

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 11, 2019

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

9:15

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) 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 February 4 and 5, 2019
- 2) Resolution _____ - Out of state travel for Sheriff's Office employee (Schram)
- 3) County vouchers/warrants/electronic payments as follows: 4205331 through 4205534 totaling \$483,398.64
- 4) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
SHERIFF'S OFFICE EMPLOYEE
(SCHRAM)**



RESOLUTION NO. 19

WHEREAS, Walla Walla County Sheriff Mark Crider has requested out of state travel approval for Chief Criminal Deputy Richard Schram to attend the FBI-LEEDA (Law Enforcement Executive Development Association) Annual Executive Education Conference, to be held April 29 – May 1, 2019 in Virginia Beach, Virginia; and

WHEREAS, said training will benefit the citizens of Walla Walla County; and

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

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

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

Passed this 11th day of February, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, 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*



Mark Crider
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office (509) 524 - 5400
Fax (509) 524 - 5480
Dispatch (509) 527 - 3265
Toll Free (866) 527 - 3268
Email: sheriff@co.walla-walla.wa.us

Joe Klundt *Undersheriff*
Richard L. Schram *Chief Criminal Deputy*
Ron Varner *Chief Civil Deputy*

Memorandum

Date: February 6, 2019
To: Board of County Commissioners
From: Mark Crider, Sheriff
RE: Out of state travel: Richard Schram

Richard Schram is requesting travel to attend the FBI LEEDA 28th Annual Executive Education Conference, April 29 - May 1, 2019 in Virginia Beach, Virginia. I believe that attending this conference will benefit our agency with the conference's relevant educational sessions and networking opportunities with colleagues from across the nation. This event attracts 500 or more like-minded police leaders offering the best format for idea-exchange.

All topics to be covered are important to law enforcement today and will be presented by nationally known, highly respected subject matter experts.

FBI-LEEDA provides enormous value for the money. The registration fee is \$350.00 for FBI-LEEDA Member Delegates, which Richard is because he pays the annual dues himself. The registration fees cover all meals and events – including a full breakfast, lunch and dinner for the entire conference, and networking events.

FBI-LEEDA guarantees that the 28th Annual Executive Education Conference, April 29 - May 1, 2019 in Virginia Beach, Virginia, will offer a world-class education that is unparalleled in our field. For the benefits that I expect to derive from this conference, I believe that the costs are justified by the information Richard will bring back to Walla Walla County, and I hope you will support Richard's attendance.

Sincerely,

A handwritten signature in blue ink that reads "Mark A. Crider".

Mark Crider, Sheriff

Recommendation:

The Walla Walla County Board of Commissioners approve this out of state travel request.

**WALLA WALLA COUNTY
Employee Travel Authorization**

Date of Request 2/6/19

Employee Attending: RICHARD SCHRAM	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 518.01
	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$
Meeting/Training: EXEC. EDUCATION CONFERENCE	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Start time/date: APRIL 29, 19 End time/date: MAY 1		
Location: VIRGINIA BEACH CONVENTION CENTER	Lodging	
City: VIRGINIA BEACH State: VA		
Title of Meeting/Training: LEEDA-EEC (Attach agenda/training brochure)	4 night(s) @ \$ 179.11	\$ 1003.54
Departure Date: APRIL 28, 19 Time: 11:35AM	Meals	
Return Date: MAY 2, 19 Time: 6:55AM	Breakfast(s) 1 @ \$ 15	\$ 15
	Lunch(s) _____ @ \$ _____	\$ _____
	Dinner(s) 1 @ \$ 28	\$ 28
Place of Lodging: HILTON GARDEN INN	Registration/Tuition	
	Cancel Date: 3/29/19	\$ 350.00
Phone Number: 1-800-291-9434	Total Expenses	\$ 1,914.55

Credit Card Use: Yes No Date Needed: _____

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.


Signature of Employee

Date: 2/6/19

Recommended: Yes No

Supervisor Signature

Date: _____

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

Approved: Yes No

Elected Official/Department Head

Date: _____

**28th Annual FBI-LEEDA Executive
Education Conference**



**April 29 - May 1
at the Virginia Beach Convention Center**

Please join FBI-LEEDA and fellow law enforcement leaders at the
2019 FBI-LEEDA Conference in Virginia Beach, Virginia.

FBILEEDA2019.ORG

COUNTY COMMISSIONERS (continued)

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

9:45

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

a) **Action Agenda Items:**

- 1) Proposal 2019 02-11 TSD
Request to set date of public
hearing to declare certain
technology equipment as surplus

b) Department update and miscellaneous



MEMO

Date: February 11, 2019

Proposal ID. 2019 02-11 TSD

To: BOCC

From: Kevin Gutierrez

Intent – Decision

Topic – Request date of public hearing to declare certain technology equipment as surplus

Summary

I am requesting authority to dispose certain technology equipment as surplus that is outdated and non-working. The normal procedure is to move all surplus equipment to a recycling center.

This is a short surplus list because we have larger items that we need to dispose of to create room.

Cost

\$0.00 – (Only manpower)

Funding

N/A

Alternatives Considered

N/A

Acquisition Method

Haul to recycling center

Security

N/A

Access

N/A

Benefits

N/A

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

Yes

Conclusion/Recommendation

Recommend hearing date be set for eventual approval of disposal of equipment– Disposal list attached

