

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, SEPTEMBER 27, 2021

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.

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 A.M. 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 20 and 21, 2021
 - 2) Resolution – Proclaiming October, 2021 as Resilience Awareness Month
 - 3) Payroll action and other forms requiring Board approval
- g) **Action Agenda Items:**
 - 1) County vouchers/warrants/electronic payments as follows: 4233058 through 4233253 totaling \$1,482,669.32; 4233254 through 4233258 totaling \$1,834.93 (travel)
 - 2) Proposal 2021 09-27 DC Approval to hire for the position of Judicial Support Associate, Lead B, Trial Clerk, at Step E
 - 3) Proposal 2021 09-27 EconDev – Port Approval of Port of Walla Walla expending funds for City of Waitsburg – Millrace Grade Improvement Project
 - 4) Proposal 2021 09-27 ARPA – Approval to expend ARPA (American Rescue Plan Act) Funds for County office/department requests
 - 5) Proposal 2021 09-27 Fair Request to apply for a Washington State Department of Agriculture Capital Improvement Grant
 - 6) Resolution – Appointment and reappointments to the Walla Walla Fair and Frontier Days Board of Directors

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
PROCLAIMING OCTOBER,
2021 AS RESILIENCE
AWARENESS MONTH

RESOLUTION NO. 21

WHEREAS, the Children's Resilience Initiative™ (CRI) is working to increase the positive, resilience-building experiences in the lives of the children, parents and families in our community; and

WHEREAS, there is compelling scientific evidence of a correlation between negative childhood experiences, known as Adverse Childhood Experiences (ACEs), and the resulting behavioral and health problems over the lifespan when ACEs are unrecognized and unaddressed; and

WHEREAS the cumulative effects of such experiences over a lifespan, if ignored, are detrimental to individuals, families and communities; and

WHEREAS the *Community Resilience Initiative* of Walla Walla envisions a community where all young people thrive and all parents raise their children with consistency and nurturing to develop lasting resilience, with the goal of mobilizing the community through dialogue and action to radically reduce the number of ACEs while building individual and community resilience; and

WHEREAS, it is important to increase awareness of these efforts and to create a community conversant in resilience strategies benefitting all individuals and to integrate these principles into everyday work and practices; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby recognize the importance of work of the *Community Resilience Initiative* throughout Walla Walla County to create a community of hope and healing, and shall proclaim October, 2021 as Resilience Awareness Month in Walla Walla County.

"Passed this 27th 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*

PROCLAMATION

WHEREAS, there is compelling scientific evidence of a correlation between negative childhood experiences (known as Adverse Childhood Experiences [ACEs]) cause lifelong behavioral and health problems when they are unrecognized and unaddressed; and

WHEREAS, additional findings in the 20 years since the publication of the ACE Study inform us of other adverse conditions that also lead to negative behavioral and health outcomes (such as lack of access to healthcare, poverty, unemployment, any form of discrimination, catastrophic events, and pandemics); and

WHEREAS, the Science of Hope and Resilience acts as a buffer against the negative impact of any adverse condition by helping people build Protective Factors at all levels: individual, organization and community; and

WHEREAS, the Community Resilience Initiative of Walla Walla envisions a community aware of and actively practicing resilience strategies during this time of COVID, social inequity and other ACEs; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby proclaim October of 2021 to be the ninth annual

Resilience Awareness Month in Walla Walla

and urge all residents to become informed about ACEs and Protective Factors to create a county aware of and actively practicing resilience strategies that benefit ALL individuals toward communities of hope and healing. Please visit the October calendar on CRI's website (criresilient.org/community-engagement) for many activities promoting resilience.

Dated this 27th day of September, 2021, at Walla Walla County, Washington.

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

Gregory A. Tompkins, Chairman, District 3

Attest:

Todd L. Kimball, Commissioner, District 2

Diane L. Harris, Clerk of the Board

Jennifer R. Mayberry, Commissioner, District 1



MEMO

Date: September 20, 2021

Proposal ID. 2021-09-27-DC

To: Board of County Commissioners

From: Kristian E. Hedine

Intent – Seeking to hire for the position of Judicial Support Associate, Lead B – Trial Clerk, at step E

Topic – New Hire – current employee of Walla Walla County

Summary – The District Court has the position of Trial Clerk open due to the current employee resigning from this position on October 22, 2021. The Trial Clerk position is one of the most important positions at District Court. They facilitate the actual courtroom process, record the proceedings, direct the parties in the procedures and are available to assist the Judge in whatever he may need during hearings and trial. This is not a position that can remain vacant for any significant length of time, as this trial clerk oversees the County of Walla Walla (Walla Walla Sheriff Department, Washington State Patrol, Department of Fish and Wildlife) and City of College Place dockets and proceedings.

From the applications that we received, we interviewed two who had met the qualifications for this position. We have an applicant who not only exceeds the qualifications, but also has worked for Walla Walla County since 1997. The applicant has experience in how the court is run, operating the Judicial Information System and possesses a professional skill set.

Total Cost – I would like to start this position at a grade 5, step E which is a starting salary of \$4,860 per month.

Funding – Budgeted in 001600

Alternatives Considered – We had approximately five applicants for this position and this candidate has over five (5) years' experience in the criminal justice system and 24 years with the County.

Benefits – Hiring this person for this position will give District Court the professionalism and experience needed as a Trial Clerk.

Conclusion/Recommendation – My recommendation and request is to hire the Judicial Support Associate, Lead B- Trial Clerk at Step E.

Submitted By

Disposition

Kristian E. Hedine District Court 9-20-21

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



MEMO

Date: 9-27-21

Proposal ID. 2021 09-27 EconDev – Port

To: BOCC

From: Diane Harris, Administrative Assistant

Intent – Approval of Port of Walla Walla expending funds

Topic – Approval of Port of Walla Walla expending funds from the Port's portion of the Economic Development Sales Tax Funds for City of Waitsburg – Millrace Grade Improvement Project

Summary

The Port of Walla Walla during their regularly scheduled meeting on August 26, 2021 approved the City of Waitsburg's grant application for the Millrace Grade Improvement Project. This request is for \$80,000 from the Port of Walla Walla's portion of the Economic Development Sales Tax Fund.

Pursuant to the current interlocal between the Port and County of Walla Walla regarding the Economic Development Sales Tax funds the County must approve the Port of Walla Walla expending these funds.

Port of Walla Walla – 9/10ths funds - \$80,000

Cost

\$80,000

Funding

9/10ths Funds – Port of Walla Walla

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of the Port of Walla Walla expending \$80,000 out of their portion of the 9/10ths Economic Development Funds for the City of Waitsburg – Millrace Grade Improvement Project.

Submitted By

Disposition

Diane Harris, Commissioners 9/27/21

___ Approved

Name Department Date

___ Approved with modifications

___ Needs follow up information

Signature

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



SENT VIA EMAIL ON 09-22-2021

September 22, 2021

Greg Tompkins, Commissioner District #3 (2021 Chair)
Todd Kimball, Commissioner District #2
Jenny Mayberry, Commissioner District #1
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Economic Development Sales Tax Fund Grant – City of Waitsburg – Millrace Grade Improvement Project

Dear Commissioners:

On August 26, 2021, the Port of Walla Walla Commissioners approved a \$80,000 Economic Development Sales Tax Fund (EDSTF) grant to the City of Waitsburg – Millrace Grade Improvement Project. Attached is the staff report and EDSTF application for your review.

Consistent with our Interlocal Economic Development Agreement dated May 31, 2005, the Port is submitting this EDSTF application for Walla Walla County Board of Commissioner's consideration and concurrence.

The Port hereby certifies that this application complies with RCW 82.14.370 and the funds will be allocated from the Port's 2/3rd share of EDSTF account.

If you have any questions or need any additional information, please do not hesitate to call or email me.

Sincerely,

Patrick H. Reay
Executive Director

Enc. City of Waitsburg – Millrace Grade Improvement Project

cc: Port Commissioners

Port of Walla Walla **Staff Report**

TO: Port of Walla Walla Commission

FROM: Patrick H. Reay, Executive Director

SUBJECT: Economic Development Sales Tax Fund (EDSTF) Grant Application
City of Waitsburg – Millrace Grade Improvement Project

DATE: August 26, 2021

PROJECT LOCATION: City of Waitsburg – Millrace Grade Improvement Project

PURPOSE: Action Item

STAFF RECOMMENDED ACTION: Staff recommends approval of an Economic Development Sales Tax Fund (EDSTF) grant for \$80,000 to City of Waitsburg – Millrace Grade Improvement Project with the following conditions:

1. Other public project funds estimated at \$495,000 is secured and expended in order to request disbursement of this Economic Development Sales Tax Fund grant from the Port.

PROPOSED MOTION: Motion to approve an Economic Development Sales Tax Fund grant for \$80,000 to City of Waitsburg – Millrace Grade Improvement Project with the funding conditions identified in the Staff Recommended Action of this staff report and to authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence.

