

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, DECEMBER 19, 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.

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) **Public Hearing (Continued from December 5, and 12, 2022):**
 - 1) To consider adoption of the 2023 Walla Walla County Budget
- i) **Action Agenda Items:**
 - 1) Resolution – Adopting the Final Budget for fiscal year 2023 for the various County funds
- j) **Public Hearing:**
 - 1) To consider repealing Ordinance No. 451 and Chapter 9.34 of the Walla Walla County Code, the Walla Walla County Fair Dress Code Policy
- k) Discussion and possible action/direction from the Board regarding above
- l) **Consent Agenda Items:**
 - 1) Resolution – Minutes of County Commissioners' proceedings for December 12 and 13, 2022
 - 2) Resolution – Approving an agreement with Washington State Office of Public Defense
 - 3) Resolution – Appointments to the Community Health Advisory Board
 - 4) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING AN AGREEMENT
WITH WASHINGTON STATE
OFFICE OF PUBLIC DEFENSE

RESOLUTION NO. **22**

WHEREAS, RCW Chapter 39.34 authorizes local governmental units to enter into agreements; and

WHEREAS, the Washington State Office of Public Defense (OPD) administers funds provided to Washington state counties for the purpose of improving the quality of public defense services in those counties, provided pursuant to RCW 10.101; and

WHEREAS, OPD has provided Agreement ICA22039 to Walla Walla County for 2022 funds to be provided to the county in the amount of \$62,860 (sixty-two thousand eight hundred and sixty dollars); and

WHEREAS, the Prosecuting Attorney and Risk Manager have reviewed said Agreement; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve Agreement ICA23036 between the Washington State Office of Public Defense and Walla Walla County, and that the chair shall sign the Face Sheet of the Agreement for the County as recipient.

Passed this 19th 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:

Jill Munns, Assistant 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*

FACE SHEET

WASHINGTON STATE OFFICE OF PUBLIC DEFENSE

1. Recipient –RCW 10.101.070 Funds Walla Walla County PO Box 1506 Walla Walla, WA 99362	2. Recipient Representative Diane Harris Clerk of the Board Walla Walla County Commissioners PO Box 1506 Walla Walla, WA 99362
3. Office of Public Defense (OPD) 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957	4. OPD Representative Leanne Stogsdill Managing Attorney WA State Office of Public Defense 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957
5. Distribution Amount \$62,860.00	6. Use Period January 1, 2023 through December 31, 2023
7. Purpose Chapter 10.101 RCW county distributions are statutory formula distributions for the purpose of improving the quality of public defense services in Washington State counties.	
The Office of Public Defense (OPD) and Recipient, as defined above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date below to start January 1, 2023 and end December 31, 2023. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: Special Terms and Conditions, and General Terms and Conditions.	
FOR THE RECIPIENT Name, Title Date	FOR OPD Larry Jefferson, Director Date

SPECIAL TERMS AND CONDITIONS

1. AGREEMENT MANAGEMENT

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

- a. The Representative for OPD and their contact information are identified on the Face Sheet of this Agreement.
- b. The Representative for the Recipient and their contact information are identified on the Face Sheet of this Agreement.

2. DISTRIBUTION AMOUNT

The Distribution Amount is sixty-two thousand eight hundred sixty dollars and 00/100 Dollars (\$62,860.00) to be used for the purpose(s) described in the USE OF FUNDS below.

3. PROHIBITED USE OF FUNDS (as adopted in OPD Policy County/City Use of State Public Defense Funding)

- a. Funds cannot be used to supplant local funds that were being spent on public defense prior to the initial disbursement of RCW 10.101.070 funds.
- b. Funds cannot be spent on purely administrative functions or billing costs.
- c. Funds cannot be used for indigency screening costs.
- d. Funds cannot be used for technology systems or administrative equipment intended for county administrative staff, court staff or judicial officers.
- e. Funds cannot be used for county attorney time, including advice on public defense contracting.

4. USE OF FUNDS

- a. Recipient agrees to use the RCW 10.101.070 funds to improve the quality of legal representation directly received by indigent defendants. (See Chapter 10.101 RCW and OPD Policy County/City Use of State Public Defense Funding for guidelines regarding permitted uses of state public defense funds.)
- b. Recipient agrees to use the funds for the following purpose(s):
 - i. Adding investigator services;
 - ii. Adding expert services;
 - iii. Increasing public defense attorney compensation;
 - iv. Providing public defense services at preliminary appearance calendars;
 - v. Providing interpreter services at attorney-client interviews and communications.
- c. Recipient agrees to use the funds in calendar year 2023. If Recipient is unable to use the funds in 2023, the Recipient agrees to notify OPD to determine what action needs to be taken.
- d. Recipient agrees to deposit the RCW 10.101.070 funds check within 14 days of receipt.

5. OVERSIGHT

Over the duration of the grant term, OPD may conduct site visits for purposes of addressing improvements to public defense and ensuring the use of grant funds for their specified purposes. At OPD's request, Grantee will assist in scheduling such site visits and inviting appropriate attendees such as, but not limited to: public defense attorneys, judicial officers, and county representatives.

6. ORDER OF PRECEDENCE

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

- a. Applicable federal and state of Washington statutes, regulations, and court rules
- b. Special Terms and Conditions
- c. General Terms and Conditions

GENERAL TERMS AND CONDITIONS

1. **ALL WRITINGS CONTAINED HEREIN**

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

2. **AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendment shall not be binding unless it is in writing and signed by personnel authorized to bind each of the parties.

3. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 29 CFR Part 35.**

The Recipient must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

4. **ASSIGNMENT**

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Recipient without prior written consent of OPD.

5. **ATTORNEY'S FEES**

Unless expressly permitted under another provision of the Agreement, in the event of litigation or other action brought to enforce Agreement terms, each party agrees to bear its own attorney fees and costs.

6. **CONFORMANCE**

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

7. **ETHICS/CONFLICTS OF INTEREST**

In performing under this Agreement, the Recipient shall assure compliance with the Ethics in Public Service, Chapter 42.52 RCW and any other applicable court rule or state or federal law related to ethics or conflicts of interest.

8. **GOVERNING LAW AND VENUE**

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

9. **INDEMNIFICATION**

To the fullest extent permitted by law, the Recipient shall indemnify, defend, and hold harmless the state of Washington, OPD, all other agencies of the state and all officers, agents and employees of the state, from and against all claims or damages for injuries to persons or property or death arising out of or incident to the performance or failure to perform the Agreement.

10. **LAWS**

The Recipient shall comply with all applicable laws, ordinances, codes, regulations, court rules, policies of local and state and federal governments, as now or hereafter amended.

11. **NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

During the performance of this Agreement, the Recipient shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Recipient's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Agreement may be rescinded, canceled or terminated in whole or in part.

12. **RECAPTURE**

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

13. **RECORDS MAINTENANCE**

The Recipient shall maintain all books, records, documents, data and other evidence relating to this Agreement. Recipient shall retain such records for a period of six (6) years following the end of the Agreement period. 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 finally resolved.

14. **RIGHT OF INSPECTION**

At no additional cost all records relating to the Recipient's performance under this Agreement shall be subject at all reasonable times to inspection, review, and audit by OPD, the Office of the State Auditor, and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Agreement. The Recipient shall provide access to its facilities for this purpose.

15. **SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision, if such remainder conforms to the requirements of law and the fundamental purpose of this Agreement and to this end the provisions of this Agreement are declared to be severable.

16. **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 Contract and prior to normal completion, OPD may terminate this Contract. OPD shall in good faith provide as much notice as possible of such termination.

17. **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 Agreement unless stated to be such in writing.

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPOINTMENTS TO THE
COMMUNITY HEALTH ADVISORY
BOARD

RESOLUTION NO. **22**

WHEREAS, HB 1152, passed in 2021, changed the composition of our current Community Health Advisory Board (CHAB); and

WHEREAS, Walla Walla County Board of Health and Department of Community Health recruited members to assure diversity and presentation from a marginalized community while meeting the new composition guidelines; and

WHEREAS, applications were received and the Board of County Commissioners reviewed the applications and interviewed the applicants; and

WHEREAS, the advisory board members are to serve staggered three-year terms, and to determine those beginning three-year terms the Chairman of the Board of County Commissioners drew names to designate each member's term; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the following individuals shall be appointed to the Community Health Advisory Board, with appointment of a term of either one, two or three year(s) for each:

- 1) Stacey Babcock shall be appointed for one year, said term effective January 1, 2023 through January 1, 2024
- 2) Steve Moss, shall be appointed for three years, said term effective January 1, 2023 through January 1, 2026

Passed this 19th 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:

Jill Munns, Assistant 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*

COUNTY COMMISSIONERS (Continued)

m) Action Agenda Items:

- 1) County vouchers/warrants/electronic payments as follows: 4053866 to 4053871 in the amount of \$86,035.20 (draws) and 4245753 in the amount of \$24,038.23 (draw taxes)
- 2) Proposal 2022 12-19 Fair-1 Approval of bid award for event management program with Tripleseat Event Management Program
- 3) Proposal 2022 12-19-2 Fair-2 Approval to establish a Fairgrounds Reserve Fund (FRF) for Walla Walla County Fairgrounds
- 4) Resolution – Approving out of state travel for Fairgrounds Manager (Lybeck)
- 5) Resolution – Approving out of state travel for Sheriff's Office Employee (Schram)
- 6) Resolution – Updating vendor list and small and limited Public Works roster process
- 7) Resolution – Appointment to the Green Tank Irrigation District No. 11 Board of Directors (Burns)

n) Selection of 2023 Chair of Board

o) Miscellaneous business to come before the Board

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

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



Proposal

Date: 12/19/22

Proposal ID. 2022 12-19 Fair-1

To: Board of County Commissioners

From: Greg Lybeck, Fairgrounds Manager

Intent – To invest in an event management program that will allow us to be more efficient, help us sell our facilities, and provide a better experience for our clients.

