

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 13, 2017

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

9:15 COUNTY COMMISSIONERS

Chairman Duncan

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

- a) Roll call and establish a quorum
- b) Review warrant list

The county commissioners will take this time (at 9:15 a.m.) to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

RECESS.

9:30 COUNTY COMMISSIONERS

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

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

d) Action Agenda Items:

- 1) Review submitted Employee
Payroll Action Forms

e) Consent Agenda Items:

- 1) Resolution _____ - Minutes of
County Commissioners' sessions of
March 6 and 7, 2017 and special
meeting of March 10, 2017
- 2) Resolution _____ - Approving
an agreement for engineering services
with TD&H Engineering

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING AN AGREEMENT
FOR ENGINEERING SERVICES
WITH TD&H ENGINEERING



RESOLUTION NO.

WHEREAS, Walla Walla County utilizes a Request for Qualifications (RFQ) process to seek information from firms regarding the provision of engineering services (architectural, electrical, mechanical, and structural); and

WHEREAS, a RFQ request for the aforementioned services was advertised in November, 2016, and several responses were received; and

WHEREAS, the County has identified a certain project for which such services are required, and after review of the responses, consensus of the Board of County Commissioners was that the firm of TD&H Engineering best suited the needs of the County, and that firm was asked to submit an agreement for consideration; and

WHEREAS, the agreement submitted has been reviewed by the Board of County Commissioners, the County Prosecuting Attorney, and the County Risk Manager; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do approve and shall sign an Agreement for Engineering Services with TD&H Engineering.

"Passed this 13th day of March, 2017 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 L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

COUNTY COMMISSIONERS (continued)

e) Consent Agenda Items (continued):

- 3) Resolution _____ - Approving out of state travel for County Sheriff's Deputy Ian Edwards to attend a Drug Abuse Resistance Education Training Conference
- 4) Resolution _____ - Approving out of state travel for the County Sheriff and certain deputies related to K9 (canine) officer training
- 5) Execute Washington Courts SC-CMS Document Management System (DMS) Commitment Form
- 6) County vouchers/warrants/electronic payments as follows: 4183930 through 4184189 totaling \$886,680.84
- 7) Payroll action and other forms requiring Board approval

f) Action Agenda Items:

- 1) Proposal 2017 03-13 DCH - Approval to apply for a community grant to purchase books for the WIC (Women, Infants and Children) "Read-to-Comfort" Program
- 2) Proposal 2017 03-13 COMM - Bid award for Building Access Project
- 3) Execute Department of Energy Services Energy Program COP-FA Coversheet and Contract Change Order Proposal No. 1 for Project 2013-042 I (5-1) County Jail Chiller & HVAC Upgrades

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING OUT OF STATE
TRAVEL FOR COUNTY
SHERIFF'S DEPUTY IAN
EDWARDS TO ATTEND A
DRUG ABUSE RESISTANCE
EDUCATION TRAINING
CONFERENCE

RESOLUTION NO.

WHEREAS, Walla Walla County Sheriff John Turner has requested out of state travel approval to allow Sheriff's Deputy Ian Edwards to attend the D.A.R.E. (Drug Abuse Resistance Education) International Training Conference in Grapevine, Texas, July 11-13, 2017; and

WHEREAS, advance authorization for out of state travel is required; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted; and

WHEREAS, Sheriff Turner has advised that the Walla Walla Sheriff's Foundation will reimburse the County for all costs expended as related to conference attendance, including registration, travel, lodging, meals, etc., which reimbursement funds shall be returned to the 2017 County Budget via a budget amendment; now therefore

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

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

"Passed this 13th day of March, 2017 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 L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING OUT OF STATE
TRAVEL FOR THE COUNTY
SHERIFF AND CERTAIN
DEPUTIES RELATED TO K9
(CANINE) OFFICER TRAINING



RESOLUTION NO.

WHEREAS, Walla Walla County Sheriff John Turner has advised the Board of County Commissioners that his office is in the position, with the assistance of the Walla Walla Sheriff's Foundation, to obtain a second K9 (canine) to be used for patrol and narcotics detection; and

WHEREAS, the original K9 was transferred to the City of Walla Walla Police Department (reference: Walla Walla County Resolution No. 15 070), and it is necessary for the new K9, and the deputy who will be handling the K9, to have special training; and

WHEREAS, Sheriff Turner has requested out of state travel approval for Deputy Ashley Daschofsky to receive the necessary specialized K9 handler training; and

WHEREAS, Adlerhorst International LLC offers said training for police service dogs and handlers at their location in Jurupa Valley, California, near Los Angeles, California; and

WHEREAS, Sheriff Turner has requested (see Walla Walla County Sheriff's Office Memorandum dated March 8, 2017, a copy of which is attached and by which reference is made a part hereof) out of state travel approval for himself for the period March 27 to April 2, 2017 and for Deputy Daschofsky for the period March 27 to June 18, 2017; and

WHEREAS, currently a County vehicle to be utilized by the new K9 team is currently being properly outfitted for the specialized use but the work is not yet completed, and as part of the training for the K9, this vehicle is necessary on-site; and

WHEREAS, subsequently, Sheriff Turner has also requested out of state travel approval for an as yet unidentified deputy to drive the vehicle to the location of the training facility in California and then to fly back to Walla Walla County; and

WHEREAS, Sheriff Turner has advised that the Walla Walla Sheriff's Foundation will be assisting with the majority of costs associated with the training, on the basis of the County paying expenses and being reimbursed by the Foundation, at which time reimbursement funds shall be returned to the 2017 County Budget via a budget amendment; and

WHEREAS, advance authorization for out of state travel is required; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted; and

WHEREAS, Sheriff Turner has advised of his plans to take some personal leave upon the completion of the training; now therefore

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

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

BE IT FURTHER RESOLVED that any personal leave and associated travel costs will be the responsibility of County Sheriff John Turner.

BE IT FURTHER RESOLVED that, in advance of the vehicle being driven to the training facility as referenced above, Sheriff Turner shall provide information regarding the identity of the deputy driver and the additional dates of travel and location as backup information for auditing and insurance purposes.

"Passed this 13th day of March, 2017 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 L. Duncan, Chairman, District 3


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Todd L. Kimball, Commissioner, District 2

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



WALLA WALLA COUNTY SHERIFF'S OFFICE MEMORANDUM

To: Board of County Commissioners
From: Sheriff John Turner 
Re: Request for Out of State Travel to California

Date: March 8, 2017

I apologize for the tardy submittal of this request and related forms. There was a little confusion on our end as to what needed to be done. We have done some remedial training and believe this will prevent any future issues.

As you know, our Sheriff's Office is slated for two canine teams. When Deputy Goodwin and Farel transferred to the WWPd, that left us with an open slot. We are thrilled that we are now in a position to get our second team up and running. Deputy Ashley Daschofsky did very well in the selection process and was chosen to be our next canine handler. The goal is to have his dog be a cross-trained patrol & narcotics detection dog. Once back from training and certification, this new K9 team will be a great crime-fighting tool for our county.

As previously, the Walla Walla Sheriff's Foundation (WWSF) is graciously helping us with the majority of involved costs. After much research and development, please see the attached spreadsheet for the breakdown of related expenditures and who will be paying for what. As you can see, none of the out of state travel costs will ultimately be borne by the County or WWSO; however due to the WWSF not having a credit card, several of the travel related expenses such as airfare and hotel will initially be placed on the WWSO credit card, with these costs eventually coming back to the County/WWSO in the form of a reimbursement check from the WWSF, at which time we will request a budget amendment for these costs with the matching offsetting revenue.

During his training cycle, Dep. Daschofsky will need his K9 vehicle which is currently being up-fitted by our County Shop. When this vehicle is done, a deputy will be tasked with driving his K9 vehicle down to him and then the WWSF will fly that transporting deputy home to Walla Walla County.

I am respectfully requesting out of state travel concurrence for myself from March 27 to April 2, for Deputy Ashley Daschofsky from March 27 to June 18, and for a yet to be determined deputy on yet TBD dates to deliver the K9 vehicle and then fly home. I plan to remain in LA a couple of days for personal business; the county will not incur any costs related to my travel extension. We are excited this is coming to fruition! As always, thanks much for your time and consideration.



WWSO 2017 K-9 SELECTION & TRAINING
Tentative Agenda, Schedule, and Related Costs

Purpose: To stand up a new 2017 WWSO K-9 team consisting of a fully trained, WACJTC certified, patrol & narcotics detection canine handler and dog team.

WW Sheriff's Office		
To be Purchased by WWSO:		
1 Police Service Dog	\$ 10,000.00	* Funds are granted from sale of Foret to WWPO
1 Security & Service Surcharge	\$ 250.00	
Sales Tax @ 7.75%	\$ 775.00	
1 Narco Detection Course (200)	\$ 5,000.00	* Approx Amount from 2017 WWSO Budget
WWSO Total:	\$ 16,025.00	

WW Sheriff's Foundation		
WW Sheriff Foundation approved travel, airfare, hotel rooms, per diem, rental car, & ancillary related expenses:		
* The below represent "not to exceed" estimates. All efforts will be made to keep costs below the requested amounts.		
Basic Handlers Course 400 hours	\$ 5,000.00	* This is the deputy dog handler who will select & S 100 for training, and then drive WWSO K-9 vehicle home with dog
Round Trip Airfare for Sheriff	\$ 900.00	
One-Way Airfare for K-9 Deputy from WW to Ontario	\$ 450.00	* This is the deputy who will drive the completed upfitted WWSO K-9 vehicle once done to Adenhorst & then fly home
One-Way Airfare for Deputy from Ontario to WW	\$ 450.00	
Shipping of Canine	\$ -	None due to plan that new handler need his vehicle in training and then will drive home with the new canine
Meal Per Diem for Deputy/ 84 days at \$20/day	\$ 1,680.00	
LA Hotel for Sheriff 3/27 - 4/2	\$ 1,200.00	Dog selection, orientation & initial training similar to 2012 K-9 trip
LA Hotel for K-9 Deputy 3/27 - 4/2	\$ 1,200.00	
Hotel for K-9 Deputy during trng courses 4/2 - 5/17	\$ 8,000.00	* Estimate / Actual Cost TBD/ From 3/27 until WWSO K-9 vehicle arrives
Rental Car	\$ 3,000.00	
Estimated WWSF Request:	\$ 21,880.00	Total WWSF approved funding not to exceed this amount.

