

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, DECEMBER 12, 2022**

**Commissioners have resumed in person public meetings and will also 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.**

**1:15 P.M. COUNTY COMMISSIONERS**

**Chairman Kimball**

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

- a) Roll call and establish a quorum
- b) Silence cell phones
- c) Declarations re: conflict of interest
- d) Approval of agenda
- e) Pledge of Allegiance
- f) Public comment period (time limitations may be imposed)
- g) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
  - 2) Review vouchers/warrants/electronic payments
- h) **Consent Agenda Items:**
  - 1) Resolution – Minutes of County Commissioners' proceedings for December 5 and 6, 2022
  - 2) Payroll action and other forms requiring Board approval
- i) **Action Agenda Items:**
  - 1) County vouchers/warrants/electronic payments as follows: \_\_\_\_\_ through \_\_\_\_\_ totaling \$\_\_\_\_\_; \_\_\_\_\_ through \_\_\_\_\_ totaling \_\_\_\_\_ (travel)
  - 2) Resolution – Divesting interest in the Walla Walla County Historical Stagecoach on display at Fort Walla Walla Museum
  - 3) Resolution – Salary Adjustments for certain Walla Walla County represented and non-represented personnel for year 2023
  - 4) Resolution – Setting a date of public hearing to consider amendments to the 2022 Walla Walla County Budget
  - 5) Resolution – Approving out of state travel for Fair Committee Member
  - 6) Proposal 2022 12-12 LTAC-1 (Lodging Tax Advisory Committee) – Approving recommendations from the County Lodging Tax Advisory Committee for 2023 tourism grant funds

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

IN THE MATTER OF DIVESTING  
INTEREST IN WALLA WALLA  
COUNTY HISTORICAL  
STAGECOACH ON DISPLAY AT  
FORT WALLA WALLA MUSEUM



**RESOLUTION NO. 22**

**WHEREAS**, there are two (2) historical stagecoaches, also referred to as mud wagons and passenger wagons, in Walla Walla County; one in the possession of the Walla Walla County Fairgrounds and one in the possession of Fort Walla Walla Museum; and

**WHEREAS**, historical texts state that at some point after the death of a stage line proprietor L. M. McMorris in 1915, these stagecoaches were gifted to Walla Walla County by heirs of L. M. McMorris; and

**WHEREAS**, the stagecoach currently in the possession of Fort Walla Walla Museum has been at the museum since 1970 as an historical display; and

**WHEREAS**, the County cannot locate any property records stating that the stagecoach located at the Fort Walla Walla Museum is the property of the County, and the County has no interest or need to keep that stagecoach;

**WHEREAS**, it is in the public interest that the Fort Walla Walla Museum have full ownership and control of the stagecoach located at the Fort Walla Walla Museum; now therefore,

**BE IT HEREBY RESOLVED**, Whatever property interests Walla Walla County may have in the stagecoach located at the Fort Walla Walla Museum is transferred to the Fort Walla Walla Museum.

*Passed this 12<sup>th</sup> day of December, 2022 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.*

**Attest:**

\_\_\_\_\_  
Diane L. Harris, Clerk of the Board

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

\_\_\_\_\_  
Jennifer R. Mayberry, Commissioner, District 1

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

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

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

IN THE MATTER OF SALARY  
ADJUSTMENTS FOR CERTAIN WALLA  
WALLA COUNTY REPRESENTED AND  
NON-REPRESENTED PERSONNEL  
FOR YEAR 2023

RESOLUTION NO. **22**

**WHEREAS**, the Board of County Commissioners establish salary adjustments for non-represented County personnel; and

**WHEREAS**, various collective bargaining units agreements establish salary adjustments for represented employees; and

**WHEREAS**, the salary adjustments for the upcoming year are based upon a scheduled increase equal to 80% (eighty percent) of the Consumer Price Index for All Urban Consumers (CPI-U) for Seattle-Tacoma-Bellevue for June of the current year, in this case 2022; and

**WHEREAS**, the CPI-U measure for June, 2022 is 10.1%, and 80% of that figure is 8.08%; and

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that, as outlined on the attached Exhibit A, which is by this reference made a part hereof, 2023 salaries for represented and non-represented employees be set forth effective as of January 1, 2023.

*Passed this 12<sup>th</sup> day of December, 2022 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.*

Attest:

\_\_\_\_\_  
Diane L. Harris, Clerk of the Board

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

\_\_\_\_\_  
Jennifer R. Mayberry, Commissioner, District 1

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

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

## **EXHIBIT A**

**January 1, 2023**

All salary increases based upon employee's respective 2022 salary schedule in effect as of December 31, 2022.

### **2022 SALARIES FOR WALLA WALLA COUNTY EMPLOYEES WHO ARE REPRESENTED BY A COLLECTIVE BARGAINING UNIT (effective January 1, 2023)**

- For members of the Commissioned Deputy's Association, currently negotiating so the represented employees do not receive an increase until the agreement has been signed by all parties
- Current Expense Courthouse agreement – the schedule for the 2023 wages shall reflect an increase equal to 3.5%, pursuant to Article XIV of the Agreement 2022 - 2025.
- Road Crew Local 1191 – the schedule for the 2023 wages shall reflect an increase equal to 3.5%, pursuant to Article XVII of the Agreement 2022 - 2025.
- County Corrections – the schedule for 2023 wages shall reflect an increase of 2.75%, pursuant to Article XVII of the Agreement 2022-2025.
- Sheriff's Office Administrative Support Employees – the schedule for 2023 wages shall reflect an increase of 3.5%, pursuant to Article XXII of the Agreement 2022-2025.

#####

### **2022 SALARIES FOR CERTAIN APPOINTED WALLA WALLA COUNTY EMPLOYEES WHO ARE NOT REPRESENTED BY A COLLECTIVE BARGAINING AGREEMENT (effective January 1, 2023)**

Effective January 1, 2023 the compensation schedule for the following non-represented and/or named appointed positions shall be increased by three percent (3.5%), consistent with the Current Expense Courthouse agreement now in place, and based on an employee's respective salary in effect as of December 31, 2022:

- All non-represented employees (All those not covered by a collective bargaining agreement).
- Administrative, exempt (unclassified under Civil Service) employees appointed by the county sheriff, pursuant to and authorized by RCW 41.14.070
- Certain employees who have entered into separate Employment Agreements with Walla Walla County (Robert Grandstaff, Tony Garcia, Lauren Prentice, Norrie Gregoire, Elizabeth "Liz" Jessee, Heather Lee, Chad Goodhue, Dr. Daniel Kaminsky, Gregory Lybeck, and Joshua Griffith)

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Effective January 1, 2023 the compensation schedule for the following non-represented and/or named appointed positions shall be set as follows, consistent with the referenced classification and compensation study and as determined by the Board:

- Chief deputies appointed by county elected officials (deputies appointed by the County Assessor, County Auditor, County Clerk, Board of County Commissioners, County Coroner, and County Treasurer, pursuant to RCW 36.16.070) shall be compensated at an amount equal to eighty percent (80%) of the salary set for those respective elected officials.

-end-

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

IN THE MATTER OF SETTING A  
DATE OF PUBLIC HEARING TO  
CONSIDER AMENDMENTS TO  
THE 2022 WALLA WALLA  
COUNTY BUDGET

RESOLUTION NO. **22**

**WHEREAS**, subsequent to the establishment of the budgets and adoption of the 2022 Walla Walla County Budget requests have been made to amend the budget; and

**WHEREAS**, it is necessary to hold a public hearing to consider these matters; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that a public hearing shall be set for Tuesday, December 27, 2022 at the hour of 1:15 p.m., in County Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington to consider amending the 2022 budget as follows.

Remote public participation and testimony will be allowed via Webex and telephone. Limited participation and testimony at a remote location is available for those who are unable to testify by Webex or Telephone by contacting the Clerk of the Board.

**FUND 010 – CURRENT EXPENSE**

Revenue	\$0.00
Expenditures	\$0.00

**FUND 10800 – LAW & JUSTICE**

Revenue	\$0.00
Expenditures	\$0.00

**BE IT FURTHER RESOLVED** that, upon further review of the 2022 Budget at the time of the above-referenced hearing, if other amendments are proposed and necessary for accounting purposes, those amendments will be made a part of the hearing without further advertising.

Passed this 12<sup>th</sup> day of December, 2022 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.

Attest:

\_\_\_\_\_  
Diane L. Harris, Clerk of the Board

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

\_\_\_\_\_  
Jennifer R. Mayberry, Commissioner, District 1

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

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

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

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
FAIRGROUNDS COMMITTEE  
MEMBER (MESHISHNEK)

RESOLUTION NO. **22**

**WHEREAS**, fairgrounds committee member, Kent Meshishnek traveled to Las Vegas, NV to attend the PRCA National Convention, November 28-December 1, 2022; and

**WHEREAS**, inadvertently prior approval was not requested due to a late addition to attend the convention approved by Greg Lybeck, Fairgrounds Manager ; and

**WHEREAS**, pursuant to County policy, an employee Travel Authorization form has been submitted for review and consideration; now therefore

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

**BE IT FURTHER RESOLVED** that additional time required to travel to and from said event, if necessary, is also approved.

*Passed this 12<sup>th</sup> day of December, 2022 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

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Todd L. Kimball, Chairman, District 2

\_\_\_\_\_  
Jennifer R. Mayberry, Commissioner, District 1

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

\_\_\_\_\_  
*Constituting the Board of County Commissioners  
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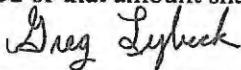
**WALLA WALLA COUNTY**  
**Employee Travel Authorization**

Date of Request 11.14.2022

<b>Employee Attending:</b> Darren Goble, Sandi Rowe, Bill Jordan, Charlie Barron, Kevin Smith, Sandy Goble, Nathen Rowe, Kathy Jordan, Tracy Barron, Chelsey Smith, <i>Kont Meshishnek</i>	<b>Estimate of Cost (Includes all costs even prepaid)</b>	
<b>Meeting/Training:</b> Start time/date: 11.28.22      End time/date: 12.1.22	<b>Transportation</b>	
<b>Location:</b> South Point Hotel City: Las Vegas      State: NV	<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$
<b>Title of Meeting/Training:</b> PRCA Natl. Convention (Attach agenda/training brochure)	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$
<b>Departure Date:</b> 11.27.22* <b>Time:</b>	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
<b>Return Date:</b> 12.4.22* <b>Time:</b>	<b>Lodging</b>	
*Various departure and return dates	_____ night(s) @ \$	\$
<b>Place of Lodging:</b> South Point Hotel	<b>Meals</b>	
<b>Phone Number:</b> 702/796-7111	Breakfast(s) _____ @ \$	\$
	Lunch(s) _____ @ \$	\$
	Dinner(s) _____ @ \$	\$
	<b>Registration/Tuition</b>	
	Cancel Date:	\$ 600.00
	<b>Total Expenses</b>	
		\$ 600.00

Credit Card Use:    ☒ Yes    ☐ No    Date Needed: \_\_\_\_\_

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.


