

**Jefferson County
RID Procedures**

Initial Steps Under Petition Method of Formation

- A. Filing a petition signed by owners of property aggregating a majority of both lineal frontage upon the improvement and the area of the proposed RID. RCW 36.88.020. Validity of signatures on petition governed by RCW 36.88.370.

Related Documents: RIDPET1 Petition Sponsor letter Petnotc Prop owners1,
Pet withdraw - add ltr1,

- B. Certification of sufficiency (i.e., whether it meets the statutory requirements) of the petition and whether the property is sufficiently developed is made by the Board of County Commissioners. RCW 36.88.050.

Related Documents: crcert1 RID petcert 298,

Steps Under Both Resolution and Petition Methods of Formation

1. Board, on its own initiative or in response to petition, adopts resolution declaring intention to form RID. The resolution provides for a public hearing on formation, and contains other information required by statute. RCW 36.88.030 and 36.88.050.

Related Documents: RID resl intent pet1 cresrs12 notice of prelim hearing 1
crnotc1 RID formPET docs RID formRES docs1 cragfrm1.

2. County Engineer's Office at this point prepares diagram of proposed RID and cost estimate, and assembles other statutorily required information. RCW 26.88.030 and 36.88.050.
3. County Engineer mails notice of hearing to all affected property owners as shown on the tax records of the County Treasurer's Office at least fifteen days before the date fixed for the hearing. RCW 36.88.030 and 36.88.050. Statutes require that certain information be included in the notices.

Related Documents: RID resl intent pet1 cresrs12 crnotc1
notice of prelim hearing 1

4. County Engineer has the resolution of intention published in at least two consecutive issues of the official newspaper of Jefferson County, the first publication at least fifteen days prior to the date fixed for the hearing. RCW 36.88.030 and 36.88.050.

Related Documents: RID resl intent pet1 cresrs12 crnotc1
notice of prelim hearing 1 affidavit of posting RID formPET docs
RID formRES docs1

5. For RID's initiated by the resolution method, the mailed notices must include a ballot for property owners to vote on formation of the RID. RCW 36.88.030. Election procedures are set forth in RCW 36.88.030 and 36.88.040. Alternatively, the procedures in RCW 35.43 may be followed.

Related Documents: RID formRES docs1

6. Conduct public hearing on formation of the RID. (See script)
7. At hearing, Board must select method of assessment, ascertain whether plan of improvement is feasible and whether the benefits to be derived by the properties within the proposed RID exceed the costs and expenses of the RID, determine whether the petition is sufficient, determine the RID boundaries and make written findings. RCW 36.88.060.
8. Adopt resolution creating RID and ordering the improvement. RCW 36.88.060. If RID initiated by resolution, adoption of resolution creating RID contingent upon favorable vote by property owners, unless County elects to follow RCW 35.43.

Related Documents: RID formRES docs1 RID formPET docs

9. Prepare and consider Environmental Impact Statement (RCW 43.12C) or formally determine absence of need for it. This step may be required prior to adopting the resolution of creation if adoption of formation resolution is a final decision to undertake construction.
10. Authorize final engineering and design work.
11. Publish call for bids for construction once a week for two consecutive weeks before bid opening. RCW 36.88.320 and 36.77.020.
12. Board receives bids.
13. Obtain analysis of bids from the County Engineer.
14. Board accepts best bid and awards contract. RCW 36.77.040.
15. On completion of project, obtain when necessary state clearances, accept work and determine total cost. RCW 60.28.040, 51.12.050 and 36.88.300.
16. Direct County Engineer to prepare final assessment roll and file it with the Clerk of the Board.

Related Documents: RID final docs1

17. Adopt resolution setting time, date and place of assessment roll hearing. RCW 36.88.090.
18. Mail notice of hearing and right to object to all affected property owners at least fifteen days

before date fixed for hearing. RCW 36.88.090.

Related Documents: RID final docs1

19. Publish notice of hearing at least two times in a daily paper or twice in a weekly paper, the last publication at least fifteen days before the hearing date. RCW 36.88.090.

Related Documents: RID final docs1

20. Conduct assessment roll hearing, considering objections and overruling them or modifying assessments. RCW 36.88.090.
21. If any assessments are raised, a new hearing must be set and notice given by publication and mailing in the same manner as for the original assessment roll hearing. RCW 36.88.090.
22. Adopt resolution confirming and levying assessments as finally approved. RCW 36.88.090.

Related Documents: RID final docs1

23. Expiration of appeal period ten days after the effective date of the confirming resolution. RCW 36.88.100 and 35.44.190 through 35.44.210.
24. The County Treasurer publishes (once a week for two weeks in a weekly paper or two consecutive issues of daily paper) and mails (to all property owners) notice that roll is filed for collection. RCW 36.88.270.
25. Prepayment period expires thirty days after first publication of the County Treasurer's notice. RCW 36.88.280.
26. Adopt bond resolution. RCW 36.88.200 and 36.88.210. Treasurer/Bond Counsel responsibility
27. Sell bonds at public or private sale. RCW 36.88.210. Treasurer/Bond Council responsibility