

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, JUNE 6, 2022**

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**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.**

**10:00 A.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) Pledge of Allegiance
- e) Public comment period (time limitations may be imposed)
- f) Introduction of new county employees (this is scheduled for the first meeting of each month)
- 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 special meeting of May 31, 2022
  - 2) Resolution – Appointments to the Green Tank Irrigation District No. 11 Board of Directors (Teal and Miller)
  - 3) Resolution – Reappointment to the County Horticultural Pest and Disease Board (Clemmens)
  - 4) Resolution – Approving a proposal from Public Safety Testing, Inc. for Civil Service Testing
  - 5) Resolution – Approving a Subscriber Agreement with Public Safety Testing, Inc.
  - 6) Payroll action and other forms requiring Board approval

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

IN THE MATTER OF  
APPOINTMENTS TO THE  
GREEN TANK IRRIGATION  
DISTRICT NO. 11 BOARD OF  
DIRECTORS (TEAL AND MILLER)

RESOLUTION NO. **22**

**WHEREAS**, vacancies were created on the Board of Directors of the Green Tank Irrigation District No. 11 due to the resignation of Tad Willis and James Miller; 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 Chris Teal and Leo Pauly to fill said vacancies; now therefore

**BE IT RESOLVED** by this Board of County Commissioners that Chris Teal and Leo Pauly be appointed to fill said vacancies 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 6<sup>th</sup> day of **June, 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  
REAPPOINTMENT TO THE COUNTY  
HORTICULTURAL PEST AND  
DISEASE BOARD (CLEMMENS)

RESOLUTION NO. **22**

**WHEREAS**, pursuant to RCW 15.09.030 and Walla Walla County resolution 20 164, Cheryl Clemmens, as a member of the Walla Walla County Horticultural Pest and Disease Board, were reappointed to said Board, with appointment terms to expire June 25, 2022; and

**WHEREAS**, member Cheryl Clemmens has agreed to be reappointed to said board; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that, in accordance with RCW 15.09.030, Cheryl Clemmens shall be reappointed to a term on the Walla Walla County Horticultural Pest and Disease Board, with terms effective June 25, 2022 through June 25, 2024.

*Passed this 6<sup>th</sup> day of June, 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  
A PROPOSAL FROM PUBLIC  
SAFETY TESTING, INC. FOR  
CIVIL SERVICE COMMISSION  
TESTING

**RESOLUTION NO. 22**

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

**WHEREAS**, pursuant to RCW 41.14, there has been a Civil Service Commission created in Walla Walla County, said commission members appointed to establish and oversee a merit system of employment of county corrections sergeant thereby raising the standards and efficiency of said office and law enforcement in general; and

**WHEREAS**, RCW 41.14 further provides that said commission shall give practical tests to determine the capacity of persons examined to perform duties of law enforcement positions for appointment, and to provide for, formulate, and hold competitive tests to determine qualifications of persons who seek such employment; and

**WHEREAS**, pursuant to Walla Walla County Resolution 19 135, a Subscriber Agreement with Public Safety Testing, Inc., was approved, whereby said entity would provide testing services as described and required for the county; and

**WHEREAS**, a proposal for the development and management of promotional testing for Corrections Sergeant positions in the Walla Walla County Sheriff's Office has been offered to Walla Walla County by Public Safety Testing, Inc.; and

**WHEREAS**, said proposal has been reviewed by the County Sheriff, members of the Commission, the prosecuting attorney; and

**WHEREAS**, the County Sheriff and Commission have recommended and requested approval of said proposal; now therefore

**BE IT RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said Proposal to Walla Walla County for the development and management of promotional testing for Sergeant from Public Safety Testing, as recommended and requested, and that the Chair of the Board shall sign same in the name of the Board.

Passed this 6<sup>th</sup> day of June, 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



**A proposal to  
Walla Walla County  
for the development and management of promotional testing for  
SERGEANT**

**Scope of Services Provided by Public Safety Testing, Inc.:**

Public Safety Testing offers to develop and administer assessment center promotional processes for the Walla Walla County Sheriff's Office (hereinafter "County"). Public Safety Testing (hereinafter "PST") will apply the guidelines as adopted by the International Congress on Assessment Centers and the recommendations provided by the International Association of Chiefs of Police related to the development and management of assessment centers.

**PROMOTIONAL ASSESSMENT CENTER**

**Methodology for Service**

The project shall consist of three basic phases:

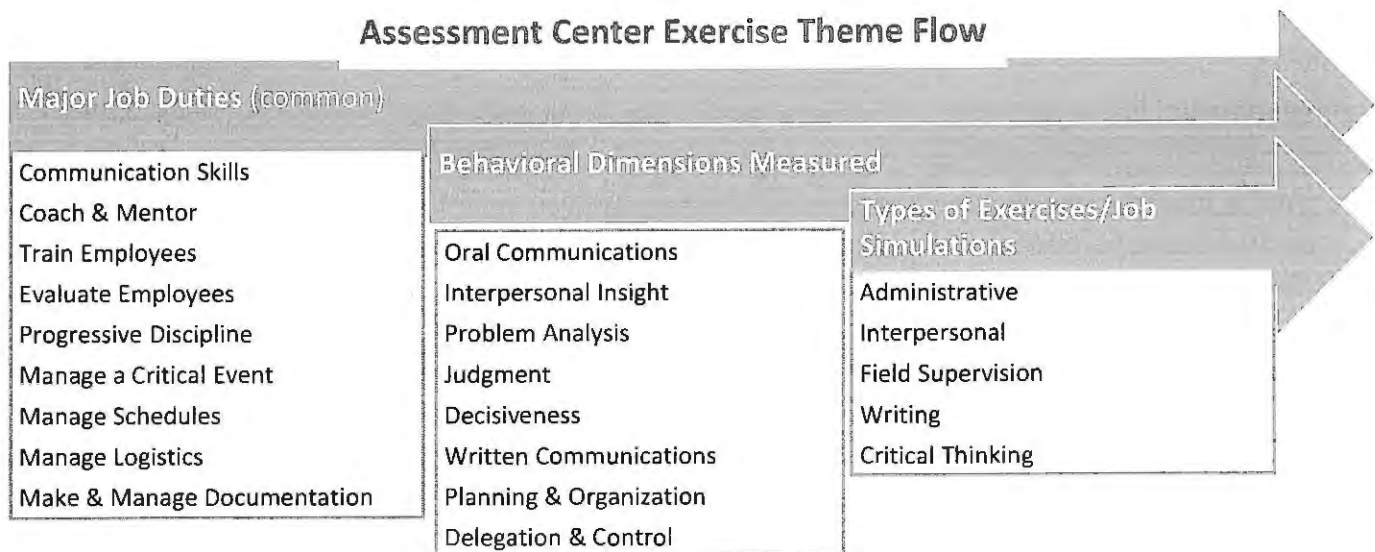
1. Test Preparation & Development
2. Test Administration
3. Post-Test Activities

**Phase One: Test Preparation & Development**

Up to two on-site or virtual meetings with the appropriate personnel from the Walla Walla County Sheriff's Office are held to:

- Determine the County's specific needs and components of the assessment center.
- Create a calendar of tasks, benchmarks, and a schedule to deliver the promotional test.
- Identify the behavioral dimensions to be measured in the assessment centers.
- Provide written summaries of decisions as the process develops.
- Survey department members currently serving in the positions being tested to identify the critical tasks being performed (Job Task Analysis).
- Survey the management/leadership team to identify essential supervisory and administrative skills and abilities of a newly promoted supervisor/manager. These survey results create the unique weighting of the behavioral dimensions that are specifically relevant to the Walla Walla County Sheriff's Office.

- Provide a description of typical categories and examples of exercises that can be used in the promotional process. Working with the County, exercises are tailored with information provided by the agency and customized to fit the specific environment and needs of the agency.
- Create a scoring map that identifies weighted behavioral dimensions which will be measured for each exercise.
- Build exercises using information specific to your community and department and integrating the results of the surveys used above.
- PST will become familiar with and will follow the County's Personnel/Civil Service Rules when developing and administering the test. The County shall be responsible for notifying PST of any unusual or special process or limitation of its rules, contractual agreements or policies that are related to the development and delivery of the test, and
- Finalize the assessment center's exercises and schedule with the agency's subject matter expert(s) for **Phase Two**.



## **Phase Two: Test Administration**

PST will facilitate and manage the assessment center process, including:

- Conduct one "Candidate Orientation Workshop" (virtually or in person) that provides candidates an overview of the assessment center testing process, highlights tips for success, and pitfalls to avoid. This candidate orientation de-mystifies the assessment center/promotional testing process.
- Conduct a training workshop for the assessors and role players whom the County has selected prior to the test date. The training shall include guidelines in scoring, pitfalls to avoid in assessing and a practice session of scoring an exercise. Only trained assessors will participate in the testing process.
- Provide all the typical equipment, supplies and materials for the training, orientation, and testing process. Walla Walla County may be asked to provide specific equipment related to the exercises.

- Create the grading process that conforms to the County's Personnel/Civil Service Commission's rules.
- Through an empirical process that incorporates the candidate's performance, the weighted dimensions, and the County's Personnel/Civil Service Commission's rules, create a final rank order listing of the candidates tested.
- Survey each candidate about his/her observations of the promotional process and assessment center's relevance to the position.

### **Phase Three: Post Test Activities**

- Each candidate receives written commendations and recommendations that are created by the assessors. These comments are separated from the objective score sheets, collated for each candidate, and sent to the County, and are intended to assist the candidates in their professional development; and
- Provide the County with electronic copies of all the documents related to testing, training, and scoring of candidates. This typically includes the instructions for each exercise, original copies of the score sheets for each candidate created by the assessors, a matrix of the weighted dimensions as they were applied to each exercise, a copy of the raw scores for each candidate in each exercise and for each dimension, the assignment sheet of candidates to letter designators with corresponding photographs, a copy of the training outline provided to the assessors, a copy of the training outline provided to the candidates, a copy of the test schedule, a copy of the written comments made by the assessors to each candidate, the signed test security agreements, and copies of the assessor and candidate critiques.
- PST shall appear in any County administrative or civil service proceeding to testify to and provide all necessary information to document the validity of the testing process, to participate in the defense of the testing process conducted by PST pursuant to this Agreement and to otherwise provide any information necessary to the County to evaluate challenges to or appeals from the testing process. PST shall appear without additional charge to the County.
- The County agrees that if it uses any materials prepared by the Contractor for purposes other than those intended by this Contract, it does so at its sole risk and it agrees to hold the Contractor harmless therefore to the extent such use is agreed to in writing by the Contractor. Preexisting materials owned by the Contractor and used in the materials created for the County shall remain the property of the Contractor. This includes preexisting examination questions and materials.

### **Indemnity and Hold Harmless**

The parties agree and hold harmless each other, their officers, agents, and employees in accordance with the following provisions:

1. PST shall indemnify and hold harmless the County, its employees, and agents from any and all costs, claims or liability arising from:
  - a. Violation of any copyright agreement or statute relating to the use and administration of the tests or other written materials herein provided for.

- b. Any cost, claim or liability arising from or out of the claims of an employee, agent or sub-contractor to the end that PST shall be an independent Contractor and the County shall be relieved of any and all claims arising from or relating to such employment relationships or contracts between PST and third parties.
  - c. The alleged negligent or tortious act of PST in the provision of services under this Agreement.
  - d. Solely for the purposes of this indemnification provision, PST expressly waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.
2. The County shall indemnify and hold harmless PST, its officers, agents, and employees from any and all cost, claim or liability arising from or out of the alleged negligent or tortious act of the County in the provision of services hereunder.
  3. These indemnification provisions shall survive the expiration or termination of this Agreement.

**Resources to be provided by Walla Walla County:**

Walla Walla County shall agree to:

- ***Comply with current guidelines and regulations related to Covid-19 in your location. Protocols will be mutually agreed to before the test date and communicated to appropriate staff, candidates, and assessors.***
- Provide to PST a copy of those sections of your Civil Service Rules and, if applicable, your collective bargaining agreement, that relate to the promotional testing process.
- Provide a Subject Matter Expert(s) to assist in the development of the exercises, distribute and collect surveys that provide an analysis of the position being tested for, and distribute and collect a survey that provides the relative importance of the supervisory dimensions to be measured in the assessment center. The work of the Subject Matter Expert (SME) will happen on or before the agreed-upon deadlines. The County's SME will be available on the day of testing as a resource to answer questions. **The role of the SME is very important--critical to the success of this process.**
- Obtain a minimum of two (2) qualified assessors per exercise (8 assessors for a 4 event AC) and role players, if necessary. PST will work with the County to assist in the identification of appropriate assessors.
- Have the appropriate supervisory and management personnel participate in the surveys of the job task analysis and the behavioral dimensions.
- Provide the physical facilities appropriate for the Candidate Orientation Workshop, the Assessor Training, and the Assessment Center (including the selected exercises). Provide meals, refreshments, and beverages for the assessors, candidates, and PST staff.
- At the end of the final day of testing, agencies find it very beneficial to have the department head and management team present during the discussion with the assessors to hear comments and insights about the candidates.
- If necessary, cover the expenses of the assessors.



- Pay any travel-related and per diem expenses for the PST staff.

### **PROMOTIONAL ASSESSMENT CENTER PROFESSIONAL FEES**

The Promotional Assessment Center is our most requested service and testing fees are based on a formula that uses the number and type of exercises, the schedule chosen, the number of candidates and the relative responsibility of the position as evidenced by the current base monthly salary for the position.

***A 5% discount is applied for PST subscribing agency.***

	One day	Two days
4 Exercises	\$6,983	\$8,883

**Additional Costs:** PST's actual costs incurred for travel, meals, lodging, parking, tolls, and other related expenses are additional. Mileage will be charged at the current federal standard mileage rate per mile. A 4% surcharge is added to these expenses to cover administrative fees. Washington State sales tax is NOT charged.

**Invoicing.** PST will invoice the agency within 30 days of work being completed.

**Credit Card.** A three percent (3%) fee will be added at the time of payment made using a credit card to cover processing fees.

### **TERMINATION OF THIS PROJECT**

***Final versions of test documents and candidate counts requested must be confirmed no later than two weeks prior to the test date.*** Without confirmation, test dates may be postponed, and original candidate counts invoiced.

PST and the agency acknowledge that either party may terminate this project at any time with or without cause. Upon termination, the County shall be liable for the amortized remainder of the professional fees, if any, from the effective date of the termination notice based on the percentage of completion of duties listed above. In the event of a lengthy postponement, PST may also submit a partial invoice based on the percentage of work completed. Also fully reimbursable are all travel expenses already incurred, if any. These include mileage, ferry, hotel, meals, parking, and tolls. In the event of a termination or postponement, both parties will agree upon the fees.

## **ADDITIONAL TESTING COMPONENTS, SERVICES & PROFESSIONAL FEES<sup>1</sup>**

Assessment centers developed by PST are not “off the shelf” products and are highly customized for the client agency. Our testing model also includes options the County may wish to consider.

- A. **Additional Candidate Orientation Workshops:** One candidate orientation workshop is included for each assessment center. Additional workshop(s) are available if needed to accommodate the schedules of candidates. Sometimes, clients want the Candidate Workshop open to all employees who are interested in preparing for a promotional opportunity. **Fee:** \$500 each session plus travel expenses
- B. **Work Performance Rating:** A PST-exclusive product that is a unique method to objectively incorporate the candidate’s prior work performance into the promotional testing process. Clients who add this testing element give very high feedback. This is separate from our assessment center exercises and clients determine the weight of this testing component in the testing process. This one-day long process uses evidence provided by documentation, and a facilitated discussion with all of the candidate’s supervisors to place objective scores on five performance dimensions. For example, the first line supervisor dimensions are:
- a. Demonstrates Ethical Behavior
  - b. Demonstrates Agency’s Mission & Values
  - c. Quality of Work
  - d. Quantity of Work
  - e. Demonstrates Leadership

A weighting process determines the importance of the individual performance dimensions. Clients often find that this process has collateral benefits for the involved supervisors and is a positive experience for the leadership team.

### **WPR Professional Fees**

- o 2-8 Candidates @ \$1,800 (one-day event)
- o 9-16 Candidates @ \$3,300 (two-day event)

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<sup>1</sup> **Additional Costs:** PST’s actual costs incurred for travel, meals, lodging, parking, tolls, and other related expenses are additional. Mileage will be charged at the current federal standard mileage rate per mile. A 4% surcharge is added to these expenses to cover administrative fees. Washington State sales tax is NOT charged.

- C. **Semi-Customized Written Examination for Washington State Law Enforcement or Operations Supervisor/Manager:** A 100-item, multiple choice, semi-customized written examination. Source materials include the textbook, Management and Supervision of Law Enforcement Personnel, 5<sup>th</sup> edition, 6 to 18 months of WSCJTC Law Enforcement Digests (LED's) and 25 questions from the agency's critical policies. This test is specifically valid for Washington State; for a law enforcement or Corrections supervisor/manager and to your agency. PST needs at least 3-4 weeks to develop this product. A minimum of four (4+) weeks study time is highly recommended.

**What PST does:**

- Provides 75 multiple choice questions from the textbook, legal updates and/or LED's.
- Develops 30 questions from the agency's critical policies.
- Creates a draft test booklet for pilot testing by the agency.
- Creates the final test booklet and the scoresheet, makes copies for all the candidates, and ships them to the agency before the administration date.
- Scores the answer sheets, conducts an item analysis, and sends the results to the agency.

**What the agency does:**

- Announces the test to the candidates, provides the source material to the candidates, and arranges for the site.
- Specifically identifies the critical policies that will be tested and sends those to PST.
- Determines the span of time for the material from the Legal Updates/LED's (most clients choose 6-12 months).
- Reviews the policy questions, selects 25 for the test, and verifies the answers.
- Pilot tests the examination, if desired.
- Administers the test. PST can proctor the test at an additional cost.
- Sends the answer sheets to PST for scoring.
- Receives the scores and the analysis of the answers. Agency makes determination and decides if questions should be eliminated; and
- Notifies the candidates of their scores.

