

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, SEPTEMBER 8, 2020**

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**Pursuant to the Governor's proclamation dated March 23, 2020 the Commissioner Meeting will be held via phone and internet. Following is the website to attend and listen to the meeting and the phone number to call to take part in the meeting. Any questions please email us [wwocommissioners@co.walla-walla.wa.us](mailto:wwocommissioners@co.walla-walla.wa.us)**

Call in 1-408-418-9388 access code: 146 980 7872

Meeting link: <https://wwco.webex.com/wwco/j.php?MTID=mc21aacfada6296948b716c35e1721156>

**The agenda will include only necessary action items until further notice.**

**PLEASE NOTE: ALL TIMES ARE TENTATIVE AND AT THE DISCRETION OF THE CHAIRMAN WITH THE EXCEPTION OF ADVERTISED BID OPENINGS AND PUBLIC HEARINGS.**

**10:00 COUNTY COMMISSIONERS**

**Chairman Tompkins**

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

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)

**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.

- e) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
  - 2) Review warrant list
- f) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' proceedings for August 31 and September 1, 2020
  - 2) Resolution \_\_\_\_\_ - Honoring Washington State's Local Public Health Officials for their COVID-19 pandemic work
  - 3) Payroll action and other forms requiring Board approval

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

IN THE MATTER OF APPROVING  
THE MINUTES OF THE WALLA  
WALLA COUNTY COMMISSIONERS'  
PROCEEDINGS FOR AUGUST 31  
AND SEPTEMBER 1, 2020

}

**RESOLUTION NO. 20**

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the minutes of the Walla Walla County Commissioners' proceedings of August 31 and September 1, 2020.

*Passed this 8<sup>th</sup> day of **September, 2020** by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.*

**Attest:**

\_\_\_\_\_  
Jill Munns, Assistant Clerk of the Board

\_\_\_\_\_  
Gregory A. Tompkins, Chairman, District 3

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

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

\_\_\_\_\_  
*Constituting the Board of County Commissioners  
of Walla Walla County, Washington*

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

**IN THE MATTER OF HONORING  
WASHINGTON STATE'S LOCAL  
PUBLIC HEALTH OFFICIALS FOR  
THEIR COVID-19 PANDEMIC  
WORK**

**RESOLUTION NO. 20**

**WHEREAS**, the State of Washington is served by 35 County and Multi-County Local Health Jurisdictions; and

**WHEREAS**, Local Health Jurisdictions are comprised of local public health officials, including Boards of Health, Health Officers (Doctors), Administrators, Public Health Nurses, Epidemiologists, Community Health Educators, and Environmental Health Workers, making up a workforce of roughly 3,000 in Washington State.

**WHEREAS**, the pandemic caused by the spread of Coronavirus 2019 ("COVID-19") has created significant disruption to healthcare systems, education systems, businesses, economies, government, and the everyday life of individuals throughout our communities, state, country, and around the world; and

**WHEREAS**, the spread of COVID-19 poses significant risks to everyone in, and all facets of, our community; and

**WHEREAS**, Local public health officials who serve in Washington State's 35 Local Health Jurisdictions are working tirelessly to carefully and effectively ensure COVID-19 is contained, traced, tracked, and treated in a manner to limit the spread of this deadly infection; and

**WHEREAS**, Local public health officials perform their work, at times, with the risk of personal exposure to COVID-19; and

**WHEREAS**, Local public health officials are navigating unprecedented challenges related to preventing exposure to and the spread of COVID-19 to keep our residents healthy and safe; and

**WHEREAS**, Local public health officials work to provide crucial data and support for scientists and medical experts working to develop treatments, cures, and vaccines for COVID-19; and

**WHEREAS**, Our State's local public health officials work tirelessly to find solutions to the changing and novel healthcare landscape facing the state as a result of COVID-19, ensure safe and controlled access to healthcare, and support healthcare providers, all while providing critical information and comprehensive data regarding the welfare of our residents; and

**WHEREAS**, Local public health officials are the frontline personnel implementing Washington state orders, proclamations, and directives; and

**WHEREAS**, Even though local public health officials are routinely subjected to harassment and hostility by members of their communities who do not want to follow the Safe Start Guidelines and Local Health Officer Orders, those officials continue to work with integrity and focus on reducing the community spread of deadly COVID-19; and

**WHEREAS**, the heroic efforts and sacrifices of our local public health officials are deserving of acknowledgment and appreciation;

**NOW THEREFORE BE IT RESOLVED** that Walla Walla County expresses great appreciation and heartfelt gratitude to our local public health officials for their selfless sacrifices and efforts to combat and respond to the unprecedented challenges facing our communities as a result of COVID-19; and

**BE IT FURTHER RESOLVED**, that Walla Walla County recognizes the value and dedication of our local public health officials to the viability, economy, safety, security, and well-being in our community, both through their outstanding performance during this pandemic and through their general ongoing work to keep our residents healthy and our communities vibrant and thriving.

*Passed this 8<sup>th</sup> day of **September, 2020** by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.*

**Attest:**

\_\_\_\_\_  
Jill Munns, Assistant Clerk of the Board

\_\_\_\_\_  
Gregory A. Tompkins, Chairman, District 3

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

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

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of Walla Walla County, Washington*

**COUNTY COMMISSIONERS (continued)**

- 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
- j)** Entrance audit meeting with State  
Auditor's Office representatives  
re: 2019 County Audit (accountability,  
financial and federal audit components)  
(10:15 a.m.)

**a) Action Agenda Items:**

- 1) Proposal 2020 09-08 DCH  
Gain approval for revision to  
Veterans' Relief Program Guidelines
- 2) Resolution \_\_\_\_\_ - Signing  
Intergovernmental Agreement to  
utilize the Council on Housing Board  
for an advisory group for the utilization  
of funds collected by Walla Walla County  
pursuant to RCW 82.14.540

**b) COVID-19 update and miscellaneous**



# MEMO

Date: August 31, 2020

Proposal ID: 2020 09-08 DCH

To: BOCC

From: Meghan M. DeBolt, MPH/MBA  
Administrator

Intent – Gain BOCC approval of revision to Veterans' Relief Program Guidelines

Topic –Veterans' Relief Program Guidelines

## **Summary**

Bi-annually, the Veteran's Relief Advisory Board (VRAB) reviews the Program Guidelines. In June 2020, the VRAB appointed an ad-hoc committee to review the guidelines. This committee was chaired by Ron Weber, a VRAB member, and consisted of Trina Parish, Joe Dixon, and Michael Ensor.

The committee brought recommendations to the VRAB to their July 9, 2020 meeting. The VRAB approved the following revisions.

### Guidelines Revision 2020

Page 5: INTRODUCTION AND ORGANIZATION:

- a. add virtual and telephonic meetings

Page 10: Clarified vouchers purpose being for food

Page 11: Eligible Use of Funds:

- a. Rental Assistance: Clarified no rental assistance if veterans have housing vouchers
- b. Shelter: Added up to 3 nights at a time for motel stay
- c. Background Checks: Include housing application fees or credit reports under background checks
- d. Transportation: Generalized 'subcontractor'

12. Eligible Use of Funds, cont.:

- a. Specialty equipment or fees: Add telephone assistance to meet healthcare or housing related needs
- b. Dental Assistance: Add work-related and preventative dental procedures to dental assistance and remove the requirement that there is a serious health need

Attachments were all updated to reflect 2020 amounts and practices.

- 2020 Federal Poverty Guidelines (Attachment A)
- Memorandum of Agreement for Housing Assistance (Attachment G)
- USDA Cost of Food May 2020 (Attachment L)

All attachments and the guidelines in track changes and the final version are attached

### **Cost**

\$0, funds come from the 121 Veteran's Relief Fund

### **Funding**

\$0, no additional funding is needed.

### **Alternatives Considered**

....

### **Acquisition Method**

...

### **Security**

N/A

### **Access**

N/A

### **Risk**

....

### **Benefits**

Changes to the guidelines were made to increase eligibility to the fund and better align with services available within the community.

### **Conclusion/Recommendation**

Recommend the BOCC approve the revisions to the Veterans Relief Program Guidelines as recommended by the VRAB.

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Submitted By

Meghan DeBolt, DCH

Disposition

\_\_\_\_ Approved

Name

Department

Date

\_\_\_\_ Approved with modifications

\_\_\_\_ Needs follow up information

Name

Department

Date

\_\_\_\_ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

\_\_\_\_ Modification

\_\_\_\_ Follow Up

# WALLA WALLA COUNTY



## VETERANS' RELIEF PROGRAM GUIDELINES

Revised ~~May 2019~~ July 2020

Approved this ~~3rd day of June~~, 2020

Attest:

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Diane Harris, Clerk of the Board

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Gregory A. Tompkins, Chair, District 3

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James K. Johnson, District 1

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Todd L. Kimball, District 2

Constituting the Board of County Commissioners  
of Walla Walla County, Washington

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## INTRODUCTION AND ORGANIZATION

In accordance with [RCW 73.08.010](#) the legislative authority of each county is required to establish a Veterans' Assistance Program to address the needs of local indigent veterans and their families. This program approved by the county legislative authority is fully or partially funded by the veterans' assistance fund authorized by [RCW 73.08.080](#). Taxes are to be levied and collected as prescribed by law for the purpose of creating the veterans' assistance fund and expenditures from the veterans' assistance fund, and interest earned on balances from the fund, may be used only for those purposes as outlined within the statutes.

The County Legislative authority has authorized the Walla Walla County Department of Community Health (DCH) to administer the Veterans' Assistance Program in accordance with RCW 73.08.010. As required by statute, DCH has created a Veterans' Relief Advisory Board and shall consult with, and solicit recommendations from, a Veterans' Advisory Board established under [RCW 73.08.035](#), to the extent feasible and consistent with the statute, and subcontract as necessary, to facilitate the effective use of assistance funds through efficient model programs that benefit veterans and family members experiencing financial hardships.

### 1. PURPOSE

The purpose of the Walla Walla County Veterans' Relief Program is to provide emergency assistance to all local eligible indigent veterans and family members pursuant to RCW 73.08.010.

### 2. MEMBERSHIP

- a. The Veterans' Relief Advisory Board (VRAB) is comprised of 7-15 members.
- b. Advisory Board Members must be residents of Walla Walla County.
- c. Advisory Board Members of the Veterans' Advisory Board shall submit formal application in response to solicitation of the county legislative authority and be approved for appointment to the Board.
- d. Advisory Board Members must be veterans from a local branch of nationally recognized veterans' service organizations or the veterans' community at large, or both, to serve on the board.
- e. No less than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans with an honorable, or general under honorable condition, discharge, as indicated on their DD214, are eligible to serve as Advisory Board Members.
- f. Advisory Board Membership is voluntary.
- g. The term of membership shall be three (3) years and veterans may reapply for consecutive terms via an in person, verbal request to the Advisory Board at least one month prior to their term expiring. Advisory Board Members will be reappointed by a majority vote.

### 3. ELECTION OF OFFICERS

- a. The officers of the Advisory Board shall consist of a Chair and Vice-Chair and such other officers as the Advisory Board may approve and appoint.
- b. The officers shall be elected from the membership for terms of one (1) year, computed from the date of their election. However, any officer may be removed at any time for just cause by a vote of the majority of the Advisory Board entered on record.

- c. A call for election of officers shall take place at the October and November meetings each year.
- d. The election of officers shall take place at the December meeting each year.
- e. The term of office of the Chair and Vice Chair shall commence on January 1 of each year.

#### **4. OFFICERS**

##### **a. CHAIRPERSON**

- i. The Chairperson shall preside over the meetings of the Advisory Board and may exercise all powers usually incidental to the office, including the full rights as a member of the Advisory Board (including, but not limited to: voting, seconding motions, making motions on discussions).
- ii. The Chairperson shall have full power to create standing committees or temporary committees.

##### **b. VICE-CHAIRPERSON**

- i. The Vice-Chairperson shall, in the absence of the Chairperson, perform all the duties incumbent upon the Chairperson. If the Chairperson and the Vice-Chairperson are both absent from a meeting, the members of the Advisory Board shall elect a temporary Chairperson who shall have full powers of the Chairperson for the duration of that meeting.

#### **5. COMMITTEES**

- a. Committees shall be comprised of at least three members, one of which must be an Advisory Board member who shall serve as Committee Chair.
- b. In addition to Advisory Board members, committees may be comprised of community partners, DCH staff and/or subcontractors.
- c. Committees are established by the Chair and must have clear purpose and mission.
- d. Committees may be charged with such duties, examinations, investigations, and inquires relative to subjects of interest to the Advisory Board, as it may by resolution or motion determine.
- e. Committees are to assist with program planning to assure the effective use of assistance funds through efficient model programs that benefit veterans and family members experiencing hardships.
- i. Appeal Committee: Shall be comprised of the Director of DCH, the Chair and Vice-chair of the Veteran's Relief Advisory Board and one (1) member-at-large.
- f. No temporary or standing committee shall have the power to commit the Advisory Board to the endorsement of any plan or program without its submission to and adoption by the Advisory Board.

#### **6. MEETINGS**

- a. All meetings will be held in an accessible public venue, virtually or via telephone and announced at least two weeks in advance of any meeting.
- b. The regular meeting shall be held monthly, unless otherwise determined by a quorum of the Advisory Board.
- c. Community Stakeholders are urged to attend the public Veterans' Relief Advisory Board meetings.
- d. The meetings of the Advisory Board shall be open to the public with the exception of executive sessions held pursuant to [RCW 42.30.110](#) as it exists or is amended.

