

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, JUNE 8, 2015**

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**(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) **Public Hearing:**
  - 1) To consider imposition of a surcharge on civil filing fees and small claims actions in District Court for the purpose of funding dispute resolution centers
- f) Discussion and possible action/direction from the Board of County Commissioners regarding imposition of a surcharge on civil filing fees and small claims actions in District Court for the purpose of funding dispute resolution centers

**COUNTY COMMISSIONERS (continued)**

**g) Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' sessions of June 1 and 2, 2015
- 2) Resolution \_\_\_\_\_ - Creation of a County department of corrections
- 3) Resolution \_\_\_\_\_ - Appointment to the Walla Walla County Lodging Tax Advisory Committee
- 4) Resolution \_\_\_\_\_ - Approval of a grant agreement with Washington State Military Department for Homeland Security Funding (E15-245)
- 5) County warrants as follows: 4163946 through 4164160 totaling \$1,593,212.74
- 6) Payroll action and other forms requiring Board approval

Pages 3-4

Page 5

Pages 6-7

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

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

IN THE MATTER OF THE  
CREATION OF A COUNTY  
DEPARTMENT OF  
CORRECTIONS

RESOLUTION NO.

**WHEREAS**, pursuant to RCW 70.48.090(4), *"A city or county primarily responsible for the operation of a jail or jails may create a department of corrections to be in charge of such jail and of all persons confined therein by law, subject to the authority of the governing unit. If such department is created, it shall have charge of jails and persons confined therein. If no such department of corrections is created, the chief law enforcement officer of the city or county primarily responsible for the operation of said jail shall have charge of the jail and of all persons confined therein; and*

**WHEREAS**, the Walla Walla County Commissioners, as the county legislative authority and authority of the governing unit, has informally considered the statutorily allowed option of creating a county department of corrections for some time, and then earlier in 2015 formalized their wish to move forward to make a decision on this matter; and

**WHEREAS**, County Commissioner Jim Duncan researched, compiled and presented a Report to the Board of County Commissioners Regarding Creation of County Department of Corrections (4-6-2015), with the conclusion that he *"did not discover any reason to not follow the lead of the other counties that have made this change and create a county department of corrections. It makes good business sense and it provides a better service to our community, allowing the sheriff to concentrate on other problem areas and to work proactively with other partners on issues facing the county and its citizens; and*

**WHEREAS**, a decision on the matter was tentatively scheduled as part of the Board of County Commissioners open, public meeting on April 14, 2015, however, at that meeting the Board approved a motion *"..... that the County continue to explore the concept of the creation of a County department of corrections, utilizing a review committee established by this Board, with the intent of revisiting this proposal on June 1, 2015 for a final decision; and*

**WHEREAS**, pursuant to Walla Walla County Resolution 15 089, a review committee was appointed and subsequently met; and

**WHEREAS**, on June 1, 2015, as part of the Board of County Commissioners' open, public meeting that date, Chairman Dozier presented a "Briefing of findings for separate DOC (department of corrections)" to the other two county commissioners; and

**WHEREAS**, a decision on the matter was also scheduled for the same meeting, and Board discussion ensued subsequent to the review of the report; and

**WHEREAS**, subsequently the Board took the following actions, each by unanimous vote:

- 1) to approve the creation of the county department of corrections under the authority of the Board of County Commissioners, as allowed and provided by RCW 70.48.090 effective immediately;
- 2) to approve the appointment of Mike Bates, current director of the Walla Walla County Juvenile Justice Center, as interim director of the newly formed Walla Walla County corrections department; and
- 3) to name the newly created county department the "Walla Walla County Corrections Department";

now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that all actions taken on June 1, 2015 regarding the creation of the Walla Walla County Corrections Department, as referenced above, are hereby formalized as approved.

