

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, SEPTEMBER 25, 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 September 18 and 19, 2017
 - 2) County vouchers/warrants/electronic payments as follows: _____ through _____ totaling \$ _____
 - 3) Payroll action and other forms requiring Board approval
- f) Miscellaneous business to come before the Board

COUNTY COMMISSIONERS (continued)

- g)** Review reports and correspondence;
hear committee and meeting reports
- h)** Review of constituent concerns/possible
updates re: past concerns

9:40

FACILITIES MAINTENANCE DEPARTMENT

Tom Byers

a) **Action Agenda Items:**

- 1) Proposal 2017 09-25 MAINT
Approval of bid award for HVAC
Unit Replacement Project (removing
and replacing two, 10 Ton gas
package units at the Walla Walla
County Courthouse)

b) Department update and miscellaneous



MEMO

Date: September 20, 2017

Proposal ID. 2017 09-25 MAINT

To: BOCC

From: Tom Byers

Intent – Decision

Topic – Approval of bid award HVAC Unit Replacement Project for the removal and replacement of two (2) ten (10) ton gas package units at the Walla Walla County Courthouse located at 315 West Main Street.

Summary

Walla Walla County Facilities Maintenance Department requested bids/quotes utilizing the small public works procedures (Resolution 16-221) for a project identified as HVAC Unit Replacement Project, for the complete installation of a replacement unit, including the removal and disposal of the existing equipment per EPA guidelines, sheet metal revisions, high voltage reconnect, gas piping reconnect, startup, staff training, permits necessary for this project, all labor cost at prevailing wage rates, all shipping costs, Washington State sales tax, and all other items listed in the scope of work listed in the bid document.

Cost

On September 20th, 2017 at 10 am, the time specified, the following bids were opened. Both were deemed qualified bids.

Johnson Controls Inc	\$69,424.00
Total Comfort Solutions	\$35,937.00

Project Time Schedule

Total Comfort Solutions has indicated within the bid that the units can be shipped to the site within 4 to 6 weeks, with the installation of both units to start after the units have been delivered. The actual installation will take approximately two (2) days and this will be scheduled with Superior Court staff to coordinate the time that each unit will not be in operation. The project will be completed by the required December 1, 2017 due date as stated in the bid document.

Funding

BOCC has specified payment through Fund 30100 – Current Expense Building to complete this project.

Conclusion/Recommendation

I have reviewed the bid document information that Total Comfort Solutions has submitted and would recommend that the Board of County Commissioner approve the bid in the amount of \$35,937.00.

Submitted By			Disposition
			<input type="checkbox"/> Approved
Tom Byers	Facilities Manager	9-20-2017	<input type="checkbox"/> Approved with modifications
Name	Department	Date	<input type="checkbox"/> Needs follow up information
			<hr/>
			BOCC Chairman
			Date

Additional Requirements to Proposal

Modification

Follow Up

Johnson Controls, Inc.
9718 W. Flight Drive
Spokane, WA 99224
Main 509-744-3465
Fax 509-747-1612



PROPOSAL

TO: Walla Walla County

DATE: 9/20/17

ATTN: Tom Byers

PROJECT: Courthouse RTU Replacement

Tom:

It is our pleasure to provide this proposal to **Remove and Replace two (2) ten (10 ton) gas package units at the Walla Walla County Courthouse located at 315 West Main Street in Walla Walla, WA. 99362.**

We propose to furnish the materials and/or perform the work described below for the net sum of:

Sixty Three Thousand Seven Hundred Fifty Dollars	\$ 63,750
City of Spokane Tax Rate of 8.9%	\$ 5,674
Total Price	\$ 69,424

For the price shown above this proposal includes:

- Removal and Disposal of Existing Rheem RTU's per EPA Guidelines
- Installation, set up, and startup of new York Series 10 Gas Packaged Units
- Training for the Owner
- Craning and Rigging
- Mechanical Installation Labor (Prevailing Wages) and Materials
- Electrical Installation Labor (Prevailing Wages) and Materials
- Programming and Commissioning into existing Metasys System
- Mechanical and Electrical Permits
- State and local taxes are included

Scheduling

Lead Time for new York RTU's is 4-6 weeks
Down time for Removal and Installation is estimated at 1 week
December 1st 2017 Completion Date is expected

Exclusions:

Any material other than that mentioned above

There are no ground wires in the existing conduits, if electrical inspector calls for grounds this will be an extra charge.

(IMPORTANT: This proposal incorporates by reference the terms and conditions attached hereof.)

This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin.

This Proposal is valid until:
9/30/17

Purchaser - Name

JOHNSON CONTROLS, INC

Signature

Name : _____

Name : Mike Knowles

Title: _____

Title: Service Account Representative

Date: _____

Date:

TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. **SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded. "In-line" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Johnson, shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent.

Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI shall not operate to compel JCI to perform any work relating to Hazards without JCI's express written consent.
2. **INVOICING & PAYMENTS.** Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Johnson at the time purchaser signs this agreement an advance payment equal to 25% of the contract price, which advance payment shall be credited against the final payment (but not any progress payment) due hereunder and purchaser agrees to pay Johnson additional amounts invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses, to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.
3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefor.
4. **WARRANTY.** Johnson warrants that the equipment manufactured by it shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment, or if installed by Johnson, for a period of one (1) year from installation. Johnson warrants that for equipment furnished and or installed but not manufactured by Johnson, Johnson will extend the same warranty terms and conditions which Johnson receives from the manufacturer of said equipment. For equipment installed by Johnson, if Purchaser provides written notice to Johnson of any such defect within thirty (30) days after the appearance or discovery of such defect, Johnson shall, at its option, repair or replace the defective equipment. For equipment not installed by Johnson, if Purchaser returns the defective equipment to Johnson within thirty (30) days after appearance or discovery of such defect, Johnson shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by Johnson shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES. EXPRESS OR IMPLIED. INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.
5. **LIABILITY.** Johnson shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
6. **TAXES.** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. **DELAYS.** Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Johnson's control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Johnson, etc.
8. **COMPLIANCE WITH LAWS.** Johnson shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. **DISPUTES.** All disputes involving more than \$15,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
10. **INSURANCE.** Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.
11. **INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part by the negligent act or omission of the Indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
14. **CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon Johnson unless accepted by Johnson in writing.



Proposal

September 18, 2017

County of Walla Walla
315 W Main
P.O. Box 1506
Walla Walla, Wa 99362
Attn: Tom Byers
RE: 10 Ton package unit replacements for Court House

Total Comfort Solutions, LLC are pleased to provide this proposal to provide and install **two** 10-ton Carrier gas package units to replace your current systems. Proposal includes:

- 2ea Carrier 48LCE 10-ton gas package units
- Three Stage Cooling Capacity with TXV
- Medium Static Fan Controller (VFD)
- Smoke Detector
- Ultra-low leak Economizer with Econo Controller
- Curb adapter

1lot Complete installation to include removal and disposal of existing equipment per EPA guidelines, sheet metal revisions, high voltage reconnect, gas piping reconnect, complete installation, startup and necessary permits

Job Cost \$ 33,000.00+tax

Proposal contains Davis Bacon Labor Wages

Exclusions

Low voltage controls by others

Time Schedule

Units have approximate **4- 6 week** lead time. Installation will start as weather permits after units have been received. Installation will take approximately two days to complete. Controls contractor will need to be on site to complete start up.

Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. Total Comfort Solutions, LLC is authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____

All material is guaranteed to be as specified. The owner and the salesman or job foreman prior to additional work commencement will execute any alteration or deviation from above specifications involving extra costs. This work will be either an extra cost-payable upon completion of work-or as accredit to the overall price

of the job. Payment is to be made upon completion of work, or if agreed to in writing, by progress payments. Financing by a third party will be approved prior to the work beginning. All workers are fully covered by Workmen's Compensation insurance. Homeowner to carry normal and customary insurance.

9:50

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

- a) **Consent Agenda items:**
 - 1) Resolution _____ - Adopting a revised Public Records Policy
- b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
ADOPTING A REVISED
PUBLIC RECORDS POLICY



RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County Resolution 10 315, Walla Walla County adopted a Walla Walla County Public Records Policy; and

WHEREAS, subsequently, the state statute governing public records, RCW 42.56, has been revised by the Washington State Legislature; and

WHEREAS, a revised Public Records Policy has been drafted by the Prosecuting Attorney's office to ensure compliance by the County with the provisions of the revised Public Records Act legislation and statute, and after review, is ready for approval and adoption; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they shall approve and adopt said Walla Walla County Public Records Policy, which shall be effective immediately.

*"Passed this **25th day of September, 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*



Walla Walla County Public Records Policy

SECTION 1.0 SUBJECT

- 1.1 The Public Records Act provides that each agency shall adopt and enforce reasonable rules and regulations to provide public access to public records (RCW 42.56.040). The purpose of this policy is to identify the rules by which Walla Walla County implements and ensures compliance with the provisions of the Public Records Act for the County's public records. This policy does not apply to public records of the State of Washington that may be available to County employees through computer connectivity.
- 1.2 The Act states a "Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics (RCW 42.56.010)

SECTION 2.0 PURPOSE

- 2.1 To establish a uniform, countywide policy for responding to requests for public records under the provisions of the Washington State Public Records Act (RCW 42.56). This policy establishes the procedures which Walla Walla County will follow in order to provide full access to public records, and provides information to persons wishing to request access to the public records of Walla Walla County. It also establishes processes for both requesters and the Walla Walla County staff that are designated to best assist members of the public in obtaining such access.
- 2.2 The provisions of this policy shall be liberally interpreted and construed to promote full access to the County's public records in order to assure continuing public confidence in government; provided, that when making public records available the County shall prevent unreasonable invasions of privacy, shall protect public records from damage or disorganization, and shall prevent excessive interference with essential government functions.

SECTION 3.0 AFFECTED PARTIES

3.1 All Walla Walla County offices and departments, divisions, sections, units, and appointed advisory boards or commissions, and their employees and representatives.

This policy does not apply to Superior or District Courts or Court records retained by the County Clerk.

3.2 Agency Contact Information:

3.2.1 This policy is for Walla Walla County, a political subdivision of the State of Washington; The main offices for Walla Walla County are located at:
Walla Walla County Courthouse - 315 W. Main, Walla Walla, WA 99362
Public Health and Legislative Building - 314 W. Main, Walla Walla, WA 99362

3.2.2 Walla Walla County's other office/department locations:
Public Works Department - 990 Navion Lane
Fairgrounds Office building – 363 Orchard
Public Services building (Coroner, Community Development, Emergency Medical Services - 310 Poplar St.
WSU Extension building- 328 Poplar
Public Safety building (Prosecuting Attorney, Sheriff's Office) - 240 W. Alder
Juvenile Justice Center - 455 W. Rose St.
Corrections Department, 300 West Alder Street

* Building locations are subject to change without notice

SECTION 4.0 REFERENCES

4.1 Revised Code of Washington (RCW) Public Records Act codified as RCW 42.56 .

SECTION 5.0 DEFINITIONS

The definitions set forth in RCW 42.56 as hereafter amended shall apply to this policy.

