator should have the authority to delegate the responsibility to the people who perform the contractor compliance function. The liaison officer's duties are to ensure compliance with the DBE Plan by the local agency and by their contractors.  Therefore, the Public Works Department recommends the appointment of Craig Erdman, Public Works Director/County Engineer as the DBE Liaison Officer for Franklin County.	
<b>COORDINATION:</b> The report was prepared under the supervision of the Craig Erdman, Director/County Engineer and discussed with the County Administrator.	
<b>RECOMMENDATION:</b> Approve attached Resolution.	
<b>ATTACHMENTS: (Documents you are submitting to the Board)</b> 1. Resolution	
<b>HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)</b> 1. Resolution (Kathleen Neuman)	

*I certify the above information is accurate and complete.*

Name: 

Title: PW Director/County Engineer

**FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS  
OF FRANKLIN COUNTY, WASHINGTON**

***APPOINTMENT OF A DISADVANTAGED BUSINESS ENTERPRISES (DBE) LIAISON  
OFFICER FOR FRANKLIN COUNTY***

**WHEREAS**, Franklin County receives federal-aid funding through U.S. Department of Transportation's (DOT) Federal Highway Administration (FHWA) grants as administered by the Washington State Department of Transportation (WSDOT); and

**WHEREAS**, as a condition of the grants, the recipients must comply with Part 26 of Title 49 CFR – Transportation – Participation by Disadvantaged Business Enterprises (DBE) in Department of Transportation Financial Assistance Programs; and

**WHEREAS**, a local agency, when participating in programs funded in whole or in part with federal funds made available by the WSDOT, must either adopt WSDOT's DBE Participation Plan, or develop an equivalent plan; and

**WHEREAS**, Franklin County adopts the WSDOT's DBE Participation Plan upon each entry into a Local Agency Agreement with WSDOT; and

**WHEREAS**, as part of Franklin County's compliance with WSDOT's DBE Plan, a DBE liaison officer must be appointed by Franklin County's legislative authority to ensure program compliance and monitoring of its contractor's DBE activities; and

**WHEREAS**, the liaison officer's duties are to ensure compliance with the DBE Plan by Franklin County and by its contractor's; and

**WHEREAS**, this liaison officer must be an administrator responsible to the chief executive of the agency, and have the authority to delegate the responsibility to the people who perform the contractor compliance function; and

**WHEREAS**, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County; and

**WHEREAS**, the Public Works Department recommends the appointment of Craig Erdman, Public Works Director/County Engineer as the DBE Liaison Officer for Franklin County:

FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Franklin County Commissioners, hereby appoint Craig Erdman, Public Works Director/County Engineer as the DBE Liaison Officer for Franklin County.

**APPROVED** this \_\_\_\_\_ day of August, 2023.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Board