AGENDA

WALLA WALLA COUNTY BOARD OF COMMISSIONERS MONDAY, AUGUST 5, 2019

9:30 COUNTY COMMISSIONERS

Chairman Kimball

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

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)
- e) Introduction of new county employees (this is scheduled for the first meeting of each month)

<u>PLEASE NOTE:</u> 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.

f) Action Agenda Items:

Review submitted Employee
 Payroll Action Forms

g) Public Hearing:

1) To consider amendments to the 2019 Walla Walla County Budget

h) Action Agenda Items:

1) Resolution _____ - Amendments to the 2019 Walla Walla County Budget

i) Consent Agenda Items:

- 1) Resolution _____ Minutes of County Commissioners' proceedings for July 29 and 30, 2019
- 2) County vouchers/warrants/electronic payments as follows: 4048369 through 4048385 totaling \$84,907.00 (payroll draws dated July 15, 2019); 4048491 through 4048525, totaling \$895,352.16 (July payroll); 4210754 through 4210782 totaling \$1,036,968.96 (benefits and deductions)

BOARD OF COUNTY COMMISSIONERS WALLA WALLA COUNTY, WASHINGTON

IN T	HE	MAT	TER	OF
AMENDI	VIENTS	TO	THE	2019
WALLA	WAI	LLA	CO	UNTY
BUDGE 1	Γ			

RESOLUTION NO. 19

WHEREAS, subsequent to the establishment of the budgets and adoption of the 2019 Walla Walla County Budget and budget amendments, further requests have been made for final amendments to the budget; and

WHEREAS, a properly advertised public hearing was held on August 5, 2019, to consider said amendments as advertised as well as other amendments as necessary for accounting purposes, and hear testimony related thereto; now therefore

BE IT HEREBY RESOLVED by this Board of County Commissioners that the 2019 Walla Walla County Budget be amended as outlined on the attached Memo "2019 Budget Amendment #2", dated 6/10/19, from Karen Martin, County Auditor, which is by this reference made a part hereof.

Passed this <u>5th</u> day of <u>August, 2019</u> by Bother means, and by the following vote: Aye	loard members as follows:Present or Participating via eNay Abstained Absent.
Attest:	
Jill Munns, Assistant Clerk of the Board	Todd L. Kimball, Chairman, District 2
	James K. Johnson, Commissioner, District 1
	Gregory A. Tompkins, Commissioner, District 3
	Constituting the Board of County Commissioners

of Walla Walla County, Washington

MEMO

TO:

BOCC KAREN

FROM: DATE:

7/12/19

SUBJECT:

2019 Budget Amendment #2

			AMENDI	IENT AMOUNT	NEW BUDGET
FUND	BARS #	DESCRIPTION	REVENUE	EXPENDITURES	AMOUNT
03500 Correction	ns				
	523.60.31.0400	Office & Operating Supplies - Prescriptions		\$32,500	\$60,000
3510 Correction	ns Admin				
	523.10.11.0006	Jail Commander		(\$25,000)	\$73,793
	523.10.21.0001	Medical-Life-Dental Ins		(\$5,000)	\$24,808
	523.10.21.0003	Retirement		(\$2,500)	\$20,500
		Total Current Expense	\$0	\$0	
10300 Emergend	y Management				
	334.01.80.0010	RAD Emergecny Planning (EFSEC)	\$2,858		\$30,649
	333.97.04.6000	Fire Management Assistance Grant (FMAG)	\$3,723		\$3,723
	594.25.64.0000	Machinery & Equipment		\$2,858	\$3,858
10398	508.30.00.0000	Ending Fund Balance		\$3,723	\$96,111
		Total Emergency Mgmt	\$6,581	\$6,581	
11200 Public He	alth				
	334.00.30.0000	Secretary of State Records Grant	\$14,900		\$14,900
	346.20.00.0005	Healthier WA LHJ-ACH Engagement	\$5,000		\$5,000
11211	562.00.13.0000	Extra Labor		\$10,000	\$10,000
	562.00.31.0001	Office Supplies		\$1,000	\$2,500
	562.00.49.0000	Miscellaneous		\$3,900	\$8,000
11245	562.00.31.0002	Program Supplies		\$5,000	\$5,000
		Total Public Health	\$19,900	\$19,900	
11900 Human Se	ervices				
11910	566.10.49.0000	Misc Services		\$258,000	\$258,000
11998	508.30.00.0000	Ending Fund Balance		(\$258,000)	\$495,885
		Total Human Services	\$0	\$0	
12000 Mental He	alth				
12019	564.46.41.0002	Prof Services - Community Based Services		\$200,000	\$500,000
12098	508.30.00.0000	Ending Fund Balance		(\$200,000)	\$477,789
		Total Mental Health	\$0	\$0	

