

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, FEBRUARY 24, 2014**

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**(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 18 and 19, 2014
  - 2) Resolution \_\_\_\_\_ - Reappointment to the County Planning Commission (Newcomb)

**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A  
REAPPOINTMENT TO THE  
WALLA WALLA COUNTY  
PLANNING COMMISSION

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RESOLUTION NO.

**WHEREAS**, pursuant to Walla Walla County Resolution No. 10 046, Linda Newcomb was reappointed to the Walla Walla County Planning Commission, said term of appointment to expire March 1, 2014; and

**WHEREAS**, Ms. Newcomb is willing to accept reappointment to serve on said Commission; and

**WHEREAS**, terms of the appointment to the Planning Commission are for four years, and for consistency, all terms are established to begin and end on March 1; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that Linda Newcomb shall be reappointed to the Walla Walla County Planning Commission, with term of reappointment to be effective as of March 1, 2014 and to terminate on March 1, 2018.

*"Passed this **24th 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):**

- 3) County warrants as follows: 4150077 through 4150122, totaling \$180,926.42; \_\_\_\_\_ in the amount of \_\_\_\_\_ (final 2013 Budget expenditures); 4149832 through 4150076, totaling \$786,058.96 (2014 Budget expenditures); and \_\_\_\_\_ through \_\_\_\_\_ totaling \$\_\_\_\_\_ (ER&R)
- 4) Payroll action and other forms requiring Board approval

**e) Action Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Considering declaring certain county property as surplus and disposing of same and setting a public hearing (pursuant to RCW 36.34) (continued from February 18, 2014)
- f) Miscellaneous business to come before the Board
- g) Review reports and correspondence; hear committee and meeting reports
- h) Review of constituent concerns/possible updates re: past concerns

**BOARD OF COUNTY COMMISSIONERS**  
**WALLA WALLA COUNTY, WASHINGTON**

IN THE MATTER OF  
CONSIDERING DECLARING  
CERTAIN COUNTY PROPERTY AS  
SURPLUS AND DISPOSING OF  
SAME AND SETTING A PUBLIC  
HEARING (PURSUANT TO RCW  
36.34)

RESOLUTION NO.

**WHEREAS**, Washington State requires all counties to provide E911 services throughout their jurisdictions; and

**WHEREAS**, RCW Chapter 39.34 authorizes local governmental units to enter into Interlocal Agreements; and

**WHEREAS**, pursuant an Amendment Agreement for the Establishment and Operation of an E911 Public Safety Answering Point executed in 2004, the City of Walla Walla has been providing E911 and dispatching services for Walla Walla; and

**WHEREAS**, the above agreement provides that the City shall purchase and retain custody of equipment and other items related to E911 services, but that title shall remain with the County; and

**WHEREAS**, said agreement also provides that the County shall make available to the City all other funds received by the County for any source which are to be dedicated to emergency dispatching services; and

**WHEREAS**, pursuant to a letter dated February 4, 2014 with attachments, the Board of County Commissioners of Walla Walla County has received from the Walla Walla City-County Dispatch (aka Walla Walla Emergency Services Communication Center or WESCOM), a City of Walla Walla department under the supervision of Chief of Police Scott Bieber and Public Safety Communications Manager Steve Ruley, a listing of equipment deemed surplus to E911 service needs; and

**WHEREAS**, pursuant to RCW 36.34.020, the County is not required to hold a public hearing when selling property to another government agency; and

**WHEREAS**, Chief Bieber has advised that, pursuant to RCW 36.34.130, other governmental agencies as follows: Oregon State Department of Transportation, Wireless Communication Section; Benton County, Washington; Franklin County, Washington; and Walla Walla County Emergency Management Department wish to acquire certain of the surplus equipment; and

**WHEREAS**, based on the recommendation of Chief Bieber, the prices to be paid for the items on Exhibit A, B, and C represent fair market value; and

**WHEREAS**, the above-referenced listing provides for certain items to be retained by the County as "spares" to be utilized in case of need; now therefore



**BE IT HEREBY RESOLVED** by this Board of County Commissioners that the City of Walla Walla, through the auspices of WESCOM and as outlined in the letter of February 4, 2014, be authorized to proceed with the disposal of items to the above-referenced governmental agencies as listed on the attached exhibits (Letter from Oregon Department of Transportation, Wireless Communication Section, letter dated February 3, 2014 with attachment – Exhibit A; Trade to Benton County – Exhibit B; Trade to Franklin County – Exhibit C; and To Walla Walla County Emergency Management Department – Exhibit D), which are by this reference made a part hereof.

**BE IT FURTHER RESOLVED** that proceeds from the disposal of the items listed on Exhibits A, B, and C shall be made available to WESCOM, through the special revenue fund maintained by the City for the receipt of all monies related to the E911 Public Safety Answering Point (City-County Dispatch) operation, as provided for in the above-referenced governing agreement.

**BE IT FURTHER RESOLVED** by this Board of Walla Walla County Commissioners, as the county legislative authority, that they shall approve the transfer of items listed on Exhibit D to Walla Walla County Emergency Management Department (EMD) without cost, in recognition of the mutual benefits of the use of those items for emergency operations purposes to each EMD member jurisdiction and all citizens of the county.

**BE IT FURTHER RESOLVED** that the items to be retained by the County as “spares” to be used in case of need, and as identified as “SPARES TO BE RETAINED AS COUNTY-OWNED PROPERTY” – Exhibit E, shall be retained as County-owned property.

**BE IT FURTHER RESOLVED** that for the remaining items proposed for surplus declaration, which are as outlined on the attached list and identified as “SURPLUS” – Exhibit F, pursuant to RCW 36.34, the Board of County Commissioners is required to set a date of public hearing to consider testimony for and against disposing of any County property; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the date of Monday, March 10, 2014, at the hour of 9:30 a.m. or as close thereto as possible, be set for a public hearing to consider declaring said property as listed on the attached Exhibit F as surplus and disposing of same, said hearing to be held in the County Commissioners’ meeting room, 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 Walla Walla County Commissioners shall give notice of said hearing in the manner prescribed by law.