Date: 11.9.2022

Signature of Employee

Recommended: ☒ Yes    ☐ No

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

Supervisor Signature

 Out-of-State Travel: ☐ Yes    ☐ No  
 (Attach Resolution)
Approved: ☐ Yes    ☐ No

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

Elected Official/Department Head



# NATIONAL CONVENTION VEGAS

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## 2022 SCHEDULE

### MONDAY - NOVEMBER 28

Registration Desk Open | 12:00 - 4:00pm

- South Point Hotel Convention Desk

Trade Show Setup | 12:00 - 4:00pm

- South Point Hotel Exhibit Hall

Contract Personnel Mixer | 4:00 - 5:00 pm

- South Point Hotel Convention Center Napa CO

14th Annual Wrangler Gold Buckle Gala | 6:00pm

- South Point Hotel Grand Ballroom (ProRodeo Hall of Fame)



### TUESDAY - November 29

Registration Desk Open | 7:00am - 4:30pm

- South Point Hotel Convention Desk

State of the PRCA | 8:00 - 9:00am

Guest Speaker | 9:00 - 10:00 am

- South Point Hotel Grand Ballroom

PRCA Convention Breakout Sessions | 10:00am - 12:00 pm

- South Point Convention Center

Session 1: 10:00 - 10:50 am

Session 2: 11:00 - 11:50 am

\*Committees can choose 2 of the 4 topics to attend

- Topic 1 (Sonoma A)

- Topic 2 (Sonoma B)

- Topic 3 (Sonoma C)

- Topic 4 (Sonoma D)

CP Meeting: Specialty Acts | 10:00 am - 12:00 pm (Napa AB)

CP Meeting: Stock Contractor | 10:15 am - 12:15pm (ShowRoom)

CP Meeting: Pickup Men | 12:30 - 1:30 pm (ShowRoom)

Contract Personnel Trade Show | 12:00 - 4:30pm

- South Point Hotel Exhibit Hall

2022 NFR Welcome Reception | 6:00pm

- South Point Hotel Grand Ball Room

### WEDNESDAY - November 30

Registration Desk Open | 7:00am - 4:30pm

2023 Focus & PRCA Leadership Round Table Discussion 8:00 - 9:00 am

Guest Speaker | 9:00 - 9:45am

- South Point Hotel Grand Ballroom

PRCA Convention Breakout Sessions | 10:00am - 12:00 pm

- South Point Convention Center

Session 1: 10:00 - 10:55 am

Session 2: 11:00 - 11:50 am

\*Committees can choose 5 of the 4 topics to attend



[Home](#)[Schedule](#)[Topics](#)[FAQs](#)[Registration](#)[Contact Us](#)

- South Point Hotel Exhibit Hall

PRCA Awards Banquet | 6:00pm

- South Point Hotel Grand Ballroom

THURSDAY - DECEMBER 1

Registration Desk Open | 7:00am - 12:00pm

- South Point Convention Desk

\*Contract Personnel Group Sessions

CP Meeting: Music Directors | 8:00 - 9:45 am (Napa AB)

CP Meeting: Photographers | 10:00 - 11:45 am (Napa AB)

\*Rodeo Committee Exec. Council Group Sessions

- South Point Convention Center (Napa CD)

\$20k & Under | 8:00 - 9:30am

\$21k & Over | 9:45 - 11:15am

Contract Personnel Trade Show | 9:00 - 11:00 am

- South Point Hotel Exhibit Hall

- Trade Show Tear down | 11:00 am - 12:00 pm

Wrangler National Finals Rodeo | 5:45pm

\*MEETING LOCATIONS WILL BE POSTED ON-SITE

CP: Photographers | TBD

CP: Announcers | TBD

CP: Secretary & Timers | TBD

CP: Specialty Acts | TBD

CP: Music Director | TBD

CP: Pickup Men | TBD

CP: Clown-Barrelman/Bullfighter | TBD

*OVERALL SCHEDULE SUBJECT TO CHANGE*

© 2022 PRCA ProRodeo | National Convention | Nov. 28 - Dec. 1, 2022



101 Pro Rodeo Drive  
Colorado Springs, CO 80919

[www.prorodeo.com](http://www.prorodeo.com)

Tel: 719.593.8840



# Proposal

**Date:** 12/8/22

**Proposal ID:** 2022 12-12 LTAC-1

**To:** BOCC

**From:** Walla Walla County Lodging Tax Advisory Committee (LTAC)

**Intent** – Request Board of County Commissioners approval for funding from lodging tax proceeds for projects identified below.

**Topic** – Lodging Tax Advisory Committee

## Summary

The Lodging Tax Advisory Committee (LTAC) met December 7, 2022 to review the 17 applications received for 2022 grant funds. The committee recommends the following awards: (see attached spreadsheet)

Applicant	Project	Grant Amount
Downtown WW Foundation	Brew Fest	\$5,000
Downtown WW Foundation	Wheelin' WW	\$5,000
Ft WW Museum/WW Valley Historical	Museum year round tourism attraction	\$10,000
Pacific NW Section PGA	PNWPGA Senior Players Championship	\$6,000
Walla Walla Chamber Music Festival	Winter and Summer Festivals and December event at Valdemar Estates	\$6,000
Waitsburg Commercial Club	Waitsburg Brewfest	\$2,000
Waitsburg Commercial Club	Waitsburg Meeting Planner Guide	\$500
Waitsburg Commercial Club	Waitsburg Hometown Christmas	\$2,000
Washington State Golf Assn	102 <sup>nd</sup> WA Men's Amateur Championship	\$5,000
WW Valley Quilt Festival	WW Valley Quilt Festival	\$2,500
WW Valley Wine Alliance	Celebrate WW Valley Wine - The World of Syrah	\$7,500
WW Valley Wine Alliance	REVEAL WW Valley Wine Auction	\$4,000
Rotary Foundation of Walla Walla	Tour of Walla Walla – Allegro Cyclery	\$9,000
Veterans of Foreign Wars Post 992	Walla Walla Guitar Festival	\$10,000
Power House Theatre Walla Walla	2023 Marketing Campaign for Power House	\$15,000
Walla Walla Basketball Club	Walla Walla Tournament of Hoops	\$10,000
Walla Walla Beyond the Wine: Craft Beer, Cider & Spirits	Visit Walla Walla Beyond the Wine	\$5,000
	<b>TOTAL GRANT AMOUNTS</b>	<b>\$104,500</b>

**Cost**

See amount recommended above.

**Funding**

Lodging Tax Funds

**Alternatives Considered**

N/A

**Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

N/A

**Conclusion/Recommendation**

Recommend BOCC approve recommendations presented by the Walla Walla County Lodging Tax Advisory Committee.

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Submitted By

Disposition

WW County Lodging Tax Advisory Committee

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\_\_\_ Approved

Name      Department      Date

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\_\_\_ Approved with modifications

\_\_\_ Needs follow up information

Signature

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\_\_\_ Denied

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BOCC Chairman

Date

Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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2023 LTAC GRANT APPLICATIONS

	Contact	Start date	End date	Budg Exp	2023 Request	2022 Request Amt	2022 Grant	%	Attend	Cost/psr	Night pd	>50 mi	Night unpd	Description	Recomm
	Kimberly Smith	5/20/2023	5/20/2023	4,000	1,000	0	0	25%	1,000	\$4	120	750	200	Waitsburg Brewfest	
Actual	Kimberly Smith	1/1/2023	12/31/2023	750	500	0	0	67%	500	\$2	500	400	200	Waitsburg Meeting Planner Guide	
Actual	Brent,														
	Cara Jacobson	2/1/2023	2/28/2023	15,000	10,000	0	0	67%	5	\$3,000	5	5	5	5 Veil Waits Waits Beyond the Wine	
Actual	el	1/1/22/2023	6/24/2023	285,000	6,000	6,000	4,000	2%	4,600	\$62	251	359	155	Walla Walla Chamber Music Winter & Summer Festivals	
Actual	Timothy Christie	9/15/2023	9/16/2023	16,000	2,500	2,500	2,500	16%	1,000	\$16	200	250	10	WWV Valley Quilt Festival	
Actual	Nancy Keeler	7/13/2023	7/15/2023	175,000	20,000	20,000	7,500	11%	700	\$250	500	500	150	Cambria WW Valley Wine - The World of Syrah	
Actual	Le Krupke	4/1/2023	4/11/2023	85,000	12,000	12,000	4,000	14%	80	\$1,063	70	70	10	REVEAL WWV Valley Wine Wine Auction	
Actual	Le Krupke	3/10/2023	3/12/2023	60,000	10,000	10,000	10,000	17%	2,000	\$30	750	750	200	Walla Walla Guitar Festival	
Actual	Robin MacIntosh	1/1/2023	12/31/2023	140,000	30,000	3,000	3,000	21%	18,000	\$8	1,880	2,700	810	2023 Marketing Campaign for Power House	
Actual	Kimberly Smith	12/1/2023	12/31/2023	3,500	1,000	0	0	29%	1,000	\$4	25	500	100	Waitsburg Hometown Christmas	
	Cindy Frost	9/8/2023	9/9/2023	45,000	5,000	5,000	5,000	11%	1,000	\$415	325	352	15	Whelan Walla Walla	
Actual	Cindy Frost	2/18/2023	2/18/2023	20,600	5,000	2,000	2,000	24%	1,000	\$21	300	550	25	Brewfest	
Actual	Groover Snell	1/1/2023	12/31/2023	580,000	10,000	10,000	5,000	2%	16,900	\$34	4,500	11,000	1,000	Museum - Year Round Tourist Attraction	
Actual	Frank Talanco	1/1/2023	12/31/2023	24,928	10,100	8,000	6,000	41%	338	\$74	302	288	34	PWMPGA Senior Players Championship	
Actual	Nate Schroeder	6/28/2023	6/28/2023	35,000	10,000	0	0	29%	180	\$194	140	140	20	102nd Washington Men's Amateur Championship	
Actual	Charles Deslavo	6/22/2023	6/4/2023	64,150	9,000	9,000	9,000	14%	250	\$257	226	226	36	Tour of Walla Walla	
Actual	Matthew Price-Huntington	2/25/2023	2/26/2023	20,000	10,000	0	0	50%	2,250	\$9	900	2,250	0	Walla Walla Tournament of Hoops	

Total 1,573,928 152,100 58,000

Approved via email 12/8  
Greg Lybeck

Approved via email 12/7  
Randy Hinchliffe

Not Present  
Brent White

## **COUNTY COMMISSIONERS (Continued)**

### **i) Action Agenda Items:**

- 7) Proposal 2022 12-12 LTAC-2 (Lodging Tax Advisory Committee) – Approving payment of certain 2022 Fair advertising expenses
- 8) Execute Purchase Agreement with BK Technologies to purchase portable radios from Law & Justice fund
- 9) Possible discussion/decision re appointment to the Community Health Advisory Board (CHAB)

**j) Miscellaneous business to come before the Board**

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

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



# MEMO

Date: 11-23-2022

Proposal ID. 2022 12-12 LTAC-2

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

**Intent** – To receive approval from Commissioners to use LTAC money to reimburse the Fairgrounds. LTAC funds have been set aside for reimbursement of advertising expenses incurred by Fairgrounds.

**Topic** – LTAC Advertising Reimbursement

**Summary** – We are requesting reimbursement from the LTAC account in the amount of \$54,731.38 for advertising expenses originally paid by Fairgrounds 118 funds.

**Cost** - \$54,731.38, (see attached bills paid from 118).

**Funding** – Budget dollars set aside in the LTAC account for this project.

**Alternatives Considered** - None.

**Acquisition Method** – Advertising has already been acquired, seeking reimbursement.

**Security** - NA

**Access** - NA

**Risk** – None.

**Benefits** – Advertising dollars spent by the WW Fairgrounds for the WW Fair & Frontier Days were targeted to both local attendees and to attract tourists. Local targeting included Walla Walla and approximately a 50-mile radius. Tourism targeting included approximately a 50- to 120-mile radius and included targeting entertainment events throughout the Northwest.

**Conclusion/Recommendation** - The Fairgrounds recommends the Commissioners approve the use of LTAC funds to reimburse the Fairgrounds \$54,731.38.