**Fee:** \$1490 for the first 10 candidates; \$149 each additional candidate

- D. **Customized Promotional Written Examination:** A 100-item, multiple choice, uniquely customized written examination that is developed from source material provided by the agency. The agency's Subject Matter Expert(s) (SME's) are used to validate the test. PST needs 10 weeks to develop this product. *The final version must be authorized by SME no later than three weeks prior to the test date.*  
**Fee:** \$3,950

- E. **Supervisory Skills & Abilities Promotional Test (SSA)** The SSA is a 3-part event where each candidate spends 60 minutes before a single panel of 4 or 5 assessors and experiences mini-exercises. The SSA is generally conducted for **4 or 5 candidates (or less)** and is intended only to rank order the candidates. The typical SSAPT events include a (a) structured interview; (b) an in-basket exercise where the candidate prioritizes a simulated in-box following their days-off and prioritizes and explains to the assessors the decisions they made and why they made them; and (c) a critical thinking exercise where the candidate is provided a series of events that a Corporal would face and asked how they would respond. Some customization is available and multi-day testing is an option.

*What is different from an assessment center?* Three mini-exercises, fewer assessors, no role player or written exercises, no job task analysis or weighting the dimensions, fewer dimensions are scored, no candidate feedback and no candidate orientation workshop are included for the price.

**Fee\***: \$5,000 for up to 5 candidates, plus \$1,900 for each additional day of up to 5 candidates each day

- F. **Command Skills & Abilities Promotional Test (CSA)** The CSA is a four-exercise testing process conducted in front of a single panel of assessors, where each event is intended to assess the different skills and abilities of the candidate. The four parts are: (1) Presentation of Expectations where the candidate describes their expectations of subordinates as if they are the Command Officer and the assessors are their subordinates; (2) In-Basket with On-Demand Writing where the items in the In-Basket are command level issues of budget, labor, personnel, and community topics; (3) Three Practical Scenarios that are field events or organizational scenarios that a command level member would typically be expected to handle and (4) Two Case Studies where the candidate researches and writes a two-page memo about each topic before test day and makes a presentation at the test event. The candidates generally have 90 minutes to prepare and then spend 90 minutes with the assessors who have specific expectations for each part identifying how a strong candidate should perform.

**Assessors and Scoring:** Four assessors are needed, and they are trained in the morning and will use PST supplied laptops. They use a precision scoring model for each behavioral dimension. The assessor's scores are averaged for each behavioral dimension. The results are a ranked list and provided to the client at end of the test.

*What is different from an assessment center?* Fewer assessors, no job task analysis or weighting the dimensions, fewer dimensions are scored, no candidate feedback document and no pre-test candidate orientation workshop are included.

**Fee\***: \$5,000 for up to 4 candidates, plus \$1,900 for each additional day of up to 4 candidates each day.

- G. **Onsite Written Examination Proctoring:** Onsite written examination proctoring is available at \$100 per hour for each PST staff person required plus staff travel & per diem expenses.

- H. **Performance Profiles Indicator (PPI)**. The PPI is a DISC-type of assessment that reveals a candidate's job performance and aspects of their personality that could impact their manager, coworkers, and team. It measures a candidate's motivational intensity and behaviors related to productivity. Two reports are generated: one for the employer and one for the candidate. Clients often use this tool to help identify who is the best "fit" for the position, and when it is coupled with the post-test comments from the assessors, these provide the foundation for a great career development conversation. **Fee:** \$199 per candidate.
- I. **Profiles XT Job Match**. The ProfileXT is a state-of-the-art occupational assessment tool used to measure how well an individual fits a specific job in your organization. The job-matching feature enables you to evaluate an individual relative to the qualities required to successfully perform in a specific job. Through job analysis and other features, a model is created. When your candidates complete this assessment, their individual results are compared to the model and you are provided a detailed report on how the candidate compares to your model (%). **Fee:** \$225 per candidate.
- J. **Additional On-Site Meetings**. Two on-site meetings are included in the package of services once the proposal is accepted and signed. Additional on-site meetings can be held at the client's request. **Fee:** \$125 per hour (including travel time) plus travel expenses.
- K. **Invoicing**. PST will invoice the agency within 30 days of work being completed.
- L. **Credit Card**. A three percent (3%) fee will be added at the time of payment made using a credit card to cover processing fees.
- M. **Termination of Projects**.

***Final versions of test documents and candidate counts requested must be confirmed by the Subject Matter Expert (SME) or agency contact no later than two weeks prior to the test date. Without confirmation, test dates may be postponed, and original candidate counts invoiced.***

PST and the agency acknowledge that either party may terminate this project at any time with or without cause. Upon termination, the County shall be liable for the amortized remainder of the professional fees, if any, from the effective date of the termination notice based on the percentage of completion of duties listed above. In the event of a lengthy postponement, PST may also submit a partial invoice based on the percentage of work completed. Also fully reimbursable are all travel expenses already incurred, if any. These include mileage, ferry, hotel, meals, parking, and tolls. In the event of a termination or postponement, both parties will agree upon the fees.

*Please use this page to indicate what services you have selected for this process.*

**Walla Walla County Sheriff's Office  
Sergeant**

**PROMOTIONAL TESTING SERVICES DESIRED IN THIS AGREEMENT**



☒ **4 Exercise Assessment Center (including one candidate workshop):**

☐ **One Day, 2 to 8 Candidates - \$6,983**

☐ **Two Day, 9-16 Candidates - \$8,883**

☐ **Work Performance Rating**

☐ **2-8 Candidates: One Day - \$1,800**

☐ **9-16 Candidates: Two Days - \$3,300**

☐ **Additional Candidate Orientation Workshop - \$500**



☒ **Semi-Customized Written Examination for Washington Law Enforcement/Operations Supervisor/Manager - \$149 per candidate (minimum 10 candidates)**

☐ **Fully Customized Written Examination for Washington Law Enforcement/Operations Supervisor/Manager - \$3,949**

☐ **Send final written test materials to:**

☐ **Supervisory Skills & Abilities Promotional Test.**

**\$5,000 for up to 5 candidates, plus \$1,900 for each additional day; up to 5 candidates each day**

**Number of Candidates? \_\_\_\_\_**

☐ **Command Skills & Abilities Promotional Test.**

**\$5,000 for up to 4 candidates, plus \$1,900 for each additional day; up to 4 candidates each day**

**Number of Candidates? \_\_\_\_\_**

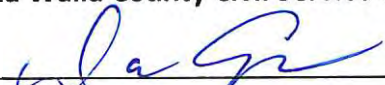
☐ **Other (please describe): \_\_\_\_\_**

## Additional Signatures Page

This proposal is valid for 90 days and needs to be accepted and returned to PST prior to two weeks before mutually agreed-to promotional testing dates.

### Agreement & Acceptance

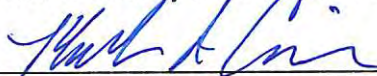
#### Walla Walla County Civil Service Commission

By: 

Print: DAN AYCOCK

Title: Chairman

#### Walla Walla County Sheriff's Office

By: 

Print: MARK A. CRIDER

Title: SHERIFF

## **Agreement & Acceptance**

Please send your formal acceptance of this proposal by email, fax, or mail to:

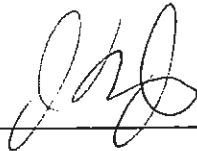
Public Safety Testing, Inc.  
Attn: Colleen Wilson  
20818-44<sup>th</sup> Ave W., Suite 160  
Lynnwood, WA 98036  
Email: [Colleen@PublicSafetyTesting.com](mailto:Colleen@PublicSafetyTesting.com) FAX: 425.776.0165

This proposal is valid for 90 days and should be accepted and returned to PST prior to eight weeks before the mutually agreed upon promotional testing date(s).

**Agreement & Acceptance:**  
**WALLA WALLA COUNTY, WA**

**PUBLIC SAFETY TESTING, INC.**

By: \_\_\_\_\_



Print: \_\_\_\_\_

Jon F. Walters, Jr.

Its: \_\_\_\_\_

President

Address: \_\_\_\_\_

20818 – 44<sup>th</sup> Ave W, Suite 160

\_\_\_\_\_

Lynnwood, WA 98036

Phone: \_\_\_\_\_

425.776.9615

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

April 18, 2022

**Billing Information:** *(Please complete if different from contact information above)*

Billing Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Invoice Preference (select one):

- ☐ US Postal Service mail  
☐ Electronic billing via email @ \_\_\_\_\_



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

IN THE MATTER OF APPROVING A  
SUBSCRIBER AGREEMENT WITH  
PUBLIC SAFETY TESTING, INC.

RESOLUTION NO. **22**

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

**WHEREAS**, pursuant to RCW 41.14, there has been a Civil Service Commission (Commission) created in Walla Walla County, said commission members appointed to establish and oversee a merit system of employment of county deputy sheriffs and other employees of the office of county sheriff, thereby raising the standards and efficiency of said office and law enforcement in general; and

**WHEREAS**, RCW 41.14 further provides that said Commission shall give practical tests to determine the capacity of persons examined to perform duties of law enforcement positions for appointment, and to provide for, formulate, and hold competitive tests to determine qualifications of persons who seek such employment; and

**WHEREAS**, pursuant to Walla Walla County Resolution 19 135, a Subscriber Agreement with Public Safety Testing, Inc., was approved, whereby said entity would provide testing services as described and required for the county; and

**WHEREAS**, a subsequent Subscriber Agreement for testing services has been offered to Walla Walla County Civil Service Commission and Sheriff's office by Public Safety Testing, Inc., beginning July 1, 2022; and

**WHEREAS**, said Subscriber Agreement has been reviewed by the county sheriff, members of the Commission, and the prosecuting attorney; and

**WHEREAS**, the Sheriff and Commission have recommended and requested approval of said proposal; now therefore

**BE IT RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said Subscriber Agreement, and that the Chair of the Board shall sign same in the name of the Board.

*Passed this 6<sup>th</sup> day of June, 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*



## SUBSCRIBER AGREEMENT

WHEREAS, Public Safety Testing, Inc. is a skilled provider of pre-employment testing services to police, fire, and other public safety agencies, and

WHEREAS, the subscriber public agency, either directly or through a civil service commission, tests, evaluates, ranks and hires law enforcement and/or firefighters and/or other public safety positions in the performance of its public safety functions, and

WHEREAS, the subscribing public entity desires to join in a Subscriber Agreement, NOW, THEREFORE,

Public Safety Testing, Inc. (the "Contractor") and the Walla Walla County, a municipal corporation of the state of Washington (hereinafter "Subscriber") do enter into this Subscriber Agreement under the terms and conditions set forth herein.

SUBSCRIBER: Walla Walla County, WA

POSITIONS:

☛ Check all that apply

- ☒ Law Enforcement Officer (entry-level)
- ☒ Law Enforcement Officer (lateral/experienced)

COMMENCEMENT DATE: July 1, 2022 ✓

PROFESSIONAL FEES:

Professional fees are described in Attachment A, which are incorporated herein by this reference.

Each annual renewal beyond the initial term includes a 4% increase in fees described in Attachment A.

TERMINATION:

This agreement is for an initial one-year term and will automatically renew annually unless either party provides a 60-day notice as outlined in Section 7.

1. Description of Basic Services. This Agreement begins on the date as noted on page one (1) of this Agreement. The Contractor will provide the following services to the Subscriber:

1.1 Advertising and recruiting assistance, application intake processing, and administration of pre-employment written examinations and/or physical ability tests for those positions noted on Page One (1) of this Agreement.

1.1.1 Written examinations are administered in-person at Contractor's test events, including those conducted by Subscribing agencies; remotely

through a network of certified college testing facilities; and, through the Contractor's online, virtual in-home testing program.

- 1.1.2 Physical ability tests for law enforcement and corrections applicants are administered at Contractor's test events, including those conducted by Subscribing agencies, and, through a network of partner gym and fitness facilities.
- 1.2 Report to the Subscriber the scores of applicants, with all information necessary for the Subscriber to place passing applicants upon its eligibility list and rank them relative to other candidates on appropriately constituted continuous testing eligibility lists. Contractor will report "raw" test scores to the Subscriber – no preference points will be factored into applicant scores and it is the Subscriber's responsibility to factor veteran's preference points in accordance with applicable federal and state laws. Written examination scores will be reported to the Subscriber as a percentage score (based on 100%) and physical ability test scores will be reported as "Pass" or "Fail". The passing score for written examinations is set by the test developer at 70%. For dispatcher candidates, the typing test results will be reported as words per minute (wpm) and accuracy rate (%).
- 1.3 Appear in any administrative or civil service proceeding in order to testify to and provide any and all necessary information to document the validity of the testing process, to participate in the defense of any testing process conducted by the Contractor pursuant to this Agreement and to otherwise provide any information necessary to the Subscriber to evaluate challenges to or appeals from the testing process. The Contractor shall appear without additional charge. The Subscriber shall pay the reasonable cost of travel and appearance for any expert witness deemed necessary by the Subscriber to validate the testing process, including but not limited to, representatives of any company which holds the copyright to any testing material and whose testimony or appearance is deemed necessary to validate the process.

Provided, however, Contractor shall not be required to appear at its cost nor to defend in any administrative or court proceeding arising from or out of a claim or challenge relating to Subscriber's use of other testing process(es) or out of Subscriber's attempt to establish multiple or blended eligibility lists for the same position based in whole or in part on other testing process(es). "Other testing process(es)" means any test or testing process other than those provided by the Contractor under this Agreement.

- 1.4 Term & Fees. The term of this agreement and the related professional fees are noted on page one (1) of this Agreement.
- 1.5 Payment. Subscriber shall pay an amount equal to twenty-five percent (25%) of the annual fee set forth above quarterly for services rendered in the previous quarter and for basic services including but not limited to, software relating to online application, advertising formats, previously advertised scheduling of test dates, model civil service rules, testing systems, as well as ongoing testing and recruitment, and any and all other work developed at the

cost of the Contractor prior to or contemporaneous with the execution of this Agreement. Payment due within 30 days of receipt of invoice.

1.5.1 Direct Deposit (ACH Enrollment). Subscribers are encouraged to set up direct deposit (ACH enrollment) for their payments. There will be no additional fee for payments made using direct deposit (ACH enrollment).

1.5.2 Credit Card. A three percent (3%) fee will be added at the time of payment to each payment made using a credit card. The purpose of such fee is to cover Contractor's credit card processing fees.

2. Additional Services. In addition to the services provided under this Agreement, the Subscriber may, at its sole discretion, elect to purchase additional services from the Contractor. Such services shall be requested by and contracted for pursuant to separate written agreement.

3. Acknowledgements of Subscriber. The Subscriber understands and acknowledges, and specifically consents to the following stipulations and provisions:

3.1 Because applicable civil service law prohibits having multiple eligibility lists for the same class of hire, this Agreement is an exclusive agreement for these services.

3.2 The written and physical agility scores of any applicant shall be valid for 18 months from the date of certification by the Contractor or 12 months from the date of placement upon the Subscriber's eligibility list, whichever first occurs, following the report of the Contractor, and rules compatible with continuous testing shall be adopted. The Subscriber shall review its applicable hiring processes, advertisements, personnel policies and civil service rules (as applicable) to ensure compliance with the provisions of this Agreement.

3.3 An applicant may, in addition to the Subscriber's eligibility list, elect to have his/her score reported to and subject to placement on the eligibility list of any other Subscriber. Nothing in this Agreement shall be interpreted to prohibit the use of an applicants' score for consideration in or processing through any other subscriber's hiring and/or civil service eligibility process. The Subscriber agrees that if an applicant is hired by another agency through this service, the applicant's name shall be removed from Subscriber's eligibility list.

3.4 The Subscriber specifically understands and acknowledges that the Contractor may charge a reasonable testing fee from any and all applicants.

3.5 The Subscriber is encouraged to and may also conduct advertising as it deems necessary to support/enhance recruiting efforts. The Subscriber shall link PublicSafetyTesting.com on its agency's website, if it so maintains one.

3.6 Public Safety Testing views recruiting as a partnership with the Subscriber. The Subscriber agrees to actively participate in recruiting efforts for positions within the Subscriber agency.

- 3.7 The Subscriber agrees to keep the Contractor up-to-date as to the agency's hiring status, minimum and special requirements, all information appearing on the agency's PST website profile and the names of any candidates hired through these services.
- 3.8 Subscriber understands and acknowledges that a candidate's PST Personal History Statement (PHS) will be stored electronically by PST for 24 months from the date the candidate uploads the PHS to the PST website. Any PHS stored more than 24 months will automatically be deleted and will no longer be available to the Subscriber from the PST server.
4. Testing Standard and Warranty of Fitness for Use. All testing services conducted under this Agreement shall be undertaken in accordance with the provisions of the Washington State Civil Service Statutes, Chapter 41.08 and/or 41.12 and/or 41.14 RCW, or the terms of other applicable statute as the Subscriber shall notify the Contractor that the Subscriber must meet. Tests shall also be conducted in accordance with the general standards established by the Subscriber; the Subscriber shall be responsible for notifying the Contractor of any unusual or special process or limitation. The test utilized, the proctoring of the test and any and all other services attendant to or necessary to provide a valid passing or failing score to the Subscriber shall be conducted in accordance with generally accepted practice in the human resources, Civil Service and Public Safety Testing community. The Subscriber may monitor the actions and operations of the Contractor at any time. The Contractor shall maintain complete written records of its procedures and the Subscriber may, on reasonable request, review such records during regular business hours. The Contractor expressly agrees and warrants that all tests and written materials utilized have been acquired by the Contractor in accordance with the appropriate copyright agreements and laws and that it has a valid right to use and administer any written materials and tests in accordance with such agreements and laws. If Subscriber uses or authorizes the use of other testing process(es) this warranty shall be null and void.
5. Independent Contractor. The Contractor is an independent contractor. Any and all agents, employees or contractors of the Contractor, shall have such relation only with the Contractor. Nothing herein shall be interpreted to create an employment, agency or contractual relationship between the Subscriber and any employee, agent or sub-contractor of the Contractor.
6. Indemnity and Hold Harmless. The parties agree and hold harmless each other, their officers, agents and employees in accordance with the following provisions:
- 6.1 The Contractor shall indemnify and hold harmless the Subscriber, its employees and agents from any and all costs, claims or liability arising from:
- 6.1.1 Violation of any copyright agreement or statute relating to the use and administration of the tests or other written materials herein provided for;
- 6.1.2 Any cost, claim or liability arising from or out of the claims of an employee, agent or sub-contractor to the end that the Contractor shall be an independent Contractor and the Subscriber shall be relieved of any

and all claims arising from or relating to such employment relationships or contracts between the Contractor and third parties;

6.1.3 The alleged negligent or tortious act of the Contractor in the provision of services under this Agreement.

6.1.4 This indemnity shall not apply to any administrative or court proceeding arising from or out of any process in which the Subscriber has utilized or authorized other testing process(es).