COUNTY COMMISSIONERS (continued)

i) Consent Agenda Items (continued):

- 3) Payroll action and other forms requiring Board approval
- j) Miscellaneous business to come before the Board
- **k)** Review reports and correspondence; hear committee and meeting reports
- Review of constituent concerns/possible updates re: past concerns

a) Action Agenda Items:

- 1) Proposal 2019 08-05 DCH-1
 Approval to create a 2020 Census Blue
 Mountain Complete Count Committee
 and solicit for committee members
- Proposal 2019 08-05 DCH-2
 Approval to change Department of Community Health Staff meeting hours
- 3) Proposal 2019 08-05 DCH-3
 Approval to apply for a grant to create
 a Veterans Service Officer Program
- **b)** Department update and miscellaneous



Date: 8/5/19 Proposal ID: 2019 08-05 DCH-1

To: BOCC

From: Meghan M. DeBolt, MPH/MBA

Administrator

Intent – Gain BOCC approval to create a 2020 Census Blue Mountain Complete Count Committee and solicit for committee members

Topic – 2020 Census Blue Mountain Complete Count Committee

Summary

The 2020 Census provides an opportunity for everyone to be counted. Tribal, state, and local governments; community-based organizations; faith-based groups; schools; businesses; the media; and others play a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

When community members are informed, they are more likely to respond to the census. Through collaborative partnerships, the U.S. Census Bureau and community leaders can reach the shared goal of counting EVERYONE in 2020.

The Department of Community Health has been asked to create a formal Complete Count Committee (CCC) for our region to be called the Blue Mountain CCC. The CCC program has been established by the U.S. Census Bureau and is key to creating awareness in communities across the country.

- CCCs utilize local knowledge, influence, and resources to educate communities and promote the census through locally based, targeted outreach efforts.
- CCCs provide a vehicle for coordinating and nurturing cooperative efforts between tribal, state, and local governments; communities; and the Census Bureau.
- CCCs help the Census Bureau get a complete count in 2020 through partnerships with local governments and community organizations.

WHO? Tribal, state, and local governments work together with partners to form CCCs to promote and encourage response to the 2020 Census in their communities. Community-based organizations also establish CCCs that reach out to their constituents.

WHAT? A CCC is comprised of a broad spectrum of government and community leaders from education, business, healthcare, and other community organizations. These trusted voices

develop and implement a 2020 Census awareness campaign based upon their knowledge of the local community to encourage a response.

WHEN? The formation of CCCs is happening NOW! Leaders are identifying budget resources and establishing local work plans. In 2020, they will implement the plans and lead their communities to a successful census count.

WHY? The primary goal of the 2020 Census is to count everyone once, only once, and in the right place.

Community influencers create localized messaging that resonates with the population in their area. They are trusted voices and are best suited to mobilize community resources in an efficient manner.

HOW? It's up to all of us! CCCs know the best way to reach the community and raise awareness. Some activities could include:

- Holding CCC kickoff meetings with media briefings.
- Participating in Census rallies or parades.
- Coordinating Census unity youth forums.
- Hosting Interfaith breakfasts and weekend events.
- Encouraging the use of Statistics in Schools classroom resources.
- Incorporating census information in newsletters, social media posts, podcasts, mailings, and websites.
- Helping recruit census workers when jobs become available.

Cost

N/A, will be volunteer and in-kind time from Committee members and the DCH.

Funding

Blue Mountain Community Foundation and Sherwood Trust have launched a local fund and a steering committee for the fund to be linked directly with the CCC to guide how funds will be spent through recommendations to the BMCF Board.

A link for donations to this local fund is now available on the BMCF website: www.bluemountainfoundation.org then click on "Donate Now".

In addition, the CCC will strategize on state funding that is available thanks to the 2019 legislature allocating \$15 million to this effort. The RFP is due July 29th at 3pm.

