

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JULY 21, 2014

9:30

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) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) 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.*

e) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms

f) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' sessions of July 14 and 15, 2014
- 2) Resolution _____ - Proclaiming August 5, 2014 as "National Night Out in Walla Walla" Pages 2-3
- 3) Resolution _____ - Appointment of an alternate to represent Walla Walla County on the Washington Counties Insurance Fund Board of Trustees Page 4
- 4) Resolution _____ - Cancelling County Commissioners' session Page 5
- 5) Resolution _____ - Approving out of state travel for County Treasurer's office staff Pages 6 - 10
- 6) Resolution _____ - Executing Employment Agreement (Crowder) Page 11
- 7) Approving Deed of Gift to WA State Arts Commission for county (school) bell, part of WA Centennial Bell Garden, to be moved to the WA State Historical Society State History Museum (Ref. WA State Arts Commission letter dated July 7, 2014)

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
PROCLAIMING AUGUST 5,
2014 AS "NATIONAL NIGHT
OUT IN WALLA WALLA"

RESOLUTION NO.

WHEREAS, local law enforcement agencies and others are cooperating to bring a nationwide crime, drug and violence prevention program, entitled "National Night Out", to the area on August 5, 2014; and

WHEREAS, the "National Night Out" event provides a unique opportunity for Walla Walla County to join forces with thousands of other communities across the country in promoting cooperative, law enforcement-community crime prevention efforts; and

WHEREAS, it is appropriate to recognize and publicize such an event; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they sign a proclamation declaring August 5, 2014, as "National Night Out in Walla Walla".

"Passed this 21st day of July, 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*

PROCLAMATION

- WHEREAS** local law enforcement agencies and others are cooperating to bring a nationwide crime, drug and violence prevention program, "National Night Out, America's Night Out Against Crime", to the Walla Walla area on August 5, 2014; and
- WHEREAS,** the 31st Annual National Night Out provides a unique opportunity for the County of Walla Walla to join forces with thousands of other communities across the country to promote cooperative, police-community crime prevention efforts; and
- WHEREAS** law enforcement personnel and citizens working together play a vital role in preventing and fighting crime and keeping all Walla Walla County citizens safe; and
- WHEREAS,** Walla Walla Area Crime Watch plays a vital role in assisting the Walla Walla County Sheriff's Office through joint crime, drug and violence prevention efforts in the County by supporting National Night Out locally; and
- WHEREAS,** it is essential that all citizens of Walla Walla County be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Walla Walla County; and
- WHEREAS** police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the "National Night Out" program; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they support "National Night Out 2014" locally and hereby proclaim Tuesday, August 5, 2014, as

NATIONAL NIGHT OUT IN WALLA WALLA

and encourage county citizens to join in the fight against crime and support the efforts of the Walla Walla Area Crime Watch and city and county law enforcement, and learn more about cooperative local law enforcement-community crime prevention efforts by attending this free, informative event, to be held in Pioneer Park.

Dated this 21st day of July, 2014, at Walla Walla County, Washington.

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

James K. Johnson, Chairman

Attest:

Perry L. Dozier, Commissioner

Connie R. Vinti, Clerk of the Board

Gregory A. Tompkins, Commissioner

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF THE
APPOINTMENT OF AN
ALTERNATE TO REPRESENT
WALLA WALLA COUNTY ON
THE WASHINGTON COUNTIES
INSURANCE FUND BOARD OF
TRUSTEES

}

RESOLUTION NO.

WHEREAS, Walla Walla County Commissioner James K. Johnson currently serves as the Walla Walla County representative on the Washington Counties Insurance Fund Board of Trustees; and

WHEREAS, pursuant to the Washington Counties Insurance Fund Trust Agreement and Bylaws, it is appropriate to appoint an alternate county representative to the Washington Counties Insurance Fund Board of Trustees; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that, effective immediately, County Personnel/Risk Manager Lucy Schwallie shall be appointed to serve as alternate Walla Walla County representative on the Washington Counties Insurance Fund Board of Trustees.

"Passed this **21st day of July, 2014** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER CANCELLING
A COUNTY COMMISSIONERS'
SESSION**

RESOLUTION NO.

WHEREAS, it has been determined that there is no business to come before the Board of County Commissioners on Monday, July 28, 2014; and

WHEREAS, there are Board workshops scheduled for Tuesday, July 29, 2014, a date on which the Board shall also take action to approve county warrants and other county-related business necessitating action by the Board prior to the end of the month; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the regularly scheduled Board meeting on July 28, 2014 shall be cancelled.

BE IT FURTHER RESOLVED that all business to come before the Board shall be conducted on July 29, 2014.

BE IT FURTHER RESOLVED that regular meetings of the Board will resume on August 4, 2014.

"Passed this 21st day of July, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COUNTY TREASURER'S OFFICE
STAFF**

RESOLUTION NO.

WHEREAS, Walla Walla County Treasurer Gordon Heimbigner has requested approval for out of state travel to allow two persons from his office, Josefina (Josie) Garza, Treasurer's office employee with lead staff responsibilities for investing under the direction and oversight of the county treasurer, and either Mr. Heimbigner or Debbie Bennett, Chief Deputy Treasurer, to attend the Sympro Regional Training event in Boise, Idaho, August 13 and 14, 2014; and

WHEREAS, this training is specific to the investment software program utilized by the Treasurer's office for operations and held every few years in the Pacific Northwest, allowing for a more favorable cost opportunity to attend this training; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted for review and consideration regarding said travel request; and

WHEREAS, the training travel costs will be covered by the county's investment pool fees, with no Current Expense Fund monies expended; and

WHEREAS, in advance of the training travel, the county treasurer will provide information on his final decision regarding those two employees to attend the training, as backup information for auditing purposes; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above is approved.

BE IT FURTHER RESOLVED that additional time to travel to or from said event, if needed, is also approved.

*"Passed this **21st day of July, 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*

Memo

To: Board of County Commissioners;
From: Gordon Heimbigner
Date: July 16, 2014
Re: Out of State Travel for Investment Software Training

I would like to request approval for out of state for myself or Debbie Bennett and Josie Garza to attend the Sympro Regional Training August 13 and 14, 2014 in Boise, ID. Only two people will be attending the conference and at this time I do not know if will be Debbie or myself going with Josie.

This is training for our investment software that is done every few years in the NW.

