

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, SEPTEMBER 20, 2021**

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**Effective July 12th, 2021 Commissioners will resume in person public meetings and continue to host the meetings via WebEx.**

**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](mailto: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>

**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) **Consent Agenda Items:**
  - 1) Resolution - Minutes of County Commissioners' proceedings for September 13 and 14, 2021
  - 2) Resolution – Updating an appointment to the Walla Walla County Solid Waste Advisory Committee
  - 3) Resolution – Meeting to consider Lease of County Property
  - 4) Authorize Chairman to execute Grant Agreement between Washington State Department of Archaeology and Historic Preservation and Walla Walla County
  - 5) Payroll action and other forms requiring Board approval
- g) **Action Items:**
  - 1) County vouchers/warrants/electronic payments as follows: 4232706 in the amount of \$22,701.53 (draw taxes)
- h) Miscellaneous business to come before the Board
- i) Review reports and correspondence; hear committee and meeting reports
- j) Review of constituent concerns/possible updates re: past concerns

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

IN THE MATTER OF UPDATING AN  
APPOINTMENT TO THE WALLA  
WALLA COUNTY SOLID WASTE  
ADVISORY COMMITTEE

**RESOLUTION NO. 21**

**WHEREAS**, pursuant to RCW 70.95.165, counties shall establish a solid waste advisory committee to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies or ordinances prior to their adoption; and

**WHEREAS**, pursuant to Walla Walla County Resolution 08 177, Walla Walla County and the City of Walla Walla entered into an Interlocal Agreement for the Continued Coordination of Regional Pollution Prevention and Waste Prevention Programs Between the City of Walla Walla and Walla Walla County to provide for the continued implementation of the 1994 Walla Walla County Solid Waste Management Plan and Moderate Risk Waste Management Plan, and various related local and regional pollution prevention and waste prevention programs; and

**WHEREAS**, pursuant to past Walla Walla County resolutions, appointments to the Solid Waste Advisory Committee (SWAC) have been continually updated, and

**WHEREAS**, Kevin Tureman left the County's employment on October 28, 2020, and it was requested that Stacy Cutter fill the vacant appointment on behalf of the Environmental Health Program Manager for Walla Walla County; and

**WHEREAS**, Stacy Cutter is leaving the County's employment on September 21, 2021 and it was requested that Andrew Macumber fill the vacant appointment as the Environmental Health Program Manager for Walla Walla County; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that Andrew Maycumber shall be formally appointed to fill Stacy Cutter's position on the Walla Walla County Solid Waste Advisory Committee, representing the Walla Walla County Board of Commissioners, with said term effective September 20, 2021 through December 31, 2025.

*Passed this 20<sup>th</sup> day of September, 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*

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

IN THE MATTER OF A MEETING  
TO CONSIDER LEASE OF  
COUNTY PROPERTY

RESOLUTION NO. **21**

**WHEREAS**, pursuant to RCW 36.34, application to continue to lease county property has been made by Two Rivers Riding Club to the Board of County Commissioners of Walla Walla County, Washington, said application accompanied by a cash deposit as required by RCW 36.34.150; and

**WHEREAS**, said county property is identified as portion of county parcel no. 300813110002, generally located at 1500 Hanson Loop Road, Walla Walla County; and

**WHEREAS**, the Board of County Commissioners deem it desirable to lease said property; and

**WHEREAS**, RCW 36.34.160 requires notice of the county's intention to make such a lease to be published and a date and time set for the purpose of considering leasing said property; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that a meeting to consider the lease of said property shall be set for Monday, October 4 at the hour of 10:00 a.m. in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington. Remote Public Participation and testimony will be allowed via Webex and telephone.

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

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

**BE IT FURTHER RESOLVED** that the Clerk of the Board of Walla Walla County Commissioners shall give notice of said meeting and description of the property proposed to be leased, in the manner prescribed by law.

*Passed this 20<sup>th</sup> day of **September, 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*



Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

August 18, 2021

Robert Henry, Facilities Maintenance  
315 West Main Street  
Walla Walla, WA 99362

Subject: Enclosed Grant No. FY22-90006-003 for review, signature and return.

Kindly find enclosed a digital copy of your Grant FY22-90006-003 for your review, signature and return.

Upon signing, a digital copy will be returned to our office. Our office will sign, and a fully executed grant agreement shall be returned to you digitally for project completion.

**IMPORTANT:** Sign the document where signature is requested.

**BE SURE** to complete signatures and date, including providing your Federal Identification Number where requested.

Should you have any questions please contact me at 360-870-6383.

Thank You,

A handwritten signature in blue ink, appearing to read 'Marivic Quintanilla', with a stylized flourish at the end.

Marivic Quintanilla  
Grants Manager

enc:





Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

**Grant Agreement**  
Between  
**Washington State**  
Department of Archaeology and Historic Preservation  
and  
Walla Walla County

**Grant No.:** FY 22-90006-003  
**Grant Title:** Historic Courthouse Rehabilitation Project – Walla Walla County  
**Effective Date:** July 1, 2021  
**Expiration Date:** June 30, 2023  
**Grant Amount:** \$1,124,392.00  
**Federal Grant No.:** N/A  
**CFDA No.:** N/A

**Grant Purpose**

Grant Purpose: Provide support for the rehabilitation of the historic Walla Walla County Courthouse, located in Walla Walla, WA.

Project work includes rehabilitation of the exterior masonry and stonework. In addition, mechanical and energy efficiency upgrades will be implemented.

This agreement is made between The Department of Archaeology and Historic Preservation hereinafter referred to as the DEPARTMENT, and Walla Walla County, hereinafter referred to as the GRANTEE.

**Parties' Contact Information**

DAHP Contact Person: Marivic Quintanilla (360) 870-6383  
Email: marivic.quintanilla@dahp.wa.gov

GRANTEE Contact Person: Robert Henry, Facilities Maintenance Manager (509) 524-2606  
Email: rhenry@co.walla-walla.wa.us







Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

### ***Section 1. Responsibilities of the Grantee***

- A. The GRANTEE will perform or cause others to perform the work described in the "Scope of Work" (Attachment 2). Additional special conditions or specifics about the work required by this agreement, if any, are in attachments as enumerated and described in Section 2. The GRANTEE agrees to perform the work in accordance with any such special conditions or specifics.
- B. The GRANTEE understands that the work called for under this agreement must conform to state administrative requirements as they relate to the DEPARTMENT, and the GRANTEE agrees to comply with such requirements.
- C. The GRANTEE agrees to comply with the restrictions of lobbying with appropriated funds: No part of the money appropriated by any enactment of State Legislation shall, in the absence of express authorization by such, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner an elected official, to favor or oppose, by vote or otherwise, any legislation or appropriation by legislation, whether before or after the introduction of any bill or resolution.
- D. The GRANTEE agrees to maintain records in a manner which will provide an audit trail to all expenditures reported to the DEPARTMENT. The GRANTEE agrees to keep these records for at least six years following the ending date of the grant. In the event that an audit of the GRANTEE or of the DEPARTMENT should take exception to any expenditure by the GRANTEE, the GRANTEE agrees to refund to the DEPARTMENT on demand the amount determined by the audit as due. In the event that the DEPARTMENT is required to institute legal proceedings to enforce this repayment provision, the DEPARTMENT shall be entitled to its costs thereof, including reasonable attorney's fees. When arranging for an audit, the DEPARTMENT should contact:

Robert Henry  
317 West Main Street  
Walla Walla, WA 99362

Tel: (509) 524-2606  
rhenry@co.walla-walla.wa.us





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State Historic Preservation Officer

- E. The GRANTEE agrees to pay all the costs involved in carrying out the terms of this agreement prior to seeking reimbursement as provided for in Section 2. A. When seeking reimbursement, the GRANTEE will submit a completed reimbursement form in writing to the DEPARTMENT and provide such supporting documents as an affidavit of publication for newspaper advertising soliciting bids, contracts, photocopies of canceled checks and invoices, and other documents as may be requested by the DEPARTMENT. The DEPARTMENT will provide the GRANTEE with the reimbursement form and guidelines for financial reporting procedures. The GRANTEE agrees to submit its request for reimbursement within thirty (30) days following completion of the work.
- F. The GRANTEE agrees to provide the DEPARTMENT with a completion / project report acceptable to the DEPARTMENT. The GRANTEE will submit this on or before the end date of this grant. The GRANTEE agrees that the DEPARTMENT shall have the right to withhold all or part of the funds under this grant pending receipt of an accepted completion / project report. Nicholas Vann, DEPARTMENT deputy director, shall have acceptance approval or denial of the completion / project report.
- G. The GRANTEE agrees that the "Budget" (Attachment 1) shall be a financial guide for the work called for by this agreement. The GRANTEE may not request reimbursement for funds greater than the Grant Amount unless both the GRANTEE and DEPARTMENT execute an Amendment. The GRANTEE agrees to maintain records which will render an accurate accounting of each element or object in the Budget. The actual expenditures for the amounts reflected in the Budget may vary by 15 percent without requiring an amendment to this grant agreement, so long as it does not exceed the maximum amount payable under this contract (\$1,124,392.00).
- H. The GRANTEE agrees that the DEPARTMENT shall have the right to terminate this agreement if the GRANTEE shall fail to fulfill in a timely and proper manner its obligations under this agreement or if the GRANTEE shall violate any of the covenants, conditions, or stipulations of the agreement. In case of such termination by the DEPARTMENT, the GRANTEE agrees to return to the DEPARTMENT within thirty (30) days of the effective date of termination, any payments made by the DEPARTMENT to the GRANTEE under the terms of this agreement or any portion of such payments as may be directed by the DEPARTMENT.





Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

The GRANTEE agrees to submit evidence of completion of all work elements identified in the Scope of Work on or before the grant end date. GRANTEE acknowledges and understands that final work elements which do not conform to the terms and conditions of this agreement will not be reimbursed.

- I. The GRANTEE will maintain regular contact with the DEPARTMENT regarding the progress of the grant project. The GRANTEE agrees that the DEPARTMENT shall have the right to monitor the work called for by this agreement.
- J. The GRANTEE agrees to use competitive negotiation procedures (or small purchase procedures for under \$30,000) for procurement of professional services and subcontracts. GRANTEE agrees to maintain records sufficient to detail the significant history of a procurement and to forward evidence of competitive procurement to the DEPARTMENT prior to reimbursement of funds under this agreement.
- K. The GRANTEE agrees that it, its agents, officers and employees, and any other person or entity performing any work under this agreement, are independent contractors and not employees of the State of Washington ("State").
- L. State funds are the basis for this agreement. The GRANTEE certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any State department or agency. Should for any reason the State funds which are the basis for this agreement become withdrawn, reduced, or not appropriated by legislation the agreement may be terminated without penalty to the DEPARTMENT.
- M. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the State, agencies of the State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractors' agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Contractor's or any subcontractor's performance or failure to perform the Contract. Contractor's obligation to







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State Historic Preservation Officer

indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

The parties shall make every effort to resolve disputes arising out of, or relating to, this contract through discussion and negotiation.

