

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 8, 2021

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 wwcocommissioners@co.walla-walla.wa.us

Call in 1-408-418-9388 access code: 146 784 0290

Meeting link: <https://wwco.webex.com/wwco/j.php?MTID=m6ef6c0710e4eb57be4e10ce0cc827a38>

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)
- e) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review vouchers/warrants/electronic payments
- f) **Public Hearing:**
 - 1) To consider declaring certain County equipment as surplus
- g) **Action Agenda Items:**
 - 1) Resolution – Declaring certain county property as surplus and disposing of same
- h) **Consent Agenda Items:**
 - 1) Resolution - Minutes of County Commissioners' proceedings for February 1 and 2, 2021
 - 2) Resolution – Awarding an additional contract for Indigent Legal Services for 2021
 - 3) Resolution – Adopting central services simplified indirect cost allocation plan for year ended December 31, 2019 – Fiscal year 2021
 - 4) Execute Acknowledgement of Receipt form for report from County Treasurer of all refunds for year 2019 (pursuant to RCW 84.69.020)
 - 5) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF DECLARING
CERTAIN COUNTY PROPERTY
AS SURPLUS AND DISPOSING
OF SAME**



RESOLUTION NO. 21

WHEREAS, the Board of County Commissioners of Walla Walla County, as the county legislative authority, has received from the County Technology Services (Central Services) Department a listing of various used equipment items, which are and have been the property of the County and which are proposed to be declared surplus, said list attached as "Attachment A" and by reference herein made a part hereof, and

WHEREAS, Chad Goodhue, Technology Services Department Director, has advised that the equipment as listed is either past end of technical life, damaged, no longer supported technically, or in a condition that would cost the county more to repair than replace, and as such, he is proposing to recycle suitable items and dispose of the other items, as none are deemed to have a resale value to the county; and

WHEREAS, pursuant to Walla Walla County Resolution No. 21 017, a public hearing date of February 8, 2021 was set to consider declaring said County property as surplus and disposing of same; and

WHEREAS, the Board of County Commissioners, as the county legislative authority, held a properly advertised public hearing on February 8, 2021 for the purpose of hearing testimony in favor of or in opposition to disposing of the aforementioned property; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they deem it in the best interests of Walla Walla County to declare said property as surplus and direct the Technology Services Department Director to dispose of the items as proposed.

*"Passed this **8th day of February, 2021** by Board members as follows: ___ Present or ___ Participating via other means, and by the following vote: ___ Aye ___ Nay ___ Abstained ___ Absent."*

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

Todd L. Kimball, Commissioner, District 2

Jennifer R. Mayberry, Commissioner, District 3

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

“Attachment A”

Name	AssetTag	Type	Manufacturer	Serial	Company
TS5031	5031	Workstation	Hewlett-Packard	MXL2370SW1	Technology Services
MONITOR	5051	Monitor	HP	3CQ23204MP	Assessor
WSU-MON	5086	Monitor	VIEWSONIC		Extension
PHD-MON	5092	Monitor	HP	CN42511258	Health
SHE-MON	5332	Monitor	HP	CN432513D2	Sheriff
CTS5337	5337	Workstation	Hewlett-Packard	MXL3341FW1	Court Services
SCO5339	5339	Laptop	Hewlett-Packard	5CB33405R8	Superior Court
monitor	5343	Monitor	HP	CN43280MK8	Court Services
PHD-MON	5357	Monitor	HP	3CQ125P5z7	Health
COM-MON	5364	Monitor	ASUS		Commissioners
monitor	5374	Monitor	HP		Sheriff
TRE-MON	5377	Monitor	HP	2ME0204853	Treasurer
TRE-MON	5379	Monitor	HP	2ME0218664	Treasurer
TRE-MON	5380	Monitor	Hewlett-Packard		Treasurer
TRE-MON	5381	Monitor	HP		Treasurer
TRE-MON	5382	Monitor	HP	2ME0204850	Treasurer
TRESW	5422	Switch	Cisco	CAT0841R0YH	Treasurer
AUDITOR_3550_1	5423	Switch	Cisco	CAT0841R0YM	Auditor
WSUSW	5428	Switch	Cisco	CAT0841R0ZD	Extension
CTS-MON	5464	Monitor	HP	CNK8171528	Court Services
CTSMon	5471	Monitor	HP	3CQ03303V6	Court Services
CTS-MON	5473	Monitor	HP		Court Services
DCO-MON	5494	Monitor	HP	3CQ03305XP	Assessor
monitor	5526	Monitor	HP	CN444305K1	Community Development
monitor	5527	Monitor	HP	CN444305K3	Community Development
monitor	5535	Monitor	HP	CN444305C7	Community Development
SHE-MON	5586	Monitor	HP		Sheriff
SHE-MON	5587	Monitor	HP		Sheriff
SHE-MON	5592	Monitor	HP		Sheriff
SHE-MON	5593	Monitor	HP		Sheriff
SHE-MON	5606	Monitor	HP		Sheriff
SHE-MON	5611	Monitor	HP		Sheriff
SHE-MON	5616	Monitor	HP		Sheriff
SHE-MON	5617	Monitor	HP		Sheriff
CLK-MON	5626	Monitor	HP	3CQ03305Q0	Coroner
CLK-MON	5629	Monitor	HP	3CQ0274PYD	Assessor
CLK-MON	5631	Monitor	HP	3CQ03305PR	Coroner
TRE-MON	5662	Monitor	Hewlett-Packard	CN434106XH	Treasurer
TRE-MON	5663	Monitor	Hewlett-Packard	CN434106X5	Treasurer
CTS5666	5666	Workstation	Hewlett-Packard	MXL3411C3Z	Court Services
CTS-MON	5668	Monitor		CN4334006C	Court Services
CTS5672	5672	Workstation	Hewlett-Packard	MXL345200P	Court Services
CTS-MON	5676	Monitor			Court Services
monitor	5705	Monitor	HP	CN43460JMZ	Sheriff
monitor	5707	Monitor	HP	CN43460JN9	Sheriff
monitor	5708	Monitor	HP	CN43460JN5	Sheriff