6.2 The Subscriber shall indemnify and hold harmless the Contractor, its officers, agents and employees from any and all cost, claim or liability arising from or out of the alleged negligent or tortious act of the Subscriber in the provision of services hereunder.

7. Termination. This agreement is for an initial one-year term and will automatically renew annually unless either party provides a 60-day notice as described below.

The Contractor and/or the Subscriber may also withdraw from this Agreement at any time for any reason with 60 days written notice, provided, however, that the provisions of paragraphs 1.3, 4, 5 and 6 shall remain in full force and effect following the termination of this Agreement with respect to, and continuing for so long as any applicant tested by the Contractor remains on the eligibility list of the Subscriber.

8. Entire Agreement, Amendment. This is the entire Agreement between the parties. Any prior agreement, written or oral, shall be deemed merged with its provisions. This Agreement shall not be amended, except in writing, at the express written consent of the parties hereto.

This Agreement is dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**WALLA WALLA COUNTY, WA**

By: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Invoicing Preference (select one):**


- ☐ US Postal Service Mail  
☐ Electronic via Email @  
\_\_\_\_\_

**Subscriber's Contact & Address for Billing:**


*(Please complete if different from contact information above)*

Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PUBLIC SAFETY TESTING, INC.**

By:  April 26, 2022  
Print: Jon F. Walters, Jr.  
Its: President  
Jon Walters  
20818 – 44<sup>th</sup> Ave. W., Suite 160  
Lynnwood, WA 98036  
425.776.9615  
jon@publicsafetytesting.com

**Civil Service Commission**


Name: Dan Aycock   
Title: Chairman  
Email: da206@bmi.net

**Agency Hiring**

**Representative/Supervisor:**

Name: Richard Schram  
Title: Chief Criminal Deputy  
Email: rschram@co.walla-walla.wa.us

**Chief or Agency Director:**

Name: Mark A. Crider   
Title: Sheriff  
Email: mcrider@co.walla-walla.wa.us

# ATTACHMENT -A-



## PROFESSIONAL FEES

SERVICE	FEE	NOTE
<b>PST Annual Agency Subscription:</b> Law Enforcement Officer Testing	\$1,600	Base annual subscription rate. Subscription rate will increase at 4% annually beginning July 1, 2023.
<b>Optional (select to request)</b> <input checked="" type="checkbox"/> Recruiting at PST Written Exam Events (Department pays candidate's fee to add department to their list of agencies)	2022 Rate Per candidate \$11	Includes those candidates that add Walla Walla County to their candidate list following WWC recruitment effort at an in-person or virtual written exam session. For virtual exam events, Subscriber will submit a ~60-second video.  Agency will be invoiced based on the rate for "New Agency Add-on Fee" listed in the <a href="#">current PST pricing chart</a> .
<b>Optional (select to request)</b> <input type="checkbox"/> Subscriber will pay candidate test fees which are pre-approved and agreed to by the Subscriber:  Law Enforcement written exam & Physical Ability Test (PAT) events that do not occur on the same day as the PST in-person written exam	2022 Rates Per candidate  \$55 (written) \$29 (PAT)	Subscriber agrees to pay candidate testing fees under circumstances such as a verifiable financial hardship, subscriber-requested coupons to distribute, discounts offered by the Subscriber, etc. Each will be pre-approved and agreed to by the Subscriber.  When the Subscriber pays for a candidate's test fee, the Subscriber agency is removed from the candidate's pricing matrix so that the Subscriber is not subsidizing the candidate testing for other non-Subscriber agencies. The candidate will pay if they choose to test for any other agency besides the Subscriber. Agency will be invoiced amount based on the testing fees for a single agency listed in the <a href="#">current PST pricing chart</a> .



## **COUNTY COMMISSIONERS (continued)**

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

- 1) County vouchers/warrants/electronic payments as follows: 4053153 through 4053160 totaling \$74,871.00 (payroll draws dated May 13, 2022); 4053222 through 40353249 totaling \$1,031,750.33 (May payroll); 4239966 through 4239996 totaling \$1,138,159.12 (benefits and deductions) ; and 4239964 through 4239965 totaling \$217,161.27 (ER&R)
- 2) Authorize Board of County Commissioners to sign documents related to the Boundary Line Adjustment re Tom Watson/Lillie Rice Center for parcels #360722210028 and 36072212003

**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**

**10:15 COUNTY FAIRGROUNDS**

**Greg Lybeck**

- a) Department update and miscellaneous



# WALLA WALLA COUNTY *Fairgrounds & Event Center*

Walla Walla County Fairgrounds

Greg Lybeck, CFE  
General Manager

## Walla Walla Board of County Commissioners Department Head Report June 6, 2022

1. Fairgrounds Department Staffing
  - a. We are updating a job description of one of our positions that has become open in the last few weeks. We will work with Shelly to get this position opened and hired.
2. Grounds Update:
  - a. We are very busy with events from June 1<sup>st</sup> to June 18<sup>th</sup>. We are hosting events almost every day during that span and will be putting a lot of pressure on our teams to take care of these events while maintaining the grounds at a level we are accustomed to. Through this stretch, we will host a County surplus sale, monster truck show, circus, dance event, company meeting, shower, weddings, multiple graduations, antique show and Quinceaneras.
3. Walla Walla Fair 2022:
  - a. I will be getting our marketing committee together with our advertising agency to work on the ad campaign for this year's fair.
  - b. Our concert, demo derby, and rodeo are all selling well.
  - c. We are working on new layouts to accommodate our entertainers for this year's fair.
  - d. Our website is still being built and we expect to have our new look up and running within a few weeks. We need to schedule a meeting with Saffire, our staff, and ad agency to put the final touches on this project.
  - e. Our Guidebook is finished and is both online and in print for our fair exhibitors.
  - f. Our vendor handbook is also updated and out to our vendors for their use.
  - g. Vendor contracts have been issued for about 60% of the Pavilion space and outdoor space.
  - h. We are scrambling a little to fill a staffing hole and get our non-commercial department up and running at a high level as soon as possible. There is still a lot of work and training to be done to get us where we need to be.
4. Rodeo Viewing Platforms Project:
  - a. Fowler construction has been working hard digging holes, setting frames, and putting rebar in the holes getting ready to pour them.
  - b. We are in the process of selling the viewing boxes to our past fair supporters. We have one more list to send out that will reach close to 70 people before opening it up to the

public.

- c. We have commitments for 45 viewing boxes as of June 1<sup>st</sup>. When finished we will have 57 boxes to sell. I would be thrilled if we could sell 10 more in the first year.

5. Fairgrounds Physical Plant Improvement and Maintenance

- a. We have had our walk-through with the contractor who won the Department of Ag grant project. They were excited to get started.
- b. The site of the house on 4th that we burned down has been cleaned up and leveled per our permit. At some point in time, we will look to rock the area for easier maintenance.
- c. We have piled demo debris by Gate 6 and will haul it and any of the barn wood that does not sell during the County surplus sale to the dump.

6. Fair Board:

- a. The next Fair Board meeting will be held June 21 at the fairgrounds in the VIP room.
- b. Our Fair Board and committees are meeting and working hard on this year's fair.

**10:30 COUNTY CORRECTIONS**

**Norrie Gregoire**

a) Department update and miscellaneous



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

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

Norrie Gregoire, Juvenile Court Administrator  
Jon Cassetto, Court Services Manager  
TJ James, Detention Manager  
Kayla Zimmer, Administrative Services Supervisor

To: BOCC  
From: Norrie Gregoire, Director of Corrections/Juvenile Court Administrator  
Date Written: 06/01/22

**Director's Report for June 6<sup>th</sup>, 2022**

**Board Consent/Action Agenda Item(s):**

- ✓ Consent Items: None.
- ✓ Action Items: None.

**Corrections/Court Services Department Updates:**

- ✓ Service Providers, Programs, Grants & Essential Services
  - Medication for Opioid Use Disorder (MOUD) grant is now provisioning daily dosing of Subutex at the jail through our partnership with Blue Mt. Heart to Heart.
  - Court Services advised 5/31 by State Dept. of Commerce that County is an apparently successful applicant for the Victims of Crime Act (VOCA) grant; this grant is a renewal that funds a Child Advocate Volunteer Coordinator position at JJC.
  - Court Services reports an increase in referrals over the last month; as caseloads begin to increase, we are now considering backfilling a currently open Juvenile Probation Officer position.
  - Child Advocacy program reports an increase in child abuse/neglect filings in Superior Court and increased number of children requiring Child Advocacy volunteers.
  - Electronic Home Monitoring (EHM) caseload continues to hover at 20-22 adult defendants, mostly pre-conviction.
- ✓ Court, Detention & Jail Operations
  - Continue to have several very high needs adult defendants waiting for restoration beds at Eastern State Hospital.
  - Detention currently managing two youth with repeated staff assault behaviors. New statutes limiting room confinement and separation from other youth present challenges for staff.
  - Corrections has two contracts in place with central Washington area jail facilities in the event inmates must be moved due to operational staffing shortage; a third contract is nearly across the finish line and will be brought forward to Board.
  - Director continues to keep area law enforcement partners looped in on status of jail operations and staffing challenges.
- ✓ Personnel/Training/Recruitment
  - Corrections Officer John Johnson began service May 17<sup>th</sup>.
  - Corrections has one applicant in background; PAT held 6/2.
  - A DOC Corrections Officer 1 starts at \$24.11/hour. County CO's start at \$21.65 and after 18 months, make \$24.09/hour. Per statute, our staff must pass a polygraph and rigorous psychological examination; DOC requires no polygraph and psychological exam is less rigorous.
  - State DOC twice extended mutual aid staffing assistance to the jail; final cut-off is now 6/13.

- a)** Department update and miscellaneous

# Walla Walla County Community Development Department

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

To: Board of County Commissioners  
From: Lauren Prentice, Director  
Agenda Date: June 5, 2022  
Prepared: June 1, 2022  
RE: Monthly Community Development Department Update

## **Building/Fire**

The following 68 building and fire permits were approved during the last month:

Permit #	Date Applied	Date Approved	Days	Address	Description
B21-0209	4/30/2021	5/3/2022	368	1345 RESER RD	2,933 sf Addition, Interior Remodel - see notes
B21-0368	7/26/2021	5/9/2022	287	4484 LARSON RD	6543 sf 3 Stry Res, 2112 sf Prch, 1248 sf Pat, 1072 Garage
B21-0591	11/18/2021	4/28/2022	161	1342 BRYANT AVE	442 sf Addition/remodel in Attic for Office
B22-0041	2/9/2022	5/9/2022	89	28 LILAC CT	4379 sf 2 Stry Res w/Base, 624 sf Cov Porch, 1026 sf Gar
B22-0046	2/14/2022	5/2/2022	77	6475 MILL CREEK RD	2177 sf Residence, 300 sf Cov Porch, 1023 SF Garage
B22-0047	2/14/2022	5/10/2022	85	2160 DEPPING RD	664 sf Covered Patio
B22-0050	2/16/2022	5/13/2022	86	3578 MILL CREEK RD	1998 sf Residence, 373 sf 2nd Flr studio, 683 sf Garage
B22-0062	2/28/2022	5/9/2022	70	3471 PRANGER RD	3500 sf Storage Building w/attached 1050 sf Lean To
B22-0099	3/24/2022	5/13/2022	50	388 SNIDER DR	530 sq ft Dome Greenhouse
B22-0154	3/29/2022	5/11/2022	43	35 TUTTLE LN	1728 sf Enclosed Pole Building
B22-0110	3/31/2022	5/5/2022	35	961 RESER RD	720 sf Open Addition to Existing Pole Building
B22-0133	4/4/2022	5/4/2022	30	1163 BEET RD	Replace Siding, Install 7 new Windows, 2 Exterior Doors
B22-0111	4/5/2022	5/3/2022	28	132 RUSSET RD	Install in-ground Pool
B22-0115	4/5/2022	5/17/2022	42	3050 BRISBANE ST	544 sf Pool House / Equipment Room
B22-0117	4/6/2022	5/24/2022	48	73 EDITH ST	Add 480 sf Family Room over existing Garage
B22-0128	4/12/2022	5/9/2022	27	1549 GRAY LYNN DR	376 sf Porch Addition
B22-0131	4/13/2022	5/10/2022	27	1467 WHITELEY RD	In-ground Heated Pool
B22-0134	4/14/2022	5/12/2022	28	2060 OLD MILTON HWY	Addition / Remodel - see notes
B22-0140	4/19/2022	5/10/2022	21	629 SW 12TH ST	1260 sf Enclosed Pole Bldg



B22-0142	4/19/2022	5/10/2022	21	629 SW 12TH ST	864 sf Enclosed Pole Bldg
B22-0144	4/20/2022	5/11/2022	21	162 COUNTRY WAY	Remodel 2 Bathrooms
B22-0148	4/21/2022	5/12/2022	21	1138 ANKENY ST	Install New Bathroom in Basement, Replace 2 Existing Windows
B22-0149	4/22/2022	5/10/2022	18	115 DAYBREAK RD	1728 sf Enclosed Pole Bldg
B22-0151	4/22/2022	5/3/2022	11	13979 DODD RD	Emergency Replacement of Hot Water Tank
B22-0155	4/25/2022	5/10/2022	15	1998 HATCH GRADE RD	Install Back-up Generator Only for Cell Tower
B22-0160	4/28/2022	4/29/2022	1	CORNER 9TH & ORCHARD LOT 1	Spring Carnival 4-29 thru 05-01-2022
B22-0161	4/28/2022	4/28/2022	0	13255 W HWY 12	Re-roof Residence, 43 sq w/tear-off
B22-0162	4/28/2022	5/23/2022	25	1206 MIDDLE WAITSBURG RD	Construct 2 Shooting Lanes
B22-0163	4/28/2022	5/16/2022	18	518 LAKEVIEW DR	1320 sf Pole Building
B22-0164	4/29/2022	4/29/2022	0	7424 MILL CREEK RD	Replace siding < 2000 sf
B22-0165	5/2/2022	5/6/2022	4	112 N GOSE ST	Re-roof Residence 15 sq w tear-off
B22-0166	5/2/2022	5/3/2022	1	58 TOUCHET GARDENA RD	Re-roof Residence 24 sq w/tear-off
B22-0167	5/3/2022	5/3/2022	0	49 IRIS LN	Replace heat pump & air handler
B22-0168	5/3/2022	5/4/2022	1	1180 WHITELEY RD	800 sf Special Event Tent 05-06 thru 05-09-2022
B22-0169	5/3/2022	5/18/2022	15	107 DAYBREAK RD	1852 sf Residence, 468 sf Cov P/P, 852 sf Garage
B22-0170	5/4/2022	5/31/2022	27	498 BLALOCK DR	480 sf Enclosed Pole Building
B22-0171	5/4/2022	5/22/2022	18	46 FIRST ST	1652 sf Res, 279 sf Cov P/P/D, 240 Uncov P/P/D, 622 sf Gar
B22-0172	5/5/2022	5/5/2022	0	1339 HAVSTAD DR	Replace 3.5 T A/C & Gas Furnace in Basement
B22-0173	5/5/2022	5/6/2022	1	1736 J B GEORGE RD	Replace Water Heater
B22-0174	5/5/2022	5/26/2022	21	363 ORCHARD ST	32,000 sf Viewing Platforms for Rodeo Arena
B22-0175	5/9/2022	5/24/2022	15	123 BALDWIN RD	Replace Existing 150 sf Deck w/ new 315 sf Uncovered Dec
B22-0181	5/9/2022	5/15/2022	6	2675 HERITAGE RD	Demo existing 360 sf Garage
B22-0176	5/10/2022	5/10/2022	0	4185 NELMS RD	Re-roof Residence, 27 sq w/tear-off
B22-0177	5/10/2022	5/10/2022	0	78 CHERRY ST	Replace 2 T A/C & Gas furnace in basement
B22-0178	5/11/2022	5/11/2022	0	3022 CANYON VIEW CT	Re-roof Residence 65 sq w/tear-off
B22-0179	5/11/2022	5/31/2022	20	7526 BRITTON RD	53,000 sf Engineered Building for Potato Storage

B22-0188	5/11/2022	5/19/2022	8	315 W MAIN ST OLD JAIL	Demo interior only of Old Jail - 6855 sf
B22-0183	5/12/2022	5/31/2022	19	7497 W HIGHWAY 124	53,000 sq ft Engineered Building for Potato Storage
B22-0182	5/16/2022	5/16/2022	0	2565 HERITAGE RD	Re-roof Residence 20 sq w/tear-off
B22-0184	5/17/2022	5/17/2022	0	1143 SAND PIT RD	Install 1 T, 2-head Ductless Heat Pump System
B22-0187	5/18/2022	5/31/2022	13	59 PONDEROSA CT	Inground Heated Pool
B22-0191	5/19/2022	5/19/2022	0	64 MARILYN LN	Installation of heat pump and coil
B22-0192	5/20/2022	5/22/2022	2	816 S HUSSEY ST	Reroof Residence 32 sq w/tear-off
B22-0194	5/23/2022	5/23/2022	0	27073 ICE HARBOR DR	Replace 3 T Heat Pump & Electric Furnace in Laundry Room
B22-0195	5/23/2022	5/23/2022	0	1051 SUN HARBOR DR	Install (Replace) like for like heat pump
B22-0196	5/24/2022	5/24/2022	0	1566 WHEATCREST RD	Replace gas furnace & air conditioner
B22-0197	5/24/2022	5/24/2022	0	148 FERRIS RD	Replace heat pump & air handler
B22-0199	5/25/2022	5/25/2022	0	1848 CATALPA LN	Reroof Residence 10 sq w/tear-off
B22-0200	5/25/2022	5/26/2022	1	100 VINEHILL DR	400 sf Special Event Tent 5/27 - 5/30/2022
B22-0201	5/25/2022	5/26/2022	1	2440 MIDDLE WAITSBURG RD	400 sf Special Event Tent 5/27 - 5/29/2022
B22-0202	5/25/2022	5/25/2022	0	11175 E HWY 124	Reroof Residence 20 sq w/tear-off
B22-0203	5/25/2022	5/26/2022	1	433 MCKINNEY RD	Replace Siding on Residence <2000 sf
B22-0206	5/26/2022	5/31/2022	5	13979 DODD RD	356 sf Pumphouse Structure for New Hot Water Tank
B22-0208	5/26/2022	5/26/2022	0	32 HAROLD AVE	REPLACE 2 TON A/C & GAS FURNACE IN GARAGE
B22-0209	5/26/2022	5/26/2022	0	3146 RESERVOIR RD	Replace Heat Pump
B22-0210	5/27/2022	5/27/2022	0	90 NEWTOWN PL	Re-roof residence, 29 sq w/tear-off
B22-0213	5/31/2022	5/31/2022	0	1319 BARLEEN DR	Replace furnace & AC
B22-0214	5/31/2022	5/31/2022	0	1125 SCHOOL AVE	Reroof Residence 30 sq w/tear-off

### ***New Applications***

A total of 39 building and fire permit applications are currently active in the intake process (i.e. being reviewed for completeness, labeled in eTRAKiT with prefix SCRN). 34 of these new applications are on hold because additional information necessary to review the application is needed; in TRAKiT these applications have the status 'MISSING INFO.' Our Permit Coordinator, Lauri DeBroeck manages this intake process.