This conference is paid for entirely by the Investment Pool, so there is no Current Expense impact.

**WALLA WALLA COUNTY
Employee Travel Authorization**

Date of Request 7/18/2014

| | | |
|---|--|-------------|
| Employee Attending: Josie Garza, Debbie Bennett or Gordon Heimbigner | Estimate of Cost (Includes all costs even prepaid) | |
| | Transportation | |
| | <input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle 520_miles @ .565 | \$ \$294 |
| Meeting/Training: Start time/date: 8:00 AM 8/13/14 End time/date: 5:00 PM 8/14/14 | <input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus | \$ |
| Location: City: Boise State: ID | Lodging | |
| Title of Meeting/Training: Sympro regional training (Attach agenda/training brochure) | <u>4</u> night(s) @ \$ 130 | \$520 |
| | Meals | |
| Departure Date: 8/12/14 Time: 3:00 PM | Breakfast(s) <u>4</u> @ \$11 | \$44 |
| Return Date: 8/14/14 Time: 10:00 PM | Lunch(s) <u>4</u> @ \$14 | \$56 |
| | Dinner(s) <u>6</u> @ \$21 | \$126 |
| Place of Lodging: | Registration/Tuition | |
| | Cancel Date: 8/8/14 | \$ |
| Phone Number: | Total Expenses | |
| | | \$1,040 |

Credit Card Use: ☒ Yes ☐ No Date Needed: We have our own.

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck. I have read and reviewed the training reimbursement policy No. 40.06.0 and agree to its terms and conditions.

Signature of Employee

Date: _____

Recommended: ☐ Yes ☐ No

Supervisor Signature

Date: 7/16/2014Out-of-State Travel: ☒ Yes ☐ No
(Attach Resolution)Approved: ☐ Yes ☐ No

Elected Official/Department Head

Date: _____

SymPro Regional Training Agenda

Training overview

SymPro provides a two day training that covers both introductory topics (How to enter various investment types) to more advanced topics (reporting and additional modules).

Day one is a comprehensive introduction to the Fixed Income product and Extended module, including portfolio set-up issues, investment entry and day-to-day portfolio transactions and maintenance.

Day two delves into more advanced topics. This day is designed for both newer and experience users, investment decision-makers, and those looking to use advanced SymPro capabilities. The second day's topics include Market Pricing and Fiscal Year End Close procedures, Fixed Income Reports and Reporting Strategies, Advanced Reporting Features, Run-time reports, graphs and charts, and new SymPro features. Additional modules (e.g., General Ledger, Cash Flow Forecasting) will be addressed in the afternoon as time permits.

Day One 9AM to 4PM

How SymPro Works: SymPro Background & Portfolio Set-Up

10:30 AM Break

Investment Entry

- Certificates of Deposit
- Interest Bearing Commercial Paper
- Repurchase Agreements

Noon - Break for Lunch (approximately 1 hour)

Investment Entry

- Negotiable Coupon Bonds
 - Medium Term Notes
 - Misc. Coupon
 - Municipal bonds
 - Federal Agency
 - Treasury Coupon

2:30 PM Break

Investment Entry

- Discount Bonds
 - Federal Agency Discount
 - Treasury Bills
 - Bankers Acceptances
 - Commercial Paper
 - Misc. Discount Investments
 - Money Markets
- Rolling Repurchase Agreements
- Pass Throughs (GNMA, CMO)

- Interest, Passbook Accounts, Maturities
 - Cash Accounts / Passbook / Managed Pool
 - Checking
 - Sweep
 - Compensating Balance Accounts
 - LAIF, other state pools
 - Mutual Funds

Day Two— 9AM to 4PM

- **Market Pricing, Year End Close & Utility Features**

10:30AM Break

- **Basic SymPro Reports**
 - Portfolio Management
 - GASB 31 / FASB 115
 - Investments by Type
 - Accrued Interest
 - And others

Noon- Break for Lunch (approximately 1 hour)

- **Fixed Income Reporting Strategies and Issues**

2:30 PM Break

- **Auxiliary Module (e.g. General Ledger, Cash Flow Forecasting)**

SymPro

Treasury Management Software

SymPro, Inc.
2200 Powell Street,
Suite 370
Emeryville, CA 94608
Tel: 1-888-4SYMPRO
(1-888-479-6776)

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
EXECUTING EMPLOYMENT
AGREEMENT WITH HARVEY R.
CROWDER

RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County Resolution 05 002, Walla Walla County entered into an Employment Agreement with Harvey Crowder to serve as Public Health Administrator; and

WHEREAS, Walla Walla County Department of Public Health and the Walla Walla County Department of Human Services have merged to become the Walla Walla County Community Health Department, and Walla Walla County offered an Employment Agreement to Harvey R. Crowder relative to the open position of Community Health Director for Walla Walla County Community Health Department and he has executed same; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they shall approve and sign said Employment Agreement between Walla Walla County and Harvey R. Crowder.

*"Passed this **21st day of July, 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)

f) Consent Agenda Items (continued):

- 8) County warrants as follows: 4154587 in the amount of \$4,509.04 (elections postage)
- 9) Payroll action and other forms requiring Board approval

g) Action Agenda Items:

- 1) Review information from WA State Department of Transportation (WSDOT) regarding tax parcels declared surplus to the needs of WSDOT (identified as a portion of parcel 350724130033 and a portion of parcel 350724130032 on map provided by WSDOT via email dated July 11, 2014) to be offered by WSDOT to abutting property owners at fair market value to cure an encroachment, and consideration of option to waive the 60-day notice requirement regarding property disposition
- h) Miscellaneous business to come before the Board
- i) Review reports and correspondence; hear committee and meeting reports
- j) Review of constituent concerns/possible updates re: past concerns

9:45

DEPARTMENT OF COMMUNITY HEALTH

Dr. Harvey Crowder

a) Consent Agenda Items:

- 1) Resolution _____ - Authorization
of out of state travel for Janene
Michaelis

Pages 14-19

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
AUTHORIZATION OF OUT OF
STATE TRAVEL FOR JANENE
MICHAELIS

RESOLUTION NO.

WHEREAS, the Public Health Administrator, Harvey R. Crowder, has requested approval for out of state travel for Janene Michaelis to travel to New Orleans, Louisiana, November 15-19, 2014 for the annual American Public Health Association conference, Healthography; and

WHEREAS, such education benefits the citizens of Walla Walla County by providing improved quality and efficiency of assessments for Walla Walla County Health Department; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted for review and consideration; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above be approved.