Name	AssetTag	Type	Manufacturer	Serial	Company
monitor	5709	Monitor	HP	CN43460JNZ	Sheriff
monitor	5711	Monitor	HP	CN43460J6X	Sheriff
monitor	5712	Monitor	HP	CN43460JMV	Sheriff
monitor	5713	Monitor	HP	CN43460LP0	Sheriff
monitor	5714	Monitor	HP	CN43460J7J	Sheriff
monitor	5715	Monitor	HP	CN43460JN2	Sheriff
monitor	5716	Monitor	HP	CN43460JMR	Sheriff
monitor	5717	Monitor	HP	CN43460JN0	Sheriff
monitor	5718	Monitor	HP	CN43460JMX	Sheriff
monitor	5719	Monitor	HP	CN43460JPZ	Sheriff
monitor	5720	Monitor	HP	CN43460JNP	Prosecuting Attorney
monitor	5722	Monitor	HP	CN43460JMB	Sheriff
monitor	5723	Monitor	HP	CN43460JMD	Sheriff
monitor	5724	Monitor	HP	CN43460JNR	Sheriff
monitor	5725	Monitor	HP	CN43490ZYQ	Court Services
monitor	5730	Monitor	HP	CN43460JMK	Court Services
monitor	5733	Monitor	HP	CN43460JN8	Sheriff
monitor	5738	Monitor		CN44050413	Prosecuting Attorney
monitor	5739	Monitor		CN440504B4	Prosecuting Attorney
monitor	5740	Monitor	HP	CN440504B9	Prosecuting Attorney
Imported Asset	5747	Printer	HP	CNDF260911	Sheriff
NPI0E25A1	5747	Printer	HP	CNDF260911	Sheriff
SHE5763	5763	Workstation	Hewlett-Packard	MXL3512CCW	Sheriff
SHE5765	5765	Workstation	Hewlett-Packard	MXL3512CCZ	Sheriff
SHE5767	5767	Workstation	Hewlett-Packard	MXL3512CD0	Sheriff
SHE5771	5771	Workstation	Hewlett-Packard	MXL3512CD4	Sheriff
SHE5774	5774	Workstation	Hewlett-Packard	MXL3512CCM	Sheriff
CTS5779	5779	Workstation	Hewlett-Packard	MXL4041C6V	Court Services
CTS5781	5781	Workstation	Hewlett-Packard	MXL4041C73	Court Services
CTS5784	5784	Workstation	Hewlett-Packard	MXL4041C75	Court Services
PRO5791	5791	Workstation	Hewlett-Packard	MXL4140CFN	Prosecuting Attorney
PRO5792	5792	Workstation	Hewlett-Packard	MXL4140CFK	Prosecuting Attorney
PRO5794	5794	Workstation	Hewlett-Packard	MXL4140CFM	Prosecuting Attorney
PRO5797	5797	Workstation	Hewlett-Packard	MXL4140CFG	Prosecuting Attorney
ASR-Mon	5799	Monitor	HP		Assessor
monitor	5915	Monitor	HP		Assessor
monitor	5917	Monitor	HP		Assessor
monitor	5918	Monitor	HP		Assessor
monitor	5948	Monitor	Acer		Sheriff
WSU6002	6002	Workstation	Hewlett-Packard	MXL432178M	Extension
WSU6003	6003	Workstation	Hewlett-Packard	MXL4321783	Extension
AUD6006	6006	Workstation	Hewlett-Packard	MXL432178B	Auditor
COR6009	6009	Workstation	Hewlett-Packard	MXL432177X	Coroner
SHE6014	6014	Workstation	HP	MXL432177Y	Sheriff
TRE6021	6021	Workstation	Hewlett-Packard	MXL432177W	Treasurer
TRE6023	6023	Workstation	Hewlett-Packard	MXL432178H	Treasurer
TRE6024	6024	Workstation	Hewlett-Packard	MXL4321782	Treasurer