BACKGROUND: Port of Walla Walla in partnership with the Walla Walla County Board of Commissioners manage the Economic Development Sales Tax Fund for Walla Walla County. The Port and County have two (2) separate fund accounts which each jurisdiction manages separately. Currently, the account fund balance of the Port's managed fund is approximately \$2,385,155 (Remaining if this project is funded). See Exhibit 2. The Port Commission has the ability to award and distribute funds for projects that are listed on the approved Port of Walla Walla Economic Development Plan or projects listed within the Walla Walla County Comprehensive Plan in Appendix G: Projects of Regional Significance.

DISCUSSION/ANALYSIS: City of Waitsburg – Millrace Grade Improvement Project. See project description contained within the Grant Application. See Exhibit 1.

The City of Waitsburg has been successful at securing and identifying funding necessary to complete project scope of work estimate. See Exhibits 1 for more project specific information contained within the application.

The project would be funded utilizing the economic criteria of the Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), Section 7. Enclosed as Attachment A-3 is the Principle Guidelines for EDSTF.

Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), Section 7.

Public infrastructure projects that can substantiate the creation of new direct family-wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes will have the best chance of securing an EDSTF grant and/or loan.

LEGAL REVIEW: No legal review of the grant application.

FISCAL IMPACT: The grant requested will lower the available Economic Development Sales Tax Funds by \$80,000. See Attachments Exhibit 2 for summary of current and remaining fund balances if project grant application is approved and funds dispersed.

ALTERNATIVE(S):

1. Do not fund City of Waitsburg – Millrace Grade Improvement Project with an Economic Development Sales Tax Fund grant request.
2. Fund City of Waitsburg – Millrace Grade Improvement Project with an Economic Development Sales Tax Fund loan, rather than the requested grant.
3. Fund the request at a different funding level.

EXHIBIT

- Exhibit 1: City of Waitsburg 9/10ths Economic Development Grant Application
- Exhibit 2: City of Waitsburg 9/10ths Economic Development Sales Tax Fund Balance Spreadsheet
(Note: Includes funding for this project request)
- Exhibit 3: Attachment A – Principle Guidelines for Economic Development Sales Tax Fund (EDSTF)

Walla Walla County Economic Development Sales Tax Fund

SECTION I.

APPLICATION FOR FUNDING

Applicant:	City of Watsburg		
Project Title:	Mitrace Grade Improvement Project		
Contact:	Randy Hinchliffe		
Title:	City Administrator		
Telephone:	509 337-6371		
Fax:	509 337-6089		
E-Mail:	administrator@cityofwatsburg.com		
Mailing Address:	P.O. Box 35		
City:	Watsburg	Zip Code:	99361
Total Project Financing			
Total Project Cost:		\$	575,000
Amount secured to date:		\$	495,000
The total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined		\$	80,000
Loan Information			
Amount of loan request:		\$	0
Loan term requested (Maximum term is 10 years):		YRS	Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With the acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit, and revenue to repay the loan, regardless of the project which prompted the application for funding. The maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4.</i>			
Grant Information			
Amount of Grant request:		\$	80,000
<i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4)</i>			
Amount of Local Public Match:		\$	47,000
<i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line Item #5)</i>			

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.

Signature of Responsible Official:



Date: 08/18/2021

Print or Type Name and Title:

Randy Hinchliffe, City Administrator

SECTION II. IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

1. Describe the entire public facilities project, including the parts that you are not asking to fund.

(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

Project is to reconstruct Millrace Road from Main Street to the eastern City Limits; including an upgrade to the railroad grade crossing. Project widens the road, improves the intersection of Millrace/Main/Bolles Road, lessens the entry and exit approach to the railroad crossing, installs various safety improvement as well new sidewalk from the former Waits Mill site to the Main Street Bridge.

2. Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.

City of Waitsburg has been working on this project since 2013. Funding was originally approved in 2018 through a STBG and TA grant via the Walla Walla Valley MPO. As a component of the project, the City has previously funded the design, permitting and WSDOT right away certification. Project finalizes the corridor improvements from Main Street through the eastern City limits along Millrace Road that will eventually become the trail head for the Touchet Valley Trail from Waitsburg to Dayton.

3. Does this project qualify as economic development and does it create or retain family wage jobs? (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)

Yes. The project route is the primary road access for the industrial zones for the City of Waitsburg as well as a secondary link to the City's downtown corridor where the majority of business activity takes place. It is used by Aglink Inc. to access their bulk fuel plant as well as providing access for the industrial site of Alpine Industries and Northwest Grain Growers. The route is used by Walla Walla County Public Works, McGregors company and provides a secondary access to the Port of Walla Walla's business park. Frontier Railway uses the rail spur near the project location for freight movement. Area is also the location of the former Waits Mill that is now a local park and eventual Touchet Valley Trailhead location.

4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full-Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
Seasonal Truck Driver - Harvest		60	\$ 30.00
Fuel Delivery - Aglink		2	\$ 25.00
Full time Truck Driver - McGregor		10	\$ 25.00
Seasonal Grain Elevator Operator		3	\$ 20.00
			\$
			\$

Projected annual gross payroll for all job classifications? \$1,008,000

How many of these positions are part-time or seasonal work? 63

5. Is this project listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element- Appendix G)? No ☐ Yes ☒

6. Does your organization have an active interest and involvement in economic development?
Please explain?

Yes, Policy 24 of the City Land Use Element of its Comprehensive plan is to help encourage and facilitate economic development in the City of Walla Walla.

7. Will this project upgrade existing public infrastructure or build new public infrastructure?
Please explain?

Project will upgrade existing infrastructure. Project reconstructs Millrace Road from Main Street to the eastern City limits and includes a variety of road and pedestrian safety improvements.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
WSDOT	Secured <input checked="" type="checkbox"/>	\$ 448,000.00
City of Walla Walla	Secured <input checked="" type="checkbox"/>	\$ 47,000.00
Port of Walla Walla	Pending <input checked="" type="checkbox"/>	\$ 80,000.00
		\$
		\$
		\$
		\$
Total Project Cost		\$ 575,000.00

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	10/2013
All Required Permits Obtained	07/2021
Design Engineering	04/2021
Land/Right-of-Way Acquisition	04/2021
Final Bid Documents	07/2021
Award Construction Contract	08/2021
Begin Construction	09/2021
Complete Construction	11/2021
Construction Project Operational	12/2021

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment \$ 100000

Increase in local property tax revenue: \$ 206

Increase in local sales tax revenue: \$

Other: Project location will serve as the Touchet Valley Tailhead; which lead to increased visitations to the City and its downtown corridor; which will lead to increased sales tax revenues

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

City of Waitsburg will continue to maintain the roadway through funding allocations to it street fund. There are no projected operating costs for the first few years of operation other than occasionally sweeping the road and spraying weeds along the roadway edge.

Application Submission Process

1. PDF Application Form: Download and save the "EDSTF Application Form". Open the "EDSTF Form" file in your PDF reader software application. Complete the application. At the end of the application is a "Submit By Email" button. Please review your completed application before clicking on the "Submit By Email" button.
2. Print PDF Application Form: Print the "EDSTF Form" and complete the application. Scan the completed application form into one (1) PDF file and email the PDF file as a file attachment to pr@portwallawalla.com.

Submit By Email

Reset Form

CITY OF WAITSBURG, WA.

MILL RACE ROAD GRADE CROSSING

2021

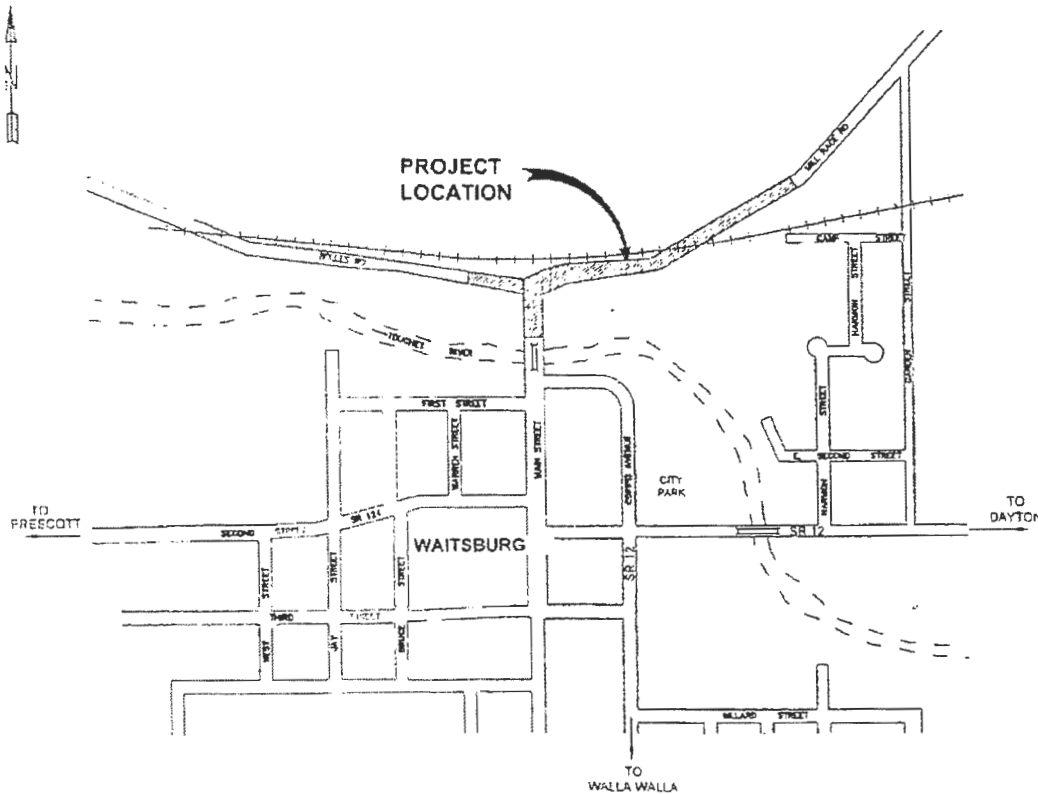
FED. AID PROJECT NO. HIPR-STPR-Q362(002)