Should discussion and negotiation fail to resolve a dispute arising under this contract, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by each party and a third party mutually agreed upon by the parties. The team shall attempt, by majority vote, to resolve the dispute.

- N. The GRANTEE agrees to provide or purchase industrial insurance coverage, as applicable, prior to performing work under this agreement. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this GRANTEE, or any sub-grantee or employee of the GRANTEE, which might arise under the industrial insurance laws during performance of work under this agreement. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result to work performed under this agreement, those payments shall be made by the GRANTEE; the GRANTEE shall indemnify the DEPARTMENT and guarantee payment of such amounts.
- O. The GRANTEE agrees to include written acknowledgment of The Department of Archaeology and Historic Preservation support for all grant-related publications and public information materials including audio-visual and workshop materials.
- P. The GRANTEE agrees to any additional conditions as may be identified in amendments under Section 3 and attached to this agreement.
- Q. There shall be no discrimination against any person employed by the GRANTEE in connection with work covered by or related to this agreement, or against any applicant for such employment, because of race, creed, color, sex, age, marital status, national origin, the presence of any sensory, mental, or physical handicap, or any other condition as set forth Chapter 49.60 RCW. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other





Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

forms of compensation and selection for training. The GRANTEE shall insert a similar provision in all subcontracts for services covered by this agreement.

During the performance of this agreement, the GRANTEE shall comply with all federal and state nondiscrimination laws, regulations and policies.

- R. In accordance with legislative findings and policies set forth in Chapter 39.19 RCW the GRANTEE is encouraged in the participation and use of Minority and Women's Business Enterprise firms certified by OMWBE.
- S. The GRANTEE agrees to a \$1,124,392.00 match of funds. 50% being the full amount of the let grant amount, fifty percent, 50% being the match amount by the GRANTEE. Further, the GRANTEE agrees that any match specifically identified to this grant agreement by the GRANTEE the GRANTEE will not claim match directly earmarked or identified for this agreement as match for any other grant, agreement or contract. The DEPARTMENT has first and exclusive claim to match provided by the GRANTEE to this agreement as indirect eligible match to the National Park Service, Historic Preservation Fund awarded to the DEPARTMENT.  
**DEPARTMENT:** Grant Amount:\$1,124,392.00. **GRANTEE** Minimum Grant Match Amount: \$1,124,392.00.

## Section 2. Responsibilities of the DEPARTMENT

- A. The DEPARTMENT agrees to reimburse the GRANTEE one hundred (100) percent of its actual authorized expenditures for the purpose of this agreement, provided:
  - (1) The total paid by the DEPARTMENT shall not exceed the amount stipulated in the "Budget" (Attachment 1) as DEPARTMENT share.
  - (2) All expenditures were incurred between the beginning and ending dates of the grant.
  - (3) No expenditures have been previously claimed in any other grant from any agency of the state or federal government.





Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

- (4) The DEPARTMENT has authority to expend the funds required to meet the obligations contained herein.
  - (5) The GRANTEE has met all requirements in Section 1 of this agreement.
  - (6) The DEPARTMENT will certify that specific scope of work items have been performed by reviewing and approving progress reports submitted with each reimbursement request prior to issuing reimbursement payments.
  - (7) The DEPARTMENT will accept as match expenditures presented by the GRANTEE on rehabilitation projects completed in accordance with the Secretary of Interior's Standards for the Rehabilitation of Historic Properties that were completed on or after January 1 of the year 2020 and prior to the start date of this grant.
- B. The DEPARTMENT agrees to consider requests from the GRANTEE for progress payments if, in the DEPARTMENT'S judgment, the public interest will be served by doing so and if such payments are administratively practical and provided appropriated funds are available for which to issue a progress payment.
- C. The DEPARTMENT may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

The following attachments are hereby incorporated into and made a part of this agreement.

- |                |   |
|----------------|---|
| Attachment #1. | "Budget," consisting of one page.   |
| Attachment #2  | "Scope of Work consisting of one page.  |
| Attachment #3. | "State Form A19-1 Invoice Voucher" to be used as basis for billing, consisting of one page.                             |
| Attachment #4  | "Report of Services/ Labor Value Appraisal" form to be used by GRANTEE to document labor costs, consisting of one page. |
| Attachment #5  | "Competitive Negotiation and Small Purchases Contracting Documentation," consisting of one page.                        |

### Section 3. Amendments



Grant No. FY22-90006-003



Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

This grant agreement may only be amended if such amendment is in writing (with the exception of the 15% variance for actual expenditures identified in Section 1.G), agreed to and signed by all the parties, and attached hereto.

**DEPARTMENT:**  
Department of Archaeology and  
Historic Preservation

**GRANTEE:**  
Walla Walla County

By: Allyson Brooks, Director

By: Gregory A. Tompkins, Chair –  
Board of Walla Walla County  
Commissioners

Date

Date







Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

Attachment #1

**BUDGET**

**ELEMENT/OBJECT**

<b><i>Construction Costs:</i></b>	<b><i>State Dollars</i></b>	<b><i>Hard Match</i></b>	<b><i>Soft Match</i></b>	<b><i>Total</i></b>
Exterior Masonry Rehabilitation	<b><i>\$897,000.00</i></b>	<b><i>\$0.00</i></b>	<b><i>\$0.00</i></b>	<b><i>\$897,000</i></b>
Mechanical/Plumbing/Lighting Rehabilitation	<b><i>\$227,392.00</i></b>	<b><i>\$1,433,608</i></b>	<b><i>\$0.00</i></b>	<b><i>\$1,661,000</i></b>
Architectural and Engineering	<b><i>\$0.00</i></b>	<b><i>\$166,010</i></b>	<b><i>\$0.00</i></b>	<b><i>\$166,010</i></b>
<i>Totals:</i>	<b><i>\$1,124,392.00</i></b>	<b><i>\$1,599,618</i></b>	<b><i>\$0.00</i></b>	<b><i>\$2,724,010</i></b>

Note: Minimum Share Required is \$1,124,392.00. Share expenditures that are presented and that are above the minimum are subject to the conditions of Section 1; S. of this contract.  
(Specification, assignment, and claim of match to the Department of Archaeology and Historic Preservation.)





Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

Attachment #2  
**SCOPE OF WORK**

The GRANTEE shall cause or shall cause others to complete:

Rehabilitation of portions of the Walla Walla County Courthouse, including but not limited to:

- A. Exterior Rehabilitation: exterior masonry rehabilitation of granite and terracotta.
  - 1.) Rehabilitation of exterior masonry, including both granite and terracotta elements. Work may include repointing, replacement of masonry units with matching masonry, and crack repair. Cleaning methods, masonry replacement, and mortar match to be submitted to program staff for review and approval prior to implementation.
- B. Mechanical/Plumbing/Lighting Rehabilitation
  - 2.) Renovate existing space in the back of the Courthouse to create a new electrical room above its current basement location.
  - 3.) Replace the courthouses main electrical service panel and all other electrical panels in the basement. All new panels will be installed in the 1<sup>st</sup> floor electrical room.
  - 4.) Install a new diesel generator to serve the Courthouse Complex and provide electrical power in case of emergency.
  - 5.) Upgrade all current lighting fixtures with compatible LED bulbs. All existing historic lighting fixtures will be maintained, including historic glass.

The county will provide final architectural/construction drawings and/or designs for the work noted above to the Department of Archaeology & Historic Preservation to ensure compliance with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties*.

In implementing the above scope of work, the county will reference the following Preservation Briefs to inform treatments and methods in compliance with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties*:

- Preservation Brief #2. Repointing Mortar Joints in Historic Masonry Buildings: <https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>
- Preservation Brief #18. Rehabilitating Interiors in Historic Buildings: <https://www.nps.gov/tps/how-to-preserve/briefs/18-rehabilitating-interiors.htm>
- Preservation Brief #21. Repairing Plaster Walls: <https://www.nps.gov/tps/how-to-preserve/briefs/21-flat-plaster.htm>



## Attachment #3

FORM <b>A19-1A</b>	STATE OF WASHINGTON  <b>INVOICE VOUCHER</b>
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AGENCY USE ONLY	
AGENCY NO.	CONTRACT NO. OR GA AUTH. NO.
103	FY22-90006-003

AGENCY NAME
Department of Archaeology & Historic Preservation 1110 S Capitol Way Suite 30 PO Box 48343 Olympia, WA 98504 8343 ATTN:
VENDOR OR CLAIMANT (warrant is to be payable to)
Walla Walla County Attention Robert Henry, Facilities Maintenance 315 West Main Street Walla Walla, WA 99362
Statewide Vendor Number: SWV0003171-08

**INSTRUCTIONS TO VENDOR OR CLAIMANT:**

In the absence of a detailed invoice, submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

**Vendor's Certificate:**

I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veteran status.

By:

(Sign in ink)

(Title)

(Date)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. 91-6001351	RECEIVED BY	DATE RECEIVED
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DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT

PREPARED BY (Fiscal)						DATE		DIVISION APPROVAL				DATE	
DOC DATE			CURRENT DOC NO			REF DOC NO			VENDOR NUMBER			VENDOR MESSAGE	
SUF	TRANS CODE	M O D FUND	APPN INDEX	PROGRAM INDEX	SUB OBJ	SUB SUB OBJ	CNTY	CITY	PROJECT	AMOUNT	INVOICE NUMBER	GENERAL LEDGER	
APPROVED FOR PAYMENT BY FISCAL							DATE			WARRANT TOTAL			

Grant No. FY22-90006-003



Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

Attachment #4

**REPORT OF SERVICES/LABOR VALUE APPRAISAL**

This Attachment intentionally left blank.







Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

## Attachment #5

**COMPETITIVE NEGOTIATION AND SMALL PURCHASES CONTRACTING DOCUMENTATION**

**THIS FORMAT SHOULD BE USED FOR CONTRACTS FOR PROFESSIONAL SERVICES AND OTHER PROCUREMENT TO DOCUMENT COMPLIANCE WITH FEDERAL PROCUREMENT STANDARDS.**

1. Grant Number: FY22-90006-003  
2. Type of Contract: Professional Services

Printing \_\_\_\_\_  
Equipment/Supplies \_\_\_\_\_  
Other \_\_\_\_\_

## 3. Addresses of Contractors Contacted:

Name of Person/Business: \_\_\_\_\_  
Street or PO Box: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Work Telephone Number: \_\_\_\_\_  
Quote/Bid given: \_\_\_\_\_

Name of Person/Business: \_\_\_\_\_  
Street or PO Box: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Work Telephone Number: \_\_\_\_\_  
Quote/Bid given: \_\_\_\_\_

Name of Person/Business: \_\_\_\_\_  
Street or PO Box: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Work Telephone Number: \_\_\_\_\_  
Quote/Bid given: \_\_\_\_\_

Contractor Selected: \_\_\_\_\_  
Basis for Selection: Lowest Price \_\_\_\_\_ Other \_\_\_\_\_

If the basis for selection was not the lowest price, explain the basis used:

\_\_\_\_\_  
Signature of Grantee Official

\_\_\_\_\_  
Date



a) **Action Agenda Items:**

- 1) Executing a contract for the Old Highway 12 Road Project
- 2) Executing a contract for the Middle Waitsburg Road Project

b) Department update and miscellaneous

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



To: Board of County Commissioners

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

Date: 14 September 2021

Re: Director's Report for the Week of 13 September 2021

**Board Action: 20 September 2021**

**Miscellaneous:**

**In the Matter of Executing a Contract for the Old Highway 12 Road Project**

**In the Matter of Executing a Contract for the Middle Waitsburg Road Project**

**ENGINEERING:**

- Mill Creek Road MP 1.1 to MP 3.96: Steadily making progress on right of way acquisition.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Contractor plans to begin work this week.
- Peppers Bridge Road: Working on right of way acquisition.
- Countywide Guideposts: Contractor plans to begin work this week.
- Miscellaneous: Working on annual bridge inspections.

**MAINTENANCE/FLEET MANAGEMENT:**

- South Crew – Working on blading gravel roads, and routine maintenance.
- North Crew – Grading roads, cleaning culverts and ditches.
- Signs and Veg Crew – Working on sign maintenance, spraying and paint striping.
- Garage – working on routine maintenance and scheduling winter prep on equipment.

**ADMINISTRATION:**

- Conducted our weekly Staff, Engineering and Road Operations meetings.
- Conducted our monthly leadership and budget review meetings.
- Held the pre-construction meeting on our Middle Waitsburg Road project.
- Attended a Washington State Association of County Engineers (WSACE) Board of Directors monthly meeting.
- Continue to follow COVID 19 protocols.

**a) Consent Agenda Items:**

- 1) Resolution – Setting a date of public hearing to consider proposed amendments to Title 17, Zoning, of the Walla Walla County Code to make organic waste processing facilities an allowed use in the Light Industrial Zoning District (Proposal ZCA18-003)

**b) Department update and miscellaneous**



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

IN THE MATTER OF SETTING A  
DATE OF PUBLIC HEARING TO  
CONSIDER PROPOSED  
AMENDMENTS TO TITLE 17, ZONING,  
OF THE WALLA WALLA COUNTY  
CODE TO MAKE ORGANIC WASTE  
PROCESSING FACILITIES AN  
ALLOWED USE IN THE LIGHT  
INDUSTRIAL ZONING DISTRICT  
(PROPOSAL ZCA18-003)

RESOLUTION NO. **21**

**WHEREAS**, RCW 36.70A.470 requires that the County include a procedure for any interested person to suggest amendments to the comprehensive plan or development regulations, and that the amendments must be docketed and considered on at least an annual basis; and

**WHEREAS**, on July 23, 2020, a revised zoning code text amendment application by BERRI was submitted to the Community Development Department proposing that Title 17 be amended to make Organic Waste Processing Facility an allowed use in the Light Industrial zoning district (ZCA18-003). This was a revision to a zoning code text amendment application originally submitted by BERRI outside of the annual docketing process; and

**WHEREAS**, the Walla Walla County Planning Commission held a public hearing on July 22, 2021, after which they made a recommendation to the Board of County Commissioners that the proposed amendments be approved with modifications, and the Board of County Commissioners must hold a public hearing to consider the requests pursuant to 14.15.070C(2); now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that, pursuant to Walla Walla County Code, a public hearing shall be set for 10:30 a.m. on Monday, October 4, 2021 in the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington to receive testimony on the application. Remote Public Participation and testimony will be allowed via WebEx and telephone.

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

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

**BE IT FURTHER RESOLVED** required notice of said hearing shall be done by the Walla Walla County Community Development Department.

Passed this 20<sup>th</sup> day of September, 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 Community Development Department

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

To: Board of County Commissioners  
From: Lauren Prentice, Director  
Agenda Date: September 20, 2021  
RE: Department Update

## **Building/Fire**

The following building and fire permits were approved during the last two weeks:

Permit #	Date Applied	Date Approved	Days	Address	Description	Applicant
B21-0366	7/26/2021	9/1/2021	37	317 HARBOR BLVD	1680 sf Carport w/ 96 sf enclosed storage.	HOLLINGSWORTH, WENDY M
B21-0415	8/18/2021	9/1/2021	14	22 RED HAWK RD	24' x 50' Inground Heated Pool w/auto safety cover	PREMIER LANDSCAPING/DESIGN INC
B21-0443	9/1/2021	9/1/2021	0	927 W WHITMAN DR	Replace Heat Pump & Air Handler	COLLEGE PLACE HTG & A/C INC
B21-0444	9/1/2021	9/1/2021	0	3165 WILD ROSE LN	Replace Heat Pump & Air Handler	COLLEGE PLACE HTG & A/C INC
B21-0445	9/2/2021	9/2/2021	0	248 BLALOCK DR	Replace 50 gal Electric Water Heater	A-1 PLUMBING & EMERGENCY ROOTER
FW21-0015	8/30/2021	9/2/2021	3	363 ORCHARD ST GRANDSTAND	Fireworks display for Rodeo 9/3, 9/4, 9/5 @ 9 pm	ALPHA PYROTECHNICS INC
B21-0447	9/3/2021	9/3/2021	0	403 WALLULA AVE	Demo 384 sf "Barn" as shown on site plan	HARDIN ,MICHAEL A & JESSICA R
B21-0448	9/3/2021	9/3/2021	0	1155 SCHOOL AVE	Replace Furnace & AC	AMERICAN AIR HEATING/CLNG LLC
B21-0426	8/24/2021	9/7/2021	14	94 NARCISSA PL	2592 sf Enclosed Pole Building for livestock	JACK WALLACE CONSTRUCTION
B21-0427	8/24/2021	9/7/2021	14	94 NARCISSA PL	2400 sf Enclosed Pole Building w/840 sf open Lean To	JACK WALLACE CONSTRUCTION
B21-0449	9/7/2021	9/7/2021	0	75 SUMMERS CIR	Replace Gas Water Heater in Garage	J&J PLBG OF THE TRI CITIES LLC
B21-0452	9/7/2021	9/7/2021	0	3006 BRISBANE ST	Replace Heat Pump & Air Handler	COLLEGE PLACE HTG & A/C INC
B21-0295	6/11/2021	9/8/2021	89	3784 POWER LINE RD	Road Construction & Fire / Irrigation Pond in development.	PBS ENGINEERING & ENVIRONMENTAL, INC
B21-0316	6/23/2021	9/8/2021	77		Grading for Road const - Whisper Rock	KONEN, CHARLES S/ KONEN ROCK PRODUCTS INC
B21-0353	7/21/2021	9/8/2021	49	585 E BOEING AVE	Modifications to existing tower	DISH WIRELESS
B21-0455	9/7/2021	9/8/2021	1	199 W FAIRCHILD	Re-Roof Hanger 46 sq w/tear-off	GILLESPIE ROOFING, INC
B21-0158	3/25/2021	9/9/2021	168	1998 SMITH ACCESS RD	110 sf Addition to existing covered porch	CRAWFORD, KENNETH C & COLLEEN
B21-0307	6/14/2021	9/9/2021	87	575 CHUKAR LN	Placement of New Marlette Manufactured Home	HALL, CRAIG E
B21-0395	8/10/2021	9/9/2021	30	45 WALNUT ST	Garage remodel	WELLS, NORMAN & DIANE

B21-0428	8/24/2021	9/9/2021	16	2060 OLD MILTON HWY	2500 sf Enclosed unheated Pole Bldg	GARY HARVEY CONSTRUCTION LLC
B21-0420	8/23/2021	9/10/2021	18	167 NW EVANS AVE	1164 sf Prefabricated Shop	MASTERS, RONALD V & VICKIE L
B21-0459	9/9/2021	9/10/2021	1	7823 OLD HWY 12	Compliance insp for 1984 MFG Home	MAHAN, DONNA
B21-0460	9/9/2021	9/10/2021	1	24676 W HWY 12	Install wood fireplace insert	COLLEGE PLACE HTG & A/C INC
B21-0462	9/13/2021	9/13/2021	0	333 BALDWIN RD	Re-roof Residence 22 sq w/tear-off	CUMMINS JAMISON & BRIDGET
B21-0464	9/13/2021	9/13/2021	0	350 C ST	Install new Gas Heater w/ Gas Piping & Meter Set	WALLA WALLA PORT OF
B21-0465	9/13/2021	9/13/2021	0	1503 TAUMARSON RD	Replace Gas Furnace & A/C	COLLEGE PLACE HTG & A/C INC
B21-0466	9/13/2021	9/13/2021	0	506 DANA DR	Install Gas Line, Gas Log Set & Tankless Water Heater	GRASSI REFRIGERATION
B21-0467	9/14/2021	9/15/2021	1	407 FREDRICKSON RD	Replace Heat Pump & Air Handler	TOTAL QUALITY AIR LLC
B21-0468	9/14/2021	9/15/2021	1	78 CORY LN	Replace Heat Pump & Air Handler	COLLEGE PLACE HTG & A/C INC
B21-0469	9/14/2021	9/15/2021	1	1642 WHEATCREST RD	Replace Furnace & A/C	COLLEGE PLACE HTG & A/C INC
B21-0470	9/15/2021	9/15/2021	0	85 PRIMROSE LN	Re-roof Residence 50 sq w/tear-off	REAL ROOFING
B21-0446	9/2/2021	9/16/2021	14	1116 ELECTRIC AVE	Place 2021 Golden West 1836 sf Mfg Homes	HAMMOND, TYSON R & DAWN M

### **Code Compliance**

The following cases were closed during the last two weeks by Officer Karey Reisdorph.