Topic – Tripleseat Event Management Program.

Summary – We have been handwriting in a black book for many years and by switching to this program, it will allow us to manage our events in a more organized, efficient, and professional manner.

Cost – The cost will be a \$250.00 set up fee and \$425.00 per month.

Funding – Out of our 118 budget.

Alternatives Considered – We solicited bids and considered two other programs and are presenting the least expensive option – Tripleseat event management program. It is a program that all of us like and will give us many advantages.

Acquisition Method – Through a bid process and, if approved, will enter in a contract. This will be a month-to-month contract that can be canceled anytime with no penalties or fees.

Security – We've had Chad review the program and he has approved it.

Access – All Walla Walla Fairgrounds staff will have access.

Risk – No risk.

Benefits – It will upgrade all our event production operations.

Conclusion/Recommendation – This program will provide many benefits that will help us grow and improve both our operations and revenue.

Submitted By

Disposition

Greg Lybeck Fairgrounds

☐ Approved

Name Department Date

☐ Approved with modifications

Greg Lybeck 12.12.2022

☐ Needs follow up information

Signature

☐ Denied

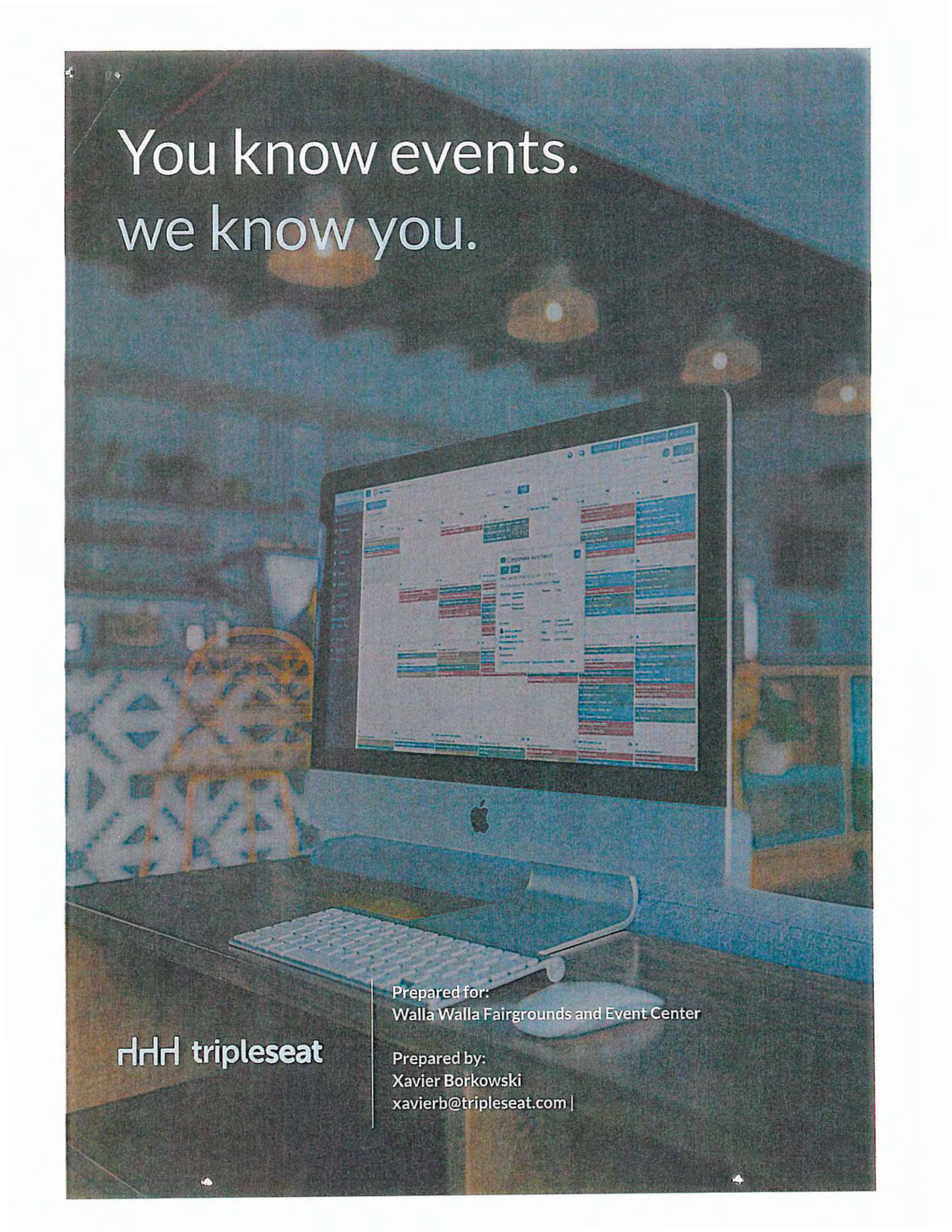
BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



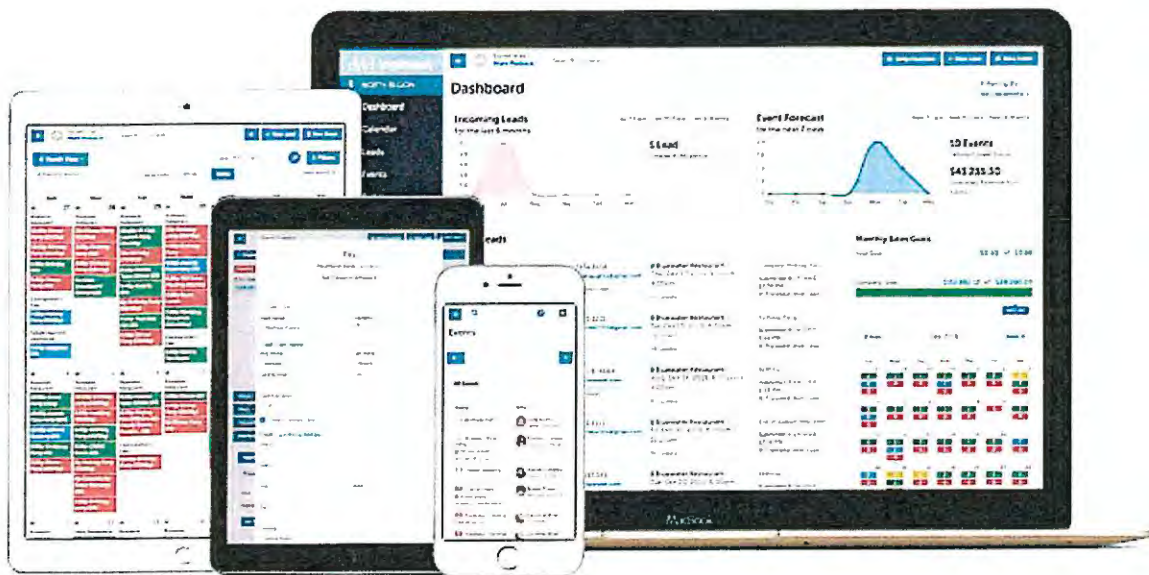
You know events. we know you.

 tripleseat

Prepared for:
Walla Walla Fairgrounds and Event Center

Prepared by:
Xavier Borkowski
xavierb@tripleseat.com

Save time and generate revenue with Tripleseat



Tripleseat is the first and only web-based catering and event management software created by hospitality professionals, for hospitality professionals. We understand the industry and what it takes to be successful. Tripleseat's timesaving features allow you to capture and respond to leads in seconds, create beautifully branded proposals and event orders with a few clicks, and edit existing events from your smartphone. Let the magic of Tripleseat transform your events business and increase your revenue.