Name	AssetTag	Type	Manufacturer	Serial	Company
CD6025	6025	Workstation	Hewlett-Packard	2UA44911KS	Community Development
CD6027	6027	Workstation	Hewlett-Packard	2UA44911KR	Community Development
CD6028	6028	Workstation	Hewlett-Packard	2UA44911KV	Community Development
AUD6033	6033	Workstation	Hewlett-Packard	MXL44410TX	Auditor
AUD6034	6034	Workstation	Hewlett-Packard	MXL44410TW	Auditor
AUD6035	6035	Workstation	Hewlett-Packard	MXL44410TY	Auditor
AUD6041	6041	Workstation	Hewlett-Packard	2UA448150T	Auditor
asr-mon	6045	Monitor	HP		Assessor
asr-mon	6046	Monitor	HP		Assessor
asr-mon	6047	Monitor	HP		Assessor
asr-mon	6048	Monitor	HP		Assessor
monitor	6055	Monitor	HP	CN444001KZ	Commissioners
monitor	6063	Monitor	Acer	ETLR90D01220	Commissioners
monitor	6185	Monitor	HP	CN43460JN6	Sheriff
CTS6304	6304	Workstation	Hewlett-Packard	MXL50723DT	Court Services
DCO6306	6306	Laptop	Hewlett-Packard	5CG5073G2M	District Court
DCO6322	6322	Workstation	Hewlett-Packard	HP-MXL5081JYV	District Court
PRO6325	6325	Workstation	Hewlett-Packard	2UA52518HB	Prosecuting Attorney
AUD6339	6339	Workstation	HP	MXL6141HXV	Auditor
CD6342	6342	Workstation	HP	MXL61420Z2	Community Development
SCO6359	6359	Workstation	Hewlett-Packard	2UA4492J18	Superior Court
CD Mon	6366	Monitor	Acer	14806786985	Community Development
CD Mon	6367	Monitor	Acer	1.48075E+11	Community Development
AnnexSW	6387	Switch	cisco	FCW2039C0KC	Technology Services
AnnexSW	6388	Switch	Cisco	FCW2039D0M9	Technology Services
SHE Mon	6544	Monitor	HP	6CM54124LQ	Sheriff
CLKMON	6550	Monitor	HP	CN44140JS	Clerk
PRO6554	6554	Workstation	HP	MXL6181BH7	Prosecuting Attorney
ASRMon	6556	Monitor	HP	CN45510NTY	Assessor
ASRMon	6557	Monitor	HP	CN45510NT9	Assessor
ASRMon	6558	Monitor	HP	CN45510N7Z	Assessor
ASRMon	6559	Monitor	HP	CN45510NTP	Assessor
EMD6565	6565	Workstation	HP	2UA6252YP5	Emergency Management
EMD6566	6566	Workstation	HP	2UA6252YP6	Emergency Management
monitor	6696	Monitor	HP	CN43460JNJ	Sheriff
monitor	6697	Monitor	HP	CN43460J73	Sheriff
PRO-Mon	6816	Monitor	HP	CNC9011KNV	Prosecuting Attorney
Core_3850	5346 5347	Switch		FOC1732U0R1	Technology Services
PHD-MON	5359 (and	Monitor	HP		Health
WSUL02	64-0570	Printer	hp	CNBCCB61VX	Extension
NPIF67B6B	64-2598	Printer	HP	CNB9R39268	Superior Court
AnnexSW-3	64-3092	Switch	Cisco	FD01151Y662	Technology Services
Superior_Crt_3550_1	64-3640	Switch	Cisco	CAT0841R0ZF	Superior Court
HealthBasement_3550_1	64-3675	Switch	Cisco	CAT0841R0XQ	Coroner
Sheriff_3560_1	64-3703	Switch	Cisco	CAT0846Y14N	Sheriff
ProAtty_3560_1	64-3704	Switch	Cisco	CAT0846Y13Q	Prosecuting Attorney
Spare	64-3707	Switch		CAT0846Y150	Technology Services

Name	AssetTag	Type	Manufacturer	Serial	Company
dco3560	64-3707	Switch			Technology Services
AUDSW	64-3728	Switch	Cisco	CAT0911N2J3	Auditor
projector	64-3916	Projector		AWLB74600405	Technology Services
AUD-MON	64-4015	Monitor	HP		Auditor
AUD-MON	64-4016	Monitor	HP		Auditor
SCO64-4273	64-4273	Laptop	Hewlett-Packard	CND0370P9B	Superior Court
PDH-MON	64-4297	Monitor	HP		Health
AUD-MON	64-4431	Monitor	HP		Auditor
AUD-MON	64-4432	Monitor	HP		Auditor
AUD-MON	64-4435	Monitor	HP		Auditor
AUD-MON	64-4436	Monitor	HP		Auditor
ASR-MONITOR	64-4637	Monitor	HP		Assessor
ASR-MONITOR	64-4638	Monitor	HP		Assessor
monitor	64-4784	Monitor	AOC		Commissioners
monitor	64-4789	Monitor	AOC		Commissioners
monitor	64-4841	Monitor	AOC		Health
monitor	64-4842	Monitor	AOC	ACZBA0A003514	Health
monitor	64-4845	Monitor	AOC		Extension
10.10.41.185	64-4969	Printer	HP		Clerk
JaiSW	64-4990	Switch	Cisco	FDO1634V0ET	Jail
WSU-MON	69-3392	Monitor	HP		Extension
AOC laptop	D081664	Laptop			Superior Court

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING
CENTRAL SERVICES SIMPLIFIED
INDIRECT COST ALLOCATION
PLAN FOR YEAR ENDED
DECEMBER 31, 2019 – FISCAL
YEAR 2021



RESOLUTION NO. 21

WHEREAS, Walla Walla County receives Federal Grant Dollars; and

WHEREAS, according to the United States Office of Management & Budget, 2 CFR Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), Walla Walla County needs to adopt a Central Services Simplified Indirect Cost Allocation Plan; and

