SDACHS Certification Manual - Index -

Chapter I – Supervision of County Highways

Control of County Highway System

County Highway Superintendent

Survey of Highway Before Construction Begins

County Aid Roads in Townships

County Control of Secondary Roads

Location of Highways by County Commissioners

Minimum and No Maintenance Roads

Approval of State Transportation Commission

Private Roads

County Highways on State, County or City Boundary Lines

Secondary Highways on Township Boundary Lines

Connections between Roads Crossing County Lines

Restriction on Use of County Highways

Highway Railroad Crossings

Authority to Designate Stop Intersections

Access to Highway from Adjoining Property

Cattle Ways & Fences across Highways

Weed Removal along Highways

Responsibility for Repairing Highways

Snow Removal

Maintenance of Streets in a Municipality

Drainage of County Highways

Transmission Lines over Highways

Controlled-Access Highway Facilities

Transfer at Right-of-Way and Acquiring by Condemnation

Utility Lines Along and Across Highways

Highways Serving Federal Reservations

Procedures for County Highway System Revisions (Link to Procedures and Resolution)

Chapter II – County Bridges

County Bridges

Bridge Construction Supervision

Purchase of Materials for Bridge Construction

Emergency Bridge Contracts

Bridge & Culvert Inspection

Bridges Between Counties

Navigation on Rivers

Posting of Bridges and Rating Levels

Link to SDDOT Bridge Replacement Resolution

Chapter III – SDDOT Local Roads Plan, Applicable Codified Laws, and Roadway Design Elements

Link to SDDOT Local Roads Plan

Applicable Codified Laws on Standards

Applicable Codified Laws on Classes of Highways

Chapter IV – SD Codified Laws and Link to Manual on Uniform Traffic Control Devices Pertaining to Highway Markers, Markings and Signs

South Dakota Codified Laws

Link to the Manual on Uniform Traffic Control Devices

Chapter V – Acquisitions, Disposals and Exchanges (Section VIII of the SD Department of Legislative Audit County Accounting Manual)

Link to SD Department of Legislative Audit County Accounting Manual

Introduction

Definitions

Interest of Local Officials in Contracts

Prohibited Foreign Contracts

When Bidding is Required

Quote v. Bid

Competitive Sealed Proposals

Sole Source Procurement

Emergency Purchases

Exemptions from Bidding

Bid Specifications

Advertisement for Competitive Sealed Bids

Opening of Bids

Tabling of Bids

Withdrawal and Modification of Bids

Lowest Responsible Bid

Rejection of Bids

Awarding of Bids

Negotiation of Contract When No Bids Are Received

Progress Payments – Retainage

Fuel Purchases

Written Contracts

Reverse Auctions

Additional Requirements of Municipalities

Additional Requirements of School Districts

Additional Requirements of Townships

Fair and Open Competition in Government Contracts

Disposition of Surplus Property

Exchanges of Property and Work

Chapter VI – County Officer and Employee Liability, Benefits and Restrictions

Liability of the County and the County Board

Establishment of a Liability Insurance Pool and Insurance

County Officers Authorization to Attend Meetings

Life and Health Insurance

Public Employee Union

Link to SD Commercial Driver License Manual

Chapter VII – Financing of Highways and Bridges

Motor Vehicle License Revenue

Use of Special Highway Fund

Highway Gift Funds

Matching Federal Aid for Roads and Bridges

Allotment of Federal and State funds for County Roads

Financial Statement to Person Displaced by Highway Acquisition

Road and Bridge Levies

County Vehicles

Highway Maintenance Facilities

Wheel Tax for Highway and Bridge Maintenance

Rural Access Infrastructure

Chapter VIII – County Highway Department's Cost Accounting System (Section VIII of the SD Department of Legislative Audit County Accounting Manual)

County Highway Department

County Highway Department - Cost Accounting

Direct Labor Journal

Direct Materials Journal

Standard Equipment Cost Journal

Administration and Overhead Cost Journal

Miscellaneous Voucher Journal

Project Records

Departmental Reports

Project Budgets

Appendix A - Expenditure Classification by Function

Appendix B - Expenditure Classification by Object

Appendix C - Equipment Rental Rate

Appendix D - Vehicle and Equipment Depreciation and Salvage Value Rate

Appendix E - Equipment Record

Appendix F - Project Budget Worksheet

Flowchart of Highway Department Records

Link to Section VIII of the SD Department of Legislative Audit County Accounting Manual