## **7. QUORUM**

- a.** A simple majority of the membership of the Advisory Board shall constitute a quorum for the transaction of business. Any action taken by a simple majority of those present, when those present constitute a quorum, shall be deemed to be the action of the Advisory Board except in matters relating to the amendment of these Guidelines and the recommendation to the Board of County Commissioners for approval of final plans and budgets.
- b.** Recommendations to the Board of County Commissioners for approval of amendments to these Guidelines and final plans and budgets shall be by the affirmative vote of two-thirds (2/3) of the membership.

## **8. ABSENCE OF MEMBERS**

- a.** Advisory Board members unable to attend a regularly scheduled meeting of the Advisory Board shall so notify the Chair, DCH staff or fellow members of the Board in advance.
- b.** Three unexcused absences within one calendar year may be construed as a neglect of duty; the position may be declared vacant, the member so notified, and the Board of County Commissioners called upon for action.

## **9. MINUTES**

- a.** County staff shall keep minutes of each meeting for its formal record. Minutes shall include record of decisions made and steps taken by the Advisory Board in the conduct of its business. Minutes shall not include extensive descriptions of discussions leading to decisions or actions, or other work products generated in the conduct of Advisory Board business.

## **10. VOTING**

- a.** Only appointed members of the Advisory Board may vote.
- b.** Voting by phone will be permitted.
- c.** Voting by proxy is not permitted at meetings of the Advisory Board or its committees.

## **11. AMENDMENTS**

- a.** The Guidelines may be amended in the following manner:
- b.** At any regular meeting of the Advisory Board the proposed amendment shall be submitted in writing and shall be read at that meeting.
- c.** The proposed amendment shall then be tabled to the next regular meeting for action.
- d.** County staff shall send a copy of the proposed amendment to all members of the Advisory Board and to the Board of County Commissioners in a reasonable time prior to the meeting, at which time it shall be acted upon. A two-thirds (2/3) majority shall be sufficient to recommend amendment or alteration of these Guidelines.
- e.** Said recommendation must then be approved by the Board of County Commissioners.
- f.** Any amendment or modification of these Guidelines may be initiated by the County Commissioners and upon a written, signed statement of amendment or modification, the Guidelines shall be so changed.



## PROGRAM POLICIES

The following policies have been established to meet the criteria set by RCW 73.08.010 and purpose of providing emergency assistance to all eligible, local indigent veterans and their families members.

### FINANCIAL POLICIES

1. The DCH shall cause to be prepared in consultation with the Advisory Board, an annual revenue and expenditure budget. The Walla Walla County Commissioners shall annually adopt the revenue and expenditure budget for the VRF under fund 121 in the County Budget.
2. DCH will provide, at minimum, an annual report to the Board of County Commissioners and the Advisory Board which is to include revenues collected, funds expended, and number of veterans served. Other information may be added as determined necessary.
3. DCH will provide a quarterly revenue and expenditure report to the Advisory Board.
4. **Revenue**
  - a. Revenues of the VRF shall be generated from a property tax levy authorized by RCW 73.08.080 and estimated interest income.
  - b. The levy rate shall continue to be established by the Board of County Commissioners.
5. **Expenditures**
  - a. Expenditures shall be driven by available resources for budgetary purposes.
  - b. The subrecipient is responsible for processing of payments to vendors, insuring expenditures do not exceed the balance of the issued voucher.
  - c. DCH is responsible for review all subcontractor expenditures and processing payment. DCH is responsible for ensuring expenditures do not exceed the balance in the VRF by establishing monthly amount of services based on funding available, cash flow analysis, reconciliation of the account and any recommendations within the limits of the law.
6. **Administration**
  - a. As required by RCW 73.08.080, administration costs will be identified as a separate line item, justified in the annual budget proposal, and deducted from the VRF quarterly.

### ELIGIBILITY POLICIES

In accordance with [RCW 73.08.005](#), the following eligibility requirements must be met:

1. **Service Requirements.** The definition of a “Veteran” is:  
A person who served in the active military, naval, or air service; a member of the women's air forces service pilots during World War II; a United States documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration; the office of defense transportation, or their agents, from December 7, 1941, through December 31, 1946; or a civil service crewmember with service aboard a United States army transport service or United States naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946 who meets one of the following criteria:



- a. Served on active duty for at least one hundred eighty (180) days and who was released with an honorable discharge;
- b. Received an honorable or general under honorable characterization of service with a medical reason for separation for a condition listed as non-existed prior to service, regardless of number of days served; or
  - i. Received an honorable discharge and has received a rating for a service connected disability from the United States Department of Veterans' Affairs regardless of number of days served;
- c. A current member honorably serving in the armed forces reserve or national guard who has served for at least one hundred eighty (180) days;
  - i. A former member of the armed forces reserve or national guard who has fulfilled his or her initial military service obligation and was released with an honorable discharge;
  - ii. Examples of acceptable proof of service record are outlined in Attachment C.
- d. At the discretion of the county legislative authority and in consultation with the veterans' advisory board, counties may expand eligibility for the VRF as the county determines necessary, which may include serving veterans with additional discharge characterizations.

**2. Family Member Eligibility.**

Family members entitled to apply for assistance shall be defined as the spouse or domestic partner, surviving spouse, surviving domestic partner, and dependent children of a living or deceased veteran, or a servicemember who was killed in the line of duty regardless of the number of days served.

**3. Residency Requirements.**

- a. Applicants must have been a resident of the Walla Walla County for at least sixty (60) days.
- b. An exception can be made if the Veteran has been discharged from military service in the last 90 days and has moved to Walla Walla County during that 90-day period.
- c. Applicants must present proof of residency. See Attachment C.

**4. Indigence/Income Requirements.**

A person who is defined as such by the county legislative authority using one or more of the following 10 definitions:

- a. Receiving one of the following types of public assistance: Temporary assistance for needy families, aged, blind, or disabled assistance benefits, pregnant women assistance benefits, poverty-related veterans' benefits, food stamps or food stamp benefits transferred electronically, refugee resettlement benefits, Medicaid, medical care services, or supplemental security income;
- b. Receiving an annual income, after taxes, of up to one hundred seventy five percent (175%) or less of the current federally established poverty level. See Attachment A; or
- c. Unable to pay reasonable costs for shelter, food, utilities, and transportation because his or her available funds are insufficient.

Federal Poverty Guidelines as defined annually by Health and Human Services (Attachment A), shall serve as the federal establishment of poverty level. In extraordinary circumstances and when warranted, the subcontractor may request DCH to waive the income guidelines or the amount paid for assistance (See procedure guidelines for waivers).

## **REFERRAL TO OTHER RESOURCES POLICY**

To maximize dollars and provide for as many needs as possible, applicants, when appropriate, will be referred to other community resources for services.

## **APPEAL AND RESOLUTION POLICY**

Applicants who have been denied assistance will be provided with an explanation from the subcontractor administering the program. If the applicant needs assistance with an appeal application, this will be provided by the subcontractor. Assistance includes but is not limited to, help with preparing the written appeal and/or other procedural steps as needed.

### **1. Appeal to DCH:**

- a.** If the Veteran is not satisfied with the explanation, they may appeal in writing to the DCH within fifteen (15) days.
- b.** A decision will be issued from the DCH within five (5) business days from the date of receiving the appeal(s).

### **2. Appeal to Advisory Board:**

- a.** Veterans may indicate a desire to file an appeal to the Advisory Board in regard to a decision rendered are assisted in doing so by DCH staff receiving the concern.
- b.** Written appeal shall be filed in writing to the Advisory Board within ten (10) working days of receipt of the initial decision of DCH.
- c.** The Advisory Board's Appeal Committee will review the appeal and make a decision in regard to the appeal within five (5) business days. See Section 5.F. Committees for details on the Appeal Committee.

# PROGRAM PROCEDURES

## APPLICATION PROCEDURES

Veterans may apply for assistance as many times as necessary during the calendar year as emergency needs and maximum allotments allowed.

1. **Screening.** An application form “Application for Veterans’ Relief Fund” (Attachment B) shall be completed by the applicant in order to determine eligibility and to verify need. Each applicant shall provide original documentation to support Veteran or Veteran family member status, monthly income and expenses, residency, and the emergent need.

Subcontractor shall ensure sufficient documentation to support information provided. Examples of acceptable proof of residency, service record and income are outlined in Attachment C. If necessary, the applicant can be provided with a copy of Attachment C to facilitate receipt of required supporting documentation.

2. **Disbursement Limits.** The limits of disbursements of funds to individuals are up to \$1200 in a calendar year, per qualified applicant. An additional \$200 per year may be granted to applicants for each additional dependent residing in the household. In extenuating cases of hardship, the subcontractor may recommend that a voucher amount exceed this established disbursement limit through the waiver processes noted below.
3. **Refusal of Service.** If Walla Walla County or service organizations suspect fraud, criminal activity or abuse of the system by the applicant, the matter will be vetted through the Advisory Board, DCH and County Prosecuting Attorney as necessary. The Advisory Board and DCH have full authority to deny or suspend service as necessary. If the applicant is found guilty of fraud or criminal activity, the applicant will be refused services in the future.
4. **Voucher Issuance.** The subcontractor will issue a voucher, signed by authorized personnel to a participating vendor within the community that can supply the emergent need of the applicant. All vouchers will be non-refundable and non-transferable and will be reimbursed at actual cost of service.
5. **Voucher Delivery.** The food voucher is provided to the applicant who will deliver the voucher to the participating vendor for services.
6. **Voucher Redemption.** The vendor will return the food voucher to the subcontractor who will submit to the DCH with their monthly billing and the DCH will process vouchers through the Walla Walla County Auditor’s Office for payment according to the County Auditor’s payment schedule.
7. **Waivers.**  
In extraordinary circumstances and when warranted, subcontractors may request waivers from the DCH by utilizing the Waiver Request Form (Attachment J). Extraordinary circumstances may include situations where the veteran may be associated with the subcontractor by way of employment, volunteer work or relationship to a staff member employed by the subcontractor. The waiver should be completed by the subcontractor and submitted to DCH for approval and processing.

As a final option, Veterans who indicate a desire to file an appeal to the Veterans' Advisory Board in regard to a decision rendered are assisted in doing so by DCH staff receiving the concern. Assistance includes but is not limited to, help with preparing the written appeal and/or other procedural steps as needed. Veterans may also file an appeal to any decision directly with the Veterans' Advisory Board. All decisions in regard to appeals will be made by the Veterans' Advisory Board.

## **ELIGIBLE USE OF FUNDS**

The fund is intended to aid in emergency circumstances. Eligibility criteria can be found in Attachment D. Funding and resources available in the community will be maximized. The following are eligible uses of Veterans' Relief funds:

1. **Rental Assistance.** To avoid eviction or to assist in obtaining temporary or permanent housing in Walla Walla County. (Veterans who are already using housing vouchers are not eligible for this assistance.)
  - a. The Rental Assistance Form - Attachment E.
  - b. Housing Status Verification Form - Attachment F.
  - c. Landlord Memorandum can be found in Attachment G.
2. **Shelter.** Shelter can be given for one to three nights at a time and not to exceed 30 days, in the situation where a veteran cannot be placed at the Christian Aid Center or other Emergency Shelter. The situation must be analyzed to see if there is a plan in place to divert the veteran from homelessness.
  - a. Emergency shelters include the Christian Aid Center; and the YWCA. Veteran will be referred to Walla Walla County Coordinated Entry system, Pathways Home.
3. **Background check.** As needed to determine eligibility for employment or housing, including housing application fees and credit reports, not to exceed \$100 per calendar year.
4. **Utility Assistance.** Deposit, past due and shut off notices on residences within Walla Walla County.
5. **Food Assistance.** Local food bank referrals will be given for applicants requesting food. However, in the event that food banks cannot be used, and the need is an emergency, vouchers may be issued in amounts that shall be calculated based on the United States Department of Agriculture's (USDA) Food Plan for the amount of food needed for the household for one week. The matrix can be found in Attachment L. Households will be eligible for one voucher every one-hundred and eighty (180) days. Exceptions are evaluated on a case-by-case basis. Voucher should indicate that it is for food only excluding tobacco and alcoholic products, household items, dog and cat food.
6. **Transportation related expense for work, medical appointments, etc.** Medical and work appointments should be verified over the phone or through written note from the doctor or employer. License plate number and make of vehicle shall be obtained and noted in the file on the application for funds. ~~Helpline~~ Subcontractor will issue a receipt to the veteran along with request for repayment in the event the veteran is reimbursed for travel from an alternate veteran fund source. Verification will be noted on the application in the file.

- a. License and registration fees
  - b. Insurance cost for one month, up to \$200.
  - c. Fuel vouchers to the co-op or Beeline will be issued in \$10 increments.
  - d. Bus tickets
7. **Minor vehicle repairs related to critical access.** Vehicle repairs not to exceed \$600 per year, which will enable a veteran to access critical education or employment programs with a pathway to earned income or for access to critical medical or health related transportation where public transit is not available.
8. **Specialty equipment or fees.** Specialized equipment, tools, clothing or fees for testing may be allowed in order for the veteran to gain access to education or employment opportunities. These specialized services shall be provided in collaboration with all other funding sources to assure these expenses facilitate a pathway to education or employment. Assistance to obtain a telephone or telephone minutes can be provided to meet healthcare or housing related needs.
9. **Clothing,** for work or employment search.
10. **County Burial of Indigent Deceased Veterans.** All honorably discharged veterans and their spouses or state registered domestic partners who meet eligibility requirements under 38 C.F.R. Sec. 38.620 are eligible for interment in the eastern Washington state veterans' cemetery, who die without leaving means sufficient to defray funeral expenses will be eligible for up to \$500 in assistance for a family member, and up to \$1,000 for a veteran. See Attachment H for the Burial Assistance form.
11. **Dental Assistance.** There is a lifetime cap of \$2000 per applicant that can be used for dental services. Only Veterans qualify for dental assistance and they must have a referral from a dentist to ensure there is a work-related or serious health need, including preventative dental procedures. Once the service has been used and the lifetime cap has been reached, it cannot be used again. This assistance can be given in addition to the disbursement limit.
12. **Other.** Other emergency requests will be evaluated on a case-by-case basis.