WW Sheriff's Office / County Shop	
To be accomplished by WWSO & the County Shop:	
Upfit of a WWSO Ford PI SUV to K-9 Vehicle using all WWSF purchased equipment for Veh#247	
Equip including, but not limited to, K9 cage, remote door opener, hot dog sensor and warning	
Once new K-9 veh is completed, veh will be driven to CA K-9 training for K-9 Deputy	
Deputy delivering K-9 veh will then fly home to WW from Ontario Airport	

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 3/8/17

Employee Attending: Sheriff JOHN TURNER DEPUTY ASHLEY DASCHORSKY YTD DEPUTY - SEE MEMO.	Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Start time/date: <u>3/27/17</u> End time/date: <u>VARIES</u>	Transportation	
Location: City: <u>LA & RIVERSIDE COUNTIES</u> State: <u>CA</u>	<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$
Title of Meeting/Training: (Attach agenda/training brochure) <u>K9</u>	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$
Departure Date: <u>3/27/17</u> Time: <u>1250</u>	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Return Date: <u>VARIES</u> Time: <u>—</u>	Lodging	
<u>SEE MEMO BUREAU</u>	_____ night(s) @ \$	\$
Place of Lodging:	Meals	
<u>SEE MEMO PLACAST</u>	Breakfast(s) @ \$	\$
Phone Number: _____	Lunch(s) @ \$	\$
	Dinner(s) @ \$	\$
	Registration/Tuition	
	Cancel Date:	\$
	Total Expenses	
		\$ <u>30</u>

Credit Card Use: ☒ Yes ☐ No

Date Needed: ASAP

NO COST TO COUNTY
SEE MEMO

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

Signature of Employee

Date: 3/8/17

Recommended: ☐ Yes ☐ No

Supervisor Signature

Date: _____

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

Approved: ☒ Yes ☐ No

Elected Official/Department Head

Date: 3/8/17



MEMO

Date: 03/01/2017

Proposal ID: 2017 03-13 DCH

To: BOCC

From: Becky Hermesen

Intent: Help fund our "Read to Comfort" program in WIC

Topic: Yancy Winans Trust grant request for \$1,000. Purpose is to purchase books for the WIC Program's "Read-to-Comfort" Program- -the ultimate goal of which is to help decrease childhood obesity in Walla Walla County.

1. Name of Grant/Program: WIC
2. New Grant ☒ Renewing Grant: Term (# of years):1
3. Is the grant unchanged, and does not require Current Expense funding?
Yes ☒ It does not require Current Expense funding but it is a new grant. No ☐
(If YES, please skip to number 24)
4. How will this grant benefit the county's citizens? By providing books to low income children in a manner that decreases the risk of childhood obesity.
5. Is this a program grant or an equipment grant? It is an equipment grant and would be used solely to purchase books.
6. Is this a "one-time only grant" ☐ or is it renewable ☒? If renewable, how long is grant anticipated to last? 1 year
7. If this is a new grant how will the grant support a current program OR how will the program change? **Part of what WIC staff do is teach parents to comfort and/or reward their children in ways that do NOT involve feeding, such as hugs or walks or READING to them. These funds would help us purchase books to give to children after they have been weighed/measured in WIC (frightened) and model to parents how comforting can come afterwards by putting children on laps and reading to them immediately after they experience this, and NOT comfort with promise of a treat or by putting a bottle or sippy cup in their mouths.**

8. Does this grant require up front funds? Yes ☐ No ☒ If **YES**, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?
9. How many employees (new or current) will be paid by the grant? None
New _____ Current _____
10. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded? Not applicable.
11. Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Yes ☐ No ☒ If **YES**, what?
12. Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Not applicable.
13. Yes ☐ No ☐
14. What fund would support a cash match (if required)? NA
15. If required what is the **TOTAL** cost of the match over the life of the grant? NA
16. What fund would support the administration of the grant? WIC
17. Will the grant allow for the County cost allocation plan to be funded? NA
Yes ☐ No ☐
18. Would the grant require the county to provide office space and/or additional equipment to administer the program? Yes ☐ No ☒ If **YES**, what are the requirements?
19. Would the program require use of a county vehicle or personal vehicle?
Yes ☐ No ☒ If **YES**, would the grant provide for the cost of the automobile and/or liability insurance? Yes ☐ No ☐
20. Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Yes ☐ No ☒
If **YES**, what activities?
21. Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Yes ☐ No ☒ If **YES**, what obligations?
22. 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, reimbursement for meeting refreshments, paying for meeting space, etc.?)
Yes ☐ No ☒

23. 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?
Yes ☐ No ☒ If **YES**, what is the funding source for consultant fees?
24. 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. NA
25. Please attach to this proposal a synopsis of the grant or a copy of the fact sheet.

26. **Please feel free to submit additional information as needed.**

27. **Conclusion/Recommendation**

Submitted By			Disposition
<hr/>			<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

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

YANCEY P. WINANS TESTAMENTARY TRUST

Community Grant Application

Baker Boyer National Bank, Trustee
PO Box 1796 Walla Walla, WA 99362
509-525-2000

****APPLICATION DUE DATE IS MARCH 1ST****

****PLEASE REVIEW APPLICATION GUIDELINES BEFORE SUBMITTING APPLICATION****

Name of Applicant: WIC Program at the Walla Walla Department of Community Health

Contact Name: Becky Hermesen, RDN, CD

Phone #: 509-524-2670

Address: 314 W. Main

Walla Walla, WA. 99362

Amount of Grant Request:	\$ 1,000	Program Name	Read-to-comfort Program
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Brief Purpose of Grant:	Help parents of children 1-5 learn to comfort/reward their children with hugs and reading books with parents INSTEAD of eating a "treat"
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Project Statistics:

Bids Received: \$ 0

Or Specific Costs: \$ 2500.00

Total Cost of Project: \$ 2500.00

Project to be funded by:

Cash on Hand \$ 0

Savings for Project \$ 0

Donations \$ 2500

Pledges from:

None yet - working on this \$

\$

Total Project Resources \$ 0

Grant Requested \$ 1,000

Balance needed for completion \$ 1,500

91-6001381

Employer Identification Number

Walla Walla County

Registered to

2/28/2017

Date

Grants will not be awarded without an Employer Identification Number (EIN)

Checks will be made payable to entity on IRS Determination Letter

Yancey P. Winans Community Grant Guidelines

1. Requests will be accepted through March 1st of each year. NO EXCEPTIONS
2. Grants are made for special worthy charitable purposes which are exempt for tax purposes under Section 501 (c)3 of the Internal Revenue Code.
3. Primary consideration will be given to summer programs for Walla Walla Valley children and young people.
4. Secondary consideration will be given to other charitable purposes.
5. Grants will be limited to a maximum of \$5,000 per year. The grants will be forfeited if not used within the calendar year awarded (unless otherwise approved by the Trust Committee).
6. Any grant recipient may apply for funding the same project in a subsequent year, but such grants will be considered on the same basis as any new application. Applicants should not rely on the Winans Trust for continued grants for

**Local Number
(509) 525-2000**

**Toll Free
(800) 234-7923**

**E-Mail
info@bakerboyer.com**

**Mail
PO Box 1796
Walla Walla, WA 99362**

Banking products are provided by Baker Boyer, Member FDIC and an Equal Housing Lender.

D.S. Baker Advisors provides its clients access to a broad array of products and services, including FDIC insured banking products as well as non-FDIC insured trust and investment products.

Investment products:



projects which are
considered perpetual.

7. For requests to be
considered, you must
complete our application
and submit required
documentation. Failure to
do so could result in your
application being
rejected.

*For more information,
contact:*

John Mathwich

Baker Boyer National Bank
PO Box 1796
Walla Walla, WA 99362

(509) 525-2000

(800) 234-7923

(509) 522-3136 (fax)

George T. Welch Scholarship:



Milton-Freewater Area Foundation Scholarships:



Are Not FDIC Insured

Are Not Bank Guaranteed

May Lose Value



PRIVACY→



CAREERS→





MEMO

Date: 3/8/17

Proposal ID. 2017 03-13 COMM

To: BOCC

From: Diane Harris, Commissioners' Office

Intent – Award bid

Topic – Bid Award for “Building Access Project”

Summary

The Walla Walla County Commissioners' Office requested quotes (copy attached) utilizing the Limited Public Works procedures (Resolution 16-221) for the following project at the Courthouse and the Public Health and Legislative Building located at 315 W Main Street and 314 W Main Street, Walla Walla, WA. General Project Description: Upgrade the current card access system. Standardize equipment and software as utilized in other county offices.

There were two software and equipment options quoted:

Option 1a – Server control software

Option 1b – PC control software

And an additional option regarding installing a card reader at the alley access of District Court:

Option A – stall card reader at alley access of District Court

One quote was received:

Walla Walla Electric

Option 1a - \$12,629.33

Option 1b - \$13,672.48

Option A - \$2,601.45

Kevin Gutierrez, Technology Services Director, has reviewed and recommended approving Option 1a for the software and equipment option.

Tom Byers, Facilities Maintenance Manager, has reviewed and recommended approval of Option A for District Court access.

The Commissioners need to decide regarding awarding Option A. If approved this will allow employee access via key card to the back door of the District Court Building.

Cost

Total cost to be determined based on Commissioners decision regarding options offered. (includes tax)

Funding

Fund 30100 Current Expense Building

Conclusion/Recommendation

Recommend that the Board of County Commissioners approve the recommendations from the Technology Services Director and Facilities Maintenance Manager and award the bid to Walla Walla Electric, Inc for Options 1a and A; and authorize Chairman Jim Duncan to sign related documents.