BE IT FURTHER RESOLVED that additional time required to travel to and from said training, if necessary, is also approved.

Passed this 21st day of July, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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



WALLA WALLA COUNTY
HEALTH DEPARTMENT
314 W Main Street • PO Box 1753
Walla Walla, WA 99362
Phone 509.524.2650 • Fax 509.524.2678

To: The Walla Walla County Board of County Commissioners
From: Harvey R. Crowder
Public Health Administrator
Date: June 8, 2014
Subject: Out of State Travel Request for Janene Michaelis

I request approval for Janene Michaelis to travel to New Orleans, Louisiana November 15-19 to attend the American Public Health Association conference. This year's conference title: Healthography, refers to the importance of assessing place in relation to health outcomes through the use of geospatial technology. As Michaelis is the health department data and geospatial analyst, it would benefit the department's assessment capabilities if she attended the conference to improve her knowledge and understanding of innovation and best practices in the field.

Attached is a copy of the County Travel Authorization, Registration costs, and conference agenda.

There is adequate Health Department Assessment funding to cover the costs of the registration, travel, lodging, and *per diem*.

RECOMMENDATION:

The Walla Walla County Board of County Commissioners approve the out of state travel request for Janene Michaelis.

Two Enclosures:
Employee Travel Authorization
Agenda

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 7/7/14

| | | |
|---|---|-----------|
| Employee Attending: Janene Michaelis | Estimate of Cost (Includes all costs even prepaid) | |
| | Transportation | |
| | <input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle | \$449 |
| | <input type="checkbox"/> Private Vehicle _____ miles @ _____ | |
| Meeting/Training: Start time/date: 9:00 am 11/15/14 End time/date: 4:00 pm 11/19/14 | <input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus | \$60 |
| Location: City: New Orleans State: LA | Lodging | |
| Title of Meeting/Training: Healthography: APHA Annual Meeting (Attach agenda/training brochure) | <u>6</u> night(s) @ 224.36 | 1664.26 |
| Departure Date: 11/14/14: 9:00 am | Meals | |
| Return Date: 11/20/14 Time: 9:00 pm | Breakfast(s) <u>7</u> @ \$ 12 | \$84 |
| Place of Lodging: St. Christopher Best Western | Lunch(s) <u>7</u> @ \$ 18 | \$126 |
| | Dinner(s) <u>7</u> @ \$ 36 | \$252 |
| | Registration/Tuition | |
| Phone Number: 5046480444 | Cancel Date: | 10/14/14 |
| | Total Expenses | |
| | | \$2820.26 |

Credit Card Use: ☒ Yes ☐ No Date Needed: 11/13/14

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck. I have read and reviewed the training reimbursement policy No. 40.06.0 and agree to its terms and conditions.

Janene Michaelis
 Signature of Employee

Date: 7/7/14Recommended: ☒ Yes ☐ No

Susan Bushorn 7-7-14
 Supervisor Signature

Date: 7-7-14

Out-of-State Travel: ☒ Yes ☐ No
 (Attach Resolution)

Approved: ☒ Yes ☐ No
[Signature]
 Elected Official/Department Head

Date: 7/8/14

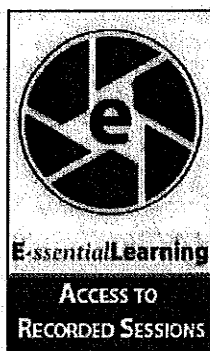


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APHA Meetings

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[APHA Home](#) » [APHA Meetings](#) » [Schedule and Online Program](#)

Schedule and Online Program

For a full list of sessions and events view the [Online Program](#). Register for the meeting and log in to the Online Program to create a personal schedule. The personal scheduler is located on the left hand navigation bar. Download the mobile app in October and sync your personal schedule.

[Printable Listing of Preliminary Session Titles \(PDF - as of 6/17/14\)](#)

Saturday, Nov. 15

| | |
|--------------------|---|
| 7:30 am - 6:00 pm | Registration |
| 7:30 am - 6:30 pm | Mix and Mingle Lounge |
| 8:00 am - 9:30 pm | Business Meetings |
| 8:00 am - 9:30 pm | Related Organization Meetings |
| 9:00 am - 12:30 pm | APHA Learning Institutes |
| 9:00 am - 5:00 pm | APHA Learning Institutes |
| 1:30 pm - 5:00 pm | APHA Learning Institutes |
| 3:00 pm - 6:00 pm | Governing Council Session I |

Sunday, Nov. 16

| | |
|--------------------|--|
| 7:30 am - 6:00 pm | Registration |
| 7:30 am - 9:00 pm | Mix and Mingle Lounge |
| 8:00 am - 9:30 pm | Business Meetings |
| 8:00 am - 9:30 pm | Related Organization Meetings |
| 8:00 am - 11:30 am | APHA Learning Institutes |
| 8:00 am - 5:30 pm | APHA Learning Institutes |
| 12:00 pm - 2:00 pm | Opening General Session |
| 2:00 pm - 5:30 pm | Grand Opening of APHA Public Health Expo |
| 2:30 pm - 3:30 pm | Poster Sessions |
| 2:30 pm - 6:00 pm | APHA Learning Institutes |
| 3:30 pm - 5:30 pm | Annual Meeting/New Member Orientation |
| 3:30 pm - 6:00 pm | APHA Public Hearings |
| 4:30 pm - 5:30 pm | Poster Sessions |

Monday, Nov. 17

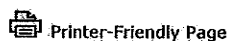
| | |
|---------------------|---|
| 7:30 am - 5:00 pm | Registration |
| 6:30 am - 8:00 am | <u>Business Meetings</u> |
| 7:30 am - 9:00 pm | Mix and Mingle Lounge |
| 8:30 am - 10:00 am | Scientific Sessions (Oral and Roundtable) |
| 9:30 am - 5:30 pm | <u>Public Health Expo</u> |
| 10:30 am - 11:30 am | Poster Sessions |
| 10:30 am - 12:00 pm | Scientific Sessions (Oral and Roundtable) |
| 12:30 pm - 1:30 pm | Poster Sessions |
| 12:30 pm - 2:00 pm | Scientific Sessions (Oral and Roundtable) |
| 2:30 pm - 3:30 pm | Poster Sessions |
| 2:30 pm - 4:00 pm | Scientific Sessions (Oral and Roundtable) |
| 4:30 pm - 5:30 pm | Poster Sessions |
| 4:30 pm - 5:30 pm | Monday General Session |
| 6:00 pm - 8:00 pm | <u>Social Hours and Business Meetings</u> |