CONTRACT NO. TA 7168



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VICINITY MAP
NTS

CITY COUNCIL

Martin Dunn - Mayor
Kerri House - Mayor Pro Tem
Jim Romine
Karl Newell
Karen Gregut

CITY OFFICIALS

Randy Hinchliffe - City Administrator
Jim Lynch - Public Works Director




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& associates, inc.**

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WWW.APANDERSONPERRY.COM



Know what's below.
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CITY OF
WAITSBURG, WASHINGTON
MILL RACE ROAD GRADE CROSSING

VICINITY MAP

FIGURE
1

Walla Walla County - Port's Economic Development Sales Tax Fund - 2021

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018 Revenues	\$ 54,150	\$ 61,097	\$ 47,021	\$ 44,898	\$ 69,109	\$ 47,960	\$ 62,399	\$ 64,824	\$ 58,945	\$ 60,632	\$ 65,032	\$ 59,545	\$ 695,611
2019 Revenues	\$ 41,628	\$ 68,857	\$ 48,202	\$ 50,065	\$ 58,212	\$ 57,876	\$ 63,667	\$ 69,774	\$ 64,161	\$ 65,422	\$ 65,831	\$ 64,544	\$ 718,239
2020 Revenues	\$ 60,443	\$ 68,004	\$ 53,410	\$ 51,690	\$ 53,884	\$ 53,763	\$ 64,483	\$ 79,367	\$ 72,197	\$ 76,709	\$ 79,974	\$ 72,474	\$ 786,398
2021 Revenues	\$ 66,668	\$ 77,946	\$ 58,431	\$ 61,439	\$ 83,989	\$ 78,157	\$ 94,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 521,148

Fund Balance on 12/31/20	\$ 2,593,174
2021 Sales Tax Received	\$ 521,148
2021 Sales Tax Loan Repayment	\$ 200,833
2021 YTD Balance	\$ 3,315,155
2021 Fund Disbursement YTD	\$ 450,000
Present Fund Balance	\$ 2,865,155
Less Future Project Commitments	\$ 480,000
Available Fund Balance	\$ 2,385,155

Project #27 Loan paid in full May 2021.

28.46%

Projects 31 & 32

Projects 33 & 34 & 35

Updated: 08/24/21

#	Project Fund Allocations	Amount	Funding	Disbursed	Year	Type
1	October 2001 - Walla Walla Community College - Enology & Viticulture Building	\$ 250,000	Grant	Yes	2002	EDP
2	January 2002 - Walla Walla County - Fairground Exhibition Center Rehabilitation	\$ 200,000	Grant	Yes	2002	EDP
3	May 2002 - Port of Walla Walla - Cliffstar Project	\$ 200,000	Grant	Yes	2002	EDP
4	May 2002 - Port of Walla Walla - Cliffstar Project	\$ 200,000	Grant	Yes	2002	EDP
5	March 2003 - City of Walla Walla - Downtown Walla Walla Improvements	\$ 200,000	Grant	Yes	2003	EDP
6	March 2003 - Walla Walla Community College - Culinary Project	\$ 200,000	Grant	Yes	2003	EDP
7	October 2003 - City of Prescott - Fire Station Improvements	\$ 20,000	Grant	Yes	2004	EDP
8	March 2004 - City of College Place - Whitman Road Extension Project	\$ 200,000	Grant	Yes	2007	EDP
9	March 2004 - City of Waitsburg - Main Street Enhancement Project	\$ 100,000	Grant	Yes	2008	EDP
10	July 2005 - Port of Walla Walla - Key Technology Avery Expansion	\$ 200,000	Grant	Yes	2005	EDP
11	July 2005 - Port of Walla Walla - Key Technology Avery Expansion (Loan Paid Off)	\$ 200,000	Loan	Yes	2005	EDP
12	January 2006 - Port of Walla Walla - Raillex Project	\$ 400,000	Grant	Yes	2006	EDP
13	February 2006 - Walla Walla Community College - Allied Health Building	\$ 100,000	Grant	Yes	2007	EDP
14	August 2006 - City of Walla Walla - Isaacs Avenue Improvements	\$ 200,000	Grant	Yes	2007	EDP
15	October 2007 - Walla Walla Community College - Water Resource Building - Phase 1	\$ 50,000	Grant	Yes	2007	EDP
16	November 2008 - Walla Walla Community College - Water Resource Building - Phase 2	\$ 200,000	Grant	Yes	2010	EDP
17	August 2009 - Walla Walla Watershed Management Partnership	\$ 12,500	Grant	Yes	2009	EDP
18	August 2010 - City of Walla Walla - Dell Avenue Industrial Area - Water Line Upgrade	\$ 97,507	Grant	Yes	2010	EDP
19	April 2012 - Port of Walla Walla - Dodd Road Industrial Park Waterline - Project Pet	\$ 100,000	Grant	Yes	2012	EDP
20	August 2012 - City of College Place - College Avenue/Rose Street Reconstruction Project	\$ 200,000	Grant	Yes	2013	EDP
21	September 2012 - City of Walla Walla - Alder Street Improvements	\$ 200,000	Grant	Yes	2015	EDP
22	October 2012 - Port of Walla Walla - Raillex Phase 2 & 3 - Road Extension - Raillex Road to Raindance	\$ 200,000	Grant	Yes	2013	EDP
23	October 2012 - Port of Walla Walla - Raillex Phase 2 & 3 - Dodd Road/WGBP Water System Infrastructure	\$ 200,000	Grant	Yes	2014	EDP
24	March 2014 - Walla Walla County - Human Service Building - (Loan Paid in full in 2017)	\$ 200,000	Loan	Yes	2014	EDP
25	February 2015 - City of Prescott - Pedestrian Improvements & Other	\$ 199,028	Grant	Yes	2015	Non-EDP
26	September 2015 - Port of Walla Walla - Alder Street Office - Ingenium	\$ 200,000	Grant	Yes	2015	EDP
27	September 2015 - Port of Walla Walla - City of WW & CP Fiber Projects (Loan Paid in full in 5-21)	\$ 400,000	Loan	Yes	2015	EDP
28	July 2016 - City of Walla Walla - Memorial Pool Reconstruction Project	\$ 200,000	Grant	Yes	2017	Non-EDP
29	March & July 2017 - City of Waitsburg - Main Street Bridge Replacement Project	\$ 150,000	Grant	Yes	2017	EDP
30	October 2018 - Port of Walla Walla - Wallula Dodd Water System (WDWS) Improvement Project	\$ 3,000,000	Grant	Yes	2019	EDP
31	February 2019 - City of Walla Walla - Spokane Street Improvement Project	\$ 250,000	Grant	Yes	2021	EDP
32	March 2020 - City of College Place - Southwest Wastewater Sewer Trunk Line Project	\$ 200,000	Grant	Yes	2021	EDP
33	December 2020 - City of Walla Walla - Heritage Square Redevelopment Project	\$ 200,000	Grant	No		Non-EDP
34	December 2020 - Walla Walla County - Historical Courthouse Upgrade Project	\$ 200,000	Grant	No		Non-EDP
35	August 2021 - City of Waitsburg - Millrace Grade Improvement Project	\$ 80,000	Grant	No		EDP
36		\$ -				
37		\$ -				
Total Fund Allocations to Date		\$ 9,219,015				

The Port has established on its website information on the Economic Development Sales Tax Fund. Information includes the background on the EDSTF, Port and Walla Walla County Interlocal Agreement, Historical Use of Funds, EDSTF Application, EDSTF Guiding Principles, and Walla Walla County's Comprehensive Plan - Appendix G (Projects that are eligible to receive EDSTF). Here is the link to the Port's website for information. www.portwallawalla.com/economic-development/economic-development-sales-tax-fund. **Note:** Eligible projects are those listed in Appendix G of the County of Walla Walla Comprehensive Plan and projects that can clearly demonstrate the tangible creation and/or retention of family wage jobs. EDP=Economic Development Project, Non-EDP=Non-Economic Development Project