The following definitions apply for the purpose of this policy:

1. **Agency** – “Agency” includes all state and local agencies. "Local agency" (Walla Walla County) includes any office, department, division, board, commission, or created agency thereof.
2. **Fulllest Assistance** – The allocation of agency employee staff time and agency resources to the processing of Public Record requests that is feasible and practical for this County at a particular time. Fulllest assistance is further defined as that allocation of public resources that does not excessively interfere with the other essential functions of this agency.
3. **“Large / Complex” Public Records Request** – Any request for public records that requires more than forty eight (48) hours to process by staff and/or creates more than two hundred (200) records in any form.

4. **“Exempt”** – means that a law allows or requires the withholding of a document, or a portion thereof, from public disclosure.

SECTION 6.0 Public Records Officer

6.1 Designation: A Public Records Officer shall serve as the point of contact for members of the public who request disclosure of public records. The Public Records Officer shall be responsible for implementation of and compliance with this policy and the Public Records Act. The Board of County Commissioners shall appoint the Public Records Officer for Walla Walla County. (RCW 42.56.580)

- 6.1.1** As designated by the Board of County Commissioners, the appointed person shall be the Public Records Officer for all departments, boards, and commissions appointed by and reporting to the Board of Commissioners of the County.
- 6.1.2** A Public Records coordinator may be assigned by each appointing authority to act when the appointed County Public Records Officer is absent or otherwise unavailable.
- 6.1.3** The Public Records Officer and any coordinators shall attend training classes that may be provided through various sponsoring public entities on the Public Records Act relative to public records compliance and retention. Should a certification process for handling of public records become available, the Public Records Officer should become certified through that training at the first available time.
- 6.1.4** The Public Records Officer will oversee compliance with the Act, but, another Walla Walla County staff member, office, department or appointed advisory board, employee or representative may process the request. The Public Records Officer will provide the “fullest assistance” to requesters; and ensure that public records are protected from damage or disorganization.
- 6.1.5** The Public Records Officer should review all written correspondence to a requester to ensure accuracy and compliance.
- 6.1.6** The contact information for Walla Walla County’s Public Records Officer is:

314 W. Main, Room 215
PO Box 1506
Walla Walla, WA 99362
Phone: 509-524-2604
Fax: 509-524-2603
PublicRecords@co.walla-walla.wa.us

SECTION 7.0 POLICY AND PROCEDURES

7.1 Public Records Requests: Public records may be inspected and/or copies may be obtained under the following procedures:

- 7.1.1** Requests for public records shall be directed to the Public Records Officer for the County.

- 7.1.2 If a request is made to any other person, and the requester has actual knowledge of the County's policy requiring requesters to make requests to the Public Records Officer, the County, at its option, may not respond to the request.

Nothing in this policy is intended to prevent a citizen from filing or making a request for Public Records with an Office, Department, Appointed Advisory Board or Commission, employee or representative of the agency other than the Public Records Officer.

Any Public Records request should be received as a written request, especially when the request is for, or the response may include, any of the following:

- 7.1.2..1 A list of individuals
- 7.1.2..2 Categorical requests not identifying a specific public record;
- 7.1.2..3 Subjects of current, threatened or potential litigation;
- 7.1.2..4 More than 5 separate public records;
- 7.1.2..5 Reproduction of oversized documents such as maps, surveys, large format photographs or color reproduction; or
- 7.1.2..6 Public records or information exempt from disclosure.

- 7.1.3 A request for public records can be submitted by mail, fax, e-mail, or verbally to the Public Records Officer (see section 6.1.6). A Public Records request form should be completed and should include the following information:

- Requestor's name, mailing address, email address, and telephone number;
- Date of the request; all requests to be date stamped. If a date stamp is not available, the date should be handwritten and initialed.
- A clear indication that the document is a "Public Records Request;"
- Whether the request is to inspect the public records or for copies of public records, or both;
- A clear description of the public records requested for inspection and/or copying and the office or department having custody of the public records;
- If the request is for a list of individuals, a statement must be included that the list will not be used for any commercial purposes or that the requester is authorized or directed by law to obtain the list of individuals for commercial purposes and provide specific reference to that law.
- Whether the request is for printed or digital copies of the public record.

- 7.1.4 Walla Walla County is not required to maintain an all inclusive index of public records as provided in RCW 42.56.070 based on the following findings:

- 7.1.4..1 Maintaining an all inclusive index of public records is unduly burdensome, and would interfere with agency operations.
- 7.1.4..2 Walla Walla County is composed of approximately twenty two (22) offices and departments, divisions, units, some of which are located in other facilities in various locations throughout the county.
- 7.1.4..3 Offices and departments maintain individual and separate record-keeping systems.
- 7.1.4..4 The Walla Walla Board of County Commissioners has deemed the County has records which are diverse, complex and stored in multiple locations, some which

are computerized and some on paper, it is unduly burdensome and physically impossible to maintain a central index of records and in response,

7.1.4..5 **Resolution # 10 056** was adopted by the Board of County Commissioners.

7.1.5 The County has developed and will maintain a form to facilitate public records requests.

7.1.6 Requests for inspection or copying of public records maintained by an agency of the State of Washington or another governmental agency must be made by the requestor to such agency, unless a copy is retained in the County.