*“Passed this **24th 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:

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Connie R. Vinti, Clerk of the Board

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James K. Johnson, Chairman, District 1

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Perry L. Dozier, Commissioner, District 2

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Gregory A. Tompkins, Commissioner, District 3

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

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# Oregon

## Department of Transportation Wireless Communication Section

455 Airport Road SE Building C  
Salem, Oregon 97301-5395  
Telephone (503) 986-2897  
Fax (503) 986-2899

February 3, 2014

Deborah Minter  
Walla Walla City-County Dispatch  
15 North 3<sup>rd</sup> Avenue  
Walla Walla, WA 99362-1964

In accordance with OAR 125-246-0170 the State of Oregon, by and through its Department of Transportation (ODOT), may purchase used property or equipment without competitive bidding and without obtaining quotes. ODOT is willing to purchase from Walla Walla City-Dispatch (WESCOM) their surplus Quasi Sync I equipment and two controllers, as shown on attached inventory list, for \$4,900 (four thousand nine hundred dollars and no/100) and include Four (4) Motorola P25 Motorola XTL 5000 mobile Radios.

ODOT will accept the surplus equipment in an "AS-IS" condition and without warranty from WESCOM. ODOT does not warrant the condition of the four (4) mobile radios and will be accepted by WESCOM in an "AS-IS" condition. Each party, at their expense, will coordinate for the transfer and pick up of the equipment.

Should WESCOM be agreeable to the State's proposal, please sign the letter and return to my attention. Upon receipt of acceptance, ODOT will remit payment within 45 days.

If you have any questions, please contact me at 503-986-2896

Sincerely,

Robert L. Reish  
ODOT Wireless Communication Section Manager

Accepted on behalf of Walla Walla City- County Dispatch:

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Name and Title

## Exhibit A - Oregon Department of Transportation

Quantity	Manufacturer	Model Number	Description	Serial Number	Location
1	Quasi-Sync Extension Card IPN: 220-01560-01 (Tait QSI extender card T805-05)	220-01560-01	unknown	Dispatch Pub Ed Room	Dispatch Pub Ed Rm
1	QSI control module 1	960524	unknown	Dispatch Pub Ed	Wallula
1	QSI control module 2	973066	unknown	N/A	Wallula
1	QSI control module 3	966842	unknown	N/A	Wallula
1	QSI control module 1	Using as Book shelf	unknown	N/A	Coppei
1	QSI control module 2	Using as Book shelf	unknown	N/A	Coppei
1	QSI control module 3	Using as Book shelf	unknown	N/A	Coppei
1	QSI control module 1	960521	unknown	N/A	Eureka
1	QSI control module 2	960526	unknown	N/A	Eureka
1	QSI control module 3	972024	unknown	N/A	Eureka
1	TSGM (quasi sync 1) Tait	122360	unknown	N/A	Dispatch Pub Ed Rm
1	TSGM card (for old QSI system) Tait	unknown	unknown	N/A	Dispatch Pub Ed
1	LEM card (for old Tait QSI system)	unknown	unknown	N/A	Dispatch Pub Ed
1	Ericsson	SXHM01	Equipment cabinet	1726917	
1	Ericsson	SXHM01	Equipment cabinet	1726918	
1	Stealth Computer		Controller	STL0509SR10884	
1	Tait	T908-04	Shelf/Backplane	999290	
1	Tait	T908-04	Shelf/Backplane	999291	
1	Tait	T908-04	Shelf/Backplane	999292	
1	Tait	T908-04	Shelf/Backplane	13129842	
1	Tait	T908-04	Shelf/Backplane	13122171	
1	Tait	T908-04	Shelf/Backplane	13128246	
1	Tait		T800 Power Supply		
1	Tait		T800 II Slimline training TX/RX		
1	Tait	T805-02 ASP card	AIM/ARM	13117658	
1	Tait	T805-02 ASP card	ARM/ARM	NA	
1	Tait	T805-02 ASP card	AIM/ARM	13122122	
1	Tait	T805-02 ASP card	AIM/ARM	13117656	
1	Tait	T805-02 ASP card	AIM/ARM	959243	

**Exhibit A - Oregon Department of Transportation**

[illegible]

# Exhibit A - Oregon Department of Transportation

Quantity	Manufacturer	Model Number	Description	Serial Number	Location
1 Tait		NA	Quai Sunc IU Interface PCB	NA	
1 Tait		NA	GE Master III Transformer Board	NA	
1 Tait		NA	GE Master III Transformer Board	NA	
1 Tait		NA	GE Master III Transformer Board	NA	
1 Tait		NA	GE Master III Transformer Board	NA	
1 Tait		NA	GE Master III Transformer Board	NA	
1 Tait		NA	GE Master III Transformer Board	NA	
1 Tait		NA	GE Master III Transformer Board	NA	
1 Tait		NA	GE Master III Transformer Board	NA	
1 Tait			Audio Signal Processor Shelf	13122182	
1 Tait			Audio Signal Processor Shelf	13105240	
1 Tait			Audio Signal Processor Shelf	13122099	
1 Tait			Audio Signal Processor Shelf	13122181	
1 Tait			Audio Signal Processor Shelf	960525	
1 Tait			Audio Signal Processor Shelf	973068	
1 Tait			Audio Signal Processor Shelf	13122099	
1 Tait			Audio Signal Processor Shelf	13138443	

# Exhibit A - Oregon Department of Transportation

Quantity	Manufacturer	Model Number	Description	Serial Number	Location
1	Tait		Audio Signal Processor Shelf	NA	
1	Tait	T805-02 ASP card	LEM	13083649	
1	Tait	T805-02 ASP card	LEM	13134555	
1	Tait	T805-02 ASP card	LEM	13130116	
1	Tait	T805-02 ASP card	LEM	122338	
1	Tait	T805-02 ASP card	LEM	122334	
1	Tait	T805-02 ASP card	LEM	122336	
1	Tait	T805-02 ASP card	LEM	122331	
1	Tait	T805-02 ASP card	LEM	122344	
1	Tait	T805-02 ASP card	LEM	122345	
1	Tait	T805-02 ASP card	LEM	122318	
1	Tait	T805-02 ASP card	LEM	122349	
1	Tait	T805-02 ASP card	LEM	122350	
1	Tait	T805-02 ASP card	LEM	13130115	
1	Tait	T805-02 ASP card	TSGM	122360	
1	Tait	T805-02 ASP card	TSGM	13134890	
1	Tait	T805-02 ASP card	TSGM	122354	
1	Tait	T805-02 ASP card	TSGM	122357	
1	Tait	T805-02 ASP card	TSGM	122355	
1	Dell	Optiplex computer	invoice E25536, Asset tag 05094		