WHEREAS, the County Auditor has determined the Indirect Cost Rate to be 16.53%, based on the fair and equitable distribution base of direct salaries & wages of each department/fund; and

WHEREAS, the County Auditor has certified the Indirect Cost Rate of 16.03%; a reduction from the actual calculation to allow for a margin of error; and

WHEREAS, the attached documentation shows the calculations of the Indirect Cost Plan for Walla Walla County as per the requirements for 2 CFR Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance); now therefore

BE IT HEREBY RESOLVED that the Board of County Commissioners adopts the Indirect Cost Rate for Walla Walla County at 16.03%, based on the fair and equitable distribution base of direct salaries & wages, for federal grant reimbursement as certified by the County Auditor, effective January 1, 2021.

*Passed this 8th day of **February, 2021** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

Todd L. Kimball, Commissioner, District 2

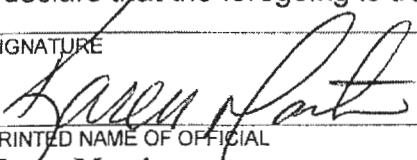
Jennifer R. Mayberry, Commissioner, District 1

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



Certificate of Indirect Costs

Walla Walla County
NAME OF SUBRECIPIENT

CONTACT'S NAME Karen Martin	
CONTACT'S TELEPHONE NUMBER (INCLUDE AREA CODE) 509-524-2550	CONTACT'S EMAIL ADDRESS kmmartin@co.walla-walla.wa.us
INDIRECT COST PROPOSAL RATE 16.03%	TIME PERIOD THE RATE COVERS FROM <u>1/1/21</u> TO <u>12/31/21</u>
<p>This is to certify that I have reviewed the indirect cost rate submitted with this contract and to the best of my knowledge and belief:</p> <ol style="list-style-type: none"> 1. All costs included in this rate proposal (date) <u>1/1/21</u> to establish billing or final indirect costs rates for (period covered by rate) <u>1/1/21-12/31/21</u> are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200, Subpart E, "Cost Principles." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan. 2. All costs included in this proposal are properly allocated to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate. <p>I declare that the foregoing is true and correct.</p>	
SIGNATURE 	DATE OF EXECUTION <u>1-1-2021</u>
PRINTED NAME OF OFFICIAL Karen Martin	TITLE County Auditor

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2019**

<u>Identifiable Indirect Costs</u>	\$2,548,203	Indirect Cost Rate	16.53%
Direct Salaries & Wages	\$15,415,189		
Less error margin			0.50%
INDIRECT COST ALLOCATION RATE FOR WALLA WALLA COUNTY			16.03%

WALLA WALLA COUNTY
CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal (actual costs the year ended December 31, 2019) are to establish cost allocations or billings starting January 1, 2021 are allowable in accordance with the requirements of 2 CFR Part 200, "Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards" and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: Walla Walla County, WA

Signature: _____

Name of Official: Karen Martin

Title: Walla Walla County Auditor

Date of Execution: January 1, 2021

The 2021 rate approved is 16.03%

WALLA WALLA COUNTY
SIMPLIFIED INDIRECT COST ALLOCATION PLAN
For the Year Ended December 31, 2019
Fiscal Year 2021

Walla Walla County has opted to adopt a simplified Central Services Indirect Cost Allocation Plan in order to comply with federal regulations, 2 CFR Part 200, "Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards".

This Central Services Indirect Cost Plan is for accounting, human resources, facilities operating and maintenance costs, general fund depreciation allowance, and other general and administrative expenses. This is a process whereby these central services costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. This central service cost allocation plan provides that process and is fair and equitable.

This central services plan uses actual expenditures for the year 2019 and direct salary and wages for the year 2019. The expenditures for the year ended December 31, 2019 used in this plan have been audited by the State Auditor's Office. Direct salaries and wages were used as the base to which indirect costs were allocated.

The departments are separated into two categories: Indirect Functions that Provide Services to the Service Providing Units and Departments that provide Direct Services to the Citizens of the County. The Indirect functions are departments that provide Central Services to each County Department. The other Departments provide services directly to the citizens. Those departments may have some indirect costs.

Indirect Functions

Auditor – Accounting

The accounting division is responsible for the budgeting, accounting, and auditing for the county. The total Auditor's accounting division actual expenses for 2019 were \$287,446. Included in the 2019 accounting expenses is 16.67% of the County Auditor's salary. The Auditor is responsible for 5 sub-departments: accounting, recording, vehicle licensing, elections and voter registration. The Auditor would be responsible for 20% of their time for administration of the accounting department. Since 50% of the Auditor's salary is charged directly to elections and voter registration, the end result is only 16.67% charged to the accounting division. The accounting division issues warrants on behalf of the junior taxing districts and maintains accounting reports for the expenditures made by these districts during the year. 2019 Expenditures for junior taxing districts were \$16,143,126, 20.29% of \$79,549,155 total expenditures. The 20.29% was used to figure the costs unallowable. There were \$2,006 of unallowable costs for capital outlay purchased in 2019 for the accounting division.