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Submitted By

Disposition

Greg Lybeck Fairgrounds

\_\_\_ Approved

Name

Department

Date

Signature

Dreg Lybeck

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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# Advertising Expenses

## January through December 2022

Item #	Date	Check Number	Name	Memo	Amount
A	01/24/2022	012422.5	Rotary Club of WW	Yearly Sign Maintenance for 2022	50.00
B	01/24/2022	012422.6	SPD&G Advertising Inc	2022 Fair Logo creation	1,156.58
C	02/28/2022	022822.36	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	500.00
C	02/28/2022	022822.36	SPD&G Advertising Inc	Website Design/Creative	388.69
D	03/14/2022	031422.48	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	500.00
D	03/14/2022	031422.48	SPD&G Advertising Inc	brand guidelines for fairgrounds	40.00
D	03/14/2022	031422.48	SPD&G Advertising Inc	website design work	173.28
D	03/14/2022	031422.48	SPD&G Advertising Inc	creation of Fairgrounds & Event center logo	406.07
E	04/25/2022	042522.86	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	500.00
E	04/25/2022	042522.86	SPD&G Advertising Inc	Brothers Osborne Campaign	532.00
E	04/25/2022	042522.86	SPD&G Advertising Inc	website design work	320.00
F	05/23/2022	052322.120	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	500.00
F	05/23/2022	052322.120	SPD&G Advertising Inc	exhibitor handbook ad for events	186.25
F	05/23/2022	052322.120	SPD&G Advertising Inc	Brothers Osborne digital Campaign	601.91
G	06/27/2022	062722.160	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	1,000.00
G	06/27/2022	062722.160	SPD&G Advertising Inc	KEPR tv advertising	2,500.00
G	06/27/2022	062722.160	SPD&G Advertising Inc	website updates/revisions	42.50
H	07/25/2022	072522.187	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	1,000.00
H	07/25/2022	072522.187	SPD&G Advertising Inc	broad cast tv production 50 %	2,500.00
H	07/25/2022	072522.187	SPD&G Advertising Inc	website updates/revisions	170.00
H	07/25/2022	072522.187	SPD&G Advertising Inc	digital ad production	371.76
H	07/25/2022	072522.187	SPD&G Advertising Inc	billboard production	637.50
H	07/25/2022	072522.187	SPD&G Advertising Inc	media digital - regional digital	153.36
I	08/22/2022	082222.229	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	1,000.00
I	08/22/2022	082222.229	SPD&G Advertising Inc	digital ad production	318.75
I	08/22/2022	082222.229	SPD&G Advertising Inc	retainer fee / facebook posting	250.00
I	08/22/2022	082222.229	SPD&G Advertising Inc	newspaper production	170.00
J	09/27/2022	092722.325	Downtown WW Foundation	Downtown Banner Display for 4 weeks	1,800.00
K	09/27/2022	092722.339	SPD&G Advertising Inc	KNDO website ads	103.57
K	09/27/2022	092722.339	SPD&G Advertising Inc	facebook/social media retainer fee	500.00
K	09/27/2022	092722.339	SPD&G Advertising Inc	regional digital campaign	6,301.41
K	09/27/2022	092722.339	SPD&G Advertising Inc	print advertising	3,180.00
K	09/27/2022	092722.339	SPD&G Advertising Inc	outdoor advertising - Lamar productions	2,672.33
K	09/27/2022	092722.339	SPD&G Advertising Inc	radio advertising	9,783.90
K	09/27/2022	092722.339	SPD&G Advertising Inc	tv advertising	8,200.00
K	09/27/2022	092722.339	SPD&G Advertising Inc	Brothers Osborne ad design	106.25
K	09/27/2022	092722.339	SPD&G Advertising Inc	newspaper production	297.50
K	09/27/2022	092722.339	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	1,000.00
L	10/10/2022	101022.363	SPD&G Advertising Inc	Fair TV production 2nd half	2,500.00
M	10/24/2022	102422.384	SPD&G Advertising Inc	Regional Digital Campaign	699.10
M	10/24/2022	102422.384	SPD&G Advertising Inc	IAFE Marketing campaign entry	118.67
M	10/24/2022	102422.384	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	1,000.00
N	11/28/2022	112822.440	SPD&G Advertising Inc	Monthly Advertising Retainer Fee	500.00
					<hr/> 54,731.38

P. O. Box 418  
Walla Walla, WA 99362

JAN 10 2022

# Invoice

2022

Date	Invoice #
1/5/2022	81221

Bill To	
Fair and Frontier Days P.O. Drawer G Walla Walla, WA 99362	

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			1/5/2022			

Quantity	Item Code	Description	Price Each	Amount
1	Signs Maintenance	Gateway Signs maintenance	50.00	50.00

<b>Total</b>	<b>\$50.00</b>
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A

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

JAN 10 2022

## INVOICE

**BILL TO**  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

**INVOICE #** 4535  
**DATE** 12/31/2021  
**DUE DATE** 01/30/2022  
**TERMS** Net 30

**JOB:**  
2022 Logo

ACTIVITY	AMOUNT
Photography	92.83
Design/Layout	552.50
Digital Pre-press	320.00
Research Copy/Art	56.25
Creative Concept/Development	135.00

SUBTOTAL	1,156.58
TAX	0.00
TOTAL	1,156.58
BALANCE DUE	<b>\$1,156.58</b>

SPD&G Advertising & Public Relations, Inc.  
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 YAKIMA, WA 98902 US  
 509-248-1760



ADVERTISING &  
 PUBLIC RELATIONS

# Statement

FEB 14 2022

TO  
 Walla Walla Fair & Frontier  
 Days  
 P.O. Box G  
 Walla Walla, WA 99362

STATEMENT NO. 2427  
 DATE 01/31/2022  
 TOTAL DUE \$888.69  
 ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
12/31/2021	Balance Forward		2,139.80
01/24/2022	Payment #4235980	-983.22	1,156.58
01/28/2022	Payment #4236457	-1,156.58	0.00
01/31/2022	Invoice #4631	500.00	500.00
01/31/2022	Invoice #4632	388.69	888.69

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
888.69	0.00	0.00	0.00	0.00	\$888.69

C

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509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4631

DATE 01/31/2022

DUE DATE 03/02/2022

TERMS Net 30

### JOB:

Miscellaneous Charges 2022

ACTIVITY	AMOUNT
Retainer Fee	500.00

SUBTOTAL	500.00
TAX	0.00
TOTAL	500.00
BALANCE DUE	<b>\$500.00</b>

SPD&G Advertising & Public Relations, Inc.  
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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4632  
DATE 01/31/2022  
DUE DATE 03/02/2022  
TERMS Net 30

JOB:  
Website Refresh 2022

ACTIVITY	AMOUNT
Web Design/New	180.00T
Creative Concept/Development	45.00
Design/Layout	148.75

SUBTOTAL	373.75
TAX	14.94
TOTAL	388.69
BALANCE DUE	<b>\$388.69</b>

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ADVERTISING &  
PUBLIC RELATIONS

MAR 07 2022

## Statement

TO  
Walla Walla Fair & Frontier  
Days  
P.O. Box G  
Walla Walla, WA 99362

STATEMENT NO. 2438  
DATE 03/04/2022  
TOTAL DUE \$2,008.04  
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
01/31/2022	Balance Forward		<del>888.69</del>
02/28/2022	Invoice #4653	40.00	928.69
02/28/2022	Invoice #4654	500.00	1,428.69
02/28/2022	Invoice #4655	173.28	1,601.97
02/28/2022	Invoice #4656	406.07	2,008.04

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
2,008.04	0.00	0.00	0.00	0.00	\$2,008.04

d

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1440 N 16TH AVE STE 1  
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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4653  
DATE 02/28/2022  
DUE DATE 03/30/2022  
TERMS Net 30

JOB:  
Brand Book/Guidelines

ACTIVITY	AMOUNT
Revisions	40.00

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SUBTOTAL	40.00
TAX	0.00
TOTAL	40.00
BALANCE DUE	<b>\$40.00</b>



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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

**BILL TO**  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

**INVOICE #** 4654  
**DATE** 02/28/2022  
**DUE DATE** 03/30/2022  
**TERMS** Net 30

**JOB:**  
Miscellaneous Charges 2022

ACTIVITY	AMOUNT
Retainer Fee	500.00

SUBTOTAL	500.00
TAX	0.00
TOTAL	500.00
BALANCE DUE	<b>\$500.00</b>

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## INVOICE

**BILL TO**

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

**INVOICE # 4655**

**DATE 02/28/2022**

**DUE DATE 03/30/2022**

**TERMS Net 30**

**JOB:**

Website Design 2022

**ACTIVITY**

**AMOUNT**

Web Design/New

160.00T

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SUBTOTAL	160.00
TAX	13.28
TOTAL	173.28
BALANCE DUE	<b>\$173.28</b>

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## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4656  
DATE 02/28/2022  
DUE DATE 03/30/2022  
TERMS Net 30

JOB:  
Event Center Logo

DESCRIPTION	AMOUNT
Photography	18.57
Revisions	140.00
Design/Layout	21.25
Research Copy/Art	56.25
Coordination	70.00
Digital Pre-press	100.00

SUBTOTAL	406.07
TAX	0.00
TOTAL	406.07
BALANCE DUE	<b>\$406.07</b>

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1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
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E

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ADVERTISING &  
PUBLIC RELATIONS

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## Statement

TO  
Walla Walla Fair & Frontier  
Days  
P.O. Box G  
Walla Walla, WA 99362

STATEMENT NO. 2480  
DATE 03/31/2022  
TOTAL DUE \$1,352.00  
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
02/28/2022	Balance Forward		2,006.04
03/08/2022	Payment #4237406	-888.69	1,119.35
03/18/2022	Payment #4237586	-1,119.35	0.00
03/31/2022	Invoice #4777	532.00	532.00
03/31/2022	Invoice #4778	500.00	1,032.00
03/31/2022	Invoice #4779	320.00	1,352.00

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
1,352.00	0.00	0.00	0.00	0.00	\$1,352.00

E

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## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4777

DATE 03/31/2022

DUE DATE 04/30/2022

TERMS Net 30

### JOB:

Brothers Osborne Campaign 2022

DESCRIPTION	AMOUNT
Regional Digital Campaign Brothers Osborne	364.50
Design/Layout Brothers Osborne digital ads	85.00
Revisions Brothers Osborn digital ads	40.00
Design/Layout Brothers Osborn reader board and web banner	42.50

SUBTOTAL	532.00
TAX	0.00
TOTAL	532.00
BALANCE DUE	<b>\$532.00</b>

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## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4778

DATE 03/31/2022

DUE DATE 04/30/2022

TERMS Net 30

### JOB:

Miscellaneous Charges 2022

### ACTIVITY

AMOUNT

Retainer Fee

500.00

SUBTOTAL

500.00

TAX

0.00

TOTAL

500.00

BALANCE DUE

**\$500.00**

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## INVOICE

**BILL TO**

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4779

DATE 03/31/2022

DUE DATE 04/30/2022

TERMS Net 30

**JOB:**

Website Design 2022

DESCRIPTION	AMOUNT
Web Design	120.00
Web Revisions	200.00

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SUBTOTAL	320.00
TAX	0.00
TOTAL	320.00
BALANCE DUE	<b>\$320.00</b>

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ADVERTISING &  
PUBLIC RELATIONS

## Statement

MAY 09 2022

TO  
Walla Walla Fair & Frontier  
Days  
P.O. Box G  
Walla Walla, WA 99362

STATEMENT NO. 2511  
DATE 04/30/2022  
TOTAL DUE \$1,288.16  
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
03/31/2022	Balance Forward		1,352.00
04/29/2022	Payment #4239088	-1,352.00	0.00
04/29/2022	Invoice #4866	186.25	186.25
04/29/2022	Invoice #4867	601.91	788.16
04/29/2022	Invoice #4868	500.00	1,288.16

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
1,288.16	0.00	0.00	0.00	0.00	\$1,288.16

F



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ADVERTISING &  
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## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4866

DATE 04/29/2022

DUE DATE 05/29/2022

TERMS Net 30

### JOB:

Exhibitor Handbook 2022

ACTIVITY	AMOUNT
Design/Layout	106.25
Revisions	80.00

SUBTOTAL	186.25
TAX	0.00
TOTAL	186.25
BALANCE DUE	<b>\$186.25</b>

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ADVERTISING &  
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## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4867

DATE 04/29/2022

DUE DATE 05/29/2022

TERMS Net 30

### JOB:

Brothers Osborne Campaign 2022

DESCRIPTION	AMOUNT
Regional Digital Campaign	601.91
<hr/>	
SUBTOTAL	601.91
TAX	0.00
TOTAL	601.91
BALANCE DUE	<b>\$601.91</b>

