

A G E N D A

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, JUNE 15, 2015

9:30

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) 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) **Public Hearing:**
 - 1) To consider amendments to the 2015 County Budget
- g) **Action Agenda Item:**
 - 1) Resolution _____ - Amendments to the 2015 County Budget
- h) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for June 8 and 9, 2015
 - 2) County warrants as follows: 4164161 totaling \$22,239.70 (draw taxes), and 4164162 in the amount of \$53.50 (replacement for lost warrant)
 - 3) Payroll action and other forms requiring Board approval
- i) **Action Agenda Items:**
 - 1) Resolution _____ - Approval of certain quotes for the purchase of three copy machines

Pages 3-5

Pages 6-7

COUNTY COMMISSIONERS (continued)

i) Action Agenda Items (continued):

- 2) Ordinance No. 433 – Approving a request by the Port of Walla Walla to create a golf cart zone at the Walla Walla Regional Airport, creating regulations for the use of golf carts within that golf cart zone, and creating a new Walla Walla County Code Chapter 10.22 (carried forward from June 8, 2015)
- 3) Ordinance No. 434 – Approving a request by the Neutral Ground Dispute Resolution Center to impose a surcharge on civil filing fees in District Court and on small claims actions, creating a new Chapter 3.26 in the Walla Walla County Code
- 4) Resolution _____ - Approving a plan of operation for Neutral Ground, a dispute resolution center

Pages 8-13

Pages 14-16

Pages 17-23

- j) Miscellaneous business to come before the Board
- k) Review reports and correspondence; hear committee and meeting reports
- l) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
AMENDMENTS TO THE 2015
WALLA WALLA COUNTY
BUDGET

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RESOLUTION NO.

WHEREAS, subsequent to the establishment of the budgets and adoption of the 2015 Walla Walla County Budget, representatives of various offices and departments within the 2015 Walla Walla County Budget have provided information to County Auditor Karen Martin regarding proposed budget amendments; and

WHEREAS, a properly advertised public hearing was held on June 15, 2015 to consider said amendments and hear testimony related thereto; now therefore

BE IT HEREBY RESOLVED by this Board of County Commissioners that the 2015 Walla Walla County Budget be amended as outlined on the attached Memo "2015 Budget Amendment #1", dated 5/21/15, from Karen Martin, County Auditor, which is by this reference made a part hereof.

*"Passed this **15th day of June, 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

TO: Board of County Commissioners
 FROM: Karen Martin, County Auditor
 DATE: 5/21/15
 SUBJECT: 2015 Budget Amendment # 1

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT REVENUE	EXPENDITURES	NEW BUDGET AMOUNT
<u>010 CURRENT EXPENSE</u>					
00058	508.90.00.0000	Ending Fund Balance - Unassigned		(\$57,786)	\$4,526,780
<u>03000 Indigent Legal Services</u>					
	515.91.41.4004	Dependency Termination		\$57,786	\$117,450
<u>03200 CE Misc</u>					
	511.60.41.9000	Interfund Professional Services		(\$24,408)	\$435,592
	511.60.41.9001	Tech Services Reserve MS Licenses		\$39,408	\$39,408
<u>03900 CE Transfers</u>					
	597.00.00.0100	Tech Services Reserve		(\$15,000)	\$0
Current Expense			\$0	\$0	
<u>10800 Law & Justice</u>					
	369.90.00.0000	Other Misc	\$6,300		\$6,300
Clerk10809	594.12.64.0900	Machinery & Equipment		\$7,500	\$11,500
PA 10833	515.30.48.0000	Repairs & Maintenance		\$8,600	\$8,600
10898	508.30.00.0000	Ending Fund Balance-Restricted		(\$9,800)	\$620,909
Total Law & Justice			\$6,300	\$6,300	
<u>13500 Trial Court Improvement</u>					
	369.90.00.0000	Other Misc	\$10,550		\$10,550
	594.12.64.0000	Machinery & Equipment		\$17,335	\$17,335
13598	508.30.00.0000	Ending Fund Balance-Restricted		(\$6,785)	
Total Trial Court Improvement Fund			\$10,550	\$10,550	
<u>15100 Community Outreach</u>					
	308.50.00.0000	Beginning Fund Balance	\$19,000		\$248,000
	571.10.49.0004	Traffic Safety		\$10,800	\$12,000
15198	508.50.00.0000	Ending Fund Balance-Assigned		\$8,200	\$222,800
Total Community Outreach Fund			\$19,000	\$19,000	

MEMO

TO: Board of County Commissioners
 FROM: Karen Martin, County Auditor
 DATE: 5/21/15
 SUBJECT: 2015 Budget Amendment # 1

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET
			REVENUE	EXPENDITURES	AMOUNT
30500 Public Communications Bldg					
(003)	308.40.00.0000	Beginning Fund Balance	\$10,000		\$15,000
	522.50.48.0000	Repairs & Maintenance		\$10,000	\$15,000
		Total Public Communications Bldg	\$10,000	\$10,000	
50500 Tech Services					
	308.80.00.0000	Beginning Fund Balance	\$15,000		\$240,000
	348.80.01.0000	Current Expense Charges	(\$24,408)		\$435,592
	348.80.25.0000	Court Services	(\$5,300)		\$15,634
	348.80.32.0000	Emergency Management	(\$1,844)		\$4,519
	348.80.35.0000	EMS	(\$461)		\$1,173
	348.80.50.0000	Public Health	(\$4,148)		\$16,796
	348.80.52.0000	Human Services	(\$2,535)		\$5,683
	348.80.55.0000	Community Development	(\$1,844)		\$3,464
50598	508.80.00.0000	Ending Fund Balance		(\$25,540)	\$120,270
		Total Tech Services	(\$25,540)	(\$25,540)	
50600 Tech Services Reserve					
	308.80.00.0000	Beginning Fund Balance - UnReserved	(\$27,500)		\$372,500
	348.80.00.0003	CE Depts Microsoft Licenses	\$39,408		\$39,408
	348.80.00.0004	Non-CE Dept MS Licenses	\$13,132		\$16,132
50698	508.80.00.0000	Ending Fund Balance - Unreserved		\$25,040	\$320,040
		Total Tech Service Reserve	\$25,040	\$25,040	

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF APPROVAL
OF CERTAIN QUOTES FOR THE
PURCHASE OF THREE COPY
MACHINES**

RESOLUTION NO.

WHEREAS, quotes were solicited from the Small Works Roster for copy machines for three county offices/departments via a Request for Quotes for Copy Machines 3-2015 dated March 23, 2015, with quotes sought as follows: Copier 1 for use in the personnel/risk manager's office, and Copier 2/Copier 3 for use in the county commissioners' and county treasurer's offices; and

WHEREAS, Addendum #1 to the quote request was issued March 26, 2015; and

WHEREAS, quotes were received as outlined on the attached document, which is by this reference made a part hereof; and

WHEREAS, the personnel/risk manager, county treasurer, and the county commissioners have reviewed the quotes and, subsequent to an opportunity to utilize and test copiers determined to be the best fit for their respective offices and pursuant to quotes received, have recommended selecting the lowest base quote for the respective copiers as outlined in the attachment and have requested authorization to proceed with purchases of same; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners, after a review of the quotes and recommendations, that authorization is granted to move forward with the purchase of one copy machine from Abadan, model Konica Minolta Bizhub 364e, for the low base price of \$5,224.00 (not including sales tax) for the personnel/risk manager's office, and two copy machines from Abadan, both model Sharp MX 3640, for the low base price of \$6,624.02 (not including sales tax) for the county treasurer's office and the county commissioners' office respectively.