Total Expenditures	\$287,446
Less: Cost not allowed/excluded	<u>-60,589</u>
Total Included Costs	\$226,857

Facilities Maintenance

The Facilities Maintenance department provides maintenance and janitorial services to the county buildings. There were no capital outlay expenses in 2019 in this department. Total included allowable costs were \$768,623. There were \$2,177 of unallowable costs for capital outlay purchased in 2019 for the Facilities Maintenance department.

Total Expenditures	\$768,623
Less: Cost not allowed/excluded	<u>-2,177</u>
Total Included Costs	\$766,446

Treasurer – Other than investment

The County Treasurer is responsible for the collection of taxes, receipting of all money from all departments/funds, investments, and the redemption of all county warrants. The total Treasurer's office actual expenses for 2019 were \$471,012. The County Treasurer handles 90% of the investing duties. Investing duties normally average 2-3 days per month. 85% of the County Treasurer's salary is charged to the general fund and 15% is charged directly to the investment pool fund. Therefore, for the investing duties, 15% of the Treasurer's salary charged to the general fund is shown under Treasurer – Investing in the Departments that provide Direct Services category. The County Treasurer's office redeems the warrants and collects taxes on behalf of the junior taxing districts. As mentioned in Auditor- Accounting division, the same 20.29% was used to figure costs unallowable.

Total Expenditures	\$471,012
Less: Cost not allowed/excluded	<u>- 95,584</u>
Total Included Costs	\$375,428

Building and Equipment Depreciation

Capital assets are defined by the County as assets with an initial, individual cost of more than \$1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Costs for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset. The costs of normal maintenance and repairs are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation costs for buildings were based on the original costs of the buildings and the cost of improvements. A 3% use allowance was included for general fund buildings acquired less than 30 years ago for a total of \$307,739.

Equipment of the primary government is depreciated using the straight-line method over their estimated useful lives of 5 – 20 years. The total general fund equipment depreciation for 2019 was \$155,508.

Miscellaneous

The total miscellaneous expenses for 2019 were \$105,004. Included costs are payments made by the general fund for insurance for a total of \$1,315, labor negotiator services for a total of \$23,184, and state auditor costs of \$80,505.

Commissioners - Personnel Department

The Personnel Department administers various programs involving recruitment, compensation, benefits, collective bargaining, and personnel policy. The salary and benefits for the Human Resources Risk Manager and Human Resources Coordinator are the only expenses included in the indirect costs, the total for 2019 was \$161,469.

Current Expense Building

Expenditures for the maintenance and repair of current expense buildings are included in the current expense building fund. The total expenses for 2019 were \$815,393. The excludable costs for principal and interest payments on loans were \$-0-. There were unallowable costs of \$588,409 for capitalized improvements. The total amount of allowable included costs was \$226,984.

Internal Service Funds

Internal service funds account for Equipment Rental and Revolving, Risk Management, County Unemployment Compensation, Technology Services, and Technology Services Reserve provided to other departments or funds of the county, or to other governmental units, on a cost reimbursement basis. The costs of services are direct charged to the using departments during the year and the net income (loss) for the funds was included in the Indirect Cost Pool.

Central Services Indirect Cost Calculation

The total county indirect costs are \$2,548,203. The County elects to use the simplified method for the rate computation based upon salaries and wages. The total County indirect costs divided by direct wages. The direct salaries and wages paid in 2019 were \$15,415,189. The resulting indirect cost rate is 16.53% of total direct salaries and wages. The rate was reduced to 16.03% to provide a margin for possible errors in the various direct and indirect cost pools.

SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2019

INDIRECT FUNCTIONS THAT PROVIDE SERVICES TO THE SERVICE PROVIDING UNITS		TOTAL COSTS	COSTS NOT ALLOWED/ EXCLUDED	INDIRECT COSTS	DIRECT WAGES & SALARIES	ALL OTHER DIRECT COSTS
Auditor	Accounting	\$287,446	\$60,589	\$226,857		
Facilities Maintenance	All Units	\$768,623	\$2,177	\$766,446		
Treasurer	Other than investment	\$471,012	\$95,584	\$375,428		
Building	Depreciation Allowance	\$307,739		\$307,739		
Equipment	Depreciation Allowance	\$155,508		\$155,508		
Commissioners - Personnel Dept	All Units	\$161,469		\$161,469		
Commissioners - Public Records Officer	All Units	\$0		\$0		
Insurance	All Units	\$1,315		\$1,315		
Labor Negotiator	All Units	\$23,184		\$23,184		
State Examiner	All Units	\$80,505		\$80,505		
Current Expense Bldg		\$815,393	\$588,409	\$226,984		
Equipment Rental & Revolving		\$3,262,846	\$3,087,891	\$174,955		
Risk Management		\$649,995	\$608,999	\$40,996		
County Unemployment Compensation		\$56,275	\$56,275	\$0		
Central Services		\$686,631	\$772,115	(\$85,484)		
Central Services Cap Fund		\$92,183	(\$118)	\$92,301		
SUBTOTALS		\$7,820,124	\$5,271,921	\$2,548,203	\$0	\$0

Note: The indirect costs for the HR Risk Manager and HR Coordinator are the salaries plus benefits only. These costs are deducted from the Commissioners department on the expense status report.