Submitted By



Kevin Gutierrez Technology Services 2/6/19

Disposition

Approved

Approved with modifications

Needs follow up information

Denied

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

Approved

Denied

BOCC Chairman

Date

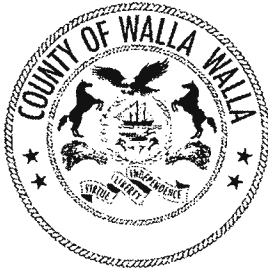
Additional Requirements to Proposal

Modification

Follow Up

Device	MFG	Model	Serial #
Printer	HP	HP 4250 dtn	
Laptop	HP	Compaq 8710p	
Laptop	HP	Elitebook 8560p	5CB2231C8V
Printer	HP	CC395A	JPBL84NOB2
Printer	HP	Color LJ 4700	JPTLB54027
Printer	HP	LaserJet 4600dtn	
Scanner	EPSON	GT-S50	L3AZ185849
MONITOR	HP	L1750	
MONITOR	HP		
MONITOR	VEWSONIC		
MONITOR	HP		
PC	HP	HP Compaq dc7600	2UA6410NG0
PC	HP	HP Compaq dc7900	MXL9480GZZ
SmartBoard	Ameritech	SmartBoard	
Meeting Board	GTCO	WhiteBoard (Smart)	1WBRD06237510003
AS400 Server	IBM	AS-400	10-903D1M
Tape Drive	IBM		10-W1467
Tape Drive	IBM		
Tape Drive	IBM		
UPS	APC	Smart UPS 3000 XL	
Laptop	HP	6560b	5CB22711W7
Laptop	HP	6560B	5CB23003ST
Scanner	KODAK	i40	
PC	HP	HP EliteDesk 800 G1 TWR	MXL3512CCY
PC	HP	HP Compaq 8200 Elite CMT PC	MXL2241HP3
PC	HP	HP Pro 3500 Series	MXL250152J
PC	HP	HP Pro 3500 Series	MXL250152C
PC	HP	HP Compaq 8000 Elite CMT PC	MXL03711KT
PC	HP	HP Compaq Elite 8300 CMT	MXL24816VF
Monitor	HP		
TV	RCA		OSO - training room
DVD Player	Sony		OSO - training room
Scanner	Fujitsu	fi-6670	
Printer	HP	HP LaserJetj3660n	

Monitor	AOC		
Monitor	AOC		
Phone	Cisco	7960	
Phone	Cisco	7940	
Phone	Cisco	7912	
SideCar	Cisco	SideCar for phone expansion	
PC	HP	HP EliteDesk 800 G2 TWR	
PC	HP	HP EliteDesk 800 G2 TWR	
Server	HP	DL380GS	USE902N0XC
Server	HP	ProLiant DL380 G5	USE724NBK1
Server	HP	ProLiant DL380 G5	USE724NB JV
Server	HP	ProLiant DL380 G4	USE632N6X0
Server	HP	ProLiant DL380 G5	USE632N6VZ
Server	HP	ProLiant DL380 G5	USE724NBK4
Server	HP	ProLiant DL380 G5	USE724NBK3
Server	HP	ProLiant DL360 G3	M030LGP534
Server	HP	Citrix	
Server	HP	Citrix	
Server	HP	S5000PAL	
Server	HP	ProLiant DL360 G4	USM50102R9
Server	HP	ProLiant DL380 G5	use724nbjz
Server	HP	ProLiant DL380 G5	USE724NBK0
Server	HP	ProLiant DL380 G4	USE648N3SQ
Server	HP	ProLiant DL380 G5	USE724NB JX
Server	HP	ProLiant DL380 G5	USE724NBK2
Server	HP	DL380GS	USE902N0XB
Server	hp	eserver xSeries 342	78R2774
UPS	APC	Smart UPS 3000 XL	
Printer	HP	Color LaserJet CP6015xh	WD-WX51A40
Printer	HP	HP Z2100 Photo Printer 24"	MY6BR3C08G
WORLD CLOCK	BRG PRECISION	6610D	NONE
COPIER	RICOH	AFICIO MP C5502	W852Q406554
PRINTER	OKI	C9300	307A 0000374



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

February 11, 2019

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

Proposal – Request to surplus equipment via recycle – w/ surplus list

Components (Main infrastructure)

Hardware

- No issues

Software

- No issues

Security/Viruses

- No issues

Other Projects

➤ **OnBase**

- Install done
- 2 migrations to occur
 - All old liberty files for PA-Dist. Ct- Sheriff
 - Clerk environment to the new upgraded environment
 - All deliverables to us by 3/15

➤ **Issues with Community Development Support**

- Vendor reply to our proposal is due 1/9/19
- Vendor has agreed to reduce this year's maintenance by \$13,000
- This will cover our costs to fix the issue

➤ **Budget**

- New budget worksheet is done
- Changes to our current inventory database is in progress
- Working toward a total cost prediction model for replacement/budgeting purposes

➤ **Backup System**

- Started this discussion last summer – our current backup system is end of life at the end of this year. No longer supported
- Have been looking for replacement systems to cover backups of 14TB of data + the virtual servers.
- One of our goals is to create a backup system that not only restores data quickly, but allows re-creation of servers from bare metal very quickly.

➤ **Clean-up**

- AS-400 will be surplus

- Surplus list submitted
- **iPhone Issue**
 - Seems to be solved now
 - No new issues reported by other departments.
- **Blackberry**
 - Had conf call with account managers – I requested a steep discount because of issue with the service last year.
- **Physical to Virtual**
 - Working with TrueAutomation folks to move the ASR/TRE servers to virtual servers. The current servers are end of life.
 - Need to have space reallocated and may need updated SQL versions. ASR/TRE to fund.
 - Cost = \$10,000
 - Gordon and Debbie have funding.
- **Two Factor Authentication – Law Enforcement**
 - New CJIS requirement two factor authentication.
 - Set up is not quite set up
 - May want to deploy on other devices that need security beefed up such as computers with access to financial databases etc.
- **Mobile Device Management**
 - This has been on our radar for a while now but with the increase of Agency Owned Phones (AOP) its time to take a broader look at managing the phone enterprise wide.
 - Includes a method to restrict apps that can be loaded on to a AOP and with any luck, a way to allow, capture and search texting.
 - Could be some off-setting costs
 - Set JJC up on MDM to disallow loading other apps
- **Retention Training (email)**
 - Two classes scheduled – Feb 12 and 14
 - Once we evaluate how effective the training and make changes, we will schedule more.
- **User Security Training**
 - Sent the onboarding outline to Shelly
 - Hope to begin onboarding new users soon
- **Public Records Management (Old records clean up)**
 - Have had a short conversation about this with Karen, she is going to assign someone to get an inventory of what is in the basement.
- **Public Record Requests Last 2 Weeks**
 - 9 = Requests received
 - 0 = Forwarded to departments
 - 8 = Completed
 - 0=Pending review
 - 0 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 8 = 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

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

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

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

10:00

COUNTY CORRECTIONS DEPARTMENT

Norrie Gregoire

a) Consent Agenda Items:

- 1) Resolution _____ - Approving Agreement Amendment #1 with Crest Counseling Services, P.S.
- 2) Resolution _____ - Approving Interagency Agreement between the Washington State Patrol and Walla Walla County Corrections Department (K14643)

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
AGREEMENT AMENDMENT #1
WITH CREST COUNSELING
SERVICES, P.S.