Submitted By

Disposition

Diane Harris, Administrative Assistant 03/09/17

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

WALLA WALLA COUNTY, WASHINGTON
REQUESTS FOR QUOTES
“BUILDING ACCESS PROJECT”

February 15, 2017

Walla Walla County Commissioners' Office is requesting quotes utilizing the Limited Public Works procedures (Resolution 16-221) for the following project at the Courthouse and the Public Health and Legislative Building located at 315 W Main Street and 314 W Main Street, Walla Walla, WA.

General Project Description:

Upgrade the current card access system. Standardize equipment and software as utilized in other county offices.

Software & Equipment:

- 1) S2 NetBox version 4.7 or newer – 16 door licenses and hardware to support 16 card readers
 - a. Server side control software is preferred - Windows Server 2008R2 compatible.
 - b. PC control software is not preferred but may be acceptable and should be compatible with Windows 7 and Windows 10.
 - c. Both the server and PC options above should be **quoted separately**.
 - d. Provide support options **quoted separately**.
 - e. Walla Walla County may at its sole discretion choose to accept or decline any of the above Options, or award the project in part.

Option A: Please bid separate cost to install card reader and equipment to operate card reader at the alley access of District Court Building, 317 W Rose Street, Walla Walla.

Work to be completed:

- 1) Within the guidelines stated below, acquire and install all equipment and software including all network wiring and electrical power if needed (some already exist).
- 2) Installation will occur on 10 doors and includes the removal of the current system and the installation of the quoted system.
- 3) Cleanup shall include the removal and disposing of all removed hardware and wiring or cabling, excluding including any computers.
- 4) Successful bidder must be knowledgeable in the operation of the proposed system and its software and train two county employees in its use to extent that county employees are comfortable with operating the system on their own.

Timeline:

All work must be completed and the system operational by June 16, 2016.

Guidelines:

The quote will need to include all equipment and materials, state sales tax, permits (including any building permits), labor at prevailing rate wages, plan fees, and all other related costs to compete a turnkey end product. The Contractor warrants and guarantees the County that all work will be performed in a workman-like manner in accordance with City and County building codes, and will not be defective. Work is defective if it is unsatisfactory, faulty or deficient in that it does not conform to these specifications, or does not meet the requirements of any inspection, reference standards, test and/or approval of the County. The Contractor will comply with all applicable provisions of RCW 39.12, in regards to making sure that prevailing wages rates are paid to complete these projects. The Contractor shall be liable for any and all damages caused by the Contractor to the County's premises. The Contractor must be licensed, insured, and bonded for the State of Washington. The Contractor must submit a Walla Walla County small works questionnaire with the quote, or be on the current small works roster. Payment for the projects will be made after completion and onsite review and approval of all work listed within this request. All paperwork required by the State of Washington in regards to submitting intent to pay prevailing wages documentation, submission of the actual payroll reports, and all other permits and/or plan fees must be completed and provided to the County prior to payment for this project. Walla Walla County reserves the right to reject any and all bids received for these projects.

Quote must include at least three references, with contact information, for work done of equal or larger size and scope with this specific software. Successful vendor must be able to exhibit previously awarded contracts. All qualifications must be specific to the quoting contractor and not of any sub-contractor.

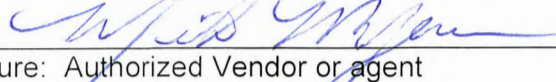
Successful vendor will be required to enter into a binding Limited Public Works Contract with Walla Walla County and must abide by the terms thereof. This contract is available at the Commissioners' Office for review.

Vendor must sign the certification below and submit this document along with the detailed quote.

All quotes, and accompanying certifications and documents, must be delivered to Walla Walla County Public Health and Legislative Building at 314 West Main Street, Room 203, Walla Walla, WA, attention Connie Vinti, Clerk of the Board, **prior to 10:00 a.m. on March 7, 2017. Quotes may be submitted before that deadline via fax 509-524-2512 or e-mail wwcocommissioners@co.walla-walla.wa.us**. Please mark on the front of the envelope, fax cover sheet, or subject line of the e-mail: "Walla Walla County Commissioners' Office – Building Access Project." After an award is made, the quotations shall be open to public inspection and available upon request.

For more information and to schedule a site visit, call Diane Harris at the Walla Walla County Commissioners' Office 509-524-2505.

I hereby certify that I have read the above information in its entirety and that I can and will meet all requirements as written.

	Mike Myers	3/7/2017
Signature: Authorized Vendor or agent	Printed:	Date

Vendor Name: Walla Walla Electric, Inc.

Vendor Address: 1225 W. Poplar St, Walla Walla, WA 99362

Vendor Phone and email: mike@wwelectric.com



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780

Telephone: 509-525-8672 Fax: 509-525-8642

To: Walla Walla County Commissioners **From:** Mike Myers

ATTN: Diane Harris **Pages:** 1

Phone: 524-2505 **Date:** 3/6/2017

Re: District Court/ Legislative Building Doors **CC:**

Health and Legislative "Building Access Project"

Prices include installation, equipment and materials, state sales tax, permits and labor as described in "Request - For Quotes" dated 2/15/17.

1a. System configured to use Server Side Control Software Price\$12,629.33

S2 NetBox Virtual Machine Provisioning Minimum Requirements:

- ☐ VMware ESXi v5
- ☐ Intel Xeon Quad Core Processor 3.1 GHz
- ☐ 8GB of main memory
- ☐ 2 - 128GB Pro Series SSD in RAID 1 Configuration (minimum capacity)

Note: Server hardware platform provided by WWCO.

Option #A: Add District Court alley door to above system..... Price \$2,601.45

Note: Becomes the 11th door on the 16 door license.

Photo Badging License Option Price \$1,425.00

Support options: System includes 1-year software upgrade and support from S2. All products and services provided by Walla Walla Electric has a 1-year warranty. Additional years of S2 software upgrade and support are \$753 per year. Maintenance and repair of pre-existing access control products shall be billed on a time and material basis, or \$928 per year up to year 2020.

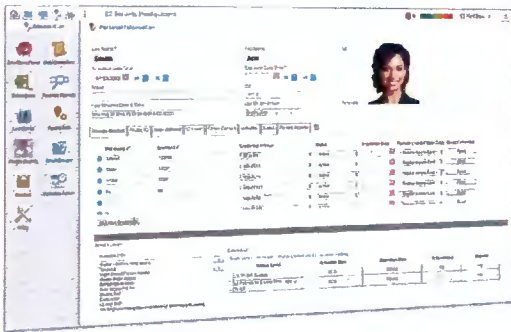
References:

1. Walla Walla County, Comprehensive Mental Health, 1520 Kelly Place, Richard Bessy (509) 522-4000
2. Walla Walla County Sheriff's Department, 240 W Alder St, Shanda Zessin (509) 524-5400
3. City Of Walla Walla City Hall, 15 N. 3rd Ave, Dave Dalan (509) 524-4570

Please call or reply if further information is required.

Sincerely,

Mike Myers



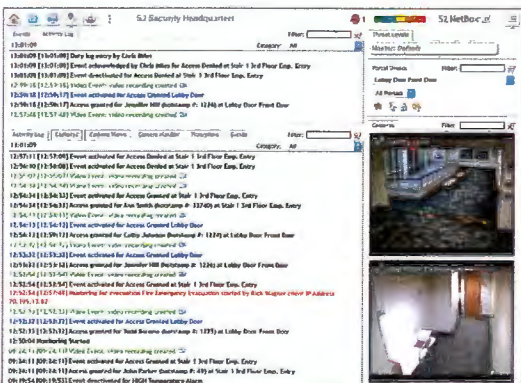
S2 NetBox® Virtual Machine

Overview

S2 NetBox Virtual Machine is a powerful, web-based access control and event monitoring system that can be installed on user-preferred hardware. The highly scalable system supports a wide range of deployments and enables users to build a system supporting over 7,000 portals and more than 500 S2 Nodes. Optional system partitioning allows the entire database to be separated into multiple smaller systems for entities such as field officers or tenants.

Features such as person record and cardholder management, event and alarm monitoring, threat level escalation and reporting are accessible from any web browser. S2 NetBox Virtual Machine works with existing infrastructure and peripheral devices, making it easy to deploy. In addition, S2 NetBox Virtual Machine tightly integrates with S2 NetVR® series video management systems, providing unified system management and administration. Integration with third-party video management systems is also supported.

S2 NetBox Virtual Machine is ideal for organizations that choose to implement an access control solution on their preferred hardware platform. Distributed enterprises can manage multiple S2 NetBox Virtual Machine servers with S2 Global®, allowing for nearly unlimited scalability.



S2 NetBox Virtual Machine is web-based, with one-click access to major system functionality.

Key Features

Access Control

- **Portals:** Supports up to 7,168 doors or other access points
- **Event and Alarm Monitoring:** Includes comprehensive event logging, notification and escalation
- **Threat Level Management:** Provides configurable system status and response actions such as system lock downs
- **Person Record Management:** Maintains detailed, credential-driven user records and access history
- **Reporting:** Offers predefined and custom reports

System

- **Custom Access Control Solution:** Operates on a user-preferred hardware platform¹
- **Web Interface:** Delivers browser-based, unified system management and administration
- **Video Integration:** Works with S2 NetVR series video management systems and other third-party video systems
- **API Support:** Integrates with third-party products such as human resource databases via an open source API
- **Automated System Management:** Automatically discovers S2 Nodes and handles system backups
- **Mobile App:** Allows for mobile security management using S2 Mobile Security Officer®
- **System Partitioning Option:** Allows the entire database to be separated into multiple smaller systems

S2 NetBox Virtual Machine - Specifications

Portal Capacity: 16 to 64

Access Control	
Cardholders	40,000
Access Levels	Unlimited
Unique User Roles	16
Simultaneous Users	10
Time Specifications	512
Portal Capacity	64
S2 Node Capacity ²	64
Maximum Inputs / Outputs	2,000 / 2,000
Online Transactions	Up to 40 million records

Client Requirements	
Operating System	Any
Browser ³	Chrome, Internet Explorer, Firefox and Safari
Processor	Intel Core i3 or higher
Memory (RAM)	8GB minimum
Hard Drive	100GB minimum

Minimum Provisioning Requirements	
Storage Capacity	128GB Pro Series SSD
Processor	Intel Xeon Quad Core
Memory (RAM)	8GB
Ethernet Ports	1
Server Host	VMWare ESXi 5.1 or later
S2 Hardware	Minimum of 1 S2 MicroNode Plus, S2 Network Node or S2 Network Node VR
Warranty	1 year, software

Integrations ⁴	
Video Management	S2 NetVR series VMS and other major VMS manufacturers
S2 NetVR Capacity	16
S2 NetVR Camera Capacity	1,024
Concurrent S2 Client Connections (S2 NetBox, S2 Magic Monitor®, S2 Mobile Security Officer)	10
Third-Party VMS Camera Capacity	256
Access Control	Allegion, ASSA ABLOY, DMP and Mercury

Part Numbers	
S2-NBVM-16	Includes 16 portal license
S2-NBVM-32	Includes 32 portal license
S2-NBVM-64	Includes 64 portal license

Portal licenses expandable in 64 portal increments to 7,168 portals. Refer to price book for additional part numbers.