7.1.7 Agencies shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate RCW 42.56.070(9) or other statute which exempts or prohibits disclosure of specific information or records to certain persons. (RCW 42.56.080).

7.2 Inspection of Public Records: Public records shall be inspected at the offices of the elected official, department, appointed advisory board or commission having custody or control of the records. Public records shall be available for inspection from 9:00 am to 12:00 noon and from 1:00 pm to 4:00 pm, Monday through Friday, excluding legal holidays; provided, that there is no obligation to allow inspection immediately upon a demand. The Public Records Officer may request that the person seeking to inspect public records schedule an appointment for inspection.

7.3 Response to Public Records Requests:

7.3.1 The Public Records Officer shall, to the extent practicable, assist requesters in identifying the public records sought.

7.3.2 There is no obligation to allow inspection or provide a copy of a public record on demand.

7.3.3 Within five (5) business days after receiving a public record request, the Public Records Officer shall respond to the request in writing. The Public Records Officer should make one or more of the following responses:

7.3.3.1 The request for inspection of public records is approved and whether an appointment for inspection needs to be scheduled by the requester;

7.3.3.2 The request for copies of public records is approved and the copies of all requested records are enclosed with the response;

7.3.3.3 Provide an internet address and link on the agency's web site to the specific records requested, except that if the requester notifies the agency that he or she cannot access the records through the internet, then the County must provide copies of the record or if available, allow the requester to view copies using a County computer.

7.3.3.4 The request has been received by the Public Records Officer, that additional time is needed to respond to the request, and stating a reasonable estimate of the time required to respond;

7.3.3.5 The request has been received by the Public Records Officer and the records should be provided on a partial or installment basis as the records are identified, located, assembled and/or made ready for inspection or copying; or

7.3.3.6 The request is denied, in whole or in part, whether by withholding a requested record or redacting a requested record, stating the specific exemption(s) prohibiting disclosure and a brief explanation of how the exemption applies to each withheld and redacted record.

7.3.4 The Public Records Officer shall notify the requester as soon as possible if, after responding to a request for public records and approving the request, the Public Records Officer identifies requested public records or information that are exempt from disclosure.

7.3.5 Additional time to respond to a request may be based upon the County's need to:

7.3.5.1 Clarify the intent of the request;

7.3.5.2 Identify, locate, assemble and/or make the records ready for inspection or disclosure;

7.3.5.3 Notify third persons or agencies affected by the request; or

7.3.5.4 Determine whether any of the records or information requested is exempt from disclosure and whether a denial should be made as to all or part of the request.

7.3.5.5 The County may ask the Requester to clarify what information the Requester is seeking. If the Requester fails to clarify the request within thirty (30) days, and the entire request is unclear, the County may deem the request abandoned and need not respond to it. The County must respond to the portions of the request that are clear.

7.3.6 If the Public Records Officer provides an estimate of time required to respond to the request and the requester believes the amount of time stated is not reasonable, then the requester may request that the Risk Manager or the Prosecuting Attorney review the estimate of time.

When a request for public records is received that concerns a subject known to involve litigation that is pending, threatened or anticipated, the Public Records Officer shall promptly notify the Prosecuting Attorney and Risk Manager of the request.

7.3.7 If a requester has not paid an outstanding balance on a previous request, the County may deny the release of documents pertaining to subsequent requests until such time as the previous balance is paid.

7.4 Copying and Delivery Fees:

7.4.1 Disallowed Charges

7.4.1.1 No fee will be charged for inspection of a public record.

7.4.1.2 No fee will be charged for locating public records in response to a request and making the records available for inspection or preparation of copying.

7.4.1.3 No fee will be charged for the search process for public records, redacting portions of a record which are exempt from disclosure, or preparing an index of exempt documents.

7.4.2 Allowed Charges - Generally

7.4.2.1 A reasonable fee will be charged to reimburse the County for costs of providing copies. A reasonable fee shall be charged to reimburse the County for the cost of delivering copies of public records to a requester, including the cost of packaging copies for delivery and the cost of postage or delivery service.

7.4.2.2 Any request for which the response may include an excessive number of copies of documents, oversized documents, color photographs or reproductions, tape recordings and computer disks may be sent to a private copying service for copying, in which case the copying fee shall be the actual charge imposed for copying, plus applicable taxes and shipping costs.

7.4.2.3 The Public Records Officer shall require that all copying and delivery fees be paid in advance of the release of the copies.

7.4.3 Statutory Charges. The fee for searching records, research, and/or providing a copy of a public record may be set by statute. Where the state or federal law sets a fee, that fee will be charged. Court papers (RCW 3.62.060), duplication of electronic tapes of a court proceeding (RCW 3.62.060); traffic accident reports (RCW 46.52.085); and criminal history information (RCW 10.97.100) are examples.

7.4.3.1 The Board of County Commissioners finds that determining the actual costs of the providing the following records would be unduly burdensome, for the following reasons: Staff time would be needed to determine (1) paper costs, (2) equipment costs (3) cost of electronic production (4) cost of electronic transfer and storage (5) costs of transmitting records electronically. Unless a fee is fixed by another federal, state or county ordinance, the following fee schedule, as allowed by RCW 42.56.120 as it exists or is hereafter amended, is applicable:

1. Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of County equipment to photocopy public records.
2. Ten cents per page for public records scanned into an electronic format or for the use of County equipment to scan the records.
3. Five cents per each four electronic files or attachments uploaded to e-mail, cloud based storage service, or other means of electronic delivery.
4. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of County equipment to send the records electronically.
5. The actual cost of any digital storage media or device provided by the County, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
6. The above charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.
7. As an alternative to the above fees, the County may charge a flat fee of two dollars for any request when the County estimates and documents that the cost of providing the documents, utilizing the charges above, is greater or equal to two dollars. This charge may only be applied once for each request, and no other fees are authorized.