ATTACHMENT A
Principle Guidelines
Economic Development Sales Tax Fund (EDSTF)

**Some provisions within these principle guidelines are requirements under RCW
82.14.370 - Sales and use tax for public facilities in rural counties.**

1. Public infrastructure projects must be listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element – Appendix G). Public infrastructure project listed in the approved County Comprehensive Plan does not guarantee the public infrastructure project will receive funding.
2. At the beginning of each fiscal year, the Port will notify the jurisdictions of the available funding in the EDSTF and will transmit the application form and these principle guidelines.
3. The Port Commission will maintain discipline in using the EDSTF for strategic economic development opportunities. Public infrastructure projects that create, retain and/or expand family wage jobs (defined as \$25,000 per year plus a benefits package), encourage private sector capital investment, and new taxes are the primary goal of the EDSTF.
4. Cap any one jurisdiction from receiving more than a \$200,000 grant and a \$200,000 loan in any one fiscal year. Exceptions will be made for extraordinary job creating opportunities, private sector capital investments, and new taxes. Exceptions will also be made if a jurisdiction has projects that would allow the funding to be distributed countywide. For example, a jurisdiction may have a qualifying project in Burbank and during that same fiscal year, they may have a qualifying project in Waitsburg. In order to help disburse the EDSTF countywide, both qualifying applications would be considered.
5. Applications require a 50% local public match to the amount of the EDSTF request. 10% local public match will be required for the City of Prescott and City of Waitsburg due to their size and access to local public matching dollars. Local public match is defined as publicly-appropriated local funds. Funds appropriated from the state, federal, other funding sources, and in-kind match do not qualify as a local public match. Private sector funds directly allocated to the public infrastructure project will be considered as a local public match.

Example: If the EDSTF request is \$200,000, the applicant is required to secure \$100,000 in the local public match. In the case for the City of Prescott and City of Waitsburg, if the EDSTF request is \$200,000, the applicant is required to secure \$20,000 in the local public match.
6. Each public infrastructure project approved for EDSTF will need to enter into a performance contract and/or inter-local agreement guaranteeing performance.
7. Public infrastructure projects that can substantiate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes will have the best chance in securing an EDSTF grant and/or loan.

8. Public infrastructure projects that cannot identify the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes are encouraged to apply for an EDSTF loan. If the applicant is requesting an EDSTF grant, and an EDSTF grant is awarded, the applicant will be restricted in applying for an EDSTF grant for 5 years from the date of award. However, during this 5-year restricted period, the applicant has a public infrastructure project that can demonstrate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes, their application would be considered for funding.
9. Public infrastructure-related projects that can substantiate the retention of existing family wage jobs (defined as \$25,000 per year plus a benefits package) are encouraged to apply for EDSTF grant and/or loan. To substantiate job retention, the applicant must fully demonstrate that a specific business would have a reduction in its labor force without the public infrastructure improvement.
10. Projects approved for funding must start drawing down the appropriated funds for the proposed public infrastructure project within 1 year from the date the application is approved. All appropriated funds must be fully expended within 2 years from the date the application is approved. If the applicant cannot meet said deadlines, the application must resubmit their application for consideration. All existing approved public infrastructure projects will have priority funding over the new resubmitted application.

Approved by the Port Commission on the 25th day of September 2014

Concurrence by the Walla Walla County Commissioners on the 20th day of October 2014



MEMO

Date: 09-21-2021

Proposal ID. 20201 09-27 Fair

To: BOCC

From: Greg Lybeck, Fairgrounds Manager

Intent -To receive a grant from Washington State Department of Agriculture

Topic – Request to apply for a Washington State Department of Agriculture Capital Improvement Grant

Summary – We will be applying for a Grant from the Washington State Department of Agriculture to improve our fairgrounds facilities. We can apply for up to three projects that can be up to \$250,000 each. The expectation is that we would prioritize our projects one through three. We will need to get bids for the projects that we will be submitting. Following are four projects we are considering for submission: Portable bleacher upgrades; new ticketing gate with asphalt and fencing from Tietan to Orchard; portable stalls to replace our old race barns (barns 1, 2, and 3); and power and lighting improvements. Projects that display the strongest health and safety needs will be given the highest priority.

Cost \$ - No cost.

Funding – Would be from the State of Washington Department of Agriculture

Alternatives Considered - None

Acquisition Method – By application displaying a strong need for funds for Facility improvements.

Security - NA

Access- NA

Risk – There is no risk.

Benefits – If we are successful with our application, it would allow us to upgrade our fairground facilities at no cost to Walla Walla County.

Conclusion Recommendation - It is my recommendation that the Board of County Commissioners approve me applying for this capital grant money.

Submitted By

Disposition

Greg Lybeck Fairgrounds 9.21.2021

____ Approved

Name Department Date

____ Approved with modifications

____ Needs follow up information

Signature

____ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

____ Modification

____ Follow Up

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPOINTMENT AND
REAPPOINTMENTS TO THE
WALLA WALLA FAIR AND
FRONTIER DAYS BOARD OF
DIRECTORS



RESOLUTION NO. 21

WHEREAS, the term of appointment for Walla Walla Fair and Frontier Days Director Kevin Smith expires on the second Monday of October, 2021; and

WHEREAS, pursuant to Walla Walla County Resolution 20 242, Todd Stubblefield was formally appointed to serve as ex-officio, non-voting member on the Walla Walla Fair and Frontier Days Board, with the provision that Mr. Stubblefield would be appointed to fill one of the vacancies on the fair board in 2021; and

WHEREAS, pursuant to the Walla Walla Fair and Frontier Days Bylaws, the term of appointment for Walla Walla Fair and Frontier Days Board of Directors Mike Charlo, Stan Bly, Darren Goble and Shane Laib expires after the September Board meeting; and

WHEREAS, in accordance with the bylaws, the Walla Walla Fair and Frontier Days Board of Directors has recommended reappointment of Directors Charlo, Bly, Goble and Laib; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby make the following appointments:

- 1) Mike Charlo, reappointed to serve a second three-year term effective through September, 2024; and
- 2) Stan Bly, reappointed to serve a third three-year term effective through September, 2024; and
- 3) Darren Goble, reappointed to serve a second three-year term effective through September, 2024; and
- 4) Shane Laib, reappointed to serve a second three-year term effective through September, 2024; and
- 5) Todd Stubblefield, appointed to serve a first three-year term beginning October, 2021 and effective through September, 2024.

Passed this 27th 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*

COUNTY COMMISSIONERS (Continued)

- 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

a) **Public Hearings:**

- 1) To consider the Annual Construction Program for 2022
- 2) To consider reducing the speed limit on Beet Road

b) **Action Agenda Items:**

- 1) Resolution – Adopting the Annual Construction Program for 2022
- 2) Resolution – Amending Chapter 10.04 of the Walla Walla County Code and Setting speed limit on Beet Road
- 3) Resolution – Rejecting a small works bid award for the Meinburg Bridge Rehab Project

c) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING
THE ANNUAL CONSTRUCTION
PROGRAM FOR 2022

}

RESOLUTION NO. **21**

WHEREAS, a hearing to considered adopting the Walla Walla County Annual Construction Program for 2022 was held at 10:15 AM on September 27, 2021 at the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the attached Walla Walla County Annual Construction Program for 2022 including equipment purchases be adopted.

*Passed this 27th 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*

ER&R EQUIPMENT PURCHASES 2022

<i>Equipment</i>	<i>Cost</i>
Portable Compressor - Public Works	20,000
Pup Trailer (2) – Public Works	210,000
Dump Truck Bodies (2) – Public Works	200,000
Forklift – Public Works	30,000
Two-Way Radio System & Equipment Upgrade – Public Works	250,000
Bulk Fuel System – Public Works	40,000
Utility Patrol Vehicles (6) – Sheriff Dept.	320,000
Loader – Public Works	240,000
Total 1,310,000.00	

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF AMENDING
CHAPTER 10.04 OF THE WALLA
WALLA COUNTY CODE AND
SETTING SPEED LIMIT ON BEET
ROAD

}

RESOLUTION NO. 21

WHEREAS, on the 27th day of September 2021, a public hearing was held to hear testimony in favor of and/or in opposition to amending the Walla Walla County Code to reduce the speed limit on the County Road described as follows; and

Beet Road (County Road Log No. 22710) from milepost 0.00, Stateline Road to milepost 0.83 at Springdale Road, situated in Sections 10& 15, Township 6 North, Ranger 36 East, W.M.

and,

WHEREAS, it has been determined that the public peace, health, safety, and welfare will benefit from said amendment and reduction; now therefore,

BE IT HEREBY RESOLVED, by this board of Walla Walla County Commissioners that said Code be amended as described and that the speed limit be reduced from 50 miles per hour to 40 miles per hour on the aforementioned road; and,

BE IT FURTHER RESOLVED, that subsection, 10.04.286 be added to the Walla Walla County Code, subject to the signing of the applicable Ordinance.