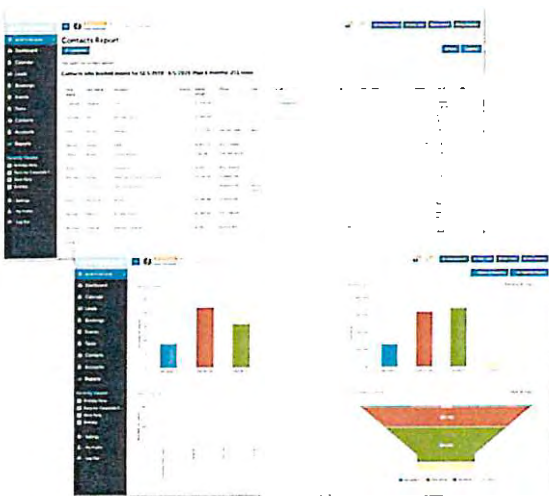
Capture leads from anywhere, and respond within seconds

Tripleseat's embeddable lead form allows you to capture leads directly from your website, social media platforms, and even from your email signature. But what good are all of these leads if you can't turn them into bookings, and who has the time or workforce to respond to every lead as it comes in, 24 hours a day, 7 days a week? Fear not, because with Tripleseat's customizable automatic lead response, your client is guaranteed to receive an email reply from you within seconds. Never miss out on a booking ever again.

Still hungry for more leads? With the Tripleseat Booking Network you're able to connect your venue with millions of event planners nationwide. The Tripleseat Booking Network is composed of the VENUES and EventUp booking directories, both industry leaders in delivering event leads directly to your Tripleseat dashboard. With the Tripleseat Booking Network you will never pay a commission or fees for leads.

Create and customize gorgeous, branded event documents

Creating and sharing event documents has never been easier. With Tripleseat you can customize your proposal, contract, banquet event order, and more to fit your brand. Tired of creating second-rate, one-off event proposals every time you respond to a lead? Now you can send clients professional-looking documents with the click of a button. Rest assured that all of your documents will be pixel perfect and look great on every device or web browser.



Use past insights to drive future sales

Using Tripleseat as a Customer Relationship Marketing (CRM) tool is just one more way we can help you grow your business and improve your venue's event planning efficiency. We understand that hospitality marketing budgets can be scarce, and purchasing expensive analytic software or hiring someone specifically to analyze where your sales are coming from is most likely out of the question. With Tripleseat's comprehensive reporting, you'll have all the data you'll ever need at your fingertips. You can easily monitor and report on where every single lead comes from to determine which marketing channels get the most bang for your buck. Whether it's a high-level overview of current sales compared to last year, or a more detailed report on specific customers, their past revenue, and their contact information, our reporting platform allows you to stay informed so you can stay ahead of trends and patterns.

Monthly Tripleseat Subscription + EventUp Basic Per Unit Per Month	\$375	1	\$375
EventUp Premium Upgrade (optional) Per Month Per Location	\$50	1	\$50
One-Time Setup Fee	\$250	1	\$250



JoAnne Bennett

ALL TRIPLESEAT PLANS INCLUDE:

- Your Basic Listing on EventUp is included. You have the option to upgrade to Premium or Premium Plus for more exposure, more leads therefore more revenue (details on page 7)
- Custom Documents - Banquet Event Order, Proposals, & Contracts
- Unlimited Lead Capturing Web Form that you can link to anywhere online: your website, Facebook, Instagram, Twitter, email marketing campaigns, and more
- Online Payments with Stripe, Square or Cardconnect
- Comprehensive reporting - The Tripleseat reporting function doubles as a Customer Relationship Marketing (CRM) tool. Run and save vital reports. View them online or export to Excel
- Unlimited users - Provide access to everyone in your organization at no extra cost
- Complimentary listings on the Global Lead Network, which include VENUES and EventUp venue directories
- Integration - Works with Constant Contact, MailChimp, Facebook, Social Tables, All Seated, Outlook Calendar, Google Calendar, iCal and more
- Web Training for all users
- Phone, email and web support

Installation Includes:

- Set Up of all event rooms and space for all locations
- Input event menus
- Customization of all Documents including Banquet Event Orders (BEO's), Contracts, Invoices, Chef Sheets and Proposals
- Creating and set up of your Tripleseat Lead Form and Tripleseat Booking Network listings
- Creating Email templates for sharing of Documents
- Set Up of all new users

Omnichannel Direct Booking Solution

TripleseatDirect enables restaurants and hotels to offer on-premise and off-premise events and catering to be booked by their clients, directly from their website, social media platforms, or EventUp.com.



Deliver a Seamless Booking Experience

Built from an understanding of changing consumer demand, TripleseatDirect provides your customers with a simple online booking solution where they can book, plan, and pay for in-house private events, off-site catering, pickup, and delivery with zero friction.

Your bookings, your data, your way.

Just like with Tripleseat's core product, TripleseatDirect customers will only pay their subscription cost, and never pay a commission or fee for bookings or orders. All of your client's data is stored in TripleseatDirect, and that data is always available to you for marketing campaigns and outreach.





Driving growth with a network of 4 million planners

Welcome to Eventup - the leading events marketplace connecting you to new leads and driving revenue to your business by increasing brand visibility where it matters. Easy search and discovery functionality, and top search rankings make Eventup the best tool to grow your events business.

Ready to gain access to the 4 million planners starting their venue search at Eventup each year?

Proven Results

1M+
Visitors

100K+
Leads

300+
Cities

10K+
Venues

Why Eventup?



Show up in top search results

Eventup is in the top Google search results in nearly every market for event search terms. This makes it easy for organizers to find your venue.



Control and promote your brand

You have full control over your Eventup listing from photos to descriptions, ensuring your listing is the way you want it to look.



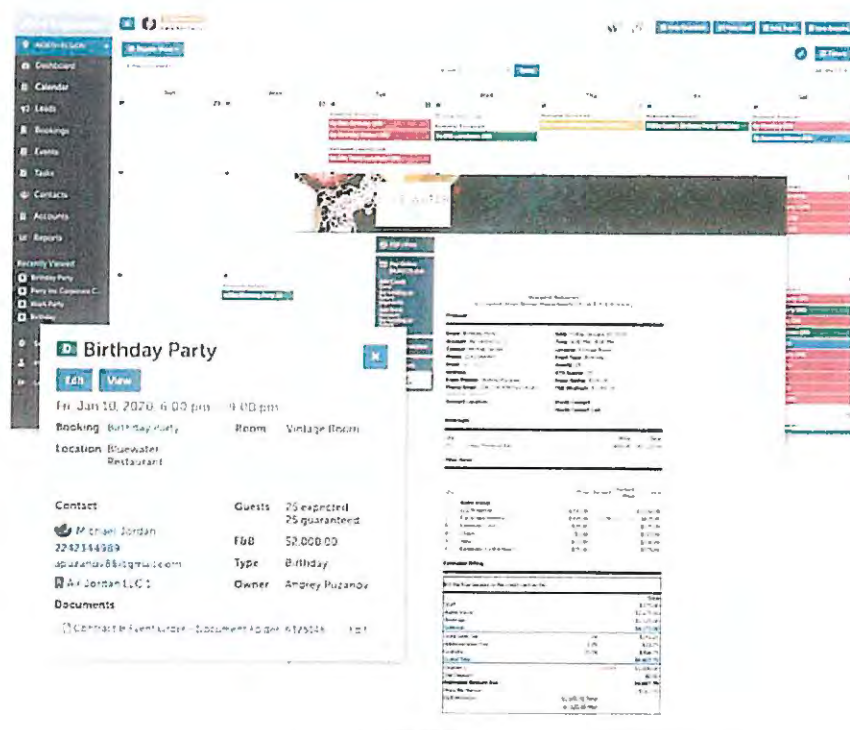
Communicate with Organizers

When you receive leads through Eventup, you can quickly and easily respond to organizers via the Eventup message portal.

Learn more at eventup.com/partner



Packages: You can choose monthly, quarterly or yearly payment structure		Basic	Premium	Premium PLUS
Venue listing impressions		20K	40K	60K
Ranking within city page search results		Top 75	Top 40	Top 20
Spotlight blog post on your venue written by professional writers		✓	✓	✓
White glove installation and support		✓	✓	✓
Inclusion in blog and social media posts		✓	✓	✓
Listing rotates among other sponsored ads and is immune to filters			✓	✓
Highlight your venue directly to event planners			✓	✓
Picture ad appears at the top of the city search results			✓	✓
Picture listing appears at the top of the location search results				✓
Rotating picture listing appears on homepage of EventUp				✓
Static picture listing appears on the right side of search results				✓
Select 10 competitors to target when planners are submitting RFPs				✓
Highlight special deals and promotions with custom taglines				✓



Keep your entire team—and your guests—in the loop

We know how quickly event details, and life circumstances can change. Keep track of event information in one centralized place that your entire team can access. Make edits on the go directly from your Tripleseat calendar using your smartphone or tablet. Every update you make in Tripleseat is automatically updated in the guest portal, where your clients can easily sign proposals and make payments.

With Tripleseat you get an unlimited number of users at no extra cost. From your host stand to your director level positions, you are able to set custom permissions, and specific automatic tasks for each individual user.