}

RESOLUTION NO. **19**

WHEREAS, the Walla Walla County Juvenile Justice Center has offered Amendment #1 to Crest Counseling Services, P.S.; and

WHEREAS, the amended agreement benefits the citizens of Walla Walla County; and

WHEREAS, the Walla Walla County Director of Corrections has reviewed said Amendment and recommends approval; and

WHEREAS, said Amendment was submitted to the County Prosecuting Attorney's office for review; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said Amendment and will sign same.

Passed this 11th day of February, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, 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*

**Agreement
Amendment #1**

The October 8, 2018 between Crest Counseling Services, hereinafter called Contractor, and Walla Walla County, hereinafter called County is amended as set forth below:

The Scope of Work is revised to reflect additional SSODA treatment counseling services as shown on the amended Exhibit A (attached).

The maximum consideration for the initial term of this agreement or for any renewal term shall not exceed the amount shown on the amended Exhibit B (attached).

All other terms and conditions of the October 8, 2018 agreement remain in full force and effect.

By their signatures below, the parties agree to the terms and conditions of this Agreement as amended and all documents incorporated by reference. The parties signing below certify that they are authorized to sign this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Amended Agreement this ____ day of _____, 2019.

CONTRACTOR:

Crest Counseling Services

Juli D. Crest MS

president
Title:

Mailing Address:
412 S. 12 Avenue
Yakima, WA, 98902

WALLA WALLA COUNTY:
Board of County Commissioners

By

Chairman

Commissioner

Commissioner

Approved as to Form Only:

Prosecuting Attorney

Scope of Services

Contractor agrees to provide Walla Walla County Department of Court Services/Juvenile Justice Center written Sexual Offender Evaluations/Reports on juveniles referred by Walla Walla County Superior Court for Special Sex Offender Disposition Alternative program amenability and suitability. Contractor shall supply and score all necessary testing materials associated with completing evaluation. Contractor shall make written recommendations to the Court regarding SSODA candidate's amenability to and suitability for community-based sexual offender treatment (SSODA). Contractor may be directed to provide testimony in Court, if requested by the Superior Court.

Contractor also agrees to provide SSODA Sex Offender Treatment Provider (SOTP) counseling services to juveniles sentenced by Walla Walla County Superior Court into the Special Sex Offender Disposition Alternative (SSODA) Program. Contractor will meet with Juvenile Justice Center staff as requested and provide written progress reports detailing the youth's treatment progress and challenges.

Juvenile Justice Center will provide program space for Contractor to perform said Scope of Services as required by this Contract.

Payment Compensation

Contractor agrees to accept the following fee schedule for all SSODA services provided within the Agreement Scope of Services:

Individual/Family Session (50 minutes)	\$85.00
Group (90 minutes)	\$170.00
Monthly Status Report	No Fee
Quarterly Report/Court Review	\$85.00
SSODA Evaluation	\$1,200

Walla Walla County agrees to supply payment to Contractor within 30 days of receipt of billing.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING AN
INTERAGENCY AGREEMENT
BETWEEN THE WASHINGTON
STATE PATROL AND WALLA
WALLA COUNTY CORRECTIONS
DEPARTMENT (WSP NO. K14643)



RESOLUTION NO.

WHEREAS, the Washington State Patrol has offered an Interagency Agreement, formally identified as Washington State Patrol Interagency Agreement for National Criminal History Improvement Program (NCHIP) Grant Fiscal Year 2018, WSP No. K14643, to Walla Walla County Corrections Department; and

WHEREAS, the agreement benefits the citizens of Walla Walla County and county department operations; and

WHEREAS, the County Prosecuting Attorney and Risk Manager have reviewed said agreement; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said agreement, and that Norrie Gregoire, director of the Walla Walla County Corrections Department, is authorized to sign same.

*Passed this 11th day of **February, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, 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*

WASHINGTON STATE PATROL INTERAGENCY AGREEMENT National Criminal History Improvement Program (NCHIP) Grant Fiscal Year 2018		WSP Contract No.	K14643
		Other Contract No.	
This Agreement is between the State of Washington, Washington State Patrol and the Public Agency identified below, and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.			
PUBLIC AGENCY NAME Walla Walla County Corrections Department		Statewide Vendor Registration Number SWV0003171-03	
Public Agency Location Address 300 W Alder St Walla Walla WA 99362		Public Agency Mailing Address (if different from location address)	
Public Agency Contact Name Mr. John Shartle, Jail Commander		Public Agency Data Universal Numbering System (DUNS) 781677745	
Public Agency Contact Telephone 509-524-5434		Public Agency Contact E-mail Address jshartle@co.walla-walla.wa.us	
WSP Contact Information			
WSP Grant Project Manager Name and Title Ms. Deborah Collinsworth WSP CRD Section Manager		WSP Project Manager Address WSP Criminal Records Division PO Box 42619 Olympia, WA 98504-2619	
Telephone (360) 534-2102	Fax (360) 534-2070	E-mail Address <u>Deborah.Collinsworth@wsp.wa.gov</u>	
WSP Administrative Contact Name and Title Ms. Blessing Guillermo Contract Specialist		WSP Administrative Contact Address WSP Budget and Fiscal Services PO Box 42602, Olympia WA 98504-2602	
Telephone (360) 596-4036	E-mail Address <u>Blessing.guillermo@wsp.wa.gov</u>		
Federal Assistance Information			
Is the Public Agency a subrecipient of federal assistance for the purposes of this agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CFDA Number(s) 16.554	
Federal Grant Award Name National Criminal History Improvement Program (NCHIP) Grant		Federal Grant Award Number 2018-RU-BX-K029	
Is this agreement funded by a federal award for research and development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Federal Award Year 2018	
Agreement Start Date January 1, 2019		Agreement End Date December 31, 2019	
		Maximum Agreement Amount Project Cost: \$14,634.00 Federal \$13,170.00 Local \$1,464.00	
This Agreement, including the attached Terms and Conditions and any other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Agreement and have the authority to enter into this Agreement.			
FOR THE WASHINGTON STATE PATROL:		FOR THE PUBLIC AGENCY:	
WSP Signature	Date	Public Agency Signature	Date
Printed Name and Title John R. Batiste, Chief		Printed Name and Title	

