

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, JULY 27, 2015**

---

**(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)**

**9:15**

**COUNTY COMMISSIONERS**

**Chairman Dozier**

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 (at 9:15 a.m.) 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.*

- d) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
- e) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' sessions of July 20 and 21, 2015
  - 2) Resolution \_\_\_\_\_ - Updated appointment of an alternate to represent Walla Walla County on the Washington Counties Insurance Fund Board of Directors

Page 2

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

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



RESOLUTION NO.

**WHEREAS**, currently Walla Walla County Commissioner James K. Johnson serves as the Walla Walla County representative on the Washington Counties Insurance Fund Board of Trustees and County Personnel/Risk Manager Lucy Schwallie had been appointed to serve as alternate board member; and

**WHEREAS**, as of July 24, 2015 Ms. Schwallie is no longer a county employee; and

**WHEREAS**, Sheila Eslinger has been hired to replace Ms. Schwallie, and will serve as the county's Human Resources/Risk Manager; now therefore

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

*"Passed this 27th day of July, 2015 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

\_\_\_\_\_  
Perry L. Dozier, Chairman, District 2

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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

**COUNTY COMMISSIONERS (continued)**

**e) Consent Agenda Items (continued):**

- 3) Resolution \_\_\_\_\_ - Updated      page 4  
appointments and designations  
relative to Walla Walla County's  
membership in the Washington  
Counties Risk Pool
- 4) County warrants as follows: 4165585  
through 4165595, totaling \$65,986.18
- 5) Payroll action and other forms requiring  
Board approval

**f) Action Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Calling      Page 5  
for a special election regarding  
annexation of the City of Waitsburg  
into Walla Walla County Fire  
Protection District No. 2
- 2) Proposal 2015 07-27 Maint -      Pages 6-14  
Approval of bid award for dishwasher  
located in the Walla Walla County  
Corrections Department (Jail)
- g) Miscellaneous business to come  
before the Board
- h) Review reports and correspondence;  
hear committee and meeting reports
- i) Review of constituent concerns/possible  
updates re: past concerns

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

IN THE MATTER OF UPDATED  
APPOINTMENTS AND  
DESIGNATIONS RELATIVE TO  
WALLA WALLA COUNTY'S  
MEMBERSHIP IN THE  
WASHINGTON COUNTIES RISK  
POOL

RESOLUTION NO.

**WHEREAS**, several Washington counties agreed to the creation of the Washington Counties Risk Pool ("Pool"), organized and operating under Chapters 48.62 and 39.34 RCW, to provide to its member counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services; and

**WHEREAS**, the Pool's Interlocal Agreement and Bylaws, and policies of its Board of Directors require appointees and/or designees from each member county for the positions of Director/Alternate Director, County Risk Manager, County Safety Officer, and County Claims Administrator; and

**WHEREAS**, pursuant to previous Walla Walla County resolutions, the most recent being 15 008, designations must be revised/updated as previous appointee Lucy Schwallie, who served as Personnel/Risk Manager is no longer with the county; and

**WHEREAS**, Sheila Eslinger has been hired to replace Ms. Schwallie, and will serve as the county's Human Resources/Risk Manager; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that Lucy Schwallie is no longer a representative of Walla Walla County relevant to the Washington Counties Risk Pool.

**BE IT FURTHER RESOLVED** that Sheila Eslinger, Human Resources/Risk Manager for Walla Walla County, be appointed to serve in the following positions: 2<sup>nd</sup> Alternate Director, Risk Manager, and Claims Administrator to represent the county.

**BE IT FURTHER RESOLVED** that these designations are effective as of midnight on July 24, 2015 and shall supersede any prior conflicting action(s), and that the Clerk of the Board shall provide a copy of this resolution to the Washington Counties Risk Pool.

*"Passed this 27th day of July, 2015 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

\_\_\_\_\_  
Perry L. Dozier, Chairman, District 2

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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

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

IN THE MATTER OF CALLING FOR  
A SPECIAL ELECTION REGARDING  
ANNEXATION OF THE CITY OF  
WAITSBURG INTO WALLA WALLA  
COUNTY FIRE PROTECTION  
DISTRICT NO. 2

RESOLUTION NO.