## Exhibit B - Trade to Benton County

Quantity	Manufacturer	Model Number	Serial Number	Location
1	Master III power amp	19D902797G21	unknown	Dispatch Pub Ed Rm
1	Master III power amp	19D902797G21	unknown	Dispatch Pub Ed
1	Master III radio- Fire (currently modified to operate under narrowband configuration as required by mandate	9831587	unknown	Coppei
1	Master III radio- Law	No Serial Number	unknown	Coppei
1	Master III broken unit 19D902797G21 AN-20998 (power amp???)	19D902797G21 AN-20998	unknown	Dispatch Pub Ed Rm
1	Master III power amp	19D902797G1	unknown	Eureka
1	Master III power amp	19D902797G21	unknown	Eureka
1	Master III radio- Fire (currently modified to operate under narrowband configuration as required by mandate	98340342	unknown	Eureka
1	Master III radio- Law (currently modified to operate under narrowband configuration as required by mandate	98431581	unknown	Eureka
1	Master III power amp	19D902797G21	unknown	Jail
1	Master III power amp	19D902797G21	unknown	Jail
1	Master III radio- Fire	Unknown	unknown	Jail
1	Master III radio- Law (currently modified to operate under narrowband configuration as required by mandate	98431592	unknown	Jail
1	Master III radio- Law/FIRE Rx only (currently modified to operate under narrowband configuration as required by mandate	98492449	unknown	Pikes Peak
1	Ericsson Master III receiver, ACE-IT 050499 in tall cabinet	SRHN01	1682907	Salt Room
1	Ericsson Master III receiver, ACE-IT 051920 in tall cabinet	SRHN01	1742557	Salt Room
1	Master III receiver 163.000 MHz	SRHN01	1602908	Salt Room
1	Master III receiver 163.000 MHz (not configured for narrowband operation	covered	covered	Salt Room
1	Master III power amp	19D902797G1	unknown	Wallula
1	Master III power amp	19D902797G21	unknown	Wallula
1	Master III radio- Fire (currently modified to operate under narrowband configuration as required by mandate	98462085	unknown	Wallula

**Exhibit B - Trade to Benton County**

<b>Quantity</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Serial Number</b>	<b>Location</b>
1	Master III radio- Law (currently modified to operate under narrowband configuration as required by mandate	98431588	unknown	Wallula
1	Mastrill receiver-Law/Fire RX only SRHN01 (currently modified to operate under narrowband configuration as required by mandate	98492448	1727192	WWFD Station 2
1	System module for Law RX155.685	unknown	unknown	WWPD Telecom Rm



**Exhibit C - Trade to Franklin County**

<b>Quantity</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Description</b>	<b>Serial Number</b>
1	Glenayre Lynx SC2 2.4GHz microwave (one end), frequency 2430/2473 MHz	Lynx SC2	99-14635/2	Dispatch Pub Ed Room
1	Glenayre Lynx SC2 2.4GHz microwave (one end), frequency 2473/2430 MHz	Lynx SC2	#99-14650/2	Dispatch Pub Ed
1	Microwave dish 2.4 GHz by Gabriel Electronics	SSP2-23	59545	Dispatch Pub Ed Rm
3	Boards model SD-102723 and SD-102725 (Michael Namcheck wants loop shelves)			

Exhibit D - To Walla Walla County Emergency Management Department				
Excess Equipment		Model	Serial No	Location
1	Motorola Quantar - Common (currently modified to operate under narrowband configuration as required by mandate	509CDP0239	unknown	Coppei
1	empty GE box	N/A	N/A	Dispatch Pub Ed
1	Motorola Quantar - Common (currently modified to operate under narrowband configuration as required by mandate	509CDP0240	unknown	Wallula
2	Empty Quantar Motorola Boxes	N/A	N/A	Dispatch Pub Ed

# EXHIBIT E - SPARES TO BE RETAINED AS COUNTY-OWNED PROPERTY

Excess Equipment		Model	Serial No	Location
1	Motorola Spectra	SD#0034780	221AZJ0014	Dispatch Pub Ed Rm
1	Motorola Spectra scanner	ML N6432C	unknown	Dispatch Pub Ed Rm
1	db Products receive multicoupler,, 148-174 MHz, 160.00 MHz	DB8208-100W	D15115-1-1	Dispatch Pub Ed Rm
4	Harris MA-305C units	MA-305C	120924083, and 120924082, and 120924081, and 120924080	Dispatch Pub Ed Rm
4	Harris VF-25 cards	VF-25	serial #120924087, and 120924086, and 120924085, and 120924084	Dispatch Pub Ed Rm
1	Intraplex channel bank 100-240V	unknown	990120039	Dispatch Pub Ed Rm
1	M12 card 101-109690 (card for MUX shelf)	M12 card 101-109690	unknown	Dispatch Pub Ed Rm
3	Motorola hand microphones	HMMN1052A	N/A	Dispatch Pub Ed Rm
3	Motorola speakers	HGN6001B	N/A	Dispatch Pub Ed Rm
1	Spectracom GPB9183 Masterclock	9183	1282	Dispatch Pub Ed Rm
1	Spectracom Time Server 9388, model 9388 Top Assy	9388	00822	Dispatch Pub Ed Rm
1	Spectracom Timeview 400, (new in box)	TV400W	4270	Dispatch Pub Ed Rm
1	Motorola Quantar - Common (currently modified to operate under narrowband configuration as required by mandate	509CGD2151	unknown	Eureka

