

**A G E N D A**

**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**

**MONDAY, OCTOBER 14, 2019**

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**(PLEASE NOTE 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**

**Chairman Kimball**

- 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 October 7 and 8, 2019
- 2) Resolution \_\_\_\_\_ - Cancelling County Commissioners' sessions October 21 and 22, 2019
- 3) Resolution \_\_\_\_\_ - Approval of an Agreement with Washington State Military Department for Homeland Security Grant (E20-064)

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

IN THE MATTER OF APPROVAL  
OF AN AGREEMENT WITH  
WASHINGTON STATE MILITARY  
DEPARTMENT FOR A HOMELAND  
SECURITY GRANT (E20-064)



**RESOLUTION NO. 19**

**WHEREAS**, Washington State Military Department Emergency Management Division and the U.S. Department of Homeland Security (DHS) have offered to provide funding to Walla Walla County Emergency Management Department in the amount of \$63,953; and

**WHEREAS**, this Homeland Security grant is provided to state and local jurisdictions to enhance the capability to prevent, deter, respond to, and recover from incidents of terrorism and/or catastrophic events; and

**WHEREAS**, Walla Walla County Emergency Management will use the funds to perform emergency preparedness planning, training, exercise, organization and emergency operations coordination; and

**WHEREAS**, the reimbursement contract does not require any matching funds and is authorized to be used for salaries and wages, benefits, and goods and services; and

**WHEREAS**, Liz Jessee, Walla Walla County Emergency Management Director, is authorized to sign agreements with said entities, and Liz Jessee and Patrick Purcell are authorized to request reimbursements from these entities, on behalf of Walla Walla County; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that said agreement and reimbursement authority be approved.

*Passed this 14<sup>th</sup> day of October, 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. 2<sup>nd</sup> Avenue  
Walla Walla, WA 99362  
Phone: (509) 524-2900 • Fax: (509) 524-2910  
www.wwemd.info

LIZ JESSEE

Director

PATRICK PURCELL

Coordinator

## Memo

**To:** Board of Walla Walla County Commissioners  
**From:** Liz Jessee  
**Date:** October 7, 2019  
**Re:** State Homeland Security Program Emergency Preparedness Grant

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I am requesting your authorization to sign contract E20-064 with Washington State Emergency Management Department for a State Homeland Security Program (SHSP) emergency preparedness grant.

This grant is provided to state and local jurisdictions to enhance the capability to prevent, deter, respond to, and recover from incidents of terrorism involving the use of Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) weapons, cyber-attacks and catastrophic events through the FFY 2019 Homeland Security Grant Program, SHSP emergency preparedness grant.

The SHSP contract amount is \$63,953, an increase of \$7,139 from the previous fiscal year's contract. The funding will be used primarily for salary and benefits, and goods and services (the annual fee for our Emergency Notification System). There is no local match required for this grant. This is an annually recurring grant that Walla Walla County Emergency Management has been receiving since post 9-11.

Sincerely,

/s/

LIZ JESSEE

Director, Emergency Management

# SIGNATURE AUTHORIZATION FORM

WASHINGTON STATE MILITARY DEPARTMENT  
Camp Murray, Washington 98430-5122

*Please read instructions on reverse side before completing this form.*

NAME OF ORGANIZATION Walla Walla County Emergency Management	DATE SUBMITTED 10/07/18
PROJECT DESCRIPTION Washington State Military Department and the U.S. Department of Homeland Security (DSH)	CONTRACT NUMBER E20-064

1. AUTHORIZING AUTHORITY		
SIGNATURE	PRINT OR TYPE NAME	TITLE/TERM OF OFFICE
	Todd L. Kimball	Chair, Walla Walla County Board of Commissioners
	James K. Johnson	Walla Walla County Board of Commissioners
	Gregory A. Tompkins	Walla Walla County Board of Commissioners

2. AUTHORIZED TO SIGN CONTRACTS/CONTRACT AMENDMENTS		
SIGNATURE	PRINT OR TYPE NAME	TITLE
	Liz Jessee	Director

3. AUTHORIZED TO SIGN REQUESTS FOR REIMBURSEMENT		
SIGNATURE	PRINT OR TYPE NAME	TITLE
	Liz Jessee	Director
	Patrick Purcell	Coordinator

**Washington State Military Department  
HOMELAND SECURITY GRANT PROGRAM AGREEMENT FACE SHEET**

1. Subrecipient Name and Address: <b>Walla Walla County 27 N. 2nd Ave. Walla Walla, WA 99362-1801</b>		2. Grant Agreement Amount: <b>\$63,953</b>		3. Grant Agreement Number: <b>E20-064</b>	
4. Subrecipient Contact, phone/email: <b>Liz Jessee, 509-524-2900 ljesssee@co.walla-walla.wa.us</b>		5. Grant Agreement Start Date: <b>September 1, 2019</b>		6. Grant Agreement End Date: <b>August 31, 2021</b>	
7. Department Contact, phone/email: <b>Michael Alston, 253-512-7083 michael.alston@mil.wa.gov</b>		8. Data Universal Numbering System (DUNS): <b>144413135</b>		9. UBI # (state revenue): <b>619-398-386</b>	
10. Funding Authority: <b>Washington State Military Department (the "Department") and the U.S. Department of Homeland Security (DHS)</b>					
11. Federal Funding Identification #: <b>EMW-2019-SS-00044-S01</b>		12. Federal Award Date: <b>08/8/2019</b>		13. Assistance Listings # (formerly CFDA) # & Title: <b>97.067 - 19HSGP (SHSP)</b>	
14. Total Federal Award Amount: <b>\$15,581,281</b>			15. Program Index # & OBJ/SUB-OBJ: <b>Local: 793SL, 793SB, 793SQ, 793SC, 793SH, 793SZ / NZ State: 793SG, 793SS, 793SA, 793SS, 793ST, 793SE / NZ</b>		
16. Service Districts: BY LEGISLATIVE DISTRICTS: <b>16</b> BY CONGRESSIONAL DISTRICTS: <b>5</b>		17. Service Area by County(ies): <b>Walla Walla</b>		18. Women/Minority-Owned, State Certified: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____	
19. Agreement Classification <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Research/Development <input type="checkbox"/> A/E <input type="checkbox"/> Other _____			20. Contract Type (check all that apply): <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Grant <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency		
21. Subrecipient Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO			22. Subrecipient Type (check all that apply) <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Non-Profit <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> OTHER		
23. PURPOSE & DESCRIPTION: The purpose of the Federal Fiscal Year (FFY) 2019 Homeland Security Grant Program (19HSGP) is to support state, local, tribal, and territorial efforts to prevent terrorism and other catastrophic events and to prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States. 19HSGP provides funding to implement investments that build, sustain, and deliver the core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. 19HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs. HSGP is comprised of three interconnected grant programs: State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), and Operation Stonegarden (OPSG). Together, these grant programs fund a range of preparedness activities, including planning, organization, equipment purchase, training, exercises, and management and administration. The Department is the Recipient and Pass-through Entity of the 19HSGP DHS Award Letter for Grant No. EMW-2019-SS-00044-S01, which is incorporated in and attached hereto as Attachment 1, and has made a subaward of funds to the Subrecipient pursuant to this Agreement. The Subrecipient is accountable to the Department for use of Federal award funds provided under this Agreement. The Subrecipient's Work Plan, Timeline, and Budget for the subaward are detailed in Attachment 2.					
IN WITNESS WHEREOF, the Department and Subrecipient acknowledge and accept the terms of this Agreement, including all referenced Exhibits and Attachments which are hereby incorporated in and made a part hereof, and have executed this Agreement as of the date below. This Agreement Face Sheet; Special Terms & Conditions (Exhibit A); General Terms and Conditions (Exhibit B); Attachments 1 and 2; and all other documents, exhibits and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.					
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: 1. Applicable Federal and State Statutes and Regulations 2. DHS/FEMA Award and program documents 3. Work Plan, Timeline, and Budget 4. Special Terms and Conditions 5. General Terms and Conditions, and, 6. Other provisions of the Agreement incorporated by reference.					
WHEREAS, the parties hereto have executed this Agreement on the day and year last specified below.					
FOR THE DEPARTMENT:			FOR THE SUBRECIPIENT:		
Signature _____		Date _____		Signature _____	
Regan Anne Hesse, Chief Financial Officer Washington State Military Department				Liz Jessee, Director Walla Walla County	
BOILERPLATE APPROVED TO FORM: Brian E. Buchholz, Sr. Assistant Attorney General 9/16/2019			APPROVED AS TO FORM (if applicable): _____ Applicant's Legal Review _____		
			Date _____		

