



*Draft 6/15/2017*

Roger Millar, PE, AICP  
Secretary of Transportation

*[enter when signed]*

Date

## Statewide Transportation Asset Management

### I. Introduction

#### A. Purpose

This Executive Order provides direction on the development of a risk-based asset management process for the Washington State Department of Transportation (WSDOT). It does this by establishing the leadership group responsible for developing policy guidance, establishing common definitions related to asset management, establishing an organizational framework for asset management, and defining the agency's policy toward using a risk-based asset management plan.

#### B. Background

Asset management is a strategic, risk-based approach to cost-effectively and efficiently manage the physical assets of Washington's transportation system. WSDOT uses transportation investment strategies to maintain and preserve our transportation system on an ongoing, systematic basis. Preserving the state's transportation assets saves money while maximizing performance across the transportation network.

WSDOT considers asset management a key component of Practical Solutions, as a way to cost-effectively manage the physical assets of the transportation system. Limited funds present challenges to performing routine maintenance and preservation activities while our assets continue to age and deteriorate, leading to costly reconstruction or replacement of an asset.

One of the primary management and communication tools is an asset management plan. Asset management plans are a key management tool for WSDOT to make decisions about where and when to invest state and federal funds in the transportation system.

#### C. Definitions

Unless otherwise noted, WSDOT adopts the definitions related to asset management established in [49 U.S. Code § 5326](#) for transit assets and [23 U.S. Code § 119](#) for highway assets. Additionally, the following definitions are established in the context of asset management:

1. **Executive Steering Committee (ESC)** – An executive committee chaired by an Assistant Secretary or other individual designated by the Deputy Secretary. An ESC includes Director-level positions, Regional Administrators, and/or their designees. An ESC is responsible for setting the direction for broad asset categories (highways, ferries, etc.) and recommending overall policy direction and funding

levels to the Bi-Weekly for their final approval. The results of policy discussions and funding levels will be presented to the Practical Solutions Round Table.

2. **Asset Management Plan** – A document detailing the collection of activities and business processes to manage an asset class or group of asset classes. At a minimum, this will include needs identification, performance measures and monitoring, life cycle cost analysis, risk management, and investment strategies.
3. **Transportation Asset Management Plan (TAMP)** – An asset management plan that meets the requirements for federal reporting under [23 Code of Federal Regulations \(CFR\) Part 515](#). This will be a condensed version of the STAMP relating specifically to the highway asset category.
4. **Statewide Transportation Asset Management Plan (STAMP)** – A reference to the collection of all Asset Management Plans developed within WSDOT. Additionally, the STAMP includes a larger document detailing overall asset management activities at WSDOT and summary information from the Asset Management Plans. The TAMP will be a condensed version of the STAMP.
5. **Asset Management Technical Advisory Group (AMTAG)** – The AMTAG is a team of asset management experts that possess the understanding and knowledge on how to develop strategic initiatives to manage the performance of WSDOT’s assets while minimizing risks within a range of available funding scenarios. This group is comprised of senior and mid-level managers and subject matter experts that collaborate in the development of the class-level Asset Management Plan proposals for an Executive Steering Committee. This policy accommodates the creation of one or more AMTAGs.
6. **Asset Steward** – The unit or individual that works primarily at the network (statewide) level. Activities include recommending performance targets to the appropriate Executive Steering Committee, assessing risk, and determining life cycle costs for a specific asset class. They are responsible for managing asset information, including condition rating and establishing the frequency for updating asset data.
7. **Asset Manager** – The unit or individual that works primarily at the regional, division or project level. Activities include developing plans and strategies for meeting performance targets for specific assets or sub-networks. The Asset Steward and Asset Manager roles may be combined if warranted by a specific asset class.
8. **Asset** – Property that is owned, operated, and/or maintained by WSDOT. This takes a broader definition than specified in [23 CFR 515.5](#) in that WSDOT includes more than just highway assets in the definition, including but not limited to ferries, transit, rail, tolling, agency assets (such as information technology or human resources), etc.
9. **Asset Category** – A collection of assets that serve a broad common function (e.g., highways, ferries, non-highway modes, and intra-agency assets).

