



1.0 Authority

The framework for how costs are to be administered is found in Policy 02-20-01.

2.0 Cost System

This chapter describes the cost system used for services provided by the county under Routine Maintenance Agreements (RMA's), Discretionary Maintenance Agreements (DMA's), and Traffic Maintenance Agreement (TMA's).

3.0 Traditional Line Item Costs

Payment shall be made upon presentation of accounts itemized and verified in accordance with regulations of the department.

1. Salary Costs: Actual labor, including fringe benefit costs. (See Policy 02-15-20)
2. Material Costs: Duly authorized material purchase and use.
3. Machinery Costs: Represented by rates as specified in this chapter. Equipment rates are used because county highway departments provide services to state and local governments. (See Policy 02-25-40)

4.0 Other Maintenance Related Costs

These specific cost items are identified in policy, subject to negotiation annually. Payment shall be made upon presentation of accounts itemized and verified in accordance with regulations of the department.

1. Communication equipment: A percentage agreement calculated annually and paid by a separate check. (See Policy 02-20-10)
2. Insurance: A percentage agreement calculated annually and paid by a separate check. (See Policy 02-20-15)
3. Field Small Tools: A percentage of field labor (including fringe benefits) calculated annually for each county and included on the monthly invoice. (Policy 02-20-20)
4. Administrative Support: A percentage of the total cost on each monthly invoice. (See Policy 02-20-25)
5. Bituminous Storage Tanks: Reimbursed at a rate per gallon stored. (See Policy 02-20-30)
6. Sodium Chloride Storage: A percentage of actual costs calculated annually and paid by a separate check. (See Policy 02-20-35)
7. Snow Fence: A rate per lineal foot installed, measured annually and paid on the monthly invoice. (See Policy 02-20-40)
8. Patrol Supervision: The supervision of county highway department personnel performing maintenance on the State Trunk Highway system shall be the Patrol Superintendent's responsibility under the supervision of the County Highway Commissioner and the overall direction of the department. A project is established in the annual work program to estimate and collect costs. A percentage for department cost participation in the supervision project is listed in the RMA (See Policy 02-15-20)
9. Equipment Storage: A percentage of the costs for equipment storage calculated annually and paid on the April invoice. (See Policy 02-20-50)