## COUNTY COMMISSIONERS (continued)

### e) Consent Agenda items(continued):

- 4) Resolution \_\_\_\_\_ - Approval of an Agreement with Washington State Military Department for Homeland Security funding (E20-116)
- 5) Resolution \_\_\_\_\_ - Approving out of state travel for County Commissioner Todd Kimball
- 6) Payroll action and other forms requiring Board approval

### f) Action Agenda Items:

- 1) County vouchers/warrants/electronic payments as follows: 4212702 in the through 4213060 totaling \$4,354,123.34

g) Miscellaneous business to come before the Board

h) Review reports and correspondence; hear committee and meeting reports

i) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVAL OF  
AN AGREEMENT WITH  
WASHINGTON STATE MILITARY  
DEPARTMENT FOR HOMELAND  
SECURITY FUNDING (E20-116)



RESOLUTION NO. **19**

**WHEREAS**, the U.S. Department of Homeland Security and the Washington State Military Department Emergency Management Division have offered to provide funding to Walla Walla County Emergency Management Department in the amount of \$34,440; and

**WHEREAS**, the funding is pass-through dollars FFY19 for the county's emergency management program; and

**WHEREAS**, the reimbursement agreement is authorized to be used for salaries and goods and services; and

**WHEREAS**, Liz Jessee, Walla Walla County Emergency Management Director, is authorized to sign agreements with said entities, and Liz Jessee and Patrick Purcell are authorized to request reimbursements from these entities, on behalf of Walla Walla County; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that said agreement and reimbursement authority be approved.

*Passed this 14<sup>th</sup> day of October, 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. 2<sup>nd</sup> Avenue  
Walla Walla, Washington 99362  
Phone: (509) 524-2900 • Fax: (509) 524-2910  
www.wwemd.info

**LIZ JESSEE**

Director

**PATRICK PURCELL**

Coordinator

## Memo

**To:** Board of Walla Walla County Commissioners  
**From:** Liz Jessee  
**Date:** October 10, 2019  
**Re:** Emergency Management Performance Grant Funding

---

I am requesting your authorization to sign a contract with Washington State Military Department Emergency Management Division to receive Federal Fiscal Year 2018 Emergency Management Performance Grant (EMPG) funds totaling \$34,440.

These funds come from the U.S. Department of Homeland Security through the State Emergency Management Division for the County to support and enhance the local emergency management program as described in the grant contract work plan. Funds are used for Rent for Space and Salaries & Benefits.

This is a reimbursement grant which we receive annually.