### ***Applications Under Review***

The following building/fire permits applications are currently under review. Several of the applications on this list have not been approved yet because there is another approval process pending, like a land use application. Some of these are undergoing first plan reviews, some of them are on second or later reviews. The Date Complete is the date that the application was determined to be complete for review (i.e. the Determination of Completeness and the date that the intake/screening review was done).

Permit #	Date Complete	Address	Description	Permit Type
B21-0481	09/17/2021	30 BIRDSEYE VIEW	1963 sf Residence, 781 sf Covered Porch, 1210 sf Garage	1 FAM RESIDENCE
B21-0492	09/23/2021	396 GRAIN TERMINAL RD	20,000 sf Storage Building	NEW COMMERCIAL BLDG
B22-0058	02/23/2022	3853 POWER LINE RD	5770 sf Pre-eng Metal Bldg for Office, Barrel & Case Storage	NEW COMMERCIAL BLDG
B22-0096	03/11/2022	104 TERI RD	Convert existng Garage into 960 sf ADU	ADDITION REMODEL
B22-0150	04/22/2022	155 MORNINGSTAR LN	2160 sf Enclosed Pole Bldg	POLE BUILDING
B22-0152	04/25/2022	225 E MAPLE ST	2610 sf Residence, 400 sf Covered P/P, 678 sf Garage	1 FAM RESIDENCE
B22-0156	04/25/2022	104 BERGEVIN SPRINGS PL	305 sf Addition to Master Bedroom	ADDITION REMODEL
F22-0004	04/27/2022	133 W FAIRCHILD AVE	Fire Alarm for 17,000 sf Snow Removal Equip Bldg	FIRE
B22-0180	05/15/2022	2229 SCHOOL AVE	1800 sf Enclosed Pole Bldg w/200 sf "lean to"	POLE BUILDING
B22-0185	05/17/2022	1011 ANKENY ST	Interior Remodel, Add Master Bdrm & Bath Suite in Attic	ADDITION REMODEL
B22-0189	05/19/2022	1060 MOJONNIER RD	Remodel 2 bathrooms	ADDITION REMODEL
B22-0190	05/19/2022	96 RANSOM RD	272 sf Cover over Existing Patio	PORCH PATIO DECK
B22-0193	05/22/2022	2384 RIDGEVIEW RD	In-ground Pool	POOL HOT TUB
FW22-0001	05/22/2022	CUSHING ST	Fireworks Display 6-10-2022 @ 9 PM	FIREWORKS
B22-0198	05/24/2022	225 VINEYARD LN	2-4680 sf footprint Structures & 1720 sf Covered Crush Pad	NEW COMMERCIAL BLDG
B22-0204	05/25/2022	965 W SUNSET DR	960 sf Enclosed Pole Building	POLE BUILDING
B22-0207	05/26/2022	443 NW EVANS AVE	360 kW Roof Mount Solar Array	SOLAR ARRAY
B22-0212	05/31/2022	86 PONDEROSA CT	In-ground Heated Pool	POOL HOT TUB

### Software Upgrade – TRAKiT.NET to Central Square Com Dev (CS)

1. Administrative Assistant and I are still working with legal and Tech Services on draft agreement with new payment processor; two companies are under consideration.
2. On May 26, Project Manager, Jenn Ballard, and I met with County GIS staff to identify modifications needed to GIS Map Services (which are inputted/accessed) through TRAKiT program. Due to delays, we only just were able to start testing this integration in mid-May.
3. Four hours of System Administration training completed on May 17 and May 19.

### Technical Review Committee/Preapplication Meetings

Our new Planning Technician, Michael Maret, is scheduling/coordinating these meetings and preparing the notes.

*May 4, 2022*

1. *PRE22-024: Sand Pit Road Plat Map Amendment; proposal to modify private road access in an approved long plat.*
2. *PRE22-025: Capps Footbridge; proposal (informal/roundtable) to install a new footbridge over Cottonwood Creek. Advised of floodplain and critical areas requirements.*
3. *PRE22-026: Mill Creek Road Boundary Line Adjustment between two rural lots (Juhasz).*

*May 11, 2022*

1. *PRE22-027: Proposal to construct duplex in agricultural zoning district to house managers of a new H2A farmworker housing facility. Duplexes are not permitted but advised of options in zoning code that would enable proponent to add two dwelling units.*

*May 18, 2022*

1. *PRE22-028: Beechinor Farms Bridge on Coppei Creek; proposal by Walla Walla County Conservation District and landowner. Advised of floodplain and critical areas standards.*

*May 25, 2022*

1. *PRE22-029: Type 1 and 2 (phased) Bed and Breakfast on Lewis Peak Road. Proposal to convert existing residence into a B&B and retreat center/resort. Advised of B&B standards and limitations on accessory uses (events limited).*
2. *PRE22-030: Russell Creek Agricultural Bridge: proposal to construct a new bridge for farm equipment access about 700 feet downstream of the Russell Creek – Cottonwood Road County bridge. Advised of critical areas and floodplain standards.*

*June 1, 2022*

1. *PRE22-032: O'Brien Construction; proposal for approximately 5,000 square foot commercial building and contractor yard in Burbank Business Park.*
2. *PRE22-031: Teton West; proposal for approximately 12,000 square foot commercial building to server several tenants (contractors). If the proposal is 12,000 square feet, SEPA will be required.*

## **Planning/Land Use Approvals and Decisions**

The following planning applications were approved (or denied in the case of the appeal) during the last month. All were administrative decisions except the first item which was an appeal of an administrative decision.

The Hearing Examiner conducted two public hearings for Type 3 applications in May; these decisions are expected in the next week or so: CUP22-002 (Doubleback Winery Expansion) and CUP22-005 (Walla Walla Vintners Expansion).

The next Hearing Examiner agenda will be on Thursday, June 23. We haven't finalized the agenda but expect that there will be 2-4 items on the agenda.

1. APP21-002: Appeal by Coleman of Type 2 Administrative Decision (variance of agricultural buffer) for residential development at 30 Birdseye View. Hearing Examiner denied appeal in full and upheld Director's decision.
2. BLA21-006: Boundary Line Adjustment on E. Sunset Drive in Burbank between two rural lots. BLA approved with a condition requiring applicant to acknowledge on final map that development may not be feasible until such time as water or sewer are available due to Environmental Health concerns. No utilities in this area planned at this time. BLA will resolve existing boundary issue (buildings overlapping property line).
3. BLA22-002: Boundary Line Adjustment on Old Milton Highway for Yellowhawk Resort to accommodate future development.
4. BLA22-003: Boundary Line Adjustment on Blacksnake Ridge Road to reconfigure 3 lots into 2.
5. BLA22-004: Boundary Line Adjustment at Walla Walla County Fairgrounds to resolve boundary issue related to Rodeo Arena project.
6. CAP22-008: Critical Areas Review for pole building project on Lakeview Drive adjacent to erosion hazard areas (steep slopes).
7. SEPA20-013: SEPA Environmental Review for Wegner 2-lot Short Plat on Mill Creek Road; Mitigated Determination of Non-Significance (MDNS) issued requiring future review of cultural resources at the time of development (none proposed with short plat).
8. SEPA22-009: SEPA Environmental Review for AgriNorthwest Eureka Potato Shed on Britton Road. Determination of Non-Significance (DNS) issued.
9. SEPA22-010: SEPA Environmental Review for AgriNorthwest Prescott Potato Shed on W. Highway 124. Determination of Non-Significance (DNS) issued.
10. SEPA22-015: SEPA Environmental Review for Rodeo Viewing Platform at Walla Walla County Fairgrounds. Determination of Non-Significance (DNS) issued.
11. SHR22-003: Shoreline Exemption Letter for Snake River Orchards Pump Station Improvements.
12. VAR22-004: Side Yard Adjustment (variance) for two sheds on Snake River Drive.
13. WP21-005: Type 1 Winery Permit for Isenhower Cellars expansion on Pranger Road.



## **Code Enforcement**

The following Code Enforcement Cases were closed during the last 30 days by the Code Compliance Officer.

Case No	Description	Address	Date Opened	Date Closed
C21-045	Illegal business	183 Prospect Ave	06/03/2021	05/02/2022
C21-094	JUNK, LITTER, DEBRIS, Garbage & Inoperable Vehicles	2014 ELK HORN RD	12/08/2021	05/02/2022
C22-016	JUNK, LITTER, DEBRIS / Garbage	168 FRONTAGE RD	03/14/2022	05/02/2022
C22-020	Dangerous Building	627 RAILEX RD	04/20/2022	05/04/2022
C22-011	RV Living / JUNK, LITTER, DEBRIS / Trash	88 NW DAVIS AVE	02/23/2022	05/16/2022
C22-017	Animals (Pigs & Poultry)	3712 MILL CREEK RD	03/30/2022	05/16/2022
C19-0083	JUNK, LITTER, DEBRIS WEEDS & Horses in setbacks	539 W SUNSET DR	08/02/2019	05/17/2022
C22-022	Weeds	340 HANSON RD	05/09/2022	05/23/2022
C22-023	Junk Vehicles	225 MAIN ST	05/10/2022	06/01/2022

## **Miscellaneous**

1. In early May we issued an RFQ/P for a Building Plan Reviewer. Deadline was May 27; currently reviewing responses.
2. Permit Coordinator trained three new staff members on issuance of permits.
3. On May 12 CDD staff conducted StrengthsFinder workshop on site facilitated by State Auditor's Office of Local Government Innovation.
4. Building Official and Senior Planner attended Tiny Homes webinar by MRSC on May 13 specifically related to recent State Building Code Changes that apply to tiny homes, as well as land use planning regulations.
5. On May 31 Director met with Port of Walla Walla and proponents of Project Max (application SDP22-001, Suncap). Advised them on permitting requirements for current application as well as building permits, etc. They chose to utilize an optional land use application process (Site Development Permit). This is an extra requirement not required or recommended by County staff. They have submitted this application and a SEPA Environmental Checklist for review. Alternatively, we advised them they could just submit SEPA for review with their building permit applications.
6. On June 2 Director and Building Official to meet with Walla Walla Home Builder's Association.
7. Conditional Use Permit application CUP22-007 for Kinhaven Winery at 1050 Merlot Drive was withdrawn.

## Citizen Complaints and Reports/Inquiries

The following complaints and inquiries were logged in CRM TRAK (Citizen Response Module) in the last month. Most of these were planning inquiries and the rest were code violation reports directed to our Code Compliance Officer for investigation.

Issue	Title	Status	Nature/Type	Category	Issue Address	Created Date	Created Via
INQ22-000112	Possible truck stop	Responded	CITIZEN INQUIRY	Planning	14749 DODD RD	04/28/2022	Phone
CRM22-000113	STREAMS/CRITICAL AREAS ISSUES @ 4700 area Mill Creek	Report Received	STREAMS/CRITICAL AREAS ISSUES	Planning	4700 area Mill Creek	04/28/2022	CRM Web Report
CRM22-000114	Construction activity possibly in floodway	Report Received	STREAMS/CRITICAL AREAS ISSUES	Planning	2589 S WILBUR AVE	05/02/2022	Phone
CRM22-000115	Construction w/o permits	Complaint Unsubstantiated	BUILDING CONSTRUCT ACTIVITY	Building	1338 MONROE ST	05/02/2022	Email
CRM22-000116	Accumulation of Junk	Complaint Unsubstantiated	OTHER	General		05/02/2022	Email
INQ22-000117	Zoning & Permitted Uses Question	Responded	CITIZEN INQUIRY	Planning	PLEASANT VIEW RD	05/02/2022	Phone
INQ22-000118	Zoning & Permitted Uses Question	Responded	CITIZEN INQUIRY	Planning	SUDBURY RD	05/02/2022	Phone
INQ22-000119	Wants County Staff to delineate a wetland/stream	Responded	CITIZEN INQUIRY	Planning	1015 W WHITMAN DR	05/02/2022	Phone
CRM22-000120	RV Living	Complaint Verified	LIVING IN A RV	General	218 ADAIR RD	05/03/2022	Phone
INQ22-000121	100,000 sq Cherry Packing Facility	Responded	CITIZEN INQUIRY	Planning	1111 FISHOOK PARK RD	05/04/2022	Phone
INQ22-000122	ADU for parents	Responded	CITIZEN INQUIRY	Planning	6393 SUDBURY RD	05/04/2022	Phone
INQ22-000123	Fence, Landscaping, Location of Property Lines, UGA	Under Investigation	CITIZEN INQUIRY	Planning	818 MOJONNIER RD	05/04/2022	Phone
CRM22-000124	building activity without septic/well	Case Closed	BUILDING CONSTRUCT ACTIVITY	Building	1497 WOODEN RD	05/05/2022	Phone
CRM22-000125	VEHICLES ON PRIVATE PROPERTY @ 225 MAIN ST	Complaint Verified	VEHICLES ON PRIVATE PROPERTY	Nuisance	225 MAIN ST	05/05/2022	CRM Web Report
CRM22-000126	STORAGE ON PERSONAL PROPERTY @ 155 MAIN ST	Responded	STORAGE ON PERSONAL PROPERTY	Building	155 MAIN ST	05/05/2022	CRM Web Report
CRM22-000127	WEEDS @ 340 HANSON RD	Case Closed	WEEDS	Building	340 HANSON RD	05/05/2022	CRM Web Report
INQ22-000128	Is this buildable?	Responded	CITIZEN INQUIRY	Planning	FROG HOLLOW RD	05/09/2022	Email
INQ22-000129	Subdivide-able?	Under Investigation	CITIZEN INQUIRY	Planning	249 LAMPSON DR	05/10/2022	Phone
INQ22-000130	Where can he put a MH	Responded	CITIZEN INQUIRY	Planning	112 N PETTYBONE ST	05/10/2022	Phone
INQ22-000131	Potential B & B for the Wilks?	Responded	CITIZEN INQUIRY	Planning	5139 LEWIS PEAK RD	05/11/2022	Phone

CRM22-000132	Report that dirt work is occurring	Under Investigation	STREAMS/CRITICAL AREAS ISSUES	Planning	2589 S WILBUR AVE	05/11/2022	Phone
INQ22-000133	Multiple Parcels - Buildable?	Responded	CITIZEN INQUIRY	Planning	1321 BARLEEN DR	05/11/2022	Phone
INQ22-000134	Buildable Lot? See INQ22-000133	Responded	CITIZEN INQUIRY	Planning	BARLEEN DR & WILLOWHAVEN DR	05/11/2022	Phone
INQ22-000135	Buildable Lot? See INQ22-000133	Responded	CITIZEN INQUIRY	Planning	BARLEEN DR & WILLOWHAVEN DR	05/11/2022	Phone
CRM22-000136	OTHER @ 334 Hill RD	Complaint Unsubstantiated	OTHER	Building	334 Hill RD	05/14/2022	CRM Web Report
INQ22-000147	Construct another dwelling	Responded	CITIZEN INQUIRY	Planning	2694 Blue Creek Rd	05/16/2022	Email
CRM22-000137	Permit Violation	Case Closed	STREAMS/CRITICAL AREAS ISSUES	Building	2589 S WILBUR AVE	05/16/2022	Mail/Drop-box
INQ22-000138	For Sale sign to be seen from Hwy	Responded	CITIZEN INQUIRY	Planning	254 WHEAT RIDGE LN	05/16/2022	Phone
INQ22-000139	ADD MOBILE HOME TO PROPERTY	Responded	CITIZEN INQUIRY	Planning	24676 W HIGHWAY 12	05/17/2022	Phone
CRM22-000140	RV Living	Complaint Verified	LIVING IN A RV	General	2720 Willowbrook Ave	05/17/2022	Phone
CRM22-000141	Junk Vehicles, JLD Vegetation	Complaint Verified	GARBAGE ON PRIVATE PROPERTY	Nuisance	63 N CAMPBELL RD	05/18/2022	Email
INQ22-000142	Developable lot question	Responded	CITIZEN INQUIRY	Planning	116 N GOSE ST	05/23/2022	Phone
CRM22-000143	Adair Homes Adequate Water ?	Report Received	OTHER	Building		05/24/2022	Email
INQ22-000144		0	ANIMALS (NUMBER, TYPE ALLOWED)	Building		05/24/2022	Phone
CRM22-000145	OTHER @ 200 block area Mill Creek Rd	Case Closed	OTHER	General	200 block area Mill Creek Rd	05/25/2022	CRM Web Report
INQ22-000146	Is it buildable?	Under Investigation	CITIZEN INQUIRY	Planning		05/25/2022	Email
INQ22-000148	"harvest hosts" one night rv stay	Responded	CITIZEN INQUIRY	Planning	1564 WHITELEY RD	05/27/2022	Phone
CRM22-000149	Overgrowth of vegetation	Complaint Verified	WEEDS	Nuisance	39 NW EVANS AVE	06/01/2022	Phone
CRM22-000150	Illegal business	Complaint Verified	ILLEGAL BUSINESS	General	78 MOONLIGHT DR	06/01/2022	Phone
CRM22-000111	BUILDING CLOSE TO PROP LINE @ 855 A ST	Void	BUILDING CLOSE TO PROP LINE	Building	855 A ST	04/25/2022	CRM Web Report