"Passed this 15th day of June, 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*

6

7

<u>Copier 1</u>		<u>Copier 2</u>	<u>Copier 3</u>
Total Office Concepts Walla Walla, WA	Toshiba eStudio357 \$5,374.00	Toshiba eStudio3555c \$7,837.00	Toshiba eStudio3555c \$7,837.00
Pacific Office Automati Walla Walla, WA	Ricoh MP 3554 \$5,659.20	Ricoh MP C3503 \$6,889.73	Ricoh MP C3503 \$6,889.73
Ricoh Kennewick, WA	Ricoh MP 3554 \$5,965.00	Ricoh MP 3503 \$8,885.00	Ricoh MP 3503 \$8,885.00
Abadan Walla Walla, WA	Sharp MX-M364N \$5,484.58	Sharp MX-3640N \$6,624.02	Sharp MX-3640N \$6,624.02
Abadan Walla Walla, WA	Konica Minolta Bizhub 364e \$5,224.00	Konica Minolta BizHub C364c \$8,523.00	Konica Minolta BizHub C364c \$8,523.00

All bids are a base price per copier.
No sales tax included with bid amounts.

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

ORDINANCE NO. 433

AN ORDINANCE APPROVING A REQUEST BY THE PORT OF WALLA WALLA TO CREATE A GOLF CART ZONE AT THE WALLA WALLA REGIONAL AIRPORT, CREATING REGULATIONS FOR THE USE OF GOLF CARTS WITHIN THAT GOLF CART ZONE, AND CREATING A NEW WALLA WALLA COUNTY CODE CHAPTER 10.22.

Whereas, the Washington Legislature passed in 2010 Washington Laws, regular session, Ch. 217 regulating golf cart zones, allowing local governments to create golf cart zones, and adding a new section to chapter 46.08 RCW which provides in pertinent part:

The Legislative authority of a city or county may by ordinance or resolution create a golf cart zone, for the purposes of permitting the incidental operation of golf carts, as defined in section 3 of this act, upon a street or highway of this state having a speed limit of twenty-five miles per hour or less. RCW 46.08.175(1);

Whereas, golf carts are expected to be an important part of the Walla Walla Regional Airport's operation and the operations of its many business tenants as they are cost effective, environmentally appropriate means of conducting work;

Whereas, the Walla Walla County Board of County Commissioners has considered adoption of this Ordinance during a regularly and duly called public meeting of said Commission, has given careful review and consideration to said Ordinance, and finds said Ordinance to be in the best interests of the County of Walla Walla.

NOW THEREFORE,

BE IT ORDAINED, by the Walla Walla County Board of County Commissioners that:

Section I. The Board of County Commissioners Makes the Following Findings of Fact:

1. Roads at the Airport are owned by the Port of Walla Walla, but the County has legal jurisdiction for traffic regulation at the Regional Airport.
2. The Port of Walla Walla requested the proposed amendments, and its representatives have worked with County staff to prepare the regulations.

3. Creating a Golf Cart Zone at the Walla Walla County Airport will be beneficial to the operation of the airport.
4. Providing minimum use and operational requirements for golf carts to include but not limited to age limits, lighting, and other safety equipment will likely protect persons and property from injury and annoyance and promote the safe use of such vehicles and property under the jurisdiction and control of the County.
5. A workshop was held on the proposed amendment on February 3, 2015.
6. Notice of a Public Hearing was published in the Waitsburg Times on April 23, 2015.
7. The Board of County Commissioners held a public hearing on May 11, 2015 for the purpose of receiving testimony on the proposed amendments.
8. On May 28, 2015, the Port of Walla Walla passed Resolution 05-28-15, requesting that the County adopt regulations pertaining to Golf Carts with G Street included in the proposed Golf Cart Zone.
9. The Board of County Commissioners continued the public hearing to June 8, 2015 and subsequently to June 15, 2015.

Section II. The Board of County Commissioners Makes the Following Conclusions of Law:

1. The County has reviewed and evaluated comments received from the public.
2. The amendments are consistent with RCW 46.08.175.

Section III. Amendments to Walla Walla County Code, Creating New Chapter 10.22. The amendments to Walla Walla County Code, creating a new Chapter 10.22, are **adopted** as presented to the Board of County Commissioners on this date as attached in Exhibit A.

Section IV. Index. The index to any chapter of the Walla Walla County Code in which sections are added or removed or in which section titles are changed herein shall also be amended to reflect the section amendments.

Section V. Effective Date. This Ordinance is effective as of the date of signing.

Section VI. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this Ordinance.

Section VII. Publication. This Ordinance will be published by an approved summary consisting of the title.

PASSED by the Walla Walla County Board of County Commissioners in regular session at Walla Walla, Washington, then signed by its membership and attested by its Clerk in authorization of such passage this 15th day of June, 2015.

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*

Approved as to form

Jesse D. Nolte
Jesse D. Nolte, Deputy Prosecuting Attorney

Exhibit A

Chapter 10.22

OPERATION OF GOLF CARTS

Sections:

10.22.010 Definitions

10.22.020 Golf Cart Zone Created

10.22.030 Requirements and Restrictions

10.22.040 Violation—Penalty

10.22.010 Definitions. The following shall be used in this Chapter. Where a word or term is undefined, reference shall be made to RCW Title 46.

“Golf Cart” means a gas-powered or electric powered four-wheeled vehicle originally designed and manufactured for operation on a golf course for sporting purposes and has a speed attainable in one mile of not more than twenty miles per hour. A golf cart is not a nonhighway vehicle or off-road vehicle as defined in RCW 46.04.365.

“Street” means the entire right of way width excluding the sidewalk (if present) and between the curb and boundary or pavement lines and shoulder or swale of public property when any part thereof is open to the use of the public for purposes of pedestrian, bicycle, or vehicular travel including parking.

“Sidewalk” means that area paved with concrete, asphalt or other similar material located within the right-of-way adjacent to a street or road intended for the public purpose of pedestrian or bicycle travel.

10.22.020 Golf Cart Zone Created.

A. For the purposes of permitting the incidental operation of golf carts as set forth in this chapter, the public streets, avenues and roads with a speed limit of 25 miles per hour or less within the black boundary lines, as shown in Figure 10.22-1, and specifically consisting of the following named streets, avenues and roads, are hereafter referred to as the “Airport Golf Cart Zone”:

A Street, B Street, C Street, D Street, E Street, F Street, Aeronca Avenue, Beach Avenue, Boeing Avenue, Cessna Avenue, Convair Street, Curtis Avenue, Douglas Avenue, Fairchild Avenue, Grumman Avenue, Lear Avenue, Lockheed Avenue, Piper Avenue, Republic Avenue, Ryan Avenue, Stinson Avenue, Terminal Loop Road, and Waco Avenue.

B. The Airport Golf Cart Zone will be clearly identified by signage at the beginning and end of the Airport Golf Cart Zone on a street, avenue or road that is part of the Airport Golf Cart Zone, in accordance with WSDOT’s manual on uniform traffic control devices for streets and highways. No golf carts may be operated in the zone until such signage is placed.

10.22.030 Requirements and Restrictions. The following use, operational requirements, and restrictions are adopted by the County for golf carts driven in a golf cart zone.

A. Every person operating a golf cart as authorized under this chapter is granted all rights and is subject to all duties applicable to the driver of a vehicle under chapter 46.61 RCW, et seq. and WAC 308-330.

B. No golf cart shall be operated faster than is reasonable and proper and every golf cart shall be operated with reasonable regard for the safety of the operator, passengers and other persons or property.

C. A golf cart may be operated on a street by a person within a golf cart zone as follows:

1. Every person operating a golf cart as authorized under this chapter must be at least sixteen (16) years of age and must have completed a driver education course or have previous experience driving as a licensed driver.