Case No	Description	Address	Date Opened	Date Closed
C21-018	Too many animals / JLD / Garbage	54 PEACH LN	03/23/2021	09/01/2021
C21-067	Living in an RV	90 BALDWIN RD	07/26/2021	09/01/2021
SWE20-001	CRM - JLD & INOP VEH	130 PEACH LN	02/06/2020	09/01/2021
C21-049	RV Living, Inoperable Vehicles, JLD	88 NW DAVIS AVE	06/07/2021	09/07/2021
C21-057	Weeds	1145 CHESTNUT DR	06/28/2021	09/07/2021
C21-078	Burning	699 MCKAY RD	09/09/2021	09/09/2021
C20-046	Junk, Debris, and Tall Weeds	742 MCKAY RD	09/24/2020	09/14/2021
C21-075	Weeds	104 WALLULA AVE	08/16/2021	09/14/2021

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

1. PRE21-046 – Preapplication meeting for proposed house on Blue Creek Road. Discussed critical areas issues (erosion hazard areas) and advised applicant that the 13-acre home site is not a separate legal lot of record. 9/8/2021
2. PRE21-045 – Preapplication meeting for proposed redevelopment of Burbank Laundry. Interested in possibly expanding laundry facility, adding event venue and a caretaker's apartment. Environmental Health advised proponent about septic limits due to small lot size. 9/8/2021

3. PRE21-047 – Preapplication meeting for possible 2-lot short plat and new residence on Mill Creek Road in Primary Agriculture 40 district. 9/15/2021
4. PRE21-048 – Preapplication meeting for Abeja Type 3 winery expansion project (CUP19-004), specifically the removal of an existing single-family residence and the construction of two new buildings with a tasting room and 2 lodging units. This is the first project under the conditional use permit; a lot of discussion at the preapplication meeting was about items that are required by CUP to be completed prior to first building permit. 9/15/2021



**10:45 COUNTY FAIRGROUNDS**

**Greg Lybeck**

- a)** Department update and miscellaneous

## Walla Walla County Fairgrounds

Greg Lybeck, CFE  
General Manager



### Walla Walla Board of County Commissioners

#### Department Head Report

September 20, 2021

First of all, thank you to the County Commissioner's for all your support and efforts in making the 2021 fair such a success.

#### A. Fairgrounds Department Staffing

- We are getting back to pre-fair set up numbers. Koren still has one person with her in the exhibitor's office finishing all the paperwork before closing the office down and moving back to the main office. JoAnne still has Abby working a few hours a week to finish out ticket office duties. We still have one Express maintenance worker with us and will keep him until thing slow down and Larry gets back from his knee surgery.
- Express Personnel - it was hard for them to find enough workers needed to get us through the fair. I want to say thank you to Shannon, Stephanie, Angela and Katie - they did a great job for us. They went way above their job responsibilities to help make our fair a success.
- I am very pleased with how well our office staff and maintenance staff performed at this year's fair. I received a lot of positive feedback on the way they handled issues professionally.

#### B. Grounds Update:

- DOC Work crew: This group had a major positive impact on how our fair got set up and maintained during the fair. There is no way we would have gotten the fair set up without them being here helping us. We were able to have them every day in August and every night during the fair.

#### C. Walla Walla Fair 2021:

- Security: We were extremely pleased with the job Tri Cities Monitoring did for us at this year's fair. They really performed at a very high level while maintaining friendly demeanors and being customer friendly to all our guests. We struggled with our local gate security because many of our long-time staff were not able to return and Express struggled to fill these slots. We will be meeting with our Sheriff's Department and both security groups this week to debrief and start planning for next year's fair

- The fair appreciation party for our volunteers will be on October 28<sup>th</sup>.
- The Cattlemen held a successful auction on Sunday at our fair and with help from the community raised more money than ever before.
- Exhibits: Overall we had 7,649 exhibits with 3,252 exhibitors for 2021. In 2019 we had 13,625 exhibits with 9,785 exhibitors. So, we were down 43% in exhibits and 66% in exhibitors. The 4-H, FFA and Open class livestock numbers for market animals and breeding (in all but swine, no open breeding) were consistent with previous years. Small animals were down in most areas. Still life areas were down the most, i.e., open class horticulture (but a lot were hit with the heat this year as well), baking, etc. But we still had a great turnout with some amazing projects. Will have the full breakdown, i.e., 4H/FFA/Open entry breakdowns after premium checks are ready (exhibitors start picking them up October 4<sup>th</sup>).
- The Exhibitors Office will be open through 5pm tomorrow then closed for the year. Staffing for the office was very difficult this year, was happy Kayla was available to help get placings in the system and close out Fair. Shay-lynn Stewart stepped in and volunteered a significant number of hours, her past experience was much appreciated this year. Our Superintendents and volunteers stepped up big time this year to help wherever it was needed.
- Advertising: SPD&G did a great job for us this year and really brought us a lot of free advertising through media trades and interviews that were done before and during the fair. I believe we were live on the main news at least 5 times during our fair. I have attached a scaled down version of what they did for us without video and sound so hopefully it fits.
- The *Frontier Times* written and distributed throughout the fairgrounds by Rob Phillips was a huge hit. Vendors were very impressed and appreciative of being kept up to date on what was happening each day of the Fair. We hope Rob will agree to return next year to continue this popular addition.
- Sponsorships went well overall. Our new way of spending the 30% hospitality money was popular but will need a little adjusting for the 2022 fair. Now that we are out of the 2021 fair and looking ahead to 2022 the fair, I think we need to go out and get a sponsorship salesperson. This year the amount of time JoAnne and I had working on this left us both with very little time to take care of all the other tasks we needed to do. A salesperson should give us more continuity and generate more revenue.
- The Parade: We had a great parade! We had 139 entries and over a 1,100 people participate in this year's parade. I was a little surprised on the size of the parade and the amount of people that came out to see it, it impressed me. Being an old pitcher, I must say I needed to ice my arm the next day because I threw so much candy!
- Vendors / Food Concessions: Like many other fairs in the Northwest, our non-food vendor counts were down, and we had empty spaces in the Pavilion. Thanks to Daryl Hopson and Travis Locke, they created displays using Daryl's wagons and landscaping to fill the holes. Unlike another major fair in Washington state, we did not offer free vendor space to fill the

building. Food concession vendors were down by 11 – from 38 in 2019 to 27 this year – but we were up in income. Total gross sales for 2021 = \$560,765 vs \$517,560 in 2019. This increase will offset our drop in income from non-food vendors. And we heard great reviews for our new food concessions. We will be studying our layout for 2022 and reviewing vendor rental rates. We do know there is a great need for improved infrastructure, i.e., power, water, etc. Today's food concessions don't operate on a 110 outlet – the newer food trailers are requiring 50 to 100 amps of service, lots of water, and a way to access sewer for their gray water.

- Ticketing: This year's attendance is 81,747 verses 91,885 in 2019. I couldn't find any spreadsheets on how they arrived at the 2019 numbers. We are using the numbers from our ticketing system and scan reports now so we will have a consistent base to compare future fairs.
- The concert in the grandstand was a huge hit. Attendance was up 88%, 4,908 vs 2,612 in 2019.
- Demo sold out quicker than ever. Attendance was up 7%, thanks to increased sales of pit passes.
- Rodeo was up all three nights vs 2019; Saturday night almost sold out. Total attendance was up 4%.
- Attendance for the five days of grandstand events was up 17% or 3,024.
- Fair gate admission was down \$18,900 or 11%. This translates to 2,700 tickets.
- Overall, concert and gate admission was up 22% or \$123,624 over the 2019 fair.
- The carnival set an all time high for sales at our fair. Covid impacted our presales because of the limited window to sell.

D. Fairgrounds Physical Plant Improvement and Maintenance

- Electronic reader board: Is up and running and we are already getting requests to advertise local events and businesses.

E. Fair Board:

- Board meeting: Our board meeting is Tuesday, September 21, 2021.
- A big thank you to all our board members that worked their tails off making this fair a success.

F. Budget:

- We did get our budget turned in before fair and will be going through it after going through a fair and seeing first-hand where we spent the money.
- JoAnne is busy paying our bills and depositing our revenues into our accounts. We are getting close to being finished with most of the large bills and deposits.
- We have put a request in to receive our first, second, and third quarter of the operating transfer of \$87,000.



# 2021 FAIR & FRONTIER DAYS

ADVERTISING RE-CAP





# BILLBOARD



# PRINT ADS

## inadeguata, alcune non sono

**Community group says it will call for City Council to reject plan on Sept. 22**

**KERRY CONNAN**  
WALLA WALLA, WASH. (AP) —  
Walla Walla is in a flood  
of green apple blossoms.  
Washington's apple trade and  
people, powered by the  
promise of nearly \$1000 an  
acre up of 14 different species,  
according to a 1993 survey  
published last month in the  
official.

But some wilderness real-estate are concerned that the Waikanae move of provincial plans to merge the Hauraki Group Councils because of the growing likelihood that the plan will not be approved and not enough planning money. Community councillor Tony Penfold of Teitaki Waikanae says it will call for the plan in its rejected status it cannot lack the Waikanae City Council Sept 22.



Large railroad trees are still standing South of the Avenue K. This work on Aug. 12, 1931.

At a July 26 track session, the City Council was pictured.

by California-based cross-fertilizer firm Arthur Pen, whose inventories every tree in city limits. The plan also was to add 1,150 trees in immediate need of pruning or removal and at least 2,150 healthy ones where the city needs shade trees.

In addition, the plan laid out a draft five-year budget, recommending that the city pay over \$11.5 million for both immediate and ongoing gully and removal in order to maintain

While White carnations plants  
do not fall as fast as red ones per year,  
more than 10 inches per year from  
dead or dying trees, according  
to the draft plan presented by  
ArborPro. The evergreen firm

SEE TWENTY PAGE 2A

ing to date -- the highest number at any Washington state Department of Corrections facility.

To find out how to get vaccinated against COVID-19 in Walla Walla County, go to [www.wacounty.gov](http://www.wacounty.gov).

• A 70-year-old woman tested positive July 22 and died Aug. 7 at St. Anthony's Penitentiary. Any other findings would not be.

• A 59-year-old woman with other health problems tested positive Aug. 3 and 6 and Aug. 12.

- A 68-year-old man tested positive Aug. 24 and died Sunday, Aug. 25, at Providence Portland Medical Center in Portland. Any contributing health conditions are unknown.
- A 63-year-old man tested positive Aug. 19 and died Wednesday, Aug. 20, at Central Oregon Health...