*"Passed this **8th 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*

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

**IN THE MATTER OF AN  
APPOINTMENT TO THE WALLA  
WALLA COUNTY LODGING TAX  
ADVISORY COMMITTEE**

**RESOLUTION NO.**

**WHEREAS**, pursuant to RCW 67.28.1817 and Walla Walla County resolution 99 140, the Walla Walla County Lodging Tax Advisory Committee was appointed; and

**WHEREAS**, pursuant to Walla Walla County resolution 05 340, said committee was reactivated and has been acting in an advisory status, with the membership reviewed annually by the Board of County Commissioners, as the appointing authority, pursuant to statute; and

**WHEREAS**, also pursuant to statute, said committee shall consist of at least five members, appointed by the Board of County Commissioners of Walla Walla County, as the legislative body of the municipality; and

**WHEREAS**, membership on said committee shall include: a) at least two members who are representatives of businesses required to collect tax under RCW 67.28, and b) at least two members who are persons involved in activities authorized to be funded by revenue received under RCW 67.28, as well as c) an elected official of the municipality (county), said official to serve as chair of the committee; and

**WHEREAS**, Cory Hewitt, manager of the Walla Walla County Fairgrounds, appointed to the committee as a person involved in activities authorized to be funded by the revenue received under RCW 67.28, has retired from her position, and the Board of County Commissioners wishes to appoint Daryl Hopson, interim manager of the Walla Walla County Fairgrounds, to the committee to fill that vacancy; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that Daryl Hopson shall be appointed to serve on the Walla Walla County Lodging Tax Advisory Committee, effective immediately.

*"Passed this 8th 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*



# Walla Walla County

## Emergency Management Department

27 N. 2<sup>nd</sup> Avenue

Walla Walla, Washington 99362

Phone: (509) 524-2900 • Fax: (509) 524-2910

www.wwemd.info

## Memo

**To:** Board of Walla Walla County Commissioners  
**From:** Liz Jessee  
**Date:** June 5, 2015  
**Re:** State Homeland Security Program Emergency Preparedness Grant

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I am requesting your authorization to sign contract E15-245 with Washington State Military Department for a State Homeland Security Program (SHSP) emergency preparedness grant.

This grant is provided to state and local jurisdictions to enhance the capability to prevent, deter, respond to, and recover from incidents of terrorism involving the use of Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) weapons, cyber-attacks and catastrophic events through the FFY 2013 Homeland Security Grant Program, SHSP emergency preparedness grant.

Near the end of the FFY 2013 grant cycle one of the Region 8 counties returned unspent FFY 2013 to Washington State Military Department. These funds have been reallocated to the remaining Region 8 counties. Walla Walla County was apportioned \$4066 for an interoperable communications equipment project. Since SHSP equipment funds are disbursed directly by Washington Military Department and Department of Homeland Security to the county, and since Walla Walla County did not have an equipment contract for FFY 2013, a new contract is required. There is no local match required for this grant.

Sincerely,

/s/

Liz Jessee

Director, Emergency Management

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

IN THE MATTER OF APPROVAL  
OF A GRANT AGREEMENT WITH  
WASHINGTON STATE MILITARY  
DEPARTMENT FOR HOMELAND  
SECURITY FUNDING (E15-245)

RESOLUTION NO.

**WHEREAS**, Washington State Military Department Emergency Management Division and the U.S. Department of Homeland Security (DHS) have offered to provide funding to Walla Walla County Emergency Management Department in the amount of \$4,066; and

**WHEREAS**, this Homeland Security grant is provided to state and local jurisdictions to enhance the capability to prevent, deter, respond to, and recover from incidents of terrorism and/or catastrophic events; and

**WHEREAS**, Walla Walla County Emergency Management will use the funds to purchase interoperable communications equipment; and

**WHEREAS**, the reimbursement contract does not require any matching funds and is authorized to be used for salaries and wages, benefits, and goods and services; and

**WHEREAS**, Liz Jessee, Walla Walla County Emergency Management Director, is authorized to sign contracts with said entities, and Liz Jessee is authorized to request reimbursements from these entities, on behalf of Walla Walla County; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that said grant agreement and reimbursement authority be approved.

*Passed this 8<sup>th</sup> 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

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of Walla Walla County, Washington*

9:45

**TECHNOLOGY SERVICES DEPARTMENT**

**Kevin Gutierrez**

- a) Department update and miscellaneous

pages 9-10





**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

June 8, 2015

To: Walla Walla County Board of Commissioners

Re: Department Update

**Issues/Information for the Board.**

Rumors of password sharing, users logging in so volunteers can work, remote access issues etc.