SPD&G Advertising & Public Relations, Inc.  
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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4868

DATE 04/29/2022

DUE DATE 05/29/2022

TERMS Net 30

### JOB:

Miscellaneous Charges 2022

ACTIVITY	AMOUNT
Retainer Fee	500.00
<hr/>	
SUBTOTAL	500.00
TAX	0.00
TOTAL	500.00
BALANCE DUE	<b>\$500.00</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## Statement

TO  
Walla Walla Fair & Frontier  
Days  
P.O. Box G  
Walla Walla, WA 99362

STATEMENT NO. 2541  
DATE 05/31/2022  
TOTAL DUE \$3,542.50  
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
04/30/2022	Balance Forward		1,288.16
05/31/2022	Payment #4239858	-1,288.16	0.00
05/31/2022	Invoice #4975	2,500.00	2,500.00
05/31/2022	Invoice #4976	42.50	2,542.50
05/31/2022	Invoice #4977	1,000.00	3,542.50

JUN 13 2022

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
3,542.50	0.00	0.00	0.00	0.00	\$3,542.50

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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4975

DATE 05/31/2022

DUE DATE 06/30/2022

TERMS Net 30

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### JOB:

Media - TV 2022

### DESCRIPTION

KEPR TV

AMOUNT

2,500.00

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SUBTOTAL	2,500.00
TAX	0.00
TOTAL	2,500.00
BALANCE DUE	<b>\$2,500.00</b>

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## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4976  
DATE 05/31/2022  
DUE DATE 06/30/2022  
TERMS Net 30

JOB:  
Website Design/Updates 2022

DESCRIPTION	AMOUNT
Web Updates/Revisions	42.50

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SUBTOTAL	42.50
TAX	0.00
TOTAL	42.50
BALANCE DUE	<b>\$42.50</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
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ADVERTISING &  
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## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 4977

DATE 05/31/2022

DUE DATE 06/30/2022

TERMS Net 30

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### JOB:

Miscellaneous Charges 2022

ACTIVITY	AMOUNT
Retainer Fee	1,000.00

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SUBTOTAL	1,000.00
TAX	0.00
TOTAL	1,000.00
BALANCE DUE	<b>\$1,000.00</b>

SPD&G Advertising & Public Relations, Inc.  
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YAKIMA, WA 98902 US  
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ADVERTISING &  
PUBLIC RELATIONS

JUL 13 2022

## Statement

TO  
Walla Walla Fair & Frontier  
Days  
P.O. Box G  
Walla Walla, WA 99362

STATEMENT NO. 2587  
DATE 06/30/2022  
TOTAL DUE \$4,832.62  
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
05/31/2022	Balance Forward		3,542.50
06/30/2022	Payment #4240837	-3,542.50	0.00
06/30/2022	Invoice #5103	637.50	637.50
06/30/2022	Invoice #5104	2,500.00	3,137.50
06/30/2022	Invoice #5105	371.76	3,509.26
06/30/2022	Invoice #5106	170.00	3,679.26
06/30/2022	Invoice #5107	153.36	3,832.62
06/30/2022	Invoice #5108	1,000.00	4,832.62

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
4,832.62	0.00	0.00	0.00	0.00	\$4,832.62

H



SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5103  
DATE 06/30/2022  
DUE DATE 07/30/2022  
TERMS Net 30

JOB:  
Billboard Production 2022

DESCRIPTION	AMOUNT
Design/Layout	467.50
Revisions	148.75
Coordination	21.25

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SUBTOTAL	637.50
TAX	0.00
TOTAL	637.50
BALANCE DUE	<b>\$637.50</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5104  
DATE 06/30/2022  
DUE DATE 07/30/2022  
TERMS Net 30

JOB:  
Broadcast Production 2022

DESCRIPTION	AMOUNT
Digital Vendetta	2,500.00
Walla Walla Fair TV Production	
50% deposit	

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SUBTOTAL	2,500.00
TAX	0.00
TOTAL	2,500.00
BALANCE DUE	<b>\$2,500.00</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5105  
DATE 06/30/2022  
DUE DATE 07/30/2022  
TERMS Net 30

JOB:  
Digital Ad Production 2022

DESCRIPTION	AMOUNT
iStock photos	74.26
Design/Layout	170.00
Revisions	127.50

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SUBTOTAL	371.76
TAX	0.00
TOTAL	371.76
BALANCE DUE	<b>\$371.76</b>

SPD&G Advertising & Public Relations, Inc.  
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YAKIMA, WA 98902 US  
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ADVERTISING &  
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## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5106

DATE 06/30/2022

DUE DATE 07/30/2022

TERMS Net 30

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### JOB:

Website Updates 2022

ACTIVITY	AMOUNT
Web Updates/Revisions	170.00

---

SUBTOTAL	170.00
TAX	0.00
TOTAL	170.00
BALANCE DUE	<b>\$170.00</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5107

DATE 06/30/2022

DUE DATE 07/30/2022

TERMS Net 30

### JOB:

Media - Digital 2022

DESCRIPTION	AMOUNT
Regional Digital Campaign	153.36

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SUBTOTAL	153.36
TAX	0.00
TOTAL	153.36
BALANCE DUE	<b>\$153.36</b>

SPD&G Advertising & Public Relations, Inc.  
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YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5108  
DATE 06/30/2022  
DUE DATE 07/30/2022  
TERMS Net 30

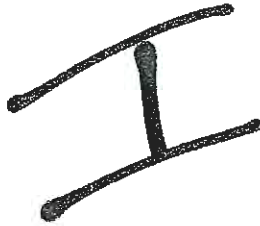
JOB:  
Miscellaneous Charges 2022

ACTIVITY	AMOUNT
Retainer Fee	1,000.00

---

SUBTOTAL	1,000.00
TAX	0.00
TOTAL	1,000.00
BALANCE DUE	<b>\$1,000.00</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## Statement

TO  
Walla Walla Fair & Frontier  
Days  
P.O. Box G  
Walla Walla, WA 99362

STATEMENT NO. 2628  
DATE 07/31/2022  
TOTAL DUE \$1,738.75  
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
06/30/2022	Balance Forward		4,832.62
07/31/2022	Invoice #5232	318.75	5,151.37
07/31/2022	Invoice #5233	250.00	5,401.37
07/31/2022	Invoice #5234	170.00	5,571.37
07/31/2022	Invoice #5235	1,000.00	6,571.37

PAID 8/20/22

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
1,738.75	0.00	0.00	0.00	0.00	\$1,738.75

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1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5232

DATE 07/31/2022

DUE DATE 08/30/2022

TERMS Net 30

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### JOB:

Digital Ad Production 2022

DESCRIPTION	AMOUNT
Design/Layout	170.00
Digital Pre-press	63.75
Revisions	42.50
Coordination	42.50

---

SUBTOTAL	318.75
TAX	0.00
TOTAL	318.75
BALANCE DUE	<b>\$318.75</b>



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509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5233  
DATE 07/31/2022  
DUE DATE 08/30/2022  
TERMS Net 30

JOB:  
Internet Facebook 2022

DESCRIPTION	AMOUNT
Retainer Fee	250.00
Facebook Posting	

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SUBTOTAL	250.00
TAX	0.00
TOTAL	250.00
BALANCE DUE	<b>\$250.00</b>

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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5234  
DATE 07/31/2022  
DUE DATE 08/30/2022  
TERMS Net 30

---

JOB:  
Newspaper Production 2022

DESCRIPTION	AMOUNT
Design/Layout	170.00

---

SUBTOTAL	170.00
TAX	0.00
TOTAL	170.00
BALANCE DUE	<b>\$170.00</b>

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509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

**BILL TO**  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

**INVOICE #** 5235  
**DATE** 07/31/2022  
**DUE DATE** 08/30/2022  
**TERMS** Net 30

---

**JOB:**  
Miscellaneous Charges 2022

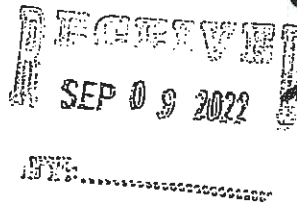
ACTIVITY	AMOUNT
Retainer Fee	1,000.00

---

SUBTOTAL	1,000.00
TAX	0.00
TOTAL	1,000.00
BALANCE DUE	<b>\$1,000.00</b>



109 E Main St Suite 302T  
Walla Walla, WA 99362



## Invoice

Date

Invoice #

9/7/2022

12111

Walla Walla Fair & Frontier Days

Description	Qty	Rate	Installation Date	Removal Date
				9/7/2022
Banner Installation - 40 Banners - First 3 Weeks	40	35.00		1,400.00
Banner Installation - 40 Banners - One Additional Week	40	10.00		400.00

<b>Total</b>	\$1,800.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,800.00

Want to pay by credit/debit card? Visit our website at [downtownwallawalla.com](http://downtownwallawalla.com). Under "Join" choose "pay online." At the bottom of the page, select "Pay Your Bill." Thank you.

J

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 1440 N 16TH AVE STE 1  
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 509-248-1760

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SEP 19 2022



ADVERTISING &  
 PUBLIC RELATIONS

## Statement

TO  
 Walla Walla Fair & Frontier  
 Days  
 P.O. Box G  
 Walla Walla, WA 99362

STATEMENT NO. 2665  
 DATE 08/31/2022  
 TOTAL DUE \$32,144.96  
 ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
07/31/2022	Balance Forward		6,571.37
08/04/2022	Payment #4241720	-4,832.62	1,738.75
08/26/2022	Payment #4242586	-1,738.75	0.00
08/31/2022	Invoice #5365	103.57	103.57
08/31/2022	Invoice #5366	500.00	603.57
08/31/2022	Invoice #5367	6,301.41	6,904.98
08/31/2022	Invoice #5368	3,180.00	10,084.98
08/31/2022	Invoice #5369	2,672.33	12,757.31
08/31/2022	Invoice #5370	9,783.90	22,541.21
08/31/2022	Invoice #5371	8,200.00	30,741.21
08/31/2022	Invoice #5372	106.25	30,847.46
08/31/2022	Invoice #5373	297.50	31,144.96
08/31/2022	Invoice #5374	1,000.00	32,144.96

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
32,144.96	0.00	0.00	0.00	0.00	\$32,144.96

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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5365  
DATE 08/31/2022  
DUE DATE 09/30/2022  
TERMS Net 30

JOB:  
Digital Ad Production 2022

DESCRIPTION	AMOUNT
Design/Layout - KNDO website takeover ads	63.75
Photography	18.57
KNDO digital takeover ads	21.25

---

SUBTOTAL	103.57
TAX	0.00
TOTAL	103.57
BALANCE DUE	<b>\$103.57</b>

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509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5366

DATE 08/31/2022

DUE DATE 09/30/2022

TERMS Net 30

### JOB:

Internet-Facebook

ACTIVITY	AMOUNT
Retainer Fee	500.00

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SUBTOTAL	500.00
TAX	0.00
TOTAL	500.00
BALANCE DUE	<b>\$500.00</b>

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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5367

DATE 08/31/2022

DUE DATE 09/30/2022

TERMS Net 30

### JOB:

Media - Digital 2022

DESCRIPTION	AMOUNT
Regional Digital Campaign	4,544.52
Regional Digital Campaign Tourism Funds	1,756.89

---

SUBTOTAL	6,301.41
TAX	0.00
TOTAL	6,301.41
BALANCE DUE	<b>\$6,301.41</b>



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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5368

DATE 08/31/2022

DUE DATE 09/30/2022

TERMS Net 30

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### JOB:

Media - Newspaper 2022

DESCRIPTION	AMOUNT
Walla Walla Union Bulletin	647.00
Walla Walla Union Bulletin Lifestyles Magazine	1,000.00
East Oregonian	815.31
Dayton Chronicle	400.00
The Waitsburg Times	317.69

