

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 10, 2014

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

9:00

COUNTY COMMISSIONERS

Chairman Johnson

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Review warrant list

The county commissioners will take this time to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

RECESS.

9:30

COUNTY COMMISSIONERS

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

c) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms

d) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' sessions of February 3 and 4, 2014
- 2) Resolution _____ - Denying claim for damages by Thomas Leon Johnson against Walla Walla County *resolution pg 2*
- 3) Resolution _____ - Calling for bids for designation of the county legal newspaper for county printing and advertising *resolution pg 3*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF DENYING
CLAIM FOR DAMAGES BY
THOMAS LEON JOHNSON
AGAINST WALLA WALLA
COUNTY

RESOLUTION NO.

BE IT RESOLVED by this Board of Walla Walla County Commissioners that the claim against Walla Walla County by Thomas Leon Johnson, for damages alleged to have occurred on or about December 5, 2013, be denied.

"Passed this 10th day of February, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF CALLING
FOR BIDS FOR
DESIGNATION OF THE
COUNTY LEGAL
NEWSPAPER FOR COUNTY
PRINTING AND
ADVERTISING

}

RESOLUTION NO.

WHEREAS, pursuant to RCW 36.72.075, it is time to call for bids for designating the official county newspaper for county printing and advertising for a one year term beginning July 1, 2014 and ending June 30, 2015; now therefore

BE IT RESOLVED that the Board of Commissioners of Walla Walla County issue a call for bids for county printing and advertising, to be opened on Monday, April 7, 2014, at the hour of 9:30 a.m. in the Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington.

BE IT FURTHER RESOLVED that the Clerk of the Board of County Commissioners, as the County Auditor's designee, shall cause the call for bids to be published.

Passed this 10th day of February, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

COUNTY COMMISSIONERS (continued)

d) Consent Agenda Items (continued):

- 4) Resolution _____ - Updating *resolution pg 5*
an appointment to the Walla Walla
County Solid Waste Advisory Committee
- 5) County warrants as follows: 4149197
through 4149430, totaling \$1,015,811.71;
special payroll warrant 4065289 in the
amount of \$780.81; and 4149195 through
4149196, totaling \$397.60 (benefits and
deductions)
- 6) Payroll action and other forms requiring
Board approval
- e) Miscellaneous business to come
before the Board
- f) Review reports and correspondence;
hear committee and meeting reports
- g) Review of constituent concerns/possible
updates re: past concerns

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF UPDATING
AN APPOINTMENT TO THE
WALLA WALLA COUNTY
SOLID WASTE ADVISORY
COMMITTEE

RESOLUTION NO.

WHEREAS, pursuant to RCW 70.95.165, counties shall establish a solid waste advisory committee to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies or ordinances prior to their adoption; and

WHEREAS, the Walla Walla County Solid Waste Advisory Committee (SWAC) is in the process of reviewing and updating the 1994 Walla Walla County Solid Waste Management Plan and Moderate Risk Waste Management Plan, and various related local and regional pollution prevention and waste prevention programs; and

WHEREAS, pursuant to past Walla Walla County resolutions, appointments to the Solid Waste Advisory Committee (SWAC) have been continually updated, and

WHEREAS, the City of Walla Walla has advised that Councilmember Mary Lou Jenkins, City of Walla Walla Representative, has been nominated for another term on the SWAC, said term to expire December 31, 2015; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the above referenced person be appointed to the Walla Walla County Solid Waste Advisory Committee, and to the term provided.

*"Passed this **10th day of February, 2014** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."*

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

9:45

JOINT COMMUNITY DEVELOPMENT AGENCY

Tom Glover

- a) Agency update and miscellaneous

no written update

b)

10:00

COUNTY SHERIFF

John Turner

a) Board workshop/presentation re
proposed Sheriff's office staff
reorganization plan

Pgs 8-43

b) Office update and miscellaneous



OFFICE OF THE SHERIFF WALLA WALLA COUNTY MEMORANDUM

To: Walla Walla County Board of County Commissioners

From: Sheriff John Turner

Re: Unclassified Service Positions

Date: January 29, 2014

Sirs,

Background

Pursuant to RCW 41.14.070, the Sheriff of Walla Walla County is authorized five unclassified service appointments. Per the same RCW, these appointments "must include selections from the following positions up to the limit of the number of positions authorized: Undersheriff, inspector, chief criminal deputy, chief civil deputy, jail superintendent, and administrative assistant or administrative secretary. In speaking with other Sheriffs and looking at the history of this agency, I learned and believe that it is acceptable practice to modify the titles of these positions somewhat to match the agency's organization so long as the positions remain in accordance with the statute's intent.

Permitted unclassified service appointments per RCW:

<u>RCW Titles</u>	<u>Current WWSO</u>	<u>Former WWSO</u>
Undersheriff	Undersheriff	N/A
Inspector	N/A	N/A
Chief Criminal Deputy	Chief Operations Deputy	Patrol Captain
Chief Civil Deputy	Chief Administrative Deputy	Undersheriff
Jail Superintendent	Chief Corrections Deputy	Jail Captain
Administrative Assistant	Administrative Assistant	Bookkeeper
Administrative Secretary	Administrative Secretary	Secretary

Currently, the positions of Undersheriff, Chief Operations Deputy, Chief Corrections Deputy, and Chief Administrative Deputy are FLSA-exempt managerial positions due to the nature of work performed. As currently situated and per Personnel/Risk Manager Lucy Schwallie, the position of Administrative Assistant, and should there be an Administrative Secretary position appointed, although unclassified, would not be FLSA-exempt positions due to job descriptions and work performed.



OFFICE OF THE SHERIFF WALLA WALLA COUNTY MEMORANDUM

Per the same RCW, "The initial selection of specific positions to be exempt shall be made by the sheriff, who shall notify the civil service commission of his or her selection. Subsequent changes in the designation of which positions are to be exempt may be made only with the concurrence of the sheriff and the civil service commission, and then only after the civil service commission has heard the issue in open meeting."

Current Situation

As you know, Undersheriff Eddie Freyer and Administrative Assistant Abbie VanDonge have submitted their resignations. Although sad to see two great employees leave, this has been a very good opportunity for us to review our work and effectiveness. I have decided to re-organize our five unclassified service appointments to be more effective and provide better public service. These changes have been reviewed in open session and have the Civil Service Commission's concurrence. They have also been reviewed by Personnel/Risk Manager Lucy Schwallie. Please see the attached memos from both.

This memo is to notify you of these changes and respectfully seek the recommended salary designations. These changes and salary designations are not dissimilar to other recent restructuring within other Walla Walla County departments. The goal is to have appropriate, approved salaries which allow any Sheriff to attract, recruit, and retain quality unclassified appointees.

Although authorized, at this time I do not feel that an Inspector position is applicable to our Sheriff's Office, thus I am not seeking a job description or salary designation for an Inspector; however I do feel that having job descriptions and salary designations for the other six possible appointed positions allows greater flexibility towards providing the best public service possible within the authorized five appointments. Having these six job descriptions and salary designations in place would allow a Sheriff to make appropriate appointments as the needs of the agency change without having to "go back to the drawing board" each time a change or an appointment is needed.

As to our current situation, it has become apparent that the Sheriff's Office needs more labor-hours per week to accomplish the administrative work that is required. This re-organization will provide these additional hours while realizing a CE budget savings. For visual reference as to what is being restructured, attached are organizational chart diagrams with corresponding salaries and current expense impact. As you can see, the anticipated CE budget savings will be approximately \$13,200. In other words, this restructure and all below requests may all be accomplished within the current 2014 Sheriff's Office budget.



OFFICE OF THE SHERIFF WALLA WALLA COUNTY MEMORANDUM

Requests & Reasoning

Undersheriff

Currently there is no financial incentive for an individual to take on the additional tasks and responsibilities of Undersheriff. A Chief Deputy is the commanding officer of a Sheriff's Office Division, of which there are three; Operations Division, Administrative Services Division, and Corrections Division. The Undersheriff outranks all Chief Deputies. Referring to the attached job descriptions, one can see that the duties of Undersheriff include the management oversight of all three Chief Deputies and their three divisions, yet the salaries of two Chief Deputies and Undersheriff are the same.

It is respectfully requested that the salary recommended by the Personnel/Risk Manager for Undersheriff be adopted allowing for a certain percentage incentive increase in the Undersheriff salary over that of the Chief Deputies. A 3% incentive was used in the attached documents. The attached job description for Undersheriff has been approved by the Civil Service Commission and Personnel/Risk Manager.

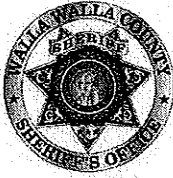
Chief Deputies

Per RCW and our current structure, this office has three Chief Deputies. All are equal in rank, work load, responsibility, command of a Division, and importance to the success of this organization; however one of the Chief Deputy's salaries is significantly lower than the other two. This current inequitable salary structure does not allow a Sheriff to reassign Chief Deputies amongst the divisions if the need arose, does not reflect the attached approved job descriptions and command staff duties, or align with other similarly situated county employees.

It is respectfully requested that uniform salary structures for all WWSO Chief Deputies be adopted, and that the salary of Chief Administrative Deputy be adjusted to match the other two Chief Deputy current salaries. The attached job descriptions for all three Chief Deputies have been approved by the Civil Service Commission and Personnel/Risk Manager.

Administrative Assistant

The attached job description for Administrative Assistant has been approved by the Civil Service Commission and Personnel/Risk Manager. It is respectfully requested that the salary recommended by the Personnel/Risk Manager for Administrative Secretary, tied to the non-represented salary schedule, be adopted allowing for the appointment of this position.



OFFICE OF THE SHERIFF WALLA WALLA COUNTY MEMORANDUM

Administrative Secretary

The attached job description for Administrative Secretary has been approved by the Civil Service Commission and Personnel/Risk Manager. It is respectfully requested that the salary recommended by the Personnel/Risk Manager for Administrative Secretary, tied to the non-represented salary schedule, be adopted allowing for the appointment of this position.

Corrections Clerk

The Civil Service Commission recently approved this position be amended from a part-time position to a full-time civil service position. This provides for an increase of 16 new labor hours per week. The attached job description for Corrections Clerk has been approved by the Civil Service Commission and Personnel/Risk Manager. There is no change in the Corrections Clerk salary, however it is respectfully requested that the forthcoming payroll action form reflecting this change in hours be approved.

Conclusion

The six attached unclassified service appointment position job descriptions and new civil service Corrections Clerk job description have been approved by the Civil Service Commission and Personnel/Risk Manager. Although only five appointments are authorized per RCW, it would be very helpful and advantageous to have these seven positions' salaries approved to assist in making personnel, appointment, and hiring decisions, as well as attracting and retaining high quality employees.

According to police experts, the International Association of Police Chiefs, and the Washington Association of Sheriffs & Police Chiefs, it is imperative that supervisors be allowed and able to address four different responsibilities; to mentor, to model, to nurture, and to empower; responsibilities which this office has embraced. In doing so, they control risks and are able to effectively manage a successful law enforcement agency. Under our current situation, we are finding that many hours of a command officer's week are spent on data entry and other administrative tasks which are more suited to, and could be better handled by, an Administrative Assistant or Administrative Secretary. The goal of this restructure is to allow command level officers the time needed to mentor, to model, to nurture, and to empower the people they supervise, increase the number of clerical "labor-hours" per week to successfully and efficiently accomplish tasks, and realize a cost savings in doing so.