7.5 “Large/Complex” public record requests:

7.5.1 The Public Records Officer may ask the requester to prioritize the request so that he/she receives the most important records first.

- 7.5.2 Deposits: The Public Records Officer may require a deposit in an amount not to exceed ten (10) percent of the estimated cost of providing a public records request.
- 7.5.3 If the Public Records Officer responds to the request on a partial or installment basis, the requester shall be charged for each part or installment responding to the request.
- 7.5.4 If a partial or installment response is not claimed or reviewed by the requester, or charges for an installment are not paid, the Public Records Officer is not obligated to fulfill the balance of the request until the outstanding obligations are completed.
- 7.5.5 If the records are not claimed or reviewed within a thirty (30) day period or other arrangements are not made, the Public Records Officer may close the request and re-file the assembled records.

7.6 Protection of Public Records: The Public Records Officer or Public Records coordinator shall, to the extent practicable, insure that records requested are not misplaced or misfiled by members of the public during inspections and not removed from the County office or department. Original public records shall not be released to the public for any purpose.

7.7 Requested Records – Scheduled for Destruction: If a public record request is made at a time when a record exists, but the record is scheduled for destruction in the near future, the Public Records Officer shall direct that the record be retained until the request is resolved.

7.8 Searching Public Records – Back-up and Security Copies: In order to prevent excessive interference with essential functions of the County, the County shall not search backup or security systems for copies of public records when the originals of such records have been identified, located and are available for inspection and/or copying.

7.9 Later Discovered Documents: If, after Walla Walla County has informed the requester that it has provided all available records, staff becomes aware of additional responsive documents existing at the time of the request, then the Public Records Officer will promptly inform the requester of the additional documents and provide for inspection or copying of them in an expedited basis.

7.10 Review of denials of public records (WAC 44-14-080):

(1) **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or coordinator denying the request.

(2) **Consideration of petition for review.** The public records officer shall promptly provide the petition and any other relevant information to the Walla Walla County Risk Manager. That person will immediately consider the petition and either affirm or reverse the denial within five (5) business days following Walla Walla County's receipt of the petition, or within such other time as Walla Walla County and the requestor mutually agree to.

(3) **Judicial review.** Any person may obtain court review of denials of public records requests

pursuant to RCW 42.56.550 at the conclusion of two (2) business days after the initial denial regardless of any internal administrative appeal.

7.11 Electronic Information: For purposes of this policy, two classifications of electronic information are recognized; electronic records and custom electronic products.

7.11.1 Electronic Records. The County produces and maintains data in electronic records to maximize efficiency in fulfilling its basic public service functions. These electronic records relate to the operation and conduct of County government and typically include financial data, property records, property assessments, filed documents, maps, etc.

- 7.11.1.1** Electronic records are public records subject to disclosure under the Public Records Act and this policy, unless exempt from disclosure under state or federal law or the request is for proprietary data which the County has obtained under a licensing agreement that does not permit disclosure to third parties.
- 7.11.1.2** Electronic records may be printed and provided in paper format. If the electronic record is large and/or not capable of being printed in an understandable format, then the electronic record may be provided in the digital format in which the record is maintained by the County.
- 7.11.1.3** Fees for providing electronic records in electronic form shall be as set forth earlier in this policy.
- 7.11.1.4** The County does not warrant or in any way guarantee the accuracy or completeness of electronic records.

7.11.2 Custom Electronic Products. Custom electronic products do not exist at the time of a request. These products must be created by performing any of the following: acquiring data, running custom queries, programming software, testing models, reformatting data, or configuring the product in order to respond to a specific request.

- 7.11.2.1** All requests for custom electronic products will be made to the Public Records Officer and must be such that the information is "reasonably transferable." If more than one office or department is involved, the request shall be routed to the Technology Services Department Director, who shall assist in providing the response to the requests through the appropriate offices and/or departments and provide a coordinated response.
- 7.11.2.2** A request may be denied/delayed for any of the following reasons:
 - 7.11.2.2.1** The private sector has the ability to produce the requested product at a competitive price;
 - 7.11.2.2.2** The existing workload of the affected staff is such that the requested work cannot be accommodated at that time;
 - 7.11.2.2.3** The request is for information that is exempt or prohibited from disclosure or otherwise confidential under state or federal law;
 - 7.11.2.2.4** The request is for proprietary data which the County has legally obtained under a license agreement that prohibits disclosure, distribution or publication; or

7.11.2.2.5 The County does not have the hardware or the software to respond to the request.

7.11.2.3 All fees shall be estimated in writing prior to providing the custom electronic product. Payment of a deposit of ten percent of the estimated fees must be received before any work will be performed. Fees shall consist of the following:

7.11.2.3.1 Design and processing costs to the County, including any charge-back fees paid to another public agency or service bureau;

7.11.2.3.2 Actual costs of salary and benefits for the employee or employees required for consulting and/or producing the custom electronic product;

7.11.2.3.3 Reasonable overhead charges;

7.11.2.3.4 Delivery charges;

7.11.2.3.5 Actual costs for magnetic tapes, computer paper, microfiche, disks, and/or other media used to provide the custom electronic product;

7.11.2.3.6 Any consulting fee, subcontractor fee or service cost incurred as a result of obtaining secondary services to respond to the request; and

7.11.2.3.7 A reasonable charge to defray operational hardware and software acquisition, maintenance and replacement costs.