Save time while increasing productivity and sales with these key features:

- Centralized events calendar
- Embeddable lead form with automatic response
- Customizable reporting for accurate CRM capabilities
- Beautifully branded documents and proposals
- Custom email templates to send with one click
- Guest portal for real time event updates, e-signatures, and payments
- Automatic tasks for your team and guests
- Access from any device, at any time, anywhere

Getting started with Tripleseat

First, we'll need your basic information

- 1 Name of all of your locations to be setup on Tripleseat, as well as full addresses, phone numbers, and website URL's
- 2 The name(s) of the event rooms/areas and maximum capacities. Ex: The Boom Boom Room 120 ppl
- 3 Your tax rate, gratuity, service charge, admin fee, or any other percentage based fees applied to your events
- 4 List of all users for the site. We need: Full Name, Job Title, and Email Address. Please indicate if anyone should have administrative privileges
- 5 Upload your logo in .jpg format

Then, we'll start setting up Menus, Documents, and other content

- 1 Your event menus in a Word Document format
- 2 Choose Template A or B from our document templates
- 3 Your agreement, terms and conditions, or event policies in a Word Document format
- 4 A short description of your venue, and any images you would like displayed on your public listing for our Venue Directory
- 5 Name and contact information of the person who can add the Tripleseat Lead Form to your venues website

What types of payment do you accept?

You can pay by ACH or credit card.

Is there any hardware to buy or additional costs?

No. You can access Tripleseat using a standard web browser on any device. We require no specialized hardware or software.

Can I cancel my account at any time?

Though we would hate to see you go, yes, you can cancel at anytime with no cancellation fees or penalties. We are THAT confident you will LOVE Tripleseat, and make it part of your everyday life.

Do you offer support at no charge?

Yes! Our award winning support is available to all users via the Tripleseat support channel in the application or via phone, chat or email.

How long does it take to get my venue set up and trained?

Once we receive all the information we need from you to get your venue installed it takes 5 to 7 business days to get everything set up and ready for training of all the users of Tripleseat.



Event Booking Engines



EVENT BOOKING ENGINES PRICE QUOTE FOR WALLA WALLA COUNTY FAIRGROUNDS AND EVENT CENTER

Quote Description: 1 Established Venue Location with 20 Rooms/Areas, 2 Lead Gen Widgets (Lead Form and Client Calendar), Client Portal Widget, Staff Scheduling for 10 Staff, Unlimited Private Events, Ticket Widget and Unlimited Public Events.

Monthly Base Price for 1 Established Venue:	\$200.00
Room Scheduling for 20 Rooms/Areas:	\$100.00
2 Lead Gen Widgets:	\$20.00
Client Portal Widget:	\$30.00
Staff Scheduling for 10 Staff:	\$40.00
Ticket Widget for Public Events:	\$30.00
Unlimited Public Events per Month:	\$120.00
Unlimited Private Events per Month:	Included
Total Monthly List Price:	\$540.00
Less Product Bundle Discount:	-\$40.00

Discounted Monthly Price: **\$500.00**

System Setup Fee (Optional One Time Fee): **\$500.00**

All prices other than System Setup Fee are monthly. You may cancel at any time. System Setup Fee is an optional one-time fee and assumes less than 100 data records each for number of Clients, Events, Payments and Contracts to be imported. The data format for those records should be CSV file format. If you have more than 100 of each of those data records, the Setup Fee will be higher.

Room Scheduling is charged in 5 Room Increments.

We also charge 3.7% of each payment for credit and debit card payments made via our system. Our software allows you to pass all or a portion of that cost on to your clients if you wish to do so. You also do not have to use us for credit and debit card payments if you don't want to.

Product Integrations to QuickBooks Online, Xero and FreshBooks for Accounting, ClickSend for Text Messages, MailChimp and Constant Contact for Email Marketing and Lead Bot for Automated Lead Transfer are optional and range in price from \$30.00 to \$50.00 per month for each Product Integration.

Staff Scheduling Pricing is optional and priced based on the Number of Staff requiring scheduling for Events.

Widgets are optional and some require an additional cost. The Paid Widgets are: Each Lead Gen Widget (Lead Form, Calendar, Tour Request, Tour Booking, Packages/Promos, Lead Form With Drop Downs and RSVP Widget) at \$10.00 per month each, the Client Portal Widget at \$30.00 per month, the Ticket Widget at \$30.00 per month and the Client Self Booking Widget at \$60.00 per month. All other Widgets are included in the Monthly Base Price.

Public Events Pricing is optional and includes a Monthly Subscription Fee plus a Payment Charge per Ticket Payment of 3.7%. All or a portion of that 3.7% cost can be passed to the ticket purchaser. The Ticket Widget is required with Public Events. The Monthly Subscription Fee is scaled according to the number of Public Events per month:

# Monthly Public Events	Free and Paid	Free Only
1-5	\$50.00	\$30.00
6-10	\$80.00	\$50.00
Over 10	\$120.00	\$80.00

All Training and Customer Support is also provided at no extra cost.

Jerri Ramsey

From: Gregory Lybeck
Sent: Thursday, November 17, 2022 8:12 AM
To: JoAnne Bennett; Jerri Ramsey; Sha-lynnne Stewart; Abby Kentch
Subject: FW: Ungerboeck Demo Request

I think this is about what I expected and really isn't affordable to us.

Thanks, Greg

From: Adam Enloe <adam.enloe@ungerboeck.com>
Sent: Thursday, November 17, 2022 6:32 AM
To: Dylan Harris <Dylan.Harris@ungerboeck.com>; Gregory Lybeck <glybeck@co.walla-walla.wa.us>
Subject: RE: Ungerboeck Demo Request

You don't often get email from adam.enloe@ungerboeck.com. [Learn why this is important](#)

Greg,

My apologies on the delay for getting some numbers back to you.

The year-round events management solution would be around \$20,000-\$25,000 annually depending on the scope and what all is needed to begin with. There is a One-Time services charge that would also depend on the scope but, would more so be around the \$15,000-\$18,000 range.

Let me know if that helps and if there are any questions. Thanks

Thanks,

Adam Enloe

Sales Director- Entertainment Venues
Office: (636) 300-5606 ext. 230
Cell: (314) 681-2037

From: Dylan Harris <Dylan.Harris@ungerboeck.com>
Sent: Wednesday, November 16, 2022 3:53 PM
To: Gregory Lybeck <glybeck@co.walla-walla.wa.us>
Cc: Adam Enloe <adam.enloe@ungerboeck.com>
Subject: Re: Ungerboeck Demo Request

Hey Greg,

No worries and I apologize for not getting back to you sooner! I have forwarded your email to Adam since he is the pricing guy, but I'll shoot him this message one more time.

We will get it to you as quick as we can!

Cheers,

Dylan

Get [Outlook for Android](#)

From: Gregory Lybeck <glybeck@co.walla-walla.wa.us>

Sent: Wednesday, November 16, 2022 4:41:50 PM

To: Dylan Harris <dylan.harris@ungerboeck.com>

Subject: RE: Ungerboeck Demo Request

EXTERNAL Email: This message originated from outside of Ungerboeck. Please exercise caution when clicking on links and downloading attachments.

Hi Dylan,

I really need to get pricing from you. I wanted to move forward with your pricing but am running out of time.

Thank you,

Greg Lybeck CFE

Fairgrounds General Manager

Walla Walla Fair & Frontier Days

509-520-3247

www.wallawallafairgrounds.com



From: Dylan Harris <dylan.harris@ungerboeck.com>

Sent: Thursday, October 13, 2022 4:17 PM

To: Gregory Lybeck <glybeck@co.walla-walla.wa.us>

Cc: Enloe, Adam <adam.enloe@ungerboeck.com>

Subject: Ungerboeck Demo Request

You don't often get email from dylan.harris@ungerboeck.com. [Learn why this is important](#)

Hello Greg,

I am Dylan Harris from Ungerboeck. I just wanted to follow up with the recent Demo Request that you put in. We would love to meet with you to discover your needs and find out how Ungerboeck can assist you and your team. I also wanted to e-introduce my Director of Fairs, Adam Enloe. He will be joining us on the call and is a guru of the software.

Feel free to schedule a time through this link:

<https://calendly.com/d/dm2-nbm-ypj/discovery-call-with-dylan-and-adam>

We look forward to meeting with you soon!

Cheers,

Dylan



Dylan Harris
Sales Development
[My LinkedIn Profile](#)

m:7068975417
e:dylan.harris@ungerboeck.com | w:ungerboeck.com





MEMO

Date: 12/13/2022

Proposal ID. 2022 12-19 Fair-2

To: BOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – Establish Fairgrounds Reserve Fund (FRF) for Walla Walla County Fairgrounds

Topic – Propose the establishment a Fairgrounds Reserve Fund (FRF) for the Walla Walla County Fairgrounds and parameters of use of fund

Summary

Fairgrounds Reserve Fund (FRF)

Establish a Fairgrounds Reserve Fund (FRF) for the Walla Walla County Fairgrounds to maintain a minimum twenty-five percent (25%) reserve in the event of a catastrophic loss of revenues resulting in the necessity to ramp down Walla Walla County Fairgrounds' services budgeted within the fairgrounds expense fund.