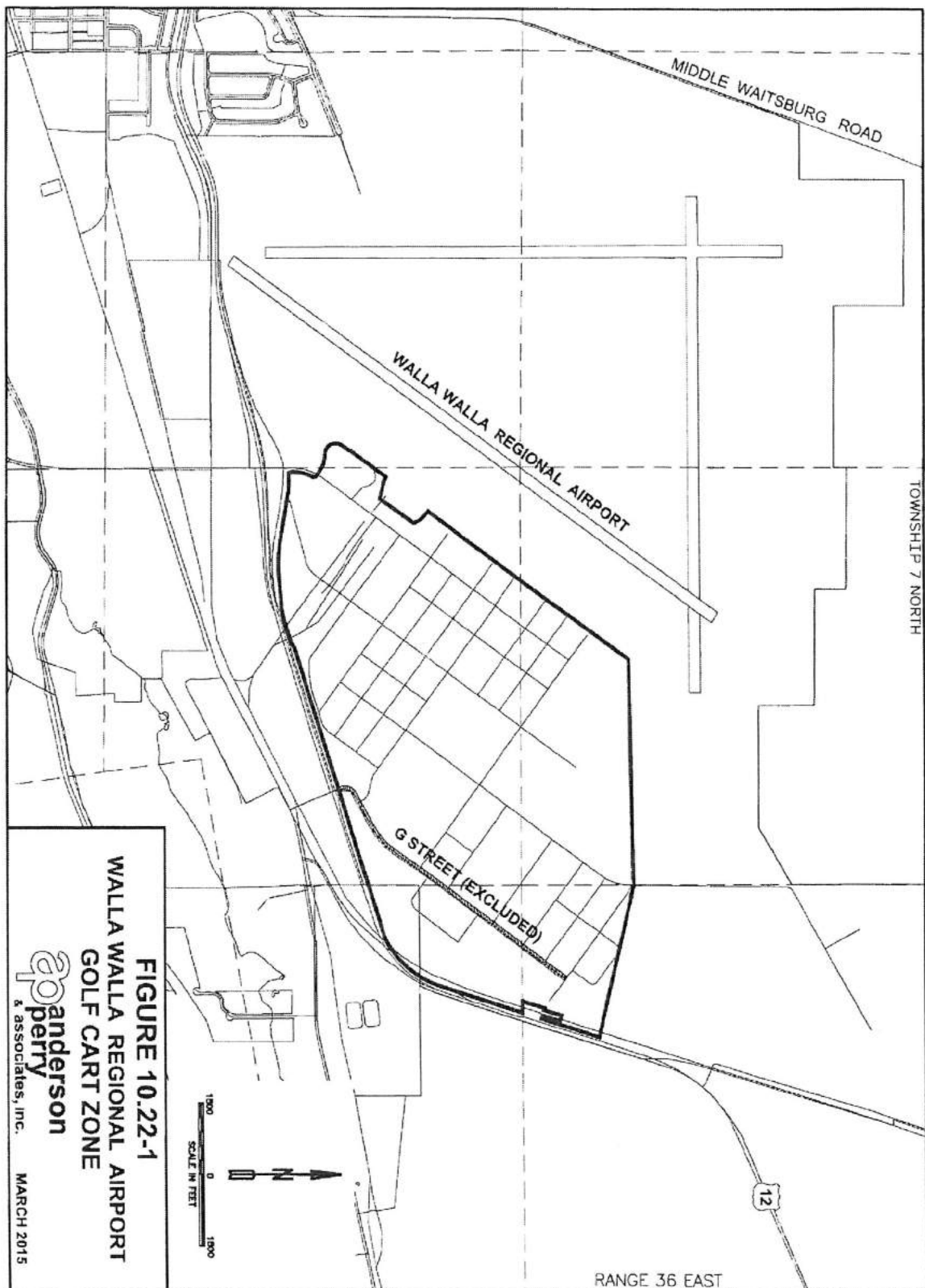
2. A person who has a revoked license under RCW 46.20.285 may not operate a golf cart as authorized under this section.

3. Any person operating a golf cart, as authorized under this chapter, shall not transport more passengers than the manufacturer's designed seating capacity. All occupants shall be seated during operation and use of the seat belts shall be mandatory while the golf cart is being operated.

D. All golf carts shall comply with RCW 46.37 regarding vehicle lighting and other equipment, including reflectors, seat belts, rearview mirrors, two operating headlights (one on each side of the front of the golf cart) and two operating taillights with brake lights and turn signals (one on each side of the rear of the golf cart) which are visible from a distance of five hundred (500) feet. Headlights shall be in use at all times, including both day and nighttime use, during operation of the golf cart.

E. Accidents that involve golf carts operated upon streets as authorized under this chapter must be recorded and tracked in compliance with chapter 46.52 RCW. The accident report must indicate that a golf cart operated within a golf cart zone is involved in the accident.

10.22.040 Violation—Penalty. No person may operate a golf cart on a street located outside those areas designated as golf cart zones or in such a way that is in violation of any section of this chapter. Upon a determination that a violation of this chapter has occurred, law enforcement officers may, pursuant to RCW 7.80, et seq., issue a Class I civil infraction with a fine not to exceed \$250.00 to any person found in violation of the provisions of this chapter.



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

ORDINANCE NO. 434

**AN ORDINANCE APPROVING A REQUEST BY THE NEUTRAL GROUND
DISPUTE RESOLUTION CENTER TO IMPOSE A SURCHARGE ON CIVIL
FILING FEES IN DISTRICT COURT AND ON SMALL CLAIMS ACTIONS,
CREATING A NEW CHAPTER 3.26 IN THE WALLA WALLA COUNTY CODE.**

WHEREAS, the Washington State Legislature found resolution of many disputes can be costly and complex in a judicial setting where the parties involved are necessarily in an adversarial posture and subject to formalized procedures; and

WHEREAS, the Legislature found alternative dispute resolution centers can meet the needs of Washington's citizens by providing forums in which persons may voluntarily participate in the resolution of disputes in an informal and less adversarial atmosphere; and

WHEREAS, pursuant to RCW Chapter 7.75, the Board of County Commissioners established a Dispute Resolution Center with Resolution 88-111 on March 8, 1988; and

WHEREAS, Neutral Ground Mediation and Conciliation Service was established as a Dispute Resolution Center for Walla Walla County with Resolution 88-111, and since been named as the Neutral Ground Dispute Resolution Center (Neutral Ground); and

WHEREAS, RCW Chapter 7.75.035 empowers county commissioners, as the legislative authority of counties, to impose a surcharge of up to ten dollars on civil filing fees in District Court and fifteen dollars on small claims actions in District Court, to augment funding of a Dispute Resolution Center; and

WHEREAS, the Board of County Commissioners received a request from Neutral Ground to impose a fee in accordance with RCW 7.75.035.

NOW THEREFORE,

BE IT ORDAINED, by the Walla Walla County Board of Commissioners that:

Section I. The Board of County Commissioners Makes the Following Findings of Fact and Conclusions of Law:

1. Notice of Public Hearing was published on May 28, 2015 in the Waitsburg Times.
2. A Public Hearing was held on June 8, 2015.
3. The Board of County Commissioners received comments from the Honorable District Court Judge Kristian Hedine, supporting the request for surcharges.
4. The Board of County Commissioners received comments from the Honorable Superior Court Judge John Lohrmann, with concerns about imposing the surcharges.
5. The cumulative costs to the court system to process legal disputes that could otherwise be resolved pursuant to an alternative dispute resolution process can be a burden on government.
6. It is the best interest of the citizens of Walla Walla County to impose a surcharge on civil filing fees in District Court and small claims actions to augment funding of a Dispute Resolution Center.
7. Walla Walla County, County government, the courts and the public will all benefit from funding for a local Dispute Resolution Center through the imposition of a surcharge on civil filings in District Court and on small claims actions.
8. The amendments to Walla Walla County Code are consistent with RCW 7.75.