**11:00 TECHNOLOGY SERVICES DEPARTMENT**

**Chad Goodhue**

a) Department update and miscellaneous



**WALLA WALLA COUNTY**  
**Technology Services Department**

Chad R Goodhue | Technology Services Director |

315 W. Main Street, Rm 102 - Walla Walla, Washington 99362  
(509) 524-2590  
cgoodhue@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

June 6<sup>th</sup>, 2022

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

Re: **Technology Services Update**

**Issues/Information for the Board.**

- List of current projects and activities:

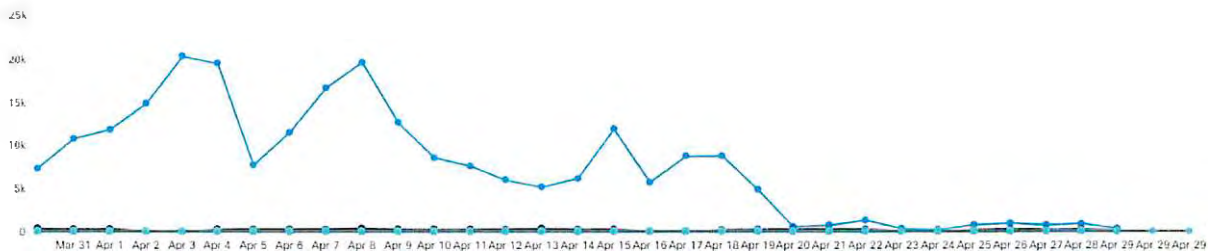
<ul style="list-style-type: none"><li>▪ <b>Copiers –</b></li><li>▪ 2<sup>nd</sup> batch of copiers have been ordered, Copiers are beginning to arrive</li><li>▪ <u>Kelly Connect</u></li></ul>
<ul style="list-style-type: none"><li>▪ <b>Campus –</b></li><li>▪ Fiber installation is complete and the fiber terminations are complete as well</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Courthouse –</b></li><li>▪ The Courthouse fiber optics have been run and the terminations are complete. We have one exception in the Clerks office which is still waiting on a wiring cabinet.</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Community Health Department –</b></li><li>▪ Working with Nancy to bring in an outside consultant to help with Policy and Procedures specifically to CHD</li></ul>
<ul style="list-style-type: none"><li>▪ <b>County Requests – Physical Security</b></li><li>▪ We are evaluating several systems currently and speaking to other SLTT organizations about their use, costs etc.</li><li>▪ We have completed one of two walk throughs and will have integration costs soon</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Community Development</b></li><li>▪ We have the new GIS server up and Central Square can now tie into our map services for integration with Community Development</li><li>▪ Kendall has created new “Map Services” and worked with Central Square so that end users can access GIS from within the CS portal without a second login.</li><li>▪ New Services have been created that will have the correct symbology for the CD staff</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Data Center Move</b></li><li>▪ The new racks and PDU’s have been setup</li><li>▪ We are starting to populate the new racks with gear in preparation</li></ul>

- **End Point Security**
  - The new EPP has been pushed out to all machines and we are getting good telemetry from the software
- 
- **FMS Replacement**
  - The committee has met and identified what we want to see
  - I have made contact with Tyler and the Munis team, now called Enterprise ERP and we will be looking at a late August time frame for our first demo.
  - **Enterprise ERP is only offered as a SaaS solution at this point**

## Last Month

Threat Detection Summary

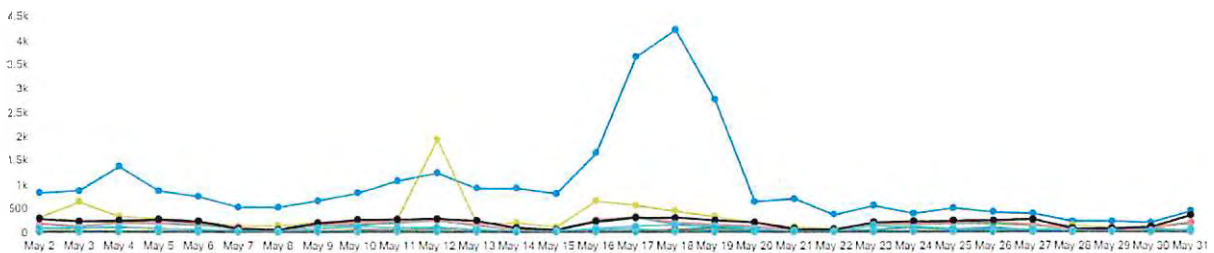
All Categories 231.9k Reputation Filtering 3697 Spam Detection 6851 Email Spoofing 5562 Scam and Phishing Attempts 1397 Attachment and Malware Detection



## Current

Threat Detection Summary

All Categories 30.7k Reputation Filtering 9270 Spam Detection 8708 Email Spoofing 5799 Scam and Phishing Attempts 1966 Attachment and Malware Detection



## Components (Main infrastructure) Security –

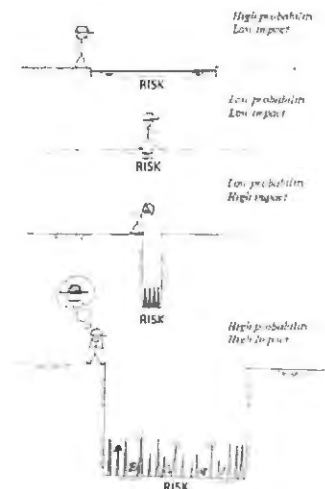
- Phishing and County awareness

## Hardware

## Other Projects

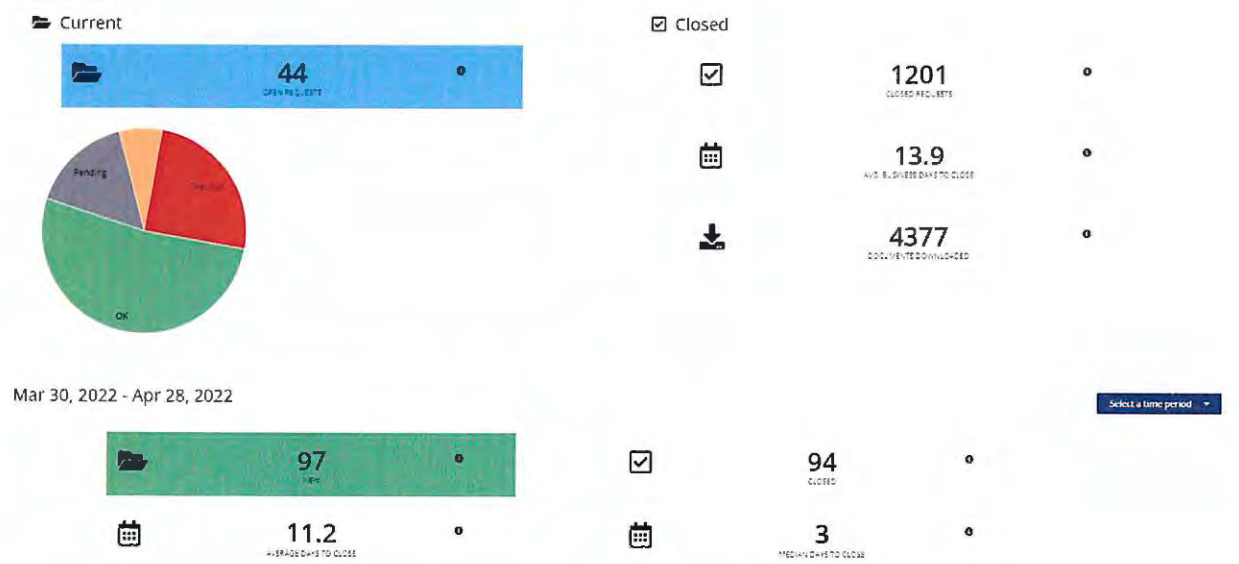
- OnBase
- Contracts
- Inventory –

## Next Request Portal Information

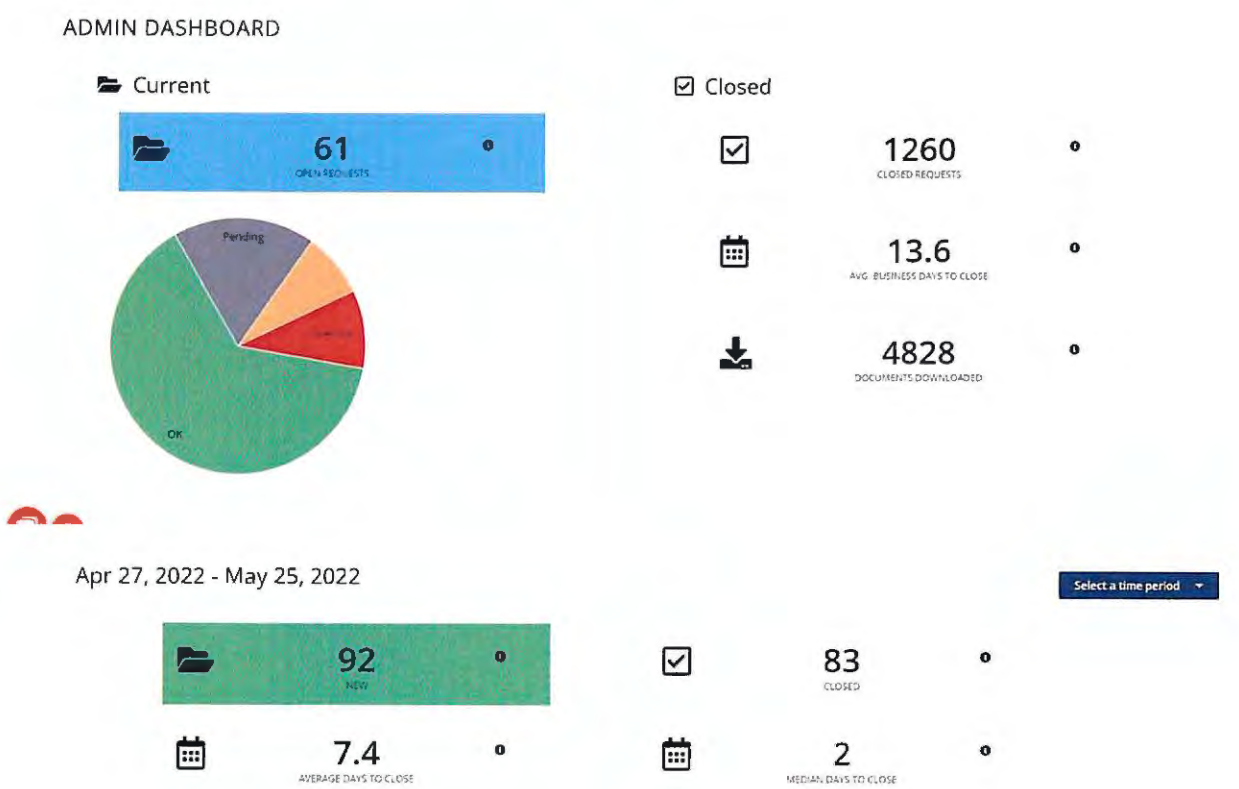


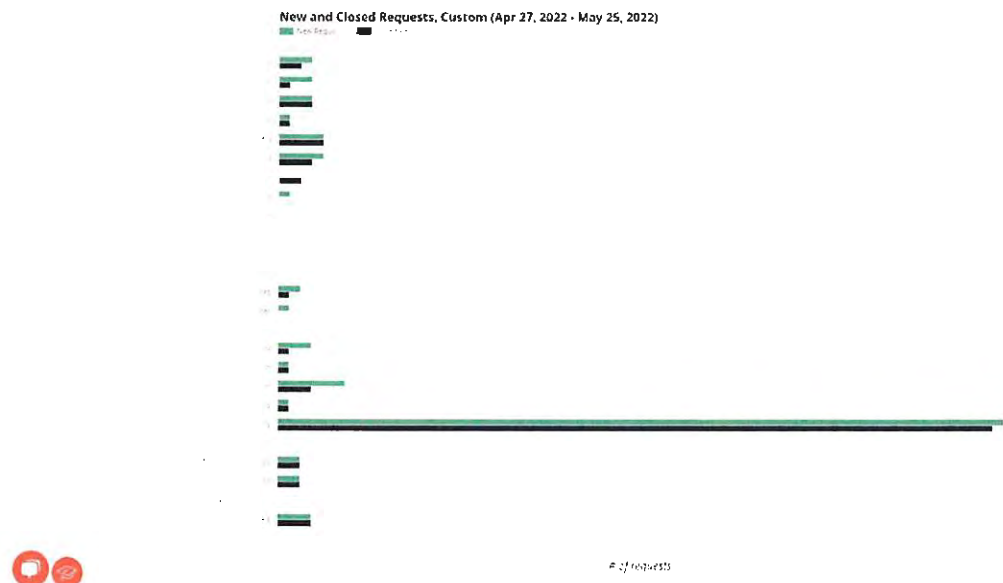
YTD 2022= 410 (last year we did not capture all SO requests, we do now)  
LYTD 2021= 107

Last Month



Current





- GIS data, SO requests are up (65), Community Development is seeing an uptick, Auditor's elections (more than ever regarding ballot processing etc.)

#### Definitions

ESG – Email Security Gateway

DMS – Document Management System (OnBase)

OCIO = Office of the Chief Information Officer

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

JLARC=Joint Legislative Audit and Review Committee

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

API = Application Program Interface

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

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

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

**11:15 FACILITIES MAINTENANCE**

**Robert Henry**

- a) Department update and miscellaneous

## Walla Walla County Facilities Department

317 W Main St, Walla Walla, WA 99362

Update June 6<sup>th</sup>, 2022

### Maintenance:

- Spring maintenance is underway on the HVAC.

### Custodial

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

### Grounds

- Grounds team is watching the weather and will be turning on the sprinklers soon.

- Warranty repair on the mower is complete, and we are working to keep up with the fast growing grass.

### Facilities:

- Breakers for new electric room have been delayed again. The newest ship date is Jun 6<sup>th</sup>.

- Surplus sale is complete.

- Old Jail and adjacent storages have been cleared for Demo work during old jail renovation.

**a) Consent Agenda Items:**

- 1) Proposal 2022 06-06 SO Approval to apply for Department of Homeland Security Federal Emergency Management Agency Port Security Grant Program (Vessel replacement)

**b) Office update and miscellaneous**





## WALLA WALLA COUNTY SHERIFF'S OFFICE MEMORANDUM

To: Board of County Commissioners

From: Chief Deputy Richard Schram

Re: Proposal to apply for Department of Homeland Security Federal Emergency Management Agency Port Security Grant Program

Date: May 26, 2022

Board members,

The attached proposal is before you because the Walla Walla County Sheriff's Office has the opportunity to apply for a federal grant: Department of Homeland Security Federal Emergency Management Agency Port Security Grant Program, on June 13 of 2022. This grant will provide us the opportunity to replace our aging patrol and rescue vessel.

As you are aware, the current vessel is a 2008 Custom Weld jet boat which has served us well over the years but has become very expensive to maintain as it is coming to the end of its serviceable life as a police response vessel. Deputy Bush, our Marine Lead, has obtained competitive bids from three major manufacturers of LE and military vessels. The purchase price of a new vessel and trailer, fully outfitted from the factory – custom built to our needs and upfitted for patrol on delivery with sea trials prior to delivery – will cost ~\$286,502.32.

The grant we are requesting to apply for requires a 25% match meaning WWSO would be required to have ~\$71,625.58 and the remainder will be covered by the grant. Currently, we have adequate funds in our Vessel Registration Funds (VRF) account to cover this match.

I request that you please consider approving this golden opportunity for WWSO to obtain a critical piece of equipment at a fraction of the cost to the county. A new vessel is needed but more importantly, the one we have selected has a longer life expectancy, is more capable and cost effective to operate than any vessel we have had in decades.

Respectfully Submitted,

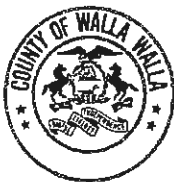
A handwritten signature in black ink, appearing to read "Richard Schram", written over a horizontal line.

Chief Deputy Richard Schram

From the Desk of:

Richard Schram, Chief Criminal Deputy  
Walla Walla County Sheriff's Office  
240 West Alder Street  
Walla Walla, WA (99362-0220)  
(509) 524-5406

[rschram@co.walla-walla.wa.us](mailto:rschram@co.walla-walla.wa.us)



# Proposal

Date: May 26, 2022

Proposal ID: 2022 06-06 SO

To: BOCC

From: Richard Schram  
Chief Criminal Deputy

Intent: Gain BOCC approval to apply for Department of Homeland Security Federal Emergency Management Agency Port Security Grant Program 2022-23 funding

Topic: Department of Homeland Security Federal Emergency Management Agency Port Security Grant Program 2022-23 funding request

## **Summary – Grant Questionnaire**

1) Name of Grant/Program: Department of Homeland Security Federal Emergency Management Agency Port Security Grant Program

2) New Grant ☒ Renewing Grant ☐ Term (# of years): 1 year

3) Is the grant unchanged, and does not require Current Expense funding?