Portal Capacity: 128 to 7,168

Access Control	
Cardholders	150,000
Access Levels	Unlimited
Unique User Roles	16
Simultaneous Users	35
Time Specifications	512
Portal Capacity	7,168
S2 Node Capacity ²	512
Maximum Inputs / Outputs	2,000 / 2,000
Online Transactions	Up to 400 million records

Client Requirements	
Operating System	Any
Browser ³	Chrome, Internet Explorer, Firefox and Safari
Processor	Intel Core i3 or higher
Memory (RAM)	8GB minimum
Hard Drive	100GB minimum

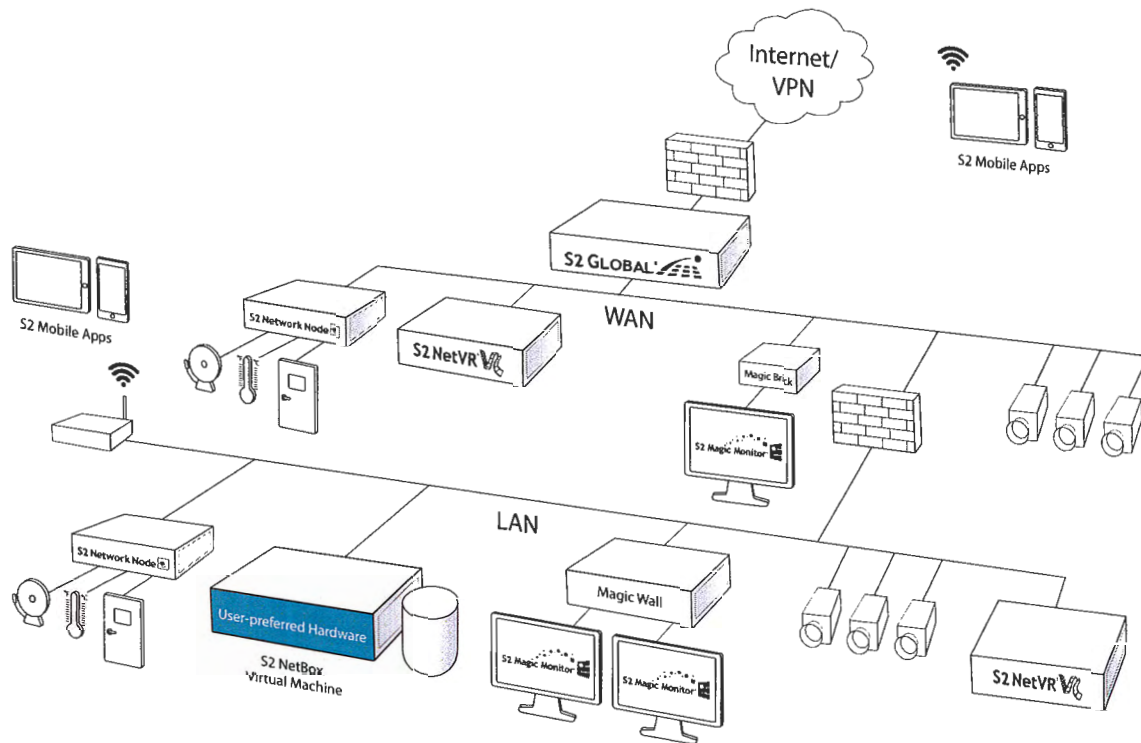
Minimum Provisioning Requirements	
Storage Capacity	128GB Pro Series SSD
Processor	Intel Xeon Quad Core
Memory (RAM)	8GB
Ethernet Ports	1
Server Host	VMWare ESXi 5.1 or later
S2 Hardware	Minimum of 1 S2 MicroNode Plus, S2 Network Node or S2 Network Node VR
Warranty	1 year, software

Integrations ⁴	
Video Management	S2 NetVR Series VMS and other major VMS manufacturers
S2 NetVR Capacity	128
S2 NetVR Camera Capacity	4,096
Concurrent S2 Client Connections (S2 NetBox, S2 Magic Monitor, S2 Mobile Security Officer)	35
Third-Party VMS Camera Capacity	1,024
Access Control	Allegion, ASSA ABLOY, DMP and Mercury

Part Numbers	
S2-NBVM-128	Includes 128 portal license

Portal licenses expandable in 64 portal increments to 7,168 portals. Refer to price book for additional part numbers.

Schematic Diagram - S2 Security System



Schematic only. Not a network diagram.

¹User-preferred hardware must meet minimum provisioning requirements.

²S2 Network Node capacity may vary depending on system design.

³Refer to the latest Release Notes for browser version compatibility.

⁴For additional integration information, contact sales@s2sys.com.

For more information, please visit www.s2sys.com.



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780

Telephone: 509-525-8672 Fax: 509-525-8642

To: Walla Walla County Commissioners **From:** Mike Myers

ATTN: Diane Harris **Pages:** 1

Phone: 524-2505 **Date:** 3/6/2017

Re: District Court/ Legislative Building Doors **CC:**

Health and Legislative "Building Access Project"

Prices include installation, equipment and materials, state sales tax, permits and labor as described in "Request - For Quotes" dated 2/15/17.

1b. System configured to use S2 Hardware and Control Software Price\$13,672.48

S2 Netbox software runs on embedded S2 Network controller, no PC or server required for system operation. PC or other device is used for programming users, running reports and etc.

Option #A: Add District Court alley door to above system..... Price \$2,601.45

Note: Becomes the 11th door on the 16 door license.

Photo Badging License Option Price \$1,425.00

Support options: System includes 1-year software upgrade and support from S2. All products and services provided by Walla Walla Electric has a 1-year warranty. Additional years of S2 software upgrade and support are \$753 per year. Maintenance and repair of pre-existing access control products shall be billed on a time and material basis or \$928 per year, or \$928 per year up to year 2020.

References:

1. Walla Walla County, Comprehensive Mental Health, 1520 Kelly Place, Richard Bessy (509) 522-4000
2. Walla Walla County Sheriff's Department, 240 W Alder St, Shanda Zessin (509) 524-5400
3. City Of Walla Walla City Hall, 15 N. 3rd Ave, Dave Dalan (509) 524-4570

Please call or reply if further information is required.

Sincerely,

Mike Myers

WA #WALLAWE258KK ■ OR CCB:#19737
www.wwelectric.com



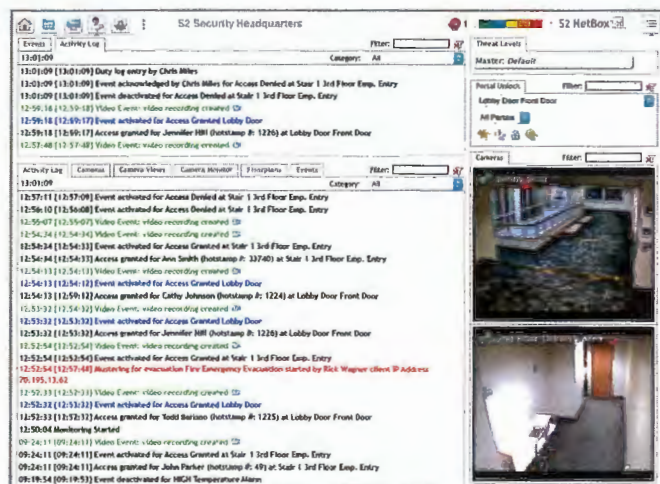
S2 NetBox®

Overview

S2 NetBox is a full-featured, web-based access control and event monitoring system that supports up to 32 portals. Features such as person record and cardholder management, event and alarm monitoring, threat level escalation and reporting are accessible from any web browser. There is no software to install.

A solid-state appliance, S2 NetBox is fast and reliable. The system works with existing infrastructure and peripheral devices, making it easy to deploy. S2 NetBox is flexible and scalable, supporting up to seven application blades and up to 32 S2 Nodes. In addition, S2 NetBox tightly integrates with S2 NetVR® series video management systems, providing unified system management and administration. Integration with third party video management systems is also supported.

S2 NetBox serves a range of applications from small businesses to field offices of large enterprises. As organizations grow, migration to S2 NetBox Extreme is seamless. Large, distributed enterprises can also centrally manage multiple S2 NetBox controllers with S2 Global®.