Section II. Amendments to Walla Walla County Code, Creating New Chapter 3.26.

The amendments to Walla Walla County Code, creating a new Chapter 3.26, are **adopted** as presented to the Board of County Commissioners as follows:

Chapter 3.26 - Surcharges on District Court Filing Fees

3.26.010 Imposition of Surcharge on District Court Filing Fees for Dispute Resolution Centers.

A surcharge of ten and No/100 Dollars (\$10.00) is imposed on each civil filing fee in District Court and fifteen and No/100 Dollars (\$15.00) on each small claims action, for the purpose of funding Dispute Resolution Centers established in Walla Walla County pursuant to RCW chapter 7.75. This surcharge shall be in addition to any existing surcharge(s) currently in place on civil filing fees in District Court and small claims actions.

3.26.020 Use of Dispute Resolution Surcharges

Proceeds from the Dispute Resolution Surcharge shall be collected by the District Court Clerk's Office and remitted to the Treasurer for deposit into a separate account to be used solely for Dispute Resolution Centers established pursuant to, and to carry out the

purposes of, RCW chapter 7.75. Such funds shall only be provided through grant agreements between the County and a Dispute Resolution Center. Such grants shall require the approval of the Board of County Commissioners or its designee.

Section III. Index. The index of the Walla Walla County Code in which titles, chapters or sections are added or removed or in which title, chapter or section titles are changed herein shall also be amended to reflect the amendments.

Section IV. Effective Date. This Ordinance is effective as of the date of signing.

Section V. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this Ordinance.

Section VI. Publication. This Ordinance will be published by an approved summary consisting of the title.

PASSED by the Walla Walla County Board of County Commissioners in regular session at Walla Walla, Washington, then signed by its membership and attested by its Clerk in authorization of such passage this 15th day of June, 2015.

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*

Approved as to form

Jesse D. Nolte, Deputy Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING A
PLAN OF OPERATION FOR
NEUTRAL GROUND, A DISPUTE
RESOLUTION CENTER

RESOLUTION NO.

WHEREAS, pursuant to RCW 7.75, dispute resolution centers were authorized to help meet the need for alternatives to the courts for the resolution of certain disputes, to utilize programs as an alternative way in which persons may voluntarily participate in the resolution of disputes in an informal and less adversarial atmosphere; and

WHEREAS, pursuant to Walla Walla County Resolution 88 111, the operation of a dispute resolution was authorized and, as a required by statute, an operating plan, submitted by Neutral Ground Mediation and Conciliation Service was approved; and

WHEREAS, a dispute resolution center established under this chapter shall provide dispute resolution services either without charge to the participants or for a fee which is based on the participant's ability to pay; and

WHEREAS, the services of a dispute resolution center have not been utilized in the county for some time, and a representative of Neutral Ground, a non-profit organization organized for the resolution of disputes as provided in RCW 7.75.020, contacted the County to request that the services again be offered and that the Board of County Commissioners, as the county legislative authority, impose a statutorily allowed surcharge of up to ten dollars on each civil filing fee in district court and a surcharge of up to fifteen dollars on each filing fee for small claims actions for the purpose of funding dispute resolution centers established under the statute; and

WHEREAS, District Court Judge Kristian Hedine supports use of the services of a dispute resolution center and requested the Board of County Commissioners impose the surcharges; and

WHEREAS, subsequent to a properly advertised public hearing and pursuant to a motion approved during an open public meeting of the Board of County Commissioners on June 8, 2015, the Board approved the imposition of the surcharges as requested, and later formalized this decision by adoption of Walla Walla County Ordinance 434 on June 15, 2015; and

WHEREAS, as referenced, an operating plan was approved pursuant to Walla Walla County Resolution 88 111, and

WHEREAS, pursuant to RCW 7.75.020, Neutral Ground, a dispute resolution center, has offered an updated plan for operation as attached, further identified as Attachment 1, Neutral Ground Plan, May 1, 2015, which is by this reference made a part hereof; and

WHEREAS, the Board of County Commissioners, as the county legislative authority, has reviewed the plan as submitted and has found that the plan adequately meets the intent of the governing statute; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the above referenced plan for operation is approved, and further that the Board authorizes the operation of Neutral Ground as a dispute resolution center.

*"Passed this **15th day of June, 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*

Attachment 1

**7.75.020 Dispute resolution center — Creation — Plan —
Approval by county or municipality.**

(1) A dispute resolution center may be created and operated by a municipality, county, or by a corporation organized exclusively for the resolution of disputes or for charitable or educational purposes. The corporation shall not be organized for profit, and no part of the net earnings may inure to the benefit of any private shareholders or individuals. The majority of the directors of such a corporation shall not consist of members of any single profession.

(2) A dispute resolution center may not begin operation under this chapter until a plan for establishing a center for the mediation and settlement of disputes has been approved by the legislative authority of the municipality or county creating the center or, in the case of a center operated by a nonprofit corporation, by the legislative authority of the municipality or county within which the center will be located. A plan for a dispute resolution center shall not be approved and the center shall not begin operation until the legislative authority finds that the plan adequately prescribes:

Neutral Ground Plan**(a) Procedures for filing requests for dispute resolution services with the center and for scheduling mediation sessions;**

Initial contact may be made by walk in, phone, or email. Intakes may be done in person or by phone and email. Neutral Ground Offices are located at SonBridge Community Center, 1200 SE 12th Street, College Place, WA 99324. Office hours are Monday - Thursday, 9:00am – 4:00pm. Office 509-386-9533. Mobile 509-607-5409. Makingpeaceww@gmail.com. Neutralground.drc@gmail.com. Intakes and coaching sessions are also available by appointment outside office hours. Mediations are scheduled on a case by case, typically Monday – Thursday between 9:00am – 6:00pm, or Saturday at 9:00 am.

(b) Procedures to ensure that each dispute mediated by the center meets the criteria for appropriateness for mediation set by the legislative authority and for rejecting disputes which do not meet the criteria;

Initial contact, intake/interview, and introduction at the mediation session all include questions to the physical and emotional safety of the parties. The determination of appropriateness for mediation is made with the parties. The requirement that mediation be voluntary is discussed.

Personal Information

1. Party with Whom You Are in Conflict
2. Information about Your Problem or Dispute
3. Steps in the Process are described

- i. Intake process is explained, along with voluntary nature of mediation and confidentiality of mediators
 - ii. Interview determines the nature of the conflict and its appropriateness for mediation
 - iii. Mediation is defined and described
 - iv. Fee Schedule is explained with party identifying probable placement
4. Neutral Ground Mediation Agreement
 - i. Agreement to mediate is further explained and agreed to
 - ii. Placement on fee schedule
 - iii. Payment recorded
 - iv. Permission for observers to be present
5. Agreement to Mediate
 - i. Agreement that will be signed at the beginning of the mediation
 - ii. All mediation proceedings are confidential and privileged with some exceptions. These exceptions include: [1] the agreement to mediate and settlement agreements, [2] threats of violence, [3] plans to conceal or conduct criminal activity, [4] abuse or neglect of a child, elder, or disabled person
6. Settlement Agreement
 - i. Recording to be done by mediators in the words of the parties
 - ii. Signatures to be secured
7. All mediations are conducted under the Uniform Mediation Act, (Chapter 7.07 RCW)
8. The legislative authority may specify criteria for rejecting disputes not appropriate for mediation by the dispute resolution center
9. The Mediation Process
 - i. Goal is identified that all will ascent to, i.e. "What is best for the child," "A fair payment under the circumstances," etc.
 - ii. Greetings: Introductions and affirmation of the parties for their willingness to mediate
 - iii. Ground Rules: Assure that the process is understood and agreement to mediate is signed
 1. Mediation is voluntary
 2. Mediators and observers assure confidentiality
 - iv. Opening Statements
Parties in turn describe what they are hoping for
 - v. Agenda Building
Topics to discuss are listed
 - vi. Listening and Understanding
 1. Parties listen openly and speak candidly
 2. Negotiations begin
 - vii. Solution Possibilities
Brainstorming and evaluation of new ideas
 - viii. Settlement Agreement
Agreements are made and signed

(c) Procedures for giving notice of the time, place, and nature of the mediation session to the parties, and for conducting mediation sessions;

Intake, interview forms will be completed in person or by phone conference. Scheduling of mediation sessions is determined through phone or email communication with all parties as well as with the mediators. Schedule is confirmed in writing by letter or email. Phone calls will be made as necessary.