Unadilla County has 43 new edges of the virus, 390 new cases and a total of 11,119 cases overall.

● **Shareholder** is a person or company that owns shares in a company.  
● **Shareholder** is a person or company that owns shares in a company.



## Behind the Lenz

**A** *Chlamydomonas reinhardtii* has been used as a model organism for studying the effects of heavy metals on photosynthesis.



100

**TICKETS  
ON SALE**

ON SALE  
AT \$1.99

**TICKETS  
ON SALE  
NOW**

**STRIPES**



Chicago  
IN CONCERT  
SEPT. 1

**DEMO DERBY**  
SEPT. 2

**SEPTEMBER 1-5, 2021**

**Ticket Office - (508) 527-2299**  
**www.waltonaafairgrounds.com**

**WALLA WALLA UNION BULLETIN**  
**AUGUST 26, 2021**

**WALLA WALLA UNION- LIFESTYLES MAGAZINE**  
**AUGUST 25, 2021**



# RADIO



**Demo Derby**



**Rodeo**



**Chicago**



**Spanish Generic**

## **STEPHEN'S MEDIA GROUP**

**Purchased 176 spots + 72 bonus - \$1,530**

- 160 – 30S MENTIONS
- WEB BANNER
- 10 FACEBOOK POSTS
- TICKET GIVEAWAYS - 40 GENERAL ADMISSION TICKETS & 10 CHICAGO TICKETS

**Added Value \$7,700**

## **TOWNSQUARE MEDIA GROUP**

**Purchased 150 spots - \$1,500**

- TICKET GIVEAWAYS – 18 GENERAL ADMISSION TICKETS & 10 CHICAGO TICKETS
- 80 – 15S LIVE MENTIONS
- 10 PRIME TIME MENTIONS
- 10 APP ALERTS
- 2 FACEBOOK, INSTAGRAM & TWITTER MENTIONS
- 2 GENERIC POSTS

**Added Value \$1,950**

## **ELKHORN MEDIA**

**Purchased 89 spots - \$1,491**

- 16 TICKET GIVEAWAYS
- 2 FACEBOOK CONTEST POSTS
- 3-DAY CONTEST PROMOS

**Added Value \$3,180**

## **CHERRY CREEK MEDIA**

**Purchased 95 spots - \$1,004**

- TICKET GIVEAWAYS – 20 GENERAL ADMISSION TICKETS
- 30 ON AIR MENTIONS

**Added Value \$400**

## **ALEXANDRA'S**

- PURCHASED 500 spots - \$3,000

# TV SPOTS

## KIMA/KEPR

- 180 SPOTS
- 60 KEPR BONUS SPOTS
- 85 CW BONUS SPOTS

\$5,000

## SPECTRUM

- 807 AIRINGS
- 20 NETWORKS
- YAKIMA - PENDLETON

\$750

## UNIVISION

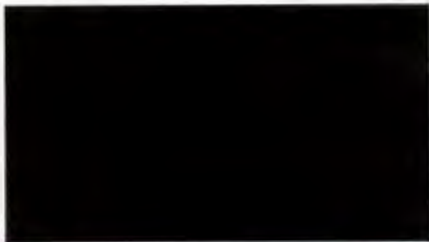
- 71 SPOTS
- 25 BONUS SPOTS
- 21,428 REACHED

\$2,000

## KAPP/KVEW

- 116 SPOTS
  - LIVE BROADCAST AT THE FAIR
- \$2,000 - \$950 IN BONUS

## RODEO SPOT



## DEMO DERBY SPOT



## GENERIC SPOT



## CHICAGO SPOT



# DIGITAL ADVERTISING

## DIGITAL ADS

- Displayed Ads displayed throughout the internet on desk top and mobile devices

## VIDEO DISPLAY ADS

- Video Ads were displayed on the internet before other videos being played on YouTube and other video playing platforms.

## OTT/CONNECTED TV

- Video Commercial is played on streaming devices like smart TVs, apps, Roku etc.

IMPRESSIONS = The amount of times the ad was shown.

CLICKS = Number of times the ad was clicked on.

CTR = Click through rate percentage based on the number of times the ad was shown.

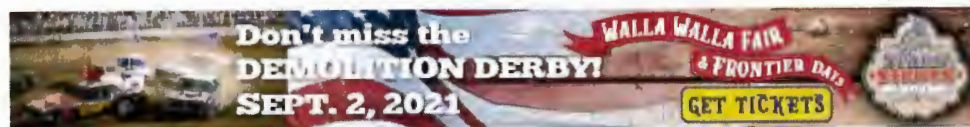
COMPLETE RATE = Average % rate that the ad played based on 100% as complete.





# DIGITAL BANNER ADS

## CREATIVE





# DIGITAL BANNER ADS

Display ads were displayed on websites throughout the internet using keyword search target, geo-targeting, and event targeting.

## SCREENSHOTS



Entertainment / Sports / Olympics

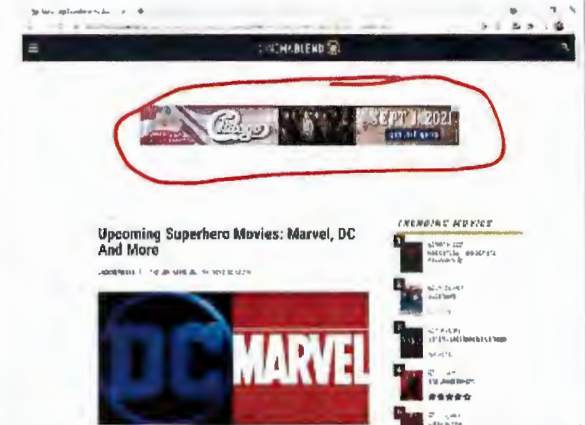
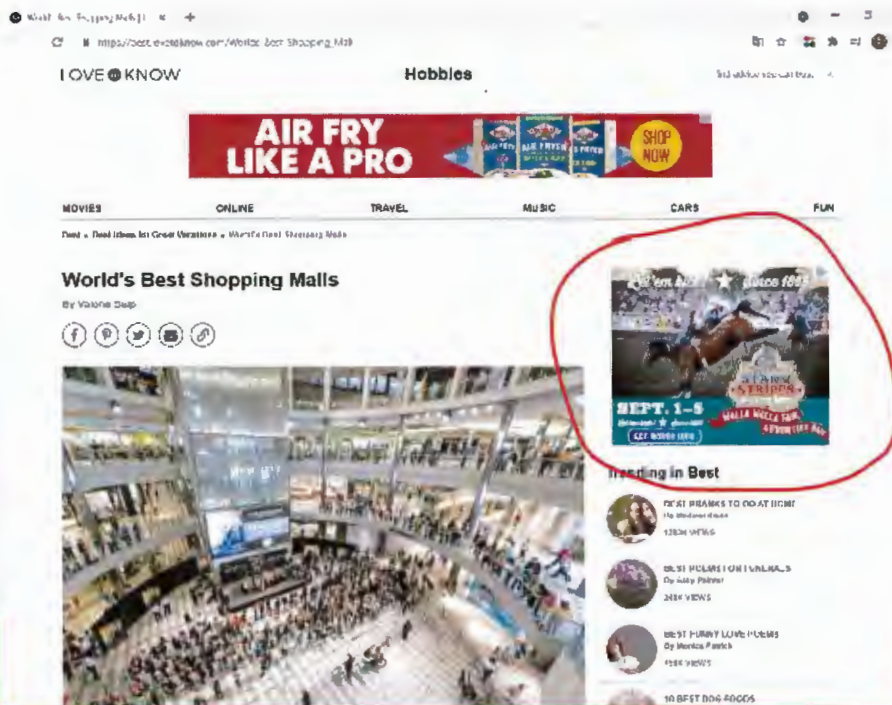
### The Olympic Decathlon Winner: The Best Athlete in the World?

By: John Donovan | Updated: Jul 20, 2021

Listen to article 6 minutes



Garrett Scantling competes in the men's decathlon 110 meters hurdles on day three of the 2020 U.S. Olympic Track & Field Team Trials at the Rouse H. Simmons Track & Field Complex in Eugene, Oregon. Photo by AP/Wide World.



# DIGITAL BANNER ADS - LOCAL

248,279

Impressions

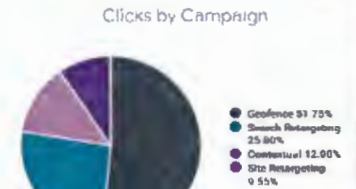
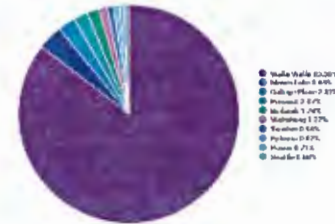
628

Clicks

0.25%



Local targeting includes Walla Walla and approximately a 50 mile radius.



Campaign Summary Chart

Campaign Name	Impressions	Clicks	CTR
Walla Walla 6/12/21-6/14/21 Display Remarketing	16,016	729	0.70%
SPOB Walla Walla Fair & Frontier Days (217-KW Walla Walla Geo 0.3...	92,184	162	0.19%
(SPOB) Walla Walla Fair & Frontier Days (Category: Entertainment, Walla Wal...	3,7298	81	0.22%
SPOB Walla Walla Fair & Frontier Days (Geo-Optimized, Walla Walla Co...	21,898	86	0.41%
SPOB Walla Walla 6/12/21-6/14/21 Display Remarketing	16,321	96	0.37%

Top Keywords (copy 7)

Keyword Name	Impressions	Clicks	CTR
1. wallawalla	27,612	63	0.23%
2. %2Tentative	11,252	21	0.19%
3. park	6,481	12	0.19%
4. %2Tentative	4,073	7	0.17%
5. %2Tentative	3,636	14	0.38%
6. %2Tentative	2,322	4	0.17%
7. %2Tentative	2,121	1	0.05%
8. %2Tentative	1,998	7	0.35%
9. %2Tentative	1,783	4	0.22%
10. %2Tentative	1,671	3	0.18%
11. %2Tentative	1,776	3	0.17%
12. %2Tentative	1,259	2	0.16%
13. %2Tentative	1,179	3	0.26%
14. %2Tentative	1,172	0	0.00%
15. %2Tentative	1,116	1	0.09%
16. %2Tentative	1,032	0	0.00%
17. %2Tentative	974	2	0.21%
18. %2Tentative	668	0	0.00%
19. %2Tentative	576	0	0.00%
20. %2Tentative	482	1	0.21%

Ad Performance

Ad Name	Impressions	Clicks	CTR
1. AdSense 100-100-100	44,727	116	0.26%
2. AdSense 100-100-100	41,481	99	0.24%
3. AdSense 100-100-100	41,690	71	0.17%
4. AdSense 100-100-100	16,054	66	0.41%
5. AdSense 100-100-100	16,797	25	0.15%
6. AdSense 100-100-100	16,798	32	0.19%
7. AdSense 100-100-100	16,081	28	0.18%
8. AdSense 100-100-100	16,081	32	0.19%
9. AdSense 100-100-100	16,081	42	0.26%
10. AdSense 100-100-100	16,081	32	0.19%
11. AdSense 100-100-100	16,081	32	0.19%
12. AdSense 100-100-100	16,081	32	0.19%
13. AdSense 100-100-100	16,081	32	0.19%
14. AdSense 100-100-100	16,081	32	0.19%
15. AdSense 100-100-100	16,081	32	0.19%
16. AdSense 100-100-100	16,081	32	0.19%
17. AdSense 100-100-100	16,081	32	0.19%
18. AdSense 100-100-100	16,081	32	0.19%
19. AdSense 100-100-100	16,081	32	0.19%
20. AdSense 100-100-100	16,081	32	0.19%
21. AdSense 100-100-100	16,081	32	0.19%
22. AdSense 100-100-100	16,081	32	0.19%
23. AdSense 100-100-100	16,081	32	0.19%



# DIGITAL VIDEO ADS - LOCAL

Video ads were displayed throughout the internet on mobile and desktop devices. Local targeting includes Walla Walla and approximately a 50 mile radius.