Thank you for your consideration.

**CIVIL SERVICE COMMISSION
WALLA WALLA COUNTY
STATE OF WASHINGTON**

To: Walla Walla County Board of County Commissioners

From: Dan Aycock, Chair, Walla Walla County Civil Service Commission

Date: January 30, 2014

Subject: Walla Walla Sheriff's Office Unclassified Positions Review

I am happy to take this opportunity to present to the Board of Commissioners, an overview of the discussion of the Civil Service Commission (CSC) at a special meeting on January 22, 2014. As chair of the CSC Sheriff John Turner contacted me earlier in the week with a request for a special meeting of the CSC. The purpose of the meeting would be to address two specific issues: a discussion regarding potential changes in the appointed staff members within the Sheriff's Department; and, a request for the CSC to review several modified or new position descriptions for regular civil service and appointed employees within the department.

This review and concurrence is a process required by state civil service law for counties (RCW 41.14) if the Sheriff wishes to make changes within his appointed, non-civil service staff positions. Though there is a requirement for the CSC to review and concur with the process there is no guidance to either of us beyond that point.

During this meeting, Sheriff Turner explained to us that in light of the resignation of the Undersheriff Eddie Fryer he was taking this prime opportunity to review his options to modify the appointed staff line-up within the department. The unclassified position appointments authorized by RCW include selections from the following positions; Undersheriff, Inspector, Chief Criminal Deputy, Chief Civil Deputy, Jail Superintendent, Administrative Assistant or Administrative Secretary, up to the limit of the number of positions authorized per RCW 41.14.070. (History and practice throughout the state indicate that these names are not mandatory, it is the functions that seem to be critical) For Walla Walla County, the number of authorized appointed positions is five.

Sheriff Turner explained that he and his staff were considering a staffing structure that included the Undersheriff, Chief Administrative Deputy, Chief Corrections Deputy, Administrative Assistant, and, Administrative Secretary; NOT filling the position of Chief Operations Deputy. Part of the reasoning centered on the wish to try to remove some of the secretarial type duties that

Jim Davison, Commissioner

Dan Aycock, Chairman
Mail: P.O. Box 1506
Walla Walla, Wa. 99362

Jim Baker, Commissioner

the command positions had to complete, taking them away from management and supervision processes. Not finding any reason for the CSC to object to the process a vote of concurrence was taken by the CSC.

During our meeting one of the items of discussion related to the philosophies of management as it related to law enforcement agencies, and about some of the issues that often created artificial barriers to excellent employee management. A primary point of concern to the current staff is the volume of secretarial type activity that each is mandated to complete as there is insufficient staffing at the secretary/department assistant level to accomplish those duties usually prescribed to them. One of the options of addressing the current issue is to appoint secretarial staff to complete those duties usually prescribed to that position thus relieving the command level staff of the duties and allowing them appropriate time for management and supervision of their assigned areas.

Yesterday Sheriff Turner contacted me regarding the staffing schedule he had presented to the CSC and asked if perhaps the action of the CSC had locked him into the decision presented to the CSC. My response was that it did not, in my opinion, restrict his options. There was ample discussion during the meeting concerning options such as this. The CSC voiced its support for either the current arrangement, the initially proposed arrangement, or, one that might exclude one of the other positions. The CSC feels it is clearly within his authority to make those appointments as he deems necessary, as long as it is with his budget and of course complies with other county personnel rules. At its next meeting the CSC may choose to review the staffing design again if thought to be necessary.

During this conversation yesterday Sheriff Turner asked, based on my position as retired Captain at the Walla Walla Police Department, what my thinking might be regarding the two discussed options for staffing, in particular addressing the issues regarding the right employees doing the right work.

My experiences over a period of 20 years as a command officer was that during those periods that my command and supervision time was being diverted to duties usually assigned to lower lever staffers, my effectiveness was severely hampered. During those twenty years, I observed this degradation of duties occur several times, not only with me but also with the other command officers of the department. While persons in these positions will no doubt now and then have some tasks to complete that might be accomplished at a lower level it is not, in my professional opinion, a good management practice to have it occur as a normal practice.

To me, it makes reasonable sense to realign the appointed command staff into the structure that was discussed with us, with the primary change to past practice being to leave one of the command positions vacant and use the funds to support additional lower level positions. Again, we felt that the staffing

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Walla Walla, Wa. 99362

Jim Baker, Commissioner

design decision was his. My experience suggests that whichever design is determined to be most appropriate today, there will be changes to staff and the department that may make future changes necessary or desirable as well.

I will close by saying that the CSC had no general concerns voiced about the position descriptions. We did have some minor suggestions for clarification in the descriptions and they were adopted. As a retired law enforcement command professional, I have no reservations, given the staffing allotments and budget, concerning the recommended alignment of appointed staff by Sheriff Turner.

DA

Jim Davison, Commissioner

Dan Aycok, Chairman
Mail: P.O. Box 1506
Walla Walla, Wa. 99362

Jim Baker, Commissioner



**WALLA WALLA COUNTY
PERSONNEL/RISK MANAGEMENT
DEPARTMENT**

509-524-2600
PO Box 1506
Walla Walla, WA 99362

To: Walla Walla County Commissioners, Sheriff John Turner

From: Lucy Schwallie, Personnel/Risk Manager

Date: January 30, 2013

Re: Sheriff's Office Unclassified Position Reorganization

A. Job Description Review

Personnel/Risk Management has reviewed the new/modified job descriptions for both the classified (Corrections Clerk, Crime Analyst Technician) and the unclassified appointed positions (Administrative Secretary, Administrative Assistant, Chief Administrative Deputy, Chief Corrections Deputy, Chief Operations Deputy, Undersheriff) that the Sheriff's Office has proposed. We (myself and HR Coordinator Dena Schueler) recommended some changes to better reflect County job descriptions and best practices regarding job descriptions, which were accepted by the Sheriff's Office. As previously there had been no job descriptions for non-civil service Sheriff's Office positions, it is a very positive step to have these job descriptions on file.

B. Salaries for non-FLSA Exempt, non-classified Appointed Positions

As in the past, we've recommended that non-FLSA Exempt, non-classified Appointed Positions be placed in salary ranges that correspond with the non-represented salary schedule. In the Sheriff's Office's reorganization plan, there are two of these positions – Administrative Secretary and Administrative Assistant. As you will see on the job descriptions, we have recommended salary range of 20 and 22 for the two positions. These salary ranges correspond with the OA-II and OA-III salary range across the county, and have comparable responsibilities, education, and experience requirements with those titles.

C. Salaries for FLSA Exempt, non-Civil Service Appointed Positions

As far as the salaries of the Chief Deputy Positions and the Undersheriff position within the Sheriff's Office, these positions have historically been set by BOCC resolution, and not tied to any other County salary schedule. I've reviewed the Sheriff's memorandum regarding the

request to (a) create a uniform salary structure for the Chief Deputies, and (b) increase the compensation for the Undersheriff. As far as the latter (b), as the Undersheriff has supervisory responsibilities over all of the divisions of the office, I do not think it is out of line for the salary for the Undersheriff to be higher than the Chief Deputies under the proposed organizational structure of the SO. As far as the former (a), creating a uniform salary structure for the Chief Deputies, this would have the effect of increasing the salary of the Chief Administrative Deputy significantly. In reviewing the Sheriff's memorandum and the job description, I agree that the CAD position has a significant amount of responsibility and important high-level job functions that correspond to the other two Chief Deputy positions within the Sheriff's Office and with certain other positions within the County.¹ Certain duties – such as ensuring that labor contracts are properly followed, records management, tracking budget capacity, monitoring expenditures, supervising staff's access to sensitive law enforcement materials – are all high-risk and high-responsibility areas, with the ability to have significant impact on the County's overall financial health. Further, it appears that many of these duties were formerly accomplished by the SO Undersheriff, where the position was compensated at a higher level. To be clear, this is not a recommendation for a *reclassification* of the Chief Administrative Deputy position, as the position is not classified, nor am I recommending a specific salary for the CAD position, as the salaries for the appointed positions are set by the BOCC outside of the County salary schedules. In my review of the materials, however, I do not believe that the requested salary for the Chief Administrative Deputy would be out of line with the current County salary structure, due to the high-level of risk and responsibility associated with the position. As such, I would have no concerns from a personnel policy perspective of the BOCC granting the Sheriff's requests delineated in his memorandum and passing a resolution setting the salaries at the levels he proposes.

¹ While no positions are directly comparable, certain positions have similar responsibilities from a managerial or financial perspective. These positions include the Chief Financial Officer at Human Services (\$63,732-\$85,404); Clinical Manager at Human Services (\$70,260 - \$94,164); Chief Programs and Fleet Management at Public Works (\$73,776-\$98,868).

Former Undersheriff vs. Current Chief Administrative Deputy Comparisons

(Jan 2014)

Duties	*Former Undersheriff	Current Chief Admin Deputy
(This salary does not include the COLA awarded in 2011, 2012, & 2013) 2010 Salary	73,944	
2013 Salary		66,241
Budget Work	●	●
Tracks revenue and expenditures against the budget	●	●
Information requests from outside agencies	●	●
Public Records Requests	●	●
Payroll	●	●
Accounts Payable	●	●
Depositing of all funds received at the SO	●	●
Purchasing	●	●
Travel arrangements	●	●
Contributed to the Sex Offender Registration Program	●	●
Supervise staff and deputies when Sheriff/Commanding Officers were unavailable	●	●
Jail booking records review - as needed	●	●
Helped with background checks (ran rap sheets) for new hires and sat in on some oral boards	●	●
Develops and oversees records management processes for data entry of reports, warrants and court orders, records retention, records searches, and report/data generating.	●	●
Interprets Sheriff's Office Manual, labor contracts, County Personnel Policies and Operations Manual, and Civil Service Rules.	●	●
Develop and maintain best practice processes for human resource services including maintaining personnel, training, and payroll files.		●
Managed the L & I claims with HR	●	●
Payroll action forms & step increase forms	●	●
Developes and oversee procedures for revenue receipting for all funds and accounts		●
Trains, models, mentors, motivates & empowers Admin Svcs Division personnel		●
Develops a staffing model that allows for cross training of personnel so critical systems and services are able to be performed if key personnel are absent.		●
Develop and manage a training database to facilitate planning and support risk management objectives		●
Manages special assignments, contracts, programs, & supp LE services		●
Verifies, tracks and reconciles and/or resolves discrepancies with data	●	●
Monitors and evaluates the efficiency and effectiveness of service delivery methods for all activities of the Administrative Services Division		●
Assists in managing the Sheriff's Office Equipment Rental and Revolving Fund (ER&R) in consultation with Public Works Department.		●
On call and 24 hour call back for SWAT, SAR & emergency logistics		●
Develops and oversees an inventory of capital, and small and attractable assets		●
Adheres to and provides cohesive management direction consistent with the Sheriff's Office vision, mission, core values, and the law enforcement code of ethics.		●
Plans, directs, coordinates, and reviews Administrative Services Division work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.		●
Works with other Division Chiefs in completing a physical inventories as required.		●
Serves as a liaison for the Sheriff's Office with other County departments and outside agencies; negotiates and resolves significant and controversial issues	●	●

*The above results regarding the former Undersheriff were compiled by tenured Admin Svcs Div personnel

WWSO Current Organization Chart & Salary Costs

Sheriff

Undersheriff

Chief Corrections Deputy
Commanding Officer of Corrections Division

Chief Operations Deputy
Commanding Officer of Operations Division

Chief Administrative Deputy
Commanding Officer of Administrative Division

Corrections Clerk
24 hrs./wk. - Commissary Clerk (Inmate Welfare Fund)

Admin Assistant
(Supported the Admin Division & recently assumed BSO Coordinator)

The only positions included in this organizational chart are those effected by the reorganization. The chain of command and duties will remain the same for all other positions.

