

# A G E N D A

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, OCTOBER 31, 2016

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9:30

COUNTY COMMISSIONERS

Chairman Johnson

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)

**PLEASE NOTE:** *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

- e) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
- f) **Public Hearing:**
  - 1) To consider amendments to the 2016 Walla Walla County Budget
- g) **Action Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Amendments to the 2016 Walla Walla County Budget
- h) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' proceedings for October 24 and 25, 2016 and special meeting of October 27, 2016
  - 2) Resolution \_\_\_\_\_ - Waiving competitive bidding requirements pursuant to an emergency declaration regarding water leaks on the County Courthouse grounds, a public property

# MEMO

TO: Board of County Commissioners  
 FROM: Karen Martin, County Auditor  
 DATE: 10/13/16  
 SUBJECT: 2016 Budget Amendment # 2

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET
			REVENUE	EXPENDITURES	AMOUNT
<b>010 CURRENT EXPENSE</b>					
<b>00058 Ending Fund Balance</b>					
	508.90.00.0000	Ending Fund Balance - Unassigned		(\$4,200)	\$4,415,047
<b>00500 Auditor</b>					
	514.23.12.0000	Overtime		\$1,500	\$1,500
	514.23.35.0000	Small Tools & Equipment		\$2,500	\$4,150
	514.23.49.0000	Miscellaneous		\$800	\$2,100
<b>00510 Elections</b>					
	341.45.00.0000	Election Services	\$14,050		\$232,000
	514.40.35.0000	Small Tools & Equipment		\$3,750	\$3,750
<b>00530 Licensing</b>					
	514.81.42.0000	Communication		\$5,500	\$15,500
<b>01000 Commissioners</b>					
	511.60.43.0000	Travel		\$3,500	\$9,500
	511.60.46.0000	Insurance		\$700	\$750
<b>03100 Law Library</b>					
	341.22.03.0000	Civil Filing	\$2,688		\$8,688
	341.23.34.0000	Dom Fac Fil Fee	\$1,619		\$3,619
	512.21.31.0001	Library Materials		\$4,307	\$30,307
<b>03400 - Sheriff Administration</b>					
	369.90.00.0000	Other miscellaneous revenue	\$20,964		\$23,964
<b>03420 - Sheriff Patrol</b>					
	521.22.35.0000	Small Tools & Equipment		\$20,964	\$23,464
<b>03440 - Recreational Boating Safety Grant</b>					
	333.97.01.2000	Boating Safety Grant - WA State Parks & R	\$12,639		\$12,639
	521.22.12.0000	Overtime & Other Pay		\$10,945	\$10,945
	521.22.21.0002	Social Security		\$802	\$802
	521.22.21.0003	Retirement		\$572	\$572
	521.22.21.0004	Labor & Industries		\$269	\$269
	521.22.31.0000	Supplies		\$50	\$50
<b>Total Current Expense</b>			<b>\$51,960</b>	<b>\$51,960</b>	

# MEMO

TO: Board of County Commissioners  
 FROM: Karen Martin, County Auditor  
 DATE: 10/13/16  
 SUBJECT: 2016 Budget Amendment # 2