Key Features

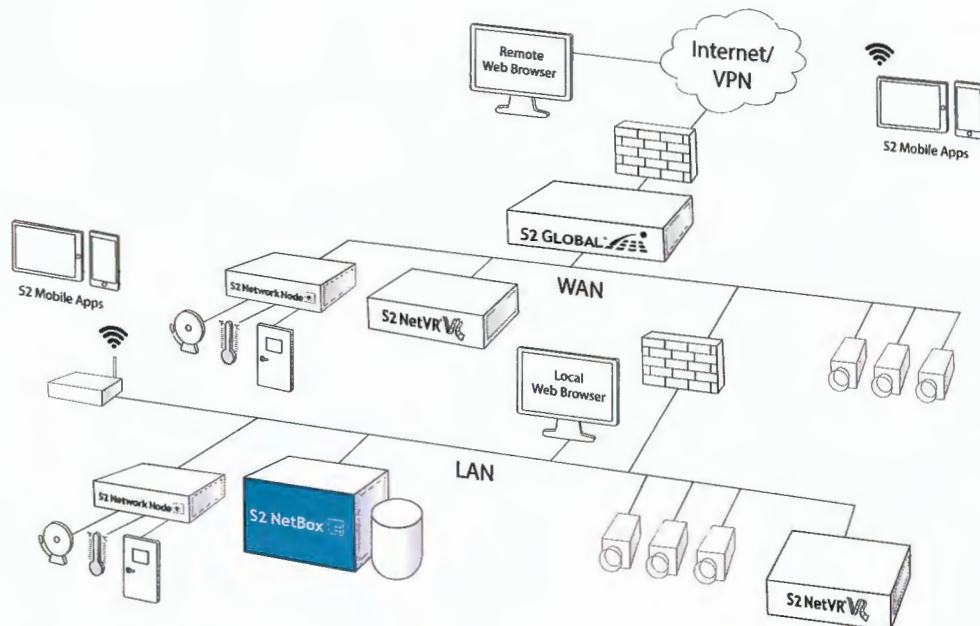
Access Control

- **Portals:** Supports up to 32 doors or other access points
- **Event and Alarm Monitoring:** Includes comprehensive event logging, notification and escalation
- **Threat Level Management:** Provides configurable system status and response actions such as system lock downs
- **Person Record Management:** Maintains detailed, credential-driven user records and access history
- **Reporting:** Offers pre-defined and custom reports

System

- **Web Interface:** Delivers browser-based, unified system management and administration
- **Solid-State Design:** Extends product lifecycle, lowering total cost of ownership
- **Blade Support:** Houses up to seven S2 application blades for access control, inputs, outputs and temperature probes
- **Video Integration:** Works with S2 NetVR series video management systems and other third party video systems
- **API Support:** Integrates with third party products such as human resource databases via an open source API
- **Automated System Management:** Automatically discovers S2 Nodes and handles system backups
- **Mobile App:** Allows for mobile security management using S2 Mobile Security Officer®

S2 NetBox is web-based, with one-click access to major system functionality.



Schematic only. Not a network diagram.

Specifications – S2 NetBox

Access Control	
Cardholders	20,000
Access Levels	Unlimited
Unique User Roles	16
Simultaneous Users	5
Time Specifications	512
Portal Capacity	32
S2 Node Capacity ¹	32
S2 Application Blade Support	7 application blades for access control, inputs, outputs and temperature probes
Maximum Inputs / Outputs	500 / 500
Online Transactions	Up to 10 million records
Client Requirements	
Operating System	Any; for badging use Windows 7
Browser ²	Chrome, Internet Explorer, Firefox and Safari
Processor	Intel Core i3 or higher
Memory (RAM)	4GB
Hard Drive	100GB minimum
Appliance	
Storage Capacity	20GB
Processor	Intel Atom N2800
Memory (RAM)	4GB total
Operating System	Ubuntu Linux
Ethernet Ports	1
MTBF	213,447
Chassis	Wall mount
Dimensions (H, W, D)	17in x 17.5in x 8.25in (43.18cm x 44.45cm x 20.95cm)

Appliance (continued)	
Weight	10 lbs (4.54 kg)
Operating Temperature	32° – 95°F (0° – 35°C)
Storage Temperature	-4° – 158°F (-20° – 70°C)
Operating Environment	Humidity 85%, non-condensing 35°C
AC Input	86 – 264 VAC, 47/440 Hz, 1.5A
BTU Maximum	256 per hour
Regulatory Approvals	UL, CE, FCC, RoHS
Warranty	2 years, hardware; 1 year, software

Integrations ³	
Video Management	S2 NetVR series VMS and other major VMS manufacturers
S2 NetVR Capacity	4
S2 NetVR Camera Capacity	256
Concurrent S2 Client Connections (S2 NetBox, S2 Magic Monitor®, S2 Mobile Security Officer)	5
Third Party VMS Camera Capacity	32
Access Control	Allegion, ASSA ABLOY, DMP and Mercury

Part Numbers	
S2-NB4-E2R-WM	Includes 4 portal license and 1 access control application blade supporting 2 readers

Supports up to 7 application blades. Portal licenses expandable to 32 portals.

¹ S2 Network Node capacity may vary depending on system design.

² Refer to the latest Release Notes for browser version compatibility.

³ For additional integration information, contact sales@s2sys.com.

For more information, please visit www.s2sys.com.

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S2041416



9:45

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

a) Action Agenda Items:

- 1) Proposal 2017 03-13 TSD-1
Request to set date of public
hearing to declare items formerly
owned by Walla Walla County
Department of Human Services
as surplus
- 2) Proposal 2017 03-13 TSD-2
Bid award for camera system for
District Court and the Public
Health and Legislative Building

b) Department update and miscellaneous



MEMO

Date: March 13, 2017

Proposal ID. 2017 03-13 TSD-1

To: BOCC

From: Kevin Gutierrez

Intent – Decision

Topic – Request to set hearing to surplus items formerly owned by Walla Walla County Department of Human Services/Comprehensive Healthcare.

Summary

When Comprehensive Healthcare (“Comprehensive”) contracted with Walla Walla County to take over certain services previously performed by Walla Walla County Department of Human Services, Comprehensive was given a lot of technology items for use until such time as Comprehensive would no longer need the equipment, at which time the equipment would be returned to the county for surplus or other disposition.

Comprehensive has provided a list of items (attached) that are no longer of use to them and are now out of service. Not all items on the original list will be surplus. Some will be reviewed to see if they can be redeployed. The items will be surplus “in place” rather than moving them multiple times.

This is a request for the Board of County Commissioners to set a hearing date to officially surplus the remaining items, which will be submitted on a final list.

Cost

\$0

Final Disposition

Recycle

Security

Most hard drives are wiped. Others will be removed and shredded

Benefits

NA

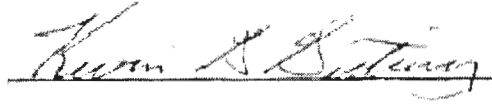
***** Authority to Execute Related Agreements Sought**

NA

Conclusion/Recommendation

Recommend setting a hearing date to surplus all items on a final list.

Submitted By



Kevin Gutierrez Technology Services 3/13/17

Disposition

☐ Approved

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

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

☐ Approved

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

ATTACHMENT

Computers	Asset Tag	SN	Comp Rel Date?
PC	64-2359	s/n 2UB54200N3	12/30/2016
PC	64-3252	s/n 2UB54200N6	12/30/2016
PC	64-3272	s/n 2UB54200N5	12/30/2016
PC	64-3274	s/n 2UB54200ND	12/30/2016
PC	64-3276	s/n 2UB54200N4	12/30/2016
PC	64-3278	s/n 2UB54200NB	12/30/2016
PC	64-3283	s/n 2UB54200N9	12/30/2016
PC	64-3284	s/n 2UB54200N8	12/30/2016
PC	64-3285	s/n 2UB54207BS	12/30/2016
PC	64-4359	s/n 2UA9250Y0V	12/30/2016
PC	64-4360	s/n 2UA9250Y0T	12/30/2016
PC	64-4705	s/n MXL13200XH	12/30/2016
PC	64-4726	s/n MXL13200XM	12/30/2016
PC	64-4727	s/n MXL13200XN	12/30/2016
PC	64-4728	s/n MXL13200XK	12/30/2016
PC	64-4729	s/n MXL13200YM	12/30/2016
PC	64-4730	s/n MXL13200YH	12/30/2016
PC	64-4746	s/n MXL13200YB	12/30/2016
PC	64-4747	s/n MXL13200YO	12/30/2016
PC	64-4748	s/n MXL13200XC	12/30/2016
PC	64-4749	s/n MXL13200XJ	12/30/2016
PC	64-4750	s/n MXL13200XW	12/30/2016
PC	64-4751	s/n MXL13200XS	12/30/2016
PC	64-4752	s/n MXL13200YF	12/30/2016
PC	64-4753	s/n MXL13200XG	12/30/2016
PC	64-4754	s/n MXL13200XL	12/30/2016
PC	64-4755	s/n MXL13200Y3	12/30/2016
PC	64-4756	s/n MXL13200YL	12/30/2016
PC	64-4757	s/n MXL13200XZ	12/30/2016
PC	64-4758	s/n MXL13200XP	12/30/2016
PC	64-4759	s/n MXL13200Y1	12/30/2016
PC	64-4760	s/n MXL13200Y7	12/30/2016
PC	64-4761	s/n MXL13200YG	12/30/2016
PC	64-4762	s/n MXL13200YC	12/30/2016
PC	64-4763	s/n MXL13200YD	12/30/2016
PC	64-4764	s/n MXL13200YJ	12/30/2016
PC	64-4765	s/n MXL13200Y4	12/30/2016
PC	64-4766	s/n MXL13200XV	12/30/2016
PC	64-4767	s/n MXL13200XY	12/30/2016
PC	64-4768	s/n MXL13200Y2	12/30/2016
PC	64-4769	s/n MXL13200XF	12/30/2016
PC	64-4770	s/n MXL13200XD	12/30/2016