2014 Budgeted Salaries of Unclassified Appointed Positions*

	Salary	Benefits	Total
Undersheriff	\$ 80,669	23,672	104,341
Chief Ops Deputy	\$ 80,669	23,672	104,341
Chief Corr Deputy	\$ 80,669	27,746	108,415
Chief Admin Deputy	\$ 66,982	22,802	89,784
Admin Assistant	\$ 33,794	16,977	50,771
Admin Secretary	\$		
Total CE Budget Impact	\$	\$	457,652

*RCW 41.14.070

Color Key:
Appointed Position
Civil Service Position

WWSO 2014 Re-Organization Chart & Salary Costs

Sheriff

Undersheriff
Not Civil Service Position

Chief Corrections Deputy
(Loses payroll work, training file & personnel file duties)

Chief Operations Deputy
(Loses some clerical type work and takes on many of the Undersheriff duties)

Chief Administrative Deputy
(Additional Duties: Manages all SO Personnel files & P/R files and work)

Admin Assistant
(Admin Assistant to Chief Operations Deputy / Registered See Offender duties)

Admin Secretary (Payroll, Accounts Payable/ Training Records, etc.)

Corrections Clerk
24 hrs - Commissary NEW - 16 hrs - Records (warrants)

*Undersheriff duties will be reassigned to the Chief Operations & Chief Administrative Deputies.

2014 Reorganized Salaries of Unclassified Appointed Positions*

	Salary	Benefits	Total
Undersheriff	\$	\$	\$
Chief Ops Deputy	\$ 80,669	23,672	104,341
Chief Corr Deputy	\$ 80,669	27,746	108,415
Chief Admin Deputy	\$ 80,669	25,204	105,873
Admin Assistant	\$ 35,485	17,138	52,623
Admin Secretary	\$ 32,198	16,698	48,896

2014 Civil Service Classified Position Increased from 24 to 40 hours/week
Clerk II (16 hrs & add benes) \$ 16,889 7,410 \$ 24,299

Total Re-Org Budget Impact \$ 444,447
Total Current Budget Impact \$ 457,652
Difference (Savings) \$ (13,205)

**WALLA WALLA COUNTY SHERIFF'S OFFICE
POSITION DESCRIPTION FORM**

JOB TITLE: Undersheriff

AGENCY: Walla Walla County Sheriff's Office

DIVISION: Executive

REPORTS TO: Sheriff

PAY RANGE: Determined by the Board of County Commissioners; Full-Time; Exempt; Benefits Apply

JOB SUMMARY: The Undersheriff is the Executive Officer of the Sheriff and second in command of the Sheriff's Office. The Undersheriff is a Commissioned Deputy of the Walla Walla County Sheriff as defined in RCW 36.28.020 and as such, possesses all the power, and may perform any of the duties, prescribed by law to be performed by the Sheriff. The position of Undersheriff is an executive level law enforcement management position that entails the supervision, coordination, and management of the programs and activities of all Divisions and Division Commanding Officers within the Sheriff's Office. The Undersheriff coordinates assigned activities with other County departments, divisions, and outside agencies and provides highly responsible and complex administrative support to the Sheriff. The Undersheriff oversees all operations including Operations Division, Corrections Division, Administrative Services Division, and Search and Rescue. The Undersheriff reviews and approves budgetary expenditures along with budgetary planning and strategy. The Undersheriff oversees all regular and special duty assignments in all Divisions, delegates appropriate agency assets to complete these assignments, and is responsible for the authorization and approval of certain final reporting.

SUPERVISORY RESPONSIBILITIES: The Undersheriff is the Executive Officer of the Sheriff and second in command of the Sheriff's Office; as such supervises all Sheriff's Office Chief Deputies and has indirect, overall supervision for all employees.

ESSENTIAL FUNCTIONS:

- Adheres to and provides cohesive management direction consistent with the Sheriff's Office vision, mission, core values, and the law enforcement code of ethics.
- Manages and oversees the activities of all Divisions and Division Commanding Officers.
- Plans, directs, coordinates, and reviews all Divisions work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

- Manages and participates in the development and administration of all Divisions annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approval of expenditures; directs and implements adjustments as necessary.
- Directs criminal investigations; reviews use of force incidents, firearm discharge incidents, Sheriff's Office vehicle collisions, crime analysis reports, and administrative internal affairs investigations and reports.
- Trains, models, mentors, motivates, empowers, and evaluates Division Commanding Officers and all Divisions personnel; provides and/or coordinates training.
- Interprets Sheriff's Office Manual, labor contracts, County Personnel Policies and Operations Manual, and Civil Service Rules.
- Reviews and processes all regular and special duty assignments and delegates appropriate agency assets to complete them.
- Serves as a liaison for the Sheriff's Office with other County departments and outside agencies; negotiates and resolves significant and controversial issues.
- Manages all special projects.

EXAMPLE OF DUTIES:

- Assumes management responsibility for all services and activities of Operations Division, Corrections Division, and Administrative Services Division.
- Oversees the development and implementation of goals, objectives, policies, and priorities for all assigned programs in all Divisions.
- Provides responsible staff assistance to the Sheriff; prepares and presents staff reports and other necessary correspondence.
- Recommends appropriate service and staffing levels.
- Recommends and administers policies and procedures.
- Oversees and recommends adjudication of investigations of allegations of employee misconduct.
- Recommends, trains, motivates, and evaluates law enforcement command staff officers; provides or coordinates staff training.
- Works with employees to correct deficiencies; implements discipline and termination procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loss, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Sheriff; implements improvements.
- Oversees the Sheriff's Office hiring processes, testing, oral boards, examinations, and background investigations. Oversees the training programs for new employees in each division.

- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to law enforcement operations, corrections, courthouse security, and administrative services programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement, corrections, and administrative services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Commands or assists the Search & Rescue team (SAR).
- Commands or assists the Walla Walla Regional SWAT team.
- Commands or assists the Blue Mountain Child Abduction Response Team (CART).
- Works regionally to improve overall quality of law enforcement services.
- Performs related duties as assigned by the Sheriff.

EQUIPMENT TO BE USED: Requires the operation of different tools including: Computers; computer programs; Mobile Data Computers and software; printers; scanners; latent fingerprint processing kits; crime scene processing equipment; mobile and portable radios; maps; GPS equipment; photographic and recording equipment; lethal and less lethal weapons including firearms, batons, Tasers, chemical irritants; motor vehicles and emergency equipment.

WORKING ENVIRONMENT: Working environment includes activities or contacts in multiple indoor or outdoor venues. Physical abilities required for this position are ones typically related to law enforcement activities in challenging environments. Abilities include, but not limited to, manual dexterity and visual acuity to effectively and competently operate computers, office equipment, vehicles, and weapons systems, accessing file cabinets and evidence containers, both on and off site, and sufficient hearing and speech ability to communicate verbally. Ability to perform tasks such as sitting, standing, bending, squatting, kneeling, grabbing, carrying, holding, walking, running, and ability to move/push/pull or lift heavy objects exceeding fifty (50) lbs. Ability to perform strenuous physical tasks such as pursuing fleeing suspects on foot and controlling suspects who resist arrest and able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call and 24-hour call-back for emergencies; great mental ability and exertion is required daily.

KNOWLEDGE AND ABILITIES:

- Knowledge of procedures, methods, and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, criminal process and arrest; principles and practices of search and seizure, and preservation and presentation of evidence; corrections operations; administrative services, records management, civil process, support services; principles of personnel management; pertinent Federal, State, and local laws, codes and regulations; principles of supervision, training, and performance evaluation.

- Knowledge of recent court decisions and how they affect operations; search and seizure laws, laws of arrest, and laws regarding forfeiture of real and personal property.
- Ability to manage, direct, and coordinate the work of command staff; provide administrative and professional leadership and direction for all Divisions; recommend and implement goals, objectives, policies and practices for providing effective and efficient law enforcement services.
- Ability to manage multiple divisions within the agency, delegate assignments and projects, track management progress and direct personnel issues.
- Ability to inspire, mentor, model, nurture, and empower command staff officers, supervisors, and employees.
- Knowledge of principles and practices of budget preparation and administration.
- Ability to meet Sheriff's Office standards of firearms proficiency, appearance, and dress code.
- Ability to develop and maintain positive working relationships with city, county, state, and federal officials and the law enforcement community; establish and maintain effective relations with subordinates and with citizens from all racial, ethnic, and socio-economic backgrounds.
- Ability to communicate effectively, both orally and in writing, with a diversity of people, including those with social and/or behavioral problems, as well as the handicapped, disabled, and disadvantaged.
- Ability to interpret and apply pertinent Federal, State and local laws, codes and regulations.
- Ability to meet multiple deadlines, priorities, and challenging timelines.
- Ability to work independently and as a part of a team.
- Ability to utilize a holistic approach to address needs as they arise.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Ability to demonstrate sound judgment and ability to make decisions.
- Ability to legally and safely operate a motor vehicle.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile individuals, a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

EDUCATION AND EXPERIENCE: Minimum High School Diploma, GED, or any combination of experience and education that would provide the required knowledge, skills, and abilities to perform related duties is qualifying. Preferred minimum four (4) year accredited college degree. Preferred minimum fifteen (15) years law enforcement experience with at least five (5) years in a law enforcement supervisory position or similar experience. Preferred Washington State CJTC certified peace officer or ability to attend CJTC equivalency academy and obtain Washington State CJTC certified peace officer status.

LICENSES AND OTHER REQUIREMENTS: Must be a citizen of the United States, at least twenty-one (21) years of age and never have been convicted of a felony or misdemeanor which reflects adversely on the Sheriff's Office. Maintain a valid driver's license, personal vehicle registration and insurance coverage. Maintain continuing education and certification.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**

**WALLA WALLA COUNTY SHERIFF'S OFFICE
POSITION DESCRIPTION FORM**

JOB TITLE: Chief Operations Deputy

AGENCY: Walla Walla County Sheriff's Office

DIVISION: Operations

REPORTS TO: Undersheriff or Sheriff

PAY RANGE: Determined by the Board of County Commissioners; Full-Time; Exempt; Benefits Apply

JOB SUMMARY: The Chief Operations Deputy is a Commissioned Deputy of the Walla Walla County Sheriff as defined in RCW 36.28.020 and as such, possesses all the power, and may perform any of the duties, prescribed by law to be performed by the Sheriff. Position is a command staff position that supervises, coordinates, and manages the programs, activities, and personnel within the Operations Division of the Sheriff's Office and coordinates activities with other Sheriff's Office Divisions, County departments, and outside agencies. The Chief Operations Deputy assumes management responsibility for all services and activities of Operations Division. Works as an integral member of the Sheriff's Office management team in a multifaceted capacity for effective law enforcement, coordination, monitoring, evaluation of projects and operations. The Chief Operations Deputy provides highly responsible and complex administrative and operational support to the Undersheriff and Sheriff.