*Passed this 27th 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 REJECTING A
SMALL WORKS BID AWARD FOR
THE MEINBURG BRIDGE REHAB
PROJECT

}

RESOLUTION NO. **21**

WHEREAS, as quotes were due by 2:00 p.m. on Thursday, September 9, 2021 for the Meinburg Bridge Rehab Project, with the following bid received:

- | | | |
|----|---|--------------|
| 1) | Harry Johnson Plumbing & Excavation, Inc
Walla Walla, Washington | \$188,064.80 |
|----|---|--------------|

WHEREAS, Harry Johnson Plumbing & Excavating, Inc. submitted the lowest responsive, responsible bid; and

WHEREAS, Harry Johnson Plumbing & Excavating, Inc's bid is rejected due to cost; now therefore

BE IT HEREBY RESOLVED, the Board of County Commissioners that the bid is rejected, and the Meinburg Bridge Rehab project is not awarded and will be re-advertised.

Passed this 27th 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 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: 21 September 2021

Re: Director's Report for the Week of 20 September 2021

Board Action: 27 September 2021

Hearing:

In the Matter of a Hearing to Consider the Annual Construction Program for 2022

In the Matter of a Hearing to Consider Reducing the Speed Limit on Beet Road

Resolutions:

In the Matter of Adopting the Annual Construction Program for 2022

In the Matter of Amending Chapter 10.04 of the Walla Walla County Code and Setting the Speed Limit on Beet Road

In the Matter of Rejecting a Small Works Bid Award for the Meinburg Bridge Rehab Project

ENGINEERING:

- Middle Waitsburg Road MP 6.1 to MP 7.92: Contractor is beginning earthwork.
- Old Milton Highway: Contractor is replacing drywell and concrete pavement.
- Countywide Guideposts: Contractor is installing guidepost countywide.
- Mill Creek Road MP 1.1 to MP 3.96: Steadily making progress on right of way acquisition.
- Peppers Bridge Road: Working on right of way acquisition.
- Fishhook Park Road: Consultant is working on Cultural Resources survey.
- Miscellaneous: Working on annual bridge inspections.

MAINTENANCE/FLEET MANAGEMENT:

- South Crew – Working on blading gravel roads, and routine maintenance.
- North Crew – Grading roads, crack sealing, and piling up winter road sand into storage.
- Signs and Veg Crew – Working on sign maintenance and brush trimming.
- Garage – working on routine maintenance and scheduling winter prep on equipment.

ADMINISTRATION:

- Conducted our weekly Staff, Road Operations and Engineering meetings.
- Conducted our monthly budget review meeting.
- Attended the Regional Thoroughfare System Plan (former Long Term Arterial Plan – LTAP) workgroup meeting.
- Attended a Walla Walla Valley Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) meeting.
- Met with the Corps of Engineers to inspect the City of Walla Walla's 3rd/Rose bridge replacement project.
- Conducted our monthly North and Garage Crew meetings.
- Continue to follow COVID 19 protocols.

a) Action Agenda Items:

1) Proposal 2021 09-27 Maint Approval of bid award for Transitional Housing Repairs

b) Department update and miscellaneous



MEMO

Date: September 23, 2021

Proposal ID. 2021 09-27 Maint

To: BOCC

From: Robert Henry

Intent – Decision to enter into a contract with S&K Mountain Construction in response to the Counties' Transitional Housing Repair Bid

Topic – Walla Walla County Transitional Housing Repair Bid Award

Summary

The county has received 1 response for our bid request "Transitional Housing Repair". The bid received is from S&K Mountain Construction, Inc for completion of all outlined work.

Cost

\$65,307.33 (Tax Included)

Funding

Transitional Housing Repair Fund

Alternatives Considered

N/A

Acquisition Method

Small Public Works Procedure

Security

N/A

Benefits

These repairs cover many of the larger wear and tear repairs needed for the transitional housing sites, as well as repairs to sidewalks, and building envelope.

Conclusion/Recommendation

Recommend approval to enter into a contract with S&K Mountain Construction to complete work included in Walla Walla County Transitional Housing Repair Bid Request and authorize the director of Facilities to sign the small works contract after it has been reviewed by the Prosecuting Attorney's office.

Submitted By

Disposition

Robert Henry Facilities Sep 23rd, 2021

☐ Approved

☐ Approved with modifications

Name Department Date

☐ Needs follow up information

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

S & K MOUNTAIN CONSTRUCTION, INC
618 INDUSTRIAL COURT
WALLA WALLA, WA 99362
OFFICE (509) 525-0739 FAX (509) 529-4423
WA# SKMOUKM920C6 OR#180926

.....

September 1, 2021
Walla Walla County Transitional Housing Repairs
Robert
317 West Main Street
Walla Walla, WA 99362

Regarding: Walla Walla County Transitional Housing Repairs

PROPOSAL

\$65,307.33 Tax included

Scope:

Material, labor and equipment to perform work per specs and walk thru with Robert from the county in 4 locations. **Plans, Tax and Permits included**

* Recognize Prevailing Wage Rates

Walla Walla County Facilities Management
Transitional Housing Repairs
317 W. Main St
Walla Walla, WA 99362

18 Aug 2021

Walla Walla County Facilities Management is requesting bids utilizing the limited public works procedures (resolution 16-221) to perform repairs of the transitional housing facilities located in Walla Walla. Any questions regarding this bid request and contractors wanting to make an onsite inspection need to contact the Facilities Manager, Robert Henry by phone at 509-524-2606 prior to 12pm **September 7th 2021**

The proposed project scope of work to be completed will need to include, but not limited to the following:

185 Tausick

- Replacement of broken window pane in garage door. Single pane glass of similar appearance to existing glass to be used
- Replacement of Bay window's with large flat window to match the front of the 191 Tausick Apartments. Double pane energy efficient windows shall be installed.
- Carpet within 5 ft of front and rear entrance must be removed and replaced with high durability walk off carpet. A proper transition must be created to ensure existing carpet does not peel up or fray at edges of cut.
- Replace laminate counter in bathroom and kitchen. New countertops will be High Pressure Decorative Laminate: NEMA LD 3, Grade HGS.
- Remove old linoleum flooring and replace in bathroom. New linoleum will be AC 4 or greater, and thickness to match the transition from the hallway.
- Replace 4 wooden fence posts and fencing between Tausick apartments and neighbor yard.
- Repaint Kitchen walls

191 Tausick

- Remove old linoleum flooring and tile and replace in bathroom with new linoleum. New linoleum will be AC 4 or greater, and thickness to match the transition from the hallway.
- Replace laminate counter in bathroom. New countertops will be High Pressure Decorative Laminate: NEMA LD 3, Grade HGS.

- Carpet within 5 ft of front and rear entrance must be removed and replaced with high durability walk off carpet. A proper transition must be created to ensure existing carpet does not peel up or fray at edges of cut.

Alder Apartments

- Gutters will be removed to access the fascia of the building. The fascia will be removed and disposed of, and replaced with new. The existing gutters will be reattached, and a new transition strip between the roofing shingles and the gutter will be installed.
- Apply a coat of paint to the bottom of the siding in areas where it has begun to deteriorate. Install cement board trim to separate the siding from the ground to prevent further deterioration.
- Remove linoleum flooring in kitchen and Carpet at both the back and side door. New Linoleum will be installed in the kitchen and dining area, as well as a small section of linoleum at the side door. New linoleum will be AC 4 or greater, and thickness to match the transition from the living room.

Chestnut Apartments

- Remove and dispose of concrete and bricks from entire front sidewalks and path leading to front door up to and including the first 2 steps of the front porch.
- Pour new concrete sidewalk, path, and steps from area's where brick and old concrete were removed.
- Trim back trees growing close to the power line going from the street to the property. Tree near the road should be cut back a minimum of 2 feet from the line.
- Patio roof is not properly supported. Install a proper support system that will prevent further cracking of roof Trusses.

All Contractors will be required to pass a background check by Comprehensive Healthcare.