The FRF shall be its own dedicated fund, invested, and the resulting investment revenue shall be used to assist in funding and maintaining the following year's FRF to the established level of twenty-five percent (25%).

The FRF shall not be used to supplement any Fairgrounds Fund budgets during a calendar year.

The FRF shall only be expended when deemed necessary and requested by the Fairgrounds Manager and by resolution of the Board of County Commissioners.

The FRF will open the dedicated fund with \$100,000.00 in year 2023 and any interest accrued will be used to build the FRF to the 25% per resolution with the goal of being fully funded by 2029.

Any interest dollars in excess of the 25% FRF will be transferred into the Fairgrounds Budget (Fund 118).

Cost

N/A

Funding

N/A

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approve proposal for Fairgrounds Reserve Fund for the Walla Walla County Fairgrounds and request that the Fairgrounds Manager, Clerk of the Board and the County Auditor to prepare resolution to create new fund.

Submitted By

Disposition

Name Department Date

____ Approved

____ Approved with modifications

Signature

____ Needs follow up information

____ Denied

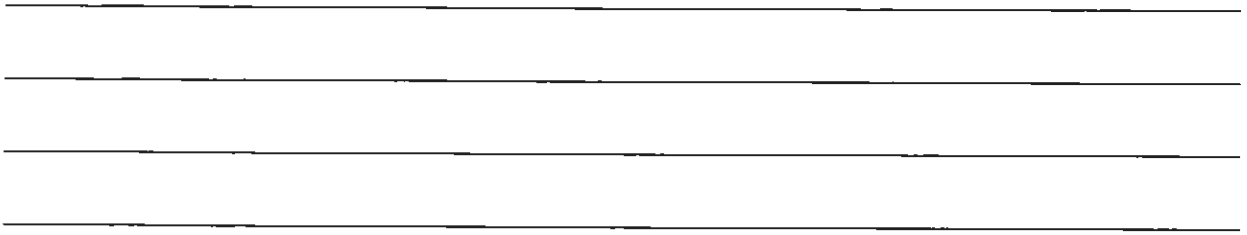
BOCC Chairman

Date

Additional Requirements to Proposal

____ Modification

____ Follow Up



BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
FAIRGROUNDS MANAGER
GREGORY LYBECK

RESOLUTION NO. **22**

WHEREAS, Gregory Lybeck, Fairgrounds Manager, is requesting approval for out of state travel to Reno, NV to attend the Western Fairs 100th Convention & Trade Show, January 15-19, 2022; and

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

WHEREAS, Mr. Lybeck has advised that no County funds will be used for associated travel costs; 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 19th 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*

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 12.19.2022

Employee Attending: Greg Lybeck	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
Meeting/Training: Start time/date: 1.15.2023 End time/date: 1.18.2023	<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$
	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$
Location: City: Reno State: Nevada	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	
	\$	
Title of Meeting/Training: Western Fairs 100th Convention & Trade Show (Attach agenda/training brochure)	Lodging	
	_____ night(s) @ \$	
Departure Date: 1.15.2023 Time:	Meals	
Return Date: 1.19.2023 Time:	Breakfast(s) _____ @ \$	\$
	Lunch(s) _____ @ \$	\$
	Dinner(s) _____ @ \$	\$
Place of Lodging: Grand Sierra Resort	Registration/Tuition	
	Cancel Date:	\$
Phone Number: 775/789-2371	Total Expenses	
		\$ -0-

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.

Greg Lybeck

Date: 12.8.2022

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

2023 Convention at a Glance

Sunday
January 15

Monday
January 16

Tuesday
January 17

Wednesday
January 18

	Convention Kick Off Coffee & Member Mingle 8:00 - 10:00 a.m. Strolling Showcase in Grand Salon 9:15 - 10:00 a.m.	Member Mingle Coffee & Conversation in Achievement Awards Room & Foyer 8:00 - 10:00 a.m.	Member Mingle Coffee & Conversation in Achievement Awards Room & Foyer 8:00 - 10:00 a.m.
		Service Member Division Breakouts 9:45 - 10:45 a.m.	Peer-to-Peer 9:45 - 10:45 a.m.
	Fair Area Meeting 9:45 - 10:45 a.m.	Service Member Gathering 9:45 - 10:45 a.m.	
	Opening General Assembly, Annual Meeting & Keynote 10:00 a.m. - 12:00 p.m.	General Session Keynote 11:00 a.m. - 12:00 p.m.	General Session Keynote 11:00 a.m. - 12:00 p.m.
	WFA Trade Show 12:00 - 3:30 p.m.	WFA Trade Show 12:00 - 3:30 p.m.	Vision Focus Groups 12:00 - 1:15 p.m.
			Education Sessions 1:20 - 2:20 p.m.
			Education Sessions 2:30 - 3:30 p.m.
2023 WFA Committee Meetings 4:00 - 5:00 p.m.	Education Sessions 3:45 - 5:00 p.m.	Education Sessions 3:45 - 5:00 p.m.	Education Sessions 3:45 - 5:00 p.m.
Career Connections Ment-A-Minuet 5:15 - 6:15 p.m.	Merrill Finalist Presentations 5:15 - 6:15 p.m.	Wine & Cheese Reception featuring Blue Ribbon Foundation Auction 5:15 - 7:00 p.m.	Member Happy Hour 5:15 - 6:00 p.m.
First Time Attendee Welcome 6:30 - 7:30 p.m.			Industry Awards Dinner 6:00 - 8:00 p.m. Ticketed Black Tie Event
Board & Sponsors Reception <i>Invite Only</i> 6:30 - 7:30 p.m.			
Bowling Tournament 8:00 - 11:00 p.m. Ticket Required			Centennial Celebration 8:00 - 11:00 p.m.
	Chair's Reception and Showcase 6:30 - 11:00 p.m.	Open Networking Night 7:00 - 11:00 p.m.	

Buyer Opportunities

Educational Programs

Member Meeting

Network Opportunities

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

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

RESOLUTION NO. **22**

WHEREAS, Walla Walla County Sheriff Mark Crider has requested out of state travel approval for Richard Schram to attend the FBI-LEEDA (Law Enforcement Executive Development Association) 31st Annual Executive Training Conference, to be held April 23-27, 2023 in Orlando, Florida; and

WHEREAS, advance authorization for out of state travel is required; and

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

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

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

Passed this 19th 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:

Jill Munns, Assistant 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*

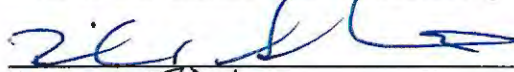
WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 12/6/2022

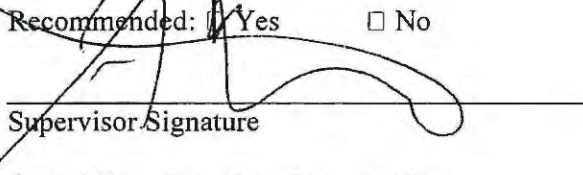
Employee Attending: Chief Richard Schram	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
Meeting/Training: Start time/date: 4/23/2023 End time/date: 4/27	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 800.00 \$
	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Location: City: Orlando State: FL	Lodging	
Title of Meeting/Training: (Attach agenda/training brochure)	4 night(s) @ \$ 223.80	\$900.00
Departure Date: 4/23/2023 Time: 12:00	Meals	
Return Date: 4/27/2023 Time: 17:00	Breakfast(s) _____ @ \$	\$
	Lunch(s) _____ @ \$	\$
	Dinner(s) _____ @ \$	\$ 120.00
Place of Lodging: Loews Sapphire Falls Resort	Registration/Tuition	
	Cancel Date: 4/23/2023	\$ 425.00
Phone Number: 407-503-5000	Total Expenses	
		\$ 2,045

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/23/2023

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.


 Signature of Employee

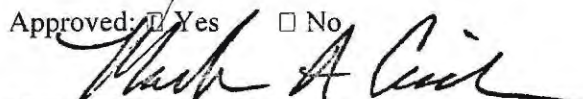
Date: 12/7/2022Recommended: ☒ Yes ☐ No


 Supervisor Signature

Date: 12/7/22

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

Approved: ☒ Yes ☐ No


 Elected Official/Department Head

Date: 12/7/22



Mark Crider
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office (509) 524 - 5400
Fax (509) 524 - 5480
Dispatch (509) 527 - 3265
Toll Free (866) 527 - 3268
Email: sheriff@co.walla-walla.wa.us

Joe Klundt *Undersheriff*
Richard L. Schram *Chief Criminal Deputy*
Ron Varner *Chief Civil Deputy*

Memorandum

Date: December 7, 2022
To: Board of County Commissioners
From: Mark Crider, Sheriff
RE: Out of state travel: Richard Schram

Richard Schram is requesting travel to attend the FBI LEEDA 31st Annual Executive Training Conference, April 23-27th, 2023 in Orlando, Florida. I believe that attending this conference will benefit our agency with the conference's relevant educational sessions and networking opportunities with colleagues from across the nation. This event attracts 500 or more like-minded police leaders offering the best format for idea-exchange.