7.11.2.4 A written agreement with requester shall be required prior to any work on and delivery of a custom electronic product. The written agreement shall, at a minimum, include:

7.11.2.4.1 A description of the custom electronic product to be produced;

7.11.2.4.2 All fees, with an explanation of the fees;

7.11.2.4.3 Whether the custom electronic product will be updated and how often;

7.11.2.4.4 A warranty disclaimer, as approved by the Prosecuting Attorney.

7.11.2.5 The County will comply with the terms of all legally acquired software licenses, copyrighted materials and license agreements.

7.11.2.6 The County may at any time enter into an agreement with a public or private entity for sharing in the production costs of a custom electronic product.

7.11.2.7 Once a custom electronic product is produced it becomes a public record subject to the Public Records Act. The County reserves the right to purge the product from its public records in accordance with applicable laws.

7.12 Copies of Policy Available to Public: Copies of this policy and public records request forms shall be available to and provided to the public, without cost, at each County office or department. Electronic copies shall be made available to the public on the County's website.

FINAL

Appendix A

List of Exemption and Prohibition Statutes Not Contained in Chapter 42.56 RCW

RCW 42.56.070(2) provides:

For informational purposes, each agency shall publish and maintain a current list containing every law, other than those listed in this chapter, that the agency believes exempts or prohibits disclosure of specific information or records of the agency. An agency's failure to list an exemption shall not affect the efficacy of any exemption.

Washington State Statutes

Citation

Records

RCW 2.64.111	Documents regarding discipline/retirement of judges
RCW 2.64.113	Confidentiality - violations
RCW 4.24.550	Information on sex offenders
RCW 424.601 and .611	Trade Secrets and confidential research, development or commercial information regarding products or business methods
RCW 5.60.060	Privileged communications
RCWs 5.60.070; 7.07070	Mediation records
RCW 7.68.140	Victims' compensation claims
RCW 7.69A.030(4)	Child victims and witnesses – protection of identity
RCW 7.69A.050	Rights of child victims and witnesses – addresses
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9.41.097 (2)	Mental Health Information re persons buying pistols or applying for CPLs
RCW 9.41.129	Concealed pistol license applications
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.230	Name of confidential informants in written report on wire tapping
RCW 9.73.090 (1)(c)	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
RCW 9A.44.138	Offender registration information given to high school or institution of higher education regarding an employee or student
RCW 9A.82.170	Financial institution records – wrongful disclosure
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.205	Information regarding victims and others requesting notice of release of person found not guilty by reason of insanity
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim

RCW 10.97.080	Inspection of criminal record by subject
RCW 10.97.130	Information about victims of sexual assault under age eighteen
RCW 10.101.020(3)	Information given by an accused regarding determination for indigent defense
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records
RCW 13.50.050	Juvenile offenders
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children information
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.345	Release of name of court for adoption or relinquishment
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.031	Reports of child abuse/neglect
RCW 26.44.125	Right to review and amend abuse finding – confidentiality
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter registration records – place of registration confidential
RCW 29A.08.710	Voter registration records – certain information exempt
RCW 35.102.145	Municipal Business and Occupation tax – local ordinance can protect return or tax information
RCW 36.28A.060(8)	Tactical and intelligence information provided to WASPC
RCW 39.10.470(2)& (3)	Certain information related to alternative public works
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 43.43.762	Contents of statewide criminal street gang database
RCW 46.52.065	State toxicologists records relating to analysis of blood samples
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record
RCW 48.62.101	Local government insurance transactions – access to information

RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of non-identifiable information or with consent
RCW 51.28.070	Worker's compensation records
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports
RCW 68.50.320	Dental identification records – available to law enforcement agencies
Chapter 70.02 RCW	Medical records – access and disclosure – entire chapter (HC providers)
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations - confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.28.020	Local health department TB records – confidential
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.94.205	Washington Clean Air Act – confidentiality of data.
RCW 70.96A.150	Alcohol and drug abuse treatment programs
RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of rape crisis centers in discovery
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal
RCW 71.05.445	Release of mental health information to Dept. of Corrections
RCW 71.05.620	Authorization requirements and access to court records
RCW 71.24.035(5)(g)	Mental health information system – state, county and regional support networks – confidentiality of client records
RCW 71.34.335	Mental health treatment of minors – records confidential
RCW 71A.14.070	Records regarding developmental disability – confidentiality
RCW 72.09.345	Notice to public about sex offenders
RCW 72.09.585(3)	Disclosure of inmate records to local agencies – confidentiality
RCW 73.04.030	Veterans discharge papers (also RCW 42.56.440)
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.13.075(5)	Juvenile's status as a sexually aggressive youth
RCW 74.13.280	Children in out-of-home placements - confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults - confidentiality of investigations and reports
RCW 82.32.330	Disclosure of tax information
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC 405(c)(2)(vii)(I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality



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

September 25, 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
 - Starting our meetings with AOC this week.
- **Budget /Assets**
 - Done
- **Long Distance**
 - Still working to find lower long-distance costs for both the courthouse campus and the fairgrounds.
- **Website Redesign**
 - Working with Jesse on finalizing agreements
 - Ready to begin work with vendor – they are scheduling
- **New World**
 - Looks like the jail conversion was a success but the data mapping had errors.
 - Jail staff is working with New World to correct the errors
 - No update
- **Texting Policy**
 - Shelly still has this on her list of things to do.
- **County Wireless**
 - I have been asked by Bill Ogg to look at wireless at the fairgrounds.
 - We have been working with Pocket iNet to figure some of this
 - Pocket iNet can provide wireless but I want to know what we can do with the fewest connections possible.
- **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.
- **OnBase**
 - Clerk is converted, BoCC in progress
 - Should be starting the rest of the county pretty soon
 - Hoping that this process also helps us get rid of many thousands of duplicate records.
- **Social Media Archiving**
 - Working with support.
 - Is really buggy – I think we need to look elsewhere
 - No change
- **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. **Looks like November opportunities on the west side we will look for empty seats.**
- **JLARC – (Joint Legislative Audit and Review Committee)**
 - ESHB 1594, Section 6 (5) requires state and local agencies to track data on certain performance metrics related to public records disclosure, and to submit that data annually to the Joint Legislative Audit and Review Committee.
 - Have been asked to work with JLARC to help develop definitions and guidance for the collection in response to this new law.
- **Public Record Requests Last 2 Weeks**
 - 7= Requests received
 - 2 = Forwarded to departments
 - 6= Completed
 - 0= Pending Closure
 - 2 = Litigation hold
 - 0 = Pending 3rd party notice
 - 20 = Open/Being handled by the PRO

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

COUNTY COMMISSIONERS

- a) Exit audit meeting with State Auditor's office representatives re: 2016 County audit (Financial and Single Audit component)

10:30

PUBLIC WORKS DEPARTMENT

Randy Glaeser

- a) **Consent Agenda Items:**
 - 1) Signing a Small Works Contract with Central Washington Asphalt, Inc. for Pemberton Bridge and Stateline Paving Project

- b) Department update and miscellaneous

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 21 September 2017

Re: Director's Report for the Week of 18 September 2017

Board Action: 25 September 2017

Miscellaneous:

In the Matter of Signing a Small Works Contract – Pemberton Bridge and Stateline Paving Project

ENGINEERING:

- Mill Creek FH: In condemnation.
- Blue Creek Bridge: On hold waiting for Mill Creek ROW completion.
- Pflugrad Bridge: Working on environmental permits and ROW.
- Pemberton Bridge: Culvert installation complete, working on building roadbed.
- Mill Creek Road MP 1.1 to MP 3.96: Working on ROW documents.
- Byrnes Road and South Fork Coppei: Submitted plans to FEMA for possible funding of bank repair.
- City of Prescott stormwater: Survey is complete, design to begin late fall/winter.
- Stateline Road: Culvert installation complete.

MAINTENANCE/FLEET MANAGEMENT:

- Crews conducting routine maintenance.

ADMINISTRATION:

- Conducted interviews for the Chief, Road Operations and Fleet Management position.
- Attended TAC meeting.
- Working on annual evaluations.

10:40

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

10:50

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))

11:00

COUNTY AUDITOR

Karen Martin

- a) Presentation re SSB-5472, requiring ballot drop boxes in all communities



WALLA WALLA COUNTY AUDITOR

KAREN MARTIN, AUDITOR
315 WEST MAIN
P.O. BOX 1856
WALLA WALLA, WA 99362-0356

SSB-5472 (Copy attached)

(15) The County auditor must establish a minimum of one ballot box per fifteen thousand voters in the county and a minimum of one ballot box in each city, town, and census-designated place in the county with a post office.

This requires Walla Walla County to add 4 new ballot boxes in the county:

New location:	Number of Registered Voters:	
Dixie	394	
Touchet	597	+ 73 in Frenchtown
Prescott	166	
Wallula	91	
	<hr/>	
	1248	1321 Including Frenchtown



WALLA WALLA COUNTY AUDITOR

KAREN MARTIN, AUDITOR
 315 WEST MAIN
 P.O. BOX 1856
 WALLA WALLA, WA 99362-0356

BALLOT BOX QUOTES

VENDOR	MATERIAL	PRICE PER BOX	# OF BOXES	TOTAL
Edwards Mechanical	Powder Coat	\$653.75	4	\$2,615.00
Edwards Mechanical	Stainless Steel	\$920.75	4	\$3,683.00
Acufab	Powder Coat	\$600.00	4	\$2,400.00
Acufab	Stainless Steel	993.55	4	\$3,974.20
Binder Sign	Decals for Boxes	\$126.00	4	\$504.00

Options:

Edwards	Make boxes bolt on for ease of repair	\$140.00
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Locations:

TBD

Other considerations:

Maintenance Dept

Edwards Time to install, per Tom Byers 2 guys approx 1 day for each box.
 \$150.00 per hour (2 people)

Weekly Pickup: Cost would be minimal, would just take longer to complete by adding 4 additional stops to the route

Election Night pickup: 2 people per box approximately \$30.00 per person. Plus need 4 additional vehicles and associated mileage costs.

CERTIFICATION OF ENROLLMENT

SUBSTITUTE SENATE BILL 5472

65th Legislature
2017 Regular Session

Passed by the Senate February 27, 2017
Yeas 49 Nays 0

President of the Senate

Passed by the House April 5, 2017
Yeas 52 Nays 45

Speaker of the House of Representatives
Approved

Governor of the State of Washington

CERTIFICATE

I, Hunter G. Goodman, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **SUBSTITUTE SENATE BILL 5472** as passed by Senate and the House of Representatives on the dates hereon set forth.