# EXHIBIT E - SPARES TO BE RETAINED AS COUNTY-OWNED PROPERTY

Excess Equipment				Model	Serial No	Location
	Motorola Quantar - Common (currently modified to operate under narrowband configuration as required by mandate)			509CDP0241	unknown	Jail
1	Tripplite Circuit Protectors			Unknown	unknown	Jail
	Motorola Quantar - Common (currently modified to operate under narrowband configuration as required by mandate)				unknown	
1	7 foot RFS dish (came off Jail)			N/A	N/A	Pikes Peak Salt Room
	CD with Harris Intraplex manual library & Intra Guide Software Library			Version 3.3; Intra Guide V3.3	N/A	Salt Room
1	Decibal combiner			DB4002B	978189	Salt Room
1	Sinclair duplexer			Q2330E	CC 0022887	Salt Room
1	Sinclair duplexer			Q2330E	CC 0022887-1-2	Salt Room
1	Sinclair duplexer			Q2330E	CC 0022887-1-4	Salt Room
1	Sinclair duplexer			Q2330E	CC22654-1-3	Salt Room
1	Sinclair duplexer			Q2330E	CC22887-1-6	Salt Room
1	Sinclair filter duplexer			T150-4E	8455-22	Salt Room
1	Sinclair unit			L-150-1Q7	3424-4720/7-2	Salt Room
1	Sinclair unit			FQ20107*3	901078-2	Salt Room
1	Telewave duplexer			TPRD-1546C	14140	Salt Room
1	Telewave duplexer receiver; 163.0000 MHz			TPRD-1556	14141	Salt Room
1	1.5 spools of antenna wire on spool			N/A	N/A	Wallula
	Astron battery input/output 37 amps					WWFD
1	continuous			unknown	201207003	Station 2
	Motorola Quantar T5365A (RX: 154.025 Common)			225CXB0174	CAEWY107SW	WWFD Station 2
	Motorola Quantar power amplifier, exciter, power supply, control & receiver cards (old TAC4 RX 154.025 PL:173.8)			unknown	CAEWY10F90	WWPD Telecom Rm

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## EXHIBIT E - SPARES TO BE RETAINED AS COUNTY-OWNED PROPERTY

Excess Equipment				Model	Serial No	Location
	Power supply (for old Harris microwave)					
1	Intraplex, E9-13 94 volt Board PT. No.9907-1813 RevA			990120047 Rev A2	unknown	Dispatch Pub Ed Rm
	Intraplex Microwave power supply EP-13, 94					Dispatch Pub Ed Rm
1	volt board PT #9607-1813 Rev A			EP-13	unknown	Ed Rm
1	18 foot antenna (old LERN/WW/PD antenna)			N/A	N/A	Salt Room
1	22 foot antenna (old City Hall antenna)			N/A	N/A	Salt Room
1	Erickson Rack Cabinet			Using as Book shelf	unknown	Coppei
1	(2) 60 Amp - 250 volt fuse assemblies			N/A	unknown	Coppei
2	Empty Quantar Motorola boxes			N/A	N/A	Dispatch Pub Ed Rm
1	Ericsson cabinet (with Mastril covers), mostly empty box			VRA02	1729055	Dispatch Pub Ed Rm

# EXHIBIT F - SURPLUS

Excess Equipment		Model	Serial No	Location
	ECL Data/Clock interface card SD-108577 Option 001 Harris Farinon model SD-107407-M4	SD-108577 Option 001		Dispatch Pub Ed Room
3	Extender card for GE voter shelf	19D413923	N/A	Dispatch Pub Ed Rm
1	Harris 6 GHz power amplifier	M2 SD-109070	3603	Dispatch Pub Ed Rm
1	Harris Farinon M2X SD-106012-M4 card	M2X SD-106012-M4	unknown	Dispatch Pub Ed Rm
1	M2X 104-106012-003 (card for MUX shelf)	M2X 104-106012-003	unknown	Dispatch Pub Ed Rm
1	Motorola Mitrek link radio (old 622 in City Hall)	L44JB1106C	447HNY0173	Dispatch Pub Ed Rm
2	(2) 60 Amp - 250 volt fuse assemblies	N/A	unknown	Eureka
1	Erickson Rack Cabinet	1726915	unknown	Eureka
1	Erickson Rack Cabinet	1726916	unknown	Eureka
1	RCVR Multi - UPS	163575U	unknown	Eureka
1	60 Amp - 250 volt fuse assemblies	N/A	unknown	Jail
1	Dell Optiplex 780 computer for QS1 system	Optiplex 780	unknown	Jail
1	Harris voting receiver eq. in Ericsson Cabinet	Unknown	unknown	Jail
1	Channel bank card holder	Unknown	unknown	Pikes Peak
1	Dish by Globel Electronics, 3 foot wide	SSTP2-23	59546	Salt Room
1	DS-1 Jackfield	SD-19323	V0521541	Salt Room
1	empty cabinet without doors/covers	N/A	N/A	Salt Room
1	Ericsson base station with cabinet	SXUMCX	1788414	Salt Room
4	Four long metal units with modem interface assembly (two SD-112544 option 001 cards per box)	SD-112544 Option 001	unknown	Salt Room
2	Harris 6 GHz power amps	SD-109070-002	unknown	Salt Room
1	Harris DVA Remote Term	SD-107822-M2 option 001	unknown	Salt Room
1	Harris DVS II Backplane	SD-107660 option 001	unknown	Salt Room
1	Harris DVS II Backplane VersaTility (MUX-deMUX)	SD-107660 option 001	unknown	Salt Room
1	Harris power amp, 6 GHz	SD-109070	0172A	Salt Room
1	Harris unit	SD-106565	unknown	Salt Room
1	Harris unit	SD-106565 option 001	U0536102	Salt Room