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET
			REVENUE	EXPENDITURES	AMOUNT
<b>10300 Emergency Mgmt</b>					
	333.97.06.7000	State Homeland Security Program (SHSP)	(\$5,454)		\$53,445
	334.01.80.0010	RAD Emergency Planning (EFSEC)	\$24,737		\$50,434
	525.60.11.0002	Emergency MGMT Spec		(\$3,759)	\$35,493
	525.60.21.0001	Medical-Dental-Life Ins		(\$1,774)	\$21,914
	525.60.21.0002	Social Security		(\$248)	\$7,227
	525.60.21.0003	Retirement		(\$420)	\$10,505
	525.60.21.0004	Industrial Insurance		(\$7)	\$354
	525.60.21.0005	Employee Assistance Program		(\$25)	\$23
	525.60.35.0000	Small Tools/Minor Equipment		\$10,887	\$11,887
	525.60.49.0100	Grant Reimbursement Pass Through		\$2,005	\$147,623
	594.25.60.0000	Machinery & Equipment		\$11,059	\$12,059
10398	508.30.00.0000	Ending Fund Balance		\$1,565	\$71,651
		<b>Total Emergency Mgmt</b>	<b>\$19,283</b>	<b>\$19,283</b>	
<b>10500 Hotel / Motel</b>					
	557.30.49.0007	Grant - Fairgrounds		\$25,000	\$40,000
10598	508.30.00.0000	Ending Fund Balance - Restricted		(\$25,000)	\$57,000
		<b>Total Hotel-Motel</b>	<b>\$0</b>	<b>\$0</b>	
<b>11500 County Road</b>					
11500	308.30.00.0000	Beginning Fund Balance	\$1,467,800		\$5,917,800
11501	595.30.00.0000	Roadway		(\$420,000)	\$800,000
	595.30.00.0050	Roadway Non-Reimbursable		\$1,000,000	\$1,000,000
	595.12.00.0010	Surveying (CE)		(\$4,200)	\$2,000
	595.12.00.0020	Inspection		(\$17,000)	\$70,000
	595.12.00.0030	Administration		(\$28,000)	\$50,000
	595.12.00.0050	WSDOT Non-Reimbursable		\$3,000	\$8,000
11561	543.31.11.0002	Sick Leave		\$35,000	\$195,000
11563	543.31.11.0004	Floating Holiday		\$22,000	\$43,000
11566	543.35.21.0000	State Retirement		\$35,000	\$322,000
11541	544.21.00.0010	Surveying		\$5,600	\$8,000
11541	544.21.00.0050	Miscellaneous Engineering		\$14,700	\$35,000
11539	544.40000.0035	GIS - Project Requests		\$28,000	\$39,000
11585	543.39.11.0000	Retro Pay		\$4,000	\$4,000
	543.35.21.0021	Undistributed Labor		(\$78,000)	(\$1,553,000)
11598	508.30.00.0000	Ending Fund Balance - Restricted		\$867,700	\$4,746,300
		<b>Total County Road</b>	<b>\$1,467,800</b>	<b>\$1,467,800</b>	
<b>11800 - Walla Walla Fair</b>					
	347.40.09.0000	Fair Allocation	\$45,000		\$145,000
11810	362.40.00.0200	Community Building	\$30,000		\$75,000
	362.40.00.0300	Pavilion	\$30,000		\$50,000
	362.40.00.0600	Camping	\$14,000		\$22,000
	362.40.00.0700	Stalls	\$17,000		\$21,500
	362.40.00.0900	Misc Grounds	\$29,000		\$29,000

# MEMO

TO: Board of County Commissioners  
 FROM: Karen Martin, County Auditor  
 DATE: 10/13/16  
 SUBJECT: 2016 Budget Amendment # 2