*(If Y, please skip to number 24)*

Y\_\_\_\_\_ N\_\_\_\_\_ N/A\_\_\_\_\_

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

This grant will allow for the Walla Walla County Sheriff's Office to maintain its longstanding marine division. The marine division responds to many emergency calls for service on our waterways every year as well as provide assistance to vessels in distress. This grant will provide the opportunity to make the unit more efficient in daily operations as well as reduce maintenance expenses by replacing our existing, aging, patrol and rescue vessel. This grant will also allow for the ability to deliver our SAR unit and SWAT team to locations they could otherwise not be able to respond to without the assistance of our marine unit. Last, this grant provides us the opportunity to further our education and enforcement outreach program to keep our boating public safe.

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

Equipment Grant

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

This is a one-time grant.

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

This is a new grant which will support our program by providing the opportunity to purchase a new, much needed, patrol and rescue vessel. The vessel we have selected through a competitive bid process should last 20 to 25 years, only needing a repower around year 10 rather than needing an entirely new vessel in 10 years.

- 8) Does this grant require up front funds? Y\_\_\_\_\_ N\_\_\_X\_\_\_

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

N/A

- 9) How many employees (new or current) will be paid by the grant? N\_N/A\_\_\_ C\_N/A

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

This grant is not to pay employees, only to acquire equipment.

- 10) Will the grant require matching funds, i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Y\_\_\_X\_\_\_ N\_\_\_\_\_ If so, what?

25% cash match

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y\_\_\_N/A\_\_\_ N\_\_\_N/A

- 12) What fund would support a cash match (if required)? Vessel Registration Funds

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

- 14) What fund would support the administration of the grant?

From the county Current Expense fund.

- 15) Will the grant allow for the County cost allocation plan to be funded? Y\_\_\_\_\_ N\_\_\_\_\_ N/A XX

- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements?

No

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

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

Y      N X

- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y X N      If so, what activities?

New BARS numbers assigned by the auditor's office and possible legal review.

- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y      N X If so, what obligations?

- 21) Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.?)

No

- 22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Y X N      If so, what is the funding source for consultant fees? Vessel Registration funds will be used unless the grant is awarded; in which case the grant will cover the cost of professional consultants at Lexipol.

- 23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department or office's existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.

This is a one-time grant for the purchase of a vessel which will allow for the county to save in preparation for another replacement of propulsion in 10 years and the entire vessel itself in 20-25 years.

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

**Please feel free to submit additional information as needed.**

**Conclusion/Recommendation**

Recommend the Walla Walla County Board of County Commissioners approve the Walla Walla County Sheriff's Office to apply for this funding. Recommend the Sheriff's Office apply for this grant as there are currently no funds in ER&R to replace our vessel which needs replaced.

Submitted By

Disposition

Richard Schram, WWSO, May 26, 2022

\_\_\_\_ Approved

Name Department Date

\_\_\_\_ Approved with modifications

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

Name Department Date

\_\_\_\_ Denied

BOCC Chairman

Date

**Additional Requirements to Proposal**

\_\_\_\_ Modification

\_\_\_\_ Follow Up

Copies to: Requesting Office/Department, Commissioner's File

 An official website of the United States government  
[Here's how you know](#)



FEMA

About

# Fiscal Year 2022 Port Security Grant Program Fact Sheet



English

Release Date: May 3, 2022

In fiscal year (FY) 2022, the Department of Homeland Security is providing \$100 million to promote sustainable, risk-based efforts to protect critical port infrastructure from acts of terrorism.

## Overview

The [FY 2022 Port Security Grant Program](#) is one of four grant programs that constitute the DHS/Federal Emergency Management Agency's focus on transportation infrastructure security activities. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the nation's critical infrastructure against potential terrorist attacks. The PSGP provides funds to state, local, territorial and private sector partners to support increased port-wide risk management and protect critical surface transportation infrastructure from acts of terrorism.

## Funding

In FY 2022, the total amount of funds under PSGP is \$100 million. The FY 2022 program is focused on supporting increased maritime cybersecurity, port-wide maritime security risk management, enhancing maritime domain awareness, supporting maritime security training and exercises, and maintaining or reestablishing maritime security mitigation protocols that support port recovery and resilience capabilities. PSGP investments must address U.S. Coast Guard and Area Maritime Security Committee identified vulnerabilities in port security.

## Eligibility

All entities subject to an Area Maritime Security Plan, as defined by 46 U.S.C. § 70103(b), may apply for PSGP funding. Eligible applicants include, but are not limited to, port authorities, facility operators, and state, territorial, and local government agencies. A facility operator owns, leases, or operates any structure or facility of any kind located in, on, under, or adjacent to any waters subject to the jurisdiction of the United States. Examples of facility operators include, but are not limited to, terminal operators, ferry systems, bar/harbor pilots, and merchant's exchanges.

Ferry systems that elect to participate under the FY 2022 PSGP are not considered for funding under the FY 2022 Transit Security Grant Program (TSGP). Likewise, any ferry system that elects to participate in the FY 2022 TSGP is not considered for funding under the FY 2022 PSGP.

Please refer to the FY 2022 PSGP funding notice for additional information on eligibility.

## Funding Guidelines

PSGP recipients will be selected for funding through a competitive review process as outlined in the FY 2022 PSGP funding notice. Applicants will receive a 20% increase to their scores for addressing one or more of the following National Priority Areas in their Investment Justifications:

1. Enhancing cybersecurity; and
2. Enhancing the protection of soft targets and crowded places.

Projects submitted by a public sector applicant or projects otherwise certified by the U.S. Coast Guard Captain of the Port as having a port-wide benefit will have their final scores increased by a multiplier of 10%.

# Application Process

Applying for an award under the PSGP is a multi-step process. Applicants are encouraged to register early, as the registration process can take four weeks or more to complete.

Registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. Please refer to Section D in the FY 2022 PSGP NOFO for detailed information and instructions.

Eligible applicants must submit their initial application at least seven days prior to the June 13, 2022, application deadline through the Grants.gov portal at [www.grants.gov](http://www.grants.gov). Applicants needing Grants.gov support should contact the Grants.gov customer support hotline at (800) 518-4726 24 hours per day, seven days per week except federal holidays.

Eligible applicants will be notified by FEMA within one to two business days and asked to proceed with submitting their complete application package in the [Non-Disaster \(ND\) Grants System](#) by the application deadline. Applicants needing technical support with the ND Grants System should contact [ndgrants@fema.dhs.gov](mailto:ndgrants@fema.dhs.gov) or (800) 865-4076, Monday through Friday from 9 a.m. – 6 p.m. ET.

Completed applications must be submitted no later than **5 p.m. ET on June 13, 2022**.

## PSGP Resources

There are a variety of resources available to address programmatic, technical and financial questions, including:

- The FY 2022 PSGP funding notice is located [online](#).
- The FEMA [Preparedness Grants Manual](#).
- For additional program-specific information, please contact the Centralized Scheduling and Information Desk (CSID) help line at (800) 368-6498 or [AskCSID@fema.dhs.gov](mailto:AskCSID@fema.dhs.gov). CSID hours of operation are from 9 a.m. to 5 p.m. ET, Monday through Friday.
- For support regarding financial grants management and budgetary technical assistance, applicants may contact the FEMA Award Administration Help Desk via e-mail to [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).



## Tags:

 [Port Security Grant Program](#)

Last updated May 13, 2022

[Return to top](#)

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**Grants**

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**Floods & Maps**

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# National Terrorism Advisory System

**11:45 JOINT FINANCIAL UPDATE**

**Karen Martin  
Gordon Heimbigner**

a) 2022 budget report

**12:00 RECESS**

**1:15 COUNTY COMMISSIONERS**

- a)** Discussion revision of committee assignments
- b)** Discussion re Waitsburg-Coppei Flood Control District
- c)** Miscellaneous or unfinished business to come before the Board

**1:30 COUNTY COMMISSIONERS acting as the MILL CREEK FLOOD CONTROL ZONE  
DISTRICT SUPERVISORS**

**a) Action Agenda Items:**

- 1) Executing Landowners Agreement with Tri-State Steelheaders Mill Creek Passage  
between Division Street and Roosevelt Street

a) **Bid Opening:**

- 1) One (1) New or Used Diesel Powered 5K-7K Rough Terrain Forklift

b) **Consent Agenda Items:**

- 2) Resolution – Approving Signature Authority for Federal Grant Requirements
- 3) Resolution – Signing a Rural Arterial Program Project Amendment No. 1 for Construction Proposal (Lyons Ferry Road MP 0.20 to MP 2.81)
- 4) Resolution – Approving a request for Reimbursable Work from the Port of Walla Walla to paint stripe certain roads in Burbank, Washington

c) **Action Agenda Items:**

- 1) Resolution – Small Works Bid Award for Seven Mile Bridge Riprap Project
- 2) Signing Small Works Contract of Seven Mile Bridge Riprap Project with Harry Johnson Plumbing and Excavation, Inc.

d) Department update and miscellaneous

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

IN THE MATTER OF APPROVING  
SIGNATURE AUTHORITY FOR  
FEDERAL GRANT REQUIREMENTS



RESOLUTION NO. **22**

**WHEREAS**, Federal Grant requirements nationwide have been consolidated and detailed in 2 CFR 200 "Super Circular"; and

**WHEREAS**, part of the changes included in the CFR directly affect the signature authority on reimbursement requests; and

**WHEREAS**, to assure expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and fiscal reports or vouchers requesting payment under the agreements must include a certification signed by an official who is authorized to legally bind the non-Federal entity; and

**WHEREAS**, the Board of Walla Walla County Commissioners delegates authority to sign annual and final fiscal reports and vouchers requesting payment for federal grants to the following individuals;

Walla Walla County Public Works Director/County Engineer  
Walla Walla County Public Works Fiscal Manager

now therefore;

**BE IT HEREBY RESOLEVED**, by this Board of Walla Walla County Commissioners that said authority for Federal Grant signatures be authorized as stated above.

*Passed this 6<sup>th</sup> day of June, 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 SIGNING A  
RURAL ARTERIAL PROGRAM  
PROJECT AMENDMENT NO. 1 FOR  
CONSTRUCTION PROPOSAL  
(LYONS FERRY ROAD MP 0.20 TO  
MP 2.81)

}

RESOLUTION NO. **22**

**WHEREAS**, Lyons Ferry Road MP 0.20 to MP 2.81 is structurally deficient; and

**WHEREAS**, Lyons Ferry Road MP 0.20 to MP 2.81 has been selected by the County Road Administration Board to receive project funds to reconstruct, realign and widen the road; now therefore

**WHEREAS**, Lyons Ferry Road MP 0.20 to MP 2.81 has been selected by the County Road Administration Board to allow an increase in project funding to \$1,301,400; now therefore

**BE IT HEREBY RESOLVED**, by this Board of Walla Walla County Commissioners, that they do hereby enter into said Amendment No. 1 Agreement and the Chair of the board shall sign same in the name of the Board.

*Passed this 6<sup>th</sup> day of June, 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 A  
REQUEST FOR REIMBURSABLE  
WORK FROM THE PORT OF WALLA  
WALLA TO PAINT STRIPE CERTAIN  
ROADS IN BURBANK, WASHINGTON



RESOLUTION NO. **22**

**WHEREAS**, the Port of Walla Walla has submitted a Request for Reimbursable Work for paint striping in Burbank, Washington ; now there

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that said Request for Reimbursable Work for the Port of Walla Walla be signed authorizing the County Road Department to perform the following work in Burbank:

- Paint Striping, to include roadway indicators, stop bars and crosswalks on Jantz Road and Gateway Drive

*Passed this 9<sup>th</sup> day of May, 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 A  
SMALL WORKS BID AWARD FOR  
SEVEN MILE BRIDGE RIPRAP  
PROJECT

RESOLUTION NO. **22**

**WHEREAS**, as quotes were due by 10:00 A.M. Thursday, May 26, 2022, for Seven Mile Bridge Riprap project, with the following bids received:

- |   |             |
|---|-------------|
| 1) Harry Johnson Plumbing & Excavating<br>Walla Walla, Washington | \$ 9,840.00 |
| 2) Royse Hydroseeding<br>Walla Walla, Washington                  | \$12,500.00 |
| 3) Nelson Construction<br>Walla Walla, Washington                 | \$14,000.00 |

**WHEREAS**, on May 23, 2022 the Public Works Director was authorized to approve bid award due to no regularly scheduled Commissioner meetings the week of May 30, 2022; and

**WHEREAS**, Harry Johnson Plumbing and Excavating submitted the lowest responsive, responsible bid; now therefore,

**BE IT HEREBY RESOLVED**, by this Board of Walla Walla County Commissioners that the Seven Mile Bridge Riprap project is formally awarded to Harry Johnson Plumbing and Excavating in the amount of \$9,840.00.

*Passed this 6<sup>th</sup> day of June, 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 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: 1 June 2022

Re: Director's Report for the Week of 31 May 2022

**Board Action: 6 June 2022**

**Bid Opening:**

In the Matter of a Bid Opening – Forklift for the Fairgrounds

**Action Agenda Items:**

In the Matter of Federal Grant Requirements for Signature Authority

In the Matter of Executing a Landowners Agreement with Tri-State Steelheaders

In the Matter of Signing a Rural Arterial Program Project Amendment No. 1 for Construction Proposal

In the Matter of a Small Works Bid Award for Seven Mile Bridge Rip Rap Project

In the Matter of Signing a Small Works Contract for Seven Mile Bridge Rip Rap Project

In the Matter of a Request for Reimbursable Work from the Port of Walla Walla to Paint Stripe Certain Roads in Burbank Washington

**ENGINEERING:**

- Mill Creek Road MP 1.1 to MP 3.96: Contractor is beginning work.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Contractor is finishing grade and placing rock.
- Peppers Bridge Road: Working on right of way and utility relocations.
- Lower Waitsburg Road: Working on project design.
- Fishhook Park Road: Working on project design.
- Seven Mile Bridge: Contractor will place rip rap to protect toe of slope.
- Misc.: Assisting with material testing needs for the fairgrounds rodeo viewing platform project.

**MAINTENANCE/FLEET MANAGEMENT:**

- North & South Crew – Chip Seal is in full operation, working on Eureka North, Blanchard and CM Rice Roads. Reader Board is set up on Fishhook Road stating “plan for delays” in English and Spanish.
- Garage – Routine maintenance and assisting with chip seal as needed.

**ADMINISTRATION:**

- Conducted weekly: Staff, Engineering and Road Operations meetings.
- Conducted monthly Finance meeting.
- Janet Tate retired on 5/31/2022 after over 37 years of dedicated and selfless service to the citizens of Walla Walla County. Janet's hard work and dedication will be missed.
- Attended our monthly Benton Franklin Council of Governments (BFCG) Technical Advisory Committee (TAC) meeting.
- Attended monthly meeting with Commissioner Mayberry.
- We have successfully backfilled some of our open positions. We still have the following openings: 1 Truck Driver and 1 Mechanic.

**a) Action Agenda Items:**

- 1) Resolution – Approving Washington State Department of Commerce Interagency Agreement through Community Law Enforcement Partnership Program
- 2) Resolution – Appointment of acting Health Officer for Walla Walla County
- 3) Proposal 2022 06-06 DCH-1 Approval to purchase and execute documents related to VMSG Public Health Dashboard a Performance Management System
- 4) Proposal 2022 06-06 DCH-2 Approval to create up to two (2) positions for Epidemiologist Program
- 5) Proposal 2022 06-06 DCH-3 Approval of second temporary SNAP-ED position and authority to offer above step B pay range
- 6) Proposal 2022 06-06 DCH-4 Approval of updated to Veteran's Relief Advisory Board (VRAB) Guidelines and updated VRAB logo

**b) Department update and miscellaneous**



# MEMO

Date: May 24, 2022

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval to execute Community Law Enforcement Partnership Program

Topic: Department of Commerce Interagency Agreement

## **Summary**

The Walla Walla Department of Community Health (DCH) has received a Community Law Enforcement Partnership Program Grant as established by RCW 43.330.545 in the amount of \$198,003 for April 2022 through June 30, 2023. The grant is to improve the relationship between law enforcement, youth and the Latinx community with goals and activities such as community meetings, youth events and dialogues. We will also design surveys to guide trainings and presentations.

## **Cost**

This grant will be implemented by existing staff.

## **Funding**

The award amount is \$198,003 for work completed April 2022 through June 30, 2023. We will also be awarding subaward to select law enforcement agencies.

## **Alternatives Considered**

### **Acquisition Method**

N/A

### **Security**

N/A

### **Access**

N/A

**Risk**

No risk noted.

**Benefits**

This grant will continue the collaboration of community engagement and partnerships and focus on mobilizing communities in equitable and accountable practices while establish cooperative lines of communication between civilians and law enforcement.

**Conclusion/Recommendation**

Recommend the BOCC sign the State of Washington Department of Commerce Community Law Enforcement Partnership (CLEP) interagency agreement.  
Recommend the BOCC to sign any contract amendments and subawards after legal review.

---

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

IN THE MATTER OF APPROVING  
WASHINGTON STATE  
DEPARTMENT OF COMMERCE  
INTERAGENCY AGREEMENT  
THROUGH COMMUNITY LAW  
ENFORCEMENT PARTNERSHIP  
PROGRAM



RESOLUTION NO. **22**

**WHEREAS**, the Washington State Department of Commerce, Community Services and Housing Division, Office of Firearm Safety and Violence Prevention – Public Safety Unit, Community Law Enforcement Partnership Program has proposed an Interagency Agreement Contract Number S22-31456-013 with the Walla Walla County Department of Community Health; and

**WHEREAS**, the agreement benefits the citizens of Walla Walla County; and

**WHEREAS**, the County Prosecuting Attorney has reviewed said agreement; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve and chairman shall sign said agreement.

*Passed this 6<sup>th</sup> day of June, 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

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of Walla Walla County, Washington*



## **Interagency Agreement with**

Walla Walla County

through

Community Law Enforcement Partnership Program

## **For**

To improve the relationship between law enforcement, youth, and the Latinx community.