Sincerely,

/s/

LIZ JESSEE

Director, Emergency Management



**Washington State Military Department  
EMERGENCY MANAGEMENT PERFORMANCE GRANT AGREEMENT FACE SHEET**

1. Subrecipient Name and Address: <b>Walla Walla County Emergency Management (EM) 27 N 2nd Avenue Walla Walla, WA 99362-1801</b>		2. Grant Agreement Amount: <b>\$34,440</b>	3. Grant Agreement Number: <b>E20-116</b>						
4. Subrecipient Contact, phone/email: <b>Liz Jessee, 509-524-2900 ljesssee@co.walla-walla.wa.us</b>		5. Grant Agreement Start Date: <b>June 1, 2019</b>	6. Grant Agreement End Date: <b>August 31, 2020</b>						
7. Department Contact, phone/email: <b>Michael Alston, 253-512-7083 michael.alston@mil.wa.gov</b>		8. Data Universal Numbering System (DUNS): <b>144413135</b>	9. UBI # (state revenue): <b>619-398-386</b>						
10. Funding Authority: <b>Washington State Military Department (the "DEPARTMENT") and the U.S. Department of Homeland Security (DHS)</b>									
11. Federal Funding Identification #: <b>EMS-2019-EP-00003-S01</b>	12. Federal Award Date: <b>08/05/2019</b>	13. Assistance Listings # (formerly CFDA) & Title: <b>97.042 (19EMPG)</b>							
14. Total Federal Amount #: <b>\$7,409,645</b>		15. Program Index # & OBJ/SUB-OBJ: <b>793PT NZ</b>							
16. Service Districts: (BY LEGISLATIVE DISTRICT): <b>16</b> (BY CONGRESSIONAL DISTRICT): <b>5</b>		17. Service Area by County(ies): <b>Walla Walla</b>	18. Women/Minority-Owned, State Certified: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____						
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23. PURPOSE & DESCRIPTION: <b>The purpose of the Fiscal Year (FY) 2019 Emergency Management Performance Grant (19EMPG) program is to provide U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) Federal award funds to states to assist state, local, territorial, and tribal governments in preparing for all hazards through sustainment and enhancement of those programs as described in the Work Plan.</b> <b>The Department is the Recipient and Pass-through Entity of the 19EMPG DHS Award Letter for Grant No. EMS-2019-EP-00003-S01, which is incorporated in and attached hereto as Exhibit F and has made a subaward of Federal award funds to the Subrecipient pursuant to this Agreement. The Subrecipient is accountable to the Department for use of Federal award funds provided under this Agreement and the associated matching funds.</b>									
IN WITNESS WHEREOF, the Department and Subrecipient acknowledge and accept the terms of this Agreement, including all referenced Exhibits and Attachments which are hereby incorporated in and made a part hereof, and have executed this Agreement as of the date below. This Agreement Face Sheet; Special Terms & Conditions (Exhibit A); General Terms and Conditions (Exhibit B); Work Plan (Exhibit C); Timeline (Exhibit D); Budget (Exhibit E); 19EMPG Award Letter EMS-2019-EP-00003-S01 (Exhibit F); and all other documents expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.									
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: <table border="0"> <tr> <td>1. <b>Applicable Federal and State Statutes and Regulations</b></td> <td>4. <b>Special Terms and Conditions</b></td> </tr> <tr> <td>2. <b>DHS/FEMA Award and program documents</b></td> <td>5. <b>General Terms and Conditions, and,</b></td> </tr> <tr> <td>3. <b>Work Plan, Timeline, and Budget</b></td> <td>6. <b>Other provisions of the Agreement incorporated by reference</b></td> </tr> </table>				1. <b>Applicable Federal and State Statutes and Regulations</b>	4. <b>Special Terms and Conditions</b>	2. <b>DHS/FEMA Award and program documents</b>	5. <b>General Terms and Conditions, and,</b>	3. <b>Work Plan, Timeline, and Budget</b>	6. <b>Other provisions of the Agreement incorporated by reference</b>
1. <b>Applicable Federal and State Statutes and Regulations</b>	4. <b>Special Terms and Conditions</b>								
2. <b>DHS/FEMA Award and program documents</b>	5. <b>General Terms and Conditions, and,</b>								
3. <b>Work Plan, Timeline, and Budget</b>	6. <b>Other provisions of the Agreement incorporated by reference</b>								
WHEREAS, the parties hereto have executed this Agreement on the day and year last specified below.									
FOR THE DEPARTMENT:		FOR THE SUBRECIPIENT:							
_____ Signature	_____ Date	_____ Signature	_____ Date						
Regan Anne Hesse, Chief Financial Officer Washington State Military Department		Liz Jessee, Director Walla Walla County Emergency Management							
BOILERPLATE APPROVED AS TO FORM: Brian E. Buchholz 6/27/2019 Sr. Assistant Attorney General		APPROVED AS TO FORM (if applicable): _____ Applicant's Legal Review Date							

BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF  
APPROVING OUT OF STATE  
TRAVEL FOR COUNTY  
COMMISSIONER TODD L.  
KIMBALL

}

RESOLUTION NO. **19**

**WHEREAS**, Walla Walla County Commissioner Todd L. Kimball will be traveling to Washington, DC with a contingent of local elected and appointed officials to meet with state senators and representatives regarding county and state related issues, said travel covering the period of October 21 through 25, 2019; 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 for County Commissioner Todd L. Kimball is approved as outlined above.

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

*Passed this 14<sup>th</sup> day of **October, 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*

**9:45**

**FACILITIES MAINTENANCE**

**Ron Branine**

- a) Department update and miscellaneous



# Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: October 14th, 2019

## **Resolutions/Proposals:**

### **Update:**

- JJC gas smell issue. Mill Creek Mechanical has extended the gas exhaust 50 feet to the east and west along the roof. Hoping that will alleviate the gas smell back in the building.
- We need to look into utilizing an ESCO like we have in the past for projects. We have been using DES but doesn't seem like we have been happy with their efforts. I suggest putting out an RFP for a new ESCO and choosing 1 based on that. Our elevator project is on hold currently until we have an ESCO in place and we simply cannot wait any longer.
- Remodel is going well. I believe there has been at least 3 RFI's turned in so far on unknowns. There is 1 change order regarding the HVAC due to the original blueprints not being correct.

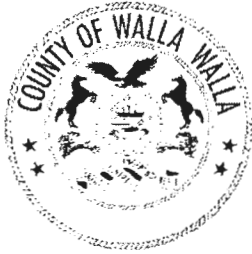
### **ADMINISTRATION:**

9:50

**TECHNOLOGY SERVICES**

**Kevin Gutierrez**

- a) Department update and miscellaneous



**WALLA WALLA COUNTY**  
**Technology Services Department**

Kevin G. Gutierrez  
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590  
kgutierrez@co.walla-walla.wa.us

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File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

October 14, 2019

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**

- **OnBase**
  - Problems on various levels.
    - Clerk – Looking for different support
    - We are collecting costs for maintenance
- **Issues with Community Development Support**
  - Complete.
  - Will remove from this report.
- **SQL Server licensing**
  - Rumor is that there is to be a price reduction in October. Plan is to update the servers using the “trial version” for 120 day then purchase at hopefully a cheaper rate.
    - We will be asking for quotes shortly.
- **Budget & Inventory**
  - Done with inventory.
  - Working with Sysaid on reporting issues so we can export and get projected costs inside the software.
    - Now have a sandbox (test site) set up so we can try to get reports
- **Cameras – District Court**
  - Ordered a new camera and more disk storage.
  - Camera is up and on-line
  - Disk is to be installed soon
- **Contracts**
  - Right now, we do not comply with the IT portions of 3 of the state contracts
    - Talked with one of the contract people at the state

- They may be willing to address this at ACCIS
- Walla Walla County is not the only agency trying to deal with these. County's and cities are struggling.
- State seems to be off-loading liability to contractors (us)
- Hope to be able to update you after the ACCIS conference
- **Social Media Backup Software**
  - Found one that I am particularly interested in. Has great search capabilities and is the most affordable. \$4,200 to install and \$640 per year.
- **Retention Training (email)**
  - September enrollment is low. 10
  - Will set up off-hours training for Sheriff Deputies in Oct
- **Public Record Requests Last 2 Weeks**
  - 6 = Requests received
  - 0 = Forwarded to departments
  - 3 = Completed
  - 0 = Pending review
  - 0 = Pending Closure
  - 0 = Litigation hold
  - 0 = Pending 3<sup>rd</sup> party notice
  - 8 = Open/Being handled by the PRO

Some of these are waiting for legal review or guidance, or response by other departments

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#### **Definitions**

**DMS – Document Management System (OnBase)**

**DAN - Disposition Authority Numbers (Secretary of State retention schedule)**

**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

Norrie Gregoire

a) **Action Agenda Items:**

- 1) Proposal 2019 10-14 CORR  
Approving Memorandum of  
Understanding regarding meal  
service between Walla Walla  
County Corrections and Walla  
Walla County Juvenile Justice  
Center

b) **Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Approving  
Interlocal Agreement for Downtown  
Trash Pickup between Walla Walla  
County and City of Walla Walla

- c) Department update and miscellaneous





# MEMO

Date: October 9<sup>th</sup>, 2019

To: BOCC

From: Norrie Gregoire, Director  
County Corrections

Intent – Gain Final Approval for Authorized Signature on MOU to Shift JJC Detention Food Service from Current Vendor (Providence/Thomas Cuisine) to County Corrections Jail Kitchen

Topic – Meal Service at JJC Detention

## **Summary**

The County Corrections Department is seeking BOCC final approval via the Authorizing Official's signature on proposed MOU between Court Services and County Corrections regarding meal service at the Juvenile Justice Center. MOU has been reviewed and approved as to form by Jesse Nolte.