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 12/9/10

STATEMENT OF WORK

1. **Introduction.** The purpose of this Agreement is to provide Fiscal Year 2018 (FY18) National Criminal History Improvement Program (NCHIP) grant funds to the Public Agency in order to increase the number of fingerprint submissions sent to and received by the state repository.
2. **Scope of Work.** As described in the Public Agency's FFY2018 NCHIP application, the Public Agency shall purchase and install one Livescan system along with associated equipment and other costs as described in the Project Budget section.
3. **Project Budget.** WSP shall reimburse the Federal Share of the following budget:

<u>Category</u>	<u>Item</u>	<u>Cost</u>
Equipment	Livescan System	\$ 8,345
	Workstation	\$ 1,890
	Monitor	\$ 300
Contracts	Maintenance	\$ 1,782
Other	Implementation	\$ 2,317
Total Project Cost		\$ 14,634
Public Agency Match Amount		\$ 1,464
Federal (Reimbursable) Amount		\$ 13,170

Indirect may be charged for total direct costs. As a local government, the Public Agency is required to prepare and retain its indirect cost proposal on file for review. If applicable, Public Agency shall use the approved federally recognized indirect cost rate negotiated between the Public Agency and the Federal Government or, if no such rate exists, either a rate negotiated between the WSP and the Public Agency, or a de minimis indirect cost rate as defined in 2 C.F.R. 200.414(f).

The Public Agency Match may only be for allowable grant expenses. It is the Public Agency's responsibility to maintain records of the expenses used for match.

Expenditures may only occur within the categories listed above. However, changes of up to 10% can be made without prior approval from WSP. Changes that exceed 10% will require the Public Agency to submit a budget change request to WSP for approval.

4. **Equipment Management.**
 - a. Automated Fingerprint Identification System (AFIS) Equipment. Any AFIS equipment purchased under this award will conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information (ANSI/NIST-ITL 1-2007 PART 1) and other reporting standards of the FBI.
 - b. Title to Equipment. Upon successful completion of the terms of this Agreement, all equipment purchased by the Public Agency with Agreement funds will be owned by the Public Agency, or a recognized subrecipient for which a contract, subgrant agreement, or other means of legal

transfer or ownership is in place.

- c. Use of Equipment. The Public Agency, or a recognized subrecipient, shall be responsible for any and all operation, maintenance, replacement, and for the safe operation of the equipment, including all questions of liability.
- d. Equipment Records. The Public Agency shall maintain Equipment records that include: a description of the Equipment; the manufacturer's serial number, model number, or other identification number, including the tag number; the source of the Equipment, including the Catalog of Federal Domestic Assistance (CFDA) number; who holds title; the acquisition date; the cost of the Equipment and the percentage of federal participation in the cost; the location, use and condition of the Equipment at the date the information was reported; and disposition data including the date of disposal and sale price of the Equipment. Equipment records shall be retained by the Public Agency for a period of six (6) years from the date of the disposition, replacement or transfer. If any litigation, claim, or audit is started before the expiration of the six year period, the records shall be retained by the Public Agency until all litigations, claims, or audit findings involving the records have been resolved. A copy of the Public Agency's record showing the above information of the purchased equipment is required when requesting reimbursement for the equipment.
- e. Inventories. The Public Agency shall take a physical inventory of the Equipment and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the Public Agency to determine the cause of the difference. The Public Agency shall, in connection with the inventory, verify the existence, current utilization, and continued need for the Equipment. The Public Agency shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage or theft shall be investigated and a report generated. The Public Agency will develop adequate maintenance procedures to keep the property in good condition.
- f. Disposition of Equipment. If the Public Agency is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. When original or replacement equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:
 - Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of by the Public Agency with no further obligation to the awarding agency.
 - Items of equipment with a current per-unit fair market value of more than \$5,000 may be retained or sold and the Public Agency shall compensate the U.S. Department of Justice for its share.

5. Reports.

- a. Semi-Annual Reports. The Public Agency shall submit to the WSP Project Manager semi-annual progress reports within 15 calendar days after the end of the reporting periods, which are January 1 - June 30 and July 1 - December 31, for the life of this Agreement.
- b. Final Report. The Public Agency shall submit a final report to the WSP Project Manager at the end of this Agreement documenting all relevant project activities during the entire period of support under this Agreement. This report will include a summary and assessment of the program carried out with this Agreement. The final report is due no later than 30 days following the close of the Agreement.

SPECIAL TERMS AND CONDITIONS

1. **Federal Funding.**
 - A. The Public Agency may not obligate, expend or draw down any funds under this award until WSP receives notice that the federal funds hold has been removed. WSP shall notify the Public Agency when funds hold have been lifted.
 - B. Federal funds under this award will be used to supplement but not supplant local government funds.
 - C. If Public Agency has other active awards of federal funds or receives other federal awards during the period of performance for this award that are to be used in part or in whole for identical costs for which funds are provided under this award, the Public Agency shall promptly notify WSP in writing of potential duplication. If so requested, Public Agency must seek budget or project modification to eliminate inappropriate duplication of funding.
 - D. This subaward is not for Research and Development (R&D) purpose.
2. **Part 200 Uniform Requirements.** The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the Part 200 Uniform Requirements) apply to this FY 2018 from OJP.
3. **Financial Guide.** The Public Agency agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
4. **Personally Identifiable Information (PII) Requirement.** The Public Agency must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The Public Agency's breach procedures must include a requirement to report actual or imminent breach of PII to WSP no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.
5. **Procurement contract exceeding \$150,000.** Public Agency are obtain pre-approval from WSP for any procurement contracts that are in excess of \$150,000.
6. **Requirements pertaining to prohibited conduct related to trafficking in persons.** The Public Agency must comply with all applicable requirements pertaining to prohibited conduct related to the trafficking of persons. Requirements and further details are posted on OJP website at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> and are incorporated by reference here.
7. **Equal Employment Opportunity Plan.** The Public Agency acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if Public Agency is required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights, U.S. Department of Justice, may result in suspension or termination of funding, until such time as the Public Agency is in compliance.
8. **Lobbying.** The Public Agency understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.
9. **Federal False Claims Act.** The Public Agency must promptly notify WSP of any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other

person has either 1) submitted a false claim for Agreement funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Agreement funds.