(d) Procedures which ensure that participation by all parties is voluntary;

Initial phone conversation, formal intake, and introductions at mediation session all state that participation for all parties is voluntary

(e) Procedures for obtaining referrals from public and private bodies;

Contacts will be made with key personnel in

1. Courts: superior, district, and municipal
2. Public and private schools
3. Institutions of higher learning
4. Trade schools
5. Social service agencies
6. Departments of federal, state, and local government
7. Law enforcement
8. Fire and other emergency services personnel
9. Correctional facilities for adults and youth
10. Hospitals and clinics
11. Libraries
12. Businesses
13. Service organizations
14. Worship communities
15. Trade associations

In each case services will be explained and literature provided. The intent will be to establish a relationship with personnel and their organization that can be developed over time. Input will be solicited regarding the services and education the community, their organization, and individuals may need.

(f) Procedures for meeting the particular needs of the participants; including, but not limited to, providing services at times convenient to the participants, in sign language, and in languages other than English;

It is our intent to provide access to our services by any in our community who desire it. We will seek individuals as mediator trainees and interpreters fluent in Spanish, Russian, and Ukrainian. Public solicitation will be made for these, along with individuals proficient in sign language. SonBridge Community Center facilities are handicap accessible. Some volunteer

staff and mediation trainees are bilingual in Spanish and English. Additional rooms are available if parties are not able to meet together for the mediation.

(g) Procedures for providing trained and certified mediators; who, during the dispute resolution process, shall make no decisions or determinations of the issues involved, but who shall facilitate negotiations by the participants themselves to achieve a voluntary resolution of the issues; and

Mediators will be trained and supervised in such a way as to insure all aspects of the Uniform Mediation Act, (Chapter 7.07 RCW), are adhered to. Standards for training and mediation will be maintained at a professional level consistent with those established by Resolution Washington.

Neutral Ground will provide 40 Hour Basic Mediation Training and Family Law Mediation Training on a regular basis, subject to the need. Appropriate practicum and professional development experiences will be provided for trainees and certified mediators.

Mediation Training opportunities will be made know to the public in concert with all other outreach. Literature will be provided at open houses and all group presentations. Those groups listed under (e) above will be provided details, including schedule and registration information. The promotional means described below under (h) will be used to present training opportunities as well.

Volunteer Mediator Training and Certification requirements:

1. 40 hours of Basic Mediation Training
 - a. Final examination with a satisfactory score
2. Interview to enter the practicum
3. Practicum
 - a. Observations: the required number of sessions(3) and hours(20)
 - b. Co-mediations: the required number of sessions(8) and hours(32)
 - c. Solo mock or co-mediation with the director
 - d. Additional educational requirements
 - i. 20 hours of Family Law Mediation Training
 - ii. 12 hours of reading and/or seminar attendance
 - e. Interview and decision to certify
4. Maintaining Certification
 - a. Continuing education (10 hours annually)
 - b. Maintain practice (4 mediations annually)
 - c. Continue to demonstrate competency

(h) Procedures for informing and educating the community about the dispute resolution center and encouraging the use of the center's services in appropriate cases;

Open houses will be scheduled at SonBridge Community and other community locations. Email and phone communication will be made with local newspapers, radio, and television stations. Press releases will be provided. Presentations will be made to service clubs, churches, and other groups.

9:45

DEPARTMENT OF COMMUNITY HEALTH

Dr. Harvey Crowder

- a) Department update and miscellaneous

10:00

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover

- a) Department update and miscellaneous

10:15

COUNTY SHERIFF

John Turner

- a) Presentation by Sheriff Turner regarding request for approval to apply for COPS (Community Oriented Policing Services) hiring grant through the federal Department of Justice
- b) Proposal 2015 06-15 SHE - Authorization for Sheriff's office to apply for a COPS hiring grant

Pages 27-37



MEMO

Date: June 5, 2015

Proposal ID. 2015 06-15 SHE

To: BOCC

From: John Turner, Sheriff

Intent – Approval to apply for US Department of Justice – COPS Hiring Program

Topic – COPS (Community Oriented Policing Services) Hiring Program

Summary

The Walla Walla Sheriff's Office has the opportunity to apply for grant funds from the US Department of Justice Community Oriented Policing Services (COPS) Hiring Program. The grant reimburses 75% of an entry level salary and benefits for the first 3 years, and is capped at \$125,000 for the 3 year period. It also requires that the position be fully funded with local or state funds for the 4th year. This opportunity would enhance our basic law enforcement services which in turn will make our community safer.

This request is for approval to apply for the grant funds. If Walla Walla County is offered an award the Board of County Commissioners approval would be sought for acceptance of the funds.

Cost

Over the life of the grant the overall cost is estimated at approximately \$150,000.

Funding

US Department of Justice COPS Hiring Program

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Recommend that Board of County Commissioners give authority to John Turner, Sheriff, to proceed with applying for funds from COPS Hiring Program.

Submitted By

John Turner, Sheriff, 6/11/15

Disposition

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



John A. Turner
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office	(509) 524 - 3400
County Corrections	(509) 524 - 5430
Fax	(509) 524 - 5430
Dispatch	(509) 527 - 3265
Burbank Dispatch	(509) 545 - 8441
Toll Free	(866) 527 - 3268
Email:	sheriff@co.walla-walla.wa.us

Gerrard A. Martin,	<i>Chief Operations Deputy</i>
Shanda J. Zessin,	<i>Chief Administrative Deputy</i>

Memorandum

Date: June 5, 2015

To: Board of County Commissioners

From:  Shanda Zessin, Chief Administrative Deputy

RE: Request to apply for the COPS Hiring Grant

Please find, for your consideration, the grant questionnaire for the 2015 COPS (Community Oriented Policing Services) Hiring Program. I have also attached the synopsis of the grant for your review as requested.

We respectfully request for approval to apply for this funding opportunity. We realize that if we apply and are offered an award BOCC approval would again be sought for acceptance.

Please let me know if you have any further questions.

29

Walla Walla County
GRANT QUESTIONNAIRE

Date: **June 4, 2015** Office/Department: **Sheriff's Office**
Contact Person: **Shanda Zessin,**
Chief Administrative Deputy

- 1) Name of Grant/Program: **US Dept of Justice - COPS Hiring Program**
- 2) New Grant ☒ Renewing Grant ☐ Term (# of years) **4 years**
- 3) Is the grant unchanged, and does not require Current Expense funding? **Not Applicable**
- 4) How will this grant benefit the county's citizens?