The bid will need to include all equipment and materials, labor at prevailing wage rates, any required permits, and plan fees, tax and all other related costs to complete the project. After the bid is awarded to the Contractor, the contractor will work with the Facilities Manager on the approximate start date. After award, the contractor will execute a standard form County Limited Works Contract with the County. The standard form contract is available on request. The contractor warrants and guarantees to the County that all work will be performed in a workman-like manner, and within the timeframe, in accordance with all City, County, and State building codes and will not be defective. Work is defective if it is unsatisfactory, faulty, or deficient in that it does not conform to these specifications, or does not meet the requirement of any inspection, reference standards, test and/or approval of the County. The contractor will comply with all applicable provisions of RCW 39.12, in regards to making sure that prevailing wage rates are paid to complete

this project. The contractor shall be liable for any and all damages caused by the contractor to the County's premises. All bids must include and list all costs in regards to: All applicable permits, plan fees and **state sales taxes**. Prior to the contractor starting the work, the contractor will supply the County with copies of the applicable permits, plan fees, intent to pay prevailing wage rates, including certification of compliance with wage payment statutes, and all other requested documentation. Payment for the project will be made after the completion, and onsite review and approval of all work listed within this request. All paperwork required by the State of Washington in regards to submitting intent to pay prevailing wage, submission of actual payroll reports, and other permits and/or plan fees must be completed and provided to the County prior to payment for this project. Walla Walla County reserves the right to reject any, and all bids received for this project.

The Contractor must submit a Walla Walla County small work questionnaire with the bid, or be on the current small work roster, **and all bidders must complete the Certification of compliance with Wage Payment Statutes, which must be submitted with the bid. Contractors have met RCW 39.04.350 training requirements or be exempt from training requirements as shown by Labor and Industries' records prior to award.**

All bids must be delivered to the Commissioners' Office located at 314 West Main Street, Walla Walla, WA 99362, located on the second floor of the building **September 7th**. Bid may also be submitted, prior to the deadline, via fax at 509-524-2512 or by email at bids@co.walla-walla.wa.us. Please mark on the front of the envelope, the cover page of the fax or the subject line on the email "Transitional Housing Repairs" After an award is made, the bids shall be open to public inspection and available by electronic request.

Contact Information: Facilities Manager, Robert Henry, 509-524-2606 or rhenry@co.walla-walla.wa.us

Addendum 1

Alder Apartments

-Gutters will not be reattached. Replace gutters and downspouts.

Chestnut Apartments

-Repair small section of torn shingles on roof directly above patio.

Walla Walla County Facilities Department

317 W Main St, Walla Walla, WA 99362

Update September 27th 2021

Maintenance:

- Work on courthouse sidewalks has begun, major bumps have been ground down and work on patching broken concrete and holes is continuing.
- Work has begun restoring the IT office space adjacent to the new electric room in the courthouse.

Custodial

- Custodial cleaning with a focus on disinfecting has continued throughout the county.

Grounds

- Grounds continued work trimming bushes and has been assisting with concrete patching and with work in the IT room.

Facilities:

- Future Courthouse electric room framing, and inspections are complete. Conduit has been laid under the alleyway for the new electrical connection along with all new data connections.
- Courthouse equipment has returned to the fairgrounds. Facilities will work with the Courts to ensure that the space is ready for any upcoming trials.

a) Action Agenda Items:

- 1) Proposal 2021 09-27 DCH-1 Approval of Contract for Services for Tobacco Prevention between Benton-Franklin Health District and Walla Walla County Department of Community Health
- 2) Proposal 2021 09-27 DCH-2 Approval to apply for Treasury Eviction Rent Assistance Program 2.0 Grant (ERAP 2.0)
- 3) Proposal 2021 09-27 DCH-3 Approval of Community Prevention Wellness Initiative new position and signing of contract

b) COVID-19 update and miscellaneous



MEMO

Date: September 22, 2021

Proposal ID: 2021 09-27 DCH-1

To: BOCC

From: Nancy Wenzel
Administrative Director

Intent: Gain BOCC approval of Contract

Topic: Tobacco Prevention

Summary

Annually, the Benton Franklin Health District proposes a contract with the Department of Community Health to provide tobacco prevention programming and services. All costs are covered by the contract, which is administered and overseen under our Healthy Communities Division.

Cost

\$4,000, includes staff time and operating supplies as approved in the scope of work and budget. Fully covered by the proposed contract and work is performed by existing staff.

Funding

\$4,000

Alternatives Considered

....

Acquisition Method

...

Security

N/A

Access

N/A

Risk

....

Benefits

...

Conclusion/Recommendation

Recommend the BOCC approve and sign the contract with BFHD and sign any future amendments after legal review by Prosecuting Attorney's Office.

Submitted By

Disposition

Nancy Wenzel, DCH 9/22/2021

___ Approved

Name

Department

Date

___ Approved with modifications

___ Needs follow up information

Name

Department

Date

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



CONTRACT FOR SERVICES

Between
Benton-Franklin Health District
 and
Walla Walla County Department of Community Health

This agreement is made and entered into between the **Benton-Franklin Health District** hereinafter referred to as the "**District**" and the **Walla Walla County Department of Community Health** hereinafter referred to as "**Contractor**".

Effective Dates: 7/1/21 - 6/30/22

Organizational Contact Information

Benton-Franklin Health District		Phone: (509) 460-4200		
7102 W. Okanogan Place		Fax: (509) 460-4590		
Kennewick, WA 99336				
Responsibility	Contact Name	Phone	Fax	Email
Administrator/Signature Authority	Jason Zaccaria	509-460-4567	509-460-4590	Jasonz@bfhd.wa.gov
Contracts Manager	Bonnie Hall	509-460-4553	509-460-4590	Bonnieh@bfhd.wa.gov
Sr. Manager, Healthy People & Communities	Carla Prock	509-460-4225	509-460-4515	Carlap@bfhd.wa.gov
Program Support Specialist	Vanessa McCollum	509-460-4258	509-460-4590	Vanessam@bfhd.wa.gov
Accounts Payable	Kyle Phillips	509-460-4580	509-460-4590	Kylep@bfhd.wa.gov

Walla Walla County Department of Community Health				
314 W. Main St.		Phone: (509) 524-2650		
Walla Walla, WA 99362		Fax: (509) 524-2642		
Responsibility	Contact Name	Phone	Email	
County Commissioner & Signature Authority	Gregory Tompkins	509-524-2505	wwcocommissioners@co.walla-walla.wa.us	
Billing/Finance	Nancy Wenzel	509-524-2660	nwenzel@co.walla-walla.wa.us	
Program Contact	Krista Timm	509-524-2665	Ktimm@co.walla-walla.wa.us	

PURPOSE

The purpose of this agreement is to prevent commercial tobacco use among youth and young adults, reduce commercial tobacco-related disparities among priority populations, promote and support Commercial Tobacco Dependence Treatment, and eliminate exposure to secondhand smoke and electronic cigarette emissions in the Greater Columbia Accountable Community of Health (GCACH) region.

PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence July 1, 2021 and be completed by June 30, 2022 unless terminated or suspended sooner as provided for herein.

STATEMENT OF WORK

Contractor agrees to perform the following activities throughout the duration of this agreement.

- Share Department of Health (DOH) and CDC Media campaigns, and collaborate with community partners to share out information during national campaigns, such as Great American Smoke-out, Take Down Tobacco Day, and National Prevention Week.
- Work with BFHD and regional partners to disseminate any regional Commercial Tobacco Product Program (CTPP) resources provided.
- Distribute WA State Quitline and other Tobacco Use Dependency Treatment (TUDT) materials and resources to the local stakeholders and retailers through stakeholder meetings, community events and medial opportunities.
- Work with local businesses and municipalities to educate on Smoking in Public Places (SIPP) and Vaping in Public Places (VIPP) laws, and voluntary policies. Advocate for local ordinances through presentations to local decision-makers. Provide signage to support state and/or local ordinances as needed.
- Submit monthly reports using the Monthly Reporting Workbook provided by the District to the District's Program Contact (page 1) by the 10th of each month.
- Be subject to periodic audits by BFHD administrative staff when requested.

District agrees to provide the following support and activities throughout the duration of this agreement:

- Provide all reporting templates and links
- Provide technical assistance as needed
- Provide payment of properly submitted invoices

REIMBURSEMENT

The District will reimburse Contractor for allowable expenses based on monthly invoices submitted by Contractor to the District. Invoices must itemize specific hours and charges based on the budget previously submitted, not to exceed **\$4,000** for goods and services provided during the period of performance. Any charges based on an allocation method need to have an explanation for the basis of the cost approved by the District in advance. Submit invoices by the **20th** of the following month by email, fax or mail to the District's contact listed on page 1 of this agreement.

In-kind services are not reimbursable expenses under this agreement.

FUNDING SOURCE

The funding for this contract comes from WA State Department of Health Youth Tobacco Vapor Products. (Bars Revenue Code 334.04.93).

Funding for this contract must adhere to the following restrictions:

- Funds may only be used for evidence-based tobacco control interventions, strategies, and activities.

- Funds are generally not allowed to purchase furniture or equipment.
- Funds may not be used to provide direct cessation services or other direct services other than those through the evidence-based quitline services.
- Funds may not be used to purchase nicotine replacement therapy or other products used for cessation.
- Funds may not be used to purchase K-12 school curricula.