Computers	Asset Tag	SN	Comp Rel Date?
PC	64-4771	s/n MXL13200Y6	12/30/2016
PC	64-4772	s/n MXL13200Y9	12/30/2016
PC	64-4773	s/n MXL13200XX	12/30/2016
PC	64-4774	s/n MXL13200XR	12/30/2016
PC	64-4775	s/n MXL13200Y8	12/30/2016
PC	64-4776	s/n MXL13200XQ	12/30/2016
PC	64-4777	s/n MXL13200Y5	12/30/2016
PC	64-4778	s/n MXL13200XT	12/30/2016
PC	64-4780	s/n MXL13200WL	12/30/2016
Monitors			12/30/2016
	64-4799	s/n ABGB30A003862	
MPC	No tag	S/N 728VJYA22N0040	12/30/2016
Laptops			
HP Laptop	No tag	S/N CNK53829VQ	12/30/2016
HP Laptop	64-3907	s/n CNU74204SN	1/26/2017
Keyboards			
	No tag	50	12/30/2016
Misc.			
	No tags	5 boxes misc. wiring	12/30/2016
Servers			
HP Not Wiped	64-4860	s/n USE209WN28	2/21/2017
HP Not Wiped	64-4858	s/n USE209WN24	2/21/2017
HP Not Wiped	64-4864	s/n USE207VTAP	2/21/2017
HP Not Wiped	64-4863	s/n USE21517SV	2/21/2017
HP Not Wiped	64-4859	s/n USE209WNIT	2/21/2017
HP Not Wiped	64-4388	s/n JS0926005091	2/21/2017
HP Not Wiped	64-3075	s/n QS0423112134	2/21/2017
HP Not Wiped	64-3074	s/n PS042324095	2/21/2017
UPS	64-4703	s/n USE112N46P	2/21/2017
UPS	64-4366	s/n USE928N0DB	2/21/2017
UPS	64-4365	s/n USE928NDDA	2/21/2017
KUM	64-3077	KVM?	2/21/2017
Cisco ATA	64-3081	s/n 1NM08181ZDR	2/21/2017
Cisco ATA	64-????	s/n1NM0840198E	2/21/2017
Cisco ATA	64-3083	s/n 1NM08151P86	2/21/2017
Switches			
Cisco 3560	64-3092	s/n CAT 0828Z1AP	2/21/2017
Cisco 3560	64-3090	s/n CAT 0829Z023	2/21/2017
Cisco 3550	64-3680	s/n CAT 0841R0ZM	2/21/2017
2900 Router	64-4861	s/n FTX1609AHD3	2/21/2017
ASA Sec.	64-4855	s/n JMX1545X1PG	2/21/2017



MEMO

Date: March 6, 2017

Proposal ID.2017 03-13 TSD-2

To: BOCC

From: Kevin Gutierrez

Intent – Decision

Topic – Award of Limited Works Bid for Camera System to Walla Walla Electric, Inc.

Summary

An invitation to bid on a camera system for District Court and the Legislative Building (Annex) was released on January 31, 2017 (copy attached).

Bids were to be due at the Commissioner's office by 10AM on February 21, 2017. One bid was received from Walla Walla Electric, Inc. in the amount of \$9,246.70.

Cost

\$9,246.70 including taxes, labor and equipment.

Funding

30100 Current Expense Building: In the 2017 budget \$25,000 was budgeted for the Building Access Project. The cost of that project came in under budget at a cost of approximately \$15,000. Requests for a camera security system have been made by elected officials and department heads, and the County Human Resources/Risk Manager and Facilities Maintenance Manager have recommended, with concurrence of the Board of County Commissioners, that this installation take place for the security of County employees and protection of County buildings. Recommendation is to use the funds remaining from the Building Access Project to cover the cost of the camera security system.

Alternatives Considered

N/A

Acquisition Method

Proper agreements for Small Works will be reviewed and approved by the PA office after Commissioner approval

Security

Standard county security and access to cameras as needed

Access

As granted by elected officials and department heads or Board of County Commissioners

Benefits

N/A

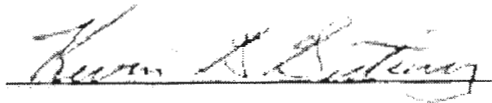
*****Authority to Execute Related Agreements Sought**

Yes

Conclusion/Recommendation

Recommend approval of bid award to Walla Walla Electric, Inc. for camera system using excess budgeted funds in 30100 Current Expense Building Fund and approval for Kevin Gutierrez to execute related agreements.

Submitted By



Kevin Gutierrez Technology Services 03/06/17

Disposition

☐ Approved

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

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

☐ Approved

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



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

Invitation to bid.

January 31, 2017

Walla Walla County is requesting quotes for the installation of high definition video cameras located at the District Court Building and the Public Health and Legislative Building. This invitation is issued pursuant to the County's Limited Works Procedures as set forth in Walla Walla County Resolution 16-221.

Specifications of the work to be completed is as listed below:

Milestone system that can handle at least 10 cameras and be recorded at a single recording device. The Milestone system should be scalable to allow future expansion if needed.

The system must be able to control access to each individual camera, but have the ability to also assign cameras to "groups" for easy administration and viewing. Individuals with appropriate access should be able to view the cameras live. Individuals with appropriate access must have the ability to capture "stills" from video as well as export video in a standard format that can be viewed by a standard Microsoft Windows media player.

A third-party system may be proposed as long as it is compatible with the Milestone system and can be tightly integrated to facilitate flexibility for access to the cameras via the Milestone system.

If a third-party solution is selected, the vendor **MUST** provide all integration as part of the setup. Cameras must be IP based with minimum 3 Mega Pixels resolution.

Walla Walla County invites prospective bidders to view the project in person to get the details of the project. However, a brief description follows.

District Court - 317 West Main St. Walla Walla, WA. - Three interior cameras in various locations to record visitor and courtroom activities. Two external cameras to view the north parking lot as well as the back ally. Cameras will be wired to a network switch in this building.

Public Health & Legislative Building – 314 West Main St. Walla Walla, WA. Two cameras on the second floor, one at each end of the hall. One camera capturing access to the second floor from the north steps. Up to two cameras capturing the parking lot to the north this building. One camera

capturing a view of the courthouse lawn (315 W. Main St. Walla Walla, WA.) Cameras will be wired to a network switch in this building and finally to the recording device. The above two buildings are connected via fiber network.

Contact for this project is Kevin Gutierrez, Director, Technology Services, 315 West Main St., Walla Walla, WA, 99362. For an appointment to view the project on-site please call 509-524-2591.

The quote will need to include all equipment and materials, state sales tax, permits, labor at prevailing rate wages, software, licenses training (operational, administrative and capture/export of video) to provide a complete turn-key solution and all other related costs to compete the project.

After the quote is awarded to the Contractor, the project date will be determined by the County but this work will need to be completed prior to June 1, 2017. The Contractor warrants and guarantees the County that all work will be performed in a workman like manner, in accordance with City and County building codes and will not be defective. Work is defective if it is unsatisfactory, faulty or deficient in that it does not conform to these specifications, or does not meet the requirements of any inspection, reference standards, test and/or approval of the County. The Contractor will comply with all applicable provisions of RCW 39.12, in regards to making sure that prevailing wages rates are paid to complete these projects. The Contractor shall be liable for any and all damages caused by the Contractor to the County's premises. The Contractor must be licensed, insured, and bonded for the State of Washington. The Contractor must submit a Walla Walla County small works questionnaire with the quote, or be on the current small works roster. Payment for the projects will be made after the completion, and onsite review and approval of all work listed within this request. All paperwork required by the State of Washington in regards to submitting intent to pay prevailing wages, submission of the actual payroll reports, and all other permits and/or plan fees must be completed and provided to the County prior to payment for this project. Walla Walla County reserves the right to reject any, and all quotes received for these projects.

Payment will be made to the contractor after a positive review of the project upon completion.

Upon award, the successful bidder will execute a standard form limited public works contract with Walla Walla County. No deviation from the terms of the agreement shall be allowed, and samples of the standard form agreement are available by contacting the County Commissioners' Office at 509-524-2505.

All quotes must be delivered to the Commissioners' Office located in the County Annex at 314 West Main Street, Walla Walla, WA 99362, located on the second floor of the building prior to 10:00 am on February 21, 2017. Quotes may be delivered via fax at 509-524-2512 or by e-mail at wwcocommissioners@co.walla-walla.wa.us. After an award is made, the quotes shall be open to public inspection and available by electronic request. Please mark on the front of the envelope, the cover page of the fax or the subject line of the e-mail as DISTRICT COURT/LEGISLATIVE BUILDING SECURITY CAMERA CONTRACT.

Release date: January 31, 2017



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780

Telephone: 509-525-8672 Fax: 509-525-8642

To: Walla Walla County Commissioners **From:** Mike Myers

ATTN: Kevin Gutierrez **Pages:** 1

Phone: 524-2590 **Date:** 2/20/2017

Re: District Court/ Legislative Building CCTV **CC:**

District Court/Legislative Building Security Camera Project

Price \$9,246.70

Includes all equipment and materials, state sales tax, permits and labor as described in "Invitation to Bid" dated 1/31/17.

Features:

- Mid-tower stand alone server running Xprotect Express NVR software with (11) camera licenses.
- (11) 3-megapixel high quality cameras.
- (2) 8-port POE gigabit switches for connectivity.

Option #1: Upgrade Milestone software to Xprotect Professional ADD: \$1,388.47 to above price.

Please call or reply if further information is required.

Sincerely,

Mike Myers

District Court / Legislative Building Security Camera Contract

RECE

FEB 21

WALLA WALLA
COMMISS

9:37a



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780
(509) 525-8672

Walla Walla County Commissioners Office

314 West Main St

Walla Walla, WA 99362



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

March 13, 2017

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

- Surplus hearing requested
- Bid award for camera system

Components (Main infrastructure)

Hardware

- No issues

Software

- No issues

Security/Viruses

- No issues

Network

- No issues

Other Projects

- **Judges/Clerks Case Management and Document Management Systems**
 - Ready for remote access/planning
 - Judge is willing to accept OnBase as the Document Management System
- **Budget /Assets**
 - Have 50+ more devices at 1520 Kelly Place – to surplus.
 - Request for hearing is before BoCC today.
- **New World**
 - Data conversion for jail data is still not done.
 - Having issues with mug shots system. No word on whether or not we have support. The city has been paying for the support.
- **Camera's**
 - Bid award is before BoCC today for Annex and District Court
 - Gordons video recorder is not working properly – working to fix/replace parts etc.
- **O-365**
 - Still cleaning up
 - Was able to drop the old exchange servers last week
 - Next verify email archives on data servers (.pst files)
- **Public Record Requests Last 2 Weeks**
 - 4= Requests received
 - 2 = Forwarded to departments
 - 5 = Completed
 - 2= Pending Closure

- 6 = Litigation hold
- 0 = Pending 3rd party notice
- 18 = Open/Being handled by the PRO
- **Search Computer(s)**
 - Search indexes
 - Now have 5 servers indexing documents
- **Temporary help-**
 - New employee starts today.
- **Legal Searches**
 - Starting to slow down for the moment
- **Spring Cleaning**
 - Would like users to spend some focusing on cleaning up files and email
 - Sent out a document to describe the process
 - As part of that I would like to verify that we don't have old data on CD's or thumb drives

Definitions

ACCIS = Association of County, City Information Systems (managers)

API = Application Program Interface

CITRIX = A product used for remote access to our network

PAV=Potential Archival Value

CJIS = Criminal Justice System Information Systems

AOC=Administrative Office of the Courts

PRO=Public Records Officer

USB=Universal Serial Bus

DOL=Department of Licensing

NDA=Non-disclosure agreement

RFP=Request For Pricing

GIS=Geographic Information Systems

EOL=End of Life

JCDA=Joint Community Development Agency

W7=Windows 7

W10=Windows 10

OS=Operating System

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

AV-Audio/Visual

WiFi-Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

CAD=Computer Aided Dispatch (hosted at the city)

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

ADA=Americans with Disabilities Act

ECM=Enterprise Content Management

NWS=New World Systems

DOMAIN = A group of computers administered or managed with the same rules and policies and with a common IP range.