64,263  
Impressions

0.23%  
CTR

149  
Clicks

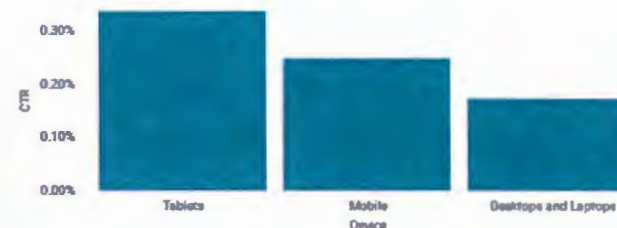
Campaign Summary Chart - Video

Campaign Name	Impressions ↓	Clicks	Midpoint Rate	Complete Rate
SPD&G_Walla Walla Fair & Frontier Days_Geo-Optimized_Walla Walla Geo_8.5.21-9.4.21_Video	35,292	88	64.504%	53.717%
SPD&G_Walla Walla Fair & Frontier Days_SRT+KW_Walla Walla Geo_8.5.21-9.4.21_Video	25,490	56	55.644%	46.751%
SPD&G_Walla Walla Fair & Frontier Days_Category Contextual_Walla Walla_8.5.2021-9.4.2021_Video	3,481	5	58.894%	49.956%

Keyword Performance - Video

Keyword Name	Impressions	Clicks	CTR	Complete Rate
Unknown	18,773	63	0.24%	53.371%
entertainment	8,111	24	0.28%	43.796%
%21entertainment	3,774	4	0.11%	48.916%
park	1,698	1	0.06%	44.526%
%21park	1,187	2	0.17%	50.261%
fun	975	1	0.10%	46.767%
fair	653	1	0.15%	43.780%
%21magic	643	3	0.47%	58.843%
magic	578	3	0.52%	46.737%
%21fair	508	4	0.79%	46.926%
%21activities	440	1	0.23%	53.500%
%21activity	429	2	0.47%	52.798%
festival	415	1	0.24%	46.287%
zoo	410	1	0.24%	42.119%
activities	354	0	0.00%	48.368%
activity	345	1	0.29%	48.961%
%21festival	311	2	0.64%	41.534%
parks	254	0	0.00%	44.080%
disney+world	186	0	0.00%	53.991%
park+recreation	170	0	0.00%	57.471%

Device Type Performance CTR



Device Type Impressions



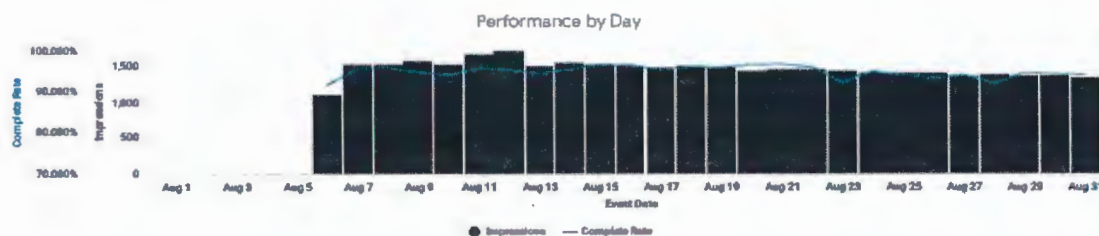
# OTT/CONNECT TV COMMERCIAL- LOCAL

38,141

Impresario 16

94.843%

Complete Rate



TV Commercial was displayed on streaming devices like Roku, smart TVs and in Apps on mobile and internet bases devices.

Local targeting includes Walla Walla and approximately a 50 mile radius.

### Campaign Performance Chart

Campaign Name	Impressions	Complete Rate
SPONS: Wells Wells Fast & Frontier Devs. Geo Opt.	38,141	94.84%

### Ad Performance

Ad Name	Impressions	Complete Rate
1 Walla Walla Fair - Rodeo.mrg	12,767	\$1.8711
2 Walla Walla Fair - Derby Derby.mrg	12,684	\$6.0251
3 Walla Walla Fair - Chica.mrg	12,670	\$6.6701

### Top Domains

Channel Name	Impressions	Geographic Reach
1 news 9pm	1,180	50.3-60%
2 14/3/2021 8.7	2,321	62 50-60%
3 8/10/2020 6.75	1,571	68 40-60%
4 7/13/7	1,682	69 30-60%
5 g1 14/1/2021 8.9	1,297	69 60-80%
6 14/1/2021 8.9	1,248	69 50-70%
7 14/1/2021 8.9	1,103	70 50-60%
8 6/7/19	1,079	66 60-70%
9 4/5/77	897	67 71-90%
10 14/8/2020 cv 8/8/4/8, 8/8-10/10/2020 8/8/4/8	690	70 73-79%
11 news 10/10/2020 8/8/4/8 TV	582	71 10-60%
12 g1 14/1/2021 14/7/5	559	69 50-60%
13 8/8/4	690	69 50-60%
14 news 10/10/2020 8/8/4/8	479	64 50-60%
15 7/25/82	467	66 70-80%
16 14/1/2021 8/8/4/8	457	68 13-60%
17 news 10/10/20	406	69 67-70%
18 news 10/10/2020 8/8/4/8	389	64 50-60%
19 10/10/2020 8/8/4/8	342	69 73-80%
20 news 10/10/2020 8/8/4/8	303	67 60-60%
21 8/8/4	302	68 50-60%
22 news 10/10/2020 8/8/4/8	290	100 10-60%
23 news 10/10/20	288	68 70-80%
24 10/10/2020 8/8/4/8	303	69 20-70%
25 news 10/10/2020 8/8/4/8	288	69 20-70%

### Impressions by City



### Improvements by Day



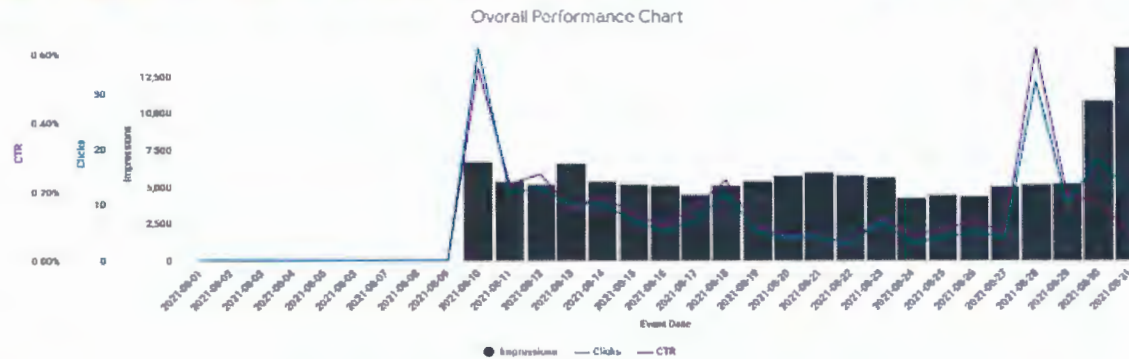


# DIGITAL BANNER ADS – TOURISM

131,415  
impressions

225  
Clicks

0.17%



Campaign Summary Chart

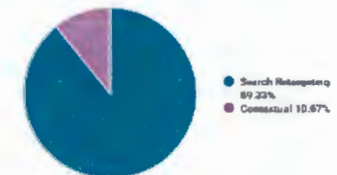
Campaign Name	Impressions	Clicks	CTR
SPD66_Walla Walla Fair & Frontier Days_2021-09-W_Durando Walla Walla...	114,264	201	0.18%
SPD66_Walla Walla Fair & Frontier Days_Category Contentual Outside W...	17,931	24	0.14%

Ad Performance

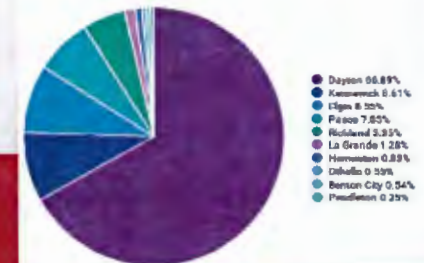
Ad Name	Ad Size	Impressions	Clicks	CTR
1 Artboard 86-100.jpg	820x50	28,905	87	0.18%
2 walla-walla-fair-2021-09-durando-w...	320x50	25,777	38	0.15%
3 Artboard 90-100.jpg	320x50	24,850	27	0.11%
4 walla-walla-fair-2021-09-durando-w...	728x90	8,225	20	0.24%
5 Artboard 92-100.jpg	728x90	8,159	16	0.20%
6 Artboard 88-100.jpg	728x90	8,082	15	0.19%
7 demo derby 300x250-100.jpg	300x250	7,532	9	0.12%
8 Artboard 84-100.jpg	300x250	7,380	9	0.12%
9 Artboard 83-100.jpg	300x250	7,276	15	0.09%
10 games 300x250-100.jpg	300x250	1,166	7	0.60%
11 content 300x250-100.jpg	300x250	1,103	10	0.90%
12 doctordogs 300x250-100.jpg	300x250	1,156	6	0.52%
13 Artboard 83-100.jpg	300x250	1,130	8	0.70%
14 food300x250-100.jpg	300x250	1,032	6	0.58%

Tourism targeting includes approximately a 50 to 120 miles and included targeting entertainment events throughout the Northwest.