BILLING INSTRUCTIONS

The Benton-Franklin Health District receives its funding for this contract through a Department of Health (DOH) grant. Because the District must adhere to specific requirements in order to access these funds, the following billing and invoice requirements must be met by the Contractor in order to be reimbursed for services performed under this contract:

- Payment must be based on reimbursement for allowable costs only.
- Itemized invoices must be received within 20 days of the close of the month in which services were provided.
- Invoices must include expenditure object/category information for each program (i.e. salaries, benefits, travel, equipment, goods and services, etc.). A summary sheet of expenditures by category must be included along with a copy of a system-generated report (e.g. trial balance, expenditure report, general ledger report) from your accounting system supporting the summary. Expenditure categories to be included are:
 - Salaries
 - Benefits
 - Equipment
 - Supplies
 - Travel
 - Administrative/Indirect/Overhead
 - Other
- Supporting documentation to be made available to the District upon request.
- Invoices can be sent electronically as a PDF attachment to an email (preferred method) to the Accounts Payable contact listed on page one, or the original invoice with appropriate supporting documentation can be mailed. If you choose to provide electronic copies of invoices, please retain the original signed invoice in your files.

CONTRACTOR NOT AN EMPLOYEE OF THE DISTRICT

Contractor and its employees or agents performing under this contract are not employees or agents of the District.

INDEMNIFICATION / HOLD HARMLESS

Contractor shall indemnify and hold the District, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising from the acts, errors or omissions of the Contractor in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

INSURANCE

Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

Workers' Compensation Coverage – Contractor shall procure and maintain coverage as required by the Industrial Insurance laws of the State of Washington.

RIGHTS IN DATA

Data, which is delivered under this contract, are the District's property and shall be transferred fully to the District with all rights to the license to publish, translate, reproduce, modify, deliver, dispose of, and to authorize others to do so.

STATUTORY AND REGULATORY COMPLIANCE

Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, guidelines and standards applicable to any service provided pursuant to this Agreement. Contractor agrees to comply with the provisions of the Americans with Disabilities Act (ADA).

NONDISCRIMINATION

Contractor shall not discriminate against anyone in providing services under this Agreement on the grounds of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans' status, or the present of any sensory, mental or physical disability.

CULTURALLY AND LINGUISTICALLY APPROPRIATE

All project materials must be culturally and linguistically appropriate. For questions or assistance related to culturally and linguistically appropriate material, contact the District's Program Supervisor listed on the first page of this agreement.

CHANGES OR MODIFICATIONS

The District may, at any time, by written notification to Contractor, make changes within the general scope of the services to be performed under this Agreement. Both parties shall execute a contract amendment reflecting such change and an equitable adjustment of cost, period of performance or both will be made if required by the changes.

CONTRACT SUSPENSION

- **For Investigation:** In the event Contractor or any of its partners, employees, officers is investigated by a local, county, state or federal agency for a matter which the District feels may adversely affect the delivery of services under this contract, the District may, without advance notice, suspend the delivery of services or disallow the person(s) involved in the allegation from providing services pending final resolution of the investigation.
- **For Suspension of Funding and work:** Because the District receives both state and federal funds occasionally the District's funding source may enact a contract suspension due to sequestration, loss of budget appropriation, or other causes. When this occurs, the District may exercise its right to suspend this contract until the District's funding has resumed and approval to continue work has been received. At that time, the District will notify the Contractor that they may resume work. All notice to suspend or reinstate work will be in writing. Any expenses incurred during the suspension of this

contract may not be reimbursed later unless it is specifically approved at the time the contract is reinstated.

TERMINATION OF AGREEMENT

- **For Convenience:** This contract may be terminated by either party for convenience with two weeks written notice. If this contract is so terminated, the parties are only liable for performance rendered or costs incurred in accordance with this contract prior to the effective date of termination.
- **By Mutual Agreement:** This contract may be terminated at any time by mutual agreement of both parties.
- **For Non-Allocation of Funds:** The District's ability to make payments is contingent on the availability of its various funding sources. In the event funding from state, federal, or other funding sources is withdrawn, reduced, limited or suspended during the course of this contract, the District at its sole discretion may elect to terminate this agreement in whole or in part or to renegotiate this contract subject to new funding limitations or conditions.

RECOVERY OF FUNDS

The right of the contractor to retain funds received from the District is contingent upon satisfactory performance of this contract and completion of work, and subject to an on-site audit of books and records if requested. If the District is required to repay funds to the Department of Health for disallowed or unsupported expenses performed by the contractor, the contractor will promptly repay the District the full amount.

ALL WRITING CONTAINED HEREIN

This contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind either of the parties.

BENTON-FRANKLIN HEALTH DISTRICT

WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH

Jason Zaccaria - Administrator
7102 W. Okanogan Place
Kennewick, WA 99336

Gregory Tompkins – County Commissioner
314 W. Main St.
Walla Walla, WA 99362

Tax ID # _____

Statewide Payee # _____

Date: _____

Date: _____



MEMO

Date: 9/20/2021

Proposal ID: 2021 09-27 DCH-2

To: BOCC

From: Nancy Wenzel
Administrative Support Supervisor

Lead Staff: Samantha Jackle, Homeless Housing System Engagement Coordinator

Intent – Gain BOCC approval to Apply for Treasury Eviction Rent Assistance Program 2.0 Grant

Topic – Treasury Rent Assistance Program (ERAP 2.0)

Summary – Grant Questionnaire

- 1) Name of Grant/Program: Eviction Rent Assistance Program 2.0 (ERAP 2.0)
- 2) New Grant ☒ Renewing Grant ☐ Term (# of years): ~2
- 3) Is the grant unchanged, and does not require Current Expense funding?

(If Y, please skip to number 24)

Y_____ N_____

- 4) How will this grant benefit the county's citizens?

The Eviction Rent Assistance Program 2.0 (ERAP 2.0) Grant is part of Washington State's response to the COVID-19 disaster, intended to prevent evictions that would contribute to the spread of the virus by paying past due, current due, future rent, and utilities, targeting limited resources to those who have experienced financial hardship due to the COVID-19 outbreak and are at risk of experiencing homelessness or housing instability.

- 5) Is this a program grant or an equipment grant?

Program

- 6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?

One-time only

- 7) If this is a new grant how will the grant support a current program OR how will the program change?

This grant will continue to address the financial hardship individuals and families are facing due to the COVID-19 disaster and will hopefully mitigate future housing crises. It will be a continuation of the BMAC rental assistance that is currently in operation.

- 8) Does this grant require up front funds? Y_____ N___X___

If so, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?

- 9) How many employees (new or current) will be paid by the grant? N_____ C_____

a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?

New hires are not anticipated, though subcontractors may require increasing staff capacity in order to administer their programs.

- 10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Y_____ N ___X___ If so, what?

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y ___ N___X___

- 12) What fund would support a cash match (if required)?_____N/A_____

- 13) If required what is the TOTAL cost of the match over the life of the grant? __N/A_____

- 14) What fund would support the administration of the grant? _Grant includes admin budget_____

- 15) Will the grant allow for the County cost allocation plan to be funded? Y_____ N___X___

- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements? No

- 17) Would the program require use of a county vehicle or personal vehicle? Y_____ N ___X___

- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance?

Y_____ N_____ N/A

- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_____ N___X___ If so, what activities?
- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y_____ N___X___ If so, what obligations?
- 21) Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.?) No
- 22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Y_____ N___X___ If so, what is the funding source for consultant fees?
- 23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.

The program will end, unless other funds are awarded for similar programming (rent and/or utility assistance)

- 24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet.

FOR COMMISSIONERS' OFFICE USE ONLY

Approved by: _____

Chair, Board of County Commissioners

_____ Date

Copies to: 1) Requesting Office/Department

2) Kerri Polson, Auditor's office

3) Commissioners' File



MEMO

Date: September 21, 2021

Proposal ID: 2021 09-27 DCH-3

To: BOCC

From: Nancy Wenzel
Administrative Director

Lead Staff: Krista Timm, Behavior Health Program Specialist
Nikki Sharp, Healthy Communities Division Manager

Intent: Community Prevention Wellness Initiative New Position and Signing Contract

Topic: New Position and New Grant Approval

Summary:

In January 2020 we were awarded a Fellow from the Health Care Authority to work with the City of College Place to develop capacity for readiness for applying for the Community Prevention Wellness Initiative (CPWI) grant funding. The CPWI contract will increase the capacity to implement direct and environmental substance use disorder (SUD) prevention services in communities to prevent and reduce the misuse of abuse of alcohol, tobacco, marijuana, opioids, and other drugs.

The CPWI model was formed in 2011 as a partnership with the Office of Superintendent of Public Instruction (OSPI), counties, Educational Service Districts (ESDs), schools and prevention Coalitions supporting communities in preventing SUD. The CPWI provides Community Coalitions with funding, training and technical assistance for coordination, assessment, strategic planning, implementation, and evaluation of prevention services needed in their communities. This support helps communities build on their past successes and measure more accurately how well prevention programs are meeting goals.

When the time came to apply for this funding, the City of College Place was not on the eligible list. Community Health staff researched and advocated to the HCA as to why our work with their Fellow in the City of College Place was not fruitful and leaving the City and the College Place School District as "non-eligible" to apply for this CPWI funding.