Tuesday, Nov 18

| | |
|---------------------|--|
| 7:30 am - 5:00 pm | Registration |
| 6:30 am - 8:00 am | <u>Business Meetings</u> |
| 7:30 am - 9:00 pm | Mix and Mingle Lounge |
| 8:30 am - 10:00 am | Scientific Sessions (Oral and Roundtable) |
| 9:00 am - 12:30 pm | Governing Council Session II |
| 9:30 am - 5:30 pm | <u>Public Health Expo</u> |
| 10:30 am - 12:00 pm | Scientific Sessions (Oral and Roundtable) |
| 12:30 pm - 1:30 pm | Poster Sessions |
| 12:30 pm - 2:00 pm | Scientific Sessions (Oral and Roundtable) |
| 2:00 pm - 5:00 pm | Governing Council Session III |
| 2:30 pm - 3:30 pm | Poster Sessions |
| 2:30 pm - 4:00 pm | Scientific Sessions (Oral and Roundtable) |
| 4:30 pm - 5:30 pm | Poster Sessions |
| 4:30 pm - 6:00 pm | Scientific Sessions |
| 6:30 pm - 8:00 pm | <u>Social Hours and Business Meetings</u> |
| 6:30 pm - 8:00 pm | <u>Public Health Awards Reception and Ceremony</u> |

Wednesday, Nov. 19

| | |
|---------------------|---|
| 7:30 am - 12:30 pm | Registration |
| 6:30 am - 8:00 am | <u>Business Meetings</u> |
| 7:30 am - 2:30 pm | Mix and Mingle Lounge |
| 8:30 am - 9:30 am | Poster Sessions |
| 8:30 am - 10:00 am | Scientific Sessions (Oral and Roundtable) |
| 8:30 am - 12:30 pm | <u>Public Health Expo</u> |
| 10:30 am - 12:00 pm | Scientific Sessions (Oral and Roundtable) |
| 12:30 pm - 2:00 pm | Scientific Sessions (Oral and Roundtable) |
| 2:30 pm - 4:00 pm | <u>Closing General Session</u> |



800 I Street, NW Washington, DC 20001-3710 (Ph) 202-777-APHA (Fax) 202-777-2534

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10:00

COUNTY COMMISSIONERS

- a) Meet with Kathy Covey, incoming Blue Mountain Action Council CEO, and discuss items of mutual interest

Page 21

Blue Mountain Action Council
meeting with the
County Commissioners

| <i>Topic</i> | <i>Details</i> |
|--|--|
| New CEO | Long-time CEO Steven M. Moss will retire on July 31, 2014. The BMAC Board has selected Kathy Covey as his successor, effective Aug. 1, 2014. |
| State and County Homeless funds | <p>State consolidated homeless grant and local 2163 funds are currently being utilized to provide Transitional Housing in Columbia County. Transitional housing is rent assistance and intensive case management.</p> <p>Questions or referrals for this program should be directed to Debbie Huwe, 509-529-4980, Ext. 104.</p> <p>Local 2163 funds were directed to Project Timothy.</p> |
| Housing programs: <ul style="list-style-type: none"> • Weatherization (Wx) • Minor Home Repair (HRRP) • Lead Paint • ALTC | <p>These programs offer weatherization and minor home repair/rehabilitation for income-qualifying households.</p> <p><u>Weatherization</u> includes energy-saving measures such as insulation. <u>HRRP</u> provides repairs and rehabilitation ranging from roofing to furnace replacement. <u>Lead Paint Remediation</u> is for homes built before 1978 and that have a child age six years or younger. The <u>ALTC Program</u> installs wheelchair ramps and/or grab bars for seniors and disabled individuals.</p> <p>Referrals should be directed to Diana McFetridge, 509-529-4980, Ext. 134.</p> |
| Supportive Services for Veteran Families (SSVF) Program | <p>This program, begun at BMAC in fall 2012, is through a Veterans Administration contract and provides services to veterans with families to prevent or get them out of homelessness.</p> <p>The three-state BMAC program covers 15 counties—including yours—and 3 Native American tribes. Our caseworkers work with vets on everything to finding housing and jobs to helping them obtain food stamps and other services.</p> <p>Please refer veterans to our SSVF Program Director, Debbie Baker at 509-529-4980, Ext. 130.</p> |

July 2014

10:15

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

a) Action Agenda Items:

- 1) Proposal 2014 07-21 TSD
Execute "Commercial Account
Right of Entry Agreement" with
Charter Business for a
Washington State Department
of Licensing project

Pages 23-27

b) Department update and miscellaneous

Pages 28-31



MEMO

Date: July 14, 2014

Proposal ID. 2014 07-21 TSD

To: BOCC

From: KGutierrez

Intent – Decision

Topic – Right of Entry Agreement – Charter Communications

Summary

The State of Washington Department of Licensing is upgrading the network connection to Fiber and replacing other certain equipment. Charter Communications is requesting a Right of Entry Agreement to be signed to allow them to do the work.

Three documents were furnished by Charter. The Right of Entry Agreement, a Certificate of Insurance which meets or exceeds the counties minimum limits, and a Statement of Work which describes what will be done.

The Right of Entry Agreements and the Insurance limits have been reviewed by the PA Office. I have reviewed the statement of work.

Cost

\$0.00

Funding

State of Washington

Alternatives Considered

N/A

Acquisition Method

Signature on Right of Entry Agreement

Security

Department of Licensing. This fiber connection does not touch the county network.

Access

Physical access -Right of Entry
Network, by State of Washington Department of Licensing

Benefits

Benefits the licensing department by changing technology to allow faster network speeds

*****Authority to Execute Related Agreements Sought**

No

Conclusion/Recommendation

Recommend BoCC sign the attached Right of Entry Agreement.