All topics to be covered are important to law enforcement today and will be presented by nationally known, highly respected subject matter experts. FBI-LEEDA provides enormous value for the money. The registration fee is \$425.00 for FBI-LEEDA Member Delegates, which Richard is. The registration fees cover all meals and events – including a full breakfast, lunch and dinner for the entire conference, and networking events.

FBI-LEEDA guarantees that the 31st Annual Executive Education Conference will offer a world-class education that is unparalleled in our field. For the benefits that I expect to derive from this conference, I believe that the costs are justified by the information Richard will bring back to Walla Walla County, and I hope you will support Richard's attendance.

Sincerely,

A handwritten signature in blue ink that reads "Mark A. Crider".

Mark Crider, Sheriff

Recommendation:

The Walla Walla County Board of Commissioners approve this out of state travel request.



Agenda

Executive Training Sessions

The Conference is currently focused on the following training topics and sessions to be presented:

[Registration Info](#)

- **Community Violence Prevention Programs**
- **Crisis Communications**
- **Recruitment and Retention: The LAPD Perspective**
- **First Line Leadership**
- **Trilogy Update**
- **Cyber Crimes Investigations**

[Register Now!](#)

Social and Networking Events

In addition to training, the Conference will feature the following social and networking events:

- **Sunday Night Welcome Reception**
- **Poolside Themed Event**
- **Top Golf Networking**

The agenda will be updated as additional session topics and speakers are confirmed.

Please check back for further details.

*The FBI-Law Enforcement Executive Development Association, Inc. is a private 501 (c)(3) nonprofit organization
and is not a part of the Federal Bureau of Investigation or acting on behalf of the FBI.*

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[Register Now!](#)

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Loews Sapphire Falls Resort

V# 023970

Shop for Additional Items

Your Cart

Checkout

Reservation Information

Reservation information

Your Confirmation Number is

S34AAH6Q9

Summary Details

1 GUEST INFORMATION

Edit

Subtotal	\$796.00
Taxes	\$99.50
TOTAL	\$895.50

Print Confirmation

Use the "Print" button to print a paper copy of this confirmation.

Print

2 GUEST PREFERENCES (IF AVAILABLE UPON CHECK IN)

Edit

3 BILLING INFORMATION

Edit

\$895.50 — S34AAH6Q9

Modify

Cancel

SUNDAY, APR 23 — THURSDAY, APR 27

Loews Sapphire Falls Resort



FBI-LEEDA Annual Training- SFR
4 Nights, 1 Adult

\$796.00



EVENT DETAILS

Meeting/Event Dates: April 20 - 27, 2023

Group Rates available from: April 17 - 30, 2023

Group Rate: \$199

PLEASE NOTE - A credit card will be required to make a reservation, however it will not be charged.

[Buy Theme Park Tickets](#)

Hotel Overview - Loews Sapphire Falls Resort transports guests to a paradise in the heart of the tropics. Blue waterfalls cascade over lush grounds, and in the distance, the calming sounds of steel drums call guests to take in the scenic water views, ease into 'island time' and let go.

Dining & Recreation - Enjoy a host of intriguing and exceptional dining options, from a full-service restaurant with scenic water views to a grab-and-go marketplace and a lobby lounge with tapas, ceviche and rum tastings. Experience the atmosphere of the Caribbean and relax by the 16,000 square-foot pool with a sand beach, adjoining fire-pit area and welcoming bar and grill offering fresh seafood and taste-tempting tropical drinks.

Exclusive Theme Park Benefits - Guests receive exclusive theme park benefits including: Early Park Admission (valid theme park admission required), complimentary water taxis, shuttle buses or walking paths to the theme parks and Universal CityWalk™, and more!

Universal Orlando Resort - Universal Orlando Resort is your ultimate destination, where you'll find three amazing theme parks, non-stop nightlife and spectacular on-site hotels, all in one convenient location.

Pool View 2 Queen Room

The tranquil view from this inviting room makes for the perfect retreat during your stay. These beautifully appointed rooms that feature two queen beds that can accommodate four guests as well as all the comfort and amenities of our 321 square foot standard guest rooms. Maximum occupancy of 5 guests with a rollaway (fees apply).



BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF UPDATING
THE VENDOR LIST AND SMALL
AND LIMITED PUBLIC WORKS
ROSTER PROCESS**

RESOLUTION NO. 22

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor list process; and

WHEREAS, RCW 39.04.155 allows certain contracts to be awarded by a small works roster process; and

WHEREAS, the State Legislature has updated the limits and procedures regarding small and limited public works; and

WHEREAS, in order to be able to implement a vendor list and small works roster process, the County is required to adopt a resolution establishing specific procedures pursuant to RCW 39.04.190 and RCW 39.04.155; and

WHEREAS, the Board of County Commissioners may dispense with competitive bidding requirements for public works projects costing less than \$40,000, pursuant to RCW 36.32.250; and

WHEREAS, the County's current processes and procedures need to be updated to reflect changes in state law; now therefore

BE IT HEREBY RESOLVED that Resolution No. 16-221 is replaced and superseded by the procedures set forth below.

Nothing in this resolution prohibits the County from utilizing other purchasing procedures, personal services contracting, or public works procedures authorized or exempted by state law. This includes, but is not limited to, cooperative purchasing through intergovernmental procurement authorized by RCW 39.34 and purchasing of telecommunications and data processing systems authorized by RCW 39.04.270.

1. Definition of Public Work: "The term public work shall include all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the state or any municipality, or which is by law a lien or charge on any property therein."

2. Vendor List Procedures:

a. Purchase of materials, supplies or equipment not connected to a public works project in an amount of \$10,000.00 or less: The County is not required to use informal or formal sealed bidding procedures or the procedures set forth in this resolution for the purchase of any materials, supplies or equipment where the cost of same will not exceed \$10,000.00. The County will attempt to obtain the lowest practical price for such goods and services.

b. Purchase of materials, supplies or equipment not connected to a public works project in an amount between \$10,000 and \$50,000.00:

1) Publication of Notice: At least twice a year, the County shall publish, in the County's official newspaper, notice of the existence of a roster of vendors for materials, supplies, and equipment, and shall solicit names of vendors for the roster. The County's official Vendor List will be maintained by the Walla Walla County Department of Public Works.

2) Vendor quotations: The County will use the following process to obtain quotes from vendors on the official Vendor List for the purchase of materials, supplies or equipment.

a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase.

b) County representatives shall make a good faith effort to contact, by phone, fax or mail, at least three vendors on the roster for the required materials, supplies or equipment. Vendors electing to submit a quote must submit quotes by fax or by e-mail to the Clerk of the Board of County Commissioners by the date specified by the Department soliciting bids. Only quotes received in the Commissioners' office will be considered for award.

c) County representatives shall not share quotations from one vendor with other vendors solicited for the bid on the same materials, supplies, or equipment prior to bid award.

d) A written record shall be made by the County representative of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor.

- 3) **Award:** Department heads or elected officials shall review, and present to the Board of County Commissioners, all quotations and make a recommendation for award of the contract to the lowest responsible bidder. Unless authorized in advance, the Board of County Commissioners must approve the award before the Bidder is officially notified and before accepting delivery of any materials, supplies or equipment.
- 4) Departments and offices must maintain a written record of all bid paperwork, to include each vendor's quotations, and make such records open to public inspection or telephone inquiry after award of the contract.
- 5) **Posting:** Departments and offices shall post a list of all contracts awarded under these procedures once every two months. This list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.
- 6) Any contract awarded using these procedures need not be advertised. However, for all purchases over \$50,000, the County must use the formal sealed bid process in RCW 36.32.235.

3. Public Works procedures for projects less than \$20,000:

In the letting of any contract for public works involving less than twenty thousand dollars, advertisement and competitive bidding is dispensed with pursuant to RCW 36.32.250. If time allows, County representatives should seek multiple quotes from contractors on the Small Works Roster established in subsection (5).

Standard County Limited Public Works Contracts shall be utilized, and prevailing wage and Labor and Industries' public works requirements are applicable. Contracts shall be forwarded to the Clerk of the Board and may only be signed by the Board Chair, or in his or her absence, the Vice-Chair. Bonding and retainage requirements shall be the same as those for Limited Public Works projects.

Immediately after the contract is signed, any quotes obtained shall be recorded and open to public inspection and shall be available by telephone inquiry.