10. **Performance Measures.** The Public Agency agrees to provide performance related data, as outlined in the program announcement to be used to measure the results of the project.
11. **Withholding Funds.** The Public Agency understands and agrees that funds may be withheld (including funds under future awards), or other related requirements may be imposed, if the required information is not submitted on a timely basis. Funds may also be withheld if the Public Agency fails to satisfactorily and promptly address outstanding issues from audits or investigations or reviews of DOJ awards.
12. **Consultant Rates.** Approval of this Agreement does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by WSP prior to obligation or expenditure of such funds.
13. **Environmental Laws and Regulations.** The Public Agency agrees to comply with all federal, state, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this Agreement.
14. **Text Messaging While Driving.** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), NIJ encourages recipients and sub recipients of Agreement funds to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Agreement, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
15. **Subrecipients.**
 - A. General. If the Public Agency is a subrecipient of federal awards as defined by 2 CFR Part 200 and this Agreement, the Public Agency shall:
 - (1) Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;
 - (2) Maintain internal controls that provide reasonable assurance that the Public Agency is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;
 - (3) Prepare appropriate financial statements, including a schedule of expenditures of federal awards;
 - (4) Incorporate 2 CFR Part 200, Subpart F audit requirements into all agreements between the Public Agency and its Subcontractors who are subrecipients;
 - (5) Comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation; and
 - (6) Comply with the Omnibus Crime Control and Safe Streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 54. (Go to www.ojp.usdoj.gov/ocr/ for additional information and access to the aforementioned Federal laws and regulations.)

- B. "High Risk" Designation. If the Public Agency is designated a "high risk" by a federal grant-making agency outside of DOJ during the course of this award, the Public Agency must disclose the fact to WSP.
- C. Overpayments. If it is determined by WSP, or during the course of a required audit, that the Public Agency has been paid unallowable costs under this or any Program Agreement, WSP may require the Public Agency to reimburse WSP in accordance with 2 CFR Part 200.

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Action Agenda Items:

- 1) Resolution _____ - Bid award for chemical vegetation control products
- 2) Resolution _____ - Bid award for Aggregate Crushed Surfacing – Top Course

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A BID AWARD
FOR CHEMICAL VEGETATION
CONTROL PRODUCTS



RESOLUTION NO. **19**

WHEREAS, as advertised, a bid opening was held on February 4, 2019 for furnishing Walla Walla County with chemical vegetation control products the following bids were opened and read publicly; and

WHEREAS, bids were received from Wilbur-Ellis Company and Nutrien Ag Solutions, Inc.; and

WHEREAS, Section 10 of the Instructions to Bidders indicated the Board of Walla Walla County Commissioners may award each item separately to the successful bidder for that item; now therefore

BE IT HEREBY RESOLVED that the chemical products bids be awarded by this Board of Walla Walla County Commissioners as described on Exhibit "A".

BE IT FURTHER RESOLVED that the County reserves the right to purchase any or no quantities at the unit bid price, or to utilize other processes, such as the County vendor's list or purchasing from the state contract.

Passed this 11th day of February, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, 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*

Exhibit "A"

ITEM DESCRIPTION		WILBUR/ELLIS	ITEM DESCRIPTION	CROP PRODUCTION
1	PORFOLLIO 4F	<i>\$475.00/GAL</i>	PORTFOLIO 4F	\$570.00/GAL
2	SPIKE 80 DF	\$22.00/LB	SPIKE 80 DF	<i>\$20.82/LB</i>
3	BROADRANGE 55	<i>\$30.00/GAL</i>	FREELEXX	N/A
4	FREQUENCY	\$773.68/GAL	FREQUENCY	<i>\$719.00/GAL</i>
5	ESCORT XP	\$50.00/B=\$3.13/OZ	ESCORT	<i>\$2.16/OZ</i>
6	WECO	\$34.34/GAL	SPREADER 90 LPI	<i>\$14.54/GAL</i>
7	INSIST 90 PLUS	<i>\$13.00/GAL</i>	SPREADER 90 LPI	\$14.54/GAL
8	ESPLANADE	<i><u>\$1178.11/GAL</u></i>	ESPLANADE	<i><u>\$1178.11/GAL</u></i>
9	CROSSHAIR	\$50.47/GAL	LIBERATE/LPI	<i>\$20.00/GAL</i>
10	ALLIGARE 5.4	<i>\$15.20/GAL</i>	AQUANEAT	\$16.54/GAL
11	GLY-STAR ORIGINAL	\$14.85/GAL	MAD DOG PLUS	<i>\$12.82/GAL</i>
12	OVERDRIVE	<i>\$36.00/LB</i>	OVERDRIVE	\$36.94/GAL
13	SYLTAC	\$43.00/GAL	PHASE	<i>\$24.80/GAL</i>
14	VENGEANCE PLUS	<i>\$38.00/GAL</i>	E-2	N/A
15	MILESTONE	<i><u>\$277.00/GAL</u></i>	MILESTONE	<i><u>\$277.00/GAL</u></i>
16	IMAZAPYR 4 A.I.	<i>\$99.36/GAL</i>	POLARIS AC 4# AI	\$92.50/GAL
16A	ARSENAL 2 A.I.	NO BID	ARSENAL 2 A.I.	NO BID
17	WEEDAR 64	\$11.66/GAL	CLEAN AMINE	<i>\$11.46/GAL</i>
18	TELAR XP	<i>\$176/B=\$11.00/OZ</i>	TELAR XP	\$11.40/OZ
19	METHOD 240 SL	\$321.28/GAL	METHOD 240 SL	<i>\$320.95/GAL</i>
20	DETAIL	<i>\$612.00/GAL</i>	DETAIL	\$617.00/GAL

NOTE :

Items in ***BOLD and ITALICS*** will be purchased from the respective bidders.