SUPERVISORY RESPONSIBILITIES: The Chief Operations Deputy is the Commanding Officer of Operations Division; as such supervises all Sheriff's Office Operations Division Sergeants and has indirect, overall supervision for all Operations Division employees.

ESSENTIAL FUNCTIONS:

- Adheres to and provides cohesive management direction consistent with the Sheriff's Office vision, mission, core values, and the law enforcement code of ethics.
- Manages and oversees the activities of Patrol Bureau and Detective Bureau.
- Plans, directs, coordinates, and reviews Operations Division work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Manages and participates in the development and administration of the Operations Division annual budget; directs the forecast of additional funds needed for staffing,

equipment, materials, and supplies; directs the monitoring of and approval of expenditures; directs and implements adjustments as necessary.

- Directs criminal investigations; reviews use of force incidents, firearm discharge incidents, Sheriff's Office vehicle collisions, crime analysis reports, and administrative internal affairs investigations and reports.
- Trains, models, mentors, motivates, empowers, and evaluates Operations Division personnel; provides and/or coordinates training.
- Interprets Sheriff's Office Manual, labor contracts, County Personnel Policies and Operations Manual, and Civil Service Rules.
- Reviews and processes all regular and special duty assignments and delegates appropriate agency assets to complete them.
- Serves as a liaison for the Sheriff's Office with other County departments and outside agencies; negotiates and resolves significant and controversial issues.

EXAMPLE OF DUTIES:

- Coordinate Operations Division activities with those of other divisions, outside agencies, and organizations.
- Assists in the development and oversees the implementation of goals, objectives, policies, and priorities for assigned Bureaus, Units, and Sections including Patrol Bureau, Detective Bureau – Major Crimes Section and Special Enforcement Section, Traffic Unit, K-9 Unit, Marine Patrol Unit, Reserve Deputy program, emergency disaster, and tactical operations.
- Provides responsible staff assistance to the Sheriff and Undersheriff; prepares and presents staff reports and other necessary correspondence.
- Recommends appropriate service and staffing levels.
- Recommends and administers policies and procedures, interprets and applies labor agreement and civil service rules.
- Conducts and/or oversees investigations of allegations of employee misconduct.
- Works with employees to correct deficiencies; implements discipline and termination procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loss, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Sheriff and Undersheriff; implements improvements.
- Assists with the Sheriff's Office hiring processes for Operations Division personnel, testing, oral boards, and background investigations.
- Manages the Field Training programs for new Operations Division employees.

- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned by the Sheriff and/or Undersheriff.
- Manages special assignments and programs.

EQUIPMENT TO BE USED: Requires the operation of different tools including: Computers; computer programs; Mobile Data Computers and software; printers; scanners; latent fingerprint processing kits; crime scene processing equipment; mobile and portable radios; maps; GPS equipment; photographic and recording equipment; lethal and less lethal weapons including firearms, batons, Tasers, chemical irritants; motor vehicles and emergency equipment.

WORKING ENVIRONMENT: Working environment includes activities or contacts in multiple indoor or outdoor venues. Physical abilities required for this position are ones typically related to law enforcement activities in challenging environments. Abilities include, but not limited to, manual dexterity and visual acuity to effectively and competently operate computers, office equipment, vehicles, and weapons systems, accessing file cabinets and evidence containers, both on and off site, and sufficient hearing and speech ability to communicate verbally. Ability to perform tasks such as sitting, standing, bending, squatting, kneeling, grabbing, carrying, holding, walking, running, and ability to move/push/pull or lift heavy objects exceeding fifty (50) lbs. Ability to perform strenuous physical tasks such as pursuing fleeing suspects on foot and controlling suspects who resist arrest and able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call and 24-hour call-back for emergencies; great mental ability and exertion is required daily.

KNOWLEDGE AND ABILITIES:

- Knowledge of procedures, methods, and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, criminal process and arrest; principles and practices of search and seizure, and preservation and presentation of evidence; principles of personnel management; pertinent Federal, State, and local laws, codes and regulations; principles of supervision, training, and performance evaluation.
- Knowledge of recent court decisions and how they affect operations; search and seizure laws, laws of arrest, and laws regarding forfeiture of real and personal property.
- Knowledge of principles and practices of budget preparation and administration.
- Ability to manage, direct, and coordinate the work of supervisory personnel; provide administrative and professional leadership and direction for Operations Division;

recommend and implement goals, objectives, policies and practices for providing effective and efficient law enforcement services.

- Ability to inspire, mentor, model, nurture, and empower command staff officers, supervisors, and employees.
- Ability to meet Sheriff's Office standards of firearms proficiency, appearance, and dress code.
- Ability to develop and maintain positive working relationships with city, county, state, and federal officials and the law enforcement community; establish and maintain effective relations with subordinates and with citizens from all racial, ethnic, and socio-economic backgrounds.
- Ability to communicate effectively, both orally and in writing, with a diversity of people, including those with social and/or behavioral problems, as well as the handicapped, disabled, and disadvantaged.
- Ability to interpret and apply pertinent Federal, State and local laws, codes and regulations.
- Ability to meet multiple deadlines, priorities, and challenging timelines.
- Ability to work independently and as a part of a team.
- Ability to utilize a holistic approach to address needs as they arise.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Ability to demonstrate sound judgment and ability to make decisions.
- Ability to legally and safely operate a motor vehicle.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile individuals, a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

EDUCATION AND EXPERIENCE: Minimum High School Diploma, GED, or any combination of experience and education that would provide the required knowledge, skills, and abilities to perform related duties is qualifying. Preferred minimum four (4) year accredited college degree. Preferred minimum twelve (12) years law enforcement experience with at least four (4) years in a law enforcement supervisory position or similar experience. Preferred Washington State CJTC certified peace officer or ability to attend CJTC equivalency academy and obtain Washington State CJTC certified peace officer status.

LICENSES AND OTHER REQUIREMENTS: Must be a citizen of the United States, at least twenty-one (21) years of age and never have been convicted of a felony or misdemeanor which

Policy No.: 10.09.01
HR Effective Date: 08/20/13

reflects adversely on the Sheriff's Office. Maintain a valid driver's license, personal vehicle registration and insurance coverage. Maintain continuing education and certification.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**

**WALLA WALLA COUNTY SHERIFF'S OFFICE
POSITION DESCRIPTION FORM**

JOB TITLE: Chief Corrections Deputy

AGENCY: Walla Walla County Sheriff's Office

DIVISION: Corrections

REPORTS TO: Undersheriff or Sheriff

PAY RANGE: Determined by the Board of County Commissioners; Full-Time; Exempt; Benefits Apply

JOB SUMMARY: The Chief Corrections Deputy is a Commissioned Deputy of the Walla Walla County Sheriff as defined in RCW 36.28.020 or a Limited-Commission Corrections Officer as defined in RCW 10.93.020(4). Position is a command staff position that supervises, coordinates, and manages the programs, activities, and personnel within the Corrections Division of the Sheriff's Office and coordinates activities with other Sheriff's Office Divisions, County departments, and outside agencies. The Chief Corrections Deputy assumes management responsibility for all services and activities of Corrections Division. Works as an integral member of the Sheriff's Office management team in a multifaceted capacity for effective corrections and court security services, coordination, monitoring, evaluation of projects and operations. The Chief Corrections Deputy provides highly responsible and complex administrative and operational support to the Undersheriff and Sheriff.

SUPERVISORY RESPONSIBILITIES: The Chief Corrections Deputy is the Commanding Officer of Corrections Division; as such supervises all Sheriff's Office Corrections Division Sergeants and has indirect, overall supervision for all Corrections Division employees.

ESSENTIAL FUNCTIONS:

- Adheres to and provides cohesive management direction consistent with the Sheriff's Office vision, mission, core values, and the law enforcement code of ethics.
- Manages and oversees the activities of Corrections Division.
- Plans, directs, coordinates, and reviews Corrections Division work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Manages and participates in the development and administration of the Corrections Division annual budget; directs the forecast of additional funds needed for staffing, equipment,

materials, and supplies; directs the monitoring of and approval of expenditures; directs and implements adjustments as necessary.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including custody and maintenance services; recommend appropriate service and staffing levels; recommend and administer policies and procedures.
- Directs, coordinates, and reviews the work plan for the Walla Walla County Jail and Walla Walla County Courthouse Security; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures.
- Trains, models, mentors, motivates, empowers, and evaluates Corrections Division personnel; provides and/or coordinates training.
- Interprets Sheriff's Office Manual, labor contracts, County Personnel Policies and Operations Manual, and Civil Service Rules.
- Reviews and processes all regular and special duty assignments and delegates appropriate agency assets to complete them.
- Serves as a liaison for the Sheriff's Office with other County departments and outside agencies; negotiates and resolves significant and controversial issues.

EXAMPLES OF DUTIES:

- Coordinate Walla Walla County Jail and Courthouse Security activities with those of other divisions, outside agencies, and organizations.
- Assists in the development and oversees the implementation of goals, objectives, policies, and priorities for assigned Corrections Division and Courthouse Security personnel and jail operations.
- Provides responsible staff assistance to the Sheriff and Undersheriff; prepares and presents staff reports and other necessary correspondence.
- Recommends appropriate service and staffing levels.
- Recommends and administers policies and procedures, interprets and applies labor agreement and civil service rules.
- Conducts and/or oversees investigations of allegations of employee misconduct.
- Works with employees to correct deficiencies; implements discipline and termination procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loss, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Sheriff and Undersheriff; implements improvements.
- Assists with the Sheriff's Office hiring processes for Corrections Division personnel, testing, oral boards, and background investigations.
- Manages the training programs for new Corrections Division employees.

- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of corrections and courthouse security.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned by the Sheriff and/or Undersheriff.
- Manages special assignments and programs.

EQUIPMENT TO BE USED: Requires the operation of different tools including: Computers; computer programs; Mobile Data Computers and software; printers; scanners; fingerprint equipment; cameras; mobile and portable radios; maps; photographic and recording equipment; lethal and less lethal weapons including firearms, batons, Tasers, chemical irritants; and motor vehicles.

WORKING ENVIRONMENT: Working environment includes activities or contacts in multiple indoor or outdoor venues. Physical abilities required for this position are ones typically related to corrections and courthouse security activities in challenging environments. Abilities include, but not limited to, manual dexterity and visual acuity to effectively and competently operate computers, office equipment, vehicles, and weapons systems, accessing file cabinets and evidence containers, both on and off site, and sufficient hearing and speech ability to communicate verbally. Ability to perform tasks such as sitting, standing, bending, squatting, kneeling, grabbing, carrying, holding, walking, running, and ability to move/push/pull or lift heavy objects exceeding fifty (50) lbs. Ability to perform strenuous physical tasks such as controlling inmates and able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call and 24-hour call-back for emergencies; great mental ability and exertion is required daily.