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET AMOUNT
			REVENUE	EXPENDITURES	
<b>11800 - Fair continued</b>					
11801	573.70.41.0000	Professional Services		\$27,000	\$192,000
11804	573.70.49.0000	Miscellaneous		\$10,000	\$40,000
11806	573.70.34.0000	Items Purchased Inventory/Resale		\$52,000	\$55,000
	573.70.41.0000	Professional Services		\$4,000	\$69,000
11810	573.70.41.0000	Professional Services		\$50,000	\$55,000
	594.73.64.0000	Machinery and Equipment		\$22,000	\$22,000
		<b>Walla Walla Fair</b>	<b>\$165,000</b>	<b>\$165,000</b>	
<b>12300 - Fairgrounds Properties</b>					
	575.40.48.0000	Repairs and Maintenance		\$10,000	\$14,000
	575.40.49.0000	Miscellaneous		\$10,000	\$14,000
12398	508.40.00.0000	Ending Fund balance		(\$20,000)	\$134,570
		<b>Fairgrounds Properties</b>	<b>\$0</b>	<b>\$0</b>	
<b>13500 Trial Court Improvement</b>					
	512.40.43.0000	Travel		\$2,300	\$2,300
	512.40.49.0000	Misc		\$1,000	\$1,000
13598	508.30.00.0000	Ending Fund Balance Restricted		(\$3,300)	\$146,841
		<b>Total Trial Court Improvement</b>	<b>\$0</b>	<b>\$0</b>	
<b>14600 Emergency Medical</b>					
	308.40.00.0000	Beginning Fund Balance - Restricted	\$55,908		\$115,908
	597.00.00.0147	Operating Transfer Out - EMS Taxes		\$121,123	\$121,123
14698	508.40.00.0000	Ending Fund Balance - Restricted		(\$65,215)	\$30,000
		<b>Total Emergency Medical</b>	<b>\$55,908</b>	<b>\$55,908</b>	
<b>14700 EMS Taxes</b>					
	308.30.00.0000	Beginning Fund Balance - Restricted	\$12,669		\$42,669
	397.00.00.0146	Operating Transfer In - Emg Medical	\$121,123		\$121,123
	522.10.49.0000	Miscellaneous		\$152,520	\$2,943,626
14798	509.30.00.0000	Ending Fund Balance - Restricted		(\$18,728)	\$30,000
		<b>Total EMS Taxes</b>	<b>\$133,792</b>	<b>\$133,792</b>	
<b>19000 Jail Inmate Welfare</b>					
	523.61.35.0000	Small Equipment		\$20,000	\$21,500
	523.61.48.0000	Repair & Maintenance		\$20,000	\$23,000
19098	508.40.00.0000	Ending Fund Balance - Committed		(\$40,000)	\$238,090
		<b>Total Jail Inmate Welfare</b>	<b>\$0</b>	<b>\$0</b>	

# MEMO

TO: Board of County Commissioners  
 FROM: Karen Martin, County Auditor  
 DATE: 10/13/16  
 SUBJECT: 2016 Budget Amendment # 2

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET
			REVENUE	EXPENDITURES	AMOUNT
<b>31900 Human Services Capital Projects</b>					
<b>(003)</b>					
31900	308.40.00.0000	Beginning Fund Balance - Committed	\$26,341		\$105,456
31903	362.50.00.0000	Leases - Long Term	\$2,805		\$320,091
31901	518.30.48.0001	Repair & Maintenance HVAC		(\$4,500)	\$0
31903	518.30.31.0000	Operating Supplies		\$5,445	\$5,445
31903	518.30.47.0000	Utilities		\$17,445	\$54,445
31903	518.30.48.0000	Repair & Maintenance		\$8,236	\$13,236
31903	518.30.46.0000	Insurance		\$3,800	\$3,800
31998	508.40.00.0000	Ending Fund Balance - Committed		(\$1,280)	\$25,484
<b>Total Community Service Center</b>			<b>\$29,146</b>	<b>\$29,146</b>	
<b>502 Equipment Rental &amp; Revolving Fund</b>					
50200	348-00-01-0000	Equipment Rental	\$92,300		\$2,642,300
50285	548-39-11-0020	Retro Pay		\$1,000	\$1,000
50221	548-38-00-0001	Operations - IT		\$40,000	\$176,000
50221	548-55-40-0000	Maint of Fuel Tanks		\$20,000	\$25,000
50221	548-58-34-0000	Fuel Depot - Inventory Purchases		(\$20,000)	\$460,000
50202	594-48-64-0000	Equipment Purchases		\$95,000	\$1,745,000
50211	518-58-00-0000	Central Stores - Operations		\$50,000	\$127,000
50211	518-58-34-0000	Central Stores Inventory Purchases		(\$50,000)	\$387,000
50263	548-39-11-0004	Floating Holiday		\$3,000	\$6,000
50298	508-00-00-0000	Ending Fund Balance		(\$46,700)	\$2,321,100
<b>Total ER&amp;R</b>			<b>\$92,300</b>	<b>\$92,300</b>	
<b>50600 Technology Services Cap Fund</b>					
	594.18.64.0000	Machinery & Equipment		\$39,000	\$99,000
	594.18.64.0001	Machinery & Equipment .03		\$16,000	\$16,000
50698	508.00.00.0000	Ending Fund Balance		(\$55,000)	\$186,872
<b>Total Tech Services Cap Fund</b>			<b>\$0</b>	<b>\$0</b>	