## **VETERANS' ORGANIZATION VOUCHER PROCEDURES**

**Hall Rental.** For a service organization to be reimbursed for hall rental, a Statement of Services (Attachment I) must be completed and submitted to the DCH. The allowable rental fee is a maximum of \$800 per calendar year. The requested amount cannot exceed the actual costs and the form shall be accompanied by proper documentation. A reimbursement for the previous year's rental expense is due at the end of January of the new year.

**Stand-Down Funds.** Requests for stand-down funds can be submitted utilizing a Statement of Services (Attachment I). This request must be accompanied by documentation to support allowable use of Veterans Relief funds. All stand-down requests will be provided to the advisory board for review and recommendation to DCH.

(See Rensselaer Attachment A @ back of packet)

## Attachment A

Poverty Guidelines, all states (except Alaska and Hawaii)											
Household /Family Size	2019 Annual										
	50%	*100%*	125%	130%	133%	135%	138%	150%	175%	185%	200%
1	6,245	12,490	15,613	16,237	16,612	16,862	17,236	18,735	21,858	23,107	24,980
2	8,455	16,910	21,138	21,983	22,490	22,829	23,336	25,365	29,593	31,284	33,820
3	10,665	21,330	26,663	27,729	28,369	28,796	29,435	31,995	37,328	39,461	42,660
4	12,875	25,750	32,188	33,475	34,248	34,763	35,535	38,625	45,063	47,638	51,500
5	15,085	30,170	37,713	39,221	40,126	40,730	41,635	45,255	52,798	55,815	60,340
6	17,295	34,590	43,238	44,967	46,005	46,697	47,734	51,885	60,533	63,992	69,180
7	19,505	39,010	48,763	50,713	51,883	52,664	53,834	58,515	68,268	72,169	78,020
8	21,715	43,430	54,288	56,459	57,762	58,631	59,933	65,145	76,003	80,346	86,860
9	23,925	47,850	59,813	62,205	63,641	64,598	66,033	71,775	83,738	88,523	95,700
10	26,135	52,270	65,338	67,951	69,519	70,565	72,133	78,405	91,473	96,700	104,540
Poverty Guidelines, all states (except Alaska and Hawaii)											
Household /Family Size	2019 Monthly										
	50%	*100%*	125%	130%	133%	135%	138%	150%	175%	185%	200%
1	520	1,041	1,301	1,353	1,384	1,405	1,436	1,561	1,821	1,926	2,082
2	705	1,409	1,761	1,832	1,874	1,902	1,945	2,114	2,466	2,607	2,818
3	889	1,778	2,222	2,311	2,364	2,400	2,453	2,666	3,111	3,288	3,555
4	1,073	2,146	2,682	2,790	2,854	2,897	2,961	3,219	3,755	3,970	4,292
5	1,257	2,514	3,143	3,268	3,344	3,394	3,470	3,771	4,400	4,651	5,028
6	1,441	2,883	3,603	3,747	3,834	3,891	3,978	4,324	5,044	5,333	5,765
7	1,625	3,251	4,064	4,226	4,324	4,389	4,486	4,876	5,689	6,014	6,502
8	1,810	3,619	4,524	4,705	4,813	4,886	4,994	5,429	6,334	6,695	7,238
9	1,994	3,988	4,984	5,184	5,303	5,383	5,503	5,981	6,978	7,377	7,975
10	2,178	4,356	5,445	5,663	5,793	5,880	6,011	6,534	7,623	8,058	8,712

## APPLICATION FORM

NAME: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_

MONTHS IN STATE: \_\_\_\_\_ MONTHS IN COUNTY: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ LEGAL DEPENDENTS AND AGES: \_\_\_\_\_

ETHNICITY: ☐ Caucasian ☐ Hispanic ☐ African-American ☐ Asian ☐ Other \_\_\_\_\_

BRANCH OF SERVICE: \_\_\_\_\_ SERVICE NUMBER: \_\_\_\_\_

DATE ENTERED: \_\_\_\_\_ DISCHARGE DATE: \_\_\_\_\_ TYPE OF DISCHARGE: \_\_\_\_\_

LIST BELOW ANY MONTHLY INCOME FROM THE FOLLOWING:

WELFARE	_____	UNEMPLOYMENT	_____
VA BENEFITS	_____	STATE INDUSTRIAL	_____
CHILD SUPPORT	_____	SOCIAL SECURITY	_____
ALIMONY	_____	EMPLOYMENT (SPECIFY)	_____
PART-TIME WORK	_____	OTHER (SPECIFY)	_____
SPOUSE'S INCOME	_____	TOTAL INCOME	\$ _____

LIST BELOW YOUR MONTHLY EXPENSES FOR THE ITEMS INDICATED:

RENT	_____	VEHICLE	_____
FUEL	_____	CREDIT CARDS	_____
FOOD	_____	MEDICAL	_____
ELECTRICITY	_____	WATER	_____
OTHER (SPECIFY)	_____	OTHER (SPECIFY)	_____
		TOTAL EXPENSES	\$ _____

Does applicant qualify as indigent (per Attachment A/B to Guidelines)? Yes ☐ No ☐

BRIEFLY DESCRIBE ASSISTANCE NEEDED: \_\_\_\_\_

I, the undersigned swear or affirm that the answers to the questions hereon are true and correct and I understand that should they be proven false upon investigation, I may forfeit my right to assistance under the Veteran's Assistance Act of the State of Washington and incur such other penalties as may be prescribed by law. I further agree to release any information regarding my case that may be in possession of other social service agencies and aid in the processing of this request.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

TOTAL GRANTED: \$ \_\_\_\_\_ VOUCHER #: \_\_\_\_\_ VENDOR: \_\_\_\_\_

ASSISTANCE DENIED (SPECIFY REASON): \_\_\_\_\_

**COPY OF DISCHARGE VERIFICATION (DD214 or OTHER) & PICTURE I.D. MUST BE ON FILE OR ATTACHED TO APPLICATION**

**EXAMPLES OF ACCEPTABLE PROOF OF RESIDENCY, SERVICE RECORD AND  
INCOME DOCUMENTATION**

**SERVICE RECORD**

- A. Form DD214
- B. Veterans Administration Verbal Verification 1-800-827-1000
- C. National Guard Letter of ..., NB22
- D. Report of Separation (or equivalent form)

**WALLA WALLA COUNTY RESIDENT – 60 DAYS**

- A. Rental agreement or receipts
- B. Bills, e.g. utilities, telephone
- C. Mail from official government source, e.g. tax forms

**FAMILY RELATIONSHIP**

- A. Birth certificate
- B. Marriage license
- C. Death certificate of veteran
- D. Adoption papers
- E. Public assistance documents

**INCOME**

- A. Pay stubs
- B. Income tax return
- C. Social Security statements
- D. VA Assistance statements
- E. Disability verification
- F. DSHS grant verification
- G. Unemployment record
- H. L&I disability award letter
- I. Letter from person who hired the veteran for odd jobs
- J. Letter from person who has supported the veteran last month

**EXPENSES**

- A. Utility Bills
- B. Rental Agreements
- C. Invoices or statements



## Walla Walla County Veterans' Relief Fund

### Eligibility Criteria

#### **UTILITIES (GAS-ELECTRIC-WATER):**

- FINAL NOTICE and PAST DUE NOTICE are both needed to show the amounts due and usage
- Next step is the need to call the company and determine two (2) things:
  1. Dates of service for the amount owing
  2. When was the last payment made
- If the amount of the bill is more than the assistance being rendered, the client must come up with the difference to ensure full amount owing is paid

#### **PRESCRIPTIONS:**

- Original prescription must be in hand and different pharmacies called to price compare
- Counsel takes place to determine if the veteran has applied for medical assistance and if a veteran has signed up at the VA hospital
- There is assistance every three (3) months up to the amount of \$40 from Helpline and additional services from St. Vincent de Paul and SonBridge.

#### **FOOD:**

- Helpline offers vouchers to local food banks.
- Veteran must come in monthly to receive a voucher for any of the qualifying food banks; each food bank can be accessed once a month
- Counsel client to see if application has been made for food stamps.

#### **TRANSPORTATION:**

- Verified doctor's appointments for any out-of-county travel
- Verified job or job search status.
- Homeless living in vehicle
- Relocation to another area

#### **RENT:**

- Housing status will be determined by the Housing Status Verification Form, Attachment F
- Forms must be sent to landlord accepting the amount of services qualified for (i.e. 25% for single households and 30% for families); this is based on the amount of total rent
- When all forms have been turned in, a check or voucher is then issued
- Household will be referred to Walla Walla Coordinated Entry system, Pathways Home

#### **EXCEPTIONS**

- If a veteran's need exceeds the prescribed limit, Helpline can request an exception to the dollar limit

#### **BURIAL:**

- The veterans entitled to the burial assistance as prescribed by the Washington Administrative Code

**CLOTHING:**

- Scope and purpose of clothing services shall be specific to employment or obtaining work
- Clothing must be purchased at preferred locations to include thrift stores and discount department stores, e.g. Walmart, ~~Shopko~~, ~~K-Mart~~ or equivalent.

**OTHER:**

- Applications are also offered for vision care through the Lions Club
- Dental service applications
- Prescription discount program
- Hygiene
- Household and furniture vouchers
- Bread
- Blankets

**Services may be refused at any time due to poor conduct.**

To be eligible for services, clients must conduct themselves in an appropriate, safe manner. They are required to treat the staff with courtesy and respect. If a person should become vulgar or violent, they are asked to leave.

WALLA WALLA COUNTY VETERANS' RELIEF FUND  
RENTAL ASSISTANCE FORM

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Landlord's Tax ID Number or Social Security Number \_\_\_\_\_

NOTE TO LANDLORD: If applicant is behind in rent, please state the amount of the past due rent. If any of these amounts is a deposit or late charges, please identify this in your statement below.

STATEMENT OF LANDLORD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) Owner of Property      ~~~ OR ~~~      ( ) Manager of Property

Owner's Name, if different from Manager \_\_\_\_\_

Landlord's Signature \_\_\_\_\_

~~ If the rent request is approved, payment will be processed within 3 weeks. ~~

**WALLA WALLA COUNTY VETERANS' RELIEF FUND**  
**Housing Status Verification**

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

Applicant's Name: \_\_\_\_\_

SITUATION		REQUIRED DOCUMENTATION
Individual/household is at risk and facing potential eviction	Nonpayment of rent or other lease violation	<input type="checkbox"/> Pay or vacate notice or eviction notice. <b>AND</b> <input type="checkbox"/> Copy of lease naming individual or household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit.
	Nonpayment of utilities (see program guidelines for eligibility)	<input type="checkbox"/> Copy of lease naming individual or household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit. <b>AND</b> <input type="checkbox"/> Utility shut off notice identifying the individual or household member, indicating that utility will be shut off or disconnected if payment is not received, and is signed and dated by utility company representative and/or included utility company contact information. <b>AND</b> <input type="checkbox"/> Statement from case manager indicating that without VRF assistance the individual/household will lose their housing and become homeless.
Individual/household is homeless or will be within 14 days	Lacks a fixed, regular and adequate nighttime residence or losing housing within 14 days	<input type="checkbox"/> Letter signed and dated from provider of temporary residence that includes a statement verifying the applicant's current living situation and the date when the household must vacate the temporary housing. <b>OR</b> <input type="checkbox"/> Telephone call to provider of temporary housing that is documented, signed, and dated by the case manager making the call (complete a Third-Party Oral Verification form. Equivalent case notes may be substituted.). <b>OR</b> <input type="checkbox"/> Current HMIS record from homeless housing program, including dates of stay. <b>OR</b> Self-declaration signed and dated by applicant stating why they are homeless (complete Self-Declaration form). **Self-declaration of housing status should be used rarely and only when written third party verification cannot be obtained. **
	Exiting an institution	<input type="checkbox"/> Letter signed and dated by hospital/institution representative that included a statement verifying current hospital/institution stay of individual and indicating individual has no housing to return to upon discharge.
	Fleeing domestic violence, sexual assault, stalking, etc.	<input type="checkbox"/> Signed and dated self-declaration from individual (complete Self-Declaration form).

(See Revised Attachment  
G @ back of packet)

Attachment G

MEMORANDUM OF AGREEMENT FOR HOUSING ASSISTANCE

Property Owner/  
Manager  
(Landlord)

Name/Company

Phone

Address

City/State/Zip Code

Tenant

Name(s)

Phone

Address

City/State/Zip Code

Agency

Helpline

Phone: (509) 529-3377

1520 Kelly Place, Suite 180

Walla Walla, WA 99362

Total Amount of One Month's Rent: \$ \_\_\_\_\_ Unit Size: Studio \_\_\_\_\_ 1BR \_\_\_\_\_ 2+BR \_\_\_\_\_

Total Amount of Assistance Paid to Landlord from Agency: \$ \_\_\_\_\_

Total Due from the Tenant: \$ \_\_\_\_\_

The above named Landlord agrees to house the above named Tenant for a period of 30 days from 20 \_\_\_\_\_ Eviction of tenant from the dwelling will not occur before 20 \_\_\_\_\_ based on this Agreement. In return for housing this tenant, and based on this signed Agreement, the Agency will pay the sum of \$ \_\_\_\_\_ to be applied to one month's rent due to the Landlord. The balance of the one month's rent is due from the Tenant as noted above. Payment of assistance from the Agency is contingent on the Landlord having received and signed this completed "Memorandum of Agreement for Housing Assistance".