Personnel Dept	\$161,469
Labor Negotiator	\$23,184
Public Records Officer	\$0
Commissioner	\$575,345
Total Per Expense Status Reports	<u>\$759,998</u>

SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2019

DEPARTMENTS PROVIDING DIRECT SERVICES TO THE CITIZENS OF THE COUNTY		TOTAL COSTS	COSTS NOT ALLOWED/ EXCLUDED	INDIRECT COSTS	DIRECT WAGES & SALARIES	ALL OTHER DIRECT COSTS
CURRENT EXPENSE						
Agriculturist	All Units	\$196,435			\$81,791	\$114,644
Alcoholic Treatment	All Units	\$1,729			\$0	\$1,729
Assessor	All Units	\$1,081,588			\$667,817	\$413,771
Auditor	Recording/Licensing	\$154,582			\$99,188	\$55,394
Elections	All Units	\$234,641			\$83,149	\$151,492
Voter Registration	All Units	\$114,775			\$68,063	\$46,712
Licensing	All Units	\$312,241			\$198,658	\$113,583
Board of Equalization	All Units	\$23,401			\$15,061	\$8,340
Boundary Review	All Units	\$0			\$0	\$0
Civil Service	All Units	\$4,954			\$1,882	\$3,072
Clerk	All Units	\$617,234			\$396,630	\$220,604
Commissioners	All Units	\$575,345			\$322,734	\$252,611
Commissioners - Misc	All Units	\$0			\$0	\$0
Burn Control	All Units	\$107,128			\$0	\$107,128
Coroner	All Units	\$213,422			\$95,921	\$117,501
District Court	All Units	\$979,521	\$4,030		\$649,607	\$325,884
Hort Board	All Units	\$4,518			\$2,788	\$1,730
Indigent Legal Services	All Units	\$872,795			\$0	\$872,795
Law Library	All Units	\$50,495			\$12,164	\$38,331
Miscellaneous	All Units	\$1,373,581			\$336	\$1,373,245
Prosecuting Attorney	All Units	\$1,298,679	\$10,858		\$871,347	\$416,474
Sheriff - Admin	All Units	\$627,943			\$423,164	\$204,779
Sheriff - Patrol Admin	All Units	\$251,561			\$193,505	\$58,056
Sheriff - Investigation	All Units	\$543,520			\$374,046	\$169,474
Sheriff - Patrol	All Units	\$1,410,769	\$20,974		\$869,121	\$520,674
Sheriff - Special Units	All Units	\$0			\$0	\$0
Sheriff - Safe Boating Program	All Units	\$12,878	\$0		\$9,902	\$2,976
Sheriff - Training	All Units	\$34,766			\$0	\$34,766
Sheriff - Reserve Deputy	All Units	\$3,000			\$0	\$3,000
Sheriff - Canine	All Units	\$4,000			\$0	\$4,000
Sheriff - Search & Rescue	All Units	\$1,000			\$0	\$1,000
Corrections - (Jail)	All Units	\$2,639,092	\$21,696		\$1,266,813	\$1,350,583
Superior Court	All Units	\$637,752			\$353,281	\$284,471
Courthouse Facilitator	All Units	\$15,000			\$0	\$15,000
Treasurer- Investing	All Units	\$18,075	\$1,036		\$10,173	\$6,866

SPECIAL REVENUE FUNDS

Community Development	\$1,020,658		\$526,366	\$494,292
Waste Management	\$5,617		\$4,109	\$1,508
Emergency Management	\$215,119	\$2,858	\$116,810	\$95,451
Sheriff's Block Grant	\$2,727		\$0	\$2,727
Hotel/Motel Tax	\$79,608		\$0	\$79,608
Juvenile Justice	\$1,862,276		\$1,072,649	\$789,627
Law & Justice	\$2,429,110	\$13,900	\$1,312,875	\$1,102,335
Auditor's O & M	\$87,049		\$24,799	\$62,250
Treasurer's O & M	\$54,382		\$28,775	\$25,607
Pros Victim Witness	\$71,160		\$38,366	\$32,794
Public Health	\$2,133,800	\$9,296	\$1,079,505	\$1,044,999
County Road	\$18,909,102	\$11,551,896	\$2,546,649	\$4,810,557
Walla Walla fair	\$1,880,843	\$9,804	\$395,007	\$1,476,032
Human Services	\$1,655,549		\$188,224	\$1,467,325
County Mental Health .01%	\$1,101,306		\$201,865	\$899,441
Soldier's Relief	\$70,080		\$0	\$70,080
Pros Child Support	\$280,471		\$166,814	\$113,657
Fairgrounds Properties	\$57,256		\$7,186	\$50,070
Youth Special Services	\$329,306		\$186,461	\$142,845
Mill Creek Flood Control	\$439,830		\$37,151	\$402,679
Stormwater Mgmt Utility Dist	\$321,907		\$75,031	\$246,876
Noxious Weeds	\$26,301		\$19,126	\$7,175
Election Equipment Res	\$0		\$0	\$0
REET Electronic Technology	\$13,337		\$0	\$13,337
Trial Court Improvement Fund	\$214,928		\$125,698	\$89,230
Current Exp - Retirement Fund	\$18,264		\$0	\$18,264
Sup Court & Indigent Defense Emerg	\$68,522		\$0	\$68,522
Emergency Medical Services	\$150,816		\$89,770	\$61,046
EMS Taxes	\$2,786,584			\$2,786,584
911	\$667,669		\$0	\$667,669
Public Fac Improv Fund	\$3,500,000			\$3,500,000
Community Outreach	\$0			\$0
Investment Pool	\$68,741		\$18,016	\$50,725
CE Medical Insurance Reserve	\$0			\$0
LEOFF 1	\$10,000			\$10,000
County Treasurer Service Fund	\$0		\$0	\$0
Low Income Housing	\$49,577		\$0	\$49,577
Homeless Housing	\$361,574		\$14,854	\$346,720
Affordable Housing	\$0			\$0
Jail Inmate Welfare	\$45,870		\$24,710	\$21,160
Reward	\$0		\$0	\$0
DARE	\$1,607		\$0	\$1,607
Boating Safety	\$6,995		\$2,029	\$4,966
Sheriff's Drug Investigative Fund	\$5,950		\$0	\$5,950
Juvenile Detentin Debt Serv	\$0			\$0