An additional deputy via this COPS hiring grant would allow the Sheriff's Office to be more proactive against criminal gang activity and illegal drug activity; two areas of current increased concern. The WWSO's need is for a two deputy Gang/Drug/Career Criminal special investigations team. One deputy via this grant would get us half of this current need. Currently, the WWSO is primarily reactive in the areas of criminal gang activity, illegal drug activity, and career criminals that victimize our community as there are no personnel funded to assign to these types of proactive investigations. New deputies would backfill current patrol positions and allow seasoned deputies to be assigned to a newly formed Special Investigations Squad (SIS) devoted to fighting gang and drug related crime and career criminals. In addition to investigating drug and gang related crime, these new SIS deputies would work with community partners in prevention and intervention efforts. These prevention, intervention, and proactive enforcement efforts have proven to be very effective and beneficial in other communities and will greatly benefit the citizens of Walla Walla County. In addition to these proactive effort benefits, additional grant-funded deputies will also enhance basic citizen and deputy safety by increasing back-up assistance and county-wide law enforcement coverage. Currently, many times deputies respond to "hot" calls by themselves. There are also times when there are not enough deputies fielded to handle citizens' calls for service in a timely manner. This heightens their level of risk, limits a deputy's ability to control dangerous situations, and reduces the level of service provided to citizens. Realizing much needed additional deputies will increase deputy safety while increasing the level of service the Sheriff's Office can provide to citizens.

- 5) Is this a program grant or an equipment grant?

It is a supplementary program grant.

30

- 6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?

This particular grant does not renew.

- 7) If this is a new grant how will the grant support a current program OR how will the program change?

An additional deputy via this COPS hiring grant would allow the Sheriff's Office to be more proactive against criminal gang activity and illegal drug activity; two areas of current increased concern. The WWSO's need is for a two deputy Gang/Drug/Career Criminal special investigations team. One deputy via this grant would get us half of this current need. Currently, the WWSO is primarily reactive in the areas of criminal gang activity, illegal drug activity, and career criminals that victimize our community as there are no personnel funded to assign to these types of proactive investigations. New deputies would backfill current patrol positions and allow seasoned deputies to be assigned to a newly formed Special Investigations Squad (SIS) devoted to fighting gang and drug related crime and career criminals. In addition to investigating drug and gang related crime, these new SIS deputies would work with community partners in prevention and intervention efforts. These prevention, intervention, and proactive enforcement efforts have proven to be very effective and beneficial in other communities and will greatly benefit the citizens of Walla Walla County. In addition to these proactive effort benefits, additional grant-funded deputies will also enhance basic citizen and deputy safety by increasing back-up assistance and county-wide law enforcement coverage. Currently, many times deputies respond to "hot" calls by themselves. There are also times when there are not enough deputies fielded to handle citizens' calls for service in a timely manner. This heightens their level of risk, limits a deputy's ability to control dangerous situations, and reduces the level of service provided to citizens. Realizing much needed additional deputies will increase deputy safety while increasing the level of service the Sheriff's Office can provide to citizens.

- 8) Does this grant require up front funds? **Yes**
If so, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?

The Sheriff's Office would be required to supply the basic uniform and equipment necessary to outfit the deputy and we would need additional funding in our current budget for these expenditures.

- 9) How many employees (new or current) will be paid by the grant? **N 1 C 0**
a. If this grant requires new hire(s) and the grant ends, how will unemployment costs be funded?

31

If unemployment becomes an issue, then the cost would have to be borne by the Sheriff's Office current expense or L&J budget. It is foreseeable and likely though that a three-year deputy would get hired quickly by another law enforcement agency as good lateral transfers are valuable.

- 10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc?

Yes – The grant reimburses 75% of an entry level salary and benefits for the first 3 years, and is capped at \$125,000 for the 3 year period. It also requires that the position be fully funded with local or state funds for the 4th year. The estimated total match for one deputy for the 4 years would be in the range of \$140,000 - \$150,000. Another way to look at it is: The 4 year cost salary and benefits for an entry level deputy would be \$265,000 - \$275,000 and the grant would cover \$125,000.

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits?

No. Any COLA related costs would be the responsibility of the law enforcement agency.

- 12) What fund would support a cash match (if required)?

The WWSO would need additional budget capacity from the BOCC to participate in this program.

- 13) If required what is the TOTAL cost of the match over the life of the grant?
Between \$140,000 - \$150,000

- 14) What fund would support the administration of the grant?

Not applicable – not an additional program

- 15) Will the grant allow for the County cost allocation plan to be funded?

No

- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program?

Yes – additional uniform, equipment and vehicle costs

- 17) Would the program require use of a county vehicle or personal vehicle?

Yes – we would use an existing vehicle.

32

18) If so, would the grant provide for the cost of the automobile and/or liability insurance?

No

19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.)

I don't believe it would.

20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies?

No

21) Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, and reimbursement for meeting refreshments, paying for meeting space, etc.?)

No

22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities?

No

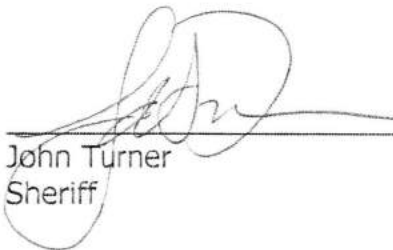
23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.

Additional deputies are needed and their service to our community will benefit taxpayers. According to former Police Chief Chuck Fulton, the City of Walla Walla Police Department has realized 11 new police officers via this COPS grant hiring program. Each WWPDP officer hired under this grant has remained a career police officer. For WWSO, just like WWPDP, when this grant expires it will require annual continuation of funding to retain the deputy and continue to provide the realized benefit and service to our community.

24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet. **Done**

Please feel free to submit additional information as needed.

We have been discussing the need for additional deputies for quite some time now, since I was first elected Sheriff in 2010. My team believes this is an excellent way for our taxpayers to receive the many benefits of additional law enforcement services and proactive efforts towards gang and drug prevention, intervention, and professional targeted career criminal enforcement over the next four years and beyond. I have heard many citizens express their wish that we had more deputies to serve them and proactively address these issues in our community. I have also heard the repeated requests of current deputies and their spouses for assistance, for additional deputies. The Commissioned Deputies' Association has expressed their support of this grant request and the need for additional deputies. I know that the BOCC is always weighing "needs" versus "wants." I agree with current deputies that additional deputies are not a want; additional deputies are a need in order meet current challenges and issues our community now faces, to protect and to serve our county, and to preserve our wonderful Walla Walla County quality of life. We respectfully ask that you join with us and help by approving our ability to apply for this grant and then should be an award recipient, by allow us to accept it.



John Turner
Sheriff

06/05/15

Date

FOR COMMISSIONERS' OFFICE USE ONLY

Approved by: _____
Chair, Board of County Commissioners

Date

- Copies to:
- 1) Requesting Office/Department
 - 2) Susan Dombrosky, Auditor's office
 - 3) Commissioners' File



COPS

Community Oriented Policing Services
U.S. Department of Justice

Fact Sheet

www.cops.usdoj.gov

2015 COPS Hiring Program

Strengthening Community Policing by Hiring Officers

The fiscal year (FY) 2015 COPS Hiring Program (CHP) is designed to advance public safety through community policing by addressing the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide. CHP provides funds directly to law enforcement agencies to hire new and/or rehire career law enforcement officers, and to increase their community policing capacity and crime prevention efforts.

The FY 2015 CHP grant program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Supporting Local Law Enforcement

Twenty years after the Violent Crime Control and Law Enforcement Act of 1994 was signed into law, the COPS Office continues to support the efforts of law enforcement agencies across the country as they develop creative and innovative ways of dealing with long-standing community problems and public safety issues. To date, the COPS Office has funded the addition of more than 125,000 officers to more than 13,000 state, local, and tribal law enforcement agencies to advance community policing in small and large jurisdictions across the nation.