By granting rent assistance, it is understood that the Agency is in no way liable or obligated for any further rent payments or damages to the Landlord. Tenant is responsible for the remaining balance.

SIGNED \_\_\_\_\_

Landlord, Owner, or Manager

Date \_\_\_\_\_

SIGNED \_\_\_\_\_

Agency Staff-Authorized Signature

Date \_\_\_\_\_

WALLA WALLA COUNTY VETERANS' RELIEF FUND  
BURIAL ASSISTANCE FORM

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_Is a completed application for Veterans' Relief Fund attached? ☐ Yes ☐ NoDoes the applicant qualify for Veterans' Relief Fund? ☐ Yes ☐ NoProof of death verified? ☐ Yes ☐ NoAny other funding available? ☐ Yes ☐ No

Justification of Application, including documentation: (To be completed by Helpline or Post Implementation Officer)

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Submitted by: \_\_\_\_\_

~~Helpline~~ Veterans' Relief Fund Administrator or Post Implementation  
Officer Signature

Department of Community Health Action:

\_\_\_\_\_  
Authorization Signature\_\_\_\_\_  
Date

County of Walla Walla, Washington  
 Department of Community Health  
 P.O. Box 1753  
 Walla Walla, WA 99362

**STATEMENT FOR SERVICES**

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

DATE	DESCRIPTION	BILLED AMOUNT
	Total	

*I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered for the labor performed as described herein, and the claim is a just, due and unpaid obligation against County of Walla Walla, and that I am authorized to authenticate and certify to said claim*

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

Federal Identification number \_\_\_\_\_

WALLA WALLA COUNTY VETERANS' RELIEF FUND  
WAIVER REQUEST

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

THIS IS A REQUEST TO WAIVE THE FOLLOWING CRITERIA:

AMOUNT OF ASSISTANCE \_\_\_\_\_ INCOME LIMIT \_\_\_\_\_  
OTHER \_\_\_\_\_

Please attach completed application.

Justification of Wavier:

(To be completed by the applicant, or ~~Helpline Social Services~~ Veterans' Relief Fund Administrator).

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Applicant's Signature \_\_\_\_\_

~~Helpline Emergency Social Services~~ Veterans' Relief Fund  
Administrator

Decision by Department of Community Health \_\_\_\_\_

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Authorized Signature \_\_\_\_\_

\_\_\_\_\_ Date



**38 CFR Section 38.620 Persons eligible for burial.**

The following is a list of those individuals who are eligible for burial in a national cemetery:

- A. Any veteran (which for purposes of this section includes a person who died in the active military, naval, or air service).
- B. Any member of a Reserve component of the Armed Forces, and any member of the Army National Guard or the Air National Guard, whose death occurs under honorable conditions while such member is hospitalized or undergoing treatment, at the expense of the United States, for injury or disease contracted or incurred under honorable conditions while such member is performing active duty for training, inactive duty training, or undergoing that hospitalization or treatment at the expense of the United States.
- C. Any Member of the Reserve Officers' Training Corps of the Army, Navy, or Air Force whose death occurs under honorable conditions while such member is –
  - a. Attending an authorized training camp or on an authorized practice cruise;
  - b. Performing authorized travel to or from that camp or cruise; or
  - c. Hospitalized or undergoing treatment, at the expense of the United States, for injury or disease contracted or incurred under honorable conditions while such member is –
    - i. Attending that camp or on that cruise;
    - ii. Performing that travel; or
    - iii. Undergoing that hospitalization or treatment at the expense of the United States.
- D. Any person who, during any war in which the United States is or has been engaged, served in the armed forces of any government allied with the United States during that war, whose last such service terminated honorably, and who was a citizen of the United States at the time of entry on such service and at the time of his or her death.
- E. The spouse, surviving spouse, minor child, or unmarried adult child of a person eligible under paragraph (a), (b), (c), (d), or (g) of this section. For purposes of this section –
  - a. A surviving spouse includes a surviving spouse who had a subsequent remarriage;
  - b. A minor child means an unmarried child under 21 years of age, or under 23 years of age if pursuing a full-time course of instruction at an approved educational institution; and
  - c. An unmarried adult child means a child who became permanently physically or mentally disabled and incapable of self-support before reaching 21 years of age, or before reaching 23 years of age if pursuing a full-time course of instruction at an approved educational institution.
- F. Such other persons or classes of persons as may be designated by the Secretary.
- G. Any person who at the time of death was entitled to retired pay under chapter 1223 of title 10, United States Code, or would have been entitled to retired pay under that chapter but for the fact that the person was under 60 years of age.
- H. Any person who:
  - a. Was a citizen of the United States or an alien lawfully admitted for permanent residence in the United States at the time of their death; and
  - b. Resided in the United States at the time of their death; and
  - c. Either was a –
    - i. Commonwealth Army veteran or member of the organized guerillas - a person who served before July 1, 1946, in the organized military forces of the Government of the Commonwealth of the Philippines, while such forces were in the service of the Armed Forces of the United States pursuant to the military order of the President dated July 26, 1941, including organized guerilla forces under commanders

- appointed, designated, or subsequently recognized by the Commander in Chief, Southwest Pacific Area, or other competent authority in the Army of the United States, and who died on or after November 1, 2000; or
    - ii. New Philippine Scout - a person who enlisted between October 6, 1945, and June 30, 1947, with the Armed Forces of the United States with the consent of the Philippine government, pursuant to section 14 of the Armed Forces Voluntary Recruitment Act of 1945, and who died on or after December 16, 2003.
  - I. Any biological or legally adoptive parent who dies on or after October 13, 2010, and whose deceased child:
    - a. Is a veteran who dies on or after October 7, 2001, and
      - i. Except as provided in [paragraph \(i\)\(2\)](#) of this section, dies as the direct result of hostile action with the enemy, while in combat, while in transit to or from a combat mission if the cause of death is directly related to hostile action, or while hospitalized or undergoing treatment at the expense of the United States for injury incurred during combat; or
      - ii. Is killed mistakenly or accidentally by friendly fire that was directed at a hostile force or what was thought to be a hostile force; or
      - iii. Died from a training-related injury while performing authorized training activities in preparation for a combat mission;
    - b. Is interred in a national cemetery; and
    - c. Has no spouse or child who is buried, or surviving spouse or child who, upon death, may be eligible for burial, in a national cemetery under [paragraph \(e\)](#) of this section.
  - J. A parent is not eligible for burial if the veteran dies due to the elements, a self-inflicted wound, combat fatigue, or a friendly force while the veteran was in an absent-without-leave, deserter, or dropped-from-rolls status or was voluntarily absent from a place of duty.
    - a. A parent may be buried only within the veteran child's gravesite.
    - b. No more than two parents are eligible for burial per deceased veteran child.
  - K. Parent burial eligibility is subject to a determination by the Secretary that there is available space within the veteran's gravesite.

(Authority: [38 U.S.C. 107](#), [501](#), [2402](#))

[ [70 FR 4769](#), Jan. 31, 2005, as amended at [77 FR 4678](#), Jan. 31, 2012]

(See Rensselaer Attachment  
L @ back of packet)

Attachment L

Official USDA Food Plans: Cost of Food at Home at Four Levels,

U.S. Average, January 2018 1 Age-gender groups	Weekly cost 2				Monthly cost 2			
PLANS:	Thrifty	Low-cost	Moderate-cost	Liberal	Thrifty	Low-cost	Moderate-cost	Liberal
<b>Individuals 3</b>								
<b>Child:</b>								
1 year	\$21.70	\$29.10	\$33.10	\$40.50	\$94.10	\$126.30	\$143.40	\$175.60
2-3 years	\$23.70	\$30.50	\$36.70	\$44.70	\$102.80	\$132.20	\$159.20	\$193.50
4-5 years	\$25.00	\$31.50	\$39.20	\$47.80	\$108.40	\$136.40	\$169.90	\$207.30
6-8 years	\$31.80	\$44.10	\$53.40	\$63.40	\$137.90	\$191.10	\$231.30	\$274.70
9-11 years	\$36.10	\$47.90	\$62.10	\$72.50	\$156.30	\$207.30	\$269.10	\$314.00
<b>Male:</b>								
12-13 years	\$38.60	\$54.80	\$68.80	\$80.90	\$167.40	\$237.60	\$298.20	\$350.50
14-18 years	\$39.90	\$55.80	\$70.70	\$81.60	\$172.80	\$241.60	\$306.20	\$353.70
19-50 years	\$42.80	\$55.50	\$69.30	\$85.00	\$185.60	\$240.40	\$300.10	\$368.50
51-70 years	\$39.00	\$52.30	\$65.00	\$78.80	\$169.00	\$226.80	\$281.40	\$341.20
71+ years	\$39.20	\$51.50	\$64.10	\$79.10	\$170.00	\$223.00	\$277.70	\$342.80
<b>Female:</b>								
12-13 years	\$38.50	\$47.30	\$57.20	\$69.90	\$166.90	\$204.90	\$247.90	\$302.70
14-18 years	\$37.90	\$47.20	\$56.70	\$70.20	\$164.40	\$204.70	\$245.70	\$304.10
19-50 years	\$38.00	\$48.10	\$59.10	\$75.70	\$164.70	\$208.50	\$256.00	\$328.00
51-70 years	\$37.60	\$46.70	\$58.30	\$70.50	\$163.00	\$202.50	\$252.50	\$305.60
71+ years	\$36.70	\$46.10	\$57.50	\$69.50	\$159.10	\$199.90	\$249.30	\$301.30
<b>Families</b>								
<b>Family (Male &amp; Female) of 2: 4</b>								
19-50 years	\$88.90	\$114.00	\$141.20	\$176.80	\$385.40	\$493.80	\$611.70	\$766.10
51-70 years	\$84.30	\$109.00	\$135.60	\$164.20	\$365.20	\$472.30	\$587.30	\$711.50
<b>Family of 4:</b>								
Couple (Male & Female), 19-50 years and children□								
2-3 and 4-5 years	\$129.60	\$165.60	\$204.30	\$253.20	\$561.50	\$717.40	\$885.20	\$1097.30

6-8 and 9-11 years	\$148.70	\$195.60	\$243.80	\$296.60	\$644.50	\$847.40	\$1056.60	\$1285.10
<p>1 The Food Plans represent a nutritious diet at four different cost levels. The nutritional bases of the Food Plans are the 1997-2005 Dietary Reference Intakes, 2005 Dietary Guidelines for Americans, and 2005 MyPyramid food intake recommendations. In addition to cost, differences among plans are in specific foods and quantities of foods. Another basis of the Food Plans is that all meals and snacks are prepared at home. For specific foods and quantities of foods in the Food Plans, see <i>Thrifty Food Plan, 2006</i> (2007) and <i>The Low-Cost, Moderate-Cost, and Liberal Food Plans, 2007</i> (2007). All four Food Plans are based on 2001-02 data and updated to current dollars by using the Consumer Price Index for specific food items.</p> <p>2 All costs are rounded to nearest 10 cents.</p> <p>3 The costs given are for individuals in 4-person families. For individuals in other size families, the following adjustments are suggested: 1-person—add 20 percent; 2-person—add 10 percent; 3-person—add 5 percent; 4-person—no adjustment; 5- or 6-person—subtract 5 percent; 7- (or more) person—subtract 10 percent. To calculate overall household food costs, (1) adjust food costs for each person in household and then (2) sum these adjusted food costs.</p> <p>4 Ten percent added for family size adjustment.</p> <p>This file may be accessed on the Center for Nutrition Policy and Promotion's home page at: <a href="http://www.cnpp.usda.gov">http://www.cnpp.usda.gov</a>. Issued February 2018.</p>								



Revised  
(Attachment A)

**2020 FEDERAL POVERTY GUIDELINES (FPG)  
ANNUAL & MONTHLY INCOME LEVELS  
FROM 100% to 250%**

FAMILY SIZE	FPG (100%)		125% of FPG		150% of FPG		175% of FPG		185% of FPG		200% of FPG		235% of FPG		250% of FPG	
	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH	YEAR	MONTH
1	\$12,760	\$1,063	\$15,950	\$1,329	\$19,140	\$1,595	\$22,330	\$1,861	\$23,606	\$1,967	\$25,520	\$2,127	\$29,986	\$2,499	\$31,900	\$2,658
2	\$17,240	\$1,437	\$21,550	\$1,796	\$25,860	\$2,155	\$30,170	\$2,514	\$31,894	\$2,658	\$34,480	\$2,873	\$40,514	\$3,376	\$43,100	\$3,592
3	\$21,720	\$1,810	\$27,150	\$2,263	\$32,580	\$2,715	\$38,010	\$3,168	\$40,182	\$3,349	\$43,440	\$3,620	\$51,042	\$4,254	\$54,300	\$4,525
4	\$26,200	\$2,183	\$32,750	\$2,729	\$39,300	\$3,275	\$45,850	\$3,821	\$48,470	\$4,039	\$52,400	\$4,367	\$61,570	\$5,131	\$65,500	\$5,458
5	\$30,680	\$2,557	\$38,350	\$3,196	\$46,020	\$3,835	\$53,690	\$4,474	\$56,758	\$4,730	\$61,360	\$5,113	\$72,098	\$6,008	\$76,700	\$6,392
6	\$35,160	\$2,930	\$43,950	\$3,663	\$52,740	\$4,395	\$61,530	\$5,128	\$65,046	\$5,421	\$70,320	\$5,860	\$82,626	\$6,886	\$87,900	\$7,325
7	\$39,640	\$3,303	\$49,550	\$4,129	\$59,460	\$4,955	\$69,370	\$5,781	\$73,334	\$6,111	\$79,280	\$6,607	\$93,154	\$7,763	\$99,100	\$8,258
8	\$44,120	\$3,677	\$55,150	\$4,596	\$66,180	\$5,515	\$77,210	\$6,434	\$81,622	\$6,802	\$88,240	\$7,353	\$103,682	\$8,640	\$110,300	\$9,192
*	\$4,480	\$373	\$5,600	\$467	\$6,720	\$560	\$7,840	\$653	\$8,288	\$691	\$8,960	\$747	\$10,528	\$877	\$11,200	\$933

\*For family units over 8, add the amount shown for each additional member.