---

SUBTOTAL	3,180.00
TAX	0.00
TOTAL	3,180.00
BALANCE DUE	<b>\$3,180.00</b>

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509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5369

DATE 08/31/2022

DUE DATE 09/30/2022

TERMS Net 30

### JOB:

Media - Outdoor 2022

DESCRIPTION	AMOUNT
Lamar Production Costs	642.87
Lamar	2,029.46

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SUBTOTAL	2,672.33
TAX	0.00
TOTAL	2,672.33
BALANCE DUE	<b>\$2,672.33</b>

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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5370

DATE 08/31/2022

DUE DATE 09/30/2022

TERMS Net 30

### JOB:

Media - Radio 2022

DESCRIPTION	AMOUNT
HANK/KORT/KZBG FM Clarkston	1,530.00
KORD FM Tri Cities	1,520.00
KEGX FM Tri Cities	846.00
KIOK FM Tri Cities	684.00
KNHK FM/BOB FM/FOX Walla Walla	3,000.00
KICR FM Spokane	599.90
KXLY FM Spokane	600.00
KZHR FM (Spanish) Tri Cities	1,004.00

SUBTOTAL	9,783.90
TAX	0.00
TOTAL	9,783.90
BALANCE DUE	<b>\$9,783.90</b>

SPD&G Advertising & Public Relations, Inc.  
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ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5371  
DATE 08/31/2022  
DUE DATE 09/30/2022  
TERMS Net 30

JOB:  
Media - TV 2022

DESCRIPTION	AMOUNT
Spectrum TV	750.00
KUNW TV (Spanish)	2,000.00
KEPR TV	2,500.00
KVEW TV	1,460.00
KNDU TV	1,490.00

---

SUBTOTAL	8,200.00
TAX	0.00
TOTAL	8,200.00
BALANCE DUE	<b>\$8,200.00</b>

SPD&G Advertising & Public Relations, Inc.  
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YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5372

DATE 08/31/2022

DUE DATE 09/30/2022

TERMS Net 30

### JOB:

BO Commemorative Poster Prod

DESCRIPTION	AMOUNT
Design/Layout	63.75
Revisions	42.50

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SUBTOTAL	106.25
TAX	0.00
TOTAL	106.25
BALANCE DUE	<b>\$106.25</b>

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1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5373  
DATE 08/31/2022  
DUE DATE 09/30/2022  
TERMS Net 30

JOB:  
Newspaper Production 2022

DESCRIPTION	AMOUNT
	127.50
	63.75
	106.25
<hr/>	
SUBTOTAL	297.50
TAX	0.00
TOTAL	297.50
BALANCE DUE	<b>\$297.50</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5374

DATE 08/31/2022

DUE DATE 09/30/2022

TERMS Net 30

### JOB:

Miscellaneous Charges 2022

ACTIVITY	AMOUNT
Retainer Fee	1,000.00

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SUBTOTAL	1,000.00
TAX	0.00
TOTAL	1,000.00
BALANCE DUE	<b>\$1,000.00</b>

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YAKIMA, WA 98902 US  
509-248-1760

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ADVERTISING &  
PUBLIC RELATIONS

SEP 23 2022

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5426

DATE 08/31/2022

DUE DATE 09/30/2022

TERMS Net 30

### JOB:

Broadcast Production 2022

### DESCRIPTION

Walla Walla Fair TV Production  
2nd half payment

### AMOUNT

2,500.00

SUBTOTAL

2,500.00

TAX

0.00

TOTAL

2,500.00

BALANCE DUE

**\$2,500.00**

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YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

OCT 17 2022

## Statement

TO  
Walla Walla Fair & Frontier  
Days  
P.O. Box G  
Walla Walla, WA 99362

STATEMENT NO. 2696  
DATE 09/30/2022  
TOTAL DUE \$4,317.77  
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
08/31/2022	Balance Forward		34,644.96
09/30/2022	Payment #4243527	-32,144.96	2,500.00
09/30/2022	Invoice #5464	699.10	3,199.10
09/30/2022	Invoice #5465	118.67	3,317.77
09/30/2022	Invoice #5466	1,000.00	4,317.77

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
4,317.77	0.00	0.00	0.00	0.00	\$4,317.77

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YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5464  
DATE 09/30/2022  
DUE DATE 10/30/2022  
TERMS Net 30

JOB:  
Media - Digital 2022

DESCRIPTION	AMOUNT
Regional Digital Campaign - Tourism Funds	243.12
Regional Digital Campaign	455.98

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SUBTOTAL	699.10
TAX	0.00
TOTAL	699.10
BALANCE DUE	<b>\$699.10</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5465

DATE 09/30/2022

DUE DATE 10/30/2022

TERMS Net 30

### JOB:

IAFE Entry 2022

DESCRIPTION	AMOUNT
IAFE - Marketing Campaign Entry Fee	90.00
Foamcore Boards- Used for IAFE entries	14.12
Sales Tax	1.00
United Postal Service IAFE Entries	13.55

---

SUBTOTAL	118.67
TAX	0.00
TOTAL	118.67
BALANCE DUE	<b>\$118.67</b>

SPD&G Advertising & Public Relations, Inc.  
1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

### BILL TO

Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5466

DATE 09/30/2022

DUE DATE 10/30/2022

TERMS Net 30

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### JOB:

Miscellaneous Charges 2022

ACTIVITY	AMOUNT
Retainer Fee	1,000.00

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SUBTOTAL	1,000.00
TAX	0.00
TOTAL	1,000.00
BALANCE DUE	<b>\$1,000.00</b>

SPD&G Advertising & Public Relations, Inc.  
 1440 N 16TH AVE STE 1  
 YAKIMA, WA 98902 US  
 509-248-1760



ADVERTISING &  
 PUBLIC RELATIONS

## Statement

TO  
 Walla Walla Fair & Frontier  
 Days  
 P.O. Box G  
 Walla Walla, WA 99362

STATEMENT NO. 2729  
 DATE 10/31/2022  
 TOTAL DUE \$500.00  
 ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
09/30/2022	Balance Forward		4,317.77
10/25/2022	Payment #4243817	-2,500.00	1,817.77
10/31/2022	Payment #4244421	-1,817.77	0.00
10/31/2022	Invoice #5591	500.00	500.00

NOV 09 2022

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
500.00	0.00	0.00	0.00	0.00	\$500.00

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1440 N 16TH AVE STE 1  
YAKIMA, WA 98902 US  
509-248-1760



ADVERTISING &  
PUBLIC RELATIONS

## INVOICE

BILL TO  
Walla Walla Fair & Frontier Days  
P.O. Box G  
Walla Walla, WA 99362

INVOICE # 5591  
DATE 10/31/2022  
DUE DATE 11/30/2022  
TERMS Net 30

JOB:  
Miscellaneous Charges 2022

ACTIVITY	AMOUNT
Retainer Fee	500.00

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SUBTOTAL	500.00
TAX	0.00
TOTAL	500.00
BALANCE DUE	<b>\$500.00</b>

## Purchase Agreement

Walla Walla County is purchasing the attached items from BK Technologies (contractor) through BK technologies authorized reseller, pursuant to Cooperative Purchasing Master Agreement NO. 00318 executed between the Washington State Department of Enterprise Solutions and BK Technologies.

The terms and conditions of purchasing No. 00318 shall govern. Pricing shall be as shown on the attached estimate, pursuant to section 3.8 of the Master Agreement, which states that Contractor may offer lower prices, including volume discounts, to a Purchasing Entity.

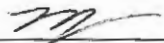
Walla Walla County

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

\_\_\_\_\_  
Chair

BK Technologies

Date: 12-3-22

 RSM - NW  
Title

ADVANCED PAGING &  
COMMUNICATIONS INC.  
625 E 3RD AVE  
SPOKANE WA 99202-2209  
509-455-8400

## Estimate

DATE	ESTIMATE...
10/18/2022	2305

NAME / ADDRESS
WALLA WALLA COUNTY SHERIFF 240 W. ALDER #101 WALLA WALLA, WA 99362

TERMS	QUOTE EXPIRES
NET 20	11-18-22

ITEM	DESCRIPTION	QTY	COST	TOTAL
BKR5000-T3BS-1	Port, VHF 136-174MHz, 5000Ch, 6W,T3, BLK, Ch Stop, BLUE TOOTH	40	1,520.12	60,804.80T
EC1-BK3	ENDURA SINGLE UNIT CHARGER FOR BKR5000	42	75.00	3,150.00T
BKR0203	Microphone, Speaker, w/3.5mm, IP68 Submersible, Emergency Button, BKR-P Series	42	215.07	9,032.94T
BKR0810GPS	Antenna, GPS, VHF, 136-174MHz, SMA	42	55.52	2,331.84T
ANSFMWPPBB1...	18 INCH BIGBOOST WHIP ANTENNA, VHF 148-174 MHZ, FLUSH SMA-F FOR BKR5000	6	59.95	359.70T
BKR0101	Battery Pack, Li-Ion 4900 mAh, Smart	45	152.29	6,853.05T
BKR0710	Cable,Programming,USB BK	1	128.75	128.75T
BKR0733	Software,RES	1	154.50	154.50T
SHIPPING	SHIPPING & HANDLING TBD BY BK	1	497.70	497.70T
	NASPO CONTRACT 00318 PRICING			
	SALES TAX WALLA WALLA 3604		8.90%	7,414.88
IT'S A PLEASURE WORKING WITH YOU			<b>TOTAL</b>	<b>\$90,728.16</b>



**1:30 PUBLIC WORKS DEPARTMENT**

**Tony Garcia**

a) 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: 7 December 2022

Re: Director's Report for the Week of 5 December 2022

**Board Action: 12 December 2022**  
**Written Update Only**

**ENGINEERING:**

- Wallula/Gose: Project is out to ad. Bid opening is December 19<sup>th</sup>.
- Peppers Bridge Road: Working on final right of way acquisition.
- Fishhook Park Road: Working on design.
- Dell Sharpe Bridge: Washington State department of Transportation (WSDOT) is reviewing National Environmental Policy Act (NEPA) environmental permit. Obtained Corp of Engineers (CORPS) permit for project. We will begin working on right of way acquisition.

**MAINTENANCE/FLEET MANAGEMENT:**

- North Crew – Snow and ice maintenance and bridge maintenance.
- South Crew – Snow and ice maintenance and bridge maintenance.
- Vegetation & Signs – snow and ice maintenance and sign maintenance.
- Garage – Routine services and repairs.

**ADMINISTRATION:**

- Conducted weekly Staff, Road Ops, and Engineering meetings.
- Conducted monthly Foremen's meeting.
- Attended a Washington Counties Risk Pool (WCRP) webinar on Best Practices for County Road Operations Risk Management.
- Attended our December Safety Committee meeting.