Alternatives Considered

N/A

Acquisition Method

N/A

Security	
N/A	
Access	
N/A	
Risk	
N/A	
<u>Benefits</u>	
N/A	
Conclusion/Recommendation	
Recommend the BOCC approve the creation Count Committee.	of a Walla Walla County 2020 Census Complete
Submitted By	Disposition
Meghan DeBolt, DCH	Approved
Name Department Date	Approved with modifications
	Needs follow up information
Name Department Date	Denied
	BOCC Chairman Date
Additional Requirements to Proposal	
Modification	



Date: August 5, 2019 Proposal ID: 2019 08-05 DCH-2

To: BOCC

From: Meghan DeBolt, MPH, MBA

Public Health Administrator

Intent – Inform the BOCC of the need to change Walla Walla County Department of Community Health Staff Meeting date and time

Topic - Staff Meeting and Office Closure

Summary

Currently DCH staff meetings are held the 3rd Tuesday from 10:30 am to 12:00pm. We have been meeting at this time since early 2016. However, through our strategic planning we have identified the need to not only have all staff meetings, but also Division Meetings.

As you are aware, our team is very busy, and it is difficult to find time when everyone is available. Since we already have the 3rd Tuesday from 10:30-noon blocked off on our calendars, it makes sense to move this up 30 minutes to allow for a full hour Division Meeting with a full hour staff meeting immediately following.

Starting in August 2019, DCH proposes to allocate time to the following:

- 10am to 11am Division Meetings
- 11am to 12pm All staff meeting

We will continue to meet the 3rd Thursday, we will just close our office 30 minutes earlier to allow for Division Meetings.

Cost

N/A

Funding

None required

Alternatives Considered

N/A

	<u>n Method</u>		
N/A			
<u>Security</u>			
N/A			
<u>Access</u>			
N/A			
<u>Risk</u>			
N/A			
<u>Benefits</u>			
N/A			
Conclusion	n/Recommendati	on:	
			nge the staff meetings to 10:00 a.m. – 12:00 nank you for your consideration.
Submitted	By		Disposition
	Dy.		Biopodition
	eBolt, DCH		Approved
		Date	
Meghan D	eBolt, DCH	Date	Approved
Meghan D	eBolt, DCH	Date Date	Approved Approved with modifications
Meghan De	eBolt, DCH Department		Approved Approved with modifications Needs follow up information
Meghan De Name Name	eBolt, DCH Department	Date	ApprovedApproved with modificationsNeeds follow up informationDenied BOCC Chairman
Meghan De Name Name	eBolt, DCH Department Department	Date	ApprovedApproved with modificationsNeeds follow up informationDenied BOCC Chairman



Date: August 5, 2019 Proposal ID: 2019 08-05 DCH-3

To: BOCC

From: Meghan M. DeBolt, MPH/MBA

Administrator

Intent – Gain BOCC approval to apply for a grant to create a Veterans Service Officer Program

Topic – Washington Department of Veterans Affairs – County Veteran Service Officer Program

Summary

Second Substitute House Bill 1448 of 2019 authorized the creation of a Veteran Service Officer Program for the purpose of providing funding to underserved counties to establish and maintain a Veteran Service Officer within the county. The Washington Department of Veterans Affairs (WDVA) is requesting proposals from eligible Washington counties to establish one County Veteran Service Officer position per county for the purpose of assisting veterans and their family members with applying for veterans' benefits, programs, and services. This RFP will provide funding to a minimum of two counties although additional counties may receive funding based on available grant funds.

The creation of a VSO position within the County Department of Community Health will allow for better oversight and utilization of the Veterans Relief Fund with the focus of serving indigent veterans. This grant would allow for a new employee who would work at the VA office where they have space available. This position is currently contracted to Helpline through the 121 Veteran Services Fund, however, this grant would require the position to be housed at the County. At times the VSO would attend community meetings and events that are held on weeknights and weekends, such as the Veteran's Stand Down.

This is a new grant; however, we will use it to implement our Veterans Relief Program that is funded through the Veterans Relief Fund (121). The Veterans Relief Advisory Board has wanted to fund a VSO in the past, however has never felt compelled to take the first step. The VRAB discussed this opportunity at length and recommends the County apply for this funding and use the VSO to oversee the VRF. The VRF would supplement the VSO position as well – if there is no additional funding.