Clicks by Campaign



Impressions by City



# DIGITAL VIDEO ADS – TOURISM

36,888  
Impressions

0.20%  
CTR

73  
Clicks

Video ads were displayed throughout the internet on mobile and desktop devices.

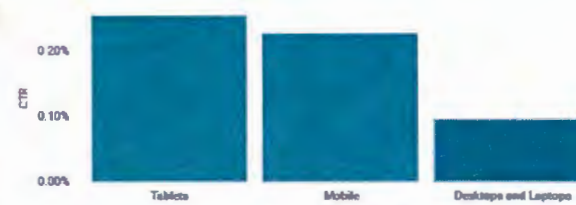
Campaign Summary Chart - Video

Campaign Name	Impressions	Clicks	CTR	Conversion Rate
S406G_Walla Walla Fair & Frontier Days_SRT+KW_Outside Walla Walla_A 5.2021-9.4.2021_Video	31,351	66	0.21%	35.52%
S406G_Walla Walla Fair & Frontier Days_Category Contentual_Outside Walla Walla_A 5.2021-9.4.2021_Video	4,837	7	0.14%	57.08%

Keyword Performance - Video

Keyword	Impressions	Clicks	CTR	Conversion Rate
Unknown	4,837	7	0.14%	57.08%
movie	4,307	7	0.16%	49.63%
movie	1,756	16	0.91%	46.86%
%23thelystreet	2,885	4	0.14%	56.89%
park	2,884	8	0.28%	52.53%
hollywood	2,126	4	0.19%	51.96%
%21park	1,649	2	0.12%	57.86%
%21movie	1,437	2	0.14%	55.15%
%21trailer	1,413	3	0.21%	52.05%
movie	1,324	1	0.08%	56.29%
for	1,009	5	0.48%	55.84%
%21for	673	1	0.15%	55.66%
%21trailer	642	0	0.00%	54.47%
festi val	589	3	0.51%	53.17%
park	505	1	0.20%	53.66%
%21festi val	481	2	0.42%	51.37%
video review	396	0	0.00%	55.46%
disneyworld	320	0	0.00%	59.41%
carri val	275	1	0.36%	42.18%
festi val	271	1	0.37%	49.63%

Device Type Performance CTR



Device Type Impressions



Tourism targeting includes approximately a 50 to 120 miles and included targeting entertainment events throughout the Northwest.

# OTT/CONNECT TV COMMERCIAL- TOURISM

51,681

Impressions

54.984%

Complete Rate



TV Commercial was displayed on streaming devices like Roku, smart TVs and in Apps on mobile and internet bases devices.

Campaign Performance Chart

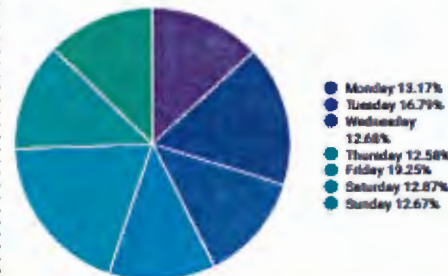
Campaign Name	Impressions	Complete Rate	Ad Name	Impressions	Complete Rate
SPD&L Wella Wella Fair & Frontier Days_8eo-QptL	51,681	54.984%	1 Wella Wella Fair - Demo Derby.rmp4	19,494	55.646%
			2 Wella Wella Fair - Chicago.rmp4	16,632	54.112%
			3 Wella Wella Fair - Rodeo.rmp4	15,555	55.081%

Ad Performance

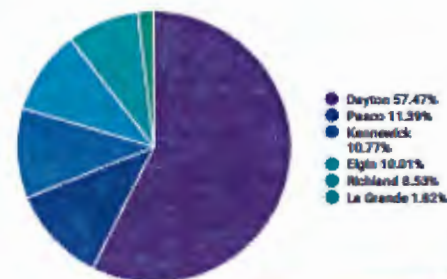
Top Columns

Device Name	Impressions	Complete Rate
1 https://www.ottconnect.com/	2,488	89.127%
2 https://www.ottconnect.com/	1,204	2.897%
3 https://www.ottconnect.com/	499	23.274%
4 https://www.ottconnect.com/	418	45.166%
5 https://www.ottconnect.com/	400	40.250%
6 https://www.ottconnect.com/	700	75.117%
7 https://www.ottconnect.com/	400	50.107%
8 https://www.ottconnect.com/	400	50.107%
9 https://www.ottconnect.com/	210	50.286%
10 https://www.ottconnect.com/	400	43.333%
11 https://www.ottconnect.com/	400	36.769%
12 https://www.ottconnect.com/	400	54.545%
13 https://www.ottconnect.com/	411	41.244%
14 https://www.ottconnect.com/	412	64.471%
15 https://www.ottconnect.com/	407	76.140%
16 https://www.ottconnect.com/	408	65.219%
17 https://www.ottconnect.com/	327	79.872%
18 https://www.ottconnect.com/	300	45.667%
19 https://www.ottconnect.com/	200	55.500%
20 https://www.ottconnect.com/	300	50.000%
21 https://www.ottconnect.com/	200	60.000%
22 https://www.ottconnect.com/	200	75.510%
23 https://www.ottconnect.com/	200	50.000%
24 https://www.ottconnect.com/	200	64.500%
25 https://www.ottconnect.com/	200	75.510%

Impressions by Day



Impressions by City



Tourism targeting includes approximately a 50 to 120 miles.



# DIGITAL BANNER ADS – CHARTER

## Display - Overview

### Campaign Metrics

**100,050**  
Impressions

**2,816**  
Engagements

**323**  
Site Visits

### Top Creative

**11,020**  
Impressions

**2.69%**  
Interaction Rate



## Display Impressions & Clicks

Impressions

16k  
12k  
8k  
4k  
0k

Aug 9 Aug 10 Aug 11 Aug 12 Aug 13 Aug 14 Aug 15 Aug 16 Aug 17 Aug 18 Aug 19 Aug 20 Aug 21 Aug 22 Aug 23 Aug 24 Aug 25 Aug 26 Aug 27 Aug 28 Aug 29 Aug 30 Aug 31 Sep 1 Sep 2 Sep 3 Sep 4

Impressions Clicks

Clicks

120  
90  
60  
30  
0

## Display - Geographies

### Top Places



Place	Region	Total Imprs	Display Imprs	REG Display Imprs	Geo of visit Imprs	Clicks	Click Rate
Seattle-Walla	Washington	14,417	14,417	0	0	779	0.539%
Portland	Oregon	7,632	7,632	0	0	60	0.786%
Hermiston	Oregon	7,632	7,632	0	0	27	0.354%
Milwau-remarke	Washington	717	717	0	0	0	0.000%
Edgewood	Washington	717	717	0	0	0	0.000%

# SNAP CHAT FILTER



Date	Impressions Served
September 1st	867
September 2nd	559
September 3rd	1,323
September 4th	1,100
September 5th	994
Total Impression	4,843



# SIGNAGE

## MASK SIGNAGE

In areas that are not regulated by the Governor's indoor mask mandate at the Walla Walla County Fair and Frontier Days, it is the policy of the Fair and County Commissioners that they request and strongly recommend wearing a mask. Facial covering if a person cannot safely breathe while at the Fair.

**INDOOR FACILITIES**  
By order of the Washington State Secretary of Health,  
Effective August 23, 2021  
Face Coverings are Required.



The following individuals are exempt from this requirement:

- Children younger than two (2) years old.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a mask.
- Persons engaged in activities that are essential to the County's health.

## SNAP CHAT FILTER

**THANK YOU,  
Come back again!**

**FAIR HOURS**

11AM - 11PM WED. & THURS.  
11AM - 12PM FRI. SAT. & SUN.



**SNAP A PIC  
WITH OUR  
FILTER**



**WALLA WALLA FAIR  
& FRONTIER DAYS**

## STAGE SCHEDULES 6 Posters x 5 Days

**WALLA WALLA FAIR & FRONTIER DAYS  
INLAND CELLULAR STAGE**

**WEDNESDAY**

12:00 pm - 2:30 pm **Battle of the Bands**  
4:15 pm - 4:45 pm **Battle of the Bands**  
6:15 pm - 6:45 pm **Battle of the Bands**  
7:30 pm - 8:30 pm **Justin James Hypnotist**  
9:30 pm - 11:00 pm **Battle of the Bands**

SPONSORED BY  
**INLAND  
CELLULAR**

## GROUND MAP



## FAIRGROUNDS MAP

**Each day published author Rob Phillips wrote and distributed over 150 copies of The Frontier Times, a daily paper that noted Fair events and ongoing. Copies were given out to vendors and fair personnel. The Union Bulletin wrote an article on this new feature.**



### SPREADING OF EQUALITY

In her first beautiful painting, *Women Representing the Four Continents*, she depicts the four continents as women: Asia, Europe, Africa and America. She says she got interested in it at once. The history of her travels came back to her. She met and studied women who have been free and free-born. She says that the year 1848 was the year of the woman's rights movement. She says that the year 1848 was the year of the woman's rights movement. She says that the year 1848 was the year of the woman's rights movement.

[illegible]

**GET VACCINATED AT THE FAIR**  
The Washington State Department of Health will be on the grounds today and tomorrow offering COVID vaccinations to anyone who might be interested. The vaccination site will be located at the

**2021 FAIR ATTENDANCE**  
We've had pretty good attendance the first two days of the Fair, with the help of great crowds for Chicago and the Dunes Derby.

<b>Wednesday</b>	15,647
<b>Thursday</b>	12,879

**TOMORROW AT THE FAIR...**

It is the best day of the 2011 World Water Fair. The final and final day of PHCA Water exhibits will be on Wednesday at the International Convention Center.

What is the typical way to spend a part of summer? With a computer!

Why did the cow cross the road?  
To get to the other side.

What are birds still doing? Waiting back.

Source: <http://www.irs.gov/efile/efilefaq.html>.