**Components (Main infrastructure)**

**Hardware**

- No issues

**Software**

- No issues

**Security/Viruses**

- No issues

**Network**

- No issues

**Other Projects**

- **Budget /Assets**
  - Working on budget prep – setting up new budget spreadsheets and starting to collect info for costs.
  - Considering new charge method based on percent of storage used.
  - This would distribute the maintenance cost of the storage servers
  - Plan for 2015 and 2016 server replacements completion hopefully 6/19
- **Text Messaging**
  - Working with Microsoft to install Skype for business.
    - Not much progress
- **Surplus 2015 #1**
  - Ready to start hauling to recycle – Tom has been notified
- **Security Camera's**
  - Three options (No update – have been shorthanded – **Will look again when Facilities is staffed as well. We need them to pull wires etc.**)
    - Enterprise – One system controlled by SHE department
    - Local – Multiple small systems controlled by departments
    - Mix – small local systems for departments with some enterprise for things like stairways or outside cameras
    - Will look at this again in June sometime.
- **Community Development**
  - Software upgrade

- Complete
- **New Data Storage Servers**
  - Data has been replicated.
  - Still have some finish work to do but the files are sync'd up.
  - June 15 target date
- **Fairgrounds**
  - Looking at moving the server location (No movement yet)
    - Complete – Still needs a vent in the door to draw in cool air
    - Wifi has been scheduled to turn on for the fair season
- **Jail**
  - Have a list of discussion points to go over with Mike Bates some will likely need a discussion with the Sheriffs group to determine what they still need and what should go to the Corrections Department/Jail
  - Camera's for video hearings between the Jail and District Court has been discussed as a possible critical need. I would fully support an emergency purchase. RFP's and Small Works processes will take time.
- **Superior Court 1-2 Updates**
  - Judges are ready to look at the sound reinforcement piece of this
    - This will require another RFP (in progress).
- **Public Record Requests Last 2 Weeks**
  - 4 = Requests received
  - 4 = Forwarded to departments
  - 1 = Completed
  - 2 = Total Open
  - 2 = Being handled by the PRO
  - Bringing Mike Bates into the Jail PRA requests
  - **All Electronic** Document searches are complete – for now
- The state has some really good training on line now. We may use some of those as a prerequisite to on site retention training. Or we may show them in a training session
- <http://www.sos.wa.gov/archives/RecordsManagement/Education-and-Training.aspx>
  - Can also be done self-paced
  - Would be great to have this training as part of new hire process

## 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)**

10:00

**COUNTY FAIRGROUNDS**

**Daryl Hopson**

- a) Fairgrounds update and miscellaneous

**COUNTY COMMISSIONERS****a) Public Hearings (continued from May 11, 2015):**

- 1) To consider an ordinance creating a golf cart zone at the Walla Walla Regional Airport, creating regulations for use of golf carts within that golf cart zone, and creating a new Walla Walla County Code Chapter 10.22
- 2) To consider an ordinance updating Walla Walla County Code Chapter 10.20, relating to Airport Traffic Regulations at the Walla Walla Regional Airport

**b) Discussion and possible action/direction from the Board of County Commissioners regarding proposed creation of new Walla Walla County Code Chapter 10.22 and updates to Walla Walla County Code, Chapter 10.20****c) Action Agenda Items:**

- 1) Ordinance No. 432 – Approving a request by the Port of Walla Walla to update Walla Walla County Code Chapter 10.20, relating to airport traffic regulations at the Walla Walla Regional Airport
- 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

a) **Bid Opening:**

- 1) Bussell Road Project

**\*\*Note:** The bid award for this project is set for this afternoon at 1:30 p.m. (to allow sufficient time for review of all bids)

b) **Action Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Vendors      Page 14  
list bid award for culvert pipe

- c) Department update and miscellaneous      Page 15

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

IN THE MATTER OF A VENDOR  
LIST BID AWARD FOR CULVERT  
PIPE

}

RESOLUTION NO.

**WHEREAS**, Vendor list quotes were due by 10:00 a.m. on Monday, June 1, 2015 for culvert pipe; and

**WHEREAS**, the following quote was received by Walla Walla County:

- |  |             |
|--|-------------|
| 1) Contech Construction Products, Inc. | \$15,391.50 |
| Spokane, WA                            |             |

**WHEREAS**, Contech Construction Products, Inc. submitted the lowest responsive, responsible bid; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that bid award for purchase of said culvert pipe is awarded to Contech Construction Products, Inc. for \$15,391.50.

