

March 18, 2019

The Board of Walla Walla County Commissioners met in regular session with Chairman Todd L. Kimball, present and member James K. Johnson, present and member Gregory A. Tompkins, present. Clerk of the Board, Diane L. Harris was also present.

County Employees Present: Sierra Knutson, Department of Community Health; Auditor Karen Martin; Kevin Tureman, Department of Community Health; Tom Glover, Community Development Department Director; Tony Garcia, Public Works Director; Lauren Prentice, Community Development Department; Bill Ogg, Fairgrounds Manager; Shelly Peters, Human Resources/Risk Manager; Kevin Gutierrez, Technology Services Director; Ron Branine, Facilities Maintenance Manager.

Community Members Present: Andy Porter, Wendi Kregger, Dorothy Knudson, RL McFarland, and Sheryl Cox.

COUNTY COMMISSIONERS

Chairman Kimball

Roll call and establish a quorum

- [Commissioner District 2 Chair - Todd L Kimball: Present](#)
- [Commissioner District 1 - James K Johnson: Present](#)
- [Commissioner District 3 - Gregory A Tompkins: Present](#)

Declarations re: conflict of interest - none

Pledge of Allegiance

Public comment period (time limitations may be imposed)

RL McFarland, 3731 Middle Waitsburg Road – comments
Commissioner Johnson - comments

Action Agenda Items:

Review submitted Employee Payroll Action Forms - none

Consent Agenda Items:

**IN THE MATTER OF APPROVING THE
MINUTES OF THE WALLA WALLA
COUNTY COMMISSIONERS'
PROCEEDINGS FOR MARCH 11 AND 12, 2019**

RESOLUTION 19 064

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the minutes of the Walla Walla County Commissioners' proceedings of March 11 and 12, 2019, shall be approved.

**IN THE MATTER OF FORMALIZING
CLOSURE OF PETTY CASH FUND
UTILIZED BY DISTRICT COURT**

RESOLUTION 19 065

WHEREAS, Walla Walla County informally established a petty cash account fund for District Court - Burbank in the amount of \$25.00 on March 27, 1973 and it was formally established by Walla Walla County Resolution No. 06 138 and formally continued; and

WHEREAS, District Court no longer holds court in Burbank as of 2015 and the fund balance was returned to the County Treasurer's Office; and

WHEREAS, Clara Grant, Court Administrator for District Court, and Susan Dombrosky, Chief Finance Manager for the Auditor's Office, have confirmed the above information and return of the funds to the County Treasurer's office on February 1, 2019, to complete the closure; and

WHEREAS, for accounting and auditing purposes, there is a need to formally close the petty cash fund for District Court; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the District Court Petty Cash Fund for Burbank shall be formally designated as closed and the above referenced information shall serve as a final accounting of same.

**IN THE MATTER OF THE REAPPOINTMENT
OF AUSTIN ARCHER TO THE WALLA
WALLA COUNTY RURAL LIBRARY
DISTRICT BOARD OF TRUSTEES**

RESOLUTION 19 066

WHEREAS, pursuant to Walla Walla County Resolution No. 17 237, Austin Archer was appointed to fill a term on the Walla Walla County Library Board of Trustees, said term to expire on January 1, 2019; and

WHEREAS, pursuant to RCW 27.12.190, the Board of County Commissioners appoint members to the library board of trustees; and

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WHEREAS, Mr. Archer wishes to be reappointed to said Board; and

WHEREAS, the Walla Walla County Rural Library District Board of Trustees has recommended that Austin Archer be reappointed to a position on said Board; now therefore

BE IT HEREBY RESOLVED that, pursuant to Attorney General Opinion, AGO 59-60 No. 66, Mr. Archer is eligible to serve for two full consecutive five year terms, which would be in addition to the months served as the appointee to the unexpired term, provided all parties concur.

BE IT FURTHER RESOLVED by this Board of Walla Walla County Commissioners that they do hereby appoint Austin Archer to his first five year term year term on the Walla Walla County Library Board of Trustees, said appointment to be effective January 1, 2019 and expire on January 1, 2024.

County vouchers/warrants/electronic payments as follows: 4206448 in the amount of \$21,938.21 (draw taxes)

Payroll action and other forms requiring Board approval

MOTION: **I move to approve the Commissioners' consent agenda items, the minutes; formalizing closure of petty cash fund utilized by District Court; reappointment of Austin Archer to the Walla Walla County Rural Library District Board of Trustees, the chairman executing Energy Contract Change Order Proposal No. 2 for Contract 13-042 I(5-1) – County Jail Chiller and HVAC Upgrades; and warrants and payroll action and other forms, as listed on the agenda and referenced.**

- [Commissioner District 1 - James K Johnson: Motion](#)
- [Commissioner District 3 - Gregory A Tompkins: 2nd](#)
- [Commissioner District 2 Chair - Todd L Kimball: Approve](#)
- [Commissioner District 1 - James K Johnson: Approve](#)
- [Commissioner District 3 - Gregory A Tompkins: Approve](#)

Auditor Karen Martin provided backup on the policy.