## **Cost**

MOU will result in a reduction of overall meal costs for JJC. Revenue currently paid to Providence will instead be paid to County Current Expense/Corrections/Kitchen.

## **Funding**

Court Services/JJC Detention meal costs are funded by County CE; currently, JJC contracts with Providence for meal service; upon MOU approval, Court Services/JJC CE meal costs will be paid to Corrections Kitchen. Per meal cost will be reduced once MOU is put into effect.

## **Alternatives Considered**

N/A

## **Acquisition Method**

N/A

## **Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

By signing and submitting this MOU, Walla Walla County will reduce meal costs at JJC Detention and increase revenue in CE Corrections/Kitchen.

**Conclusion/Recommendation**

Recommend the BOCC approve County Corrections Department request to implement MOU facilitating Jail Kitchen to provide meal service to Juvenile Detention.

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Submitted By

Norrie Gregoire, Corrections Director, 10/09/2019

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Name	Department	Date
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Name	Department	Date
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Norrie Gregoire, Director  
Matt Stroe, Jail Commander  
300 W. Alder St., Walla Walla, WA 99362

**DEPARTMENT OF COURT SERVICES  
JUVENILE JUSTICE CENTER  
WALLA WALLA COUNTY**

Norrie Gregoire, Juvenile Court Administrator  
Jon Cassetto, Court Services Manager  
Becky Renwick, Detention Manager  
455 W. Rose St., Walla Walla, WA 99362

**Memorandum of Understanding Regarding Meal Service**  
**Walla Walla County Corrections and the**  
**Walla Walla County Juvenile Justice Center**

**1. Description of Services to be Performed by Corrections**

Corrections will provide meal services to the Juvenile Justice Center as outlined below:

Corrections will prepare, package and tray all breakfast, lunch, and dinner meals in individual tray containers at Correction's location, seven (7) days per week, including holidays. Corrections will:

- Provide breakfast, lunch, and dinner meals, including one 8-ounce milk per meal, that meet basic nutritional and caloric requirements for 9<sup>th</sup>-12<sup>th</sup> graders.
- Provide a minimum of 3000 calories per day (sum total of all three meals).
- Provide meal compartment tray cleaning and sanitizing.
- Provide a meal record documenting number of meals trayed and menu items at time of meal pick up by JJC.
- Place trayed meals on a service cart in the Jail hallway inside the Sally Port Service Door.

**2. Description of Services to be Performed by JJC**

JJC will transport meals from the County Jail to Detention and return used trays from prior meal service when picking up next meal service. JJC is responsible for purchasing, maintaining and reordering tray compartments. JJC will also:

- Provide Jail Kitchen (by calling extension) with number of meals needed for next meal service at least two (2) hours prior to each meal service.
- Scrape food waste off trays prior to transporting used trays back to Jail Kitchen.
- Notify Jail Kitchen when Detention milk carton inventory drops below ½ crate so that Jail Kitchen can provide restock at next meal pick up.

**3. Compensation Amount and Timing of Payment**

Corrections will track meals served for each meal service per day and will submit an invoice to JJC each month listing the number of meals served for breakfast, lunch, and dinner

Effective \_\_\_\_\_, JJC will pay the following:

Breakfast/Lunch/Dinner @ \$2.95 per meal (includes 8-ounce milk carton per meal and indirect costs)

JJC will process payment within 15 days of receipt of monthly invoice. Payments will be sent to:

County Corrections  
300 W. Alder St.  
Walla Walla, WA 99362

This MOU may be terminated with 30 days notice. The per meal rate may be changed with 30 days-notice by letter.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Norris Gregoire  
Title: Director of Corrections

By: \_\_\_\_\_  
Hon. Scott M. Wolfram  
Title: Superior Court Judge

By \_\_\_\_\_  
Todd L. Kimball  
Chairman of the Board

BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING  
AN INTERLOCAL AGREEMENT  
FOR DOWNTOWN TRASH  
PICKUP BETWEEN WALLA  
WALLA COUNTY AND CITY OF  
WALLA WALLA



RESOLUTION NO. **19**

**WHEREAS**, the City of Walla Walla has revised an Interlocal Agreement to Walla Walla County to allow the County the flexibility of assigning either court-involved youth or corrections-involved adults to provide downtown on-site trash pick-up on a weekly basis and to perform certain agreed-upon special projects; and

**WHEREAS**, said Agreement covers a 24-month period of March 1, 2019 through March 2, 2021; and

**WHEREAS**, said Agreement was submitted to the County Prosecuting Attorney's Office and County Risk Manager for review; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do approve and shall sign an Interlocal Agreement for Downtown Trash Pickup (Between) Walla Walla County and City of Walla Walla.

Passed this 14<sup>th</sup> day of October, 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*

**INTERLOCAL AGREEMENT  
FOR  
DOWNTOWN TRASH PICKUP**

**WALLA WALLA COUNTY  
AND  
CITY OF WALLA WALLA**

This Interlocal Agreement is made and entered into by and between Walla Walla County, (hereinafter called “**COUNTY**”) and the City of Walla Walla (hereinafter called “**City**”).

This Agreement language was revised with the mutual consent of the City and County on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 changing all references of “Walla Walla County Department of Court Services” to “County” and “juveniles” to “workers” with the purpose of allowing the County the flexibility of assigning either court-involved youth or corrections-involved adults as labor. This Agreement amends and supersedes the March 29, 2019 Interlocal Agreement for Downtown Trash Pickup between Walla Walla County Department of Court Services and the City of Walla Walla.