**Notes:**

Federal Poverty Guidelines: 2020 Federal Poverty Guidelines (FPG) annual income levels are published in the Federal Register of January 17, 2020, Volume 85, Number 12, on pages 3060-3061.

Percentage Calculations: Annual income levels provided above for 125%-250% of FPG are derived by multiplying the FPG annual income for each family size by the appropriate percentage and rounding to the nearest whole dollar. Monthly income levels for FPG and 125%-250% of FPG are derived by dividing each annual income level by 12 and rounding to the nearest whole dollar.

Calculated and prepared by the Office of Health Planning, Georgia Department of Community Health, January 23, 2020.

Rensselaer

Attachment G

**MEMORANDUM OF AGREEMENT FOR HOUSING ASSISTANCE**

Property Owner/  
Manager  
(Landlord)

\_\_\_\_\_  
Name/Company

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Tenant

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Agency

Veterans' Relief Program  
Walla Walla County Department of Community Health  
314 West Main, Walla Walla WA 99362  
Phone: 509-524-2650

Total Amount of One Month's Rent: \$ \_\_\_\_\_ Unit Size: Studio \_\_\_\_\_ 1BR \_\_\_\_\_ 2+BR \_\_\_\_\_

Total Amount of Assistance Paid to Landlord from Agency: \$ \_\_\_\_\_

Total Due from the Tenant: \$ \_\_\_\_\_

The above named Landlord agrees to house the above named Tenant for a period of \$30 days from \_\_\_\_\_, 20 \_\_\_\_\_. Eviction of tenant from the dwelling will not occur before \_\_\_\_\_, 20 \_\_\_\_\_ based on this Agreement. In return for housing this tenant and based on this signed Agreement, the Agency will pay the sum of \$ \_\_\_\_\_ to be applied to one month's rent due to the Landlord. The balance of the one month's rent is due from the Tenant as noted above. Payment of assistance from the Agency is contingent on the Landlord having received and signed this completed "Memorandum of Agreement for Housing Assistance".

By granting rent assistance, it is understood that the Agency is in no way liable or obligated for any further rent payments or damages to the Landlord. Tenant is responsible for the remaining balance.

Signed \_\_\_\_\_  
Landlord, Owner or Manager

\_\_\_\_\_  
Date

Signed \_\_\_\_\_  
Agency Staff- Authorized Signature

\_\_\_\_\_  
Date



United States Department of Agriculture

## Official USDA Food Plans: Cost of Food at Home at Four Levels, U.S. Average, May 2020 <sup>1</sup>

Age-gender groups	Weekly cost <sup>2</sup>				Monthly cost <sup>2</sup>			
	Thrifty plan	Low-cost plan	Moderate-cost plan	Liberal plan	Thrifty plan	Low-cost plan	Moderate-cost plan	Liberal plan
<b>Individuals <sup>3</sup></b>								
<b>Child:</b>								
1 year	\$22.80	\$30.70	\$34.80	\$42.20	\$99.00	\$133.00	\$150.80	\$183.00
2-3 years	\$25.00	\$32.30	\$38.60	\$47.10	\$108.30	\$140.10	\$167.30	\$203.90
4-5 years	\$26.40	\$33.10	\$41.40	\$50.00	\$114.60	\$143.40	\$179.30	\$216.50
6-8 years	\$33.70	\$47.50	\$56.50	\$66.50	\$146.10	\$205.90	\$244.90	\$288.00
9-11 years	\$38.00	\$50.00	\$65.40	\$76.10	\$164.50	\$216.80	\$283.20	\$329.80
<b>Male:</b>								
12-13 years	\$40.70	\$58.10	\$72.50	\$85.30	\$176.50	\$251.70	\$314.00	\$369.60
14-18 years	\$42.00	\$59.00	\$74.70	\$86.60	\$182.10	\$255.40	\$323.80	\$375.10
19-50 years	\$45.10	\$58.40	\$73.20	\$89.70	\$195.40	\$253.10	\$317.30	\$388.70
51-70 years	\$41.10	\$55.20	\$69.20	\$83.20	\$178.10	\$239.20	\$299.90	\$360.60
71+ years	\$41.30	\$54.20	\$67.50	\$83.30	\$178.80	\$235.00	\$292.40	\$361.20
<b>Female:</b>								
12-13 years	\$40.40	\$49.80	\$60.30	\$74.00	\$175.00	\$215.80	\$261.10	\$320.80
14-18 years	\$39.90	\$49.80	\$59.60	\$73.70	\$172.70	\$215.60	\$258.40	\$319.50
19-50 years	\$39.90	\$50.70	\$62.10	\$79.30	\$173.10	\$219.60	\$269.10	\$343.70
51-70 years	\$39.70	\$49.40	\$61.50	\$74.30	\$172.10	\$214.00	\$266.30	\$321.80
71+ years	\$38.60	\$48.70	\$60.70	\$73.00	\$167.30	\$210.90	\$262.90	\$316.30
<b>Families</b>								
<b>Family (Male &amp; Female) of 2: <sup>4</sup></b>								
19-50 years	\$93.50	\$120.00	\$148.90	\$185.90	\$405.30	\$520.00	\$645.10	\$805.70
51-70 years	\$88.90	\$115.00	\$143.80	\$173.30	\$385.10	\$498.50	\$622.90	\$750.70
<b>Family of 4:</b>								
Couple (Male & Female), 19-50 years and children—								
2-3 and 4-5 years	\$136.50	\$174.50	\$215.30	\$266.10	\$591.30	\$756.20	\$933.10	\$1152.90
6-8 and 9-11 years	\$156.70	\$206.70	\$257.20	\$311.60	\$679.10	\$895.50	\$1114.50	\$1350.20

<sup>1</sup> The Food Plans represent a nutritious diet at four different cost levels. The nutritional bases of the Food Plans are the 1997-2005 Dietary Reference Intakes, 2005 Dietary Guidelines for Americans, and 2005 MyPyramid food intake recommendations. In addition to cost, differences among plans are in specific foods and quantities of foods. Another basis of the Food Plans is that all meals and snacks are prepared at home. For specific foods and quantities of foods in the Food Plans, see *Thrifty Food Plan, 2006* (2007) and *The Low-Cost, Moderate-Cost, and Liberal Food Plans, 2007* (2007). All four Food Plans are based on 2001-02 data and updated to current dollars by using the Consumer Price Index for specific food items.

<sup>2</sup> All costs are rounded to nearest 10 cents.

<sup>3</sup> The costs given are for individuals in 4-person families. For individuals in other size families, the following adjustments are suggested: 1-person—add 20 percent; 2-person—add 10 percent; 3-person—add 5 percent; 4-person—no adjustment; 5- or 6-person—subtract 5 percent; 7- (or more) person—subtract 10 percent. To calculate overall household food costs, (1) adjust food costs for each person in household and then (2) sum these adjusted food costs.

<sup>4</sup> Ten percent added for family size adjustment.

This file may be accessed at: <https://www.fns.usda.gov/cnpp/usda-food-plans-cost-food-reports-monthly-reports>.

Issued June 2020.

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

IN THE MATTER OF APPROVING  
AN INTERGOVERNMENTAL  
AGREEMENT TO UTILIZE THE  
COUNCIL ON HOUSING BOARD  
FOR AN ADVISORY GROUP FOR  
THE UTILIZATION OF FUNDS  
COLLECTED BY WALLA WALLA  
COUNTY PURSUANT TO RCW  
82.14.540



RESOLUTION NO. **20**

**WHEREAS**, Walla Walla County has proposed an intergovernmental agreement with the following cities: Walla Walla, Waitsburg, Prescott and College Place for utilizing the Council on Housing Board as an Advisory Group to review and recommend proposed use of tax revenue funds collected in the Affordable and Supporting Housing fund pursuant to RCW 82.14.540 and Walla Walla County Code 3.30; and

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

**WHEREAS**, the County Prosecuting Attorney has reviewed said agreement; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said intergovernmental agreement and shall sign the same.

*Passed this 8<sup>th</sup> day of September, 2020 by Board members as follows:        Present or        Participating via other means, and by the following vote:        Aye        Nay        Abstained        Absent.*

**Attest:**

\_\_\_\_\_  
Jill Munns, Assistant Clerk of the Board

\_\_\_\_\_  
Gregory A. Tompkins, Chairman, District 3

\_\_\_\_\_  
James K. Johnson, Commissioner, District 1

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

*Constituting the Board of County Commissioners  
of Walla Walla County, Washington*



INTERGOVERNMENTAL AGREEMENT TO UTILIZE THE COUNCIL ON HOUSING  
BOARD FOR AN ADVISORY GROUP FOR THE UTILIZATION OF FUNDS COLLECTED  
BY WALLA WALLA COUNTY PURSUANT TO RCW 82.14.540

1. Parties

1.1 The County of Walla Walla (County) is a Washington County organized under the laws of the State of Washington.

1.2 The City of Waitsburg (Waitsburg) is a city organized under a Washington territorial charter.

1.3 The City of Prescott (Prescott) is a code city organized under the laws of the State of Washington.

1.4 The City of Walla Walla (Walla Walla) is a non-chartered code city organized under the laws of the State of Washington.

1.5 The City of College Place (College Place) is a non-chartered code city organized under the laws of the State of Washington.

2. Purposes

2.1 Ch. 39.34 RCW authorizes the County and Cities to jointly exercise powers, privileges and authority, and to enter into agreements for such purposes.

2.2 Chapter 388, Laws of 2019, relating to encouraging investments in affordable housing was adopted in the 2019 session and codified at RCW 82.14.540.

2.3 RCW 82.14.540 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, for the operations and maintenance costs of affordable or

supportive housing, and providing rental assistance to eligible tenants.

2.4 The tax will be credited against state sales taxes collected within the County and, therefore, will not result in higher sales and use taxes within the County and is an additional source of funding to address housing needs in the County.

2.5 The maximum rate imposed may not exceed 0.0146 percent. The maximum rate is available until July 28, 2020 to a county within its unincorporated areas and within the limits of a city that declares it will not levy the tax or that does not adopt a resolution of intent to impose the tax. After July 28, 2020, the maximum rate is 0.0146 percent for a participating county within the unincorporated area of the county and within the limits of any nonparticipating city that is located within the county.

2.6 The tax must be used to assist persons whose income is at or below sixty percent of the County median income.

2.7 The Walla Walla County Board of County Commissioners adopted Resolution 19-254, a resolution of intent to authorize the maximum capacity of the tax, in open session on November 4, 2019.

2.8 Walla Walla County enacted Ordinance 481 on November 25<sup>th</sup>, 2019, which imposed the maximum capacity of the tax. Ordinance 481 is codified at Walla Walla County Code Chapter 3.30.

2.9 The funds collected under Walla Walla County Code Chapter 3.30 are to be deposited in an account called the “Affordable and Supportive Housing Fund.”

2.10 No city in Walla Walla County has imposed the tax authorized by RCW 82.14.540 or has enacted a qualifying tax as defined by RCW 82.14.540(1)(e).

2.11 Walla Walla County enacted Resolution 18-278 on November 5, 2018. The Resolution adopted bylaws for the Walla Walla County Council on Housing Board (formerly the Council on Homelessness).

2.12 The Council on Housing Board currently consists of representatives of the Parties, as well as other interested members of the community.

2.12 The Parties intend to utilize the Council on Housing Board to review tax revenue from the tax imposed by Walla Walla County Code 3.30, which are deposited in the County's Affordable and Supportive Housing Fund.

2.13 At least annually, no later than September 1 of each year, the Council on Housing Board will make a recommendation to the Board of County Commissioners for proposed use of the Fund, including any expenditure from the fund or savings or retention of the fund.

2.14 The Board of County Commissioners will review the Council on Housing Board's recommendation at a regularly scheduled meeting, at least annually, with fourteen days' e-mailed notice to the Parties, prior to deciding how the funds in the Affordable and Supportive Housing Fund will be utilized.

### 3. Administrative structure.

3.1 This Agreement does not establish a separate legal entity.

3.2. Administrator. In accordance with WWCC 3.30.060, monies in the Affordable and

Supportive Housing Fund shall be administered by the Board of County Commissioners, with assistance from the Department of Community Health, in accordance with budgetary processes and state statutes. This Agreement will be administered by the Director of the Walla Walla County Department of Community Health.