**a) Action Agenda Items:**

- 1) Authorization for Chairman or Vice Chair to sign Local Government Division Community Assistance and Research Unit CDBG Public Services Grant Contract Number 22-62210-014 between Washington State Department of Commerce and Walla Walla County
- 2) Proposal 2022 12-12 DCH Approval to add additional Environmental Health Specialist
- 3) Resolution – Approving out of state travel for Community Health Employees (Timm, Fuller & Hernandez)

**b) Department update and miscellaneous**



**Federal Interagency Agreement with**

Walla Walla County

**through**

Community Development Block Grant (CDBG) Program

Public Services Grant

**Contract Number: 22-62210-014**

**For**

Public Services through Blue Mountain Action Council to low- and moderate-income persons in Columbia, Garfield and Walla Walla counties

**Dated: July 01, 2022**

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## Face Sheet

Contract Number: 22-62210-014

**Local Government Division  
Community Assistance and Research Unit  
CDBG Public Services Grant**

<b>1. Grantee</b> Walla Walla County PO Box 1753 Walla Walla, WA 99362		<b>2. Grantee Doing Business As (optional)</b> N/A	
<b>3. Grantee Representative</b> Sam Jackle, Homeless Housing Coordinator (509) 540-8908 sjackle@co.walla-walla.wa.us		<b>4. COMMERCE Representative</b> Roberta Golden, Project Manager PO Box 42525/1011 Plum Street SE, Olympia, WA 98504 (360) 953-9069   roberta.golden@commerce.wa.gov	
<b>5. Grant Amount</b> \$45,000	<b>6. Funding Source</b> Federal: <input checked="" type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/>	<b>7. Start Date</b> 7/1/2022	<b>8. End Date</b> 6/30/2023
<b>9. Federal Funds</b> \$45,000	<b>Federal Agency</b> U.S. Department of Housing and Urban Development (HUD)	<b>ALN (CFDA #)</b> 14.228	<b>Indirect Rate</b> N/A
<b>10. Tax ID #</b> On File	<b>11. SWV #</b> 0003171-01	<b>12. UBI #</b> 363006535	<b>13. UEI #</b> YVK1PH2ZKGL3
<b>14. Grant Purpose</b> Public Services through Blue Mountain Action Council to low- and moderate-income persons in Columbia, Garfield and Walla Walla counties. A full description of the project is in Attachment "A" Scope of Work and Budget.			
COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant and Attachments and have executed this Grant on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Grant are governed by this Grant and the following documents hereby incorporated by reference: Grantee Terms and Conditions including Attachment "A" – Scope of Work and Budget.			
<b>FOR GRANTEE</b>   _____ Todd Kimball, Chair Walla Walla County Board of Commissioners  _____ Date		<b>FOR COMMERCE</b>   _____ Mark K. Barkley, Assistant Director Local Government Division  _____ Date   <b>APPROVED AS TO FORM ONLY</b> Sandra Adix, Assistant Attorney General 09-02-2022	

## **Special Terms and Conditions**

### **1. Definitions**

- A. "Contractor" and "Grantee" in this Grant, and the term "subrecipient" found in the federal Community Development Block Grant (CDBG) rules and regulations, shall mean the same.
- B. "Low- and moderate-income" shall mean a household income equal to or less than 80 percent of area median income adjusted by family size.
- C. "Subgrantee" or "Subcontractor" shall mean one not in the employment of the Grantee, who is performing all or part of those services under this Grant under a separate Grant with the Grantee. The terms "subgrantee" or "subcontractor" mean subcontractor(s) in any tier.
- D. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.

### **2. Authority**

COMMERCE and Grantee enter into this Contract pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW.

### **3. Acknowledgement of Federal Funding**

Federal Award Date: August 29, 2022

Federal Award Identification Number (FAIN): B-22-DC-53-0001

Total amount of the federal award: \$12,719,519

Awarding official: Carma Reed, Acting HUD CPD Director

The Grantee agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Grantee describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

"This project was supported by Grant No. B-22-DC-53-0001 awarded by the U.S. Department of Housing and Urban Development (HUD). Points of view in this document are those of the author and do not necessarily represent the official position or policies of HUD. Grant funds are administered by the Community Development Block Grant Program, Washington State Department of Commerce."

### **4. Grant Management**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract. The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

### **5. Compensation and Expenses**

COMMERCE shall pay an amount not to exceed the amount identified on the Face Sheet of this Grant for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work in Attachment "A" - Scope of Work and Budget.

Grantee shall receive reimbursement for travel and other expenses as authorized in advance by COMMERCE as reimbursable. Grantee shall receive compensation for travel expenses at current state travel reimbursement rates.

## **6. Subcontractor Data Collection**

Grantee will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Grant performed by subcontractors and the portion of Grant funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

## **7. Indirect Costs**

The Grantee shall provide their indirect cost rate that has been negotiated between their entity and the federal government. If no such rate exists, a *de minimis* indirect cost rate of 10% of modified total direct costs (MTDC) will be used.

## **8. Billing Procedures and Payment**

COMMERCE will pay Grantee upon acceptance of services provided and receipt of properly completed invoices, submitted not more often than monthly to the COMMERCE Representative.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number identified on the Face Sheet of this Grant. If expenses are invoiced, provide a detailed breakdown of each type.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee.

COMMERCE may, in its sole discretion, terminate the Grant or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this Grant, including completion of the Environmental Review and the release of funds (if applicable).

No payments in advance or in anticipation of services or supplies to be provided under this Grant shall be made by COMMERCE.

COMMERCE shall not release the final five (5) percent of the total grant amount until acceptance by COMMERCE of project completion.

### **Invoices and End of Fiscal Year**

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The grantee must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

### **Duplication of Billed Costs**

The Grantee shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

### **Disallowed Costs**

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors/subrecipient.

COMMERCE, in its sole discretion, may withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).



## **9. Audit**

If the Grantee is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Grantee shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Grantee shall:

- A. Submit to COMMERCE the reporting package specified in OMB Super Circular 2 CFR 200.501, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
- B. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.

If the Grantee is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year, the Grantee shall notify COMMERCE they did not meet the single audit requirement. The Grantee shall send all single audit documentation to [Federal Audit Clearinghouse](#).

## **10. Fraud and Other Loss Reporting**

Contractor/Grantee shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

## **11. Debarment**

- A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:
  - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
  - ii. Have not within a three-year period preceding this Grant, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
  - iv. Have not within a three-year period preceding the signing of this Grant had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Grantee is unable to certify to any of the statements in this Grant, the Grantee shall attach an explanation to this Grant.
- C. The Grantee agrees by signing this Grant that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Grantee further agrees by signing this Grant that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:
  - i. The lower tier Grantee certifies, by signing this Grant that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  - ii. Where the lower tier Grantee is unable to certify to any of the statements in this Grant, such contractor shall attach an explanation to this Grant.

- E. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

## **12. Insurance**

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

## **13. Acquisition and Disposition of Assets**

The Grantee will account for any tangible personal property acquired or improved with this Grant.

The use and disposition of real property and equipment under this Grant will be in compliance with the requirements of all applicable federal law and regulation, including but not limited to 24 CFR Part 84 and 24 CFR Part 570.489, 570.502, 570.503, 570.504, and 570.505 as applicable, which include but are not limited to the following:

Real property that was acquired or improved, in whole or in part, with funds under this Grant in excess of \$25,000 shall be used to meet one of the CDBG national objectives for ten (10) years after the Grant is closed. Any exception must be made with COMMERCE approval and the Grantee will be responsible to pay COMMERCE an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of or improvement to the property. Such payment from the disposition of real property acquired with this Grant within ten (10) years of closeout of the Grant shall be treated as CDBG Program Income.

In cases in which equipment acquired in whole or in part with funds under this Grant is sold, the proceeds will be CDBG Program Income.

## **14. Environmental Review**

### **General Purpose and Economic Opportunity Grants**

COMMERCE shall not release funding to a Grantee until the following conditions implementing 24 CFR part 58 are met:

- A. The Grantee must complete an environmental review of the project and make a finding of environmental impact. A notice of this finding must be published along with a notice of the Grantee's intent to request release of funds for the project unless the project is exempt from the publication requirements as described. The Grantee must allow a seven (7) or fifteen (15) day period for public review and comment following publication of the notices unless exempt under the National Environmental Policy Act (NEPA) and the Washington State Environmental Policy Act (SEPA). When this review and comment period expires, the Grantee may, after considering any comments received, submit a request for release of funds to COMMERCE. Upon receipt of the request, COMMERCE must allow a fifteen (15) day period for public review and comment. When COMMERCE's public review and comment period expires, COMMERCE may, after considering any comments received, formally notify the Grantee in writing of the release of federal funds for the project.
- B. This special condition is satisfied when the Grantee completes the environmental review and request for release of funds from COMMERCE. The special condition is effectively removed on the date COMMERCE provides the Grantee with written notice of release of funds.

### **Planning-Only Activities and Public Services Activities**

Funding shall not be released to a Planning-Only Activities or Public Services Activities recipient until the following conditions are met: The Grantee assures that assisted activities are exempt under NEPA (24 CFR 58.34) and categorically exempt under SEPA (RCW 43.21C.110). The Grantee further assures that the activities do not come under the purview of any other federal, state, and known local

environmental laws, statutes, regulations or executive orders. In addition, the Grantee assures it will document, in writing, its determination that each activity or project is exempt and meets the conditions specified for such exemption under (NEPA) 24 CFR 58.34(3) (for Planning-Only) or 58.34(4) (for Public Services) and (SEPA) WAC 197-11-800.

#### **15. Historical or Cultural Artifacts, Human Remains**

In the event that historical or cultural artifacts are discovered at the project site during construction or rehabilitation, the Grantee shall immediately stop construction and notify the local historical preservation officer and the state historic preservation officer at the Department of Archaeology and Historic Preservation (DAHP). If human remains are discovered, the Grantee shall stop work, report the presence and location of the remains to the coroner and local law enforcement immediately, and contact DAHP and the concerned tribe's cultural staff or committee.

#### **16. Laws**

The Grantee shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments, as now or hereafter amended, including:

- Housing and Community Development Act of 1974.
- CDBG regulations in 24 CFR Part 570.
- 2 CFR 200.

#### **17. Performance Reporting**

The Grantee, at such times and in such forms as COMMERCE may require, shall furnish periodic progress and performance reports pertaining to the activities undertaken pursuant to this Contract. These reports may include environmental review records, publication affidavits, procurement and contracting records, documentation of compliance with federal civil rights requirements, job creation records, program income reports, reports of the costs and obligations incurred in connection therewith, the final closeout report, and any other matters covered by this Grant. Activities funded by this Grant providing income-qualified direct assistance or direct services under the limited clientele, housing, or job creation CDBG National Objectives, must submit quarterly beneficiary reports as furnished by COMMERCE. Failure to submit these reports may result in COMMERCE withholding payment or terminating this Contract.

#### **18. Program Income**

Program income, as defined in 24 CFR 570.489(e), retains federal identity and will be used before drawing additional CDBG funds to complete activities included in Attachment A - Scope of Work and Budget. The Grantee must maintain records of program income received and expended, and annually report program income received after closeout of this Grant. Program Income shall be used to continue the same activities to benefit low- and moderate-income persons or, with COMMERCE approval, for other activities to benefit low- and moderate-income persons. Interest earned in excess of \$100 on CDBG funds received to reimburse incurred costs must be remitted to COMMERCE for return to the U.S. Treasury.

#### **19. Subcontracts for Engineering Services**

Engineering firms must certify that they are authorized to do business in the state of Washington and are in full compliance with the requirements of the Board of Professional Registration. The Grantee shall require that engineering services providers be covered by errors and omissions insurance. The engineering firm shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the engineering firm and licensed staff employed or under contract to the engineering firm. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

## **20. Closeout**

COMMERCE will advise the Grantee to initiate closeout procedures when there are no impediments to closing and the following criteria have been met or soon will be met:

- A. All costs have been incurred with the exception of closeout costs and any unsettled third-party claims against the Grantee. Costs are incurred when goods and services are received or contract work is performed.
- B. The Grantee has held a public hearing to review program performance.
- C. The Grantee has submitted the Contract Closeout Report. Failure to submit a report will not preclude COMMERCE from effecting closeout if it is deemed to be in the state's interest. Any excess grant amount in the Grantee's possession shall be returned in the event of failure to finish or update the report.

## **21. Order of Precedence**

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work and Budget
- Community Development Block Grant (CDBG) policies and procedures including the CDBG Management Handbook, prepared by Commerce, located at [www.commerce.wa.gov\CDBG](http://www.commerce.wa.gov/CDBG)
- COMMERCE grant award letter to Grantee
- Grantee's application for funding

## **General Terms and Conditions**

### **1. Definitions**

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Grant" or "Agreement" or "Contract" means the entire written agreement between COMMERCE and the Grantee, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Modified Total Direct Costs" (MTDC) shall mean all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.
- F. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- G. "State" shall mean the state of Washington.
- H. "Subaward" shall mean an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- I. "Subgrantee" or "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.
- J. "Subrecipient" shall mean a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

### **2. All Writings Contained Herein**

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

### **3. Amendments**

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

#### **4. Assignments**

Neither this Grant, work thereunder, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of COMMERCE.