**RECITALS**

WHEREAS, **City** has the need for services of **COUNTY** and desires **COUNTY** to provide services on the terms and conditions herein stated:

WHEREAS, **COUNTY** is desirous of providing work opportunities to court involved workers under the jurisdiction of the **COUNTY**; and

WHEREAS the **City** and **COUNTY** may enter into agreements pursuant to the Washington Interlocal Cooperation Act, RCW 39.34

**I. TERM AND TERMINATION**

The term of this Agreement regarding on site, downtown trash pickup shall begin on March 1, 2019 and shall continue for a period of 24 months ending March 2, 2021. Either party may terminate this agreement by giving a 30-day written notice.

**II. RESPONSIBILITIES AND SERVICES OF COUNTY**

1. **COUNTY** agrees to provide **City** with on site downtown trash service for one full and two partial pick-ups per week during the months October through April. During the months May through September **COUNTY** agrees to pick-up trash two times per week performing full pick-

ups and one partial pick-up per week. Partial pick-ups will be limited between Second Avenue and Colville Street on Main Street.

2. **COUNTY** will empty 70 downtown trash receptacles located on the sidewalks in Walla Walla and will clean out and insert a new liner in each container each time the trash is emptied.
3. **COUNTY** will perform special projects as agreed to, in writing, and signed by each party to this Agreement.
4. **COUNTY** shall provide a motor vehicle capable of removing trash from the downtown area.
5. **COUNTY** will notify **City** of any damaged or missing trash containers that may present a hazard to workers or the general public and **COUNTY** will notify **City** of any hazardous condition that may pose a potential risk to workers or the general public.

### **III. RESPONSIBILITIES OF CITY**

1. **City** shall provide trash bag liners to **COUNTY** for use in trash containers.
2. **City** will repair or replace damaged or missing trash containers that may present a hazard to workers or the general public.
3. **City** shall notify **COUNTY** within 5 days of receiving any complaints concerning trash removal from downtown trash containers.
4. **City** shall provide a landfill billing account for **COUNTY** to use, to dispose of collected garbage from downtown trash containers.

### **IV. COMPENSATION**

1. **City** shall pay **COUNTY** the following rates for on site trash pickup under this Agreement: During the months October through April, the city shall pay three hundred dollars (\$300.00) per month. During the months May, June, July, August, and September, the city shall pay five hundred dollars (\$500.00) per month for pick-ups while the terms and conditions of this contract are in full effect and force.
2. Special projects will be paid by the **City** at a rate of fifty dollars per hour with a two-hour minimum for services performed by workers and crew supervisors when requested by the **City**. **COUNTY** will have the discretion to perform up to 10 hours of extra service as needed per month based on their historical experience and judgment regarding the particular needs of specific events. For services requiring more than 10 hours, **COUNTY** must obtain approval from

the City in advance. City contact for this approval: Mori Struve, Public Works Operations Manager. Phone: 527-4463 or [mstruve@wallawallawa.gov](mailto:mstruve@wallawallawa.gov).

3. **COUNTY** shall submit claims for payment for services provided and **City** shall pay **COUNTY** within thirty (30) days of receipt of claim from **COUNTY**.

## **V. INSURANCE**

**COUNTY** shall ensure that insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by **COUNTY**, its agents, representatives or employees is maintained for the duration of this Agreement, through the Washington Counties Risk Pool, and automobile liability policy issued to Walla Walla County.

## **VI. INDEPENDENT CONTRACTOR**

In the performance of this Agreement, **COUNTY** is an independent contractor and nothing in this Agreement shall be construed to create a partnership or joint venture, the relationship of employer and employee, or principal and agent, between the **City** and **COUNTY**. The **City** shall neither have nor exercise any control or direction over the methods by which **COUNTY**, its employees, agents, or contractors, shall carry out its obligations under this Agreement. **COUNTY** shall have total control and direction over its delivery of services set forth in this Agreement, and shall retain all authority for rendering of services, standards of performance, control of personnel and other matters incident to the performance of services by **COUNTY** pursuant to this Agreement.

## **VII. ENTIRE AGREEMENT**

This instrument contains the entire agreement between the parties and may not be enlarged, altered or modified except by written agreement signed by the parties hereto.

## **VIII. NONDISCRIMINATION**

**COUNTY** agrees not to discriminate against persons and to render services without regard to race, sex, marital status, sexual orientation, religion, creed, national origin, color, age, physical, mental handicap or disabled veteran status.



**IX. WORKERS COMPENSATION RESPONSIBILITY; COMPLIANCE WITH LAWS**

COUNTY shall pay all amounts due to the Department of Labor and Industries of the State of Washington and to the State of Washington in connection with the Workers Compensation Act or any other amounts due the State of Washington in the form of taxes or fees as required by law in connection with the performance of this Agreement. COUNTY shall comply with all federal, state and local laws in effect during the period of this Agreement, including amendments to laws presently in effect, in connection with the performance of this Agreement.

**X. NOTICE**

Any formal notice or communication to be given under this Agreement shall be deemed properly given, if delivered personally, or if mailed postage prepaid and addressed to the parties as follows:

<b>COUNTY:</b>	<b>CITY:</b>
Walla Walla County Corrections Department	City of Walla Walla
Attn: Director	Attn: City Clerk
P.O. Box 1754	15 N. 3 <sup>rd</sup> Avenue
Walla Walla, Washington 99362	Walla Walla, Washington 99362

**XI. FORCE MAJEURE**

The parties are not liable for failure to perform pursuant to the terms of this Agreement when failure to perform was due to an unforeseeable event beyond the control of either party to this Agreement.

**XII. NO WAIVER**

Failure by either Party to enforce any condition, requirement, responsibility or provision of this Agreement shall not be construed as a waiver of the Party's right to subsequently enforce that condition, requirement, responsibility or provision of this Agreement, or to fully enforce any other condition, requirement, responsibility or provision.

**XIII. THIRD PARTY BENEFICIARY**

The parties do not intend by this Agreement to assume any contractual obligations to anyone other than each other. This Agreement is not entered into with the intent that it shall benefit any other entity or person(s) except those expressly described herein, and no other such entity or person(s) shall be entitled to be treated as a third party beneficiary to this Agreement.

**XIV. HOLD HARMLESS AND INDEMNIFICATION**

To the extent permitted by state law, each party shall protect, defend, hold harmless and indemnify the other party, their officers, elected officials, agents and employees, while acting within the scope of their duties as such, from and against any and all claims (including demands, judgments, penalties, liabilities, damages, costs, expenses (including attorney’s fees), or losses of any kind or nature whatsoever) arising out of or in any way resulting from such party’s own negligent acts or omissions related to such party’s participation and obligations under this Agreement.