Submitted By

Disposition



☐ Approved

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

| Name | Department | Date |
|------|------------|------|
|------|------------|------|

| | | |
|----------------------------|--|--------|
| Kevin Gutierrez – Tech Svc | | 7/7/14 |
|----------------------------|--|--------|

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

COMMERCIAL ACCOUNT RIGHT OF ENTRY AGREEMENT

This Right of Entry Agreement (the "Agreement") is made effective as of **July 1, 2014** by and between **Walla Walla County** ("Property Owner") with premises located at **315 W Main St Walla Walla, WA 99362-2864** ("Premises") and **Falcon Video Communications, LP** ("Charter" or "Charter Business") with corporate offices located at 3936 E. Frontage Rd, Ste 299 1st Floor, Rochester, MN 55901 Attn: ROE Admin.

THE PARTIES AGREE AS FOLLOWS:

1. **CONSTRUCTION AUTHORIZATION.** Property Owner hereby authorizes Charter to (i) install, maintain, repair, upgrade and operate Charter installed wiring, cables, conduits, equipment and/or facilities (collectively, "Equipment") on the Premises and (ii) if applicable, utilize those conduits of Property Owner that Property Owner may designate with its written approval as available for Charter's non-exclusive use ("Conduit"). Such authorizations hereby given by Property Owner are to the extent necessary for Charter to provide its communications services (the "Services") to the Premises. Property Owner recognizes Charter's right to have exclusive control over any Charter installed Equipment. Property Owner has represented to Charter that Property Owner is the legal owner of the Premises and Conduit (if applicable), and that no other person has any rights in the Premises that conflict with Charter's rights under this Agreement. Property Owner will not attach to or use, and will not knowingly allow anyone else to attach to or use, Charter's Equipment for any purpose without Charter's prior written consent, which Charter may withhold in its sole discretion. In the event the Property Owner is not signing this Agreement, then the person signing this Agreement on behalf of Property Owner represents that he/she is Property Owner's authorized agent and has full authority to bind Property Owner to the terms and conditions of this Agreement. If requested by Property Owner, Charter shall provide to Property Owner the proposed route for installation of Equipment.
2. **RESPONSIBILITY TO CONTACT PUBLIC UTILITIES.** As may be required by law, Charter or its contractors will contact and coordinate with local agencies to physically mark the location of all public utility lines (including, but not limited to, water, electric, phone and sewer lines) that are located in areas in which Charter intends to install the Equipment. Charter shall be responsible for any damage to public utility lines that are located along the routes or in the location in which Charter installs any Equipment, to the extent such damage arises from Charter's installation activities.
3. **RESPONSIBILITY TO MARK PRIVATE UNDERGROUND LINES.** If Property Owner has private underground lines at the Premises that could impact Charter's installation of Equipment, including, but not limited to, sprinklers, sprinkler heads, drains, cables, pipes and wires (collectively "Impacted Private Lines") then both parties shall, in advance of any underground construction performed by Charter, work together, to the best of their abilities, to research the existence of all Impacted Private Lines (hereinafter "Joint Effort"). In order to facilitate the Joint Effort, Property Owner provides below its authorized representative (with contact information) regarding these Joint Efforts. (Please print clearly)

Name: _____

Address &/or email: _____

Phone: _____

After the Joint Effort the following shall take place: 1) Charter will make a determination on the need to locate and mark Impacted Private Lines and 2) If deemed by Charter necessary to do so, Property Owner will locate (including verification of) and clearly mark all Impacted Private Lines to the extent required by Charter and those utility locate laws of the State of Washington applicable to Property Owner. In the event that Charter damages any clearly marked Impacted Private Lines that are located along the routes or in the location in which Charter installs any Equipment, then Charter shall, within thirty (30) days of written notice from Property Owner describing the scope and extent of such damage(s) repair said damage(s) to Property Owner's reasonable satisfaction, to the extent such damage(s) arise(s) from Charter's installation activities. Property Owner will hold harmless and indemnify Charter from and against any and all losses, damages, claims, demands, liabilities, legal proceedings or similar actions arising from or with respect to unmarked Impacted Private Lines located on the Premises.

4. **INSURANCE.** Charter shall maintain, at Charter's sole cost and expense, within ten (10) business days of the execution of this Agreement (a) commercial general liability insurance including Property Damage, Bodily Injury and contractual liability insurance subject to standard insurance carrier exclusions, in the amount of \$2,000,000 each occurrence covering (i) to the extent caused by acts of Charter, damages to the Premises and (ii) the operations of Charter at the Premises, (b) Auto Liability, including Bodily Injury and property damage in the amount of \$1,000,000 each accident and (c) worker's compensation insurance to comply with the applicable laws of the State of Washington.

Without liability on the part of Property Owner for premiums thereof, Property Owner, Walla Walla Board of Commissioners (collectively "Additional Insureds") shall be included as an additional insureds to Charter's Commercial General Liability coverage evidenced on the Certificate of Insurance on a primary non-contributing basis, provided that such coverage does not include events arising from the acts or omissions or negligence of Additional Insureds.

Charter's insurance carrier will endeavor to provide advance written notice of cancellation to the below referenced certificate holder for any reason other than non-payment of premium. Notice of cancellation to the certificate holder may be made by any commercially reasonable means, including mail, electronic mail, or facsimile transmission to the contact name and email address provided by the Property Owner. It is the responsibility of the Property Owner to provide Charter with an up-to-date contact name and email address.

Charter shall provide Certificates of Insurance filed on an ACORD form, or its equivalent, evidencing the aforementioned required insurance coverages to the following Certificate Holder.

Walla Walla Board of County Commissioners
Attn: Kevin Gutierrez
314 W Main Street
Walla Walla, WA 99362

CHARTER:

Falcon Video Communications, LP

**By: Charter Communications VII, LLC,
its General Partner**

By: Charter Communications, Inc., its Manager

By: _____
(Signature)

Printed Name: _____

Title: _____

Date: _____

PROPERTY OWNER:

Walla Walla County

By: _____
(Signature)

Printed Name: **James K. Johnson**

Title: **Chair, Board of County Commissioners**

Date: **July 21, 2014**

Scope of Work

The statements below are to serve as a good faith effort to identify, to the best of Charter Communication's knowledge at the time of survey, the defined entry path and construction efforts required to provide Charter Business Services to the following customer site.