IP address = Internet protocol address. A unique string of numbers assigned to each computer to allow communications over network or domain.

10:00

COUNTY FAIRGROUNDS

Perry Dozier

- a) Department update and miscellaneous

10:15

COUNTY CORRECTIONS DEPARTMENT

Mike Bates

- a)** Presentation: Request to contract with Department of Corrections for monitoring and supervisory responsibilities related to adult drug court utilizing funds already budgeted for a position
- b)** Department update and miscellaneous

a) Bid Opening

- 1) Hot Mix Asphalt
- 2) Hot Mix Asphalt-Burbank Area

b) Public Hearing:

- 1) To consider the request by the Public Works Department of Walla Walla County for the vacation of two portions of the right of way for Foster Road

c) Action Agenda items:

- 1) Resolution _____ - Vacation of two portions of Foster Road right of way situated in Section 6, Township

d) Public Hearing:

- 1) To consider declaring certain equipment and miscellaneous used parts and tools as surplus

e) Action Agenda Items:

- 1) Resolution _____ - Declaring certain equipment and miscellaneous used parts and tools as surplus

f) Consent Agenda Items:

- 1) Resolution _____ - Setting a public hearing date for Jason Hair and Lang-Mour LLC for a franchise to construct, operate, and maintain a utility system within the county road right of way, in Walla Walla County, Washington
- 2) Execute Small Works Contract with RailWorks Track Systems, Inc. for project Identified as Burbank Railroad Crossing
- 3) Sign Letter of Intent and request to U.S. Corps of Engineers re: funding for Mill Creek Channel Feasibility Study for flood control remediation

g) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF THE
VACATION OF TWO
PORTIONS OF FOSTER
ROAD RIGHT OF WAY,
SITUATED IN SECTION 6,
TOWNSHIP 6 NORTH, RANGE
37 EAST, W.M.



FINAL ORDER OF VACATION
RESOLUTION NO.

WHEREAS, Resolution 17 034, proposing setting a date of public hearing to consider a request of the vacation of two portions of Foster Road right of way, situated in Section 6, Township 6 North, Range 37 East, Willamette Meridian, was passed on the 21st day of February, 2017; and

WHEREAS, on the 21st day of February, 2017, the County Engineer was duly directed to examine said county road and make a report in writing; and

WHEREAS, on the 21st day of February, 2017, the Board set the 13th day of March, 2017, for the public hearing to consider the vacation as requested and that notice of the time and place of said hearing was given by publication and posting as prescribed by law; and

WHEREAS, on the 6th day of March, 2017, the County Engineer filed his written report with the Board as required by law; and

WHEREAS, the report of the County Engineer shows:

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

That, the public will be benefitted by its vacation;

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

and,

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

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that the right of way for two portions of Foster Road, as described on Exhibits "A" and "B", attached hereto and by this reference are made a part hereof, be vacated.

Passed this 13th day of March, 2017 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 L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

EXHIBIT "A"

That portion of Foster Road right of way lying 40 feet left (Northwesterly) of the centerline thereof, between Engineers centerline stations 79+67.2 and 88+67.4, as per EXHIBIT "B" and the Official Right of way plans for "CRP 15-05, FOSTER ROAD" on file at the Walla Walla County Public Works Office, all being a portion of and situated in Sections 6, Township 6 North, Range 37 East, Willamette Meridian., Walla Walla County, Washington.

AND

That portion of Foster Road right of way lying 40 feet right (Southeasterly) of the centerline thereof, between Engineers centerline stations 89+03.3 and 97+80.7, as per EXHIBIT "B" and the Official Right of way plans for "CRP 15-05, FOSTER ROAD" on file at the Walla Walla County Public Works Office, all being a portion of and situated in Sections 6, Township 6 North, Range 37 East, Willamette Meridian., Walla Walla County, Washington.

EXHIBIT "B"

GOV'T LOT 7
SEC. 6, T6N, R37E

GOV'T LOT 6
SEC. 6, T6N, R37E

NE 1/4 - SW 1/4
SEC. 6, T6N, R37E

0.315 ACRES TO
BE VACATED TO

COPELAND HERITAGE FARM LLC
37-06-06-33-0006
38.10 AC

JAMES C. LYONS SR.
FARM ET AL
37-06-06-31-0005
197.89 AC

PROJECT CL
CURVE DATA
A=533.63'
R=510.00'
D=59°57'03"
T=294.16'

N 01°27'27" W
SW 1/4 COR. NOT FND.
CALC'D POSITION
83+41.1, 328.0' LT
N. 260094.1
E. 2215311.8



0' 100'

SCALE IN FEET

5.337 ACRES TO
BE VACATED TO

JAMES C. LYONS SR.
FARM ET AL
37-06-06-31-0005
197.89 AC

JAMES C. LYONS SR.
FARM ET AL
37-06-06-31-0005
197.89 AC

SE 1/4 - SW 1/4
SEC. 6, T6N, R37E

EXISTING AT&T EASEMENT 30'

OLD R/W



EXPIRES 3/31/18

LERDY D. WAGGONER, PLS 34152 DATE
WALLA WALLA COUNTY SURVEYOR

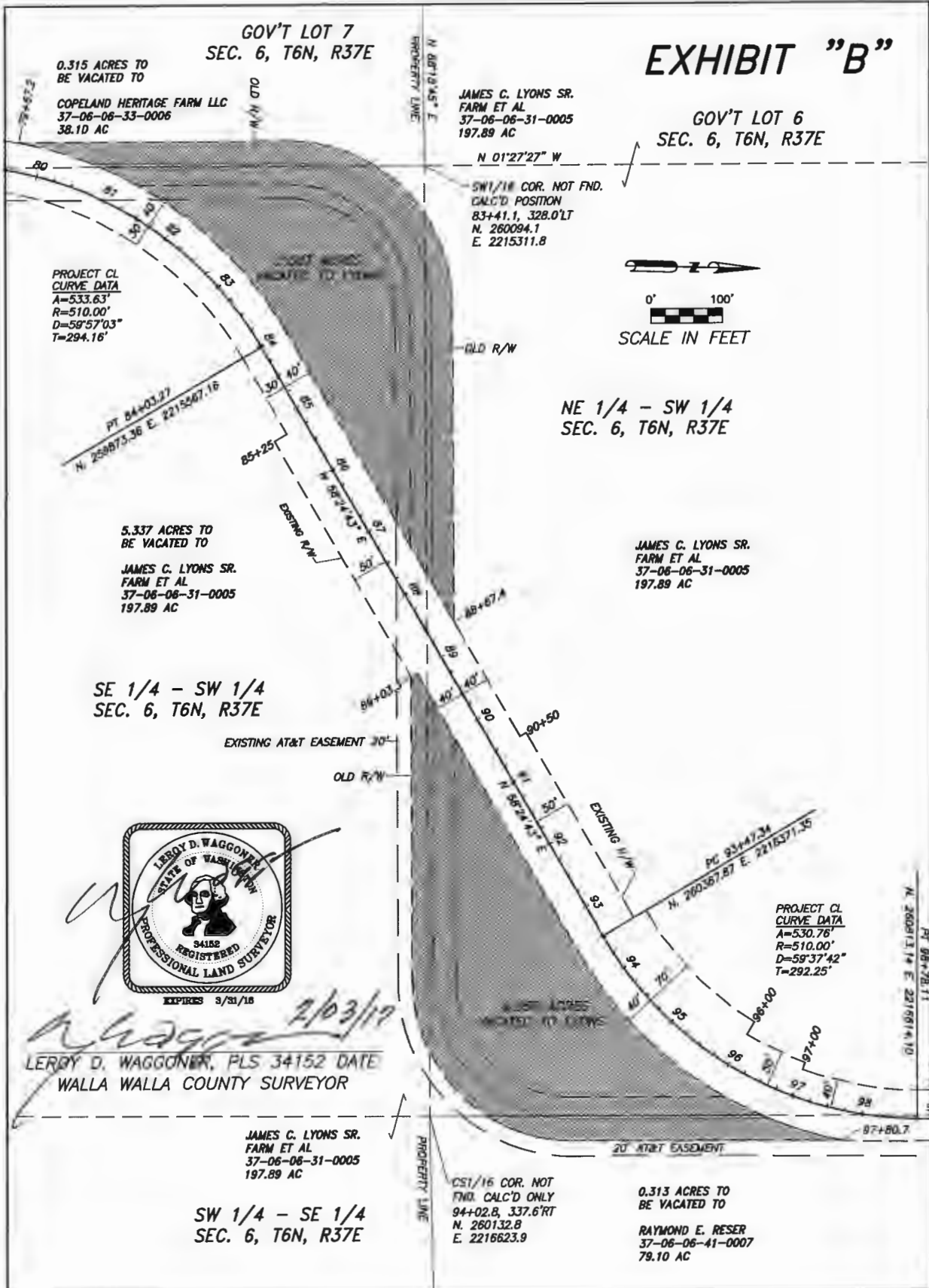
JAMES C. LYONS SR.
FARM ET AL
37-06-06-31-0005
197.89 AC

SW 1/4 - SE 1/4
SEC. 6, T6N, R37E

CS1/16 COR. NOT
FND. CALC'D ONLY
94+02.8, 337.6' RT
N. 260132.8
E. 2216623.9

0.313 ACRES TO
BE VACATED TO

RAYMOND E. RESER
37-06-06-41-0007
79.10 AC



BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
DECLARING CERTAIN
EQUIPMENT AND
MISCELLANEOUS USED
PARTS AND TOOLS AS
SURPLUS

}

RESOLUTION NO.