# EXHIBIT F - SURPLUS

Excess Equipment			
	Model	Serial No	Location
1 Harris unit	SD-106565 option 001	U0536103	Salt Room
1 Harris unit	SD-106565 option 001	U0536108	Salt Room
1 Harris unit	SD-106565 option 001	U0536121	Salt Room
1 Harris unit	unknown	4564	Salt Room
1 Harris unit	unknown	0449A	Salt Room
2 Harris units	SD-106565	unknown	Salt Room
1 Harris VersaTility (short cabinet) with cards	unknown	unknown	Salt Room
1 Harris VersaTility (short cabinet) with cards	unknown	unknown	Salt Room
Harris VersaTility cabinet with cards (card SD-106015-M2 in front door, two SD-106018-M2 cards, and ten narrow cards, slot 13 empty)	unknown	unknown	Salt Room
1 Harris VersaTility cabinet with MUX motherboard (short cabinet)	SD-108169-M3	unknown	Salt Room
1 Harris VersaTility DVA	SD-107822	unknown	Salt Room
1 Harris VersaTility DVA	SD-107822-M2 option 001	unknown	Salt Room
1 Harris VersaTility DVA remote terminal	SD-107822-M2	unknown	Salt Room
Harris VersaTility DVS II Backplane (MUX-deMUX)	SD-107660 option 001	unknown	Salt Room
1 Harris VersaTility DVSII	SD-107660	unknown	Salt Room
1 Harris VersaTility DVSII backplane	SD-107660	unknown	Salt Room
2 Harris VersaTility short cabinet DBTX backplane	SD-109035-M2	unknown	Salt Room
Harris VersaTility SHORT cabinet with cards (card SD-106015-M2 in front door, two SD-106018-M2 cards, and ten narrow cards, slot 13 empty)	unknown	unknown	Salt Room
Long open cabinet with two 6GHz power amps (SD-109070-002), and two DVM6-12T units, and two power supplies (SD-107384-001), and one modem interface assembly (SD-108028)	see description for various	984377A1-A1 and 984377A1-A2 (for two DVM6-12T units)	Salt Room
2 Modem interface assemblies	SD-112544 Option 001	unknown	Salt Room
1 Motorola Quantar (empty box)	N/A	N/A	Salt Room
1 Open cabinet with two 6 GHz power amps	SD-109070	unknown	Salt Room
1 Power supply 40 amp -250 volt	covered	covered	Salt Room
1 Power supply 40 amp -250 volt	N/A	N/A	Salt Room
1 system module	covered	covered	Salt Room
1 System module (rack mounted, info hidden)	covered	covered	Salt Room

# EXHIBIT F - SURPLUS

Excess Equipment				Model	Serial No	Location
1	System module commercial power supply 60Hz-7 amp		unknown	unknown		Salt Room
1	Tall cabinet with Harris Fuse and alarm panel		SD-107059	unknown		Salt Room
1	TB1 modem interface assembly		SD-108028 Option 001	unknown		Salt Room
1	Transmitter-receiver		DVM6-AT	994095A1-A1		Salt Room
1	Transmitter-receiver		DVM6-AT	994095A1-B1		Salt Room
2	Two long cabinets with two 6 GHz power amps SD-109070-002 and pair modem interface assembly cards SD-112544		SD-109070-002 and SD-112544	unknown		Salt Room
1	unit		DVM6-12T	984377B1-A1		Salt Room
1	unit		DVM6-12T	984377B1-A2		Salt Room
1	Zetron Z-patch		45B	N/A		Salt Room
2	60 Amp - 250 volt fuse assemblies		N/A	unknown		Wallula
1	Erickson Rack Cabinet		1726919	unknown		Wallula
1	Integrated Power Supply		*304	unknown		Wallula
1	Power supply 40 amp-250 volt		unknown	unknown		WWPD Telecom Rm



9:45

**COUNTY COMMISSIONERS**

- a) Presentation from Lori Brown, Director, Southeast Washington Aging and Long Term Care, re proposed interlocal agreement to form a Southeast WA Aging and Long Term Care Council of Governments
-

# **SOUTHEAST WASHINGTON AGING AND LONG TERM CARE COUNCIL OF GOVERNMENTS**

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## **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.

- 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

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.

**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.

**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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Version 6.0..

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.



Southeast Washington Council of Governments  
On Aging and Long Term Care  
Interlocal Agreement

DATED: \_\_\_\_\_

ATTEST:

**BOARD OF ASOTIN COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner  
*Constituting the Board of County Commissioners  
for Asotin County, Washington*

\_\_\_\_\_  
Clerk of the Board

**Approved as to form only:**

\_\_\_\_\_  
Asotin County Prosecuting Attorney

Southeast Washington Council of Governments  
On Aging and Long Term Care  
Interlocal Agreement

DATED: \_\_\_\_\_

ATTEST:

**BOARD OF BENTON COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner  
*Constituting the Board of County Commissioners  
for Benton County, Washington*

\_\_\_\_\_  
Clerk of the Board

**Approved as to form only:**

\_\_\_\_\_  
Benton County Prosecuting Attorney

20

Southeast Washington Council of Governments  
On Aging and Long Term Care  
Interlocal Agreement

DATED: \_\_\_\_\_

ATTEST:

**BOARD OF COLUMBIA COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner  
*Constituting the Board of County Commissioners  
for Columbia County, Washington*

\_\_\_\_\_  
Clerk of the Board

**Approved as to form only:**

\_\_\_\_\_  
Columbia County Prosecuting Attorney

Southeast Washington Council of Governments  
On Aging and Long Term Care  
Interlocal Agreement

DATED: \_\_\_\_\_

**ATTEST:**

**BOARD OF FRANKLIN COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner  
*Constituting the Board of County Commissioners  
for Franklin County, Washington*

\_\_\_\_\_  
Clerk of the Board

**Approved as to form only:**

\_\_\_\_\_  
Franklin County Prosecuting Attorney

Southeast Washington Council of Governments  
On Aging and Long Term Care  
Interlocal Agreement

DATED: \_\_\_\_\_

ATTEST:

**BOARD OF GARFIELD COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner  
*Constituting the Board of County Commissioners  
for Garfield County, Washington*

\_\_\_\_\_  
Clerk of the Board

**Approved as to form only:**

\_\_\_\_\_  
Garfield County Prosecuting Attorney

Southeast Washington Council of Governments  
On Aging and Long Term Care  
Interlocal Agreement

DATED: \_\_\_\_\_

ATTEST:

**BOARD OF KITTITAS COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner  
*Constituting the Board of County Commissioners  
for Kittitas County, Washington*

\_\_\_\_\_  
Clerk of the Board

**Approved as to form only:**

\_\_\_\_\_  
Kittitas County Prosecuting Attorney

Southeast Washington Council of Governments  
On Aging and Long Term Care  
Interlocal Agreement

DATED: \_\_\_\_\_

ATTEST:

**BOARD OF WALLA WALLA COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner  
*Constituting the Board of County Commissioners  
for Walla Walla County, Washington*