Project Name: 315 W Main St Walla Walla WA

Address: 315 W Main St Walla Walla WA

1. **Construction to "Premises" (typically in public rights of way or easements):** We have an existing coax pedestal outside of the jail house.
2. **Construction on "Premises" (outside building to be serviced)** There is a 2" conduit from there that goes across the driveway and into the basement.
3. **Method of "Premises" building attachment and entry:** Existing conduit path.
4. **Location of Charter "Equipment" in building:** Basement in server room.
5. **Entry into building (and risers, if applicable) Path Diagram:** NA
6. **If building risers are to be used by Charter, methods for such use:** NA
7. **Equipment used to deliver services:**
 - Fiber optic term shelf racks mount (1RU) or wall mount.
 - Cisco 3400-2CS rack mount (2RU) or wall mount.
 - APC UPS rack mount (2RU) or floor.



WALLA WALLA COUNTY
Technology Services Department

Kevin G. Gutierrez
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590

kgutierrez@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

July 21, 2014

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues for the Board.

Proposal – 2014 07-21 TSD

Charter Business – Right of Entry (for approval)

Components (Main infrastructure)

Hardware

-

Software

- No issues

Security/Viruses

- No issues

Network

- Remote Access Test

Other Projects

- **Budget /Assets**
 - In progress.
 - Pulling out budget cost to post on the intranet
 - This is done every year so that the departments can be aware of direct cost that are normally billed to the departments but not by Technology Services
 - Eden
 - CAI (Jail Software)
 - Dynamic Imaging (Jail-JJC)
 - Etc.
 - Remainder of the items to be posted will cover overall summaries of how much we will bill each department.
 - Waiting for Auditor budget advice for other costs
- **Technology Refresh**
 - Working on a plan to replace PC's and Laptops and some servers.
 - Ordered the first 25 PC's
 - Once deployed, we will order more
- **Assessor/Treasurer software upgrade**
 - Reconciling RFP items to deliverables
 - Vendor is working on some items that still need to be delivered
 - There are some key items they need to finish.

- A database conversion and some appraisal issues for mobile homes
- **Walla Walla County Policy on Information Technology and Use of Resources**
 - I have an edited version to review
- **Superior Court 1-2 Updates**
 - Four Projects
 - (1) Audio/Dictation/Recording
 - a. I have the requirements
 - (2) Sound reinforcement
 - a. Met with EVCO to get Sound and Video wiring requirements
 - b. Once I get requirements, we can move ahead with the first stage which is to prep power and stage low voltage wiring
 - (3) Projection system – Met with WSP on possible Video Arraignment Solution
 - a. EVCO is to set up a local onsite visit to see some new projection technology
 - (4) Working with WS Penitentiary on remote video conferencing
 - a. Looking at a low cost solution
 - b. Visual recording –
 - First part of this project will state the wiring for video

****Note-**Audio and Visual will require a large amount of disk space that we should consider as upfront costs so we don't run out of space sooner than later.

- **Public Record Requests Last 2 Weeks**
 - 1 = Requests received
 - 0 = Went the departments
 - 2 = Completed
 - 6 = Total Open
 - 6 = Being tracked by the PRO
 - Records Retention Training – being developed as time allows
- **Human Services**
 - Working through various issues to migrate to our system
 - Will be undoubtedly keep running into things to do for a while
- **Internet Connection**
 - We are now fully utilizing 100mb connection paid for by Community Health
 - Legacy connection
 - Will be paying for part of that connection in 2015 budget
 - The new Clerks statewide system will also require more bandwidth
 - Right now we have to use the state's connection, which will be too slow for what they want to do.

Microsoft Licensing

In 2011 the BoCC made the decision to forego paying Microsoft for upgrades to Microsoft Office which was reflected in the 2012 budget. This would mean a total re-purchase of all the software to get upgrades in the future.

I reported that we would have to remain on the current level of software for 5 years to break even; 6 years would show an actual savings.

Last year I included an option to begin putting funds into an account for this software. Budget constraints were not favorable enough to make that happen.

Current level of software is Microsoft Office 2010. Current available is Microsoft Office 2013.

To purchase outright - \$161,285.74

By creating an account for the purchase over 3 years - \$53,761.91 each year

| Department | # Lic. | Cost Each | Total | Per Year | CE | L&J | Other |
|---------------------------|--------|-----------|--------------|-------------|-------------|-------------|------------|
| Assessor | 13 | \$692.21 | \$8,998.78 | \$2,999.59 | \$2,999.59 | | |
| Auditor | 15 | \$692.21 | \$10,383.20 | \$3,461.07 | \$3,461.07 | | |
| Clerk | 9 | \$692.21 | \$6,229.92 | \$2,076.64 | | \$2,076.64 | |
| Commissioners | 7 | \$692.21 | \$4,845.49 | \$1,615.16 | \$1,615.16 | | |
| Court Services | 23 | \$692.21 | \$15,920.91 | \$5,306.97 | | \$5,306.97 | |
| Coroner | 2 | \$692.21 | \$1,384.43 | \$461.48 | | \$461.48 | |
| District Court | 15 | \$692.21 | \$10,383.20 | \$3,461.07 | | \$3,461.07 | |
| EMS | 2 | \$692.21 | \$1,384.43 | \$461.48 | | | \$461.48 |
| EMD | 8 | \$692.21 | \$5,537.71 | \$1,845.90 | | | \$1,845.90 |
| Facilities | 1 | \$692.21 | \$692.21 | \$230.74 | \$230.74 | | |
| W W Frontier Days | 8 | \$692.21 | \$5,537.71 | \$1,845.90 | \$1,845.90 | | |
| Personnel/Risk Management | 2 | \$692.21 | \$1,384.43 | \$461.48 | \$461.48 | | |
| Prosecuting Attorney | 13 | \$692.21 | \$8,998.78 | \$2,999.59 | | \$2,999.59 | |
| Public Health | 18 | \$692.21 | \$12,459.84 | \$4,153.28 | | | \$4,153.28 |
| Human Services | 11 | \$692.21 | \$7,614.35 | \$2,538.12 | | | \$2,538.12 |
| Sheriff/Jail | 60 | \$692.21 | \$41,532.81 | \$13,844.27 | | \$13,844.27 | |
| Superior Court | 7 | \$692.21 | \$4,845.49 | \$1,615.16 | | \$1,615.16 | |
| Technology Services | 0 | \$692.21 | \$0.00 | \$0.00 | \$0.00 | | |
| Treasurer | 11 | \$692.21 | \$7,614.35 | \$2,538.12 | \$2,538.12 | | |
| Weeds | 0 | \$692.21 | \$0.00 | \$0.00 | | | |
| WSU Extension | 8 | \$692.21 | \$5,537.71 | \$1,845.90 | \$1,845.90 | | |
| | | | | | | | |
| | 233 | | \$161,285.74 | \$53,761.91 | \$14,997.96 | \$29,765.18 | \$8,998.78 |

Total licenses needed 242 – (Tech Services = 9) the total cost for 244 licenses is divided into 233 to distribute the TS licensing cost. Also would need to see if the non-CE departments would like to participate.