CHP is one of several hiring programs developed by the COPS Office since its inception to support law enforcement. COPS hiring programs such as CHP are particularly important as state, local, and tribal law enforcement agencies face the economic challenges of keeping their communities safe through community policing while maintaining sufficient sworn personnel levels in a changing economic climate.

RESOURCES

Following are a variety of resources to better enable law enforcement agencies to recruit, hire, and retain officers. Additional resources to assist with the hiring of military veterans as law enforcement officers are also included.

Innovations in Police Recruitment and Hiring – Hiring in the Spirit of Service

This publication discusses how agencies met their goals of hiring service-oriented recruits and the challenges encountered as well as lessons learned.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P090>

Law Enforcement Recruitment Toolkit

The Law Enforcement Recruitment Toolkit developed by the International Association of Chiefs of Police (IACP) comprises four reports, each focusing on a different area of recruitment. This toolkit is one step among many in addressing the recruitment needs of the field. The issues of police recruitment, selection, and retention are critical to the advancement of community policing and the policing profession in general.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P171>

Discover Policing

This website offers first-hand descriptions of law enforcement work and provides opportunities for potential recruits and agencies to connect.

www.discoverpolicing.org

Police Recruitment and Retention for the New Millennium

This guidebook summarizes for police practitioners lessons on recruiting and retaining diverse, effective workforces. It provides a means for local officials to identify what has been tried elsewhere and what might be applicable in their own communities.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P199>

Today's Police and Sheriff Recruits

This report provides the results of a recruit assessment conducted by RAND, including findings about the overall sample as well as those focused on groups often of particular interest to law enforcement recruitment professionals.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-W0592>

continued on page 2

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RESOURCES cont'd***Combat Deployment and the Returning Police Officer***

This report examines issues concerning police officers' transition back to work after combat zone deployment. Topics include the psychological effects of combat deployment, methods that may lessen the severity of combat stress experienced, and strategies used by police agencies to help officers returning back to work, their families, and communities. The report highlights the responses of four police agencies that have taken measures to assist returning officers, and offers recommendations for further study.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P150>

Assigning Police Officers to Schools

Nearly half of all public schools have assigned police officers, commonly referred to as School Resource Officers (SROs) or education officers. Assigning Police Officers to Schools summarizes the typical duties of SROs, synthesizes the research pertaining to their effectiveness, and presents issues for communities to bear in mind when considering the adoption of an SRO model.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P182>

School Safety CD-ROM

This School Safety CD-ROM provides more than 110 documents and links related to school violence, gangs, bullying, and property crime as a resource to local policymakers, law enforcement, school administrators, parents, and students. Bullying, stalking, and other interpersonal crimes affect our nation's children at an alarming rate. As such, the CD-ROM provides school safety information in terms of bullying and interpersonal violence, youth violence prevention, alcohol and substance abuse, community partnerships, property crime and nuisance violations, School Resource Officers, and emergency preparedness and management.

<http://ric-zai-inc.com/ric.php?page=detail&id=COPS-CD010>

Additional COPS publications and resources are posted online at www.cops.usdoj.gov.

Funding Provisions

FY 2015 CHP grants will provide up to 75 percent of the approved entry level salaries and fringe benefits of full-time officers for a 36-month grant period with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position. FY 2015 CHP grants may be used on or after the official grant award start date to (1) hire new officers (including filling existing officer vacancies that are no longer funded in an agency's budget); (2) rehire officers already laid off by any jurisdiction (at the time of application) as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of grant funding; or (3) rehire officers currently scheduled to be laid off by your jurisdiction (at the time of application) on a specific future date as a result of state, local, or BIA budget reductions unrelated to the receipt of grant funding. CHP applicants may request funding in one or more of the above-referenced hiring categories.

The COPS Office has capped the number of officers that an agency can request through the FY 2015 CHP program. All agencies' requests will be capped at no more than

5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; agencies with a service population less than 1 million may apply for up to 15 officer positions. The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer. CHP grant funding will be based on the current full-time entry level salary and fringe benefits package of an officer in the department. Any additional costs for higher than entry level salaries and fringe benefits will be the responsibility of the grantee agency.

The COPS Office may grant a waiver of some or all of an applicant's local match requirement. During the application review process, waiver requests will be evaluated based on a demonstration of *severe fiscal distress*.

The COPS Office statutory nonsupplanting requirement mandates that CHP funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward sworn officer positions if federal funding had not been awarded. CHP grant funds must not be used to supplant (replace) local funds that agencies other

wise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with state, local, or BIA funds.

At the conclusion of the 36 months of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of 12 months. The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds over and above the number of locally funded positions that would have existed in the absence of the grant. Applicants are required to affirm in their CHP grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant and identify their planned source(s) of retention funding.

Highlights of FY 2015 CHP

Under FY 2015 CHP, new hire officer positions are not required to be military veterans. However, because the COPS Office supports the attorney general's commitment to hiring military veterans whenever possible, applicants who commit to hiring or rehiring at least one military veteran under CHP will receive additional consideration for FY 2015 CHP funding. These military veterans may be in any of the three hiring categories described above, not just new hires.

Applicants who request officer positions in order to deploy School Resource Officers (SRO) will likewise receive additional consideration for FY 2015 CHP funding. Applicants who wish to do so must choose the "School Based Policing through School Resource Officers" community policing focus area in their 2015 CHP application. Note that applicants requesting officer positions(s) in order to deploy SROs must deploy **all** their officer positions as SROs. Moreover, if awarded CHP funding, CHP grantees that choose this specific community policing focus area will not be allowed to change it post-award. CHP grantees that use CHP funding to deploy SROs will be required to submit to the COPS Office the contact information for each school partner where they intend to deploy the SROs and to provide a Memorandum of Understanding between the CHP grantee and the school partner.

The COPS Office supports the attorney general's priority goal of reducing violent crime especially if it is gun related. Applicants that choose "Homicide" and "Gun Violence" as a problem area in their 2015 CHP application will receive additional consideration for funding. In addition, agencies that select "Building Trust" or "Homeland Security Problems" as their targeted community policing problem or focus area in the application will receive additional consideration for funding. Please note that if awarded CHP funding, grantees that choose any of these specific community policing problem or focus areas will not be allowed to change the problem or focus area post-award.

Additional consideration will be provided to agencies that have experienced an unanticipated catastrophic event, as well as agencies that have a neighborhood or other geographic area designated by the President's Promise Zone Initiative. In addition, all agencies that report that they have experienced a catastrophic event will be required to submit an attachment documenting the event or incident as part of their application.

How to Apply

Applicants are first required to register via www.grants.gov and complete an SF-424. Once the SF-424 has been submitted, applicants will receive an e-mail with instructions on completing the second part of the CHP application through the COPS Office Online Application System. To complete the CHP application, please go to the COPS Office website at www.cops.usdoj.gov and click on the "Account Access" link in the upper right hand corner. Enter your username and password and select "COPS Hiring Program" from the menu of services. Hard copies or electronic copies sent via e-mail will not be accepted.

Contact the COPS Office

For more information about the COPS Hiring Program, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office Online at www.cops.usdoj.gov.