4. **Limited public works procedures for projects between \$20,000 and \$50,000:**
These procedures apply to projects between \$20,000 and \$50,000. The County may award a contract for work, construction, alteration, repair, or improvement projects estimated to cost less than fifty thousand dollars (\$50,000) using the limited public works process provided under this subsection. Public works projects awarded under this subsection are exempt from the other requirements of the small works roster process provided under subsection (5) of this section and are exempt from the

requirement that contracts be awarded after advertisement as provided under RCW 39.04.10.

- a. **Procedure:** For limited public works projects, departments shall solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster established under subsection (5). Other contractors not on the roster may be sent an invitation to quote, but they must submit all required documents to be added to the roster no later than the due date for the quote. Contractors electing to submit a quote must submit quotes by fax or by e-mail to the Clerk of the Board of County Commissioners by the date specified by the Department soliciting bids. Only quotes received in the Commissioners' office will be considered for award.
- b. **Award:** The Board, or department head if previously authorized by the Board, shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.
- c. **Tracking:** Departments shall attempt to distribute opportunities for limited public works projects equitably among contractors willing to perform in the geographic area of the work. Departments shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.
- d. **Bonding and retainage requirements:** For limited public works projects, the county may waive the payment and performance bond requirements of chapter RCW 39.08 and the retainage requirements of chapter RCW 60.28, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialpersons, suppliers, and taxes imposed under RCW 82 that may be due from the contractor for the limited public works project; however, the county shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

5. Small Public Works Procedures: The following small works roster procedures are established for use by the County pursuant to RCW 39.04.155(2). **These procedures apply to projects between \$50,000 and \$350,000.**

- a. **Cost:** The County need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed three hundred fifty thousand dollars (\$350,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the County may use the small works roster procedures for public works projects as set forth herein.

The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process. For projects over \$350,000.00, the county must use the formal sealed bid process.

- b. **Contractors on Small Works Roster:** The small works roster shall consist of all responsible contractors who have requested to be on the roster, and where required by law, are properly licensed or registered to perform such work in the State of Washington. Contractors desiring to be placed on the roster must update, and keep current annually, all contractor information as required by the County.
- c. **Publication of Notice:** At least once a year, the County shall publish, in the County's official newspaper and other newspaper of general circulation within the jurisdiction, notice of the existence of a small works roster, and solicit names of contractors for such roster. The County will create a single, general small works roster, for all categories of anticipated work. Responsible contractors shall be added to the roster at any time they submit a written request and all necessary documents. The County's official Small Works Roster will be maintained by the Walla Walla County Department of Public Works.
- d. **Telephone or Written Quotations:** The County shall use the following process to obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure a competitive price is established.
 - 1) A written description shall be drafted, including an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. Detailed plans and specifications need not be included in the invitation, however, requirements for engineering review or code compliance must be met.
 - 2) County representatives shall invite quotations from all appropriate contractors on the roster who have indicated the capability of performing the kind of work being contracted. Other contractors not on the roster may be sent an invitation to quote, but they must submit all required documents to be added to the roster no later than the due date for the quote. Contractors electing to submit a quote must submit quotes by fax or by e-mail to the Clerk of the Board of County Commissioners by the date specified by the Department soliciting quotes. Only quotes received in the Commissioners' office will be considered for award.
 - 3) County representatives shall not share quotations from one contractor with other contractors solicited for a bid on the same work prior to bid award.
 - 4) A written record shall be made by the county representative of each contractor's quote and of any conditions imposed on the bid by such contractor.

- e. **Award:** Department heads or elected officials shall review and present to the Board of County Commissioners all quotations and make a recommendation for award of the contract to the lowest responsible bidder. Unless previously authorized by the Board, the Board of County Commissioners must approve the award before the Bidder is officially notified and before any work begins.
 - f. Departments and offices must maintain a written record of all bid paperwork, to include each contractor's bid quotations, and make such records open to public inspection or telephone inquiry after award of the contract.
 - g. **Posting:** Departments and offices shall post a list of all contracts awarded under these procedures once every two months. This list shall contain the name of the contractor awarded the contract, the amount of the contract, brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.
 - h. **Bonding for projects \$150,000 or less:** For projects valued at one-hundred-fifty thousand dollars (\$150,000) or less (including applicable taxes), at the option of the contractor or the general contractor/construction manager as defined in RCW 39.10.210, the County may, in lieu of the bond, retain ten percent of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later. The recovery of unpaid wages and benefits must be the first priority for any actions filed against retainage held by a state agency or authorized local government.
For contracts of one hundred fifty thousand dollars or less (including applicable taxes), the County may accept a full payment and performance bond from an individual surety or sureties.
6. **Determining the Lowest Responsible Bidder:** The County shall make every effort to obtain the lowest responsible bid when using the vendors list, small works or limited public works processes. RCW 43.19.1911(9). Whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the county may call for new bids. RCW 43.19.1911(9) states: In determining "lowest responsible bidder," in addition to price, the following elements shall be given consideration:
- a. The ability, capacity, and skill of the bidder to perform the contract or provide the service requested;
 - b. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

- c. Whether the bidder can perform the contract within the time specified;
- d. The quality of performance of previous contracts or services;
- e. The previous and existing compliance by the bidder with laws relating to the contract or services;
- f. Such other information as may be secured having a bearing on the decision to award the contract.

Passed this 19th 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:

Jill Munns, Assistant 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
APPOINTMENTS TO THE
GREEN TANK IRRIGATION
DISTRICT NO. 11 BOARD OF
DIRECTORS (BURNS)

RESOLUTION NO. **22 121**

WHEREAS, a vacancy was created on the Board of Directors of the Green Tank Irrigation District No. 11 due to the resignation of Leo Pauly; and

WHEREAS, RCW 87.03.081 states that vacancies in the office of director of an irrigation district are to be filled by appointment by the Board of County Commissioners; and

WHEREAS, the Board of Directors of Green Tank Irrigation District No. 11 have recommended the appointment of Aaron Burns to fill said vacancy; now therefore

BE IT RESOLVED by this Board of County Commissioners that Aaron Burns be appointed to fill said vacancy on the Green Tank Irrigation District No. 11 Board of Directors.

BE IT FURTHER RESOLVED that the term of said appointment shall be until the next general election of the Green Tank Irrigation District No. 11.

Passed this 19th 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:

Jill Munns, Assistant 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*

GREEN TANK IRRIGATION DISTRICT No. 11 INC
835 NE C STREET
COLLEGE PLACE, WA 99324
(509) 522-3151

December 7, 2022

RECEIVED

DEC 12 2022

WALLA WALLA COUNTY
COMMISSIONERS

County Commissioners
PO Box 1506
Walla Walla, WA 99362

Dear Honorable Commissioners,

1st Position Jennifer Mayberry
2nd Position Todd Kimball
3rd Position Gregory Tompkins

Green Tank Irrigation District No. 11 is operated by a Board of three Directors.

Recently we have had a member resign from our board. In November, Leo Pauly submitted his resignation to the board.

We would like to recommend Aaron Burns as his replacement.

Sincerley,
Gary McCracken 
Secretary, Green Tank Irrigation District No. 11

Home phone: (509) 525-1981
Cell phone: (509) 240-3811
Email: glmccracken@hotmail.com

a) **Bid Opening:**

- 1) Wallula Avenue Road Project

b) **Action Agenda Items:**

- 1) Resolution – Adopting a preservation of Land Survey Monuments Policy for Walla Walla County
- 2) Resolution – Setting a public hearing date for Ziply Wireless, LLC for a franchise to construct, operate, and maintain a fixed wireless system within the county road right of way, in Walla Walla County
- 3) Resolution – Setting public hearing date for Ziply Fiber Pacific, LLC for a franchise to construct, operate, and maintain a fiber optic data service system within the county road right of way, in Walla Walla County

c) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING A
PRESERVATION OF LAND
SURVEY MONUMENTS POLICY
FOR WALLA WALLA COUNTY

}

RESOLUTION NO. **22**

WHEREAS, WAC 136-50 requires a written policy adopted by the county legislative authority regarding the preservation, maintenance, and restoration of survey monuments within the county road right-of-way; and

WHEREAS, the County Engineer, acting under policy of existing statutes and resolutions of this board, is responsible for the maintenance and construction of County Roads; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the attached Preservation of Land Survey Monuments Policy be adopted.

Passed this 19th 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:

Jill Munns, Assistant 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*

SUBJECT: Monument Preservation

1. Purpose

Survey monuments are public domain and belong to all of the citizens of Washington State. RCW [58.24.040\(8\)](#), RCW [36.86.050](#), and [332-120](#) WAC require county road departments to manage and protect survey monuments located within the county road rights of way. No survey monument shall be removed, destroyed or have reasonable access impeded before a permit is obtained from the DNR. This policy ensures that the Public Works Department understands its duty to protect and preserve survey monuments within the county road right of way when performing any type of work, in particular construction projects and pavement preservation projects where there is a risk that monuments could be disturbed or covered.