At this time, it is a two-year program grant. However, if WSVA receives additional funding we will reapply.

Cost

Funding

Fund 121

Do not app	ply for the grant.		
Acquisition	on Method		
N/A			
<u>Security</u>			
N/A			
Access			
N/A			
<u>Risk</u>			
<u>Benefits</u>			
better over veterans. Conclusion Recomme	rsight and utilization	n of the Veterans Re on approve the Director	Department of Community Health will allow for slief Fund with the focus of serving indigent 's recommendation to apply for the grant to create
Submittee	d By		Disposition
Meghan [DeBolt, DCH		Approved
Name	Department	Date	Approved with modifications
			Needs follow up information
Name	Department	Date	Denied
			BOCC Chairman Date

Alternatives Considered

Additional Requirements to Proposal	
Modification	
Follow Up	

Policy No. 10.07 Form No. 10.07.04

Walla Walla County GRANT QUESTIONNAIRE

	Date:	August 5 th , 2019		Office/Depart Contact Perso		munity Health DeBolt
1)		rant/Program: Wash icer Program	ington Depa	artment of Vetera	ans Affairs- Co	ounty Veteran
2)	New Grant	X	Renewing	Grant □	Term (# of y	rears): 2 years
3)	-	t unchanged, and do se skip to number 2		uire Current Expe		Nx
4)	Second Program Veteran reques position veteran althoug	is grant benefit the of Substitute House Bill 14 m for the purpose of proving Service Officer within the ting proposals from eligible per county for the purposa's benefits, programs, and additional counties may be action of a VSO position with and utilization of the V	448 of 2019 aviding funding ne county. The le Washingtonse of assisting services. The receive fun within the Co	uthorized the creation to underserved could be washington Department of counties to establing veterans and their his RFP will provided ding based on availability Department of	unties to establis urtment of Vetera lish one County in ir family member the funding to a minable grant funds Community Hea	h and maintain a ns Affairs (WDVA) is Veteran Service Officer rs with applying for nimum of two counties . Ith will allow for better
5)	Is this a pro Program	ogram grant or an ed	quipment g	rant?		
6)	anticipated	ne-time only grant" o to last? e it is a two-year gra				
7)	program ch This is a ne is funded th wanted to f The VRAB of funding and	new grant how will the lange? It was grant; however, we have the Veterans fund a VSO in the particular the VSO to over the re is no additional	ve will use in Relief Fund st, howeve tunity at lerersee the Vi	it to implement of d (121). The Vete r has never felt of ngth and recomm	our Veterans Ferans Relief A compelled to t nends the Cou	Relief Program that dvisory Board has take the first step. Inty apply for this
8)	Does this g	rant require up front	funds?		Y	Nx

	If so, 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? N_1.0 C a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?
	We will cover the employee through the Veteran's Relief Fund once the grant is complete.
10)	Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Y Nx_ If so, what?
11)	Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y_x , we built this into our budget request N_y
12)	What fund would support a cash match (if required)?
13)	If required what is the TOTAL cost of the match over the life of the grant?
14)	What fund would support the administration of the grant? _121
15)	Will the grant allow for the County cost allocation plan to be funded? Y Nx
16)	Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements? DCH already provides all of this. However, the VA has offered space to house the position as well.
17)	Would the program require use of a county vehicle or personal vehicle? Y_x, and we budgeted this in N
L8)	If so, would the grant provide for the cost of the automobile and/or liability insurance? Y_x_ N
L9)	Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_x N If so, what activities? Anything needed, is already being provided. However we will add a staff person to the 112 fund, as with a BARS code for the grant for revenue. My finance team looks these up, but

Page 2 rev. 3-11

has offered equipment as well.
Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y Nx If so, what obligations?
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.?)
At times the VSO would attend community meetings and events that are held on weeknights and weekends, such as the Veteran's Stand Down.
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? Y Nx If so, what is the funding source for consultant fees?
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.
The VRF would cover this position, as the County would take on oversight of the VRF funding and voucher process. Helpline currently is contracted to do so, however their staff person just resigned.
Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet.
Please feel free to submit additional information as needed.
icial signature of requesting office/department:

the Auditor will need to add lines to our budget. Also, we will have Jesse review the grant terms before we sign a contract. We may need to buy a computer and such, but the VA