We were told to apply for the funding anyways since there were no clear answers. The “ok” to apply happened on a Friday and the grant application was due Wednesday. With the Board of County Commissioner staff approval, we were able to get the proposal to apply for the grant on the agenda Monday, May 17, 2021, which allowed us to apply on Wednesday, May 19, 2021. [Proposal ID: 2021 05-17 DCH] We appreciate the BOCC willingness to work with us on getting the approval to apply at a rapid speed.

Communities are chosen based on the local rates of youth substance use, related problems, and the Community’s need and readiness to address these issues. We are excited to announce we were awarded a grant in the amount of \$220,000 through 2023. However, we will need to create and hire a Coordinator position. This new position will need to be full-time for the first year and then can become part-time in the second and third year or left as a full-time position. Originally, we looked at a current staff member to split time in their work with this position, but that would be a very heavy lift. With COVID, existing staff are stretched thin in managing their original positions along with COVID duties. We looked at sub-contracting with an outside agency, but that did not meet the grant requirements in the Statement of Work. We do have a staff working in a similar position for the City of Walla Walla citizens.

Our HCA Fellow has developed a significant amount of programming and has engaged a coalition which will allow the new staff member to strategically build a stronger and longer lasting coalition which could be sustained should funding be reduced in the future.

Cost:

The grant will cover all costs. This grant is for \$220,000 through 2023. If the position should end and staff member could not be absorbed into another role, there may be unemployment costs. We would use our Local Government Assist funding or other appropriate funding if this should happen. Since we would have two coordinators that fluctuate from full-time/part-time, management will always be evaluating best solutions for personnel.

Funding:

Grant is fully funded for the position at the level requested.

Alternatives Considered:

The Department of Community Health has strategized with existing staff and researched the feasibility to subcontract out the work and the coordinator position. Neither of these options afforded us an appropriate solution. The best solution is to

create a position to manage this grant and fulfill the statement of work. A final option would be to reject the grant.

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

N/A

Benefits:

The City of College Place residents will begin to receive prevention services to assist in helping fulfill the identified gap for prevention and promotion of community health needs of behavioral health. This will help link to our Walla Walla Reach Out program to provide aligned services to a greater percentage of all community members in the County.

Conclusion/Recommendation

Recommend the BOCC allow the Community Health Department to work with Human Resources to create a coordinator position for this grant and to sign the contract and any future amendments associated with this contract.

Submitted By

Disposition

Nancy Wenzel, DCH

____ Approved

Name

Department

Date

____ Approved with modifications

____ Needs follow up information

Name

Department

Date

____ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

____ Modification

____ Follow Up

11:00 JOINT FINANCIAL UPDATE

**Karen Martin
Gordon Heimbigner**

a) 2021 budget report

11:15 COUNTY COMMISSIONERS

- a) Miscellaneous 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) **Action Agenda Items:**
 - 1) Proposal 2021 09-27 Sup Ct Approving staffing changes for Superior Court
- d) 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))

1:45 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))

2:00 COUNTY COMMISSIONERS

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

Written Department Update only provided by:

TECHNOLOGY SERVICES

Chad Goodhue



WALLA WALLA COUNTY
Technology Services Department

Chad R Goodhue | Technology Services Director |

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362
(509) 524-2590
cgoodhue@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

September 27th, 2021

To: **Walla Walla County Board of Commissioners**

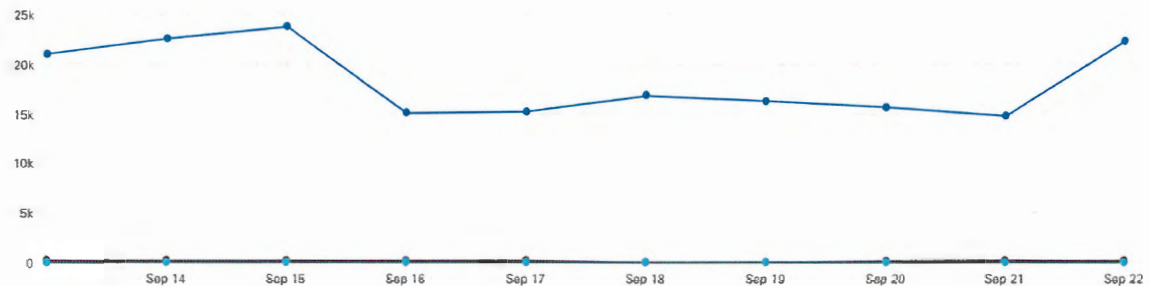
Re: Technology Services Update

Issues/Information for the Board.

- List of current projects and activities:

▪ Microsoft Office 365 – Contract renewal on September 30th
▪ Domain Controller Upgrade – This is the server that handles all county login requests and we will be upgrading its version over the next week(s)
▪ SPECOPS – Password reset software – POC was successful and will move forward with replacing our non-functional “Quest Password Rest” software
▪ Cached credential updating
▪ Sliding scale for password lengths vs. interval between changing passwords
▪ Password monitoring for breached password use
▪ Community Health Department
▪ Working on Data Classification and Access Controls
▪ Fairgrounds
▪ Superior Court at the Community Center is technically setup and running.
▪ Waiting for the Clerk and Superior Court staff to determine final locations of furniture and chairs before TS can secure wiring for long term sessions.
▪ Tech Services
▪ October 1 st Josh Drivdahl will begin employment with the County as a Systems Support Technician
▪ October 5 th Kendall Corn will begin employment with the County as our new GIS Coordinator
▪ District Court
▪ User Acceptance Training (UAT) will begin in 2-3 weeks
▪ KnowBe4
▪ Annual Security Training has been rolled out to all users
▪ 85% completion by County employees
▪ 222 have completed
▪ 39 have not started/completed
▪ 280 total
▪ Security
▪ We have been actively addressing security concerns around current media highlights

All Categories	183.6k	1276	2854	1164	255
	Reputation Filtering	Spam Detection	Email Spoofing	Scam and Phishing Attempts	Attachment and Malware Detection



- We are still seeing a large uptick in tickets. With Public Works migration behind us we hope to drop the number of tickets and get us caught up.

Components (Main infrastructure)

Security – Continues to be our #1 Security Concern

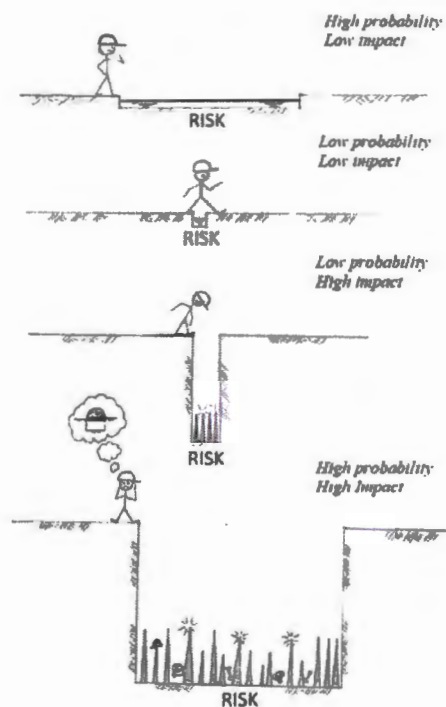
- Phishing and County awareness
 - In our last Phishing campaign we caught 20 people, 60 people reported using the “phish alert” button

Hardware

- This is a slower than expected process as many of the PW staff are in the field this time of year
- We have new hardware for the Clerk, Superior and District Court

Other Projects

- OnBase**
 - Server updates, conversion
- Contracts**
 - Central Square – The contract has been received
 - Misc. CHD contracts
- Inventory**
 - TS is requesting a public hearing to surplus old, outdate and non-functional computers
 - TS is actively reviewing hardware assets across Departments for inventory assets to complete preliminary budget
- Public Record Requests Last 2 Weeks**
 - 5 = Requests received
 - 5 = Forwarded to departments
 - 6 = Completed
 - 7 = Pending review
 - 0 = Pending Closure
 - 2 = Litigation hold
 - 1 = Pending 3rd party notice
 - 13 = Open



- YTD = 243
- LYTD =162

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

- **Next Request Portal Information**
 - 30 open or pending requests
 - 185 closed requests (since July 12th)
 - 4.1 average business days to close a request
 - 704 documents downloaded for public records requests
- **Service Desk Issues Last 2 Weeks**
 - 2058 = LYTD
 - 2253 = Requests received since January 1st
 - 130 = Opened in the last 2 weeks
 - 121 = Closed in the last 2 weeks
 - 52 = Total open or outstanding

Definitions

ESG – Email Security Gateway

DMS – Document Management System (OnBase)

OCIO = Office of the Chief Information Officer

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

JLARC=Joint Legislative Audit and Review Committee

ACCIS =Association of County, City Information Systems (managers)

API = Application Program Interface

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

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

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

- ADJOURN -

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.