KNOWLEDGE AND ABILITIES:

- Knowledge of principles, practices and procedures of jail administration, custody organization and operation, records management, and care and custody of property; laws, ordinances, and regulations affecting the operations of the Walla Walla County Jail and Courthouse Security.
- Ability to interpret and apply pertinent Federal, State and local laws, codes and regulations.
- Knowledge of recent court decisions and how they affect jail operations; search and seizure laws, laws of arrest, and laws regarding forfeiture of real and personal property.
- Ability to manage, direct, and coordinate the work of supervisory personnel; provide administrative and professional leadership and direction for Corrections Division; recommend and implement goals, objectives, policies and practices for providing effective and efficient County Jail and Courthouse Security services.
- Knowledge of principles and practices of budget preparation and administration.
- Ability to inspire, mentor, model, nurture, and empower command staff officers, supervisors, and employees.
- Ability to meet Sheriff's Office standards of firearms proficiency, appearance, and dress code.

- Ability to develop and maintain positive working relationships with city, county, state, and federal officials and the law enforcement community; establish and maintain effective relations with subordinates and with citizens from all racial, ethnic, and socio-economic backgrounds.
- Ability to communicate effectively, both orally and in writing, with a diversity of people, including those with social and/or behavioral problems, as well as the handicapped, disabled, and disadvantaged.
- Ability to meet multiple deadlines, priorities, and challenging timelines.
- Ability to work independently and as a part of a team.
- Ability to utilize a holistic approach to address needs as they arise.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Ability to demonstrate sound judgment and ability to make decisions.
- Ability to legally and safely operate a motor vehicle.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile individuals, a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

EDUCATION, EXPERIENCE AND TRAINING: Minimum High School Diploma, GED, or any combination of experience and education that would provide the required knowledge, skills, and abilities to perform related duties is qualifying. Preferred minimum four (4) year accredited college degree. Preferred minimum twelve (12) years law enforcement or corrections experience with at least four (4) years in a law enforcement or corrections supervisory position or similar experience. Preferred Washington State CJTC certified peace officer or corrections officer or ability to attend CJTC equivalency academy and obtain Washington State CJTC certified peace officer or corrections officer status.

LICENSES AND OTHER REQUIREMENTS: Must be a citizen of the United States, at least twenty-one (21) years of age and never have been convicted of a felony or misdemeanor which reflects adversely on the Sheriff's Office. Maintain a valid driver's license, personal vehicle registration and insurance coverage. Maintain continuing education and certification.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Chief Administrative Deputy (Appointed)

DEPARTMENT: Sheriff's Office

DIVISION: Administrative Services

REPORTS TO: Undersheriff or Sheriff

PAY RANGE: Determined by the Board of County Commissioners; Full-Time; FLSA Exempt; Benefits Apply

JOB SUMMARY: The Chief Administrative Deputy is a limited-commission civilian command staff position that supervises, coordinates, and manages the programs, activities, and personnel within the Administrative Services Division of the Sheriff's Office and coordinates activities with other Sheriff's Office Divisions, County departments, and outside agencies. The Chief Administrative Deputy assumes management responsibility for all services and activities of Administrative Services Division. Responsible for managing the processes for financial duties and reporting, processes for civil process services, the processes for criminal records management, and the processes for all support services to the Sheriff's Office. Works as an integral member of the Sheriff's Office management team in a multifaceted capacity of financial planning, coordination, monitoring, evaluation of projects and business office operations. The Chief Administrative Deputy provides highly responsible and complex administrative and operational support to the Undersheriff and Sheriff.

SUPERVISORY RESPONSIBILITIES: The Chief Administrative Deputy is the Commanding Officer of Administrative Services Division; as such supervises all Sheriff's Office Administrative Services Division employees. Supervises the Administrative Secretary, Records Management Unit, Civil Services Unit, Support Services Unit, and administrative volunteers.

ESSENTIAL FUNCTIONS:

- Adheres to and provides cohesive management direction consistent with the Sheriff's Office vision, mission, core values, and the law enforcement code of ethics.
- Manages and oversees the activities of Administrative Services Division.
- Plans, directs, coordinates, and reviews Administrative Services Division work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Develops, manages and participates in the administration of the overall Sheriff's Office budget, as well as the Administrative Services Division annual budget; directs the forecast of additional

funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approval of expenditures; directs and implements adjustments as necessary.

- Develops and maintains financial procedures for the revenue receipting of all funds and accounts, accounts payable process, budget building, capacity processes, and reports.
- Develops and maintains best practice procedures for human resource services including maintaining personnel, training and payroll files and managing Labor & Industry and Unemployment claims.
- Develops and oversees records management processes for data entry of reports, warrants and court orders, records retention, records searches, and report/data generating.
- Develops and oversees civil process procedures for receipting of funds, entering of papers, preparation for service, and maintaining all other civil processes.
- Trains, models, mentors, motivates, empowers, and evaluates Administrative Services Division personnel; provides and/or coordinates training.
- Develops a staffing model that allows for cross training of personnel so critical systems and services are able to be performed if key personnel are absent.
- Develops and oversees a training database to facilitate planning and support risk management objectives.
- Interprets Sheriff's Office Manual, labor contracts, County Personnel Policies and Operations Manual, and Civil Service Rules.
- Tracks contract revenues and expenditures against pre-established budgets.
- Assists in managing the Sheriff's Office Equipment Rental and Revolving Fund (ER&R) in consultation with Public Works Department.
- Develops and oversees an inventory of capital and small and attractable assets. Works with other Division Chiefs in completing a physical inventory as required.
- Serves as a liaison for the Sheriff's Office with other County departments and outside agencies; negotiates and resolves significant and controversial issues.

EXAMPLES OF DUTIES:

- Coordinate Administrative Services Division activities with those of other divisions, outside agencies, and organizations.
- Assists in the development and oversees the implementation of goals, objectives, policies, and priorities for assigned Administrative Services Division units.
- Provides responsible staff assistance to the Sheriff and Undersheriff; prepares and presents staff reports and other necessary correspondence.
- Assists Sheriff as liaison to the Board of County Commissioners.
- Recommends appropriate service and staffing levels.
- Recommends and administers policies and procedures, interprets and applies labor agreement and civil service rules.
- Assists in investigations of allegations of employee misconduct.

- Works with employees to correct deficiencies; implements discipline and termination procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loss, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Sheriff and Undersheriff; implements improvements.
- Assists with the Sheriff's Office hiring processes for Operations Division, Corrections Division, and Administrative Services Division personnel, testing, oral boards, background investigations, and administrative duties related to new hires.
- Manages the training programs for new Administrative Services Division employees.
- Stays abreast of new trends and innovations in the field of law enforcement support, civil, and records management services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Manages special assignments, contracts, and programs.
- Develops a reliable budget capacity projections process and reporting mechanism.
- Develops and utilizes forward-looking, predictive models, and activity-based financial analyses that provide information into organization's operations and business plans that are consistent with Generally Accepted Accounting Principles (GAAP).
- Monitors monthly vendor billings/expenses against corresponding available resources.
- Processes information for and prepare internal and external reports, and/or other special reports as required.
- Verifies, tracks, updates, reconciles, and/or resolves problems and discrepancies with data, files, forms, statements, or other information and documentation.
- Monitors Personnel actions and prepares Payroll Action Forms and Step Increase Forms.
- Plans, schedules, performs, and assigns a variety of fiscal and clerical tasks.
- Performs related duties as assigned by the Sheriff and/or Undersheriff.

EQUIPMENT TO BE USED: Uses general and specialized office equipment, 10-key calculators, networked computers, individual computers, computer software, printers, copiers, scanners, multi-line phones, and fax machines.

WORKING ENVIRONMENT: Work will be performed both in office environment and outside the office. Physical abilities required for this position are ones typically related to office operations; sitting, standing, bending, reaching, and lifting up to twenty (20) pounds including the need to walk within one-half mile of the office for the purposes of making deposits, attending meetings, and delivery documents and reports when necessary. Abilities include, but not limited to, manual dexterity and visual acuity to operate computers and other office equipment, accessing file cabinets, both on and off site, and sufficient hearing and speech ability to communicate verbally. Must be able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call and 24-hour call-back for emergencies; great mental ability and exertion is required daily.

KNOWLEDGE AND ABILITIES:

- Advanced knowledge and demonstrated ability of Generally Accepted Accounting Principles (GAAP) and Financial Management Systems (FMS) and familiarity with applicable state and federal regulations.
- Ability to manage, direct, and coordinate the work of personnel; provide administrative and professional leadership and direction for Administrative Services Division; recommend and implement goals, objectives, policies and practices for providing effective and efficient law enforcement services.
- Possess knowledge of community resources.
- Ability to develop and maintain positive working relationships with city, county, state, and federal officials, the law enforcement community, and the public.
- Ability to communicate effectively, both orally and in writing, with a diversity of people, including those with social and/or behavioral problems, as well as the handicapped, disabled, and disadvantaged.
- Ability to inspire, mentor, model, nurture, and empower employees.
- Ability to meet multiple deadlines, priorities, and challenging timelines.
- Ability to work independently and as a part of a team.
- Ability to utilize a holistic approach to address needs as they arise.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Ability to demonstrate sound judgment and ability to make decisions.
- Ability to legally and safely operate a motor vehicle.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile individuals that visit the Sheriff's Office, a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

EDUCATION AND EXPERIENCE: A minimum of one of the following criteria listed for each section must be met:

- Financial: Certified public accountant, or four (4) year accredited college degree (accounting or business) and three (3) years of experience in public finance, or fifteen (15) years of financial work in public finance.
- Supervision: Recognized Human Resource Manager Certification, or a related college degree or five (5) years of experience supervising multiple employees.
- Program Management: Four (4) year college degree related to program management or ten (10) years of experience managing multiple programs.

Policy No.: 10.09.01
HR Effective Date: 01/28/14

LICENSES AND OTHER REQUIREMENTS: Must be a citizen of the United States and at least twenty-one (21) years of age and never have been convicted of a felony or misdemeanor which reflects adversely on the Sheriff's Office. Maintain a current commission as a Washington State Notary Public. Satisfactorily pass the Sheriff's Office background investigation and Sheriff's Office polygraph and/or psychological examination if requested at hire. Maintain a valid driver's license and vehicle insurance coverage. Maintain continuing education and certification.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Administrative Assistant (Appointed)
DEPARTMENT: Sheriff's Office
DIVISION: Operations
PAY RANGE: Determined by Board of County Commissioners (CH22), FTE 40 Hours per week, FLSA Non-Exempt, Benefits Apply
REPORTS TO: Chief Operations Deputy or Undersheriff

JOB SUMMARY: The Administrative Assistant is a non-commissioned civilian staff position that assists the Chief Operations Deputy or Undersheriff by providing logistic support for programs, meetings, trainings and presentations as well as managing data and coordinating the Registered Sex Offender Program.