4. Property

4.1 This Agreement does not provide for the acquisition, holding, or disposal of real or personal property.

5. Term and Termination.

5.1 This agreement shall be effective for a term which commences on the date that it has been fully executed by all Parties to the agreement and ends on December 31, 2026, unless it is terminated early as provided herein.

5.2 The term of this agreement may be extended by mutual agreement of the Parties.

5.3 This agreement may be mutually terminated prior to its expiration by written agreement of the Parties.

5.4 Any Party may unilaterally terminate this agreement by giving written notice of early termination of this agreement to the other Parties at any time. Termination shall become effective no sooner than one-hundred eighty (180) days after notice of early termination.

6. Independent contractors.

The Parties are and shall at all times be deemed to be independent contractors in the provision of the services set forth in this Agreement. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the Parties. Each Party

shall retain all authority for provision of services, standards of performance, discipline and control of personnel, and other matters incident to its performance of services pursuant to this Agreement. Nothing in this Agreement shall make any employee of any Party an employee of any other Party for any purpose, including but not limited to, for withholding of taxes, payment of benefits, workers' compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their respective employees by virtue of their employment.

7. Hold harmless.

It is understood and agreed that each Party will be solely responsible for its own negligence and will, to the extent of its negligence, indemnify and hold harmless the other Parties from any and all claims, losses, or causes of action, suits and actions in equity of any kind.

8. Attorney fees.

All Parties shall bear their own attorney's fees and costs of enforcing their rights and responsibilities under this Agreement.

9. Assignment.

No Party shall transfer, assign, or subcontract, in whole or in part, any or all of its respective rights or obligations under this Agreement without the prior written consent of the other Parties.

10. Third party beneficiaries.

The Parties do not intend by this Agreement to assume any contractual obligations to anyone other than each other. The Parties do not intend to create any third-party beneficiary to this Agreement.

11. Notices.

Except as stated in Section 2.14, notices shall be given, at a minimum, by postage prepaid

mail to a Party at its address of its principal governmental office in care of its official clerk.

12. Waiver.

No waiver by any Party of any term or condition of this Agreement incorporated in this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or different provision.

13. Entire agreement.

This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned therein and no prior Agreements shall be effective to the contrary.

14. Amendment.

The provisions of this Agreement may be amended with the mutual consent of the Parties. No additions to, or alterations of, the terms of this Agreement shall be valid unless made in writing and formally approved and executed by the duly authorized agents of the Parties.

15. Counterparts.

This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

16. Filing.

The Clerk of the Board of County Commissioners shall cause a copy of this Agreement to be posted on the County website pursuant to RCW 39.34.040.

17. Severability.

If any term, provision, covenant or condition of this Agreement shall be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the Agreement shall continue in full force and effect and shall in no way be affected, impaired or invalidated thereby.

To this end, the provisions of this Agreement are declared to be severable.

18. Applicable Law

This Agreement, and any rights and obligations hereunder, shall be construed and interpreted in accordance with the laws of the State of Washington.

19. Jurisdiction and Venue

Any dispute or proceeding arising out of this Agreement shall be submitted to the Superior Court of the State of Washington for Walla Walla County.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

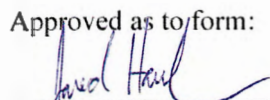
COUNTY OF WALLA WALLA

Approved as to form:

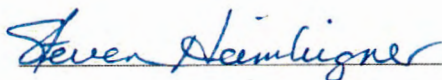
\_\_\_\_\_  
Prosecuting Attorney

\_\_\_\_\_  
CHAIRMAN OF BOARD OF WALLA  
WALLA COUNTY COMMISSIONERS

Approved as to form:

  
\_\_\_\_\_  
Prescott City Attorney

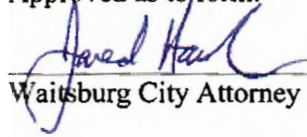
CITY OF PRESCOTT



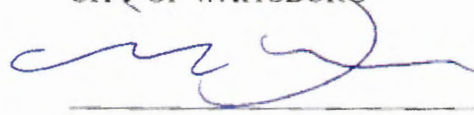
STEVEN HEIMBIGNER  
MAYOR

Date: 08/06/2020

Approved as to form:

  
Waitsburg City Attorney

CITY OF WAITSBURG



MARTIN DUNN  
MAYOR

Date: 8/13/2020

Approved as to form:

\_\_\_\_\_  
Walla Walla City Attorney

CITY OF WALLA WALLA

\_\_\_\_\_  
NABIEL SHAWA  
CITY MANAGER

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

Approved as to form:

\_\_\_\_\_  
College Place City Attorney

CITY OF COLLEGE PLACE

\_\_\_\_\_  
NORMA HERNANDEZ  
MAYOR

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



Approved as to form:

\_\_\_\_\_  
Waitsburg City Attorney

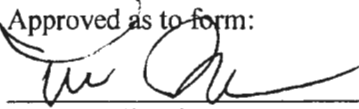
CITY OF WAITSBURG

SEE page 8

MARTIN DUNN  
MAYOR

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

Approved as to form:

  
\_\_\_\_\_  
Walla Walla City Attorney

CITY OF WALLA WALLA



NABIEL SHAWA  
CITY MANAGER

Date: 8/28/2026

Approved as to form:

\_\_\_\_\_  
College Place City Attorney

CITY OF COLLEGE PLACE

SEE page 10

NORMA HERNANDEZ  
MAYOR

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

Approved as to form:

\_\_\_\_\_  
Waitsburg City Attorney

CITY OF WAITSBURG

\_\_\_\_\_  
*see page 8*

MARTIN DUNN  
MAYOR

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

Approved as to form:

\_\_\_\_\_  
Walla Walla City Attorney

CITY OF WALLA WALLA

\_\_\_\_\_  
*see page 9*

NABIEL SHAWA  
CITY MANAGER

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

Approved as to form:

\_\_\_\_\_  
College Place City Attorney

CITY OF COLLEGE PLACE

\_\_\_\_\_  
*Norma L. Hernandez*

NORMA HERNANDEZ  
MAYOR

Date: 8-13-2020

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) New job description approval form - Elections Specialist/Licensing Clerk II for the Auditor's Office

**11:00**

**COUNTY SHERIFF**

**Mark Crider**

- a)** Presentation by Stephen Morrissey of Enterprise Fleet Management re vehicle lease program
- b)** Office update and miscellaneous



## FLEET MANAGEMENT



**Stephen Morrissey**

Account Executive

1119 SW 7<sup>th</sup> St.

Renton, WA 98057

(425) 917-7537 Direct

[Stephen.i.Morrissey@efleets.com](mailto:Stephen.i.Morrissey@efleets.com)

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# REFERENCES



"The partnership with Enterprise Fleet Management has allowed St. Lawrence County to replace a significant portion of the fleet in times when the amount of available capital for expenditures has diminished. Enterprise provided data for estimated fuel, repairs and overall cost of ownership which provided the information needed for the Legislature to make an informed decision."

DONALD R. CHAMBERS, ST. LAWRENCE COUNTY SUPERINTENDENT OF HIGHWAYS



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## KEY OBJECTIVES

### ✓ **Cash flow management**

- Utilize open-ended equity leases to pay for what you use
- Flexibility for different vehicle needs and holding periods

### ✓ **Replacement Plan**

- Capitalize on equity in fleet by replacing at the optimal time
- Reduces operating costs – newer vehicles have lower maintenance expense and increased fuel efficiency

### ✓ **Maintain a manageable vehicle budget**

- Vehicles are frequently the first place agencies cutback
- Cutting back savings in acquisition but ultimately cost more operationally and sacrifices safety and reliability

### ✓ **Decrease administrative burden**

- Dedicated local account team
- Infrastructure in place for buying, selling, maintaining, fueling and admin work

# THE ENTERPRISE STORY

- The Enterprise story starts in the 40s, when our founder, Jack Taylor, answered the call of duty and joined the Navy during WWII.
- In 1969, Jack re-christened his growing operation "Enterprise" in honor of the aircraft carrier aboard which he served as a decorated Hellcat pilot in World War II.
- Enterprise ranked No. 13 on *Forbes America's Largest Private Companies* still family owned and headquartered in St. Louis, Missouri
- Standard and Poor's Rating Services recently upgraded Enterprise Fleet Management Inc.'s corporate credit rating to BBB from BBB-

*"Take care of your customers and employees first, and the profits will follow."* —Jack Taylor

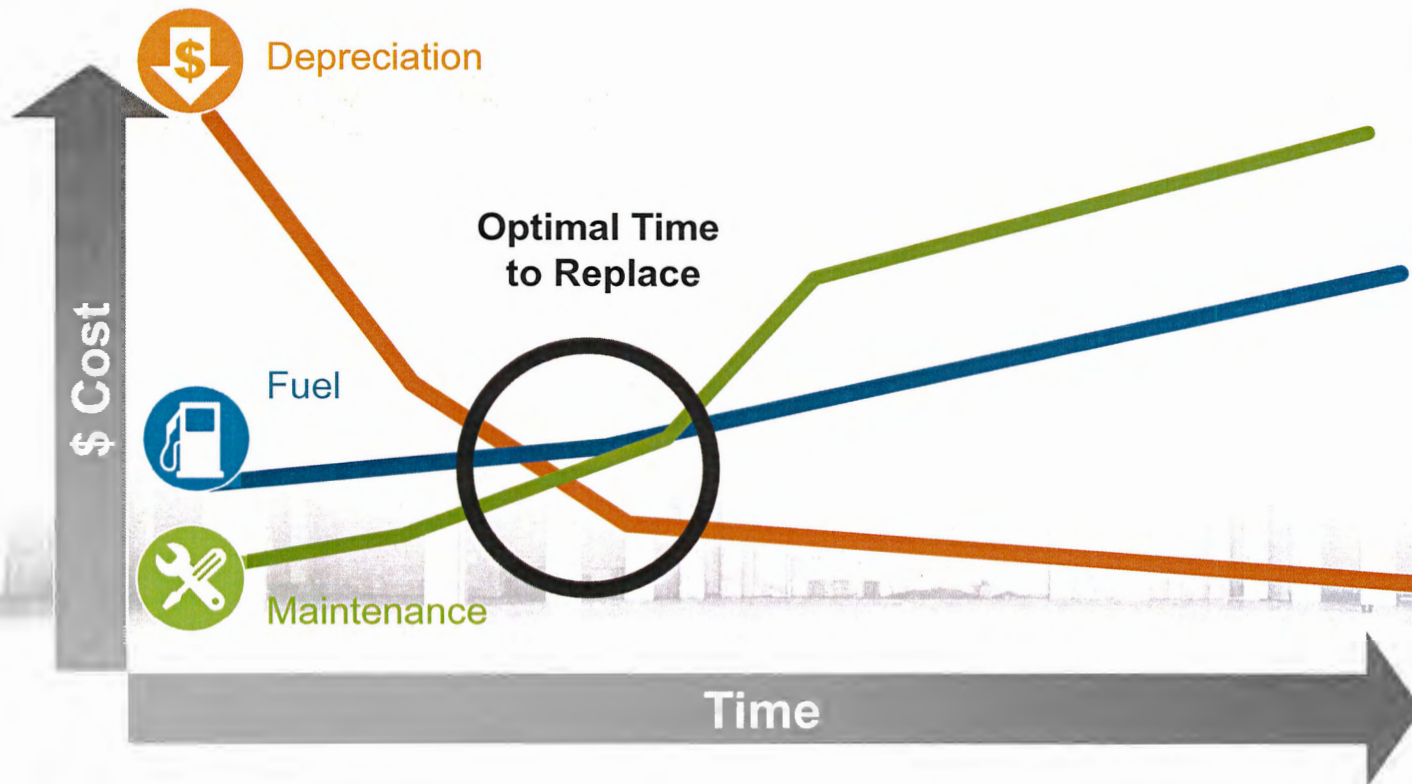


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# EFFECTIVE VEHICLE LIFECYCLE



## Key Observations

- Maintenance costs in your current replacement window can be double the costs of vehicles in the optimal range
- Fuel costs are 25% - 30% higher or more depending on vehicle type
- Resale values are 70% - 80% lower at your typical replacement interval vs. optimal
- Replacing vehicles at optimal time is cost neutral to current plan.

## Government Buying Power – Example



2019 F-250 Crew Cab 4x4

MSRP  
\$44,550

Market Average  
\$42,100

Avg Savings off MSRP  
5.5% off

← TrueCar.com

**Government Factory Order Purchase Price \$30,495**

### THE ENTERPRISE DIFFERENCE

Months in Service	Odometer	Sale Price	Average Monthly Outlay
10	9,200	\$34,200	-\$370.50
12	11,600	\$34,000	- \$292.08
19	25,000	\$26,500	\$210.26
30	36,500	\$25,000	\$183.17

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2016 Enterprise Fleet Management, Inc.