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

**IN THE MATTER OF A WAIVING  
COMPETITIVE BIDDING  
REQUIREMENTS PURSUANT TO  
AN EMERGENCY DECLARATION  
REGARDING WATER LEAKS ON  
THE COUNTY COURTHOUSE  
GROUNDS, A PUBLIC PROPERTY**



**RESOLUTION NO.**

**WHEREAS**, pursuant to RCW 36.40.180, upon the happening of any emergency or for the immediate preservation of order or of public health or for the restoration to a condition of usefulness of any public property, the Board of County Commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting the time and place of which all of such commissioners have had reasonable notice, of a resolution stating the facts constituting the emergency and entering the same upon their minutes, make the expenditures necessary to meet such emergency without further notice or hearing; and

**WHEREAS**, on October 28, 2016, via telephone calls, a visit to the office and emails, Walla Walla County Facilities Manager Tom Byers reported to the Board of County Commissioners an issue regarding a serious water pipe leak in the alleyway on county property located between the county courthouse and the Corrections (jail) facility, necessitating calling in with City of Walla Walla (which entity maintains the pipes) and a plumber to locate a cause and determine a solution; and

**WHEREAS**, as the leak was large in volume and pressure, substantial damage could have been caused to the alleyway, a public property that is utilized by members of the public and county employees daily, as well as being a drive-through where drop-off boxes for both property tax payments (which are due October 31, 2016, and ballots (which are due by November 8, 2016), and also the means to reach county handicapped parking spaces and a parking lot associated with the courthouse and Corrections facilities, there was a necessity to repair this leak immediately; and

**WHEREAS**, RCW 39.04.280 provides uniform exemptions to competitive bidding requirements utilized by municipalities when awarding contracts for public works and contracts for purchases, and allows competitive bidding requirements to be waived by the governing body of the municipality for purchases in the event of an emergency; and

**WHEREAS**, on October 28, 2016 Mr. Byers requested, for the restoration to a condition of usefulness of this public property, permission to waive the competitive bidding requirements in this emergency situation; and

**WHEREAS**, the situation was reviewed on site by the Facilities Maintenance Manager and County Commissioner James L. Duncan, who in turn conferred via cellphone call to James K. Johnson, Chair of the Board of County Commissioners, resulting in the Facilities Maintenance Manager being given approval to continue the steps to remedy the situation, to protect county assets and employees and the public; and

**WHEREAS**, this date, a regular session day of the Board of Walla Walla County Commissioners, with a quorum present, the Board concurred unanimously that an emergency existed regarding the above referenced matter effective October 28, 2016; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners as follows:

- 1) The Facilities Maintenance Manager is authorized to enter into contracts and incur obligations necessary to combat this emergency and for the restoration to a condition of usefulness of this public property.
- 2) Due to the emergency situation, authority for paragraph 1 above may exercised without regard to time-consuming procedures and formalities prescribed by law regarding purchasing and acquisition of goods and services (excepting mandatory constitutional requirements).
- 3) Any such expenditures shall be tracked and must be within current budget authorizations unless separate supplemental authorization is provided by the Board.

**BE IT FURTHER RESOLVED** that the Board shall approve this resolution stating the facts of the emergency and that pursuant to RCW 39.04.280, competitive bidding requirements shall be waived and that necessary contracts shall be awarded by the county to address the emergency.