SUPERVISORY RESPONSIBILITIES: Not applicable

ESSENTIAL FUNCTIONS:

- Managing training documentation and data for Operations and Corrections Divisions.
- Provide Chief Operations Deputy and Undersheriff with logistic support for ancillary programs such as LEOSA, Ride-Along Program, etc.
- Maintain strict confidentiality due to the position and the nature of law enforcement.
- Providing Registered Sex Offender Program Coordination within local, state and federal laws including but not limited to:
 - Processing sex offender registration paperwork and manage offender files;
 - Maintaining OffenderWatch, JBRS, Picturelink, ACCESS, and local law enforcement databases;
 - Investigative work to track registered sex offenders;
 - Managing community notifications when necessary;
 - Manage the registered sex offender verification process;
 - Chair monthly Sex Offender Registration Team meetings;
 - Maintain certification to rank or reclassify registered sex offenders as needed;
 - Maintain ACCESS level II certification.

EXAMPLE OF DUTIES:

- Function as an integral team member of the WWSO.
- Maintain a database of staff training.
- Coordinate and maintain the Registered Sex Offender Program.
- Coordinate the Ride-Along program.
- Coordinate the ordering of supplies when low or requested.
- Provide command staff logistical and administrative support at events, incidents, meetings, presentations, etc.

- Coordinate the LEOSA program.

EQUIPMENT TO BE USED: Uses general and specialized office equipment, 10-key calculators, networked computers, individual computers, computer software, printers, copiers, scanners, multi-line phones, and fax machines.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work will be performed both in office environment and outside the office. Physical abilities required for this position are ones typically related to office operations; sitting, standing, bending, reaching, and lifting up to twenty (20) pounds including the need to walk within one-half mile of the office for the purposes of making deposits, attending meetings, and delivery documents and reports when necessary. Abilities include, but not limited to, manual dexterity and visual acuity to operate computers and other office equipment, accessing file cabinets, both on and off site, and sufficient hearing and speech ability to communicate verbally. Meeting, face to face, and interviewing registered sex offenders in the Sheriff's Office.

KNOWLEDGE AND ABILITIES:

- Ability to multi-task.
- Ability to successfully learn a variety of computer systems such as Law Enforcement Records Management System, ACCESS, Offender Watch, PictureLink, etc.
- Ability to develop and maintain positive working relationships with county officials, state officials, and the law enforcement community.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as a part of a team.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Maintain competency of appropriate regulations and statutes applicable to area of responsibility, i.e., WAC, RCW, Title 18 USC, etc.
- Ability to demonstrate sound judgment and ability to make decisions.

EDUCATION AND EXPERIENCE: High school diploma or equivalent required. Two years clerical experience required. AA degree, or higher, is preferred. Criminal justice background is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Be a citizen of the United States.
- Be a least eighteen (18) years of age.
- Have no record of felony conviction.
- Have no record of gross misdemeanor conviction for crime involving controlled substances or physical harm.
- Satisfactorily pass the Sheriff's Office records check and background investigation.
- Maintain a valid driver's license and vehicle insurance coverage.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Administrative Secretary (Appointed)
DEPARTMENT: Sheriff's Office
DIVISION: Administrative Services
PAY RANGE: Determined by Board of County Commissioners (CH20), FTE 40 Hours per week, FLSA Non-Exempt, Benefits Apply
REPORTS TO: Chief Administrative Deputy or Undersheriff

JOB SUMMARY: The Administrative Secretary is a non-commissioned civilian staff position that assists the Chief Administrative Deputy with payroll, accounts payable, accounts receivable and financial functions. The Administrative Secretary will support the front desk/reception area duties and provide the Sheriff with logistic support for meetings, presentations and other miscellaneous tasks as assigned.

SUPERVISORY RESPONSIBILITIES: Not applicable

ESSENTIAL FUNCTIONS:

- Perform services related to the financial functions of the Administrative Services Division of the Sheriff's Office.
- Perform support level services to the overall day-to-day operations of the Sheriff's Office.
- Maintain local, state and federal criminal justice information compliance.
- Maintain strict confidentiality due to the position and the nature of law enforcement.

EXAMPLE OF DUTIES:

- Function as an integral team member of the WWSO.
- Complete payroll work for all divisions.
- Complete monthly billings to outside agencies and manage an accounts receivable ledger.
- Track goods received and complete data entry of accounts payable.
- Provide front desk reception and phone services.
- Complete opening and closing procedures for day-to-day business operations.
- Assist with all money management processes and procedures, including receipting and depositing.
- Manage supplies and order when low or requested.
- Provide command staff logistical and administrative support at events, incidents, meetings, presentations, etc.
- Coordinate planning of Regional Chiefs and Sheriffs and LEAA meetings.

EQUIPMENT TO BE USED: Uses general and specialized office equipment, 10-key calculators, networked computers, individual computers, computer software, printers, copiers, scanners, multi-line phones, and fax machines.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work will be performed both in office environment and outside the office. Physical abilities required for this position are ones typically related to office operations; sitting, standing, bending, reaching, and lifting up to twenty (20) pounds including the need to walk within one-half mile of the office for the purposes of making deposits, attending meetings, and delivery documents and reports when necessary. Abilities include, but not limited to, manual dexterity and visual acuity to operate computers and other office equipment, accessing file cabinets, both on and off site, and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Ability to multi-task.
- Ability to learn a variety of computer systems such as Eden, Civil Arts, Cisco, etc.
- Possess knowledge of community resources.
- Ability to develop and maintain positive working relationships with county officials, state officials, and the law enforcement community.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as a part of a team.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Maintain competency of appropriate regulations and statutes applicable to area of responsibility, i.e., WAC, RCW, Title 18 USC, etc.
- Ability to demonstrate sound judgment and ability to make decisions.

EDUCATION AND EXPERIENCE: High school diploma or equivalent required. AA degree in Accounting or two (2) years of comparable bookkeeping experience or education required.

LICENSES AND OTHER REQUIREMENTS:

- Be a citizen of the United States.
- Be a least eighteen (18) years of age.
- Have no record of felony conviction.
- Have no record of gross misdemeanor conviction for crime involving controlled substances or physical harm.
- Satisfactorily pass the Sheriff's Office records check and background investigation.
- Maintain a valid driver's license and vehicle insurance coverage.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

TITLE: Office Assistant – Corrections Clerk
DEPARTMENT: Sheriff's Office
REPORTS TO: Chief Corrections Deputy
PAY RANGE: 20, FTE (40 hours per week), Benefits Apply, FLSA Non-Exempt, Corrections Association

JOB SUMMARY: Performs basic accounting work and other clerical and office tasks of moderate difficulty and complexity; including managing money and bank accounts, verifying and entering data, supporting billing processes, assisting patrons who visit the Jail, filing, composing letters and updating web page information.

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL FUNCTIONS:

- Provide support with accounting services for Inmate Trust Fund, including receipting and disbursing of funds.
- Provide support for management of inmate ancillary services.
- Manage all aspects of the warrant process.
- Manage all aspects of the bail processes
- Learn to successfully work with jail booking and commissary software.
- Provide support for corrections billing process.
- Update information on website as requested.

EXAMPLE OF DUTIES:

- Receipt money, make deposits and balance accounts online.
- Process, in a timely manner, all records related to all warrants including data entry, confirming validity, storage, accessibility, composing return of service and etc.
- Process incoming bail monies received by receipting funds and disbursing funds to the appropriate court in a timely manner.
- Enter data and extract reports as requested.
- Assist with billing processes.

EQUIPMENT TO BE USED: Work normally requires the operation of office equipment such as scanners, adding machines, personal computers, and other assigned equipment where both speed and accuracy are necessary to contribute to proper operations and efficient service to the general public.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed inside a corrections facility. Position will have limited contact with inmates. Physical abilities required for this position are ones typically related to office operations including, manual dexterity and visual acuity to operate personal computers and other office equipment, access filing system, and have sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Accounting background or education.
- Experience with digital accounting software.
- Database and data entry experience.
- Knowledge of standard office practices, procedures and equipment.
- Good telephone voice and ability to direct calls.
- Ability to file accurately and pay close attention to detail.
- Ability to follow oral or written instructions.
- Ability to be confidential.
- Ability to exercise good judgment when in contact with the public.

EDUCATION AND EXPERIENCE: High school diploma or equivalent required. AA degree in Accounting or two (2) years of comparable bookkeeping experience or education required. Required: Holds or has the ability to obtain within six (6) months of obtaining position, Washington State Patrol ACCESS certificate level II.

LICENSES AND OTHER REQUIREMENTS:

- Be a citizen of the United States.
- Be at least eighteen (18) years of age.
- Have no record of felony conviction.
- Have no record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm.
- Satisfactorily pass the Sheriff's Office records check and background investigation.
- Maintain a valid driver's license and vehicle insurance coverage.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**

a) Public Hearing:

- 1) To consider declaring certain equipment and miscellaneous used parts are surplus

b) Action Agenda Items:

- 1) Resolution _____ - Declaring *resolution pgs 45-46*
certain equipment and miscellaneous
used parts surplus
- 2) Resolution _____ - Bid award *resolution pg 47*
for CRS-2P and HFE-150 Emulsified
Asphalt
- 3) Resolution _____ - Bid award *resolution pg 48*
for Hot Mix Asphalt for 2014
- 4) Resolution _____ - Bid award *resolution pg 49-50*
for chemical vegetation control
products
- 5) Resolution _____ - Revising *resolution pgs 50-52*
rental rates for equipment owned
by the Equipment Rental and
Revolving fund (Sheriff)

c) Consent Agenda items:

- 1) Resolution _____ - Signing a *resolution pg 53*
Contract to Auction with Ritchie
Bros. Auctioneers, Inc.
- 2) Resolution _____ - Signing a *resolution pg 54*
Auction Sale Agreement with Booker
Auction Company
- 3) Execute letter on behalf of county re:
transfer of franchise, Franchise
343, pursuant to Clause XII of same
(Tesoro Logistics, GP, LLC has
acquired the interests of Chevron
Pipe Line Company, previous named
franchise holder)

- d) Department update and miscellaneous *pg 55*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF DECLARING
CERTAIN EQUIPMENT AND
MISCELLANEOUS USED PARTS
SURPLUS**

RESOLUTION NO.

WHEREAS, the Board of Walla Walla County Commissioners, in accordance with Chapter 36.34 of the Revised Code of Washington, has the authority to sell certain equipment and miscellaneous used parts once declared surplus; and

WHEREAS, a public hearing determining the advisability of surplusizing certain equipment and miscellaneous used parts was held on February 10, 2014; and

WHEREAS, it is in the best interest of the public to declare surplus and dispose of the equipment and miscellaneous used parts listed on Attachment "A", which by this reference is made a part hereof; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that said equipment and miscellaneous used parts are declared surplus.

BE IT FURTHER RESOLVED that the Public Works Department be directed to coordinate sale of said items, and publish notice of such sale as prescribed, which notice will set forth equipment and miscellaneous used parts to be sold herein before generally described, together with the time and place of said sale.