Action Agenda Items:

Proposal 2019 03-18 COM Adopt policy on internal use of credit cards issued to Walla Walla County for county purchases

MOTION: **I move to approve Proposal 2019 03-18 COM (Commissioners), adopting policy on internal use of credit cards issued to Walla Walla County for county purchases.**

- [Commissioner District 3 - Gregory A Tompkins: Motion](#)
- [Commissioner District 1 - James K Johnson: 2nd](#)
- [Commissioner District 2 Chair - Todd L Kimball: Approve](#)
- [Commissioner District 1 - James K Johnson: Approve](#)
- [Commissioner District 3 - Gregory A Tompkins: Approve](#)

Miscellaneous business to come before the Board

Review reports and correspondence; hear committee and meeting reports

Review of constituent concerns/possible updates re: past concerns

DEPARTMENT OF COMMUNITY HEALTH

Meghan DeBolt

Sierra Knutson and Kevin Tureman provided updates and background as Meghan was out of the office.

Consent Agenda Items:

IN THE MATTER OF APPOINTING INDIVIDUALS TO THE WALLA WALLA COUNTY COUNCIL ON HOUSING

RESOLUTION NO. 19 067

WHEREAS, Walla Walla County currently administers local, state and federal funds for homelessness and housing; and

WHEREAS, these funds, and their contracts, are allocated, supervised and monitored by Walla Walla County through their designee, the Department of Community Health; and

WHEREAS, a Walla Walla County Council on Housing (COH) has been established by the Walla Walla County Commissioners; and

WHEREAS, the COH includes representatives from each incorporated jurisdiction within Walla Walla County; and

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WHEREAS, the COH includes sector seats representing veterans, service providers, healthcare, finance, business, and community member; and

WHEREAS, the COH will accept applications and recruit for vacant positions on an ongoing basis; and

WHEREAS, the COH received applications and voted at the February 2019 meeting to formally recommended Kathy Covey and Juli Reinholz (Community Members) to serve on the COH, with a term of appointment of three (3) years; and

BE IT RESOLVED, by this Board of Walla Walla County Commissioners, that the above-named individuals be appointed to the Walla Walla County Council on Housing, with said term of appointment of three (3) years.

MOTION: **I move to approve appointing individuals to the Walla Walla County Council on Housing, as listed on the agenda and referenced.**

- [Commissioner District 1 - James K Johnson: Motion](#)
- [Commissioner District 3 - Gregory A Tompkins: 2nd](#)
- [Commissioner District 2 Chair - Todd L Kimball: Approve](#)
- [Commissioner District 1 - James K Johnson: Approve](#)
- [Commissioner District 3 - Gregory A Tompkins: Approve](#)

Action Agenda Items:

Proposal 2019 03-18 DCH-1 Approval to upgrade the Environmental Health software Healthspace to a new version

MOTION: **I move to approve Proposal 2019 03-18 DCH-1 (Department of Community Health), approval to upgrade the Environmental Health software Healthspace to a new version, as recommended and requested by the Director of Community Health.**

- [Commissioner District 3 - Gregory A Tompkins: Motion](#)
- [Commissioner District 1 - James K Johnson: 2nd](#)
- [Commissioner District 2 Chair - Todd L Kimball: Approve](#)
- [Commissioner District 1 - James K Johnson: Approve](#)
- [Commissioner District 3 - Gregory A Tompkins: Approve](#)

Commissioner Updates –

Discussion re Current Expense Motor Pool Options.

Commissioners asked that the Clerk of the Board to proceed with moving the modified motor pool option A approval to next week.

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover

Department update and miscellaneous

- Commissioner Johnson – questions
- Commissioner Tompkins - comments
- Commissioner Kimball – questions

COUNTY COMMISSIONERS:

Commissioner Updates here:

- Commissioner Tompkins
- Commissioner Johnson
- Commissioner Kimball

PUBLIC WORKS DEPARTMENT

Tony Garcia

Tony Garcia requested to pull the bid award resolution for Hot Mix Asphalt until next week.

Action Agenda Items:

Resolution _____ Bid award for Hot Mix Asphalt for 2019

IN THE MATTER OF A BID AWARD FOR CRS-2P EMULSIFIED ASPHALT (2019)

RESOLUTION 19 069

WHEREAS, as advertised, a bid opening was held on March 11, 2019 for furnishing Walla Walla County with CRS-2P Emulsified Asphalt from May 14, 2019, through August 31, 2019, and the following bids were opened and read publicly:

- 1) Western States Asphalt, Inc. CRS - 2P \$461.50/Ton

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Pasco, WA

- 2) Albina Asphalt Vancouver, WA CRS – 2P \$486.00/Ton
- 3) Idaho Asphalt Supply Hauser, ID CRS – 2P \$520.00/Ton

and,

WHEREAS, Western States Asphalt, Inc. submitted the lowest responsive, responsible bid; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the bid to furnish Walla Walla County with CRS-2P Emulsified Asphalt be awarded to Western States Asphalt, Inc. of Pasco, Washington.