## II. Secretary's Executive Order

In practice, it is impossible to achieve full, agency-wide implementation of asset management without the committed support of executive management. WSDOT personnel are directed to implement asset management policy in the management and preservation of the state's transportation assets. Additionally, the following staff are responsible for the following:

- A. **Secretary of Transportation** – The Secretary approves the Statewide Transportation Asset Management Plan (STAMP), which also includes the federally required Transportation Asset Management Plan (TAMP) for highway assets as identified in federal regulation.
- B. **Deputy Secretary** – The Deputy Secretary leads and champions the agency's transportation asset management efforts by providing direction to the department's Asset Categories to align their asset management policies with WSDOT's strategic goals, legislative direction, and federal law.
- C. **Practical Solutions Round Table** – This group provides the overall direction and policy for asset management at WSDOT. The Executive Steering Committees are established by and will report to the Practical Solutions Round Table through guidance and collaboration with the Deputy Secretary.
- D. **Executive Steering Committees (ESCs)** – One or more ESCs will be formed for each Asset Category defined by the Deputy Secretary and the Practical Solutions Round Table. The ESCs are responsible for:
  1. Providing strategic direction to implement asset management across the classes in the Asset Category.
  2. Resolving major policy issues related to asset management in the context of the Asset Category.
  3. Collaborating with other ESCs for making high-level decisions to support agency asset management implementation.
  4. Endorsing, recommending approval for, and periodically reviewing asset management plans as part of the STAMP.
  5. Authorizing ad hoc teams and task forces to assist in accomplishing their policy development responsibilities.
- E. **Asset Management Technical Advisory Groups (AMTAGs)** – An ESC will establish one or more AMTAGs and the individuals or positions responsible for leading the groups. An AMTAG will be the primary technical support to an ESC and will be comprised of Asset Stewards and Asset Managers. The responsibilities of an AMTAG include:
  1. Identification and categorization of assets, including maintaining comprehensive lists of assets to be managed as directed.
  2. Technical guidance for developing performance target recommendations for each class of assets.
  3. Methodologies for evaluating and predicting the condition of assets and how it affects the performance of the asset.

4. Identification of strategic initiatives to preserve the performance of assets at their lowest life cycle cost.
5. Identification of system risks associated with not being able to preserve asset performance at the lowest life cycle cost due to a limited amount of available funding.
6. Development of additional strategies to minimize the risks associated with limited funding and achieve the maximum amount of performance possible within available funding.
7. Presenting issues within the AMTAG's area of asset management to the ESC as necessary.
8. Reporting on the implementation status of the AMTAG's asset classes.
9. Developing, submitting, and maintaining asset management plans for the STAMP.

This asset management policy is intended to complement and not conflict with legislative direction or federal rules and regulations.

### III. Contact for More Information

For questions or concerns about this Secretary's Executive Order, contact the Capital Program Development and Management Office by phone at 360-705-7121, or visit the [Asset Management](#) webpage.

### IV. References

- Fixing America's Surface Transportation (FAST) Act ([Public Law 114-94](#))
- Moving Ahead for Progress in the 21st Century Act (MAP-21) ([Public Law 112-141](#))
- [23 U.S. Code § 119](#) *National highway performance program*
- [49 U.S. Code § 5326](#) *Transit asset management*
- [23 CFR Part 490](#) *National Performance Management Measures*
- [23 CFR Part 515](#) *Asset Management Plans*
- [23 CFR 515.5](#) *Definitions*
- [23 CFR 515.7](#) *Process for establishing the asset management plan*
- [23 CFR 515.9](#) *Asset management plan requirements*
- [23 CFR 515.13\(b\)](#) *Process certification and recertification, and annual plan consistency review*
- [49 CFR Part 625](#) *Transit Asset Management*
- [49 CFR Part 630](#) *National Transit Database*
- [AASHTO Transportation Asset Management Guide](#), American Association of State Highway and Transportation Officials (AASHTO), January 2011
- [RCW 47.04.280](#) *Transportation system policy goals*
- [RCW 47.05](#) *Priority Programming for Highway Development*
- [RCW 47.60](#) *Puget Sound Ferry and Toll Bridge System* (See sections 47.60.005, 47.60.286, 47.60.300, 47.60.327, 47.60.335, 47.60.340, 47.60.345, 47.60.355, 47.60.365, 47.60.375, 47.60.377, 47.60.385, and 47.60.386.)

## **V. Review and Update Requirements**

When changes are necessary to update this document, inform the Assistant Secretary for Finance and Administrative Services. The Assistant Secretary for Finance and Administrative Services reviews this document periodically and proposes updates to the Secretary of Transportation for approval.

### **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362- 4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

DRAFT