*Passed this 8<sup>th</sup> 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

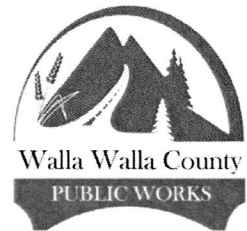
\_\_\_\_\_  
Perry L. Dozier, Chairman, District 2

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

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

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

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 4 June 2015

Re: Director's Report for the Week of 1 June 2015

**Board Action: 8 June 2015**

**Bid Opening:**

**In the Matter of a Bid Opening – Bussell Road Project**

**Resolutions:**

**In the Matter of a Bid Award – Bussell Road Project (1:30)**

**In the Matter of a Vendor's Bid Award – Culvert Pipe**

**ENGINEERING:**

- Taumarson Road: Contractor placing curb and gutter. Scheduled to pave east of Havstad next week.
- Mill Creek Road Federal Highways: NEPA expected in September.
- Bussell Road: Bid Opening June 8.
- Frog Hollow & Lower Dry Creek: NEPA received.
- Safety Projects: In design.

**DEVELOPMENT:**

- Working on mid-year rental rates.
- Working on 2016 budget.

**MAINTENANCE:**

- Chip Seal continues, approximately 58% complete.
- New paint truck working well – striping underway.
- Garage up-fitting two Sheriff Vehicles.

**ADMINISTRATION:**

- Conducted monthly Foremen's meeting.
- Provided Mill Creek presentation to Baker Boyer Bank Board of Directors.

10:45

**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) 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))

a) **Action Agenda Items:**

- 1) Proposal 2015 06-08 JJC  
Approval to provide funding  
(to cover employee benefits  
for one person only, for one  
year only) for staff needed  
for education programs for  
youth within the Juvenile  
Justice Center

Pages 19-21

# MEMO

Date June 4, 2015

Proposal No. 2015 06-08 JJC

To: BOCC

From: Michael Bates, Director JJC

Intent – To assist ESD maintain education support for the teachers currently working with youth in the detention and Pathways school programs.

Topic- Financial support to ESD education programs

## **Summary**

In the past years we have used the services of the Ameri Corp volunteer to assist the education staff with classroom support and one on one education tutoring to security level youth. This program was discontinued and will no longer be able to assist education staff. The ESD has offered to consolidate available funds to pay a fulltime position for this role but will need financial support from JJC to help pay benefits. The funds requested are in the Walla Walla County Juvenile Justice 107 budget. This educational support is for one year only. The funds would be sent to the ESD 123.

## **Cost**

The cost would be \$15,490 for one year.

## **Funding**

Funds would be coming from an unspent detention officer salary line 10700.0037. This line contains unspent funds in the amount of \$35,762 and we do not anticipate spending from this line during the current budget year.

## **Alternative**

Do not approve.

## **Security**

N/A

## **Access**

N/A

## **Risk**

If a fulltime aide is not hired, my lead teacher has told me she will leave employment with the ESD. She has been with the program since we opened the building. She states that she cannot continue without support from an aide with security youth and helping with the daily tasks necessary to operate an education program in detention.

**Benefits**

Both school programs, Pathways and Detention will have stable support from a trained staff person and we would no longer have to depend upon part time help. My senior teacher will stay with the program (a good thing) and when necessary will be able to fill in as a substitute teacher.

**Conclusion/Recommendation**

I recommend that the board approve this one time support to the ESD 123. We are improving our Pathways program with the addition of a new building but we will need the additional support from this new position to be successful with both programs.

Submitted By			Disposition
<u>Bates/ JJC-Court Services / 6/5/15</u>			<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
<hr/>			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied
<hr/>			<hr/>
			BOCC Chairman
			Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

**11:20**

**COUNTY CORRECTIONS DEPARTMENT**

**Mike Bates, Interim Director**

- a)** Department update and miscellaneous

**11:30 COUNTY COMMISSIONERS**

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

**12:00 RECESS**

**1:30 PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

- a) **Action Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Bid  
award for Bussell Road Project

**1:35 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.*