Items in ***BOLD, ITALICS and underlined*** will be purchased from both bidders.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A BID AWARD
FOR AGGREGATE CRUSHED
SURFACING – TOP COURSE



RESOLUTION NO. **19**

WHEREAS, as advertised, a bid opening was held on February 4, 2019 for furnishing Walla Walla County with Aggregate Crushed Surfacing – Top Course, the following bids were opened and read publicly; and

WHEREAS, bids were received from Koncrete Industries Inc., Humbert Asphalt Inc, and Central Washington Asphalt; and

WHEREAS, Humbert Asphalt Inc. submitted the lowest responsive, responsible bid on item one on Exhibit “A” and Koncrete Industries, Inc. submitted the lowest responsive bid on items 2 & 3 on Exhibit “A”; and

WHEREAS, Section 9 of the Instructions to Bidders indicated this Board may award each item separately to the successful bidder for that item; now therefore

BE IT HEREBY RESOLVED, that the Aggregate Crushed Surfacing – Top Course be awarded as described on Exhibit “A” by this Board of Walla Walla County Commissioners; and

BE IT FURTHER RESOLVED, that the County reserves the right to purchase any or no quantities at the unit bid price, or to utilize other processes, such as the County vendor’s list or purchasing from the state contract.

Passed this 11th day of February, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, 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*

**Aggregate Crushed Surfacing – Top Course
Exhibit “A”**

	<u>Location</u>	<u>Bidder</u>	<u>Total Amount</u>
Item 1	Walla Walla Stockpile Site	Humbert Asphalt, Inc Milton Freewater, OR	\$163,500
		Koncrete Industries, Inc. Walla Walla, WA	\$176,550
		Central Washington Asphalt Milton Freewater, OR	\$281,250
Item 2	Waitsburg Stockpile Site	Koncrete Industries Walla Walla, WA	\$151,470
		Humbert Asphalt, Inc, Milton Freewater, OR	\$169,950
		Central Washington Asphalt Milton Freewater, OR	\$258,500
Item 3	Saxon Stockpile Site	Koncrete Industries Walla Walla, WA	\$159,930
		Humbert Asphalt, Inc, Milton Freewater, OR	\$166,500
		Central Washington Asphalt Milton Freewater, OR	\$225,000

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



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 7 February 2019

Re: Director's Report for the Week of 4 February 2019

Board Action: 11 February 2019

Resolutions:

In the Matter of a Bid Award – Chemical Vegetation Control

In the Matter of a Bid Award – Aggregate Crushed Surfacing Top Course

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Project is in winter shutdown.
- Whitman Dr. W.: Preparing plans and specs for WSDOT to review.
- Mill Creek Road MP 1.1 to MP 3.96: Working on project funding estimates.
- Mud Creek: Working on environmental permitting and right of way.
- Peppers Bridge Road: Working on survey.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on Project Design.

MAINTENANCE/FLEET MANAGEMENT:

- North and South crews conducting snow and ice removal on county roadways.
- Garage – Routine Fleet maintenance and repairs.
- Vegetation/Signs – Checking roads and de-icing as needed.

ADMINISTRATION:

- Attended professional development conference at Suncadia.
- Attended Supervisory Drug Training in Tri-Cities.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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

10:45

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Revised job description approval form – Jail Commander for the Corrections Department Adult Division
 - 2) Revised job description approval form - Facilities Maintenance Technician for the Fairgrounds
- d) 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

FACILITIES MAINTENANCE

Ron Branine

- a) Department update and miscellaneous



Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: February 11th 2019

Resolutions/Proposals: None

Update:

- Still capturing data for the preventative maintenance plan and schedule.
- Going out to bid on the Jail elevator modernization project. Due to the amount of the project, we have to put it out for bid.
- Snow removal went very well with notes taken for future changes.
- Working with Walla Walla Electric to see about updating the building alarm at District Court or integrating the current camera system to cover after hours. Setting up motion and reporting capabilities within our current system.
- Work order flow and process is going very well. Prioritization of incoming work orders is helping immensely. We are receiving less work orders due to better solutions in place, so repeat work orders are being held to a minimum. In other words, we are fixing it right the first time.
- Still problems with general cleaning and deep cleaning. Looking at restructuring to get a better handle on it.

ADMINISTRATION: Nothing new to report

11:15

EMERGENCY MANAGEMENT DEPARTMENT

Liz Jessee

a) Consent Agenda Items:

1) Resolution _____ - Intergovernmental transfer from Jonathan M. Wainwright Memorial VA Medical Center to Walla Walla County

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF AN
INTERGOVERNMENTAL
TRANSFER FROM JONATHAN M.
WAINWRIGHT MEMORIAL VA
MEDICAL CENTER TO WALLA
WALLA COUNTY

RESOLUTION NO. **19**

WHEREAS, Liz Jessee, Emergency Management Department (EMD) Director, has advised that the Jonathan M. Wainwright Memorial VA Medical Center (VAMC) has thirteen (13) Motorola XTS 2500 VHF radios, batteries, chargers and antennas; and

WHEREAS, the VAMC has recently upgraded their radios and the radios and accessories are to be surplused by the VAMC; and

WHEREAS, VAMC has agreed to transfer the thirteen (13) radios and accessories to EMD at no cost where they will be integrated into EMD's existing cache of preprogrammed radios for deployment during an emergency; and

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners, as the county legislative authority, that they shall approve the transfer of said radios as outlined above, at no cost in recognition of the mutual benefits to each jurisdiction, organization, and all citizens of the county.

Passed this 11th day of February, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, 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*



Walla Walla County

Emergency Management Department

27 N. 2nd Avenue
Walla Walla, Washington 99362
Phone: (509) 524-2900 • Fax: (509) 524-2910
www.wwemd.info

LIZ JESSEE

Director

PATRICK PURCELL

Coordinator

Memo

To: Walla Walla County Board of Commissioners
From: Liz Jessee, Emergency Management Department Director
Date: January 9, 2019
Re: Motorola Radios

I was contacted earlier this month by Shawn Shugars, Acting Emergency Manager, Jonathan M. Wainwright Memorial VA Medical Center (VAMC), about 13 Motorola XTS 2500 radios, and accessories, that the VAMC had replaced with newer equipment. He asked if Walla Walla County would be interested in taking the radios, at no cost.