CAPITAL PROJECTS

Law & Justice Bldg	\$145,259		\$0	\$145,259
Juvenile Detention Bldg	\$0		\$0	\$0
Fairgrounds Bldg	\$0		\$0	\$0
Public Communications Bldg	\$0		\$0	\$0
Capital Improvements	\$0			\$0
CE Vehicle	\$0			\$0
Human Service Capital Projects	\$226,578		\$45,203	\$181,375

TOTALS	\$63,612,272	\$16,918,268	\$2,548,203	\$15,415,189.31	\$28,730,611
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Reconciliation To Expenditure Report By Fund/Object:

Total Expenditures Reported	\$63,149,026	Total Sch 5 Exp	\$109,114,897.00
Depreciation Not On Expenditure Report: Building	\$307,739	Minus Tsfs	\$2,359,755.49
Equipment	\$155,508	Minus EFB	\$43,349,112.69
		Minus JDDS	\$0.00
		Minus PPA	\$257,003.00
	<u>\$63,612,273</u>		

COUNTY COMMISSIONERS (continued)

i) Action Agenda Items:

- 1) County vouchers/warrants/electronic payments as follows: 4226634 through 4226761 totaling \$369,334.01; 4226631 through 4226633 totaling \$1,201.78 (travel)
- 2) Proposal 2021 02-08 Comm Notice of intent to sell parcel#360714140019 to a government agency
- 3) Resolution – Approving out of state travel for sheriff's office employee (Schram)

j) Miscellaneous business to come before the Board

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

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

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



RESOLUTION NO. 21

WHEREAS, Walla Walla County Sheriff Mark Crider has requested out of state travel approval for Chief Criminal Deputy Richard Schram to attend the FBI-LEEDA (Law Enforcement Executive Development Association) Annual Executive Education Conference, to be held April 26 – April 28, 2021 in Fort Lauderdale, Florida; and

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

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

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

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

Passed this 8th day of February, 2021 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

Todd L. Kimball, Commissioner, District 2

Jennifer R. Mayberry, Commissioner, District 1

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

a) **Action Agenda Items:**

1) Resolution – Bid Award for one used single axle water truck 2000 to 2500 gallon tank

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A BID AWARD
FOR ONE USED SINGLE AXLE
WATER TRUCK 2000 TO 2500
GALLON TANK

}

RESOLUTION NO. 21

WHEREAS, as advertised, a bid opening was held on February 1, 2021 at 10:15 a.m. for furnishing a used single axle water truck 2000 to 2500 gallon tank, the following bids were received by Walla Walla County;

- | | | | |
|----|---|------------|----------|
| 1) | Woodpecker Truck & Equipment Inc
Pendleton, OR | Total Bid: | \$33,500 |
| 2) | Randy's Truck LLC
Milton-Freewater, OR | Total Bid: | \$37,950 |
| 3) | Randy's Truck LLC
Milton-Freewater, OR | Total Bid: | \$38,450 |

and;

WHEREAS, the low bid was non-responsive due to specification requirements; and

WHEREAS, the second bid was non-responsive due to specification requirements; and

WHEREAS, the third bid met requirements and is in the best interest of Walla Walla County to accept the Randy's Truck, LLC bid for a used water truck with a 2,000 to 2,500 gallon tank; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners that bid be awarded to Randy's Truck, LLC of Milton-Freewater, Oregon for the bid price of \$38,450.00.

*Passed this 8th day of **February, 2021** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

Todd L. Kimball, Commissioner, District 2

Jennifer R. Mayberry, Commissioner, District 1

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

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



To: Board of County Commissioners

From: Public Works Director/County Engineer – Tony Garcia Morales, P.E.

Date: 2 February 2021

Re: Director's Report for the Week of 1 February 2021

Board Action: 8 February 2021

Resolutions:

In the Matter of a Bid Award – Used Single Axle Water Truck 2000 to 2500 Gallon Tank

ENGINEERING:

- Wallula Ave./Gose Street Roundabout: Working on project design and ROW plans.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way acquisition.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on right of way acquisition.
- Arch Bridge: Reviewing preliminary geometric design.
- Drumheller Bridge: WSDOT is reviewing Plans, Specification and Estimate Package.
- Seven Mile Bridge: Finishing up survey and working on Geotech report.

MAINTENANCE/FLEET MANAGEMENT:

- Crews working on routine maintenance.
- Ready to respond to inclement weather as needed.
- Garage working on routine maintenance.
- Working on bids for Hot Mix Asphalt (HMA), Chip Seal Rock, Base Rock, Top Course and Emulsified Asphalt.