#### **5. Confidentiality and Safeguarding of Information**

- A. "Confidential Information" as used in this section includes:
- i. All material provided to the Grantee by COMMERCE that is designated as "confidential" by COMMERCE;
  - ii. All material produced by the Grantee that is designated as "confidential" by COMMERCE; and
  - iii. All personal information in the possession of the Grantee that may not be disclosed under state or federal law.
- B. The Grantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Grantee shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Grantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Grantee shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Grant whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Grantee shall make the changes within the time period specified by COMMERCE. Upon request, the Grantee shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Grantee against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The Grantee shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

#### **6. Copyright**

Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Grantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the Grantee hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Grantee warrants and represents that the Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Grantee shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The Grantee shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the



Grantee with respect to any Materials delivered under this Grant. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Grantee.

## **7. Disputes**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

## **6. Governing Law and Venue**

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

## **8. Indemnification**

Each party shall be solely responsible for the acts of its employees, officers, and agents.

## **9. Licensing, Accreditation, and Registration**

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Grant.

## **10. Recapture**

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Grantee of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grantee.

## **11. Records Maintenance**

The Grantee shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grantee.

The Grantee shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

## **12. Savings**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, COMMERCE may suspend or terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day

notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

### **13. Severability**

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

### **14. Subgranting/Subcontracting**

The Grantee may only subcontract work contemplated under this Grant if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Grantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subcontracting procedures as they relate to this Grant; (b) prohibit the Grantee from subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subcontract.

Every subcontract shall bind the Subgrantee to follow all applicable terms of this Grant. The Grantee is responsible to COMMERCE if the Subgrantee fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subgrantee to assure fiscal conditions of this grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subgrantee's performance of the subcontract.

### **15. Survival**

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

### **16. Termination for Cause**

In the event COMMERCE determines the Grantee has failed to comply with the conditions of this Grant in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the Grant, COMMERCE shall notify the Grantee in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by COMMERCE to terminate the grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the Grantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant are not exclusive and are in addition to any other rights and remedies provided by law.



## **17. Termination for Convenience**

Except as otherwise provided in this Grant, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

## **18. Termination Procedures**

Upon termination of this Grant, COMMERCE, in addition to any other rights provided in this contract, may require the Grantee to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Grantee the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Grantee and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Grantee such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

- A. Stop work under the Grant on the date, and to the extent specified, in the notice;
- B. Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Grantee under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the Grantee and in which the Authorized Representative has or may acquire an interest.

## **19. Treatment of Assets**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Grantee, for the cost of which the Grantee is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in COMMERCE upon delivery of such property by the Grantee. Title to other property, the cost of which is reimbursable to the Grantee under this Grant, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Grantee shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Grantee shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Grantee or which results from the failure on the part of the Grantee to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Grantee shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Grantee shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Grantee under this clause shall also include Grantee's employees, agents or Subgrantees/Subcontractors.

## **20. Waiver**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

## Attachment A – Scope of Work and Budget

Grantee: Walla Walla County

Contract: 22-62210-014

### Project Description / Deliverable

Walla Walla County is awarded a CDBG Public Services Grant for eligible public services through Blue Mountain Action Council.

The services will be directed to limited clientele with low and moderate incomes (LMI) based on HUD LMI criteria. This grant will exclusively benefit approximately 160 persons residing in the of non-entitlement area(s) of Columbia, Garfield and Walla Walla counties.

### Project Budget

Budget Code & Funding		Leveraged Other Funding		Total Funding
<b>21A General Administration \$</b>	<b>\$3,500</b>	<b>Other Federal \$</b>	<b>\$0</b>	
<b>05 Public Services \$</b>	<b>\$41,500</b>	<b>Other State\$</b>	<b>\$0</b>	
		<b>Local Public \$</b>	<b>\$0</b>	
		<b>Private \$</b>	<b>\$0</b>	
<b>Total CDBG Funds</b>	<b>\$ 45,000</b>	<b>Total Other Funds</b>	<b>\$0</b>	<b>\$ 45,000</b>

### Project Activities

### Milestones

<ul style="list-style-type: none"> <li>Execute grant contract with Commerce.</li> <li>Complete the environmental review in compliance with Federal related laws and authorities.</li> <li>Verify subrecipient does not have an active exclusion record in SAM.gov.</li> <li>Establish a subrecipient agreement that includes the project budget and the semi-annual beneficiary reporting requirement. Submit a signed copy to Commerce.</li> </ul>	Before first payment request
<ul style="list-style-type: none"> <li>Review subrecipient reimbursement requests against the project costs, project budget, and contract start date.</li> <li>Document the county's CDBG general administration costs.</li> <li>Prepare and submit payment requests with supporting documentation to Commerce.</li> <li>Document receipt of grant funds and reimbursement of eligible costs.</li> </ul>	Not more than monthly
<ul style="list-style-type: none"> <li>Submit CDBG Beneficiary Reports by the end of the month following the semi-annual date.</li> </ul>	Jan 31, July 31
<ul style="list-style-type: none"> <li>As necessary, arrange an audit with the Washington State Auditor in accordance with the <i>Uniform Guidance, 2 CFR 200, Subpart F- Audit Requirements</i>.</li> </ul>	Annually
<ul style="list-style-type: none"> <li>Complete applicable civil rights requirements.</li> <li>Conduct monitoring of the subrecipient to verify CDBG requirements and all costs reimbursed are allowable.</li> <li>Conduct a final public hearing to review project performance, resolve all monitoring issues with CDBG, and submit a CDBG Contract Closeout Report.</li> </ul>	Before final payment request
<ul style="list-style-type: none"> <li>Deliver the direct services identified in the CDBG application through the local community action program.</li> <li>Allocate and manage public services funds as established in the approved subrecipient agreement and budget.</li> <li>Meet the CDBG national objective of principally benefiting low- and moderate-income persons.</li> </ul>	Before contract end date



# MEMO

Date: December 6, 2022

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Gain Approval for BOCC to Sign Community Development Block Grant Program  
Public Services Grant Contract 22-62210-014

Topic: Community Development Block Grant (CDBG) Program Public Services Grant

## **Summary**

The CDBG Public Services grant is our routine grant administered by Blue Mountain Action Council for low- and moderate-income clients. The CDBG grant supports partnerships with regional Community Action Programs and funds new services, expansion of existing services, implementation of innovative service delivery and targeting new clients in Walla Walla, Columbia, and Garfield Counties. These grants address the root causes of poverty and help poor families and individuals regain or retain self-sufficiency. Some recent tasks that have been addressed locally are:

- Direct Services for low- and moderate-income persons (especially in Garfield/Columbia who do not have a lot of services available)
- Pro Bono Lawyer Referral Services
- Employment/Training, Adult Literacy Program
- Employment/Training, Community Jobs
- Employment Training, Financial Literacy

## **Cost**

N/A

## **Funding**

\$45,000 Total

\$41,500 available to Blue Mountain Action Council and up to \$3,500 Walla Walla County for eligible administrative costs.

## **Alternatives Considered**

N/A

**Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

The CBDG program improves the economic, social, and physical environment of eligible, rural cities and counties to enhance the quality of life for low- and moderate-income residents, thereby strengthening the entire community.

**Conclusion/Recommendation**

Recommend the BOCC approve and sign the CBDG Public Service Grant, any future amendments and community subawards approved from this grant.

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Submitted By

Nancy Wenzel, DCH

Disposition

\_\_\_\_ Approved

Name          Department          Date

\_\_\_\_ Approved with modifications

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

Name          Department          Date

\_\_\_\_ Denied

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BOCC Chairman

Date

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## Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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# Proposal

Date: 12/6/2022

Proposal ID: 2022 12-12 DCH

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Approval to Add Additional Environmental Health Specialist

Topic: Foundational Public Health – Environmental Health Staffing

## **Summary**

Foundational Public Health Services (FPHS) are core services which the governmental public health system is responsible for providing in a consistent and uniform way in every community in Washington (RCW 43.70.512). This proposal will focus on our continued strengthening of the Environmental Public Health program with a request to add an additional Environmental Health Specialist position to Fund 112.

The Environmental Health Specialist (EHS) position is correctly named, that of a specialist. This position requires a bachelor's degree with a specific set of college credits in physical sciences like chemistry, biology, physics, toxicology, environmental public health, biomedical sciences, mathematics, and other related biology/science course work. The EHS conducts environmental public health investigations, inspections, site evaluations, sampling, laboratory analysis and oversight to protect food, recreational water, and drinking water to ensure compliance with local, state, and federal laws and regulations. They also identify and address priority notifiable zoonotic conditions (e.g. those transmitted by birds, insects, rodents, bats etc.), air-borne conditions, and other public health threats related to environmental hazards. The EHS also participate in broad land use planning and permitting. EHS also provide timely, state and locally relevant and accurate information to communities on environmental public health issues and health impacts from common environmental or toxic exposures. EHS leadership also participates in policy development at the state and local level.

In 2021 we added an additional EHS staff member and in 2022 we were granted permission to hire two part-time temporary EHS employees. However, there are

regulations we will need to onboard and prepare for soon. For example, expanded school inspections (science/art supplies, playgrounds), home sale when on septic/well, building clearance reviews, water systems reviews, operating and maintenance program for septic systems and education outreach. Some of these tasks we can develop fees to cover staff time. However, to develop programs and fees, we need appropriate staffing levels since training and onboarding in the regulatory field is an intensive process.

After careful assessment and review of the Environmental Health Program, I respectfully request the approval to add a new EHS I staff to our budget. The position will build our core Foundational Public Health Programs and Capabilities as we continue towards a strong department anchored in foundational public health.

### **Cost**

Environmental Health Specialist I Range 5

2023 Jan-December \$84,000

### **Funding**

This position will be funded with Foundational Public Health funds to start. Future funding will be a mix of fees, FPH and grants.

### **Alternatives Considered**

Due to the Environmental Health Program being a core public health program and our management's decision to develop a strong team rooted in this foundational public health concept there is not an appropriate alternative. A strong environmental health program will be a great asset and value to our community as we emerge from the last years events. The building of this foundation will also cascade into our planning and building of other foundational programs within our department.

Management will always evaluate funding, need and department goals if there is a future vacancy due to voluntary termination.

### **Acquisition Method**

N/A

### **Security**

N/A



**Access**

N/A

**Risk**

N/A

**Benefits**

- Building a strong core Public Health Foundational Environmental Health Program.
- EH staff ability to assist public health nursing staff with communicable disease investigations.
- EH staff availability in a timely manner for permitting, consultation and assisting as community re-opens and rebuilds economy.
- EH training and succession planning.
- EH staff available for emergency response.

**Conclusion/Recommendation**

Recommend the BOCC authorize a new EHS I position be budgeted for remainder of 2022 and going forward.

---

Submitted By

Nancy Wenzel, DCH

Disposition

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

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
COMMUNITY HEALTH EMPLOYEES  
(WENZEL, OSTERMAN, GARZA AND  
POMERINKE)

RESOLUTION NO. **22**

**WHEREAS**, the Walla Walla County Department of Community Health Administrative Director, Nancy Wenzel, has requested approval for out of state travel for Krista Timm, Courtney Fuller, and Ruben Hernandez to attend the Community Anti-Drug Coalitions of America (CADCA) 33rd Annual National Leadership Forum in National Harbor, MD from January 30 to February 2, 2023; and

**WHEREAS**, said forum will benefit the citizens of Walla Walla County and is a training from top experts in the field which provide tools and strategies for prevention work along with the latest science, news and trends on substance misuse issues; and

**WHEREAS**, all expenses for this training will be covered by grant funding; and

**WHEREAS**, pursuant to County policy, employee Travel Authorization forms have been submitted for review and consideration; now therefore

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

**BE IT FURTHER RESOLVED** that additional time required to travel to and from said training, if necessary, is also approved.