Page 3 rev. 3-11

FOR COMMISSIONERS' OFFICE USE ONLY		
*		
Approved by:_	Chair, Board of County Commissioners	Date
Copies to: 1) 2) 3)	Requesting Office/Department Susan Dombrosky, Auditor's office Commissioners' File	

a) Action Agenda Items:

- 1) Ordinance No. 476 Adopting the 2018 periodic update of the Walla Walla County Comprehensive Plan with land use map and text amendments and adopting development regulations amendments to Titles 8, 14, 16, 17, and 18, and related zoning and critical areas maps (Docket No. CPA18-001/ZCA18-001).
- 2) Ordinance No. 477 Amending Walla Walla County Comprehensive Plan and land use maps LU-1 and LU-3 and the County zoning map to add 19-acres (area 2C) to the College Place urban growth area generally located on the west side of SR-124 and south of the current UGA boundary and making three technical map amendments at the request of the City of College Place; assigning the low density residential land use designation and R-96 zoning to area 2C; and denying proposed UGA expansion areas 2A, 2B and the establishment of an "urban reserve" (Docket No. CPA17-006/REZ17-006, College Place UGA Application 2).
- 3) Ordinance No. 478 Amending Walla Walla County Comprehensive Plan land use maps LU-1 and LU-3 and the County zoning map to remove approximately 205-acres from the Walla Walla Urban Growth Area generally located at 3rd Avenue and Langdon Road, bounded by Yellowhawk Creek on the north, at the request of the City of Walla Walla, and assigning Rural Residential 5 (RR-5) land use and zoning designations (Docket No. CPA17-008/REZ17-008).
- 4) Ordinance No. 479 Amending Walla Walla County Comprehensive Plan land use maps LU-1 and LU-3 to add 27-acres owned by Kenneth and Sheryl Cox and the Walla Walla Community College, located directly east of the college, to the Walla Walla Urban Growth Area; assigning the public reserve land use designation; and changing the zoning from Rural Residential Mill Creek 5 to Public Reserve (Docket No. CPA17-004 /REZ17-004).
- 5) Resolution ______ Acknowledging withdrawal of City of College Place Application No. 1, Martin Airfield UGA Removal and Re-designation (Docket No. CPA 17-005/REZ17-005) by the City of College Place
- 6) Ordinance No. 480 Renewing an interim Ordinance regarding the maximum density of mobile/manufactured home parks and residential uses in the Burbank Residential Zoning District

PUBLIC WORKS DEPARTMENT 10:15

Tony Garcia

- a) Bid Openings:1) Port Kelly Road Railroad Crossing2) Dodd Road Railroad Crossing
- b) Department update and miscellaneous

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



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 1 August 2019

Re: Director's Report for the Week of 29 July 2019

Board Action: 5 August 2019

Resolutions:

In the Matter of a Bid Opening – Port Kelly Railroad Crossing In the Matter of a Bid Opening – Dodd Road Railroad Crossing

ENGINEERING:

- <u>Blue Creek Bridge/Mill Creek FH:</u> Contractor is working on forming the deck for Blue Creek Bridge and Mill Creek Bridge footings.
- Whitman Dr. W.: Contractor is working on concrete path and roadway paving.
- Port Kelly Road & Dodd Road Railroad Crossing: Open Bids.
- <u>Miscellaneous:</u> Working on TIB grant application to install sidewalk on the north side of Abbott Road between Scarpelli and Fern. This will be construction in coordination with the High School frontage improvements and close a gap in pedestrian infrastructure.

MAINTENANCE/FLEET MANAGEMENT:

- Crews working on scrubbing/pre-leveling for next year's chip seal and routine maintenance work.
- Vegetation/Signs Reimbursable striping for Garfield County.
- Garage Working on routine and preventive maintenance.

ADMINISTRATION:

- Attended the Meet and Greet event in Walla Walla
- Met with the Corps of Engineers to discuss the Mill Creek GI Study
- Attended a Mill Creek Coalition meeting
- Working on departmentwide Quarterly Counseling

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

10:45 HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) Active Agenda Items:
 - Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i)

11:00 COUNTY COMMISSIONERS

- a) Executive session re: collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b))
- 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

-ADJOURN-

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.