160

and

100

100

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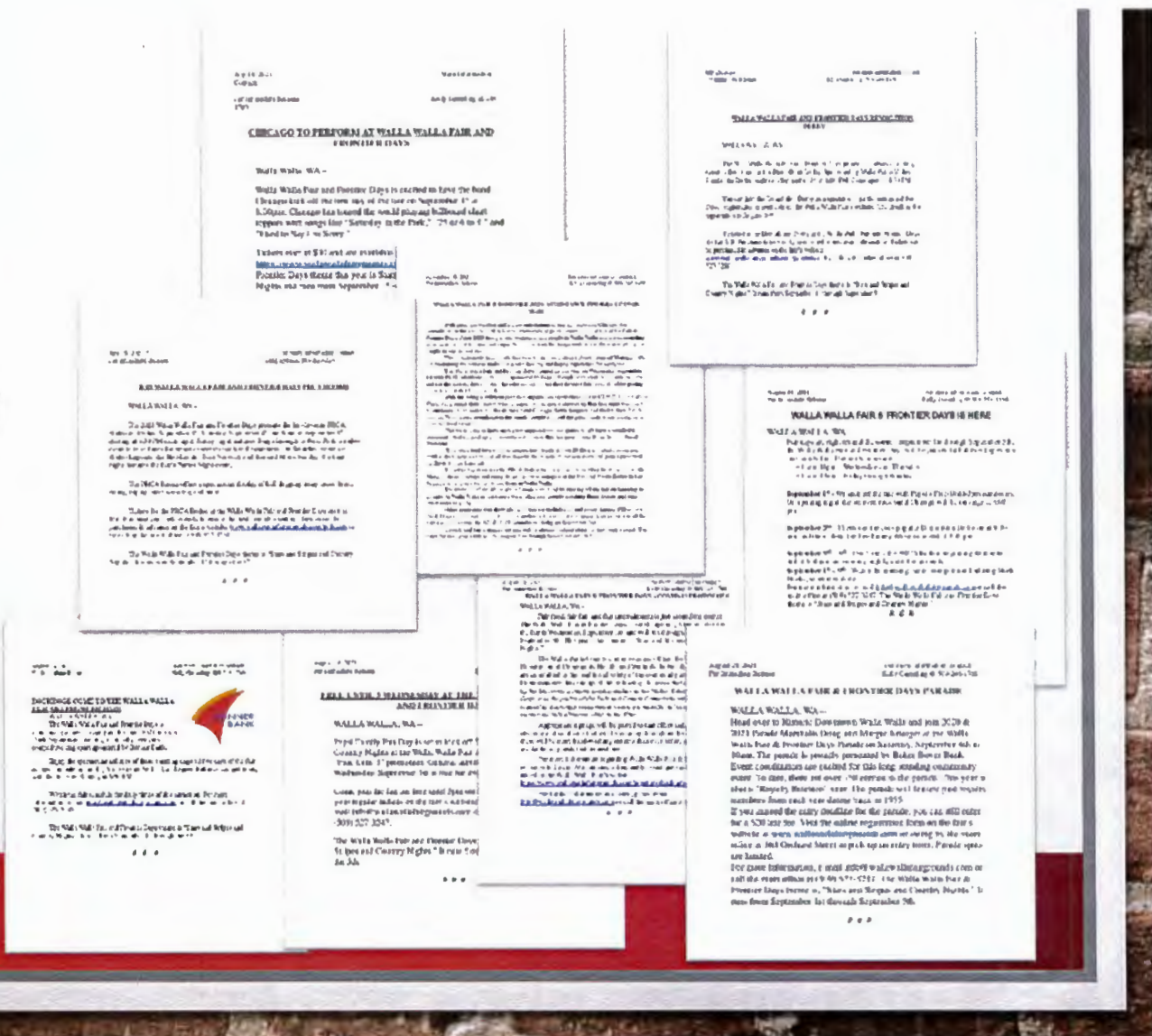
\_\_\_\_\_

\_\_\_\_\_



# PRESS RELEASES

12 PRESS RELEASES WERE SENT DURING  
THE TIME LEADING UP TO THE FAIR AND  
AFTER THE FAIR WHICH RESULTED IN MANY  
ARTICLES AND INTERVIEWS ON THE NEWS  
AND SOCIAL MEDIA.



# PRESS

[illegible][illegible]



# PRESS

YAKTRINEWS.COM NEWS SPORTS WEATHER MORE

## 2021 Walla Walla Fair & Frontier Days returns through the weekend

**TICKETS ON SALE NOW!**



Walla Walla, WA — On Wednesday, September 1, the 2021 Walla Walla Fair & Frontier Days kicked off with a wide array of food options, games, concerts, rodeos, and more fun for the whole family.

The annual event is being held at the Walla Walla Fairgrounds (464 Orchard St, Walla Walla, WA 99362) once again. The fair opened from 11 a.m. to 11 p.m. on Sept. 1 and 2 before adding an extra hour from 11 a.m. to midnight on Friday, Saturday, and Sunday.

Admission costs \$10 for adults and \$5 for both Children and Seniors. A Season Pass (admission for one person each day) costs \$30 and a family pass (two adults and two kids) costs just \$20. Children age 5 and younger can visit for free. Please be advised that tickets to the Rodeo and concerts incur an additional cost.

**RELATED:** An Eastern Washington journey unfolds in new film premiering soon

After last year's event was canceled, organizers decided to push forward with this year's events. Tickets purchased in 2020 roll over for this year's fair, so there's no need to print new tickets if you planned to attend last year.



Wall a Walla Fair & Frontier

464 Orchard St, Walla Walla, WA 99362

KBCB Night News KADU 26 NEWS WEATHER TRAFFIC SWIM SPORTS MORE KIDDO PROS MINDU PROS

## What to expect at the 2021 Walla Walla Fair & Frontier

Reporter: KBCB, KADU 26 Reporter: KBCB, KADU 26 Updated: Sept 2, 2021

**Local Weather**

Current Weather: 74°F

11 AM: 77°F, 12 PM: 80°F, 1 PM: 84°F

7-Day Forecast: ToyotaCare



**What to Expect at the Walla Walla Fair**

What to expect at the Walla Walla Fair & Frontier: This is the oldest fair in the state. It's being able to put on the fair due to the pandemic, organizers and fair members are... If you're a fair & Frontier wishes you to come out and have fun.

**Fred Meyer**

Coke-Cola



# **SUGGESTIONS FOR 2022**

- **REFRESHED WEBSITE**
- **DIRECTIONAL & ADDITIONAL SIGNAGE**
- **ANNUAL MARKETING PLAN – PLAN OUT THE YEAR AHEAD OF WHAT WILL BE DONE FOR THE FULL YEAR UP UNTIL THE FAIR**
- **SPONSORSHIP PACKET – CLEARLY DEFINE SPONSORSHIP BENEFITS AND OPPORTUNITIES.**

**11:00 DEPARTMENT OF COMMUNITY HEALTH/  
BOARD OF HEALTH**

**Dr. Kaminsky  
Nancy Wenzel**

**a) Action Agenda Items:**

- 1) Proposal 2021 09-20 DCH-1 Approval to hire for the position of a full time Community Health Nurse B at a Step C
- 2) Proposal 2021 09-20 DCH-2 Approval to work with Human Resources to develop a part-time Veteran's Officer (VSO) position

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



# MEMO

Date: September 20, 2021

Proposal ID. 2021 09-20 DCH-1

To: Board of County Commissioners

From: Daniel Kaminsky, MD

**Intent** – Seeking to hire for the position of a Full Time Community Health Nurse B.

**Topic** – New Hire

**Summary** – WWDCH has had a vacancy for a Community Health Nursing position since July 2021. This vacancy limits our ability to perform foundational public health duties such as communicable disease investigations. This position also assists with our COVID response.

**Total Cost** – I would like to start this position at a step C which is a starting salary of \$4.867.00 per month.

**Funding** – Budgeted

**Alternatives Considered** – With the local and nationwide nursing shortage, we were lucky to have received interest from this single applicant. This applicant's credentials and references were stellar and we are excited for the opportunity for this highly qualified individual to join our team.

**Benefits** – Hiring this position will allow us to perform foundational public health services and assist with our COVID response.

**Conclusion/Recommendation** – My recommendation and request is to hire the Community Health Nursing position at a Step C.

---

Submitted By

Disposition

Daniel F. Kaminsky, MD

9-20-21

\_\_\_\_ Approved

Name

Department

Date

\_\_\_\_ Approved with modifications

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

\_\_\_\_ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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# MEMO

Date: August 30, 2021

Proposal ID: 2021 09-20 DCH-2

To: BOCC

From: Nancy Wenzel  
Administrative Director

Dr. Daniel Kaminsky  
Health Officer

**Intent:** Gain BOCC approval to work with Human Resources to develop a Part-Time Veteran's Service Officer Position.

**Topic:** Part-Time Veteran's Service Officer (VSO) Position

## **Summary**

The creation of a VSO position within the Walla Walla County Department of Community Health will allow for better oversight and utilization of the Veteran's Relief Fund with the focus of serving indigent veterans. The Veterans Relief Advisory Board has wanted to fund a VSO in the past, applying for a grant in 2019 which was not awarded, but now if a county has a VSO on payroll, that staff member can receive free training to become a certified VSO.

This position will not only manage the local relief funds but will also aid veteran's and their family in accessing military and U.S. Department of Veterans Affairs benefits. The VSO will also advise veterans on federal and state benefit programs.

## **Cost**

\$58,000 year depending on how position ranks in our employment schedule.

## **Funding**

This position would be funded with the Veterans' Relief Fund (121).

### **Alternatives Considered**

Currently, the local tax funds for the Veterans Relief are completed through a contract with a 3<sup>rd</sup> party person. If a VSO position is not approved, we will continue administering funds through a contract, but this person will not be able to offer the extra assistance that a VSO could.

### **Acquisition Method**

N/A

### **Security**

N/A

### **Access**

N/A

### **Risk**

n/a

### **Benefits**

Having a VSO as a county staff member would give full-service to veterans in need.

### **Conclusion/Recommendation**

Recommend the BOCC approve the Department of Community Health's request to work with Human Resources to explore and develop a VSO position.

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Submitted By

Disposition

Nancy Wenzel, Administrative Director

\_\_\_\_ Approved

Name

Department

Date

\_\_\_\_ Approved with modifications

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

Name

Department

Date

\_\_\_\_ Denied

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BOCC Chairman

Date

---

Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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**11:15 COUNTY COMMISSIONERS**

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

**12:00 RECESS**



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

**2:00 TECHNOLOGY SERVICES**

**Chad Goodhue**

- a)** Workshop re Microsoft Office 365
- b)** Department update and miscellaneous

## 2:45 COUNTY COMMISSIONERS

- a) Possible discussion/action re request for American Rescue Plan Act (ARPA) funds
- b) Miscellaneous or unfinished business to come before the Board

**- A D J O U R N -**

*Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.*

*Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.*