*Passed this 10th day of **February, 2014** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

Attachment "A"

Surplus Equipment - February 2014

- #208 – 2007 Ford Crown Victoria Sedan, VIN – 2FAFP71W37X139705
- #215 – 2007 Dodge Charger Sedan, VIN – 2B3KA43H17H770410
- #225 – 2006 Ford Crown Victoria Sedan, VIN – 2FAFP71WX6X146116
- #649 – 2007 Toyota Prius, VIN – JTDKB20U073252101
- #653 – 2008 Ford Focus Sedan, VIN – 1FAHP335N8W206709
- #1029 – 1980 Ford F350 Flatbed Truck, VIN – F37GPHD6667
- #1036 – 1981 Hi-Way EZ2020 Sander, S/N 69077
- #1095 – 1987 Truck Marmon Boom 12 Ton, VIN – JULEF180J1000088
- #1099 – 1988 Tractor Mower Terrain King Flail Model 6610, S/N – BB45177
- #1121 – 1984 Clark 6000# Forklift, S/N – Y3554335466
- #1173 – 1993 John Deere 410D Backhoe, VIN - T0410DF792199
- #1195 – 1998 Ford 4WD Explorer, VIN - 1FMZU34X1WZB43446
- #1220 – 2000 Ford F450 Bucket Truck, VIN - 1FDXF47F6YEC47600
- #1238 – 1989 Peterbuilt 3800 Water Truck, VIN – 1XPED29X4KD268232
- #1256 – 2004 Beall Pup Trailer, VIN – 1BN1P1539RK10146A
- #1259 – 2005 Caterpillar 140H Grader, License #72429C, S/N – APM01990
- N/A - Pallet of miscellaneous used parts, manuals and miscellaneous survey equipment

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF A BID
AWARD FOR CRS-2P AND
HFE-150 EMULSIFIED
ASPHALT**

RESOLUTION NO.

WHEREAS, as advertised, a bid opening was held on February 3, 2014 for furnishing Walla Walla County with CRS-2P and HFE-150 Emulsified Asphalt from May 5, 2014 through August 28, 2014, and the following bids, including freight, were opened and read publicly:

- | | | | |
|----|---|---------------------|--------------------------------|
| 1) | Idaho Asphalt, Inc.
Post Falls, ID | CRS – 2P
HFE-150 | \$ 565.00/Ton
\$ 545.00/Ton |
| 2) | Western States Asphalt, Inc.
Spokane, WA | CRS - 2P
HFE-150 | \$ 570.00/Ton
\$ 570.00/Ton |
| 3) | Albina Asphalt, Inc
Vancouver, WA | CRS – 2P
HFE-150 | \$ 616.00/Ton
\$ 591.00/Ton |

and,

WHEREAS, Idaho Asphalt, Inc. submitted the lowest responsible bid, now therefore,

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the contract to furnish Walla Walla County with CRS-2P and HFE-150 Emulsified Asphalt be awarded to Idaho Asphalt, Inc.

Passed this 10th day of February, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A BID
AWARD FOR HOT MIX
ASPHALT FOR 2014

RESOLUTION NO.

WHEREAS, as advertised, a bid opening was held on February 3, 2014 for furnishing Walla Walla County with Hot Mix Asphalt from March 31, 2014 through October 30, 2014, and the following bids were opened and read publicly:

- | | |
|--|--|
| 1) A&B Asphalt, Inc.
Milton-Freewater, OR | \$52.25/Ton.....Total Base Bid.....\$313,500 |
| 2) Humbert Asphalt, Inc.
Milton-Freewater, OR | \$64.50/Ton.....Total Base Bid.....\$387,000 |

and;

WHEREAS, the low bid meets the specifications, now therefore,

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the bid to furnish Walla Walla County with Hot Mix Asphalt be awarded to A & B Asphalt, Inc. of Milton-Freewater, Oregon for the total base bid price of \$313,500.00.

Passed this 10th day of February, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF A BID
AWARD FOR CHEMICAL
VEGETATION CONTROL
PRODUCTS**

RESOLUTION NO.

WHEREAS, as advertised, a bid opening was held on February 3, 2014 for furnishing Walla Walla County with Chemical Vegetation Control Products; and

WHEREAS, one bid which has been reviewed and deemed responsive was received from Wilbur-Ellis Company; now therefore

BE IT HEREBY RESOLVED, that the bid be awarded to Wilbur-Ellis Company as described on the attached Exhibit "A" by this Board of Walla Walla County Commissioners, and

BE IT FURTHER RESOLVED that the County reserves the right to purchase any or no quantities at the unit bid price, or to utilize other processes, such as the County vendor's list or purchasing from the state contract.

Passed this 10th day of **February, 2014** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

Exhibit " A "

	ITEM DESCRIPTION	WILBUR/ELLIS
1	CAYUSE PLUS	\$13.50/Gal
2	PERSPECTIVE	\$73.60/LB
3	BROADRANGE	\$31.50/Gal
4	FREQUENCY	\$747.00/Gal
5	METCEL	\$3.95/OZ
6	COMPETITOR	\$32.00/Gal
7	INSIST 90	\$9.50/Gal
8	ESPLANADE	\$1018.28/Gal
9	CROSSHAIR	\$38.00/Gal
10	AQUANEAT	\$19.70/Gal
11	GLYSTAR	\$13.85/Gal
12	SPIKE 80 DF	\$19.00/LB
13	OVERDRIVE	\$33.50/LB
14	SYLTAC	\$31.50/Gal
15	FOUNDATION	\$54.00/Gal
16	MILESTONE	\$299.73/Gal
17	POLARIS	\$63.50/Gal
18	BASECAMP 4	\$13.85/Gal
19	TELAR XP	\$14.15/OZ

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF REVISING
RENTAL RATES FOR
EQUIPMENT OWNED BY THE
EQUIPMENT RENTAL AND
REVOLVING FUND

}

RESOLUTION NO.

WHEREAS, the Equipment Rental and Revolving Fund (ER&R) was established according to the Revised Code of Washington (RCW) to provide a stable and dependable method of owning, maintaining, repairing and replacing County equipment; and

WHEREAS, the County Engineer has determined it is necessary to revise certain equipment usage rates for equipment owned by the Equipment Rental and Revolving Fund to operate the fund as designed; and

WHEREAS, the Board of Walla Walla County Commissioners has reviewed the rates as determined by the County Engineer; and

WHEREAS, the County Engineer will continue to monitor the ER&R Fund and equipment rental rates and recommend revisions as appropriate; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that rental rates for certain equipment owned by the Equipment Rental and Revolving Fund be set as shown on the attached list, effective immediately.

Passed this 10th day of **February, 2014** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington

Attachment "A"

Other Department Vehicle Monthly Rate	Old Rate	Proposed New Rate
Sheriff	\$35,530.47	\$17,830.07

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING
A CONTRACT TO AUCTION
WITH RITCHIE BROS.
AUCTIONEERS INC. }

RESOLUTION NO.

WHEREAS, certain county equipment and miscellaneous used parts have been declared surplus and it is proposed to dispose of said items by way of a public consignment auction; and

WHEREAS, Walla Walla County wishes to enter into a Contract to Auction with Ritchie Bros. Auctioneers Inc. to conduct the auction; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that pursuant to RCW 36.34, Ritchie Bros. Auctioneers Inc. shall conduct the sale of said surplus County property at an auction open to the public, Friday, March 28th, 2014 in Chehalis, Washington.

BE IT FURTHER RESOLVED that, in accordance with RCW 36.34, the County Public Works Department, as the County Treasurer's designee, shall be instructed to prepare and post a "Notice of Sale" for said property.

Passed this 10th day of February, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING AN
AUCTION SALE AGREEMENT
WITH BOOKER AUCTION
COMPANY

RESOLUTION NO.

WHEREAS, certain county equipment and miscellaneous used parts have been declared surplus and it is proposed to dispose of said items by way of a public consignment auction; and

WHEREAS, Walla Walla County wishes to enter into an Auction Sale Agreement with Booker Auction Company to conduct the auction; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that pursuant to RCW 36.34, Booker Auction Company shall conduct the sale of said surplus County property at an auction open to the public, Saturday, March 8th, 2014 in Eltopia, Washington.

BE IT FURTHER RESOLVED that, in accordance with RCW 36.34, the County Public Works Department, as the County Treasurer's designee, shall be instructed to prepare and post a "Notice of Sale" for said property.

Passed this 10th day of February, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

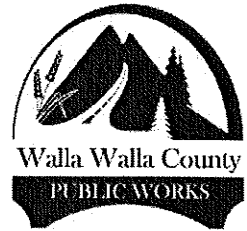
James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington

Walla Walla County Public Works
PO Box 813
Walla Walla, WA 99362



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 6 February 2014

Re: Director's Report for the Week of 3 February 2014

Board Action: 10 February 2014

Hearings:

In the Matter of Declaring Certain Equipment and Miscellaneous Used Parts Surplus

Resolutions:

In the Matter of Declaring Certain Equipment and Miscellaneous Used Parts Surplus

In the Matter of a Bid Award – Emulsified Asphalt

In the Matter of a Bid Award – Hot Mix

In the Matter of a Bid Award – Chemical Vegetation Control Products

In the Matter of Signing a Personal Contract Auction Agreement with Ritchie Brothers

In the Matter of Signing a Personal Property Auction Sale Agreement with Booker Auction Company

In the Matter of Revising Rental Rates for Equipment Owned by the Equipment Rental and Revolving Fund

Miscellaneous:

Execute Letter – Transfer of Franchise 343

ENGINEERING:

- Mill Creek Forest Highways Project: Public information meeting went well with overall support for the project.
- Taumarson Road: Drafting ROW plans.
- Petty Bone Bridge: Acquiring ROW and drafting plans.
- Walter Bridge: Acquiring ROW, minor drafting left to complete.
- Miscellaneous: Working on various grant submittals

MAINTENANCE:

- Conducted monthly Foremen's meeting.
- Working on prospective relocation of fuel station from Touchet to Dell Avenue.
- Crews conducting routine maintenance/snow & ice removal.

ADMINISTRATION:

- Attended Labor Management Committee meeting.
- Attended WWVMPO meeting.

10:45

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Discussion of proposed interlocal agreement to form a Southeast WA Aging and Long Term Care Council of Governments
- c) Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

Draft Agreement pgs 57-63

Draft

SOUTHEAST WASHINGTON AGING AND LONG TERM CARE COUNCIL OF GOVERNMENTS

INTERLOCAL AGREEMENT

The Agreement is intended to be entered into by the Counties of Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, and Yakima, (the parties), pursuant to the provisions of the Interlocal Cooperation Act, Chapter 39.34 RCW. Each individual County Legislative body has reviewed, adopted, and hereby ratifies this Agreement, as indicated by the attached Signature Pages. WHEREAS, the parties have a mutual interest in forming a Council of Governments (COG) to facilitate the organization and operation of an Area Agency on Aging (AAA), designated Planning and Service Area number 9 (PSA 9), and

WHEREAS, the Older Americans Act of 1965, as now and hereafter amended, and Chapter 74.38 RCW provide for the establishment of Area Agencies on Aging within the regional areas within the state, now therefore,

IN CONSIDERATION of the mutual promises and covenants contained herein, the parties agree as follows;

- 1. PURPOSE:** The purpose of this Agreement is to form a Council of Governments (COG), to enable the parties to operate the Southeast Area Agency on Aging (AAA) within Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, and Yakima Counties, to prepare an annual Area Plan for Programs on Aging, and administer grants for programs for older individuals and adults with disabilities. Each party agrees to cooperate in all respects in order to carry out the letter and spirit of this Agreement.
- 2. RIGHTS AND RESPONSIBILITIES OF MEMBER GOVERNMENTS:** In addition to all of the rights and responsibilities granted to member counties under this Agreement and through the Bylaws of the COG, including participation with the committee processes, member counties, and their respective member county governments, have the right and responsibility to determine the level of their county's participation in the governing of the COG.
- 3. ADMINISTRATION:** The parties jointly agree that the Southeast Washington Aging and Long Term Care COG, hereinafter referred to as the COG, shall, as its sole purpose, be the administrative body of the Southeast Washington Area Agency on Aging.