MOTION: ***I move to approve a bid award for CRS-2P emulsified asphalt to Western States Asphalt, Inc. as recommended by the County Engineer.***

- [Commissioner District 3 - Gregory A Tompkins: Motion](#)
- [Commissioner District 1 - James K Johnson: 2nd](#)
- [Commissioner District 2 Chair - Todd L Kimball: Approve](#)
- [Commissioner District 1 - James K Johnson: Approve](#)
- [Commissioner District 3 - Gregory A Tompkins: Approve](#)

Consent Agenda Items:

Approve and execute County Road Administration Board Reports for Fish Passage Barrier Removal Certification 2018 and Annual Certification 2018

MOTION: ***I move to approve and execute County Road Administration Board Reports for Fish Passage Barrier Removal Certification 2018 and Annual Certification 2018, as listed on the agenda and referenced.***

- [Commissioner District 1 - James K Johnson: Motion](#)
- [Commissioner District 3 - Gregory A Tompkins: 2nd](#)
- [Commissioner District 2 Chair - Todd L Kimball: Approve](#)
- [Commissioner District 1 - James K Johnson: Approve](#)
- [Commissioner District 3 - Gregory A Tompkins: Approve](#)

Department update and miscellaneous

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

Miscellaneous business for the Board

Executive session re pending litigation 10:34 a.m. – 10:52 p.m. (Pursuant to RCW 42.30.110(i))

RECESS

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

Department update and miscellaneous

Action Agenda Items:

New position approval form – Marketing Media Relations and Event Coordinator Intern for the Fairgrounds

New position approval form - Marketing Public Relations and Social Media Intern for the Fairgrounds

MOTION: ***As part of the County's newly initiated intern program, I move to approve the New Position Approval Forms submitted by the Fairgrounds Department for temporary intern positions, as listed on the agenda and referenced.***

- [Commissioner District 1 - James K Johnson: Motion](#)
- [Commissioner District 3 - Gregory A Tompkins: 2nd](#)
- [Commissioner District 2 Chair - Todd L Kimball: Approve](#)
- [Commissioner District 1 - James K Johnson: Approve](#)
- [Commissioner District 3 - Gregory A Tompkins: Approve](#)

Proposal 2019 03-18 DCH-2 Approval to offer salary above mid-range for Department of Community Health Healthy Communities Division Manager

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MOTION: *I move to approve Proposal 2019 03-18 DCH-2 (Department of Community Health), approval to offer salary above mid-range for Department of Community Health – Healthy Communities Division Manager, as recommended and requested by the Director of Community Health.*

[Commissioner District 3 - Gregory A Tompkins: Motion](#)
[Commissioner District 1 - James K Johnson: 2nd](#)
[Commissioner District 2 Chair - Todd L Kimball: Approve](#)
[Commissioner District 1 - James K Johnson: Approve](#)
[Commissioner District 3 - Gregory A Tompkins: Approve](#)

COUNTY FAIRGROUNDS

Bill Ogg

Fairgrounds update and miscellaneous

Executive session re performance of a public employee 11:14 – 11:19 and 11:19 – 11:30 a.m. (Pursuant to RCW 42.30.110(g)).

Another 10 minutes 11:20 – 11:34 for executive session re performance of a public employee (Pursuant to RCW 42.30.110(g)).

RECESS

Commissioner Kimball requested that based on conversation during executive session will reschedule workshop for next week.

- a) ~~Workshop re fairgrounds maintenance positions reorganization~~

COUNTY COMMISSIONERS

Executive session re complete personnel evaluations 11:36 a.m. – 12:00 p.m. (Pursuant to RCW 42.30.110(g))

Miscellaneous or unfinished business to come before the Board

RECESS

COUNTY COMMISSIONERS

Executive session re complete employee personnel evaluations 1:31 p.m. – 2:31 p.m. (Pursuant to RCW 42.30.110(g))

Executive session continued re complete employee personnel evaluations 2:33 p.m. – 3:00 p.m. (Pursuant to RCW 42.30.110(g))

Miscellaneous business to come before the Board

There was no further business to come before the Board, and the meeting was adjourned until Monday, March 25, 2019.

ATTEST:

APPROVED:



Diane L. Harris, Clerk of the Board



Todd L. Kimball, Chairman, District 2



James K. Johnson, Commissioner, District 1



Greg A. Tompkins, Commissioner, District 3

March 19, 2019

No session due to lack of business.

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