**Start date:** April 01, 2022



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Attachment A, Scope of Work

Attachment B, Budget

# FACE SHEET

Contract Number: S22-31456-013

**Washington State Department of Commerce  
Community Services and Housing Division  
Office of Firearm Safety and Violence Prevention – Public Safety Unit  
Community Law Enforcement Partnership Program**

<b>1. Contractor</b> Walla Walla County Department of Health 314 West Main Street PO Box 1753 Walla Walla, WA 99362		<b>2. Contractor Doing Business As (optional)</b>	
<b>3. Contractor Representative</b> Nancy Wenzel Administrative Director (509) 524-2678 nwenzel@co.walla-walla.wa.us		<b>4. COMMERCE Representative</b> Abigail Snyder Program Manager 360-515-6205 Abigail.Snyder@commerce.wa.gov <div style="float: right; text-align: right;">           P.O. Box 42525            1011 Plum Street SE            Olympia, WA            98504-2525         </div>	
<b>5. Contract Amount</b> \$198,003	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	<b>7. Start Date</b> April 1, 2022	<b>8. End Date</b> June 30, 2023
<b>9. Federal Funds (as applicable)</b> N/A		<b>Federal Agency:</b> N/A	
<b>10. Tax ID #</b> 91-6001381		<b>11. SWV #</b> SWV0003171-01	<b>12. UBI #</b> 363-006-535
<b>13. UEI #</b> N/A			
<b>14. Contract Purpose</b> To improve the relationship between law enforcement, youth, and the Latinx community.			
<b>15. Signing Statement</b> COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents hereby incorporated by reference: Attachment "A" – Scope of Work and Attachment "B" – Budget			
<b>FOR CONTRACTOR</b>  _____ Todd Kimball, Chair, Walla Walla County Board of Commissioners  _____ Date		<b>FOR COMMERCE</b>  _____ Diane Klontz, Assistant Director  _____ Date  <b>APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 08/22/2019. APPROVAL ON FILE.</b>	

**SPECIAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

**1. AUTHORITY**

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

**2. CONTRACT 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.

**3. COMPENSATION**

COMMERCE shall pay an amount not to exceed \$198,003 for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

**4. EXPENSES**

Contractor shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by COMMERCE as reimbursable. The maximum amount to be paid to the Contractor for authorized expenses shall not exceed \$198,003 which amount is included in the Contract total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Contractor shall receive compensation for travel expenses at current state travel reimbursement rates.

**5. BILLING PROCEDURES AND PAYMENT**

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

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 S22-31456-013. 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 Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

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

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

**SPECIAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

Disallowed Costs

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

**6. 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.

**7. SUBCONTRACTOR DATA COLLECTION**

Contractor 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 Agreement performed by subcontractors and the portion of 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.

**8. 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.

**9. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Contract, 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
- Attachment B – Budget
- add any other attachments incorporated by reference on the Face Sheet

**GENERAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

**1. DEFINITIONS**

As used throughout this Contract, 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 Department of Commerce.
- C. "Contract" or "Agreement" means the entire written agreement between COMMERCE and the Contractor, including any attachments, 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. "Contractor" 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. "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.
- F. "State" shall mean the state of Washington.
- G. "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.

**2. ALL WRITINGS CONTAINED HEREIN**

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

**3. AMENDMENTS**

This Contract 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. ASSIGNMENT**

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor 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 Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
  - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
  - iii. All personal information in the possession of the Contractor that may not be disclosed under state or federal law.
- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract 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 Contractor 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 Contractor shall provide COMMERCE with its policies and procedures on confidentiality.

**GENERAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The Contractor 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 Contract 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 Contractor 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 Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor 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 Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, 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 Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

**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.

**8. GOVERNING LAW AND VENUE**

This Contract 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.

**GENERAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

**9. INDEMNIFICATION**

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

**10. LICENSING, ACCREDITATION AND REGISTRATION**

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

**11. RECAPTURE**

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, 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 Contractor 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 Contract.

**12. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract 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 contract.

The Contractor 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 contract, 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.

**13. 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, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

**14. SEVERABILITY**

The provisions of this contract 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 contract.

**15. SUBCONTRACTING**

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

If COMMERCE approves subcontracting, the Contractor 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 Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the

**GENERAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor'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 Subcontractor's performance of the subcontract.

**16. SURVIVAL**

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

**17. TERMINATION FOR CAUSE**

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

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract 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 contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (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 contract are not exclusive and are in addition to any other rights and remedies provided by law.

**18. TERMINATION FOR CONVENIENCE**

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

**19. TERMINATION PROCEDURES**

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

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor 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 Contractor 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.



**GENERAL TERMS AND CONDITIONS  
INTERAGENCY AGREEMENT  
STATE FUNDS**

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

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract 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 Contractor under the orders and 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 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 contract 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 contract, which is in the possession of the Contractor and in which the Authorized Representative has or may acquire an interest.

**20. TREATMENT OF ASSETS**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, 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 Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

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

**21. 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 Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

## Attachment A Scope of Work

### Project Statement:

The main goal of the project is to improve the relationship between law enforcement, youth, and the Latinx community. We will provide culturally relevant Spanish language outreach and education in regards to the role of local law enforcement. This includes best practices for reporting emergency and non-emergency services, and clarifying residents' roles in crime prevention through enhancing coordination and bridging networks of existing stakeholders throughout the community.

In order to meet this goal, the Walla Walla Department of Community Health Injury Prevention Coordinator will ensure coordination and participation from the Walla Walla County Traffic Safety Taskforce which consists of our local law enforcement (Walla Walla Police Department, Walla Walla County Sheriff's Office, College Place Police Department and Washington State Patrol).

### Project Goal(s) and Actions:

1. Participate in monthly community stakeholder meetings and events, and solicit feedback and ideas to inform action steps on enhancing partnerships
2. Implement a one-day Law Enforcement Community Youth Development Fitness event in Walla Walla for youth and law enforcement
3. Coordinate and convene "Teen Dialogues" at various sites and events to bring together teens and law enforcement.
4. Mobilize youth and businesses with scheduled community walks, beautification or improvement projects, "Coffee with the Chief" and "Soda with the Sheriff" events, a media messaging campaign, emphasis patrols, a Citizen Academy, and a Law Enforcement Community Appreciation event.
5. Design two surveys, one for community members and one for law enforcement. Survey results and other data will be used to inform topics for trainings and presentations.

### Project Implementation/Schedule:

Quarter	Process	Activities	Measurement
Quarter 1: April -June 2022	Plan/Convene/ Interviews	Develop a pre/post Survey Develop Feedback/Sign in sheet Community Block parties get feedback on videos Submit report to Commerce Website Enhancement Project start Attend 4 Community Events, 7 Youth Outreach Events, 2 Community Project Events, and 2 Safety Events	Attendance # at events Complete survey and gather survey data for baseline
Quarter 2: July-Sept	Outreach/Gather Data	Attend Community Events Start Coffee with a Cop Complete 3 videos Attend Block Parties to provide surveys National Night Out Activity Quarterly Report	Attendance # at events with demographics Complete feedback surveys and pre/post surveys Review of feedback

### Attachment A Scope of Work

		Attend 3 Community Events, 2 Youth Outreach Events, 1 Community Project Events, and 2 Safety Events	
Quarter 3: Oct- Dec	Outreach/Gather Data/Develop resources	Attend Community Events Complete Surveys Continue Coffee with Cop Complete 3 videos Quarterly Report Attend 1 Community Event, 1 Youth Outreach Event, 1 Community Project Events, and 1 Safety Event	Attendance # at events with demographics Complete feedback surveys and pre/post surveys Review and implement feedback adjustments
Quarter 4: Jan-March	Outreach/Review/ Provide resources to groups.	Attend Community Events Complete Surveys Continue Recovery Groups Quarterly Report Attend Community Event, 1 Youth Outreach Event, 1 Community Project Event, and 1 Safety Events	Attendance # at events with demographics Complete feedback surveys and pre/post surveys Review and implement feedback adjustments
Quarter 5: April June	Reporting	Submit report to Commerce Attend Community Events, 1 Youth Outreach Event, 1 Community Project Event, and 1 Safety Events	Crime data submitted Attendance # at events with demographics Complete feedback surveys and pre/post surveys Review and implement feedback adjustments Final survey and action items.

#### **Reporting:**

To ensure Walla Walla County and Commerce are able to collect and report data and other information to meet the intent of this grant program, in addition to other activities, deliverables, outcomes and measures identified above and reported under this contract, within the geographic area serviced by work conducted under this contract, on a quarterly basis, Walla Walla County will report on:

**Attachment A  
Scope of Work**

1. The number of community members directly engaged through activities conducted under this contract, including as available an aggregated description of the race, ethnicity, gender, and other characteristics of those individuals;
2. The number of crimes reported to law enforcement and the number of persons arrested (defined as a physical arrest, citation, or served summons). To the extent available this data should be reported in subcategories broken down by types of offense (for example, property crimes or violent crimes) and demographically (for example, by race or ethnicity); and
3. Trends in perceptions of law enforcement based on surveys, evaluations, anecdotal information or other measures.

Reports will be provided to the Commerce Program Manager 15 days after the end of each calendar quarter of the award period, with the final report due by July 15<sup>th</sup>, 2023.

## Attachment B Budget

The Budget for the award period of April 1, 2022 through June 30, 2023 is \$198,003.

Walla Walla County may shift up to 10% of the total award between budget categories or functions without further approval provided that the shift will not cause a major change to the Scope of Work or shift costs between fiscal years.

The budget is allocated between fiscal years as follows: \$27,718 to be spent in SFY'22 (APR'22-JUN'22) and \$170,285 to be spent in SFY'23 (JUL'22-JUN'23).

Category & Line Item	Proposed Budget (April 1 2022- June 30 2022)	Proposed Budget (July 1 2022- June 30 2023)
Admin		
8% Admin	\$ 3,000.00	\$ 13,100.00
Salary and Benefits		
Community Coalition Coordinator: Injury Prevention Ruben Hernandez	\$ 10,000.00	\$ 38,000.00
Healthy Communities Division manager	\$ 2,000.00	\$ 11,000.00
Healthy Communities Team Assistance	\$ 2,000.00	\$ 11,000.00
Subtotal	\$ 14,000.00	\$ 60,000.00
Subtotal	\$ -	\$ -
Coordinator Travel/ Professional Development		
Mileage		
Air (CADCA)		\$ 500.00
Hotel (CADCA)		\$ 940.00
Transportation (CADCA)		\$ 70.00
Registration fees (CADCA)		\$ 1,005.00
Per diem (CADCA)		\$ 540.00
Subtotal		\$ 3,055.00



## Attachment B Budget

Programs/Strategies		
Community Coalition: Survey Development/Implementation Project		
Travel	\$ -	\$ 1,498.00
Program Supplies	\$ 1,000.00	\$ 1,000.00
Technology Implementation	\$ 2,000.00	\$ 2,000.00
Canva Subscription - year	\$ 120.00	\$ 120.00
Program Printing	\$ -	\$ 2,000.00
Subtotal	\$ 3,120.00	\$ 6,618.00
Direct Service: Website Enhancement project /Video Project		
Professional Services	\$ 900.00	\$ 23,000.00
Program Supplies	\$ 500.00	\$ 1,800.00
Program Printing	\$ 500.00	\$ 1,500.00
Subtotal	\$ 1,900.00	\$ 26,300.00
Direct Service: Law Enforcement Safe Streets Campaign		
Travel	\$ 500.00	\$ 1,500.00
Professional Services [name]	\$ 1,000.00	\$ 28,000.00
Program Supplies	\$ 1,000.00	\$ 12,000.00
Program Printing	\$ 200.00	\$ 910.00
Subtotal	\$ 2,700.00	\$ 42,410.00
Direct Service: Superhero Run		
Professional Services [Spectrum, Union Bulletin]		\$ 4,000.00
Strategy Supplies	\$ 2,000.00	\$ 1,000.00
Strategy Printing		\$ -
Subtotal	\$ 2,000.00	\$ 5,000.00
Media Awareness/ Campaign: National Night Out		
Strategy Supplies (Canopy, Banner) +SWO media	\$ -	\$ 2,000.00
Subtotal	\$ -	\$ 2,000.00
Media Awareness/ Campaign: Spanish Media Campaign Radio/Television/Social		
	\$ -	\$ -
Professional Services - Newspaper & Online Website Ads	\$ 500.00	\$ 2,500.00
Strategy Supplies	\$ 500.00	\$ 2,000.00
Strategy Printing	\$ -	\$ 2,500.00
Subtotal	\$ 1,000.00	\$ 7,000.00

# Attachment B Budget

Media Awareness/ Campaign: Law Enforcement Appreciation Day Jan 9, 2023		
Professional Services	\$ -	\$ -
Strategy Supplies		\$ 3,000.00
Billboard Printing		\$ 1,800.00
Subtotal		\$ 4,800.00
	Budget	Budget
	\$ 3,000.00	\$ 13,100.00
	\$ 14,000.00	\$ 60,000.00
	\$ -	\$ 3,055.00
	\$ 10,720.00	\$ 94,128.00
	\$ -	\$ -
	\$ 27,720.00	\$ 170,283.00

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

IN THE MATTER OF THE  
APPOINTMENT OF ACTING  
HEALTH OFFICER FOR WALLA  
WALLA COUNTY

RESOLUTION NO. **22**

**WHEREAS**, pursuant to RCW 70.05.030, the board of county commissioners shall constitute the local board of health; and

**WHEREAS**, pursuant to RCW 70.05.040, the local board of health shall appoint a local health officer pursuant to RCW 70.05.050; and

**WHEREAS**, RCW 70.05.050 provides that the local health officer shall be an experienced physician licensed to practice medicine and surgery or osteopathic medicine and surgery in this state and who is qualified or provisionally qualified in accordance with the standards prescribed in RCW 70.05.051 through 70.05.055 to hold the office of local health officer; and

**WHEREAS**, RCW 70.05.050 further provides that no term of office shall be established for the local health officer; and

**WHEREAS**, RCW 70.05.080 authorizes the board of health to appoint an acting Health Officer whenever the health officer is absent or incapacitated and unable to fulfill his or her responsibilities, and

**WHEREAS**, in the event that Daniel F. Kaminsky, MD, the current Local Health Officer for Walla Walla County, may be unavailable during an emergency or time of need, it is appropriate for the Board of Health to appoint a qualified physician to serve in his place as acting Health Officer; and

**WHEREAS**, Amy Person, MD; Lewis Neace, DO; and the Eastern Plains Regional Health Officer are willing and able to act as acting Local Health Officer for Walla Walla County if and as needed; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said appointments, effective June 6, 2022.

*Passed this 6<sup>th</sup> day of **June, 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*





# MEMO

Date: May 23, 2022

Proposal ID: 2022 06-06 DCH-1

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Gain Approval to Purchase VMSG Dashboard

Topic: VMSG Dashboard

## **Summary**

The Department of Community Health (DCH) would like to purchase the VMSG Dashboard which is a Public Health Performance Management System. This system will allow our department to develop and manage strategic and operational plans for each program we have. DCH is a dynamic and complex department that must develop accurate and attainable goals while also being able to adjust rapidly to accommodate new developments and this system will allow objectives and activities to be monitored and realigned as necessary. This dashboard will also allow the overlap in programs to be documented while allowing staff up-to-date information and proactive use of staff time while avoiding duplication of services.

## **Cost**

\$1,000/year per 10 users. We will start with 10 and add users as necessary.

## **Funding**

Foundational Public Health Funding

## **Alternatives Considered**

Staff create a basic Excel document, but this would not be robust and likely create a hardship for staff to develop and maintain programming and data.

## **Acquisition Method**

N/A

## **Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

This will benefit Walla Walla County by allowing DCH staff the ability to track, report and evaluate program specific strategic plans. This program will also assist in future accreditation and all reporting. This software could also assist in grant funding as we will have a documented performance monitoring system in place.

**Conclusion/Recommendation**

Recommend the BOCC sign the Knowledge Capital Alliance Software as a Services Agreement and allow DCH Administrative Director to manage length of services payments and sign renewals if under \$3,000 a year.

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Submitted By

Disposition

Nancy Wenzel, DCH

\_\_\_ 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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The *VMSG Dashboard Public Health Performance Management System* (the “Dashboard”) is a comprehensive, strategic and operational planning and execution system based on the Deming/PDCA Cycle.

**Plan—Do—Check—Adjust. Repeat as necessary.**



This secure, cloud-based, multi-user system was designed to develop and manage the execution of strategic and operational plans and all related documents for each bureau, division, office and program in a public health organization.

The Dashboard was developed **with** and specifically **for** public health departments.



# Performance Monitoring



The Dashboard screen provides a clear picture of the real-time performance of the organization at any level.