Draft

- A. Membership:** Each Participating Entity shall be represented by one designated member and may assign or appoint an alternate member to serve in the absence of a designated member.
- B. Voting:** Each of the parties shall have an equal vote when the COG is conducting business.
- C. Quorum:** A quorum of the Board shall consist of a total of not less than five (5) of the eight (8) members.
- D. Meetings, Functions & Responsibilities:** Designated members of the COG shall be elected County Commissioners from each their respective counties. The COG shall establish a meeting schedule and meeting locations in its bylaws. The COG shall also promulgate bylaws governing the matters such as meeting format, quorum, voting, officers and other objectives as set forth in this Agreement.

- 4. FISCAL MANAGEMENT:** The COG shall ensure that itemized and detailed records are maintained, covering (a) aging program revenues received from whatever source for financial maintenance of the COG and all programs there under and (b) all expenditures incurred pursuant to adopted programs budgets. The COG shall conform to all fiscal requirements established by State or Federal law, including annual financial audits by the State Auditor's Office.

The COG shall maintain the existing State method for allocating program funds within the PSA. A quorum of designated members may amend this method through the voting protocols established in its bylaws but only for surplus allocated funds that will not be spent in a member county.

No member county or the state shall impose financial assessments to other counties for the purpose of supplanting or supplementing prior financial commitments. Any such action shall trigger dissolution of the Interlocal Agreement.

- 5. CONTRACTS:** The COG may contract generally and is authorized to enter into agreements with government agencies, private organizations and/or individuals, consistent with its purpose.

The COG delegates signing authority to the Director for contracts not exceeding \$25,000 and authorizes the Director to amend or modify existing contracts as necessary to comply with changes in requirements as mandated by county, state or federal policy/law.

The COG delegates the Executive Committee the ability to enter into contracts over \$25,000 and not exceeding \$100,000. The Executive Committee shall meet at regularly scheduled meetings, or via special meetings in compliance with RCW 42.30 et. seq. The Executive Committee membership shall have the ability to participate in the meetings held via GOTO

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meetings software, with traditional public notice and access to these meetings and the GOTO conference at the ALTC Administrative office provided that at least one Executive Committee member is physically present to conduct the meeting.

The execution of Contracts over \$100,000.00 consideration shall require approval from a quorum of the designated members at each regular meeting or special meeting. In the event for the need for execution of a contract over \$100,000, prior to the next regular meeting, a majority vote of the board membership held via telephone or via GOTO meeting software shall authorize the Director to execute such contract on behalf of the COG. Such contract shall then be placed on a Consent Agenda at the next regular meeting of the designated members.

All contracts, leases and personal property shall be fully assumed by the COG on the effective date of this Agreement. Yakima County shall have no ownership, control or contractual liability as the former lead governmental sponsor of the Southeast ALTC.

- 6. INSURANCE, LIABILITY AND INDEMNIFICATION:** The COG will maintain liability insurance in the amount of a minimum of ten (10) million dollars per occurrence and ten (\$10) million dollars annual aggregate. Insurance coverage shall include coverage for personal injury, bodily injury, property damage, and contractual liability. The insurance provider shall be licensed in the State of Washington. The COG shall indemnify, protect, and hold the member counties harmless from and against all claims, injuries, damages, losses or suits including attorney fees arising from any negligent or intentional act or omission of the COG, its board members, directors, officers, and employees, agents and/or authorized subcontractor(s) which performing its duties under this agreement. In the event that such liability is not covered by the insurance, and/or exceeds the coverage amount, all counties participating as members of the COG shall be jointly and severally liable for any liability which may arise as a result of the operation of the COG.

Each member county shall hold harmless, indemnify and defend the COG, each and every other member county, their respective officers, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including reasonable costs and attorney's fees in defense thereof, for injury, sickness, disability, or death to persons or damage to property or business, caused by or arising out of that party's errors or omissions in the performance of this Agreement, provided that party's obligation hereunder shall not extend to injury, sickness, death or damage caused by or arising out of or attributable to the negligence of another party(ies), or another party's(ies) officers, officials, employees or agents.

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7. NONDISCRIMINATION: Each party and their respective representatives and employees agree that they shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, gender, sexual orientation, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (RCW Chapter 49.60) or the Americans with Disabilities Act (42 USC 12101 et seq). In the event that any participating government violates this provision, COG may terminate this Agreement immediately and bar the respective participating government and/or employee from performing any services for COG in the future.

8. PERSONNEL: The COG shall appoint and oversee, including all employment related issues, the Director for the Southeast Washington AAA. Recruiting, hiring and all other employment related issues of all other staff shall be the responsibility of the Director. All Southeast Washington AAA staff shall be considered employees of the COG. Nothing herein contained shall be construed to create a relationship of employer-employee between any member county and COG staff and member counties shall be neither liable nor obligated to pay COG staff sick leave, vacation pay, insurance, retirement or any other benefit of employment not to pay any social security or other tax which may arise as an incident of employment.

The COG shall grandfather all current employees and honor existing labor agreements as of the effective date of this agreement. The COG shall determine personnel guidelines, job descriptions, salary schedules and employee benefits as necessitated by changing requirements by the state or federal governments.

The Director is responsible for keeping a public record of all transactions, findings and determinations of the Council. The Director shall prepare the agenda of each meeting for approval of the Council, provide notice of meetings to members, arrange and prepare legal notices of hearings, attend to the correspondence of the Council and to such other duties as are normally carried out by the Director. The Director may appoint a designee for these purposes. The Director is a non-voting member.

9. POWERS: The COG shall approve an Area Plan for programs serving older individuals and adults with disabilities, establish a budget for funds appropriated by the state for administering the COG, contract for goods and services, expend funds for necessary services identified in the Area Plan, and any other powers expressly granted by the enabling legislation referred to heretofore in this agreement.

10. ADVISORY COUNCIL: The COG shall recognize the composition of the current Southeast AAA Advisory Council existing as of the effective date of the Agreement. All members of the Advisory Council shall be invited to continue in that capacity for the duration of existing

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terms. The COG shall address in its bylaws the process for filling vacancies on the Advisory Council. Advisory Council membership and protocol shall be developed in compliance with the Aging and Disability Services Policies and Procedures Manual for AAA Operations, Chapter 4. The Advisory Council shall seek members from the community who are younger adults with disabilities who would be eligible for programs of the COG.

- 11. TERMINATION:** Any county wishing to withdraw from the COG may do so by giving one hundred-eighty days written notice to the other parties. The COG through a majority vote of a quorum of the designated members may terminate this Agreement in the event expected or actual funding from federal, state or other sources are withdrawn or substantially reduced in such a fashion as to make the continued operation of the COG not feasible. In such case, termination shall be effective upon notice of the termination.
- 12. PROPERTY DISPOSAL:** A party withdrawing from the COG shall not be entitled to retain property acquired by the COG. In the event of termination of the Agreement all property acquired by the COG which is not required to be returned to the State shall be disbursed to the COG members based on their population.
- 13. AMENDMENT:** This Agreement may be amended by written agreement of all of the parties.
- 14. DURATION:** This Agreement shall become effective on the date of last signature of the majority of the parties hereto and shall remain in effect until five years from January 1, 2015, unless terminated pursuant to Section 11 herein.
- 15. COUNTERPARTS:** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.
- 16. FILING:** Executed copies of the Agreement shall be filed or posted online as required by Section 39.34.040 and .050 of the Revised Code of Washington prior to this Agreement becoming effective.
- 17. NON-DELEGATION/NON-ASSIGNMENT:** No party may delegate the performance of any contractual obligation, to a third party, unless mutually agreed upon in writing. Neither party may assign this Agreement without the written consent of the other party.

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18. SEVERABILITY: Any provision of this Agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or enforcement of such provisions.

19. APPLICATION & FORMATION OF NON-PROFIT CORPORATION: The Designated members of the COG agree that if a majority membership of the COG agrees to move and attempt to form a non-profit public corporation, the Director shall be directed to take all reasonable steps to attempt to form a non-profit public corporation as defined in RCW 24.03 et. seq., including but not limited to filing of Articles of Incorporation with the Washington State Secretary of State with the intent of issuance of a Certificate of Incorporation by the Secretary of State. The potential non-profit public corporation shall be governed by of the same by-laws and contract terms that establish this COG agreement, and the Board of Directors of the non-profit public corporation shall be made of the same Board of Directors as the COG.

20. INTENT TO TRANSFER COG RESPONSIBILITY TO NON-PROFIT CORPORATION: The Designated members of the COG agree if application for the creation of a non-profit entity is approved by the Washington State Secretary of State's Office, as evidenced by issuance of a Certificate of Incorporation and filing of Articles of Incorporation with the Secretary of State, and by Washington State Department of Health and Human Services for approval as an AAA entity, that all assets, personnel and by-laws of this COG shall be transferred to the non-profit entity. The parties further agree that the non-profit entity shall be designated by the COG to operate the Southeast Area Agency on Aging (AAA) within Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, and Yakima Counties, to prepare an annual Area Plan for Programs on Aging, and administer grants for programs for older individuals and adults with disabilities.

21. EFFECT OF FORMATION OF NON-PROFIT CORPORATION: TERMINATION OF COG: The Designated members of the COG agree that if the conditions are met as described in section 20 of this agreement, that the COG formed shall terminate and all rights and responsibilities of the COG shall be transferred to the non-profit corporation to serve and operate the Southeast Area Agency on Aging (AAA) within Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, and Yakima Counties, to prepare an annual Area Plan for Programs on Aging, and administer grants for programs for older individuals and adults with disabilities.

22. EFFECT OF DENIAL OF APPLICATION FOR NON-PROFIT CORPORATION: The parties to this agreement agree that in the event of denial of AAA status application by Washington State DSHS, and/or denial of non-profit corporation status by the Washington State

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Department of Secretary of State, that it shall operate as a COG for purposes of administration of the above services within Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, and Yakima Counties, to prepare an annual Area Plan for Programs on Aging, and administer grants for programs for older individuals and adults with disabilities.

23. EFFECT OF LESS THAN ALL NAMED COUNTIES PARTICIPATING: The parties to this agreement agree that in the event of less than all eight (8) named counties agree to execute this agreement that this agreement shall be effective as to the Counties who chose to participate in this agreement and execute said agreement.

24. EXECUTION OF MULTIPLE ORIGINAL COUNTERPARTS: This agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the Participating Jurisdictions. In the event that fewer than all named parties execute this agreement, the agreement, once recorded as specified in Section 16 shall be effective as between the parties that have executed the agreement to the same extent as if no other parties had been named.

11:00

PERSONNEL/RISK MANAGER

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

11:15

COUNTY COMMISSIONERS

- a) Miscellaneous or unfinished business
to come before the Board

(PLEASE NOTE: The county commissioners will be participating in the annual review and tour of various county road projects with the county engineer from approximately 11:30 a.m. to 3:00 p.m.)

- A D J O U R N -

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.

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