2. Policy. Walla Walla County Public Works will:

- A. Train engineering, survey, and maintenance and operations staff on the importance of and the law regarding survey monuments. Training should include an annual refresher prior to the start of construction season and should detail the appropriate points of contact within the Department for questions or concerns regarding monuments.
- B. Engage the private engineering and survey community to report issues with survey monuments they encounter in the county road ROW.
- C. Correct identified legacy issues in a timely manner, including raising monuments, repairing/replacing monument case and cover, assessing for disturbance, and/or notification of Record of Survey if possible.
- D. Prior to the start of all construction or maintenance projects, research the records and the physical location and develop a plan to minimize impact to survey monuments, as outlined below:
 1. Procedure for dealing with monuments within **construction** projects.
 - Consider monumentation during all phases of the project. During design, identify existing monuments within project limits and develop a plan to identify monuments that will remain and must be protected, as well as for any monuments that may be disturbed, destroyed, or reset. Follow DNR-PLSO's available permitting procedures and options for disturbing, destroying, resetting, and completion reporting for Survey Monuments (Survey Recording Act).
 2. Procedure for dealing with monuments within **maintenance** projects:
 - Send an annual notification to the PLSO of planned projects for the upcoming year which may cover survey monuments, including road names, beginning and ending mileposts, and beginning and ending intersections. The notification will also include start date and expected date of completion for each project.

- Prior to the start of maintenance, search for and identify all existing visible survey monuments within the project limits.
- Ensure monuments that were covered during a project are uncovered within fourteen (14) calendar days and made accessible after completion of annual activities.
- After completion of annual activities and prior to April 1st, submit an annual letter to the PLSO, with necessary attachments, certifying that the affected monuments were uncovered as soon as possible after completion, including any changes from the planned project areas.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A PUBLIC
HEARING DATE FOR ZIPLY WIRELESS,
LLC FOR A FRANCHISE TO
CONSTRUCT, OPERATE, AND
MAINTAIN A FIXED WIRELESS SYSTEM
WITHIN THE COUNTY ROAD RIGHT OF
WAY, IN WALLA WALLA COUNTY,
WASHINGTON



RESOLUTION NO. **22**

WHEREAS, Ziplly Wireless, LLC has requested a franchise to construct, operate, and maintain a fixed wireless system within the public right of way in Walla Walla County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners, that a public hearing date be set for January 9th, 2023, in the Commissioner Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, at the hour of 1:30 p.m. or as soon thereafter as such hearing may be held.

Those participating at said hearing may testify for or against the proposed application. Written testimony, which will be made a part of the record, may be sent to: Walla Walla County Commissioners, P.O. Box 1506, Walla Walla, WA 99362.

Remote Public Participation and testimony will be allowed via Webex and telephone.

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

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

*Passed this 19th 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:

Jill Munns, Assistant 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 SETTING A PUBLIC
HEARING DATE FOR ZIPLY FIBER
PACIFIC, LLC FOR A FRANCHISE TO
CONSTRUCT, OPERATE, AND
MAINTAIN A FIBER OPTIC DATA
SERVICE SYSTEM WITHIN THE
COUNTY ROAD RIGHT OF WAY, IN
WALLA WALLA COUNTY,
WASHINGTON



RESOLUTION NO. **22**

WHEREAS, Ziplly Fiber Pacific, LLC has requested a franchise to construct, operate, and maintain a fiber optic data service system within the public right of way in Walla Walla County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners, that a public hearing date be set for January 9th, 2023, in the Commissioner Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, at the hour of 1:30 p.m. or as soon thereafter as such hearing may be held.

Those participating at said hearing may testify for or against the proposed application. Written testimony, which will be made a part of the record, may be sent to: Walla Walla County Commissioners, P.O. Box 1506, Walla Walla, WA 99362.

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

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

*Passed this 19th 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:

Jill Munns, Assistant 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*

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



To: Board of County Commissioners

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

Date: 14 December 2022

Re: Director's Report for the Week of 12 December 2022

Board Action: 19 December 2022

Bid Opening – Wallula Avenue Project

Action Agenda Items:

In the Matter of Adopting a Preservation of Land Survey Monuments Policy for Walla Walla County

In the Matter of Setting a Public Hearing Date for Ziply Wireless, LLC for a Franchise to Construct, Operate, and Maintain a Fixed Wireless System within the County Road Right of Way, in Walla Walla County

In the Matter of Setting a Public Hearing Date for Ziply Fiber Pacific, LLC for a Franchise to Construct, Operate, and Maintain a Fixed Wireless System within the County Road Right of Way, in Walla Walla County

ENGINEERING:

- Wallula/Gose: Bid opening is December 19th.
- Peppers Bridge Road: Working on final right of way acquisition.
- Fishhook Park Road: Working on design.
- Dell Sharpe Bridge: WSDOT is reviewing NEPA permit. We will begin working on right of way acquisition.

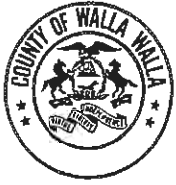
MAINTENANCE/FLEET MANAGEMENT:

- North Crew – Snow and ice maintenance, cleaning ditches and brush work.
- South Crew – Snow and ice maintenance and brush work.
- Vegetation & Signs –Sign maintenance and brush work.
- Garage – Routine services and repairs.

ADMINISTRATION:

- Conducted weekly engineering and road maintenance meeting.
- Attended meeting in Washington D.C. to discuss legislative priorities.

- 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 12-42 19 HR/RM-1 Approval of standardized practice for unused accrued vacation and sick leave for Walla Walla County employees transitioning to an Elected Official
 - 2) Proposal 2022 12-19 HR/RM-2 Approval to hire Court Security Officer at Grade 3, Step D
 - 3) 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))



MEMO

Date: 12/12/2022

Proposal ID#: 2022 12-4219 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 sick leave was zeroed-out. In the second practice, the employee was allowed to bank current unused accrued Vacation and Sick leave to be cashed-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. In the event the elected official immediately returns to a county employee status after an elected term or terms, the banked sick leave will be carried forward. In that event, the employee must complete the six-month trial period before being paid out at the new position's rate at 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 (if the employees retire from the elected position).

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. In the event the elected official immediately returns to a county employee status after an elected term or terms, the banked sick leave will be carried forward. In that event, the employee must complete the six-month trial period before being paid out at the new position’s rate at retirement.

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



MEMO

Date: 12/19/2022

Proposal ID#: 2022 12-19 HR/RM-2

To: BOCC

From: Joshua Griffith, HR/Risk Manager

Action Item: Approval to hire Court Security Officer at Grade 3 Step D.

Summary: The Sheriff's Department is requesting to hire Court Security Officer candidate at Grade 3 Step D, in accordance with PPOM 40.02.0 which states, "Board of County Commissioners' approval is required only on initial range and step of employee appointments when the Elected Official/Department Head does not place the new employee in either Step A or Step B and desires to place them at a higher beginning step."

Current Candidate has 30 years of experience as a Correctional Officer with the Washington State Department of Corrections. Candidate also has many more hours of training and certification in various areas of law enforcement. With this level of experience and training, candidate will be able to perform as a court security officer at a level well beyond that of an entry level person.

Cost: No additional cost. The 2023 Sheriff's Department has enough money to cover the cost of hiring Candidate at Step D.

Funding: Walla Walla Sheriff Office

Conclusion/Recommendation: It is recommended that the Board approve hiring Court Security Officer at Grade 3 Step D.

Submitted By:

Disposition

Name

Department

____ Accepted

Joshua Griffith

HR/Risk Department

____ Not Accepted

BOCC Chairman: _____

Date: _____



WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office	(509) 524 - 5400
Fax	(509) 524 - 5480
Dispatch	(509) 527 - 3265
Burbank Dispatch	(509) 545 - 8441
Toll Free	(866) 527 - 3268
Email:	sheriff@co.walla-walla.wa.us

Mark A. Crider
Sheriff

Joe Klundt	<i>Undersheriff</i>
Richard Schram	<i>Chief Criminal Deputy</i>
Ron Varner	<i>Chief Civil Deputy</i>

November 18, 2022

Commissioners,

The Walla Walla Sheriff's Office is requesting that the new Court Security Officer, Kevin Davis, start at Grade 3, Step D on the county pay scale for court security officers. Kevin has over 30 years of law enforcement experience and brings a wealth of skills to this position. Considering these factors, he warrants being compensated above the entry level range for Court Security Officer. Some of his applicable training and qualifications:

- Washington State Department of Corrections Correctional Officer II for 30 years; 4 years as Sergeant
- Control/Defensive Tactics Trained
- Use of Force training
- OC certified
- Supervisor training & experience

Kevin has many more hours of training and certification in various areas of law enforcement. Kevin will be able to perform as a court security officer at a level well beyond that of an entry level person and deserves compensation above the beginning level.

Very Respectfully,

A handwritten signature in black ink that reads "Mark A. Crider".

Mark A. Crider

2:15 PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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