\_\_\_\_\_  
Clerk of the Board

**Approved as to form only:**

\_\_\_\_\_  
Walla Walla County Prosecuting Attorney

Southeast Washington Council of Governments  
On Aging and Long Term Care  
Interlocal Agreement

DATED: \_\_\_\_\_

ATTEST:

**BOARD OF YAKIMA COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner  
*Constituting the Board of County Commissioners  
for Yakima County, Washington*

\_\_\_\_\_  
Clerk of the Board

**Approved as to form only:**

\_\_\_\_\_  
Yakima County Prosecuting Attorney

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10:00

**PROSECUTING ATTORNEY**

**Jim Nagle/Jesse Nolte**

- a) Miscellaneous business for the Board
- b) Possible continuation of discussion re proposed interlocal agreement to form a Southeast Washington 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))

10:15

**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))

10:20

**COUNTY COMMISSIONERS**

- a) Board discussion and possible decision re proposed Sheriff's office staff reorganization plan (continued from February 10)



## 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,

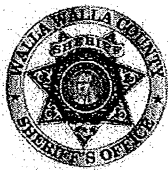
### Background

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**

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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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Jim Baker, Commissioner

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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.

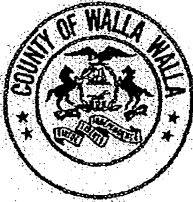
I will close by saying that the CSC had no general concerns voiced about the position descriptions. We did have some minor suggestions for clarification in the descriptions and they were adopted. As a retired law enforcement command professional, I have no reservations, given the staffing allotments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

DA

Jim Davison, Commissioner

Dan Aycock, 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 Offices 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.<sup>1</sup> 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.

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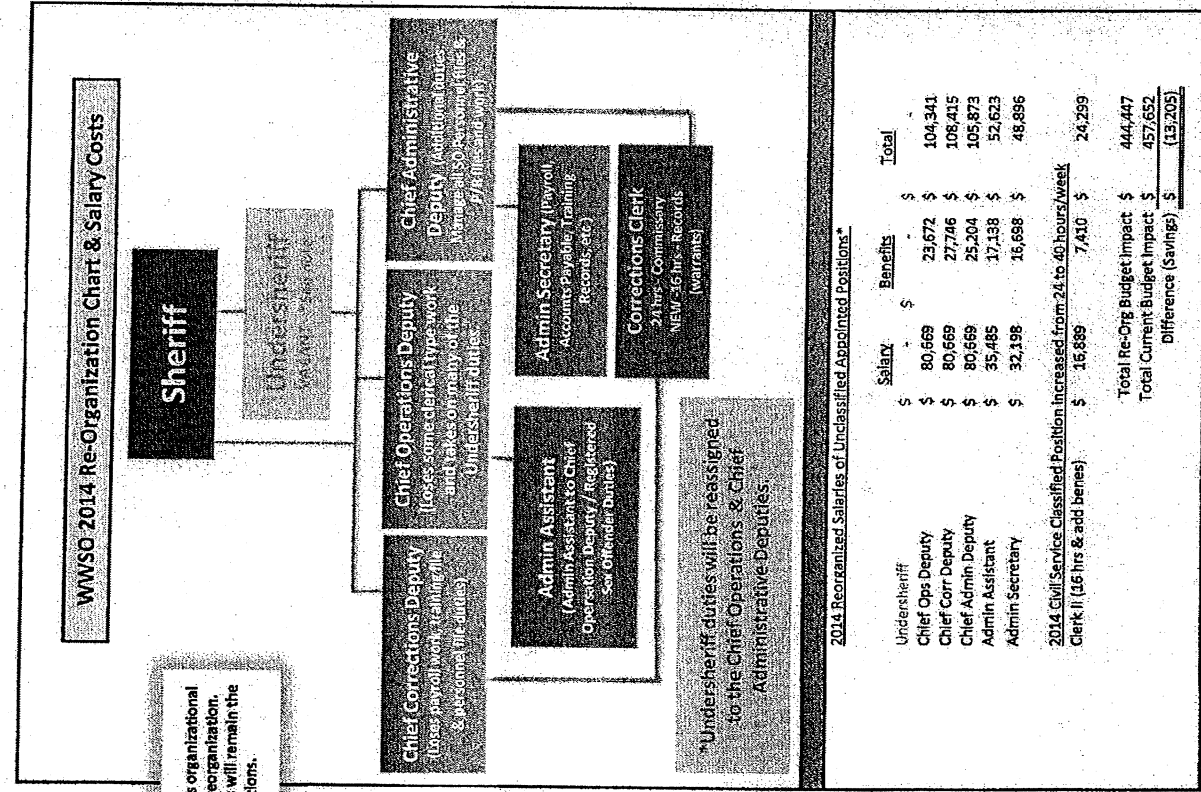
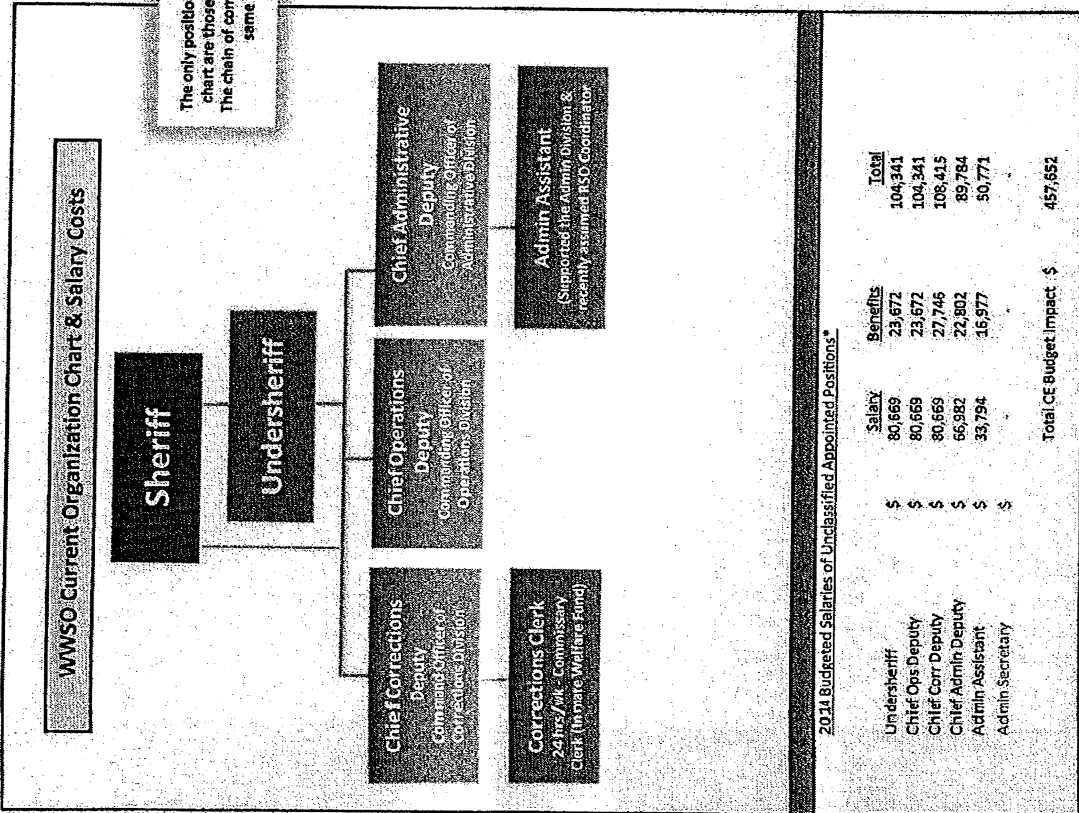
<sup>1</sup> While no positions are directly comparable, certain positions have similar responsibilities from a managerial or financial perspective. These positions include the Chief Financial Officer at Human Services (\$63,732-\$85,404); Clinical Manager at Human Services (\$70,260 - \$94,164); Chief 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	●	●
Develops 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