10:25

COUNTY COMMISSIONERS

- a) Board discussion regarding use of ER&R
(Equipment Rental & Revolving) funds

10:35

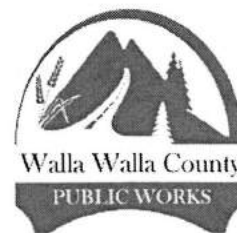
PUBLIC WORKS DEPARTMENT

Randy Glaeser

- a) Department update and miscellaneous

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 11 June 2015

Re: Director's Report for the Week of 8 June 2015

Board Action: 15 June 2015
Update Only

ENGINEERING:

- Taumarson Road: Contractor is working on College Place utilities and concrete sidewalk/curb and gutter. Asphalt paving scheduled for June 11 & June 12 from east end of project to Havstad.
- Mill Creek Road Federal Highways: NEPA expected in September.
- Bussell Road: Project awarded to Barker, Inc. First working day will be June 23.
- Frog Hollow & Lower Dry Creek: NEPA received.
- Safety Projects: Design continues.
- Miscellaneous: Federal Bridge review scheduled for June 16th. WSDOT and FHWA to review bridge files and visit bridges. Working on six year TIP and Annual Construction Program for 2016.

DEVELOPMENT:

- Paving Bergevin Springs.
- Working on 2016 budget

MAINTENANCE:

- Chip Seal continues, approximately 75% complete.
- Conducted monthly ER&R meeting.

ADMINISTRATION:

- Attended Mill Creek Coalition meeting.

40

10:45

COUNTY COMMISSIONERS

a) Bid Opening:

- 1) Tractor with a loader for
the county fairgrounds

10:50

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))

11:00

PERSONNEL/RISK MANAGER

Lucy Schwallie

- 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) Resolution _____ - Extension
of an Interagency Agreement Between
State of WA Office of Civil Legal Aid
and Walla Walla County
 - 2) New Position Approval Form for
County Corrections Department –
Corrections Executive Assistant
- 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))

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Pages 44-46

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF AN
EXTENSION OF AN
INTERAGENCY AGREEMENT
BETWEEN STATE OF
WASHINGTON OFFICE OF CIVIL
LEGAL AID AND WALLA WALLA
COUNTY

RESOLUTION NO.

WHEREAS, RCW Chapter 39.34 authorizes local governmental units to enter into agreements; and

WHEREAS, pursuant to 2ESSB 6126 (Laws of 2014, Ch. 108), effective July 1, 2014 judicial officers presiding in juvenile court dependency proceedings are required to appoint an attorney to represent children in such proceedings cases six months following termination of all parental rights; and

WHEREAS, Interagency Agreement IAA15 between State of Washington Office of Civil Legal Aid (OCLA) and Walla Walla County, for the purpose of reimbursing the County for allowable expenses associated with attorneys appointed to represent certain children in dependency proceedings pursuant to 2ESSB 6126 (Laws of 2014, Ch. 108), was approved pursuant to Walla Walla County 14 191; and

WHEREAS, OCLA has offered a one-time, ninety-day extension of the agreement, Agreement to Extend PSC 15235, to extend the term of the agreement to September 30, 2015, and requested the county to approve; and

WHEREAS, the County Prosecuting Attorney and the County Risk Manager have reviewed the proposed extension agreement; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said Agreement to Extend PSC 15235, and that the Chair of the Board shall sign same.

"Passed this 15th day of June, 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*

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Walla Walla County

New Position Approval Form

Position: ___Executive Assistant___ Date:_____

Department: ___Corrections Department___

Pay Grade: ___24___

Union (Identify): _____ Non-Bargaining: _____X_____

<input checked="" type="checkbox"/> Regular Full Time	<input type="checkbox"/> Additional	<input type="checkbox"/> Contract
<input type="checkbox"/> Regular Part Time	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary/Intermittent

Necessary qualifications:

This position provides administrative, payroll, accounting and general office support to the Director of the Corrections Department. Position provides accounting support for the In-mate Trust Fund, inmate ancillary services and manages all aspects of the warrant and bail processes. The work is of a confidential nature, requires a thorough knowledge of the department's purpose, function and practices, and is performed independently and responsibly. There are regular and recurring duties, as well as special projects and duties as assigned.

HR-Approved Job Description Attached.

Reviewed:

 _____ Date 6/11/15

Personnel/Risk Manager

Approved:

 _____

Chair Commissioner Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Corrections Executive Assistant

DEPARTMENT: Walla Walla County Corrections Department

REPORTS TO: Director

PAY RANGE: 24, Full-time (40 hours/week), Benefits Apply, FLSA Non-exempt, Non-Represented

JOB SUMMARY: This position provides administrative, payroll, accounting and general office support to the Director of the Corrections Department. Position provides accounting support for the Inmate Trust Fund, inmate ancillary services and manages all aspects of the warrant and bail processes. The work is of a confidential nature, requires a thorough knowledge of the department's purpose, function and practices, and is performed independently and responsibly. There are regular and recurring duties, as well as special projects and duties as assigned.

SUPERVISORY RESPONSIBILITIES: None.

ESSENTIAL FUNCTIONS:

- Assist the Department Director with routine personnel, budget, payroll and purchasing duties.
- Maintain financial records and files pertaining to operations, expenditures, budget balances, payroll and operations.
- Provide support with accounting services for Inmate Trust Fund, including receipting and disbursing of funds.
- Provide support for management of inmate ancillary services.
- Manage all aspects of the warrant process.
- Manage all aspects of the bail processes.
- Update information on website as requested.
- Prepare all department payroll.
- Oversee fiscal accounting, budget and office management for the Corrections Department.
- Prepare contract and budget documents, business correspondence, administrative files, personnel files and correspondence on staff personnel issues.
- Review for the efficient and effective fiscal operation and management of local, state and federal operating funds within the Corrections Department.
- Research, analyze and prepare information for Director on a variety of topics, for internal use or for dissemination to employees or to the public through the media.

EXAMPLE OF DUTIES:

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

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- Assist with billing processes.
- Assist in purchasing all required supplies.
- Reconcile staff leave accrual and usage, monitoring these balances on a monthly basis.
- Prepare vouchers for signature of the Director.
- Prepare and monitor department budgets, including budget forecasting and any amendments to budgets.
- Assist management in budget proceedings with county commissioners.
- Compose, prepare and type a variety of correspondence, memos, reports and other materials; receive, sort and distribute incoming mail.
- Execute special assignments or projects which include research, analysis and preparation of recommendations or conclusions.
- Perform other duties as assigned.

EQUIPMENT TO BE USED: Standard office equipment including PC, or computer station and related office automation and database software, fax and photocopy machines, postage machine and multi-line phone systems will be utilized. Possible software: ARTS, Picturelink, Dynamic Imaging, New World.

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

EDUCATION AND EXPERIENCE: Bachelor's degree in a relevant field of study (business administration, office management, accounting or related field); or four (4) years of increasingly responsible documented experience with bookkeeping or accounting. One (1) year or more experience working in local government or law enforcement or corrections administrative support preferred. Ability to obtain within six (6) months of hire WA State Patrol ACCESS Level II certification.

KNOWLEDGE AND ABILITIES:

- A general knowledge of the corrections system, state and local court rules.
- Knowledge of county personnel policies and Corrections union contract.
- Knowledge of accounting principles and general knowledge of human resources.
- Knowledge of principles and practices of governmental bookkeeping and accounting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work independently with a minimum of supervision.
- Ability to compile and maintain records and prepare reports.
- Must be proficient with computer, particularly word processing, data management and spreadsheets.

LICENSES AND OTHER REQUIREMENTS: A valid driver's license and a driving record acceptable to the county's insurer required. Maintain current CPR, first aid. Successfully pass independent personal and background investigation. This position is considered a confidential employee and is therefore exempt from the union contract.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

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11:15

COUNTY CORRECTIONS DEPARTMENT

Mike Bates

- a) Department update and miscellaneous

11:30

COUNTY COMMISSIONERS

- a) 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

- 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.