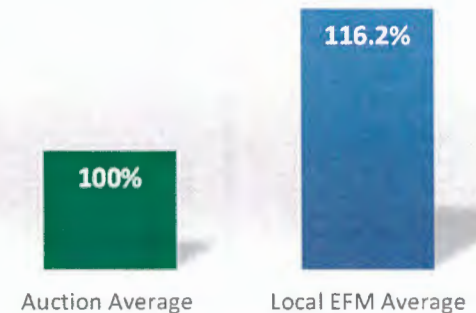
# VEHICLE RESALE

\$26,095.60	Capitalized Price Prior (Prior to Cap Price Reductions/Gains on Prior Sale)
\$2,500.00	Capitalized Price Reduction (Money Down/Gain from Prior Lease)
<hr/>	
\$23,595.60	Total Capitalized Amount (Delivered Price)
<hr/>	
-\$19,672.65	Total Billed Depreciation
\$0.00	Interest Adjustment
\$0.00	Last Payment
\$0.00	License Fees
\$0.00	Accumulated Certain Charges (PPT)
\$0.00	Service Charge
<hr/>	
\$4,297.95	Reduced Book Value



Months in service: 61  
Total depreciation: \$4,092.68  
  
**Avg. monthly depreciation expense: \$67.09**

## Black Book Sales



\$21,000.00	Gross Vehicle Sales Price
\$0.00	Selling Fees/Expenses
	\$0.00 Auction Amount
	\$0.00 Reconditioning Fee
	\$0.00 Transportation Amount
	\$0.00 Miscellaneous Amount
-\$1,377.92	Sales Tax
<hr/>	
\$4,297.95	Reduced Book Value (RBV)
<hr/>	
\$18,079.97	Net Settlement Amount Gain (Loss)

Utilize Enterprise's resale network to hand sell vehicles, on average sales price is 16% more than auction.

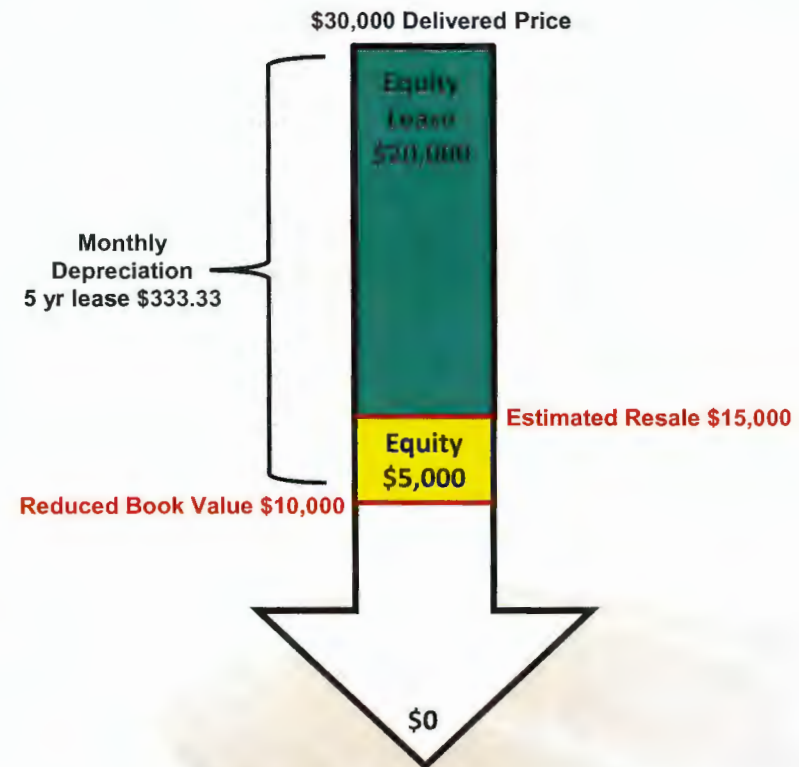
Administrative burden of selling vehicles is removed.

With open-ended equity leases, you pay for what you use.



## OPEN-ENDED (EQUITY) LEASE STRUCTURE

- Improve cash flow
- No mileage restrictions or wear and tear charges
- Customized terms for use and type of vehicle
- Flexibility of ownership



# Vehicle Safety Standards

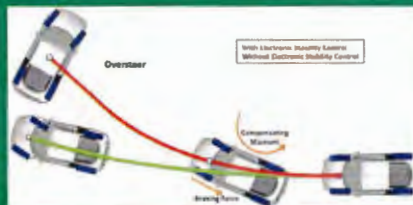
## 2007

- Front/Side crash test
- Anti-lock brakes
- Airbags



## 2012

- Electronic Stability Control
- Lane Departure Warning



## 2017

- Forward Collision Warning
- Blind Spot Warning
- Offset-crash test



## 2018

- Rear Camera Standard as of May 2018



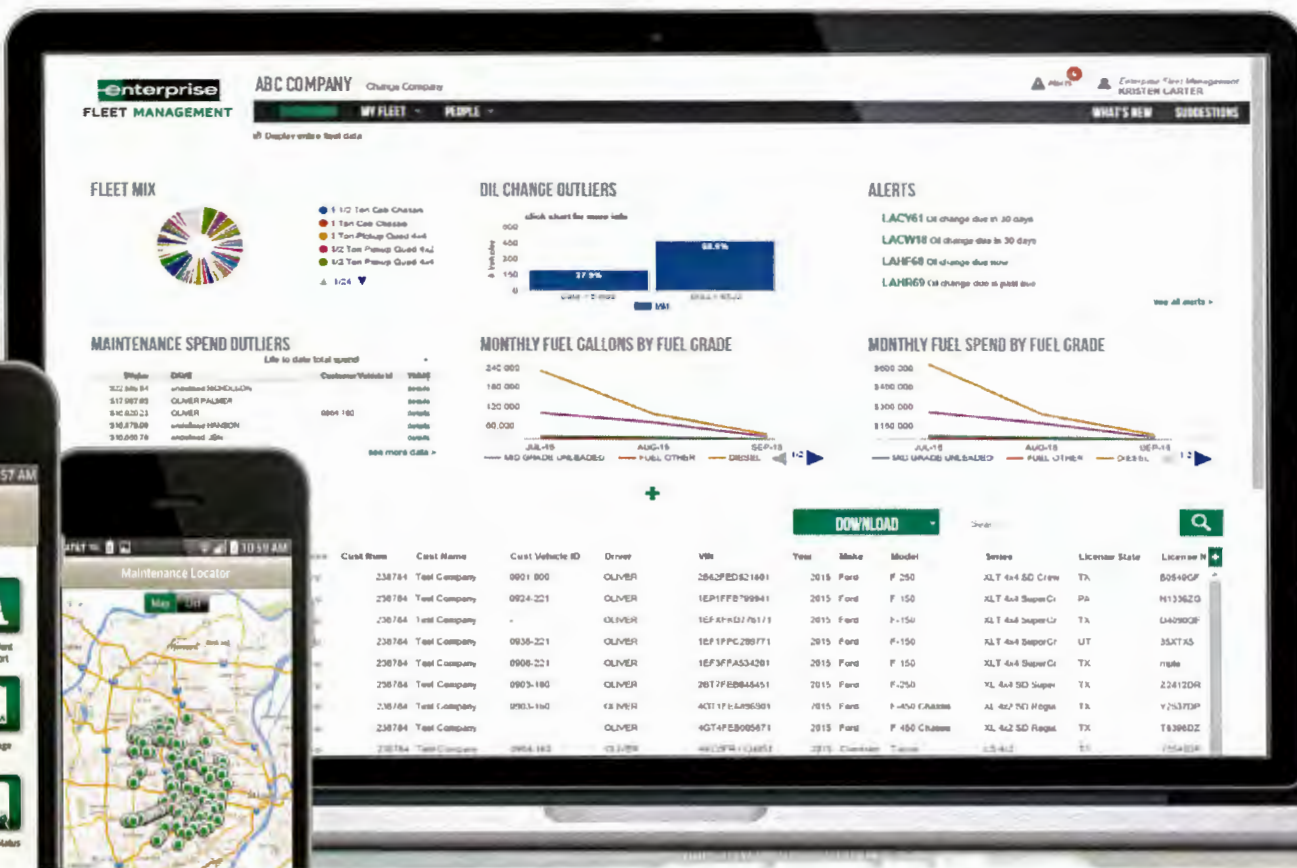
**enterprise**

**FLEET MANAGEMENT**

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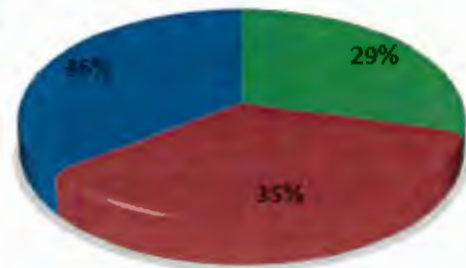
# TOOLS AND TECHNOLOGY





# RIGHT VEHICLE RIGHT USAGE

Fleet Mix			Fleet Cost							Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Maintenance	Insurance	Fuel	Fleet Budget	Net Cash
Incl. Tax											
Average	388	22.8	388	0	588,352	0	582,000	0	483,254	1,653,606	0
'18	374	113	261	113	0	596,326	427,787	0	418,361	1,442,474	211,133
'19	360	70	177	183	0	936,766	324,266	0	374,074	1,635,106	18,500
'20	346	35	128	218	0	1,114,248	262,006	0	347,930	1,724,185	-70,579
'21	332	70	44	288	0	1,483,373	158,485	0	296,939	1,938,797	-285,191
'22	320	32	0	320	0	641,352	102,761	0	268,474	1,012,587	641,018
'23	320	113	0	320	0	1,036,521	102,761	0	268,474	1,407,756	245,850
'24	320	70	0	320	0	1,376,522	102,761	0	268,474	1,747,757	-94,152
'25	320	35	0	320	0	1,102,311	102,761	0	268,474	1,473,547	180,059
'26	320	70	0	320	0	1,428,288	102,761	0	268,474	1,799,523	-145,918
'27	320	32	0	320	0	641,352	102,761	0	268,474	1,012,587	641,018



■ Fuel ■ Maintenance ■ Purchase

10 Year Savings

\$1,341,737

Avg. Sustainable Savings

\$165,371

## Current Fleet Equity Analysis

YEAR	2018	2019	2020	2021	2022
QTY	127	84	49	84	44
RESALE	\$2,000	\$2,500	\$3,000	\$4,500	\$6,500
TOTAL	\$254,000	\$210,000	\$147,000	\$378,000	\$286,000
Estimated Current Fleet Equity**					\$1,275,000

10 Year Savings

\$1,341,737

Estimated Fleet Equity

\$1,275,000

Net Cash\*\*\*

\$2,616,737

## Vehicle Types

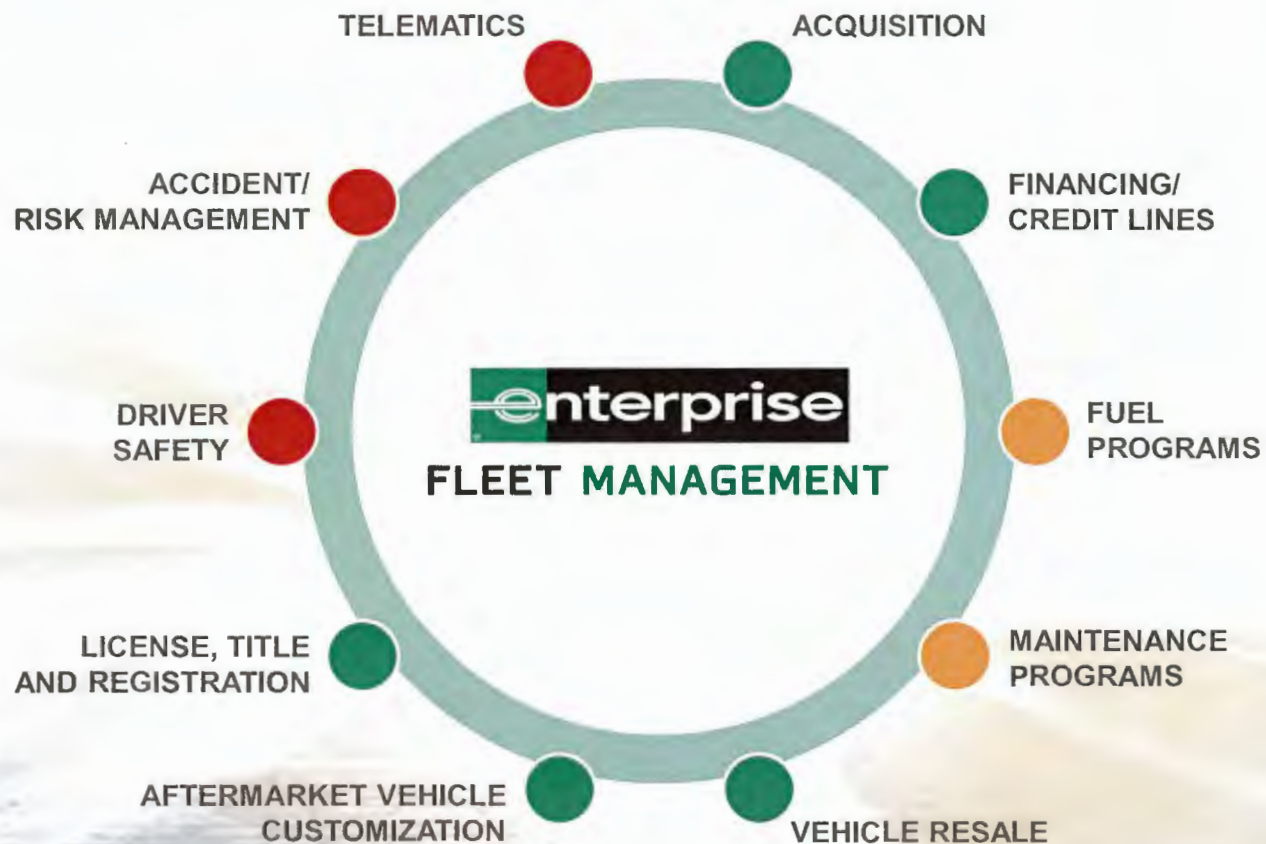
- We have access to all makes & models
- Right Type Current Fleet
- Standardization Where Possible

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**DELIVERING SOLUTIONS. DRIVING RESULTS.**

**enterprise**  
FLEET MANAGEMENT



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## PURCHASING COOPERATIVES

# Sourcwell

Formerly NJPA



The Interlocal



Purchasing System

# E&I

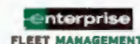
Sourcing. Strategy. Savings.