ADMINISTRATION:

- Conducted our monthly Foremen's meeting.
- Attended a Goathead Control Task Force meeting with multiple stakeholders to discuss ways to manage/control puncture vine countywide.
- Conducted an interview for our Maintenance Tech I open position in the North District.
- Attended a web-based meeting with the Washington State Association of County Engineers (WSACE) related to COVID-19.
- Met with Commissioner Mayberry to discuss Public Works in general.
- Attended a Benton Franklin Council of Governments (BFCG) web-based Meeting.
- We continue to provide some assistance, when possible/as needed, with Contact Tracing/Case Tracking and (as of lately) Traffic Control during the County's COVID-19 Vaccine Clinics at the Fairgrounds:
 - Kelly McDonough and Joy Bader have helped with Contact Tracing/Case Tracking.
 - Tom White and Robert McAndrews have assisted with Traffic Control during the Vaccine Clinics.

10:30 COUNTY CORRECTIONS

Norrie Gregoire

- a) Department update and miscellaneous



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

Norrie Gregoire, Director
Matt Stroe, Jail Commander
Keri Weber, Executive Assistant

Norrie Gregoire, Juvenile Court Administrator
Jon Cassetto, Court Services Manager
Becky Renwick, Detention Manager
Kayla Zimmer, Administrative Services Supervisor

To: BOCC
From: Norrie Gregoire, Director of Corrections
Date Written: 02.3.2021
RE: Director's Report for February 8, 2021

Board Consent/Action Agenda Item(s):

- Consent Item: None
- Action Item: None

Corrections/Court Services Department Updates:

Legislative Update

- HB 5304: HCA shall assist persons confined in correctional facilities with Medicaid reenrollment 30 days prior to anticipated release; Medicaid will kick in to cover health costs as long as federal funds are not used.
- SB 5122: Raises age of juvenile jurisdiction in Washington State to include 18/19 year olds; data shows 14,000+ juvenile referrals in 2019; by extending juvenile jurisdiction to include 18's and 19's, an additional 7,500 referrals would have been made to juvenile court.
 - Impetus: Recognition by legislature that JJ we provide high quality programs, supervision, and rehabilitation.
 - Unanswered questions include: sight/sound separation in detention; training staff to serve new population; researching, developing and implementing new risk assessments and evidence-based programming; collective bargaining issues; costs associated with training, medical, additional staff, etc.

Service Providers, Programs, Grants & Essential Services

- Court Services currently monitoring 17 adult EHM clients; and about 100 Sentry UA pre-trial adults; even with these alternatives to confinement options in place, jail has been running in mid-70's to low 80's. We did have an EHM cut off on 2.1; device recovered in Umapine.
- Multiple Court Services and Corrections staff assisting with trial at Fairgrounds.
- Court Services has pulled back two of three staff from assisting with CHD contact tracing; staff recognized some of their essential duties and responsibilities at JJC needed more attention.
- CORR intends to apply for the DOE community litter clean up grant and will bring that proposal to Board on 2/22.

Personnel/Training

- One JDO position open in Detention; PAT scheduled for 2/11.
- PAT and written for CO position held 1/28; we have a few moving on to interviews.
- CORR and JJC have multiple staff waiting to train in several critical assignments: Level One Control Tactics, OC Training, and Taser all require Academy-level training; CERT is available through Pen but currently not feasible; Sgt. John Liger recently spent a day at Benton County observing their inmate discipline program and CORR is reviewing draft and preparing to push out into PowerDMS for staff training, acknowledgement, and reference.

Facilities, Equipment and Technology

- True 3-door Cooler arrived and is in use at the jail; Court Services' milk cooler has been returned to Detention.
- CORR is developing policy and procedure for the CPI Guardian property vacuum sealers and electrical has been installed; hope to begin training staff in February on new systems.
- Lavatory has been installed in Bullpen H5.
- Court Services internal database (MADDI) was successfully converted to latest FileMaker version with the assistance of Greg Heimgartner and an outside contractor. Next phase of this project is to consider whether program architecture should be reworked and modernized or if current system meets our needs.

**10:45 DEPARTMENT OF COMMUNITY HEALTH/
BOARD OF HEALTH**

**Dr. Kaminsky
Nancy Wenzel**

a) COVID-19 update and miscellaneous

11:00 FACILITIES MAINTENANCE DEPARTMENT

Robert Henry

- a) Department update and miscellaneous

Walla Walla County Facilities Department

317 W Main St, Walla Walla, WA 99362

Update February 8th 2021

Maintenance:

- Maintenance has been working on painting, wood touchup, and carpet replacement in the 3rd Floor Courthouse
- New Toilet install in the Jail is almost complete. The contractor is waiting on 1 final piece to complete the install.

Custodial

- Custodial has continued carpet cleaning and has completed all areas in the courthouse. They will be finishing the Annex and other outlying buildings in February and March
- Custodial cleaning with a focus on disinfecting has continued throughout the county.

Facilities:

- Facilities has completed its search for the New Facilities Building Technician, and is happy to welcome Lisa as a permanent member of the team!
- The Facilities team worked together to remove snow and spread salt during 2 days of inclement weather in January.

11:15 COUNTY COMMISSIONERS

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

12:00 RECESS

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: 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))

1:30 PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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

- A 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.