Secretary

FILED

Secretary of State
State of Washington

SUBSTITUTE SENATE BILL 5472

Passed Legislature - 2017 Regular Session

State of Washington 65th Legislature 2017 Regular Session
By Senate State Government (originally sponsored by Senator Pearson)
READ FIRST TIME 02/17/17.

1 AN ACT Relating to requiring ballot drop boxes in all
2 communities; and amending RCW 29A.40.160.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 Sec. 1. RCW 29A.40.160 and 2011 c 10 s 43 are each amended to
5 read as follows:

6 (1) Each county auditor shall open a voting center each primary,
7 special election, and general election. The voting center shall be
8 open during business hours during the voting period, which begins
9 eighteen days before, and ends at 8:00 p.m. on the day of, the
10 primary, special election, or general election.

11 (2) The voting center must provide voter registration materials,
12 ballots, provisional ballots, disability access voting units, sample
13 ballots, instructions on how to properly vote the ballot, a ballot
14 drop box, and voters' pamphlets, if a voters' pamphlet has been
15 published.

16 (3) The voting center must be accessible to persons with
17 disabilities. Each state agency and entity of local government shall
18 permit the use of any of its accessible facilities as voting centers
19 when requested by a county auditor.

20 (4) The voting center must provide at least one voting unit
21 certified by the secretary of state that provides access to

1 individuals who are blind or visually impaired, enabling them to vote
2 with privacy and independence.

3 (5) No person may interfere with a voter attempting to vote in a
4 voting center. Interfering with a voter attempting to vote is a
5 violation of RCW 29A.84.510.

6 (6) Before opening the voting center, the voting equipment shall
7 be inspected to determine if it has been properly prepared for
8 voting. If the voting equipment is capable of direct tabulation of
9 each voter's choices, the county auditor shall verify that no votes
10 have been registered for any issue or office, and that the device has
11 been sealed with a unique numbered seal at the time of final
12 preparation and logic and accuracy testing. A log must be made of all
13 device numbers and seal numbers.

14 (7) The county auditor shall require any person desiring to vote
15 at a voting center to either sign a ballot declaration or provide
16 identification.

17 (a) The signature on the declaration must be compared to the
18 signature on the voter registration record before the ballot may be
19 counted. If the voter registered using a mark, or can no longer sign
20 his or her name, the election officers shall require the voter to be
21 identified by another registered voter.

22 (b) The identification must be valid photo identification, such
23 as a driver's license, state identification card, student
24 identification card, tribal identification card, or employer
25 identification card. Any individual who desires to vote in person but
26 cannot provide identification shall be issued a provisional ballot,
27 which shall be accepted if the signature on the declaration matches
28 the signature on the voter's registration record.

29 (8) Provisional ballots must be accompanied by a declaration and
30 security envelope, as required by RCW 29A.40.091, and space for the
31 voter's name, date of birth, current and former registered address,
32 reason for the provisional ballot, and disposition of the provisional
33 ballot. The voter shall vote and return the provisional ballot at the
34 voting center. The voter must be provided information on how to
35 ascertain whether the provisional ballot was counted and, if
36 applicable, the reason why the vote was not counted.

37 (9) Any voter may take printed or written material into the
38 voting device to assist in casting his or her vote. The voter shall
39 not use this material to electioneer and shall remove it when he or
40 she leaves the voting center.

1 (10) If any voter states that he or she is unable to cast his or
2 her votes due to a disability, the voter may designate a person of
3 his or her choice, or two election officers, to enter the voting
4 booth and record the votes as he or she directs.

5 (11) No voter is entitled to vote more than once at a primary,
6 special election, or general election. If a voter incorrectly marks a
7 ballot, he or she may be issued a replacement ballot.

8 (12) A voter who has already returned a ballot but requests to
9 vote at a voting center shall be issued a provisional ballot. The
10 canvassing board shall not count the provisional ballot if it finds
11 that the voter has also voted a regular ballot in that primary,
12 special election, or general election.

13 (13) The county auditor must prevent overflow of each ballot drop
14 box to allow a voter to deposit his or her ballot securely. Ballots
15 must be removed from a ballot drop box by at least two people, with a
16 record kept of the date and time ballots were removed, and the names
17 of people removing them. Ballots from drop boxes must be returned to
18 the counting center in secured transport containers. A copy of the
19 record must be placed in the container, and one copy must be
20 transported with the ballots to the counting center, where the seal
21 number must be verified by the county auditor or a designated
22 representative. All ballot drop boxes must be secured at 8:00 p.m. on
23 the day of the primary, special election, or general election.

24 (14) Any voter who is inside or in line at the voting center at
25 8:00 p.m. on the day of the primary, special election, or general
26 election must be allowed to vote.

27 (15) For each primary, special election, and general election,
28 the county auditor may provide election services at locations in
29 addition to the voting center. The county auditor has discretion to
30 establish which services will be provided at the additional
31 locations, and which days and hours the locations will be open,
32 except that the county auditor must establish a minimum of one ballot
33 drop box per fifteen thousand registered voters in the county and a
34 minimum of one ballot drop box in each city, town, and census-
35 designated place in the county with a post office.

--- END ---

11:10

JOINT FINANCIAL UPDATE

**Karen Martin and
Gordon Heimbigner**

- a) 2017 budget update

11:30 COUNTY COMMISSIONERS

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

NOON 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.