WHEREAS, the Board of Walla Walla County Commissioners, in accordance with Chapter 36.34 of the Revised Code of Washington, has the authority to sell certain equipment and miscellaneous used parts and tools once declared surplus; and

WHEREAS, a public hearing determining the advisability of surplusizing certain equipment and miscellaneous used parts and tools was held on March 13, 2017; and

WHEREAS, it is in the best interest of the public to declare surplus and dispose of the equipment and miscellaneous used parts and tools listed on Attachment "A", which by this reference is made a part hereof; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that said equipment and miscellaneous used parts are declared surplus.

BE IT FURTHER RESOLVED that the Public Works Department be directed to coordinate sale of said items, and publish notice of such sale as prescribed, which notice will set forth equipment and miscellaneous used parts and tools to be sold, as listed in Attachment "A", together with the time and place of said sale.

Passed this 13th day of March, 2017 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 L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

Attachment "A"

Surplus Equipment – March 2017

#222 - 2007 Ford Crown Victoria, VIN 2FAFP71W77X139707 License 82038C

#773 – 2004 Level Laser LMH600, S/N 1803284

#1181 – 1995 Ford Pickup 1/2 Ton 4WD, VIN 1FTEF14HXSLB85668 License 35659C

#1205 – 1999 John Deere Front End Loader, VIN DW624HX572438 License 49597C

#1229 – 2001 Distributor 2000 Gallon (S3081), VIN 2FZAASBVX1AJ27837 License 56046C

#1294 – 1997 Stewart Snow Blower Attachment Model SSLB 700, S/N 8474838

#1296 – 2009 Caterpillar 140M Grader, VIN CAT0140MAB9M00801

#1346 – 1999 Ford Taurus Sedan, VIN 1FAFP52U2XG207371 License 49584C

Miscellaneous used parts, computers with zero value and used tools

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
PUBLIC HEARING DATE FOR
JASON HAIR AND LANG-MOUR LLC
FOR A FRANCHISE TO
CONSTRUCT, OPERATE, AND
MAINTAIN A UTILITY SYSTEM
WITHIN THE COUNTY ROAD RIGHT
OF WAY, IN WALLA WALLA
COUNTY, WASHINGTON



RESOLUTION NO.

WHEREAS, Jason Hair and Lang-Mour LLC have requested a franchise to construct, operate, and maintain a utility system within the public right of way in Walla Walla County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a public hearing date be set for April 3, 2017 in the Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, at the hour of 10:30 a.m. or as soon thereafter as such hearing may be held.

*Passed this 13th day of **March, 2017** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

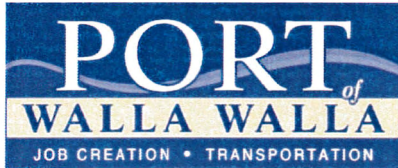
Connie R. Vinti, Clerk of the Board

James L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



13 March 2017

Lieutenant Colonel Damon A. Delarosa
Commander, Walla Walla District
US Army Corps of Engineers
201 North Third Ave
Walla Walla, WA 99362-1876

Subject: Letter of Intent - Mill Creek Flood Channel, Walla Walla, Washington

Dear Colonel Delarosa,

The Mill Creek Coalition would like to thank you for the opportunity to meet with members of your staff and staff of the Northwestern Division numerous times over the past two years to present our flood risk concerns associated with the Mill Creek Channel in Walla Walla. We also wish to thank the Corps of Engineers for funding the May 2013 Planning Assistance to States Study and for funding the Section 216 Initial Appraisal Report for the Mill Creek Channel. We understand federal funding for a Mill Creek Channel Feasibility Study could be part of the Corps' FY 2018 work plan; alternatively, the study could be part of the President's FY 2019 budget proposal. Thus, the earliest the Corps of Engineers could have federal funding is spring of 2018.

The Mill Creek Coalition consists of representatives from Walla Walla County, City of Walla, Port of Walla Walla, and the Downtown Walla Walla Foundation. Although we have a coalition in place, we understand the Corps prefers to have only one party serving as the non-federal sponsor. Accordingly, the Mill Creek Flood Control Zone District (Walla Walla County) is in place and ready to serve as a viable and recognizable non-federal sponsor. Day to day operation and maintenance of the Flood Control Zone District is accomplished by the Walla Walla County Public Works Department.

Our Coalition realizes a study cannot be initiated unless it is selected as a new start study with associated allocation of federal funds provided through the annual Congressional appropriations process. If selected, Walla Walla County will sign a Feasibility Cost Sharing Agreement (FCSA) to initiate the study with USACE. It is our understanding the FCSA targets completion of the feasibility study within three years at a total cost of no more than three million dollars. After signing the FCSA, a Project Management Plan will be developed and agreed upon by Walla Walla County and USACE. The study will be conducted and managed by USACE. Costs for the study are shared at 50% federal funds and 50% non-federal funds provided by the Coalition. We also understand the non-federal contribution can be provided in cash, as in-kind non-monetary services or some combination of the two. Coalition members have already budgeted for the non-federal portion of the study costs.

Our Coalition is aware this letter constitutes an expression of intent to initiate a study partnership to address flood risk concerns and other specified water resources problems and is not a contractual obligation. We understand work on the study cannot commence until it is included in the Administration's budget request, funds are appropriated by the Congress, and a FCSA is signed. It is understood that the Coalition or USACE may opt to discontinue the study at any time after the FCSA is signed but will commit to work together as partners from the scoping phase, and subsequent decision points throughout the feasibility study, on providing the necessary support to risk-informed decision making. If it is determined additional time or funding is necessary to support decisions to be made in order to complete the study, our agency will work with USACE to determine the appropriate course of action.

Study of the flood risk presented by Mill Creek is a high priority within the local community. Please accept this letter as our Letter of Intent to sign the FCSA at the appropriate time. Also, please know the Mill Creek Flood Control Zone District is prepared to match the Corps of Engineers' capability amount in 2018.

Our point of contact for this project is Mr. Randy Glaeser, P.E., Public Works Director, Walla Walla County. Mr. Glaeser may be reached at (509)-524-2710; email: rglaeser@wwcountyroads.com.

Sincerely,

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

James L. Duncan
Chairman

James K. Johnson
Commissioner

Todd L. Kimball
Commissioner

Copies to:

Congresswoman Cathy McMorris Rodgers
26 E. Main Street, Suite 2
Walla Walla, WA 99362

Senator Patty Murray
10 North Post Street, Suite 600
Spokane, WA 99201

Senator Maria Cantwell
825 Jadwin Avenue #206
Richland, WA 99352

Mill Creek Coalition Partners

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

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) **Action Agenda items:**
 - 1) New position approval form – Civil Process Officer for the Sheriff's Office
- 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))

11:15

COUNTY COMMISSIONERS

- a) Exit audit meeting with State Auditor's office representatives
re: 2015 County audit (accountability audit component)
- b) Miscellaneous or unfinished business to come before the Board

12:00

RECESS

1:30

COUNTY COMMISSIONERS

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

- 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.



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Walla Walla County

For the period January 1, 2015 through December 31, 2015

Published

Report No. 1018729





Office of the Washington State Auditor
Pat McCarthy

Issue Date – (Issued by OS)

Board of Commissioners
Walla Walla County
Walla Walla, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for County operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the County's compliance and safeguarding of public resources. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

TABLE OF CONTENTS

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Related Reports..... 5

Information About The County 6

About The State Auditor’s Office..... 7

AUDIT SUMMARY

Results in brief

In the areas we audited, County operations complied with applicable requirements and provided adequate safeguarding of public resources. The County also complied with state laws and regulations and its own policies and procedures in the areas we examined.

About the audit

This report contains the results of our independent accountability audit of Walla Walla County from January 1, 2015 through December 31, 2015.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

Our audit involved performing procedures to obtain evidence about the County's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Sheriff Department - citations
- Credit card transactions
- JIS system – Superior and District Court – monthly audit report review
- Superior and District Courts – cash receipting and bail payments by credit card
- Community Health Department – contract monitoring
- Self-insurance – unemployment compensation
- Payroll – Sheriff and Corrections Departments
- Property tax reconciliation - Assessor's system to Treasurer's system
- Property tax exemptions

RELATED REPORTS

Financial

Our opinion on the County's financial statements and compliance with federal grant program requirements is provided in a separate report, which includes the County's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Federal grant programs

We evaluated internal controls and tested compliance with the federal program requirements, as applicable, for the County's major federal program, which is listed in the Schedule of Findings and Questioned Costs section of the separate financial statement and single audit report. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE COUNTY

Walla Walla County serves approximately 59,844 citizens. The County provides an array of services including: property assessments, auto licensing, recording, law enforcement, prosecutorial and the courts, building, development, land use planning, juvenile and adult detention, public health, human services, public works, emergency medical and emergency management services, financial, birth and death certificates.

An elected, three-member Board of Commissioners governs the County. Additional elected officials help administer the County including Assessor, Auditor, Clerk, Coroner, District Court Judge, Prosecuting Attorney, Sheriff, two Superior Court Judges and Treasurer. The County has approximately 272 full-time and 37 part-time employees and operates on a \$62.7 million annual budget. The County's revenues and expenses for 2015 are \$24,738,170 and \$20,441,263, respectively.

Contact information related to this report	
Address:	Walla Walla County 315 W. Main Street Walla Walla, WA 99362
Contact:	Karen Martin, Auditor
Telephone:	(509) 524-2530
Website:	www.co.walla-walla.wa.us

Information current as of report publish date.

Audit history

You can find current and past audit reports for Walla Walla County at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as fraud, state whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic subscription service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov