

# AGENDA

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, NOVEMBER 13, 2017

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**(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) **Public Hearing:**
  - 1) To consider amendments to the 2017 County Budget
- f) **Action Agenda Item:**
  - 1) Resolution \_\_\_\_\_ - Amendments to the 2017 Walla Walla County Budget

# MEMO

TO: BOCC  
 FROM: KAREN  
 DATE: 10/30/17  
 SUBJECT: 2017 Budget Amendment #5

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET
			REVENUE	EXPENDITURES	AMOUNT
<b>11800 Fair</b>					
11810	362.40.00.0200	Community Building	\$35,000		\$80,000
	362.40.00.0300	Pavilion	\$34,000		\$54,000
	362.40.00.0400	Outdoor Arena	\$10,000		\$10,000
	362.40.00.0600	Camping	\$16,000		\$24,000
	362.40.00.0700	Stalls	\$25,000		\$29,500
	362.40.00.0900	Misc Grounds	\$20,000		\$20,000
11801	573.70.41.0000	Professional Services		\$20,000	\$185,000
11804	573.70.11.0006	Exhibitors Sec		\$10,000	\$30,350
	573.70.12.0000	Overtime & Other Pay		\$10,000	\$11,500
	573.70.12.0000	Extra Labor		\$20,000	\$26,875
11806	573.70.41.0000	Professional Services		\$40,000	\$105,000
11810	573.70.41.0000	Professional Services		\$40,000	\$45,000
		<b>Total Fair</b>	<b>\$140,000</b>	<b>\$140,000</b>	
<b>12300 Fair Properties</b>					
	575.40.11.0002	Facilities Maintenance Tech		\$12,000	\$12,000
	575.40.11.0007	Facilities Maintenance Tech - Senior		\$12,000	\$12,000
	575.40.21.0001	Medical - Life - Dental Ins		\$6,900	\$8,755
	575.40.21.0002	Social Security		\$1,800	\$2,400
	575.40.21.0003	Retirement		\$3,000	\$3,570
	575.40.21.0004	Industrial Insurance		\$1,200	\$1,400
	575.40.48.0000	Repairs & Maintenance		\$13,100	\$17,100
12398	597.00.00.0000	Transfer out - Fairgrounds Building		(\$50,000)	\$0
		<b>Total Fair Properties</b>	<b>\$0</b>	<b>\$0</b>	
<b>14800 - 911 ENHNCD/PUB COM BLDG</b>					
	334.01.80.0011	Wireless Operations	\$30,000		\$164,500
	334.01.80.0012	CPD Wireless	\$95,000		\$135,770
	522.20.41.0001	Professional Services - Grant Reimbursement		\$95,000	\$135,770
	522.20.41.0004	Wireless Operations		\$30,000	\$134,500
		<b>Total DARE</b>	<b>\$125,000</b>	<b>\$125,000</b>	

**g) Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' sessions of November 6 and 7, 2017, and special meeting of November 7, 2017
- 2) Resolution \_\_\_\_\_ - Setting a hearing date to consider adoption of the 2018 Walla Walla County property tax levies and 2018 County Budget
- 3) County vouchers/warrants/electronic payments as follows: \_\_\_\_\_ through \_\_\_\_\_ totaling \$ \_\_\_\_\_
- 4) Payroll action and other forms requiring Board approval

**h) Action Agenda Items**

- 1) Proposal 2017 11-13 WSU  
Approval of copier bid award for WSU Extension Office
  - 2) Proposal 2017 11-13 MAINT  
Approval of Juvenile Justice Center and Public Health and Legislative Building gutter projects
  - 3) Proposal 2017 11-13 COMM  
Approval of payment out of recording surcharge funds to promote historical programs (RCW 36.22.170)
- 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

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

IN THE MATTER OF SETTING A  
HEARING DATE TO CONSIDER  
ADOPTION OF THE 2018  
WALLA WALLA COUNTY  
PROPERTY TAX LEVIES AND  
2018 COUNTY BUDGET



**RESOLUTION NO.**

**BE IT RESOLVED** by this Board of Walla Walla County Commissioners that, pursuant to RCW 36.40.071, a public hearing to consider adoption of the 2018 Walla Walla County property tax levies and 2018 Walla Walla County Budget shall be set for Monday, December 4, 2017, at the hour of 9:30 a.m., or as close thereto as possible, in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla.

**BE IT FURTHER RESOLVED** that copies of said Budget shall be available from the office of the Walla Walla County Auditor or the county website.

*"Passed this **13th day of November, 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*

9:45

**TECHNOLOGY SERVICES DEPARTMENT**

**Kevin Gutierrez**

- a) Department update and miscellaneous



**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

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File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

November 13, 2017

To: Walla Walla County Board of Commissioners

Re: Department Update

**Issues/Information for the Board.**

- N/A

**Components (Main infrastructure)**

**Hardware**

- No issues

**Software**

- No issues

**Security/Viruses**

- No issues

**Other Projects**

- **Judges/Clerks Case Management and Document Management Systems**
  - Clerks moved over to OnBase
  - Next – working on getting judges set up
    - Chasing down mounts/hardware
- **OnBase**
  - Clerk is converted, BoCC in progress
  - Pushing Techline (contractor) get moving
  - Saw the draft of the PRR functions that we paid for.
  - Made some recommendations
- Hoping that this process also helps us get rid of many thousands of duplicate records
- **Courthouse Security**
  - Sent information to Shelly for safety committee to consider
- **Elections Construction**
  - Beginning to work with Karen to identify what will be needed in the new elections area
- **Health re-arranging personnel**
  - Writing the specs for power and ethernet cable runs so that Health Dept employees can be moved to the Annex.
- **Old Health Building Door/Security**
  - Estimate is \$6,534.00
  - Includes Entry Phone – Retrofit for current double door (1 door) push bar and electronic locking device – 4 new cameras on various floors and configuring 1 existing camera – An optional IP camera in the basement ramp area.
  - We can add another recording device for additional \$520 (plus tax) but I recommend recording on the Annex recording system.
  - Under \$10,000 – no formal bid is needed

- **Long Distance**
  - Done for courthouse campus
  - Still waiting for the move to take place for the fair ground. Est. savings \$180 month.
  - Moving from Birch to CenturyLink takes a bit more time.
- **Website Redesign**
  - In progress
  - Vendor should have a draft in 3 weeks.
- **New World**
  - Connection issues are still happening.
  - City is testing “NetMotion”
- **County Wireless**
  - I have been asked by Bill Ogg to look at wireless at the fairgrounds.
  - We have been working with Pocket iNet
  - Waiting for quote to increase our bandwidth so we can consider deploying public wifi in county offices.
- **Jail – WiFi**
  - Jail wants to run cables for WiFi all over the jail building.
  - Part of the WiFi is for a connection for inmates to a local college.
  - Waiting for the college to get back to us on what they need
  - Jail plans are expanding. Working to ensure the cables all go the right direction
  - Need to relocate current ethernet wiring in jail. Wires are tangled in some of the plumbing.
  - Need to have power run from generator power to the switches.
- **Old Email Server**
  - Need to offload to a search appliance/software so we don’t lose what we have. Going to cost about \$1000
  - I am looking to see if we can migrate the old boxes to the cloud, reluctant because we risk ending up having to keep those records forever just because we would get duplicate hits.
- **PRO Certification**
  - Working with WAPRO organization to see if we can facilitate some training in our area.
  - There is some specific training that all PRO’s in the state must have (30 hrs total)
  - If we can host training here for the east side of the state, we should be able help reduce travel costs.
  - **No time and weather got bad. Spring will be our next opportunity**
- **Public Record Requests Last 2 Weeks**
  - 10= Requests received
  - 0 = Forwarded to departments
  - 14= Completed
  - 0= Pending Closure
  - 2 = Litigation hold
  - 0 = Pending 3<sup>rd</sup> party notice
  - 22 = Open/Being handled by the PRO

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**Definitions**

**JLARC=Joint Legislative Audit and Review Committee**  
**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/Proposal**  
**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.**  
**EO = Elected Official**  
**DH = Department Head**  
**WAPRO – Washington Association of Public Records Officers**



10:00

**COUNTY CORRECTIONS DEPARTMENT**

**Mike Bates**

- a) Department update and miscellaneous

10:15

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover

a) **Consent Agenda Item:**

- 1) Resolution \_\_\_\_\_ - 2017  
County Comprehensive Plan and  
Development Regulations Final  
Docket, and setting a date of public  
hearing to consider the requests

b) Department update and miscellaneous

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

IN THE MATTER OF THE 2017  
COUNTY COMPREHENSIVE PLAN  
AND DEVELOPMENT  
REGULATIONS FINAL DOCKET,  
AND SETTING A DATE OF PUBLIC  
HEARING TO CONSIDER THE  
REQUESTS



RESOLUTION NO.

**WHEREAS**, RCW 36.70A.470 requires that the County include a procedure for any interested person to suggest amendments to the comprehensive plan or development regulations, and that the amendments must be docketed and considered on at least an annual basis; and

**WHEREAS**, pursuant to Walla Walla County Resolution 17 197, the 2017 County Comprehensive Plan and Development Regulations docket was established; and

**WHEREAS**, Walla Walla County Planning Commission Resolution 17-04, adopted after public hearings held on October 4, 2017, recommended that two applications (CPA17-002 and REZ17-002 by J.R. Simplot Company) be approved and three applications be denied (CPA17-001 and REZ17-001 – Cavalli; ZCA17-002 – Knowles), and the Board of County Commissioners must hold a public hearing to consider the requests pursuant to Walla Walla County Code 14.10.070C(2) and 14.15.070C(2); now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that, pursuant to Walla Walla County Code, a public hearing shall be set for 1:30 p.m. on Monday, November 27, 2017 in County Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, to receive testimony and consider the below-listed applications:

Comprehensive Plan Amendment:

CPA7-001 – land use designation change request by Roberta Cavalli

CPA17-002 – land use designation change request by J.R. Simplot Company

Development Regulations Amendments:

REZ17-001 – rezone request by Roberta Cavalli

REZ17-002 – rezone request by J.R. Simplot Company

ZCA17-002 – zoning code amendment request by Brent Knowles

**BE IT FURTHER RESOLVED** required notice of said hearing shall be done by the Walla Walla County Community Development Department.

*"Passed this 13<sup>th</sup> day of **November, 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*

10:30

**PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

**a) Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Initiating a County Road Project designated as CRP 17-05, Middle Waitsburg Road, Milepost 6.1 to Milepost 7.92
- 2) Resolution \_\_\_\_\_ - Setting a public hearing date for Mertis Harmon for a franchise to construct, operate, and maintain a utility system within the county road right of way, in Walla Walla County, Washington

**b) Department update and miscellaneous**

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

**IN THE MATTER OF INITIATING A  
COUNTY ROAD PROJECT  
DESIGNATED AS CRP 17-05, MIDDLE  
WAITSBURG ROAD, MILEPOST 6.1  
TO MILEPOST 7.92**



**RESOLUTION NO.**

**WHEREAS**, Middle Waitsburg Road MP 6.1 to MP 7.92 contains substandard curves, deficient guardrails, limited sight distance, and no clear zone, and

**WHEREAS**, sixteen accidents have occurred within Middle Waitsburg Road from MP 6.1 to MP 7.92 from 2011 to present, with nine of those accidents being rollovers, and

**WHEREAS**, Middle Waitsburg Road is used by bicyclists with conflicts occurring between bicyclists and vehicle traffic, and

**WHEREAS**, Middle Waitsburg Road has been selected to receive Highway Safety Improvement Program (HSIP) funds with the purpose of achieving a reduction in traffic fatalities and serious injuries, now therefore

**BE IT HEREBY RESOLVED** that Middle Waitsburg Road, MP 6.1 to MP 7.92, Road Log No. 96230, located in Sections 13, 24 & 25, Township 8N, Range 36E be improved as follows:

Widen and reconstruct Middle Waitsburg Road MP 6.1 to MP 7.92 to meet current design standards. Provide edge striping and delineation.

This project is declared to be a public necessity and the County Engineer is hereby authorized to proceed with the improvement to Middle Waitsburg Road MP 6.1 to MP 7.92.

**IT IS FURTHER RESOLVED** that appropriation from the officially adopted road fund budget, based on the County Engineer's estimate, be made in the amounts and for the purposes shown:

<b>Purpose</b>	<b>Total Cost</b>	<b>County Funds</b>	<b>State Funds</b>
Design	\$80,000	\$8,000	\$72,000
ROW	\$40,000	\$40,000	\$0
Construction	\$1,670,000	\$600,000	\$1,070,000
<b>Total</b>	<b>\$1,790,000</b>	<b>\$648,000</b>	<b>\$1,142,000</b>

[ ] This project is included in the officially adopted annual road program as Item No.

[X] This project is hereby made a part of the officially adopted annual road program accordance with RCW 36.81.130

Passed this 13<sup>th</sup> day of **November, 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 SETTING A PUBLIC HEARING DATE FOR MERTIS HARMON 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**, Mertis Harmon 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 December 4, 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 13<sup>th</sup> day of **November, 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

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of Walla Walla County, Washington*

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

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To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 9 November 2017

Re: Director's Report for the Week of 6 November 2017

**Board Action: 13 November 2017**

**Resolutions:**

**In the Matter of Setting a Hearing Date for Mertis Harmon for a Franchise to Construct, Operate, and Maintain a Utility System within the County Road Right of Way**

**In the Matter of Initiating a County Road Project Designated as CRP 17-05, Middle Waitsburg Road, Milepost 6.1 to Milepost 7.92**

**ENGINEERING:**

- Mill Creek FH: In condemnation.
- Blue Creek Bridge: On hold waiting for Mill Creek ROW completion.
- Pflugrad Bridge: Acquiring ROW. Working on environmental permits.
- Mill Creek Road MP 1.1 to MP 3.96: Working on ROW documents.
- City of Prescott Stormwater: Survey completed.
- Mud Creek: In design.
- Whitman Drive W.: Targets set for UAV flight.
- Stormwater: Working on Havstad design.
- Middle Waitsburg Road: Road MP 6.1 to MP 7.92 will receive \$1,142,000 in Safety (HSIP) funding.

**MAINTENANCE/FLEET MANAGEMENT:**

- Crews conducting routine fall maintenance.

**ADMINISTRATION:**

- Attended the Mill Creek Coalition Meeting.

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) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

**11:15 COUNTY COMMISSIONERS**

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

**12:00 RECESS**

**1:30 COUNTY COMMISSIONERS**

- a) Possible executive session re: personnel (*pursuant to RCW 42.30.110(g)*), to review performance of a public employee as part of an employee personnel evaluation
- b) Possible executive session re: personnel (*pursuant to RCW 42.30.110(g)*), to complete employee personnel evaluations
- c) 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.*