**WHEREAS**, the Board of County Commissioners for Walla Walla County, Washington, has received from the City of Waitsburg Ordinance 2015-1031, adopted June 17, 2015, stating an intent by the City to join Walla Walla County Fire Protection District No. 2 and be annexed thereto; and,

**WHEREAS**, the Board of County Commissioners has received from the Walla Walla County Fire Protection District No. 2 Resolution 15-10, adopted on July 14, 2015, concurring with the proposed annexation; and,

**WHEREAS**, RCW 52.04.061 and RCW 52.04.071 govern this procedure, and provide that, "The county legislative authority or authorities shall by resolution call a special election to be held in the city . . . and in the fire protection district at the next date according to RCW 29A.04.321, and shall cause notice of the election to be given as provided for in RCW 29A.52.355."

**NOW THEREFORE IT IS HEREBY RESOLVED** by the Board of County Commissioners that a special election is called for to be held in the City of Waitsburg and in Walla Walla County Fire Protection District No. 2, to be held on November 3, 2015, which is the date requested by the City and the fire district, and the County Auditor is hereby requested to place the issue before the voters of the City of Waitsburg and Walla Walla County Fire Protection District No. 2 in substantially the following form:

"Shall the City of Waitsburg be annexed to and be a part of  
Walla Walla County Fire Protection District No. 2?"

Yes .....  
No ....."

*"Passed this **27th day of July, 2015** 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

\_\_\_\_\_  
Perry L. Dozier, Chairman, District 2

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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



# MEMO

Date: July 21st, 2015

Proposal ID. 2015 07-27 Maint

To: BOCC

From: Tom Byers

## **Intent – Decision**

**Topic** – Approval of bid award for the removal and replacement of a dishwasher in the County Jail kitchen.

## **Summary**

Walla Walla County Facilities Maintenance Department requested bids/quotes utilizing the limited public works procedures resolution 11-115, for the purchase of a commercial dishwasher unit that will fit into the existing space and configuration of the existing sinks. The unit must be 208v 3 phase unit with at least a 2 HP washing unit with electric booster heater. Bid includes all costs for removal of the existing unit, installation of the new unit with plumbing and electrical connections, shipping costs, staff training and start up adjustments, and all Washington State sales tax.

The following bids were received:

Tompkins Appliance	ADS brand	\$17,052.65
Hobart Corporation	Hobart brand	\$ 3,212.55 (non-responsive)
(did not meet bid specification requirements so it is deemed non-responsive)		

## **Cost**

\$17,052.65

## **Project Time Schedule**

The vendor has stated that once the order is placed for the unit it will be delivered in 7-10 business days. Once the unit has arrived the vendor will schedule the installation date. The vendor has stated that if we need service for this unit they will be able to respond in 24 hours or less.

## **Funding**

To be determined by the BOCC

**Conclusion/Recommendation**

I have reviewed this information with Mike Bates, and he agrees that the ADS unit will be the best for the Jail. Recommend that the Board of County Commissioner approve the bid of \$17,052.65

Submitted By			Disposition
			<input type="checkbox"/> Approved
Tom Byers	Facilities Manager	7-21-2015	<input type="checkbox"/> Approved with modifications
Name	Department	Date	<input type="checkbox"/> Needs follow up information
			BOCC Chairman
			Date

**Additional Requirements to Proposal**

☐ Modification

☐ Follow Up




Proud supporter of you.™

Hobart Corporation  
9922 E Montgomery #15  
Spokane, Wa. 99206  
509-922-3123 / 800-441-3412  
Rick.boyd@hobartservice.com

RECEIVED  
JUL 20 2015  
WALLA WALLA COUNTY  
COMMISSIONERS

July 20, 2015

Walla Walla County Corrections  
Walla Walla, WA  
Connie Vinti, Board of County Commissioners Clerk

RE: Installation Hobart AM15VLT Dishmachine

Connie,

Here is the info in regards to install of new Hobart AM15VLT Series. On a great note to this project as far as the electrical. The existing booster circuit will run the whole machine, booster and all. The electrician will just have to add a longer whip and tuck the disposer switch box behind the machine into the wall. Then the existing dishwasher single phase circuit can just be capped off and eliminated from the circuit panel. You must remember when ordering that you request a 208/60/3 phase machine rather than the single phase originally quoted to you.