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**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.

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

**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.

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- 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.

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**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.

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**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.**

10:45

DEPARTMENT OF HUMAN SERVICES

Dr. Harvey Crowder

- a) **Action Agenda Items:**
  - 1) Proposal 2014 02-24 DHS  
Approval of a name for the  
newly approved merger of the  
Health Department with the  
Department of Human Services
- b) Board workshop re: Community  
Service Center financial situation,  
and presentation and discussion  
of possible financing options





# MEMO

Date: Feb 18, 2014

Proposal ID: 2014 02-24 DHS

To: BOCC

From: Harvey R. Crowder, DVM, MS

Public Health Administrator / Interim Director, Human Services

Intent – Obtain Walla Walla County Board of County Commissioners (BOCC) approval of a name for the newly approved merger of the Health Department with the Department of Human Services

Topic – Departmental Names

## Summary

In January 2014 the BOCC approved the merger of the Department of Human Services (DHS) with the Health Department (HD) into a new but yet to be named County Department. In order to facilitate the process I released a Survey Monkey on January 17, 2014 to all County Employees, the Human Services Advisory Board and other e-mail lists the Health Department Twitter and Facebook pages with 6 alternatives for a name plus an option to provide another name if the individual desired. The results of that survey are attached. Of the 119 responses to the survey:

- 83 (70%) preferred some form of Walla Walla County Health and Human Services Department
- 31 (26%) preferred some form of Community Health or Community Services Department
- The remaining five (4%) chose different names

We discussed the results of the survey with the Human Services Advisory Board on February 11, 2014 and they recommended that we choose the name Community Health.

## Cost

No direct costs with the exception of a new sign on the rear of the building at 314 West Main, costs yet unknown.

### **Funding**

From both HD and DHS budgets

### **Alternatives Considered**

1. Choose the most popular name in the survey
2. Choose a name preferred and endorsed by the Human Services Advisory Board.
3. Have the BOCC select another name

### **Acquisition Method**

N/A

### **Security**

N/A

### **Access**

N/A

### **Risk**

1. Choosing the most popular option gives the impression that nothing has changed but a name and that the County will continue to perform all the direct services that were formerly in two different departments.
2. Choosing the other option could lead to confusion on what the newly formed department actually does

### **Benefits**

1. Choosing the most popular option provides recognition of both former departments in the community and an indication that the functions of the former departments are still present
2. Choosing the second most popular option gives the appearance of a new department with newly integrated functions with a focus on the total health of the community.

### Conclusion/Recommendation

Recommend the Walla Walla County Board of County Commissioners select the name of the newly merged department as the Walla Walla County Department of Community Health.

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Submitted By

Crowder HD/DHS 2/03/14

Disposition

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Name Department Date

☐ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up



# MEMO

Date: 2/5/2014

Proposal ID: 20140205-1 DHS

To: BOCC

From: Harvey R. Crowder, DVM, MS, DACVPM  
Interim Director, Human Services

Intent – Obtain BoCC approval to change the financing of the Community Service Center

Topic – Refinancing the Community Service Center (CSC)

## Summary

In 2011 the Board of County Commissioners (BoCC) approved the purchase and remodeling of the building used by the Department of Human Services (DHS) using a loan from the County investment fund (\$2,000,000), a Department of Commerce Grant (\$1,000,000), and funds from DHS Reserves (\$2,000,000). The debt to the County investment fund was to be repaid over a 10 year period. In August 2012 Walla Walla County signed a 10-year lease for space with four tenants within the newly remodeled Community Service Center (CSC): Blue Mountain Action Council, Blue Mountain Heart to Heart, Helpline, and Rising Sun Club House. The lease was for \$1.00 / sq. ft. of office space with no increases for the first five years and a CPI increase for the remaining years of the lease. The lease included all utilities except for telephone service.

In August 2013 the Interim Director, DHS provided information to the BoCC on the inability of the current model for financing the debt incurred for the purchase and remodeling of the CSC was not tenable. I met with the tenants on October 2, 2013 to ask their willingness to renegotiate the terms of the lease and again on January 30, 2014. Prior to the October 2013 meeting, County Commissioners requested that I inquire on the willingness of the tenants to help cover the costs for maintenance of the "common areas" of the building.

At the January 30, 2014 meeting, the four tenants of the building were willing to discuss changes in their support for building operations; however, the small changes that can be made by charging tenants for "common area" maintenance or increasing the lease to commercial rates will not overcome the inability of the lease charges to the four non-

county (or five when DHS transitions to Central Washington Comprehensive Mental Health) tenants and the current DHS equal payments without exhausting current DHS reserves within several years. Additionally, a financial manager for one of the tenants questioned the philosophy of attempting a 10-year payback by using income from the tenants.