Passed this 12<sup>th</sup> day of December, 2022 by Board members as follows:      Present or       
Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.

Attest:

\_\_\_\_\_  
Diane L. Harris, Clerk of the Board

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

\_\_\_\_\_  
Jennifer R. Mayberry, Commissioner, District 1

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

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

# Attachment 1

## Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: January 29-February 3, 2023		TA#	
Funding Source: YCCTPP-Tobacco Prevention			
Employee Attending: Krista Timm		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: CADCA		Transportation	
Start time/date: 1/30 8:30 AM		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle \$	
End time/date: 2/2 2:30 PM		<input type="checkbox"/> Private Vehicle _____ miles @ \$ 0.31 \$ 0.00	
Location: City: National Harbor State: MD		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus \$	
Title of Meeting/Training: (Attach agenda/training brochure) CADCA Annual National Leadership Forum		Lodging	
Departure Date: 1/29/23 Time: 12:30 PM		night(s) 5.00 @ \$ 188.00 \$ 940.00	
Return Date: 2/3/23 Time: 1:00 PM		Meals	
		Breakfast(s) @ \$ 0.00	
		Lunch(s) 6.00 @ \$ 20.00 \$ 120.00	
		Dinner(s) 5.00 @ \$ 36.00 \$ 180.00	
Place of Lodging: Gaylord National Hotel & Convention Center		Registration/Tuition: 1.00 @ \$ 695.00 \$ 695.00	
Cancel Date: 3 days prior		Cancel Date: Cannot cancel, no refunds \$	
Phone Number: 1-877-491-0468		Total Expenses \$ 1,935.00	
MIP: 112.244.6491/6432.255.009.9999.8013.2211/2302.2225500			

Credit Card Use: ☒ Yes ☐ No Date Needed: \_\_\_\_\_

**Credit Card Use Policy:** I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Krista Timm

Digitally signed by Krista Timm  
Date: 2022.11.02 10:07:50 -07'00'

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: Amy Osterman

Digitally signed by Amy Osterman  
Date: 2022.11.02 11:23:36 -07'00'

Date: 11/02/2022

Approved by Director: Nancy Wenzel

Digitally signed by Nancy Wenzel  
Date: 2022.12.06 10:02:34 -08'00'

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

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation  
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

# Attachment 1

## Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 1/29/2023, 2/3/2023		TA#	
Funding Source: CP CPWI			
Employee Attending: FULLER, COURTNEY		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: CADCA		Transportation	
Start time/date: 1/30/2023; 8:30A		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle \$ 404.00	
End time/date: 2/2/2023; 2:30P		<input type="checkbox"/> Private Vehicle _____ miles @ \$ 0.31 \$ 0.00	
Location: City: NATIONAL HARBOR State: MD		<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus \$ 60.00	
Title of Meeting/Training: (Attach agenda/training brochure) CADCA LEADERSHIP FORUM		Lodging	
Departure Date: 1/29/2023 Time: 1:20P		night(s) 5.00 @ \$ 188.00 \$ 940.00	
Return Date: 2/3/2023 Time: 12:36P		Meals	
		Breakfast(s) @ \$ 0.00	
		Lunch(s) 5.00 @ \$ 20.00 \$ 100.00	
		Dinner(s) 5.00 @ \$ 36.00 \$ 180.00	
Place of Lodging: GAYLORD NATIONAL		Registration/Tuition : @ \$ 905.00 \$ 0.00	
Cancel Date:		Cancel Date: \$	
Phone Number: 301.965.4000		Total Expenses \$ 1,684.00	
MIP: 112.244.6491/6432.110.160.9999.8013.9999.2201.2011000			

Credit Card Use: ☒ Yes ☐ No Date Needed: 11.30.22

**Credit Card Use Policy:** I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.



Digitally signed by Courtney Fuller  
Date: 2022.11.29 16:07:36 -08'00'

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: Amy Osterman

Digitally signed by Amy Osterman  
Date: 2022.11.29 16:34:32 -08'00'

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

Approved by Director: Nancy Wenzel

Digitally signed by Nancy Wenzel  
Date: 2022.12.06 10:01:40 -08'00'

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

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation  
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

# Attachment 1

## Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: January 29-February 3 2023		TA#	
Funding Source: CLEP Grant			
Employee Attending: Ruben Hernandez		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: CADCA		Transportation	
Start time/date: January 30 at 2:30am		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle \$	
End time/date: February 2 at 2:30pm		<input type="checkbox"/> Private Vehicle _____ miles @ \$ 0.00 \$ 0.00	
Location: City: National Harbor State: MD		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus \$	
Title of Meeting/Training: (Attach agenda/training brochure) CADCA National Leader Forum		Lodging	
Departure Date: January 29, 2023 Time: 12:30pm		night(s) 5.00 @ \$ 188.00 \$ 940.00	
Return Date: February 3, 2023 Time: 1:00pm		Meals	
		Breakfast(s) @ \$ \$ 0.00	
		Lunch(s) 6.00 @ \$ 20.00 \$ 120.00	
		Dinner(s) 5.00 @ \$ 36.00 \$ 180.00	
Place of Lodging: Gaylord National Hotel and Convention Center		Registration/Tuition: 1.00 @ \$ 905.00 \$ 905.00	
Cancel Date: otel 3 days prior		Cancel Date: no refund \$	
Phone Number: 1-877- 491-0468		Total Expenses \$ 2,145.00	

Credit Card Use: ☐ Yes ☒ No Date Needed: \_\_\_\_\_

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

\_\_\_\_\_  
Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: Amy Osterman Digitally signed by Amy Osterman  
Date: 2022.12.02 16:35:52 -08'00' Date: \_\_\_\_\_

Approved by Director: Nancy Wenzel Digitally signed by Nancy Wenzel  
Date: 2022.12.06 10:01:00 -08'00' Date: \_\_\_\_\_

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation  
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

#CADCA Forum



TOGETHER TOWARD TOMORROW



33<sup>rd</sup> ANNUAL NATIONAL LEADERSHIP

# FORUM

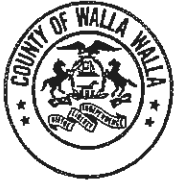
& SAMHSA's 19<sup>th</sup> Annual Prevention Day

January 30–  
February 2, 2023  
Gaylord National  
National Harbor, MD

Sunday Jan. 29	Monday Jan. 30	Tuesday Jan. 31	Wednesday Feb. 1	Thursday Feb. 2	Friday Feb. 3
3-7 pm Registration Opens	7 am-5:30 pm Registration Hours  8:30 am-4:30 pm SAMHSA's 19th Prevention Day  5-6:30 pm Forum's Opening Reception  Coalitions Ideas Fair  Exhibits Open  8-9:30 pm Youth Meet Up	7 am-5:30 pm Registration Hours  7:30-8:15 am Networking Breakfast & Coalitions Ideas Fair  7:30 am-4 pm Exhibit Hours  8:30-11 am National Leadership Plenary   Coalition Academy Graduation Blue Ribbon Awards  11-11:30 am Networking Break  11:30 am-12:45 pm Training Sessions  12:45-2:15 pm Lunch (On Your Own)  2:15-3:30 pm Training Sessions  3:30-4 pm Networking Break  4-5:15 pm Training Sessions DFC Meet & Greet  5:30-6:30 pm State & Territory Meetings	7 am-3 pm Registration Hours  7:30-8:15 am Networking Breakfast & Coalitions Ideas Fair  7 am-3 pm Exhibit Hours  8:30-10:30 am Capitol Hill Day Plenary & Legislative Update  10:45-Noon Training Sessions  10:45 am-6 pm Capitol Hill Day Appointments  Noon-1:30 pm: Lunch (On Your Own)  1:30-2:45 pm Training Sessions  8-9:30 pm Youth Networking	7 am-12:30 pm Registration Hours  7:30-8:45 am Membership Breakfast (Open to All)  9-10:15 am Training Sessions  10:15-10:45 am Networking Break  10:45-Noon Training Sessions  12:30-2:30 pm National Leadership Awards Closing Plenary  2:30 pm Forum Concludes	8 am-4 pm ONDCP DFC Applicant Workshop

- 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 2022 12-12 HR/RM Approval of standardized practice for unused accrued vacation and sick leave for Walla Walla County employees transitioning to an Elected Official
- 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))





# Proposal

Date: 12/12/2022

Proposal ID#: 2022 12-12 HR/RM

To: BOCC

From: Joshua Griffith, HR/Risk Manager

## Action Item: Approve standardized practice for unused accrued Vacation and Sick leave for Walla Walla County employees transitioning to an Elected Official.

**Summary:** Walla Walla County has two employees that will be moving into Elected Official Positions starting January 1, 2023. The two current employees have significant unused accrued Vacation and Sick leave and will not be able to use this leave in their new position. Currently, WWCO has no policy guiding HR and the Auditor's Office with the transition. However, the County has identified three past practices used in these cases. First practice, as the employee moved into the Elected Official position, Vacation was cashed-out at the previous position's hourly rate and sick leave was zeroed-out. In the second practice, the employee was allowed to bank current unused accrued Vacation and Sick leave to be cash-out based on current WWCO policy when separating or retiring from WWCO (PPOM 30.05.0 and PPOM 30.10.00). Finally, in the third example, the employee's sick leave was banked prior to taking the elected office. It is unclear whether the employee was paid vacation time; it is possible that the accrued vacation leave was used prior to taking elected office.

It is proposed that the county adopt one of the options below as a standard practice and policy:

**Option 1:** When a county employee is elected to a Walla Walla County Office, they will be paid their vacation leave at accrued hourly rate and sick leave is zeroed out.

**Option 2:** When a county employee is elected to a Walla Walla County Office, they will be paid their vacation leave at accrued hourly rate and allowed to bank any sick leave. The sick leave can be cashed out at retirement in accordance with WWCO policy (PPOM 30.05.0). This sick leave will be cashed-out at the last hourly rate that the employee earned prior to taking office. This Option seems to be the fairest, as employees keep an earned benefit, and incentivizes employees to stay to retirement.

**Option 3:** When a county employee is elected to a Walla Walla County Office, they will be allowed to bank both their vacation and sick leave. When they separate/retire from the office, they will be allowed to cash-out their vacation and sick leave in accordance with county policy guiding retirement/separation. The vacation and sick leave will be cashed-out at the last hourly rate that the employee earned prior to taking elected office.

### Cost

**Option 1:** For 2022 is \$22,365.62 from PA, and \$8,680.99 from Assessor's Office

**Option 2:** For 2022 is \$22,365.62 from PA and additional \$15,828.00 at retirement, and \$8,680.99 from Assessors Office and \$7,956.00 at the time of retirement.

**Option 3:** \$22,365.62 from PA (when leaving the county) and additional \$15,828.00 at retirement, and \$8,680.99 from Assessors Office (when the employee leaves the county) and \$7,956.00 at the time of retirement.

### Funding:

Department that county employee accrued vacation and sick leave.

### Conclusion/Recommendation:

**Option 2:** When a county employee is elected to a Walla Walla County Office, they will be paid their vacation leave at accrued hourly rate and allowed to bank any sick leave. The sick leave can be cashed out at retirement in accordance with WWCO policy (PPOM 30.05.0). This sick leave will be cashed-out at the last hourly rate that the employee earned prior to taking office. This Option seems to be the fairest, as employees keep an earned benefit, and incentivizes employees to stay to retirement.

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Submitted By:		Disposition
Name	Department	<input type="checkbox"/> Accepted
		<input type="checkbox"/> Not Accepted
		BOCC Chairman: _____
		Date: _____

- a)** Miscellaneous business for the Board
- b)** Possible executive session re: litigation or potential litigation (pursuant to RCW 42.30.110(i))
- c)** Review and possible approval of proposed letter to Frontier Days Foundation Board of Directors
- d)** Possible action re: pending or potential litigation

**2:30 COUNTY COMMISSIONERS**

- a) 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.*