Install spec is as follows:

Remove existing Hobart AM12 Dishmachine  
(removal from site with advance request)  
Uncrate, Move in, and set AM15VLT  
Attach and seal Tables  
Level tables and machine  
Do all final connections ( Electrical, hot and cold water, and drains)  
Add additional length to whip on existing Booster circuit  
Modify and tuck existing disposer junction box from  
behind machine for handle clearance  
Do Start-up and all adjustments  
Train staff

<b>Total</b>	<b>\$2950.00</b>
<b>Tax @ 8.9%</b>	<b>\$262.55</b>
<b>Total With Tax</b>	<b>\$3212.55</b>

Unit will take approx. 6-8 hours to complete install. Above includes all labor and materials. Quote is for regular 8-5 hours. Machine will receive an additional 6 months warranty added to the standard 1 year due to Hobart installing.

Any questions Contact Rick Boyd at 1-800-441-3412

Sincerely,

Rick Boyd  
Branch Manager  
Hobart Spokane





270 E. BOEING AVE  
WALLA WALLA, WA. 99362

RECEIVED

JUL 20 2015

WALLA WALLA COUNTY  
COMMISSIONERS

Office: 509.529.3185

Fax: 509.529.3297

[service@tompkinsappliance.com](mailto:service@tompkinsappliance.com)

<http://www.tompkinsappliance.com>

**Date:** July 20, 2015

**Proposal For:** Walla Walla County Jail

Attn: Tom Byers

300 W Alder S.

Walla Walla, WA 99362

**Equipment Specifications:**

The following equipment, material and parts will be provided:

QTY	MODEL/DESCRIPTION	YOUR COST	EXTENSION
1	HT25 with booster, 208v/3ph/4wire 50amp, includes installation of dishwasher. Electrical and plumbing to be done by other trades (includes sales tax 8.9%)		\$14,444.49
1	Chris Johnson Plumbing (Includes Sales Tax 8.9%) To be billed to owners		\$1,061.77
1	Chase Electric (Includes Sales Tax 8.9%) To be billed to owners		\$1,154.34
	Shipping (Includes Sales Tax 8.9%)		\$392.04
	<i>Sub Total</i>		\$17,052.64

This proposal is valid for thirty (30) days. Signature below indicates acceptance of this proposal and its terms.

Accepted

\_\_\_\_\_

Date: \_\_\_\_\_

# HT-25 by

The **NEXT GENERATION** High-Temp Sanitizer

- Wash, rinse, and sanitize in as little as 45 seconds - Fastest in the industry!
- POWERFUL 3 HP PUMP - Scrubs away what others leave behind!
- Low water usage - only .85 gal. per load!

**AVAILABLE  
OPTION:**



Stainless Steel Built-on Booster.  
Providing 57 Racks/Hour @  
70° F Rise, 3 ph Only



**HT-25**

SAVE TIME, MONEY,  
AND RESOURCES!

- Approved Dual Sanitizer - Same machine serves as either High or Low Temp
- Versatile door design - installs corner or straight

Increase your warewashing capacity without expanding your kitchen. Our HT-25 washes up to **35% FASTER WITH 33% LESS CHEMICALS, UTILITIES, AND WATER**

*The features of the HT-25 eliminate re-washes. A powerful design with powerful results!*

At American Dish Service, Quality People, Designs, and Products have been the foundation of our organization for over **60 years**.

**[www.americandish.com](http://www.americandish.com)**

900 Blake Street Edwardsville, KS 66111-3820

Toll Free

(800) 922-2178

Phone

(913) 422-3700

Fax

(913) 422-6630

  
**American Dish Service**  
Manufacturers of Ware Washing Equipment



# HT-25

## The NEXT GENERATION High-Temp Sanitizer

This powerful, next generation, high-temp sanitizer provides you with all these features...

- Available with either 45 or 60 second time cycle
- Patented Self Cleaning Spray System
- Auto fill (Standard Equipment)
- Two stage SS Drain Filter - Eliminates clogged pumps
- 3 HP Wash Pump
- ADS patented Low-Water Protection
- Patented Captive Spray Arm End Caps - No Parts to Lose
- 18" Door Opening
- Configured for corner or inline
- No troublesome circuit boards - prevents down time

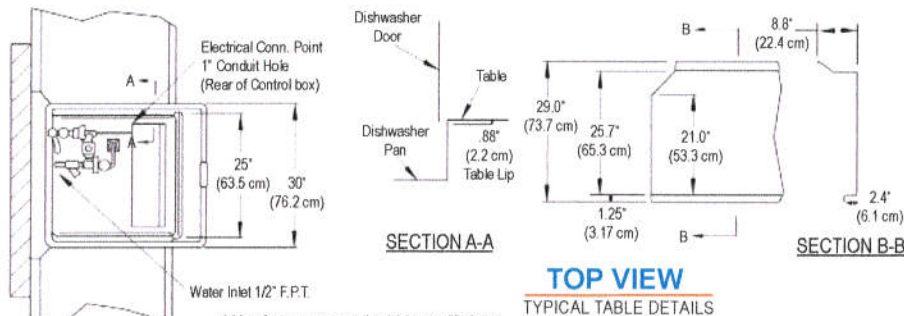


**HT-25**  
with optional  
built-on  
Booster Heater

### Model HT-25 Specifications

#### U.S. REGISTERED PATENTS

RATED CAPACITY (Racks/Hour)	72 NSF Rated
WASH TANK CAPACITY	11 Gal. (41.63 Liters)
WATER TEMPERATURE, WASH	160.0 F (71 C)
WATER TEMPERATURE, RINSE	180.0 F (82.2 C)
WATER CONSUMPTION	0.85 Gallons/Rack (3.593 Liters/Rack)
<b>WASH MOTOR</b>	<b>3HP</b>
ELECTRICAL REQUIREMENTS	<b>3-PH, 208/240V, 40A, 60 Hz</b> (4-Wire Connection, Three #8 Wires, Ground, 40A Breaker) (5-Wire Connection, Three #8 Wires, Ground, Neutral, 40A Breaker)
	<b>SINGLE PH, 208/240V, 90A, 60 Hz</b> (Dual Circuit: 30A Breaker, 60A Breaker, Neutral & Ground Wires)
	<b>COMBO OPTION: HT-25/34 W/Attached 12 kw Booster(3ph Only)</b> (4-Wire Connection, Three #8 Wires, Ground, 50A Breaker, Single-Point Connection Of Both The D/M & Booster) (5-Wire Connection, Three #8 Wires, Ground, Neutral, 50A Breaker, Single-Point Connection of Both Dishmachine & Booster)
WASH HEATER	8 KW
RACK SIZE	19-3/4" x 19-3/4" (50.2 cm x 50.2 cm)
DOOR CLEARANCE	18" (45.72 cm)
WATER INLET(1)	1/2" F.P.T.
DRAIN SIZE	2" F.P.T.
HEIGHT (All Doors Closed)	74" (187.96 cm)
WIDTH, TABLE TO TABLE (Inline Model)	25" (63.5 cm)
WIDTH W/SCRAP ACCUMULATOR (Overall)	37" (93.9 cm)
DEPTH (Overall)	33.5" (85.0 cm)
SHIPPING WEIGHT (Standard Unit)	472 Pounds (214 kg)



**TOP VIEW**

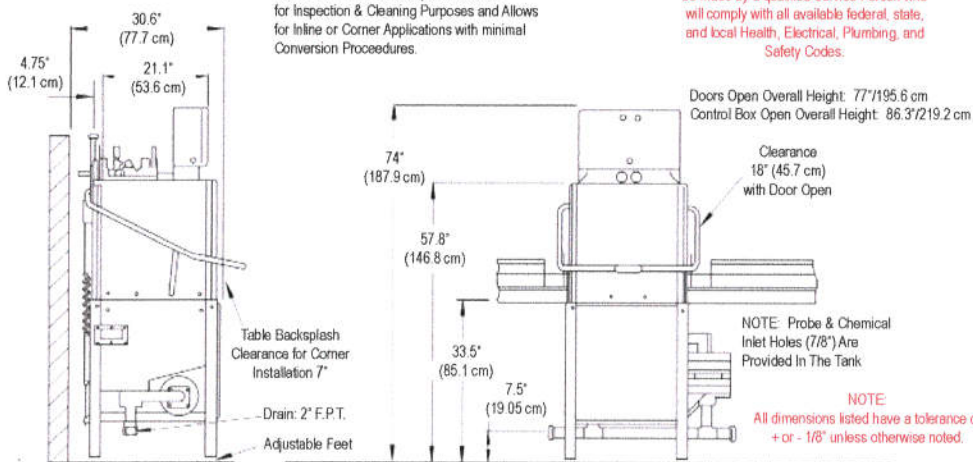
**TOP VIEW**  
TYPICAL TABLE DETAILS

#### CAUTION:

Electrical and Plumbing connections must be made by a qualified Service Person who will comply with all available federal, state, and local Health, Electrical, Plumbing, and Safety Codes.

\* Manufacturer reserves the right to modify these specifications in compliance with regulatory agencies and manufacturing expediency.

NOTE: All Three Doors Open in Unison for Inspection & Cleaning Purposes and Allows for Inline or Corner Applications with minimal Conversion Procedures.



**SIDE VIEW**

**FRONT VIEW**

ADS has built a strong history based on Customer Service, Quality, and Reliability.  
A Commitment to Excellence is the driving force behind American Dish Service.

Toll Free

Phone

Fax

900 Blake Street Edwardsville, KS 66111-3820

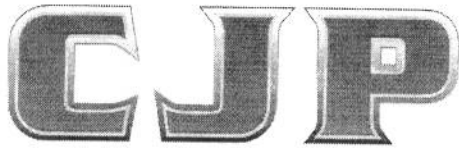
(800) 922-2178

(913) 422-3700

(913) 422-6630

# MATERIAL AND LABOR RECORD

JOB NAME		DATE	
JOB LOCATION			
Integrity/Tompkins		5-1-15	
NW County Jail - DW		Cowan	
QTY.	DESCRIPTION OF MATERIAL	PRICE	AMOUNT
	3P 50 amp EE		
	THOS		
	Disconnect old DW &		
	booster heater -		
	Install Tbox on 1"		
	conduit for old booster		
	flex to new DW - splice		
	Remove & take off		
	old DW 200/20 amp circuit		
	41.2 amp ~ 1/2" heater 12 amp		
	\$1060.00		
	+ tax		
FIR LABOR RECORD		HOURS	RATE
MECHANICS			AMOUNT
HELPERS			
SIGNED		TOTAL	



CHRIS JOHNSON PLUMBING

# Estimate

Date	Estimate #
07/02/2015	2712

## Address

Greg Tompkins  
270 E. Boeing Ave  
Walla Walla, WA 99362

			Project	Sales Rep	
			WW County Jail	CJ	
Serviced	Item	Quantity	Description	Rate	Amount
07/02/2015	Estimate		Estimate to cut & cap water & drain for removal of existing commercial dishwasher then to return to reconnect water & drain for new commercial dishwasher and garbage disposal.	957.00	957.00T
			Others to supply all equipment. Estimate includes labor and makeup material. Labor figured at prevailing wage.		
			Valid for 30 days. Please contact us with any questions or to schedule.		
				SubTotal	\$957.00
				Tax (0%)	\$0.00
				Total	\$957.00

All material is guaranteed to be as specified. All work to be complete in a workman like manner according to standard practices. Any alteration of deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra cost over and above the estimate. Owner to carry any necessary insurance. Our worker's are fully covered by Workman's Compensation Insurance. Estimate includes labor & material.

All material is guaranteed to be as specified. All work to be complete in a workman like manner according to standard practices. Any alteration of deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra cost over and above the estimate. Owner to carry any necessary insurance. Our worker's are fully covered by Workman's Compensation Insurance. Estimate excludes tax and

Accepted By

Accepted Date

cjohnsonplumbing@charter.net PO Box 2878, Walla Walla, 99362, 509-520-5022

Balances 30 days past due will be subject to a 1.5 % finance charge.

Walla Walla County  
Facilities Maintenance Department  
PO BOX 1506  
Walla Walla WA 99362

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Walla Walla County Facilities Maintenance Department is requesting bids utilizing the limited public works procedures resolution 11-1115, for the purchase of a commercial dishwasher for the County Jail. This unit must fit into the existing space and configuration of the existing sinks to operate. The unit must be 208 volt 3 phase unit with at least a 2 horsepower washing pump with electric booster heater. The bid must include all costs for removal of the existing unit, installation of the new unit with plumbing and electrical connections, shipping costs, staff training and start up adjustments, and all Washington State sales tax at 8.9%.

As part of the bid, we need for you to provide the information for the following questions:

Once the order is placed for the unit how long will it take to be delivered?

**7-10 Business days if they have them in stock. (As of 7/20/2015 at 8:00 a.m. CST ADS had three (3) currently available)**

Once the unit is delivered onsite how long will it take to have installed and in operation?

**Once dishwasher arrives we will schedule a mutually acceptable installation date with County and subcontractor's. Barring any unforeseen obstacles dishwasher will be installed and running the same business day.**

If we need service on this unit what is the response time?

**24 hours or less.**

Please send the bid including the answers to the above questions to:

Connie Vinti, Board of County Commissioners Clerk, C/O  
[wwcocommissioners@co.walla-walla.wa.us](mailto:wwcocommissioners@co.walla-walla.wa.us)  
or by fax at 509-524-2512

Must be received by 1 pm on Tuesday July 21<sup>st</sup>, 2015.

If you should have any questions call Tom Byers at 509-524-2606.

Release date: July 16<sup>th</sup>, 2015

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a) **Action Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Approval  
of a Walla Walla County Policy  
on Information Technology and  
Use of Resources

Page 16

b) **Consent Agenda Items:**

- 1) Execute Agreement No. WWCO201507-1TS  
with CompuNet.Inc. (Ref: Proposal  
2015 07-20 TSD)

## c) Department update and miscellaneous

Page 17-18

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

IN THE MATTER OF APPROVAL  
OF A WALLA WALLA COUNTY  
POLICY ON INFORMATION  
TECHNOLOGY AND USE OF  
RESOURCES



**RESOLUTION NO.**

**WHEREAS**, County Technology Services Department Director Kevin Gutierrez has previously prepared several policies related to the use of Walla Walla County technology resources; and

**WHEREAS**, Mr. Gutierrez has now compiled all such policies to be utilized as a guide within the county and related to county operations, with the compiled information to identified as a Policy on Information Technology and Use of Resources; and

**WHEREAS**, the information therein was submitted for consideration by county elected officials and department heads and the county's personnel/risk manager for review and comment; and

**WHEREAS**, a final draft of the recommended policy has been submitted to the Board of County Commissioners by Mr. Gutierrez with a request for approval; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that said Policy on Information Technology and Use of Resources is approved.

**BE IT FURTHER RESOLVED** that said policy shall be effective as of this date.

**BE IT FURTHER RESOLVED** that, as provided therein, nothing in this policy shall supersede the Walla Walla County Personnel Policies and Operations Manual (PPOM), and that if a discrepancy is found between this policy and the PPOM, the PPOM will give final guidance.

*"Passed this 27th day of July, 2015 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

\_\_\_\_\_  
Perry L. Dozier, Chairman, District 2

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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





**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 27, 2015

To: Walla Walla County Board of Commissioners

Re: Department Update

**Issues/Information for the Board.**

Proposal to approve and place into effect the new Policy on Information Technology and Use of Resources policy. Replaces the old policy.

**Components (Main infrastructure)**

**Hardware**

- No issues

**Software**

- No issues

**Security/Viruses**

- No issues

**Network**

- No issues

**Other Projects**

- **Budget /Assets**
  - Budget is pretty much ready to publish. Hoping we can get the department folders organized so I see if distributing by usage is feasible.
- **Server Replacement – VMWare**
  - Have sent a copy of our professional services contract to the vendor for review
  - They know that time is of the essence
  - They may be able to move the deadline to accommodate negotiating the professional services contract.
- **FTP server**
  - Testing FTP software – seems to work pretty well
  - Automating some processes to test.
  - We asked for a 15 day extension of the trial
    - If all works correctly, Treasurer has agreed to pay for the software because he can charge for access to information (as a service)
    - \$200 per year maintenance will be distributed as normal overhead cost. This software benefits by not limiting email file sizes.
  - Estimated cost is \$500.00
- **Security Camera's**
  - Awaiting commissioner guidance on security committee etc.
- **Jail**

- Testing video conference
- Waiting for WWE to give us estimate on separating cameras', adding a failover video server and replacing CAT5 fiber to connect Jail to Courthouse.
- **Superior Court 1-2 Updates**
  - TV cable has been run into our server room destined for the judges offices.
    - *Reported in error last time.*
    - *Charter need3e to plan an overhead delivery due to the current underground pipe being full of cable. The attempt at an overhead delivery was done on 7/22/15.*
    - Once it the cable leaves my office it will be up to facilities to guide the process
  - Judges are ready to look at the sound reinforcement piece of this
    - RFQ was released on 7/20 due 8/10
  - Also being sought are quotes for ADA hearing assist headsets (Infrared)
- **Public Record Requests Last 2 Weeks**
  - 3 = Requests received
  - 1 = Forwarded to departments
  - 3= Completed
  - 3 = Total Open
  - 3 = Being handled by the PRO
  - The state has some really good training on line now. Webinars are now ready to go. We can tell everyone where they are at, or we can create a training track to make sure all employees receive the training. The first 3 webinars should be mandatory (in my opinion) then we would train the last one in the "HOW TO" for our retention processes.
    - <http://www.sos.wa.gov/archives/RecordsManagement/OnlineTutorials.aspx>
    - Last report I mentioned the possibility creating a training track as standard county (possibly a mandatory) training.
    - Any thoughts on BoCC preference?

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## Definitions

**PAV=Potential Archival Value**

**AOC=Administrative Office of the Courts**

**PRO=Public Records Officer**

**USB=Universal Serial Bus**

**DOL=Department of Licensing**

**RFP=Request For Pricing**

**GIS=Geographic Information Systems**

**EOL=End of Life**

**JCDA=Joint Community Development Agency**

**W7=Windows 7**

**W10=Windows 10**

**OS=Operating System**

**JAVS=(Jefferson Audio Video Systems) – Courtroom Recording System**

**AV-Audio/Visual**

**WiFi-Wireless network connectivity (Wireless Fidelity)**

**FTP = File Transfer Protocol (file transfer server)**

**CAD=Computer Aided Dispatch (hosted at the city)**

**CAT5=Category 5 Ethernet cable (for data and voice)**

**10:00**

**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 County Corrections Department – Director of Corrections
  - 2) New Position Approval form for County Corrections Department - Adult Corrections Supervisor
  - 3) New Position Approval form for County Corrections Department - Court Services Supervisor
- 4) 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))

10:30

**PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

**a) Public Hearing**

- 1) To consider vacation of Stone Road right of way

**b) Action Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Vacation of Stone Road right of way, situated in Section 4, Township 6 North, Range 33 East, W.M. Pages 22-23

- c) Department update and miscellaneous Page 24

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

IN THE MATTER OF THE  
VACATION OF STONE ROAD  
RIGHT OF WAY, SITUATED  
IN SECTION 4, TOWNSHIP 6  
NORTH, RANGE 33 EAST,  
W.M.



**FINAL ORDER OF VACATION**

**RESOLUTION NO.**

**WHEREAS**, Resolution 15 165, proposing the vacation of Stone Road right of way, situated in Section 4, Township 6 North, Range 33 East, Willamette Meridian, was passed on the 6th day of July, 2015; and

**WHEREAS**, on the 6th day of July, 2015, the County Engineer was duly directed to examine said county road and make a report in writing; and

**WHEREAS**, on the 6th day of July, 2015, the Board set the 27th day of July, 2015, for hearing the report of the County Engineer, and the consideration thereof, and that notice of the time and place of said hearing was given by publication and posting as prescribed by law; and

**WHEREAS**, on the 20<sup>h</sup> day of July, 2015, the County Engineer filed his written report with the Board as required by law; and

**WHEREAS**, the report of the County Engineer shows:

That, the County considers said right of way(s) is not necessary to the general road system;

That, the public will be benefitted by its vacation;

That, in his opinion, said right of way(s) should be vacated;

and,

**WHEREAS**, the Engineer's Report, Affidavit of Posting, and Notice of Publication are on file, and the Board having examined the report of the Engineer, and all other papers on file in the proceedings, heard and considered all testimony and documentary evidence adduced for and against the vacation of said County Road right of way(s), the Board being satisfied that County interest in said right of way(s) will not be necessary as part of a general road system, and that the public will be benefitted by its vacation; now therefor,

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that Stone Road right of way, as described on Exhibit "A" attached hereto and by this reference are made a part hereof, be vacated.

*Passed this 6<sup>th</sup> day of July, 2015 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

\_\_\_\_\_  
Perry L. Dozier, Chairman, District 2

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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

## **EXHIBIT "A"**

ALL OF STONE ROAD RIGHT OF WAY, DEDICATED AS 40 FEET IN WIDTH BETWEEN TRACTS 306 THROUGH 313, OF THE SECOND ADDITION TO GARDENA CONTOURED TRACTS, PER THE PLAT THEREOF, FILED JUNE 7, 1906, IN PLAT BOOK "C", PAGE 58, RECORDS OF THE AUDITOR, AND SITUATED IN SECTION 4, TOWNSHIP 6 NORTH, RANGE 33 EAST, W. M., WALLA WALLA COUNTY, WASHINGTON.

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

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To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 25 July 2015

Re: Director's Report for the Week of 20 July 2015

**Board Action: 27 July 2015**

**Hearings:**

**In the Matter of the Vacation of Stone Road Right of Way**

**Resolutions:**

**In the Matter of Adopting the Vacation of Stone Road Right of Way**

**ENGINEERING:**

- Taumarson Road: Contractor excavating swales and constructing curb and sidewalk.
- Bussell Road: Contractor installing culvert and working on roadway excavation/embankment.
- Frog Hollow & Lower Dry Creek: Advertised 23 July.
- Middle Waitsburg at Chase Safety Project: Design and right of way plans 90% complete. Waiting for NEPA before beginning acquisition.
- Foster Road Safety Project: Meeting on site to review two possible alignments on 27 July with Mike Lyons and Nathan and Dennis Rea.
- Blue Creek Bridge: Surveying. Borings scheduled for August.
- Russell Siding Bridge: Right-of-way acquired. Construction schedule for late August.

**MAINTENANCE:**

- Reviewing options regarding Greenville Quarry lease issues.
- Paint crew almost finished with striping in Garfield County.
- Crews scrubbing this week.

**ADMINISTRATION:**

- Assisted Blue Creek Fire operations with road closures, traffic control and GIS support.
- Conducted Leadership meeting.
- Attended TAC meeting.



10:45

**COUNTY CORRECTIONS DEPARTMENT**

**Mike Bates, Interim Director**

**a) Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Approving  
a Connection User's Agreement  
between the Washington State  
Patrol and Walla Walla County  
Corrections Department  
(WSP No. K11024)

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**b) Department update and miscellaneous**

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

IN THE MATTER OF APPROVING A  
CONNECTION USER'S AGREEMENT  
BETWEEN THE WASHINGTON  
STATE PATROL AND WALLA  
WALLA COUNTY CORRECTIONS  
DEPARTMENT (WSP NO. K11024)



RESOLUTION NO.

**WHEREAS**, the Washington State Patrol has offered a Connection User's Agreement, formally identified as Washington State Patrol Live-Scan to Western Identification Network Automated Fingerprint Identification System (WIN AFIS) Connection User's Agreement, WSP No. K11024, to Walla Walla County Corrections Department, to allow that department to submit fingerprints to the Washington State Patrol for review; and

**WHEREAS**, the agreement benefits the citizens of Walla Walla County and county department operations; and

**WHEREAS**, the County Prosecuting Attorney and Risk Manager have reviewed said agreement; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said agreement, and that Michael Bates, interim director of the Walla Walla County Corrections Department, is authorized to sign same.

Passed this 27<sup>th</sup> day of July, 2015 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

\_\_\_\_\_  
Perry L. Dozier, Chairman, District 2

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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

11:00

COUNTY SHERIFF

John Turner

a) **Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Approving  
a Personal Services Agreement  
between Robert G. Carpenter  
and Walla Walla County to  
provide training

Page 28

b) Office update and miscellaneous

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

IN THE MATTER OF APPROVING A  
PERSONAL SERVICES  
AGREEMENT BETWEEN ROBERT  
G. CARPENTER AND WALLA  
WALLA COUNTY TO PROVIDE  
TRAINING

RESOLUTION NO.

**WHEREAS**, Walla Walla County has offered a Personal Services Agreement to Robert G. Carpenter to provide training to the Walla Walla County Sheriff's Department personnel; and

**WHEREAS**, the Walla Walla County Sheriff has reviewed said Agreement and recommends its approval, and the County Prosecuting Attorney's Office and County Personnel Risk Manager have reviewed said Agreement; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve and shall sign a Personal Services Agreement with Robert G. Carpenter.

Passed this 27<sup>th</sup> day of July, 2015 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

\_\_\_\_\_  
Perry L. Dozier, Chairman, District 2

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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

**11:15**

**COUNTY COMMISSIONERS**

- a) Board update on the Blue Creek fire by Incident Command staff
- b) Miscellaneous or unfinished business to come before the Board

**12:00 RECESS**

**1:30 COUNTY COMMISSIONERS**

- a) Miscellaneous or unfinished business to come before the Board
- b) Executive session re: personnel (pursuant to RCW 42.30.110(g)), to complete employee personnel evaluation

**- 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.*