Emergency Management maintains a cache of preprogrammed Motorola radios for use during an emergency. I inquired with WESCOM (9-1-1 Dispatch) as to whether the radios being offered could be integrated into the cache and was I told that they could. This is a great opportunity to increase our disaster response capability free of charge. I am appreciative that Shawn thought of us when it came time to find a new home for the radios.

I spoke with Jesse Nolte and he recommended formalizing the transfer from the VAMC to Walla Walla County with a resolution.

Thank you.

11:30

COUNTY COMMISSIONERS

- a) Miscellaneous business to come
before the Board

12:00

RECESS

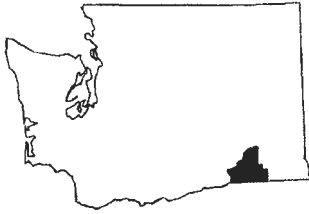
PLEASE NOTE EARLIER AFTERNOON START TIME

1:00

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover


- a) Workshop to review proposed revisions to Walla Walla County Code Chapter 3.08 – Land Development Application Fees
- b) Discussion and possible action/direction re above



WALLA WALLA COUNTY

Community Development Department

310 W. Poplar, Suite 200 • Walla Walla, WA 99362-2865

To: Board of County Commissioners
From: Tom Glover, Community Development Director 
Date: February 11, 2019
Date Prepared: February 5, 2019

Re: Workshop to review proposed revisions to Walla Walla County Code Title 3, Chapter 3.08 – Land Development Application Fees (ZCA19-001)

Background

Title 3, Chapter 3.08 of the Walla Walla County Code contains the set of land development application fees the County charges customers for processing their applications. The last time these fees were adjusted was in 2007.

Attached, for your review, is a summary of the land use planning application fees the County currently charges, that also includes a recommendation for an amended fee schedule. Currently there are 38 land use applications listed in Chapter 3.08, but two of them listed have no fees attached. As well, staff is proposing to remove four application types (with fees) which are no longer relevant or have been covered by another fee. This summary also includes 15 application types existing now in the code, but not in the fee schedule. The new application types listed are recommended as staff sees these applications from time to time, but the application type has not previously been included in the fee schedule.

Because the fee schedule is included in the County's Code, any change to the schedule first requires a public hearing. Typically, before scheduling a public hearing for a code amendment, staff provides the Board of County Commissioners with the opportunity to ask questions and review the information in an informal workshop format. To that end, the attached draft fee schedule is presented to you now to obtain your feedback before pursuing a public hearing.

A number of things have changed since the land use fee schedule was last adopted in 2007. These changes include:

- A new Comprehensive Plan and implementing development regulations (updated again in 2018, pending approval).
- Purchase of a computerized permit application and tracking program (TRAKiT).
- Community Development Department staff are no longer responsible for overseeing the recording of applicant documents; the applicant is responsible for that step.
- The Department maintains a more robust website where all public notices and materials for meetings are posted.
- Department staff no longer mails hard copies of the materials for review by the County's Hearing Examiner; materials are transmitted electronically in advance of the meeting and a hard copy is provided at the meeting.
- One of the changes made in the 2007 development regulations update was incorporating an annual docketing process to better control the Comprehensive Plan and development regulations amendment process, and to offer that opportunity to the public along with a reasonable expectation of process and timeline.

- The County has recently updated its Shorelines Master Program and Critical Areas regulations according to the requirements of the State's Growth Management Act. The complexity of review has increased.

Draft Amended Fee Schedule

What fees are going away?

1. Change in Non-Conforming Use: There is no application for this. The only changes allowed for non-conforming uses under WWCC Chapter 17.36 are minor and reviewed through other processes.
2. Administrative Conditional Use Permit (C.U.P.) Extension Request: Minimal staff review required. Only one extension is allowed, for one year (WWCC 17.40.025).
3. One-time cluster segregation: One-time land divisions (WWCC 17.31.070) processed through the short plat process, no separation application required.

New Items (adoption of new/updated regulations) where there is no existing fee, but the activity requires staff time for review, or there is a current application requirement:

1. Reconsideration of Hearing Examiner Decision
2. Binding Site Plan, Alteration
3. Binding Site Plan, minor revision
4. Final Plat Alteration (Type 3 – Hearing Examiner)
5. Floodplain Permit
6. Type 2 Home Occupation
7. Preliminary Plat, Major Revision
8. Preliminary Plat, Minor Revision
9. Shoreline (Fish) Exemption
10. Shoreline Conditional Use Permit
11. Shoreline Variance
12. Final Short Plat, Alteration
13. Short Plat Affidavit of Correction
14. Variance – Administrative – Side/rear yard adjustment
15. Winery/Brewery Permit

Revised Existing Application Fees (existing, but fee structure is changed):

1. Legal Lot Determination: changed from hourly cost to fixed fee.
2. Preliminary Plat, 16 to 50 lots: change from fixed fee plus additional cost per lot to a single fixed fee.

Assumptions

- The Land Use Application Fee Schedule has not been updated since 2007 (12 years ago);
- The analysis of staff hourly cost figures includes a breakdown for each employee by salary and benefits (medical, dental, vision, retirement, social security, and industrial insurance);
- Hourly staff costs also includes a figure for overhead (costs for materials/supplies, consultant fees, training, land use hearings, office equipment, operating rentals and leases, and other capital expenditures): 35% of total cost of employees (2019 approved budget: \$209,550/\$866,129);
- Fee structure can be amended each year to reflect changes in the cost of staff (salary plus benefits), as well as added or reduced overhead costs.
- For the proposed new fee, where 50% of actual cost is equal to, or less than the current fee, I plugged in the full actual cost. This only occurs in about three instances.

-
- Used 2019 staff salaries and benefit costs, and 2019 overhead costs based on the approved 2019 budget.