For 2015 Budget - Choices

1. Purchase out right for \$161,285.74
 - a. Allows upgrades to the most current level
 - b. Does not take advantage of the 2011 decision. Repurchase in 2015 for \$161,285.74 when we could have paid (est) \$121,000 in Subscriptions over last 3 years.
2. Include the costs (\$53,761.91 adjusted yearly) in the budget to be set aside for the next few years until we can purchase the software with 3 years of free subscriptions, then, estimate yearly those costs to be set aside for future purchases.
3. Sign up for Subscription Assurance in 2015 and commit to budget/purchase over next 3 years.
 - a. Sounds good unless the budget gets worse
 - b. Does get us back on track for software upgrades

We have a reserve fund now that will help purchase needed PC's/Laptops/Servers etc., and working on a plan to keep that funded. Planned expenditures for 2014 is \$157,000

There are other items that we may want to treat the same way when budgets allow;

1. Assessor/Treasurer software
2. Auditor
3. Sheriff/Jail
4. Fiber - 20-25 year life – getting close to 20 years now
5. BoCC recording
6. Courtroom recording
7. Etc.

a) Public Hearing:

- 1) To consider the Annual Construction Program for 2015

b) Action Agenda Items:

- 1) Resolution _____ - Adopting the Annual Construction Program for 2015

Pages 33-35

c) Consent Agenda Items:

- 1) Resolution _____ - Setting a date of public hearing to consider request by the Public Works Department of Walla Walla County for the vacation of an abandoned portion of Russell Creek Road right of way, situated in Sections 26 & 35, Township 7 North, Range 36 East, W.M.

Page 36

- 2) Resolution _____ - Setting a date of public hearing to consider request by Stephen Stubblefield for the vacation of that portion of Thompson Road right of way situated in Section 25, Township 7 North, Range 38 East, W.M.

Page 37

d) Department update and miscellaneous

Page 38

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF
ADOPTING THE ANNUAL
CONSTRUCTION PROGRAM
FOR 2015**

RESOLUTION NO.

WHEREAS, a hearing to consider adopting the Walla Walla County Annual Construction Program for 2015 was held at 10:30 AM on July 21, 2014 at the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the attached Walla Walla County Annual Construction Program and Equipment Rental and Revolving fund purchases for 2015 be adopted.

Passed this 21st day of July, 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*

ANNUAL CONSTRUCTION PROGRAM FOR 2015

TOTAL \$'S

\$8,987,000

\$1,275,508

\$194,000

AGENCY ACTION:

DATE RECOMMENDED PROG. SUBMITTED:

DATE RECOMMENDED: _____
DATE OF ENVIRONMENTAL ASSESSMENT: _____

DATE OF FINAL ADOPTION:

**** Line (B) must be smaller than Line (A) ****

**** Line (B) must be smaller than Line (A) ****

[illegible]

ER&R EQUIPMENT PURCHASES 2015

| <u>Equipment</u> | <u>Cost</u> |
|----------------------------|-----------------------|
| Chip Spreader | \$235,000.00 |
| Dump Truck (North) | \$167,500.00 |
| Sander (North) | \$35,000.00 |
| Front End Loader (North) | \$160,000.00 |
| Pickups (5) | \$150,000.00 |
| Brooms (2) | \$100,000.00 |
| Mower | \$25,000.00 |
| Paint Striper | \$180,000.00 |
| Packers (3) | \$75,000.00 |
| Mud Bucket for Cat Backhoe | \$2,500.00 |
| Sheriff's Office | \$150,000.00 |
| Court Services | \$40,000.00 |
| GIS/Technology | \$23,000.00 |
| | |
| Total | \$1,343,000.00 |

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
DATE OF PUBLIC HEARING TO
CONSIDER THE REQUEST BY THE
PUBLIC WORKS DEPARTMENT OF
WALLA WALLA COUNTY FOR
THE VACATION OF AN
ABANDONED PORTION OF
RUSSELL CREEK ROAD RIGHT OF
WAY SITUATED IN SECTIONS 26 &
35, TOWNSHIP 7 NORTH, RANGE
36 EAST, W.M

RESOLUTION NO.

WHEREAS, the Public Works Department of Walla Walla County requests the vacation of an abandoned portion of Russell Creek Road right of way situated in Sections 26 and 35, Township 7 North, Range 36 East, Willamette Meridian; and

WHEREAS, as the Public Works Department is initiating this vacation request, the petition fee for all costs and expenses incurred in the examination of said petition has been waived by the Public Works Director; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that a public hearing date be set for August 11, 2014 in the Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington at the hour of 10:30 A.M., or as soon thereafter as such hearing may be held.

BE IT FURTHER RESOLVED, that the County Engineer be and is hereby ordered to make an examination and if necessary a survey of the proposed right of way vacation and to make a report to this Board as required by law, said right of way being described as follows:

A PORTION OF ABANDONED ROAD RIGHT OF WAY SITUATED IN SECTIONS 26, AND 35, TOWNSHIP 7 NORTH, RANGE 36 EAST, W. M., WALLA WALLA COUNTY, WASHINGTON, SAID PORTION BEING DESIGNATED FOR VACATION ON SHEET 1 OF 4, OF THE OFFICIAL RIGHT OF WAY PLANS FOR RUSSELL CREEK ROAD PER CRP 11-02, APPROVED MARCH 27, 2013, ON FILE AT THE PUBLIC WORKS OFFICE OF WALLA WALLA COUNTY.

Passed this 21st day of July, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
DATE OF PUBLIC HEARING TO
CONSIDER THE REQUEST BY
STEPHEN STUBBLEFIELD FOR
THE VACATION OF THAT
PORTION OF THOMPSON ROAD
RIGHT OF WAY SITUATED IN
SECTION 25, TOWNSHIP 7 NORTH,
RANGE 38 EAST, W.M

RESOLUTION NO.