We estimate for 2014 DHS will have to use ~\$122,000 out of the operating fund reserve to make the 2014 payment of ~\$273,000. That amount needed from reserves will only increase in future years as utilities, repair and maintenance costs increase.

Additionally, we believe approximately \$500,000 of additional work is needed to complete the remodeling of the CSC (\$435,000 for HVAC, \$40,000 for the parking lot resurfacing, and \$25,000 for additional parking lot lighting). We know that additional unknown amount of funds will be needed to replace the aging heat pumps and other building maintenance issues.

Attached is a workbook that outlines the revenue and expenditures associated with the operation of the CSC. To build the workbook I used the cost data from 2013 for the utilities and maintenance portion, the current loan amortization data for mortgage costs, and included a pro-rated portion of the "common areas" for each of the 2014 tenants lease income. I left the 10-year projection using the current interest we pay to the investment pool (3.86%). For refinancing, I projected a 15, 20, 25, and 30 year payback projections, using a 5% interest rate calculator found at Bankrate.com.

### Cost

Given the current 10-year payback the County will have to pay an extra ~\$96,000 in 2014 to meet all the projected costs in 2014 **IF** the tenants agree to pay \$1.00 per square foot for the pro-rated common areas of the building. That amount will continue to increase as utility, maintenance, and repair costs increase.

A 15-year payback - the County will be able to set aside ~\$19,500 in 2014 to meet all of the projected costs for 2014 **IF** the tenants agree to pay \$1.00 per square foot for the pro-rated common areas of the building. That amount will continue to decrease as utility, maintenance, and repair costs increase.

A 20-year payback - the County will be able to set aside ~\$45,600 in 2014 to meet all of the projected costs for 2014 **IF** the tenants agree to pay \$1.00 per square foot for the pro-rated common areas of the building. That amount will continue to decrease as utility, maintenance, and repair costs increase.

A 25-year payback - the County will be able to set aside ~\$60,600 in 2014 to meet all of the projected costs for 2014 **IF** the tenants agree to pay \$1.00 per square foot for the

pro-rated common areas of the building. That amount will continue to decrease as utility, maintenance, and repair costs increase.

A 30-year payback - the County will be able to set aside ~\$70,100 in 2014 to meet all of the projected costs for 2014 **IF** the tenants agree to pay \$1.00 per square foot for the pro-rated common areas of the building. That amount will continue to decrease as utility, maintenance, and repair costs increase.

### **Funding**

Currently funding for the costs of the CSC comes from the lease income from four tenants, administrative overhead from our various contracts, and from local income sources from various taxes and fees. When we transition our behavioral health contracts the majority of our administrative overhead will also go with that contract meaning we will have to use more of our local income sources and thus reduce programs those fees support.

### **Alternatives/Options Considered**

1. Do nothing.
2. Renegotiate current tenant leases.
3. Refinance the outstanding debt for the purchase of the CSC with the County investment fund.
4. Refinance the outstanding debt using a commercial lender.
5. Cancel our lease with the four current tenants and totally renegotiate the leases so the building is self-supporting.
6. Sell the building after upgrading the HVAC system.
7. Sell the building without upgrading the HVAC building.

### **Acquisition Method**

N/A

### **Security**

N/A

### **Access**

N/A

<u>2014 Projection</u> (based on 2013 actual expenses)		BMAC	Helpline	H2H	CMH	RSC	Total Office Square Feet	Total
	Office Square Feet	6,673	2,493	967	12,600	1,020	23,753	
	Common Area Sq Feet	937	350	136	1,769	143	3,334	
	Total Square Feet	7,610	2,843	1,103	14,369	1,163	27,087	
Maintenance Personnel		\$53,992.95						
Monthly Personnel		\$4,499.41						
Total Costs Utility and Supply		\$94,078.67	\$26,429.80	\$3,830.00	\$49,904.91	\$4,039.92		\$94,078.67
Percent of Total Costs			28.1%	4.1%	53.0%	4.3%		100.0%
Prorated Monthly Utilities & Supplies			\$2,202.48	\$319.17	\$4,158.74	\$336.66		\$7,839.89
Prorated Maintenance Personnel			\$1,264.03	\$183.17	\$2,386.76	\$193.21		\$4,499.41
Total Cost Utilities, Supplies & Maintenance			\$3,466.52	\$502.34	\$6,545.50	\$529.87		\$12,339.30

<u>2014 Projection</u> (based on 2013 actual expenses)	BMAC	Helpline	H2H	CMH	RSC	Total Office Square Feet	Total
<b>RENTAL RATES BASED ON ACTUAL EXPENSES:</b>							
Expense Cost per Office sq foot/month	\$0.52	\$0.52	\$0.52	\$0.52	\$0.52		
Total Financing costs - 10 years	\$272,977.48	\$28,650.40	\$11,113.09	\$144,803.45	\$11,722.18		\$272,977.48
Financing Cost per Office sq foot/month	\$0.84	\$0.84	\$0.84	\$1.25	\$0.84		
Total Cost per Office Square Foot	\$1.36	\$1.36	\$1.36	\$1.77	\$1.36		0
Total Annual Costs	\$118,286.56	\$44,191.28	\$17,141.18	\$223,349.42	\$18,080.67		\$421,049.10
Current Annual Rent Income - \$1/sf	\$91,315.56	\$34,115.05	\$13,232.75	\$172,422.62	\$13,958.02		\$325,044.00
Annual Rental Income	\$91,315.56	\$34,115.05	\$13,232.75	\$172,422.62	\$13,958.02		325,044.00
Net Expenses over Rent Revenue							(96,005.10)

Note: Rent for DHS space has decreased due to allocating meeting rooms as common area instead of DHS space.

Note: Expenses not included for: HVAC repair/maintenance, insurance, major repairs/maint. ( \$25,000 in 2013)



11:30

**COUNTY COMMISSIONERS**

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

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February 24, 2014

12:00

**Recess**

1:30

**COUNTY COMMISSIONERS**

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

**- A D J O U R N -**

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*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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