*"Passed this **31st day of October, 2016** by Board members as follows: \_\_\_ Present or \_\_\_ Participating via other means, and by the following vote: \_\_\_ Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_ Absent."*

Attest:

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

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

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

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

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

**COUNTY COMMISSIONERS (continued)**

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

- 3) County voucher/warrants/electronic payments as follows: 4042014 through 4042030 totaling \$84,008.60 (payroll draws dated October 14, 2016); 4042156 through 4042200, totaling \$777,308.47 (October payroll); 4180194 through 4180217, totaling \$896,936.46 (benefits and deductions); and 4170188 through 4180189 totaling \$142,295.53 (ER&R)
  - 4) Payroll action and other forms requiring Board approval
- 
- i) Miscellaneous business to come before the Board
  - j) Review reports and correspondence; hear committee and meeting reports
  - k) Review of constituent concerns/possible updates re: past concerns



**9:45**

**COUNTY SHERIFF**

**John Turner**

**a) Office update and miscellaneous**

10:00

**PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

- a) Department update and miscellaneous

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

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To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 27 October 2016

Re: Director's Report for the Week of 24 October 2016

**Board Action: 31 October 2016**  
**Update**

**ENGINEERING:**

- Sunset Drive and Lakeview Drive: Work underway.
- Mill Creek FH: ROW acquisition continues; a few properties remain.
- Mill Creek Road MP 1.1 to MP 3.96: ROW plans and project funding estimate (PFE) approved. Acquisition will begin as time allows.
- Port Kelley: Complete.
- Blue Creek Bridge: Working on PFE for WSDOT review.
- Pemberton Bridge on Barney Road: Received Corps of Engineers and HPA permit. Awaiting other permits.

**MAINTENANCE:**

- Crews ditching, shouldering, rocking roadways, spraying and signing.
- Preparing to relocate fuel station from Touchet Shop to Garage.
- North crews started work on Burbank storm water project.

**ADMINISTRATION:**

- Completing new insurance enrollment requirements.
- Seth Walker, new civil engineer, starts 1 November.
- Clinton Luke, South District truck driver and Assistant Foreman resigned last week.
- Interviews scheduled for mechanic position.
- Conducted crew meetings.
- Conducted Leadership meeting.

10:15

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) **Consent Agenda items:**
  - 1) Resolution \_\_\_\_\_ - Approving an Agreement with HR Compensation Consultants, LLC for a classification and compensation study
- 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))

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

IN THE MATTER OF APPROVING  
AN AGREEMENT WITH HR  
COMPENSATION CONSULTANTS,  
LLC, FOR A CLASSIFICATION  
AND COMPENSATION STUDY



RESOLUTION NO.

**WHEREAS**, Walla Walla County last conducted a classification compensation study to review current position classifications and salaries within the county's purview in 2006; and

**WHEREAS**, the Board of County Commissioners requested County Human Resources/Risk Manager Shelly Peters to prepare a Request for Proposals (RFP) for a new study; and

**WHEREAS**, subsequently, the firm of HR Compensation Consultants, LLC was recommended to perform the study; and

**WHEREAS**, HR Compensation Consultants, LLC has offered a "Proposal for the County of Walla Walla" and the County wishes to accept same; and

**WHEREAS**, the County Prosecuting Attorney and County Risk Manager have reviewed said Proposal and approved same; and

**WHEREAS**, Walla Walla County offered an Agreement to HR Compensation Consultants, LLC which has been executed by the contractor; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do approve and shall sign said Agreement with HR Compensation Consultants, LLC.

*"Passed this **31st day of October, 2016** by Board members as follows: \_\_\_ Present or \_\_\_ Participating via other means, and by the following vote: \_\_\_ Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_ Absent."*

Attest:

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

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

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

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

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

**10:30**

**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))

10:45

**COUNTY COMMISSIONERS**

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

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

**PLEASE NOTE:** There will be no Commissioners' session this afternoon. The County Budget Committee will hold meetings with elected officials and department heads to review preliminary 2017 office and department budgets. Separate schedules have been prepared for these budget meetings.

*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.*