**XV. SEVERABILITY**

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**XVI. APPLICABLE LAW**

This Agreement shall be construed and enforced in accordance with and governed by the laws of the State of Washington. Venue for any legal action arising out of this Agreement shall be in Walla Walla County, Washington.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement as of the date written below:

**WALLA WALLA COUNTY CITY OF WALLA WALLA**

By: \_\_\_\_\_  
Walla Walla County Commissioner

By: \_\_\_\_\_  
Nabiel Shawa, City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Jim Nagle, Prosecuting Attorney

\_\_\_\_\_  
Tim Donaldson, City Attorney

Attest: \_\_\_\_\_

City Clerk

**a) Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Request for reimbursable work from the Port of Walla Walla to replace city traffic signs and crack seal city streets in the City of Prescott
- 2) Resolution \_\_\_\_\_ - Setting a Hearing date for the 2020 Mill Creek Flood Control Zone District Assessment
- 3) Resolution \_\_\_\_\_ - Approving out of state travel for Public Works Employee (Garcia)

**b) Department update and miscellaneous**

BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A REQUEST  
FOR REIMBURSABLE WORK FROM  
THE PORT OF WALLA WALLA TO  
REPLACE CITY TRAFFIC SIGNS AND  
CRACK SEAL CITY STREETS IN THE  
CITY OF PRESCOTT



RESOLUTION NO. **19**

**WHEREAS**, the Port of Walla Walla has submitted a Request for Reimbursable Work for replacing signs and crack sealing in the City of Prescott; now therefore,

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that said Request for Reimbursable Work for the Port of Walla Walla be signed authorizing the County Public Works Department to perform the following work in the City of Prescott:

Replace Traffic Signs – City of Prescott

Crack Seal – Crack Seal roughly 3.97 miles of streets in the City of Prescott

Passed this 14<sup>th</sup> day of October, 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*

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

IN THE MATTER OF SETTING A  
HEARING DATE FOR THE 2020  
MILL CREEK FLOOD CONTROL  
ZONE DISTRICT ASSESSMENT

}

RESOLUTION NO. **19**

**WHEREAS**, the Mill Creek Flood Control Zone District was created to control flooding within its established limits; and

**WHEREAS**, there is a continuing need to maintain and repair the levees and flood control structures within the district; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners, acting as the Supervisors of the Mill Creek Flood Control Zone District, that a public hearing be held in the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 W. Main, Walla Walla, Washington at 10:15 A.M., on Tuesday, November 12, 2019 to consider the 2020 Assessment for the Mill Creek Flood Control Zone District.

*Passed this 14<sup>th</sup> day of **October, 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*

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

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
PUBLIC WORKS EMPLOYEE  
(GARCIA) }

**RESOLUTION NO. 19**

**WHEREAS**, Tony Garcia, Director of Public Works, has requested approval for out of state travel to travel to Washington DC with a contingent of local elected and appointed officials to meet with state senators and representatives regarding county and state related issues, said travel covering the period of October 21 through 25, 2019; 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 event, if needed, is also approved.

*Passed this 14<sup>th</sup> day of October, 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

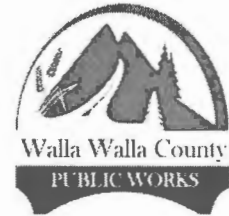
\_\_\_\_\_  
Todd L. Kimball, Chairman, District 2

\_\_\_\_\_  
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 Public Works  
PO Box 813  
Walla Walla, WA 99362**



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 9 October 2019

Re: Director's Report for the Week of 7 October 2019

**Board Action: 14 October 2019**

**Resolutions:**

**In the Matter of a Request for Reimbursable Work from the Port of Walla Walla to Replace City Traffic Signs and Crack Seal City Streets in the City of Prescott**

**In the Matter of Setting a Hearing Date for the 2020 Mill Creek Flood Control District Assessment**

**ENGINEERING:**

- Blue Creek Bridge/Mill Creek FH: Barrier has been poured on Mill Creek Bridge. Nearly complete with drainage items. Working on embankment placing crushed surfacing. Plan to pave next week.
- Port Kelly Road & Dodd Road Railroad Crossings: Work was completed. Waiting on schedule from railroad for their portion of work.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Consultant has prepared project funding estimate and it's under review.

**MAINTENANCE/FLEET MANAGEMENT:**

- South, North District and Vegetation/Signs – Working on routine maintenance activities.
- Garage – Working on winterizing equipment.
- Miscellaneous – Working with Tri-Steel Steelheaders on issues with what they built under Otis Street Bridge. Working on 2020 Business Plan. Putting together 2020 Reimbursable Estimate for City of Walla Walla Chip Seal (Taumarson Road, Reser Road, Prospect Road and Cottonwood Road).

**ADMINISTRATION:**

- Conducted Mechanic I/II interviews.
- Conducted Assistant Foreman (South District) internal interviews.
- Maintenance Tech I out to ad and will close 18 October.
- Met with Corps of Engineers to get an update on the Mill Creek GI Study.
- Conducted a presentation on my 2020 Budget.

**10:30**

**PROSECUTING ATTORNEY**

**Jim Nagle/Jesse Nolte**

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



- 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) Proposal 2019 10-14 HR/RM  
Approval for Chair to sign the Participation Agreement with United Employees Benefit Trust (UEBT) for Corrections Union
  - 2) New Position approval form – Records and Archive Clerk for the Department of Community Health
  - 3) Revised job description approval form – Technology Services Manager
- 4) 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**

**WSU EXTENSION OFFICE**

**Debbie Williams**

- a) Department update and miscellaneous

## Walla Walla County Extension October 14, 2019

**11:00 a.m.**

Update WSU

WSU Budget/Walla Walla position  
WSU Extension Dean Search

County Budget 2019

County Budget 2020

Update Walla Walla County Extension

Staff

4-H Program

Food \$ense Program

Agriculture Program

Master Gardeners

Master Food Preservers

Hort Board Update

### **Schedule:**

November 6 & 7 Volunteer Training, Spokane

November 11-13 - Vacation

November 19-22 – WSAC/Extension Conference, Spokane

December 10 & 11 Volunteer Training, Everett

December 4 – Last Chance Pesticide, Airport, Walla Walla

January 14 – Cereal Seminar, Walla Walla

February 19 – 21 – WSU Extension Unit meetings, Seattle

December 23-26 - Vacation

**WSU Extension Office – Walla Walla County  
October 2019 Update**

**WSU/Walla Walla County Extension Staff**

WSU is working through financial problems and are on a very selective rehiring plan until it resolves in 1-2 years. CAHNRS College and Extension is in better shape. Extension Educator –Regional Dryland Cropping Systems position is a go and I am the search committee chair. I am putting together all the hiring documents and the search committee.

WSU Extension Associate Dean and Director – search committee. I have been participating on the hiring committee.

