

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](#)