WHEREAS, a petition has been received requesting the vacation of that portion of Thompson Road right of way situated in Section 25, Township 7 North, Range 38 East, Willamette Meridian; and

WHEREAS, the petitioner has paid the \$600.00 petition fee for all costs and expenses incurred in the examination of said petition; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that a public hearing date be set for August 11, 2014 in the Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington at the hour of 10:30 A.M., or as soon thereafter as such hearing may be held.

BE IT FURTHER RESOLVED that the County Engineer be and is hereby ordered to make an examination and if necessary a survey of the proposed right of way vacation and to make a report to this Board as required by law, said right of way being described as follows:

ALL OF THAT PORTION OF THOMPSON ROAD RIGHT OF WAY SITUATED IN SECTION 25, TOWNSHIP 7 NORTH, RANGE 38 EAST, W. M., WALLA WALLA COUNTY, WASHINGTON.

Passed this 21st day of July, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 17 July 2014

Re: Director's Report for the Week of 14 July 2014

Board Action: 21 July 2014

Hearings:

In the Matter of the Annual Construction Program for 2015

Resolutions:

In the Matter of Adopting the Annual Construction Program for 2015

In the Matter of a Request by the Public Works Department of Walla Walla County for the Vacation of an Abandoned Portion of Russell Creek Road

In the Matter of a Request by Stephen Stubblefield for the Vacation of that Portion of Thompson Road Right of Way

ENGINEERING:

- Mill Creek Forest Highways Project: Continuing design.
- Taumarson Road: Sent project update letter to residents. Planning to advertise in October.
- Pettybone Bridge: Advertise 17 July; open bids 4 August.
- Bussell Road: Met with WDFW Wednesday to discuss culvert replacement at Stone Creek.
- Miscellaneous: Met with WSDOT to discuss Blue Creek bridge replacement grant submittal. Good chance of getting Blue Creek Bridge replacement grant on Mill Creek Road.

DEVELOPMENT:

- Completing 2015 budget.
- Development review of proposed projects near: Cottonwood, Fern and Taumarson (all will be annexed upon completion)
- Preparing Haul Route Agreements for contractors delivering products to BPA transmission line project.

MAINTENANCE:

- Scrubbing area 7 for 2015 chip seal.
- Striping crew performed reimbursable work this week for Garfield County.

ADMINISTRATION:

- Attended WWVMPO TAC meeting.

a) **Consent Agenda Items:**

- 1) Resolution _____ - Approving
County Program Agreement with the
Department of Social and Health
Services - Juvenile Accountability
Block Grant 2014-2015

Page 40

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
COUNTY PROGRAM AGREEMENT
WITH THE DEPARTMENT OF
SOCIAL AND HEALTH SERVICES –
JUVENILE ACCOUNTABILITY
BLOCK GRANT 2014-2015

RESOLUTION NO.

WHEREAS, the State of Washington, Department of Social and Health Services, has contracted with Walla Walla County, Washington, to provide Juvenile Accountability Block Grant (JABG) services in compliance with Agreement #1463-17305; and

WHEREAS, the term of previous Program Agreement for said services expired on June 30, 2014, and a new County Program Agreement has been offered to the County for the period July 1, 2014, through June 30, 2015, in an amount not to exceed \$6,100; and

WHEREAS, the Walla Walla County Juvenile Justice Center Administrator has reviewed said Program Agreement and recommends approval; and

WHEREAS, said Program Agreement was submitted to the County Prosecuting Attorney and County Personnel/Risk Manager for review; now therefore,

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said Program Agreement, and that the Chair of the Board shall sign same in the name of the Board.

Passed this 21st day of July, 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

11:00

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) New Position Approval Form for Office Assistant – Temporary Part-Time for the Juvenile Justice Center
- d) 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))

Pages 43-44

Walla Walla County

New Position Approval Form

Position ___Office Assistant – Temporary, Part-Time Date : 7/16/14

Department ___Juvenile Justice Center

Pay Grade ___Minimum Wage

Union (Identify) ___N/A_____ Non-Bargaining _____

☐ Regular Full Time
☐ Regular Part Time

☐ Additional
☐ Replacement

☐ Contract
☒ Temporary/Intermittent

Necessary qualifications:

High School diploma required and general office experience preferred. Valid driver's license required.

HR-Approved Job Description Attached.

Reviewed:


Personnel/Risk Manager

7/16/14
Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Office Assistant – Temporary, Part-Time
DEPARTMENT: Juvenile Justice Center
REPORTS TO: Administrative Assistant
PAY RANGE: \$9.32/Hr (Or equivalent of WA state minimum wage)
POSITION TYPE: Temporary (less than Six Months), Part-Time (Under 20 hours per week),
No Benefits

JOB SUMMARY: Performs a variety of entry-level clerical work, such as answering phones, filing, assisting in-coming clients, performing general errands to other county departments, the Prosecutor's Office, DSHS, etc. Employee works with general supervision from supervisor or other staff. Usually receives specific instructions for special tasks but performs daily and routine filing independently.

SUPERVISORY RESPONSIBILITIES: This position will hold no supervisory responsibilities.

ESSENTIAL FUNCTIONS:

- Files juvenile documents in proper files.
- Scans file documents onto disks.
- Assists other office personnel with various duties.

EXAMPLE OF DUTIES:

- Answers phones, directs calls and assists in-coming clients.
- Performs other related duties as may be requested by supervising staff or Administrative Assistant.

EQUIPMENT TO BE USED: Work normally requires the operation of office equipment such as scanners, adding machines and personal computers.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed in the usual office environment. Physical abilities required for this position are ones typically related to office operations including, manual dexterity and visual acuity to operate personal computers and other office equipment, access filing system, and have sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- 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 exercise good judgment when in contact with the public.

EDUCATION AND EXPERIENCE: High school diploma required and general office experience preferred.

LICENSES AND OTHER REQUIREMENTS: Valid driver's license required.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

11:30

COUNTY COMMISSIONERS

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

12:00

Recess

1:30

JOINT FINANCIAL UPDATE

**Karen Martin and
Gordon Heimbigner**

- a) 2014 budget status report**
- b) 2015 budget discussion**

2:00

COUNTY COMMISSIONERS

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

- A D J O U R N -

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

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