**2020 Proposed County Budget**

**Memoranda of Agreement for 2020 (In process with WSU)**

The annual agreement with WSU for the Professional Services part of the County budget was forwarded to WSU for signature. WSU provides all Extension services including specialists from around the state plus the local staff. The MOA was approved for Professional Services part of the County budget is \$89,088 (\$87,707 in 2019). An increase of \$1,381 (1.6%) total from 2019. WSU provides all Extension services including specialists from around the state plus the local staff. I would like to get the MOA for 2020 approved as early as possible so that I can include these figures in my 2020 budget. Changes are County Director (Williams) \$24,708 to \$24,998 (\$290 or <1.2%), Extension Educator (Open) \$22,953 to \$23,179 (increase \$226 or <1.0%), and 4-H Coordinator (Owens) \$40,046 to \$40,911 (\$865 or 2.1%). WSU covers annual benefits and the remaining salary for these positions.

**2019 County Budget**

On track with 2019 Budget for this year. As a County team member our department provided \$10,000 back to the County Current Expense fund to help. As always, we will be careful the remainder of the year.

**Walla Walla County Internship Proposal**

I would like permission to hire a part-time temporary person to fill the internship for November through July. I have a job description and work plan that I can share with Shelly Peters. We are thinking 10-20 hours per week depending on the school and rural library schedules.

**Walla Walla County Extension Updates**

**4-H Achievement Night will be held Sunday, November 17 at 5 p.m. at the Fairgrounds Community Center. Please join us to recognize our outstanding youth and leaders.**

The night will include a potluck, an auction, and awards. We recognized youth for their educational accomplishments and recognized 4-H Leader Volunteers for their positive role models for our youth and our community support. Traditional program still going strong by bringing on more leaders. We still need leaders for projects such as clothing, cooking, horses, swine, and shooting sports. We may hold shooting sports training again this winter.

STEM (Science, Technology, Engineering, and Math) education at elementary schools in partnership with the 21<sup>st</sup> Century Program at WWPS. Melanie is holding classes and trying to fulfill our commitment. She will also work with the Rural Libraries in Touchet, Prescott, Vista Hermosa, and Burbank. Melanie is also working with some volunteers to serve other schools not included in 21<sup>st</sup> Century Program.

Summer Youth Programs: Beginning Quilt Camp, Challenger Horse Camp, and summer sessions (Science and Creative Arts) were provided for area youth.

Fair: Pre-fair events included Fashion Review, Food & Clothing Judging, Dog Agility, Cat Show, and Colt Training. 4-H was well represented at Fair with some areas increasing and some decreasing. I heard people say “youth are just not interested in Clothing and Horse Projects any more” but that is not true, we need more leaders. State Fair participation from Walla Walla County was good. Youth at State Fair seemed to do very well, and youth had a great time. Youth had a great experience and were rewarded for the efforts they put in through the year.

Food \$ense – The changes in the State Food \$ense Program has run pretty smoothly. Even though how the grant is administrated has changed we have kept the impact on our community partners to a minimum.

Our preliminary figure for the Food \$ense money coming from USDA for 2019-2020 is about \$135,000 and includes Asotin, Benton and Franklin Counties. Walla Walla County Extension Food \$ense program been serving our community utilizing County support, Federal dollars, and in-kind match since the start up in 2004. We have reached more than 48,000 youth and their families.

Meike Johnson, Food \$ense Coordinator and her staff are gearing up to partner with schools, food banks, and other entities serving low-income clientele for another year (fiscal year October – September).

#### Agriculture Programs

The 2019 crop tour season this summer provided opportunities to view field trials and interact with Washington State University personnel and others about cereal varieties and crop management practices. Cereal breeders, extension agronomists, plant pathologists, and other scientists presented information.

Paul Carter and I will hold a Last Chance Pesticide credit program at Airport meeting room on **December 4** with 4-6 credits for up to 70 participants. On **January 14<sup>th</sup>** the Cereal Seminar will be held at Airport. Cereal breeders, extension agronomists, plant pathologists, and other scientists presented information at these events. These programs have been heavily attended.

#### Master Gardeners

Master Gardeners have completed their year at the Farmers Market and Office Clinics. Master Gardeners have put more than 800 volunteer hours this year (and each year since 2004). This year has been especially busy with early hot weather issues.

#### Master Food Preserver

Extension Coordinator Becky Green and trained Master Food Preserver Volunteers provide food preservation and safety information to the community. As always, we check canning gauges for free to keep families safe from Botulism poisoning. New gauges should be checked before use and all gauges should be checked annually.

#### **Horticulture Pest and Disease Board**

Brown Marmorated Stinkbug and Apple Maggot situations. Entomologists from WSU, WSDA, and USDA-ARS are continuing to research control methods for the Brown Marmorated Stinkbugs. Apple Maggots were being monitored in Walla Walla area.

11:15

COUNTY COMMISSIONERS

- a) Public Meeting (continued from July 15, 2019):
  - 1) To consider lease of County property (Parcel 360714140019)
- b) Discussion regarding County Community Outreach Funds approved for the Power House Theater Walla Walla, Inc.
- c) Discussion regarding County adopting biennial budget beginning in 2022
- d) Miscellaneous business to come before the Board

***Please note: Budget meetings begin at 1:00 p.m.***

**- 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.*

COUNTY OF WALLA WALLA  
STATE OF WASHINGTON  
BOARD OF COUNTY COMMISSIONERS



## APPLICATION FOR COMMUNITY OUTREACH FUNDS

Note: This is a grant program. This form provides information for members of the Walla Walla County Board of Commissioners to evaluate requests for special Community Outreach funds, which are public monies set aside for special projects that benefit the county community and its citizens. Funds may not be used for expenditures already incurred or paid. Outreach funds may not supplant other funding. The county commissioners have sole authority regarding these funds. Any award of funds will not be final until the execution of a contract with the County signed by the Board of County Commissioners and the applicant.

**Applicant Organization/Agency: Power House Theatre Walla Walla Inc.**

Agency Head: Barbara Peterson

Authorizing Official/Title: Board President

Address: 111 N 6<sup>th</sup> Ave, Walla Walla WA 99362

Telephone: 509-529-6500 Fax:

E-mail: barbarapeterson@nlagroup.com

**Primary Project Contact (if different from above): Dennis Ledford**

Address: 111 N 6<sup>th</sup> Ave, Walla Walla WA 99362

Telephone: 509-529-6500 Fax:

E-mail: dennis@cbfrz

### **Organization Information**

**Yes No**

Is applicant registered with the state as a non-profit organization?

Does applicant have current or pending 501(c)(3) IRS registration?

If answered **no** to either of the above, is applicant a local government?

If none of the above, please describe.