Cost-saving measures

- Fee Schedule: Proposing no fee for pre-application meetings and code interpretations.
- Overhead Costs: does not include the cost of the Code Compliance Officer's time enforcing land use violations.
- Eight staff members within the Department, but only ½ (50%) are involved in the review of land use applications. Schedule B – Overhead breaks down the percent share of costs to arrive at a total cost for overhead.
 - Director
 - Principal Planner
 - Associate Planner
 - Permit Coordinator
- Proposed fee is suggested at 50% of actual cost. Staff recommendation is to then increase the amounts by not more than 10% per year (with new costs for staff and overhead), until full actual cost is reached.
- Often, more staff members participate in the pre-application meeting team than what was used to calculate the cost of the meeting. What is shown are the mandatory attendees (ex: Director and Principal Planner).
- Minimized Director's cost in reviews (often times reviews are broken over multiple meetings, email and phone communications, etc.).

Policy questions

- For any proposed new fees, should we apply the 50% rule now, or the full actual cost?
- For any permit that requires a renewal fee, should we keep the fee at current cost, or increase it? I didn't include the renewal fees into the calculations for actual costs as they do not apply to all permits, only a few.

Other Changes

- For consistency across the board, staff suggests extending the existing Technology Fee of 3% to all land use permit applications (currently applies only building permit applications) at the time the new fee structure is adopted.
- Amend County Code so that for any application requiring a public notice be published in a local newspaper, that the applicant pay the cost of that publication directly to the newspaper. It should be noted that the cost of publication varies by application for a couple of reasons so not all applicants would be paying the same amount.
 - Cost of publication varies by paper.
 - Cost of publication can sometimes vary depending on the day of week it's published on.
 - The length of notices varies based on the type of application and review, and the complexity of a project. The longer the notice, the higher the publication cost. A Notice of Application for a SEPA exempt short plat is shorter than the Notice of Application issued for short plat that is subject to SEPA review.
 - Sometimes we are able to combine notices (e.g. a combined Notice of Application and Public Hearing), which would result in reduced publication costs for some applicants, but not all.
 - With the proposed changes to noticing including in the 2018 Periodic Update the requirement will generally be that publication is done in one paper, the official

gazette (currently the UB). But if the location of the proposal is outside the primary circulation area for the official gazette, then a second paper will also be used. So, for example, an applicant in the Walla Walla/College Place area will only have to pay the cost to publish in the UB, whereas an applicant in Burbank will have to pay the cost to publish in the UB plus the cost to also publish in the Tri-City Herald.

END

1:30

PUBLIC WORKS DEPARTMENT

Tony Garcia

- a) Workshop to review proposed revisions to Walla Walla County Code Chapter 3.22 - Public Works Fee Schedule
- b) Discussion and possible action/direction re above

Public Works Workshop

February 11, 2019

Workshop to update the Public Works Fee Schedule

Summary of changes:

1. Remove the Preliminary Plat Review – This permit is not useful to how we are handling the review of plats and surveys and has caused some issues. By eliminating this review, all plats and surveys will go through the Community Development Department and then routed to us for review.
2. Remove the per lot fee form the Construction Plan Review – this change is to update the fee schedule to match how we are currently handling the permit fee.
3. Include the Private Road Permit – This is a permit and fee that we have that is not currently on the fee schedule.
4. Remove the per lot fee form the Road Construction Permit – this change is to update the fee schedule to match how we are currently handling the permit fee.
5. Update the Addressing Permit fees for new and replacement – this change is to update the fee to capture the costs of purchasing the address posts.
6. Update the Franchise fee - this change is to update the fee schedule to match how we are currently handling the permit fee. The fee includes the recording fee.
7. Replace the work bore with the word minimum on the Right of Way Permit – This change is to be clearer with the wording as we charge the fee for any work within the right of way and is not limited to boring.

CHAPTER 3.22 - PUBLIC WORKS FEE SCHEDULE

3.22.010 - Applicability.

The public works department shall require fees in the amount established below for the following applications:

Type of Work or Activity	Form Required	Fee
<u>Preliminary Plat Review</u>	<u>Preliminary Plat Review</u>	\$100+ \$1 per lot
Construction Plan Review/Approval	Construction Plan Review	\$200 + \$1.50 per lot
<u>Private Road (3-4 Lots)</u>	<u>Private Road Permit</u>	<u>\$250</u>
Road Construction Inspection	Road Construction Permit	\$1,000 + \$25 per lot
Construct new or upgrade existing access (driveway) for connection to County Road	Access Permit	\$50 Gravel \$75 Asphalt \$100 Concrete
Variance Request	Request for Variance	\$50
Addressing	Addressing Permit	\$100-150 New \$25-40 Replace
Road Name Signs, stop signs, etc.	Road Sign Agreement	\$150 minimum
Franchise for public and private utilities located within County Road Right of Way	Franchise	\$200+ recording fee <u>300</u>
Utility installation or repair within County Road Right of Way	Right of Way Permit	\$75 Bore <u>Minimum</u> \$150 Open Cut
Allowing extended use of county roads for hauling materials	Haul Route Agreement	\$100
Utilization of County Road Right of Way for bicycle	Special Events Permit	\$0 if 45 days_in

races, fun runs, walks, etc.		advance \$20 if not
Oversize or overweight vehicle permit	Overlegal Vehicle Permit	\$0 Oversize \$20 Overweight
Vacation of County Road Right of Way	Request to Vacate County Road Right of Way	\$600
County Road Name Change	Request to Change Road Name	\$50
Work within or access to any part of Mill Creek Channel	Mill Creek Channel Permit	\$35

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.020 - Refunds.

All fees are nonrefundable except in cases when the processing of an application was terminated prior to the incurring of substantial administrative expenses. Refunds shall be made at the direction of the director of public works.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.030 - Transcription costs.

If a petition for review in Superior Court is made from any decision involving the application types listed in Section 3.22.010, the cost of transcription of all records ordered certified by a court for review shall be borne by the appellant.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.040 - Action.

No action shall be taken until fees have been paid in full.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.060 - Posting.

The schedule of fees shall be posted in the office of the director of public works and may be altered or amended only by the board of county commissioners.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

3.22.070 - Severability.

If any provision of this chapter or its application, any person or legal entity or circumstances, is held invalid, the remainder of the chapter or application of the provisions to other persons or legal entities or circumstances shall not be affected.

(Ord. No. 373, § III(Exh. A), 11-2-2009)

2:00

COUNTY COMMISSIONERS

- a) Miscellaneous 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.