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# Results

## CASE STUDY | CITY OF SAN MARCOS



### The City of San Marcos Reduces Costs by 27% and Replaces Aging Vehicles.

**BACKGROUND**  
Location: San Marcos, CA  
Industry: Government  
Total vehicles: 90 vehicles

#### THE CHALLENGE

Half of the City of San Marcos' vehicles were operating past their useful life. The City's fleet was deteriorating rapidly, and many of the vehicles needed to be replaced to mitigate increasing repair and maintenance costs. Budget challenges prevented the City from purchasing new vehicles. Major repairs reduced the number of available vehicles, and the City vehicle downtime was significantly affecting its operations. Maintenance costs continued to erode the budget and interfere with the efficiency of City operations.

#### THE SOLUTION

Enterprise Fleet Management evaluated the City's entire fleet to identify the most cost-effective way to replace its aging vehicles. Ten vehicles were identified as under-utilized and completely removed from service. By implementing an open-vehicle lease structure, the City was able to replace the remaining ninety vehicles within a three-year period. The program did not require a large initial outlay of funds. The City of San Marcos was not out of compliance with state capital requirements for vehicle replacement, allowing them to replace higher-repairing, heavy-duty and emergency vehicles first.

"The Enterprise Fleet Management lease program has not only alleviated some of the maintenance burden placed on our fleet maintenance staff and budget, it has also provided a level of flexibility that allows my team to promptly address the City's dynamic fleet needs without sacrificing service."

—Lisa Fowler, Public Works Manager, Administration & Fleet

#### THE RESULTS

The full Maintenance Program provided a clear total monthly cost, which is easily budgeted for every year. The program also allows the City to replace vehicles as needed on the right-duty fleet, so the maintenance staff can keep focus on the heavy-duty vehicles.

To learn more, visit [efm.com](http://efm.com) or call 877-23-FLEET.

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#### Key Results

**27%  
DECREASE  
IN FLEET COSTS**



**RIGHT-SIZED  
FLEET BY 10%  
FOR BETTER  
UTILIZATION**

**REPLACED  
90 VEHICLES  
OVER A 3-YEAR PERIOD**



## CASE STUDY | DEER PARK INDEPENDENT SCHOOL DISTRICT



### School District finds savings and increased productivity with the Enterprise Fleet Management Program.

**BACKGROUND**  
Location: Deer Park, TX  
Industry: Government - School District  
Total vehicles: 90 vehicles

#### THE CHALLENGE

Before partnering with Enterprise, Deer Park Independent School District (ISD) had 90+ vehicles ranging from 6 to 15 years of age, leaving them to become less reliable and more expensive to maintain. Because vehicles were typically purchased with bond money, it created a pattern of a large number of vehicles needing to be repaired or replaced at the same time. District employees started complaining about the quality of the fleet, and mechanics were spending too much time working on the white fleet instead of buses.

#### THE SOLUTION

By partnering with Enterprise Fleet Management, Deer Park ISD was able to replace its fleet over a 4-year period by replacing its oldest vehicles first. Once the fleet has been updated, the vehicles will continue to be replaced every five years. A proactive replacement plan will allow the district to capitalize on maximum vehicle resale value. This program will also help it maintain the annual transportation budget since the district will be able to predict more vehicle costs.

"By partnering with Enterprise, we have strengthened focus on our students, maximized personnel utilization, and provided our employees with vehicles they are proud to drive."

—Paul Page, Assistant Superintendent for Business Services

The Deer Park ISD leverages Enterprise's maintenance program. All district vehicles are now repaired by a local service vendor. District employees can focus on buses to transport students. District employees have reported that they are more productive and are not waiting as long for repairs.

#### THE RESULTS

The Deer Park ISD and Enterprise have been partners for three years. Enterprise has yielded over \$300,000 in revenue by selling the district's older vehicles. It has been able to maintain 58 vehicles for half the cost of a new vehicle. Enterprise Fleet Management continues to help the district maximize its operations and reduce costs to meet strict budgetary requirements while keeping their vehicles on the road.

To learn more, visit [efm.com](http://efm.com) or call 877-23-FLEET.



#### Key Results

**MORE THAN  
\$300,000  
IN VEHICLE RESALE**



**9X  
FASTER  
AT REPLACING VEHICLES**

**REDUCED  
STAFF OVERHEAD**



## CASE STUDY | ELSINORE VALLEY MUNICIPAL WATER DISTRICT



### By replacing its entire fleet, EVMWD will save \$1.2M in ten years.

**BACKGROUND**  
Location: Lake Elsinore, CA  
Industry: Water District  
Total vehicles: 75 vehicles

#### THE CHALLENGE

The Elsinore Valley Municipal Water District (EVMWD) was experiencing budget restrictions, which prevented the organization from replacing vehicles. Operating older vehicles ultimately increased the district's maintenance expenses. Additionally, the age and condition of the fleet was causing mechanics to divert time away from the larger, more expensive pieces of equipment, which created further strain on personnel and increased vehicle downtime.

#### THE SOLUTION

Saving a way to improve its fleet, EVMWD partnered with Enterprise Fleet Management to develop a proactive vehicle replacement plan. Over a 4-year plan, EVMWD was able to replace each vehicle in its fleet. The oldest vehicles with the highest mileage were replaced first, reducing EVMWD's maintenance and fuel expenses immediately.

"By implementing a consistent fleet replacement program, the Enterprise Fleet Management account team has helped EVMWD streamline our budgeting processes. With our very first set of new vehicles, we saw an immediate, positive impact on maintenance and fuel expenses. Additionally, Enterprise has helped us sell our old vehicles, getting higher returns than we expected. It also relieved our staff's time and involvement throughout the entire process. Enterprise is a true "One-Stop" service."

—John Martinez, Maintenance Manager

#### THE RESULTS

With the Enterprise Fleet Maintenance Program, EVMWD accurately budgets vehicle maintenance expenses. The program has greatly reduced the amount of time the staff was spending on scheduling and approving vehicle repairs and costs. EVMWD immediately recognized fuel, maintenance savings and 12% savings in fuel costs. Once fully implemented, EVMWD will have approximately 24% (about \$1.2M) in 10 years.

To learn more, visit [efm.com](http://efm.com) or call 877-23-FLEET.

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#### Key Results

**OVERALL SAVINGS OF  
\$1.2 M  
AFTER TEN YEARS**



**50%  
MAINTENANCE  
SAVINGS**



**12%  
FUEL COST  
SAVINGS**

**11:30**

**COUNTY COMMISSIONERS**

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

**RECESS**

**1:30**

**COUNTY AUDITOR**

**Karen Martin**

- a) Presentation of the 2021 preliminary Walla Walla County Budget to the Board of County Commissioners

**1:45**

**HUMAN RESOURCES/RISK MANAGER**

**Shelly Peters**

- a) 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))

**2:00**

**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))

**Written Department updates only provided by:**

**PUBLIC WORKS  
COMMUNITY DEVELOPMENT**

**Tony Garcia  
Lauren Prentice**

**Walla Walla County Public Works  
990 Navion Lane  
Walla Walla, WA 99362**

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To: Board of County Commissioners

From: Tony Garcia, P.E. Public Works Director

Date: 2 September 2020

Re: Director's Report for the Week of 31 August 2020

**Board Action: 8 September 2020**

**Update Only**

**ENGINEERING:**

- Blue Creek Bridge/Mill Creek FH: Contractor will work on final items next week.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way acquisition.
- Seven Mile Bridge: Contractor is working on bridge demo work.
- Drumheller Bridge: Consultant is working on design.
- Wallula Ave./Gose Street: Performing aerial topographical survey.
- Peppers Bridge Road: Reviewing draft cultural resource survey report prepared by consultant.
- Miscellaneous: Performing bridge inspections.

**MAINTENANCE/FLEET MANAGEMENT:**

- Wrapping up striping for the season.
- Garage is working on routine maintenance.
- Prep work continues for 2021 maintenance activities.
- North crew working on Mud Creek culvert replacement.

**ADMINISTRATION:**

- Mechanic II position is out being advertised.
- Posting positions internally from retirements - Mechanic I and Maintenance Tech I
- Finishing up Quarterly Counseling effort.
- Continue to work with the Corps of Engineers through their Public Law (PL) 84-99 program to repair the Mill Creek concrete channel and levees to pre-flood conditions.
- Continue to follow our Phase 2 COVID-19 Standard Operating Procedures (SOP) to help us maintain a safe work environment as we navigate these uncertain times.





## Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

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To: Board of County Commissioners  
From: Lauren A. Prentice, Director  
Date Prepared: September 3, 2020  
Agenda Date: September 8, 2020  
RE: Department Update

### ***Technical Review Committee (TRC) Meetings***

In August/early September the TRC conducted formal preapplication meetings/consultations on the following projects:

- PRE20-043 – Culinary arts and ceramic studio and teaching facility: Mojonner Road.
- PRE20-044 – manufactured home placement possibly requiring setback variance; W. Maple Street, Burbank.
- PRE20-045 – Industrial hemp processing facility – small-scale value-added agriculture processing: Riggs Road. Conducted virtual meeting/call plus site visit.
- PRE20-047 – accessory dwelling unit (ADU) project on Wallula Avenue.

Upcoming meetings:

- PRE20-046 – Tag Lane (private road) realignment, Mill Creek. Will be meeting with property owners and their representatives on September 15. Department of Ecology, USACOE, and WDFW were invited and are expected to attend this meeting due to overlapping jurisdiction.

### ***Building Permits Currently Under Review***

Approximately 27 building permit applications are currently open: this includes those actively under review as well as those on hold pending re-submittals by the applicant, and those under second review.

### ***Hearing Examiner***

The decision from the August 10 public hearing on the Lilac Subdivision (SUB20-001, Old Highway 12) has not yet been issued by the Hearing Examiner.

The next Hearing Examiner docket is scheduled for Monday, September 14 at 2:00 PM; public notice was issued this week by web, publication in the UB, and mailing. The agenda will include the following applications:

- CUP20-003/VAR20-005 – Consolidated Irrigation District #14, new utility facility on Wallula Avenue. Project includes renovation of existing storage buildings into a meeting space and shop/maintenance building, plus new well and pump house, 1 or 2 water reservoir tanks, and a solar array.

### ***Miscellaneous Updates and Meetings***

- Building Official Robert Grandstaff attended the International Code Council (ICC) Plan Review Institute on August 3-7.
- Met with Todd Hall from LDC regarding Burbank project on August 12; assigned new tasks based on recent BOCC workshop. In the process of arranging a PC workshop to develop amendment proposals.

- Met with John Blunt from the Department of Ecology on August 12 regarding Ecology's solid/hazardous waste programs. He offered to be a resource if the County is dealing with some types of Code Enforcement cases.
- Participated in Long Term Arterial Plan Workgroup Meeting on August 18.
- Met with County Commissioner candidates Jenny Maybury and Roger Esparza at their request.
- Attended the virtual Blue Mountain Regional Trails (BMRT) meeting on August 25.
- Attended the Upper Walla Walla Assessment Kickoff (CTUIR) meeting on August 31 on August 31.
- Assisted Public Records Officer with closing out 6 requests in August.
- CRM Tracking for Inquiries – this year we have been working on implementing a new system/procedure in the CRM TRAK module of TRAKiT to track general citizen inquiries. This will help us ensure that we're responding to customers and things don't fall through the cracks, plus it creates written documentation of the advice/information requests that we receive daily. Right now, our planning staff is creating CRM records for inquiries when they're not related to an application/case record that already exists. Many of these are customers inquiring about potential residential projects or exploring development feasibility prior to land purchase. In August our planners logged 20 of these inquiries in our tracking system.
- TRAKiT reviewers completed and tracked 572 Reviews in August.
- A total of 302 inspections were completed in August.
- 17 new complaints/reports were received and investigated in August. 2 new code enforcement cases were opened in August as a result of complaints being verified as substantiated and within our jurisdiction; no cases were closed. A total of 69 cases remain open.
- 12 project (land use) applications were approved in August. This included 1 BLA, 2 variances, 4 ADU's, a Binding Site Plan minor revision (Port of Walla Walla), and miscellaneous other Level 1 and Level 5 reviews. 21 new land use applications were submitted in August.
- A total of 78 building permits were issued in August and 72 new applications were received.
- Contacted on September 1-3 by WDFW and PWD staff regarding the Mill Creek Road Wetland 4a and 4b project regarding SEPA compliance.
- On September 3 we are meeting virtually with a property owner who is interested in constructing a private bridge over Titus Creek to access a farm and future residence. A building permit application (B19-0344) was submitted for this project in the fall of last year, but the project has been on hold since last October when provided a detailed letter outlining a path forward which requires the following required plans/documents: site plan, engineered plans demonstrating compliance with floodplain standards, building code, and fire code; Elevation Certificate; critical area reports/assessments; JARPA form; SEPA Checklist. These requirements were originally communicated to the applicant (contractor) in June 2019. Unauthorized work at this site occurred in 2019.
- September 3, 2020 – one staff member will attend SWAC meeting.
- September 4, 2020 – planning and building staff members will be attending Planning Association of Washington (PAW) webinar on Preparing a Code Enforcement Case for the Hearing Examiner.



## **- 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.*