Certification of Authority to Secure Project Funds

Organization/Agency:

Barbara L. Peterson  
Signature of Authorizing Official

Barbara Peterson, President  
Printed Name/Title of Authorizing Official

Date 12-16-2018

**Budget Summary**

BUDGET CATEGORY (ex. Personnel, supplies, consultant, etc.)	GRANT FUNDS REQUESTED
Nonprofit Rent Discount (lower rental rate extended to nonprofit agencies, with County noted as sponsor)	\$19,200
Marketing Costs (includes creative design, printing, distribution, and	\$20,800
<b>Total</b>	<b>\$40,000</b>

**Total Grant Funds Requested: \$ 40,000**

**Project Proposal Narrative** \_\_\_\_\_ **Community Outreach Funds Grant Request**

***(Attach additional pages if/as needed)***

**About the Project**

- Statement of Purpose  
Included in the attached
- Project Summary  
Included in the attached
- Is this a joint project? If so, please provide identity of other organization(s).  
This is not a joint project



**Project Objectives**

- How will this project benefit the citizens of Walla Walla County?

The Power House Theatre has proven to be an asset to the Walla Walla Community especially as a venue for nonprofit agency fundraisers.

- How many will the project benefit, and what population (teens, seniors, etc.) will it benefit most?

The Power House Theatre benefits all ages. We anticipate 50% of attendees and users of the building will be here for nonprofit functions, which equals around 10,000 people.

- Is there a plan to evaluate the results of the project for which the funds are requested?

Accounting records are maintained for the company as a whole and by each event and rental.

- Is the project supported by any Walla Walla County adopted plans (such as the County Comprehensive Plan, Homeless Housing Plan, Wildfire Plan, etc.)? If so, please provide a citation to applicable section of plan.

**Funding:**

- Are there other sources of funds for this project, or are other funds being sought? If so, please provide the source and the amount sought.

Included in the attached

- What source(s) of non-state, county, or city funds exist for completion of the project and its ongoing maintenance and operation?

Included in the attached

**Accounting Methods and Audit Procedures**

Walla Walla County must accurately account for all funds expended to the citizens of the county as well as via the annual audit performed by the State Auditor's office. Please detail how your agency will meet all local and state auditing and accounting requirements.

Detailed records are kept for each event and expense incurred and are available as needed.

#####

12-16-2018  
(Date)

Barbara L. Peterson  
(Signature)

***Please return completed application to:***

**Walla Walla County Commissioners' Office  
County Public Health and Legislative Building, 314 West Main (physical)  
P. O. Box 1506 (mailing address)**

Walla Walla, WA 99362

OR

**e-mail completed application to:** [wwwccommissioners@co.walla-walla.wa.us](mailto:wwwccommissioners@co.walla-walla.wa.us)

WALLA WALLA COUNTY PUBLIC HEALTH AND LEGISLATIVE BUILDING, 314 WEST MAIN  
P.O. BOX 1506 • WALLA WALLA, WASHINGTON 99362-0316 • [wwwccommissioners@co.walla-walla.wa.us](http://wwwccommissioners@co.walla-walla.wa.us)  
PHONE: (509) 524-2505 • FAX: (509) 524-2512

District No. 1  
JAMES K. JOHNSON

District No. 2  
TODD L. KIMBALL

District No. 3  
JAMES L. DUNCAN

# Capital Campaign for Power House Theatre Walla Walla Walla Walla County Proposal

The Power House Theatre Walla Walla (PHTWW), a 501(c)(3) non-profit, is currently engaged in a fund-raising campaign to purchase the Gesa Power House Theatre, a privately-owned LLC. The owners of the Theatre have agreed to sell the building for \$1.6 million and gift the production company to PHTWW. Over the past four years, the owners have invested \$3.2 million to purchase and renovate the Power House building into a thriving theater, in addition to \$450,000 in operations and marketing costs.

So far this year, 21,000 patrons have attended events over 183 days of use. Events included Shakespeare plays, touring entertainment, non-profit events, Broadway plays, children's theatre, corporate and private events, as well as documentaries and films and from the London Royal Ballet and Opera. The true cultural value of the PHTWW to the citizens of Walla Walla and the surrounding area is priceless.

Once the PHTWW has completed the transaction, the cost to operate the Theater at its present level will require approximately \$200,000 annually. These funds will be raised through memberships, grants, sponsorships and donations.

**PHTWW is requesting that Walla Walla County demonstrate their support for the cultural arts by contributing \$40,000 to the campaign.** The funds can be designated for operations, sponsorships, marketing or building acquisition.

With the help of Walla Walla County, the PHTWW capital campaign can display united public-sector support for local arts and culture and demonstrate further recognition of the economic impact the Theatre provides to our region. Importantly, the funds will also leverage additional donations from the private sector.

<b>GESA POWER HOUSE THEATRE OVERVIEW</b>	
Building renovation costs	\$3,200,000
Owner's funding of overhead (2013 – present)	\$450,000
<b>Total investment (above tickets, fees and sponsorships)</b>	<b>\$3,650,000</b>
Purchase Price for PHTWW	\$1,600,000
Donations and Commitments to date	
• State of Washington Buildings for the Arts Fund	\$325,000
• City of Walla Walla (2-year commitment)	\$50,000
• Port of Walla Walla (annual donation)	\$10,000
• Pacific Power (2018)	\$10,000
• Gesa Credit Union (matching \$1/\$1 with GESA members)	\$30,000
• Walla Walla County	TBD
• Murdoch Foundation (conditional on public/private support)	\$250,000
• Private Source Funding	TBD

**LOCAL NON-PROFITS UTILIZING THE POWER HOUSE THEATRE FOR FUNDRAISING EVENTS (Partial List)**

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Valley Residential Services</li> <li>• Walla Walla Symphony</li> <li>• Blue Mt. Community Foundation</li> <li>• WA Trust for Historic Preservation</li> <li>• Walla Walla Dance Festival</li> <li>• Trilogy Recovery Community</li> <li>• The Health Center</li> <li>• Catholic Charities</li> <li>• J.U.G.S.</li> </ul> | <ul style="list-style-type: none"> <li>• Walla Walla Wine Alliance</li> <li>• Blue Mountain Humane Society</li> <li>• Visit Walla Walla</li> <li>• Friends of Children of WW</li> <li>• Walla Walla Public Library</li> <li>• Shakespeare Walla Walla</li> <li>• The Moms' Network</li> <li>• Christian Aid Center</li> <li>• UW Alumni Association</li> </ul> | <ul style="list-style-type: none"> <li>• Walla Walla Choral Society</li> <li>• Chamber Music Festival</li> <li>• Downtown WW Foundation</li> <li>• WW Catholic Schools</li> <li>• Blue Mt. Action Council</li> <li>• Walla Walla University</li> <li>• Willow Public School</li> <li>• Exchange Club of WW</li> <li>• Walla Walla Valley Academy</li> </ul> |
|---|--|---|