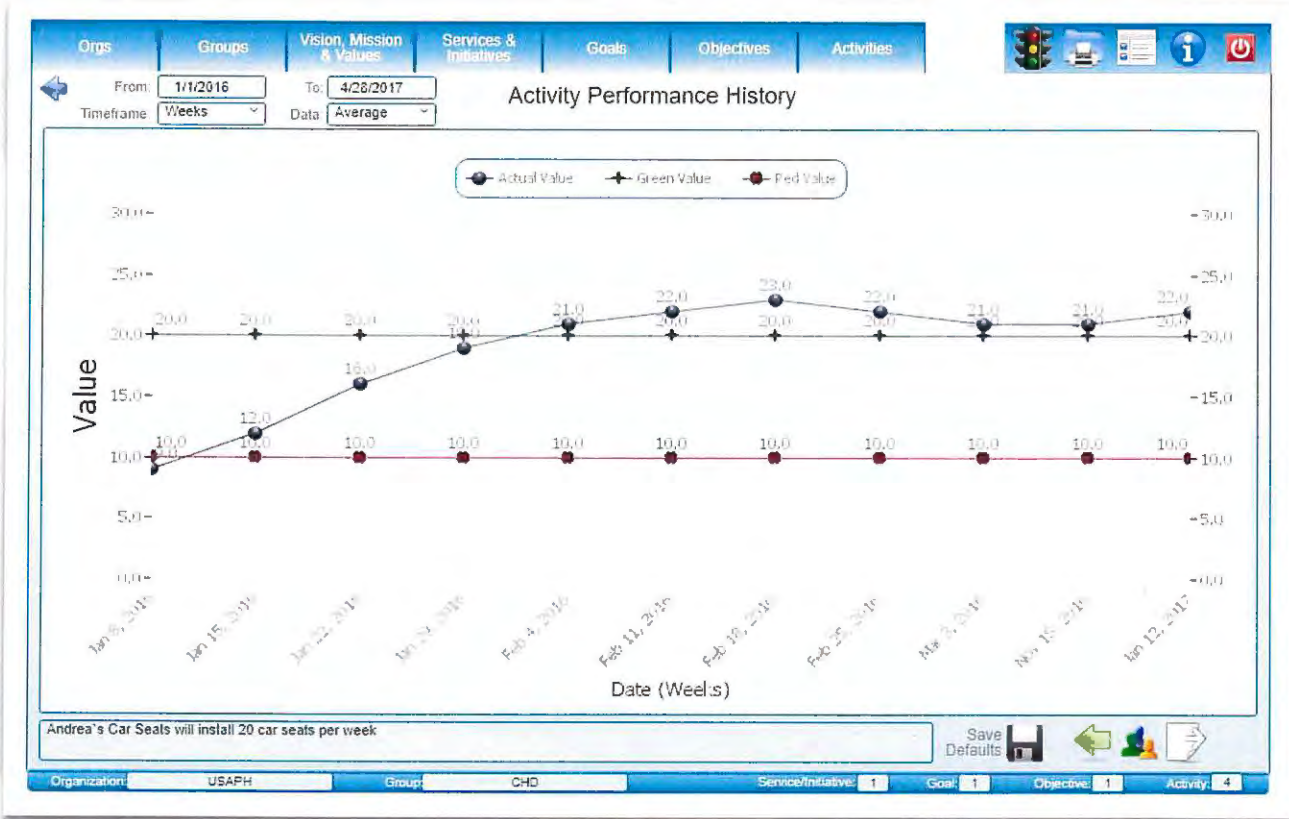
The **Status Summary** traffic signal provides an overall summary of the status of the elements of the strategic and operational plans at the organization level or any group level.

The **performance breakout** section (bottom) provides the status of the operational plan elements directly attributed to team leaders, groups or strategic priorities.

The **My Priorities** quadrant (top-right) allows each user to select and monitor the plan elements most important to them.



# Performance History



The **Performance History** screens show a real-time chart of the performance of any selected Objectives or Activities. You can see the actual results over time compared to the designated green, yellow and red values.

Historical data from previous monitoring systems can be added to the Dashboard to allow performance tracking over a long period of time.

# Public Health Accreditation



# PHAB



- ▶ Fully demonstrated
- ▶ Largely demonstrated
- ▶ Slightly demonstrated
- ▶ Not demonstrated

## MEASURE

### Measure 9.1.1 A

Staff at all organizational levels engaged in establishing and/or updating a performance management system

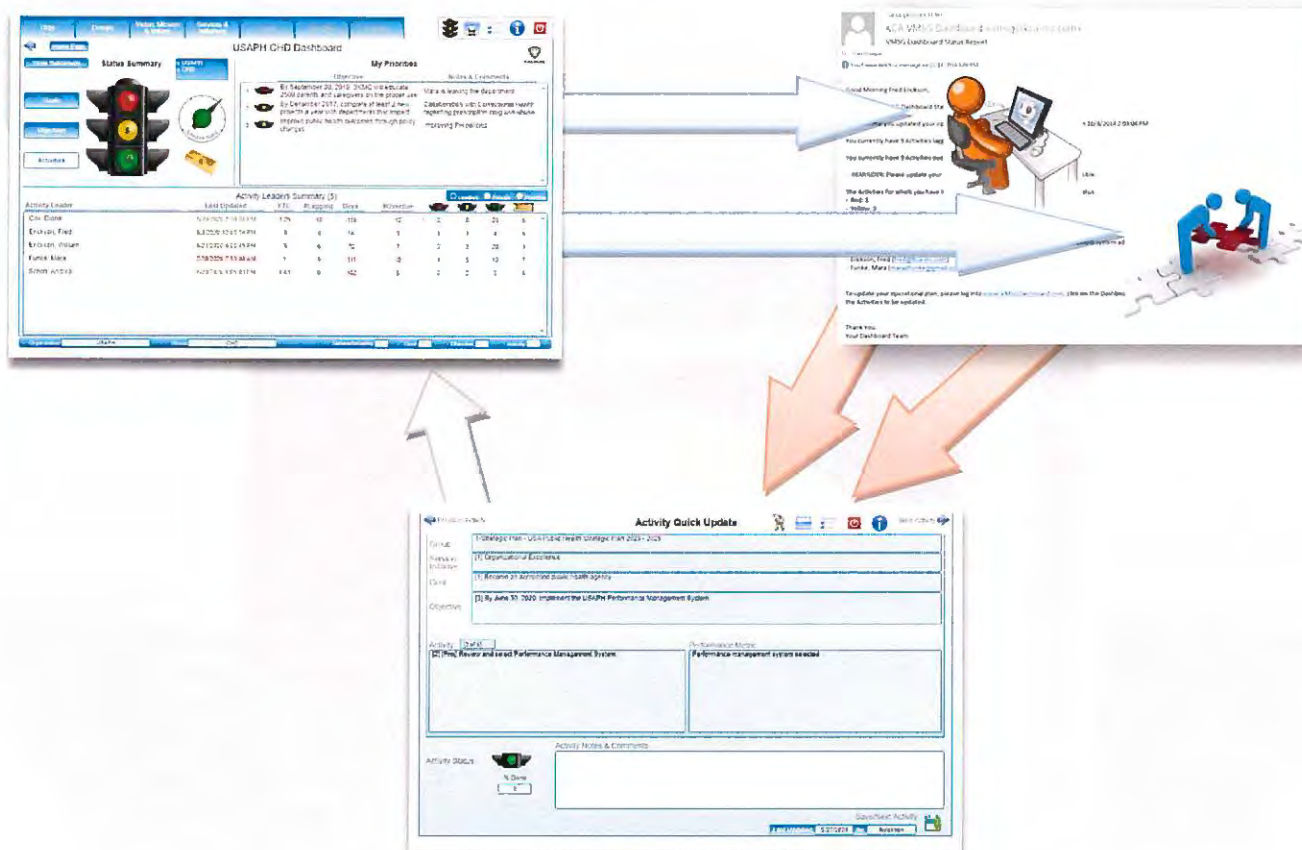
Standard 9.1: Use a performance management system to monitor achievement of organizational objectives.

Whether you're working toward accreditation through the Public Health Accreditation Board or through your state accreditation process, the Dashboard can help. The Dashboard now has a complete, automated PHAB accreditation and reaccreditation project plan to help you manage the process end-to-end.

The Dashboard has been designated as **"Fully Demonstrated"** at many health departments across the Nation for the implementation of PHAB Standard 9.1 and Measure 9.1.1. PHAB reaccreditation guidelines encourage even more participation from all staff and partners.



# Real-time Planning



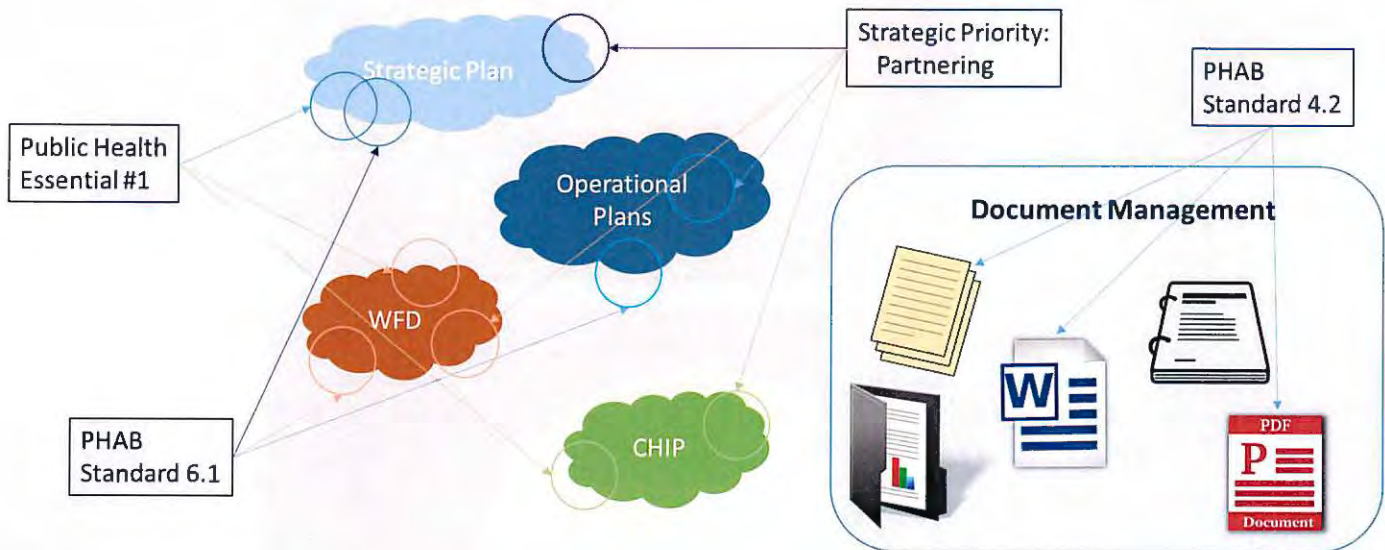
**PHAB Measure 9.1.1 A** states *“Staff at all organizational levels engaged in establishing and/or updating a performance management system”*

The Dashboard engages all staff and selected external partners directly in planning, monitoring, updating, performance management and organizational success. Distributing the process of updating your various plans across your organization assures that your information will always be current.

The system provides automated notifications and a “quick-update” system to assist and encourage everyone to participate in updating the plan information.



## 3-Dimensional Planning



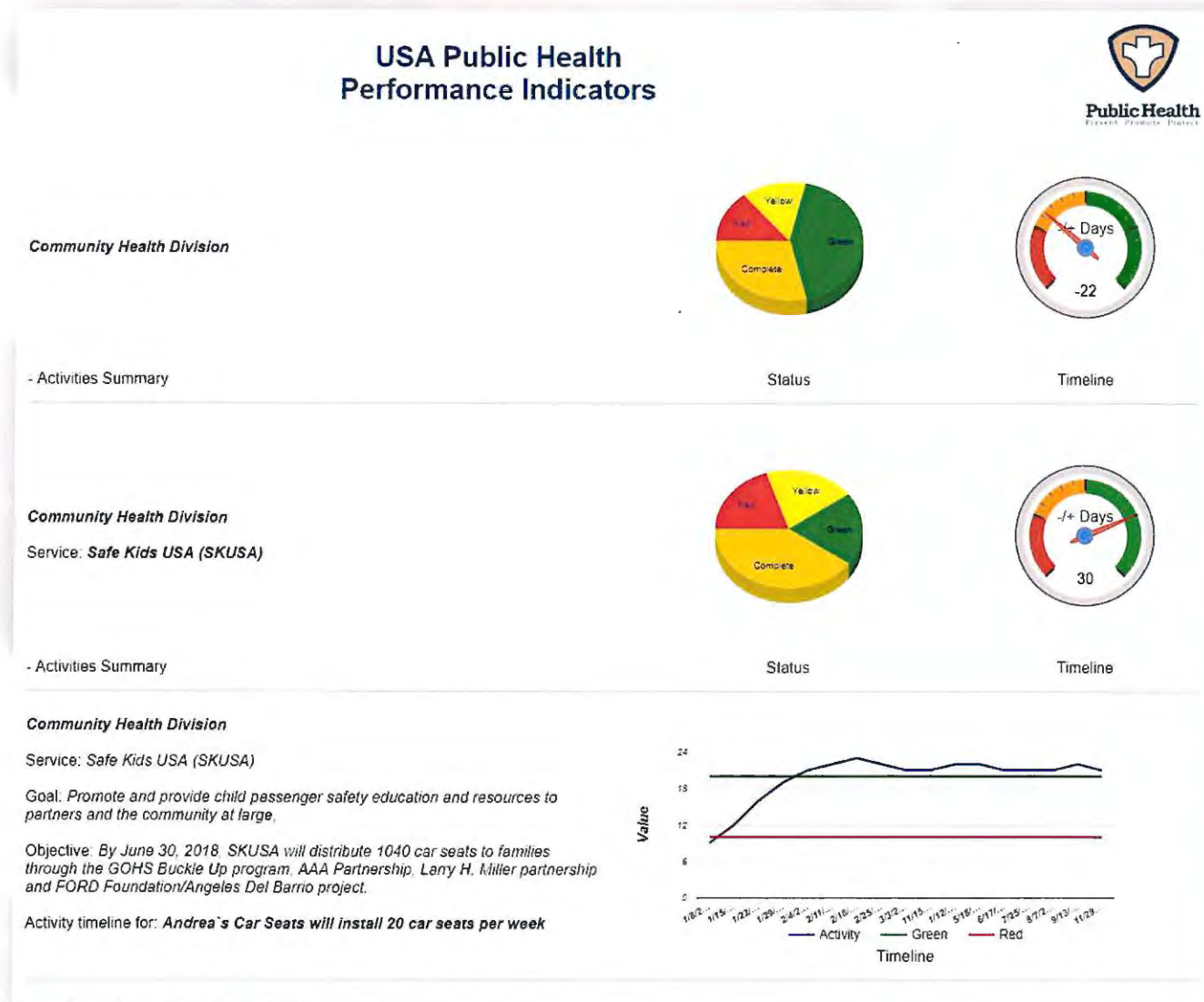
### Do you know:

- Which parts of your CHIP contribute to Public Health Essential #1?
- Which plan elements contribute to PHAB Standard 6.1?
- Which parts of your WFD plan contribute to your strategic priority for partnering?
- Which documents you need to submit for Standard 4.2?

**3-Dimensional Planning** allows you to categorize any planning element or document to an unlimited set of standard or custom categories. This provides you with the ability to cross reference all of your plans against a common set of standards.

The **Document Management** system allows you to store, edit and categorize all of your documents and files. This is especially useful in the PHAB Accreditation process where you may be required to manage up to about 600 documents.

# Transparency—VMSG Public



**VMSG Public** is an integrated toolset which simplifies the task of becoming transparent to your community, constituents and boards. It provides the ability to easily share any of your performance indicators at any level with the click of a few buttons. VMSG Public creates as many performance indicators and web pages as desired to share you successes.



## *Benefit Summary*

- Cost effective for any size department
- Precisely manage each bureau, division, office and program in your department in real time
- Identify gaps, overlaps and commonalities across all of your plans and operations
- Gain a new insight into the performance of your department, employees and partners
- Automate your Federal, State or Local accreditation and re-accreditation process.
- “Fully Demonstrated” for PHAB Standard 9.1
- Cloud-based – zero installation required; accessible any time, any place



## Contact KCA

[VMSG@kca-inc.com](mailto:VMSG@kca-inc.com)

(480) 225-5607

[VMSGDashboard.com](http://VMSGDashboard.com)

Knowledge Capital Alliance  
PO Box 94287  
Phoenix, AZ 85070

Please contact us to schedule a 45 minute Go2Meeting demonstration of the VMSG Dashboard Public Health Performance Management System.





# QUOTE

**KNOWLEDGE CAPITAL ALLIANCE**  
PO Box 94287

Phoenix AZ 85070

**DATE:** 3/16/2022

**QUOTE #:** 031622-01

**PAYMENT TERMS:** NET 30 DAYS

**QUOTE FOR:**

Walla Walla County Health Department  
314 W Main

Walla Walla WA 99362-0346

**ATTN:** Wenzel, Nancy

DESCRIPTION	QTY	RATE	AMOUNT
VMSG Dashboard Performance Management System Annual License	10	\$100.00	\$1,000.00

**Annual License fee Includes:**

**SaaS (Software as a Service)**

**Hosting**

- All software updates
- Daily backups
- Worldwide access via the Internet

**Initial setup**

- Establish Organization
- Establish Groups and hierarchy
- Customize Categories & Sub-Categories
- Establish Users

Unlimited Video and/or Webinar-based User Training

Unlimited Technical Support

Initial Operational Plan Development Assistance

If you have any questions, please contact:

Schon, Andrea

480-225-5607

Andrea@KCA-Inc.com





# **Knowledge Capital Alliance**

Driving Organizational Performance

PO Box 94287  
Phoenix, AZ 85070

p: (480) 225-8193  
f: (480) 444-1444  
[www.kca-inc.com](http://www.kca-inc.com)  
[info@kca-inc.com](mailto:info@kca-inc.com)

## **SOFTWARE as a SERVICE (SaaS) AGREEMENT**

### **VMSG Dashboard Performance Management System**

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The purpose of this Agreement ("Agreement") is to set forth to define an arrangement under which Knowledge Capital Alliance ("KCA") will provide Software as a Service ("SaaS") for the benefit of the Customer.

The standard SaaS Agreement with KCA is provided below. By purchasing and/or using our SaaS you are explicitly agreeing to all of the following terms and conditions:

#### **DEFINITIONS.**

"Software" shall mean the Software or Program(s) provided by KCA to Customer under this Agreement.

"Hosting Services" shall mean the services provided by KCA to Customer under this Agreement.

"Support Services" shall mean customer service and technical support provided to SaaS users as detailed under the Specifications.

"SaaS" shall mean the combination of internet-based (cloud) Software, Hosting Services, and Support Services provided by KCA to Customer.

"Source Code" shall mean the readable forms together with program and data files.

"Delivery" shall mean the SaaS transmitted by KCA to Customer electronically and in accordance with security measures agreed upon by both parties as described in this Agreement.

"KCA Materials" shall mean any software, code, audio files, video files, data, graphics or other materials or resources transmitted to Customer in order to provide any of the services under this Agreement.

Subject to the following terms and conditions of this Agreement, KCA will provide SaaS for Customer:

#### **1. SAAS SPECIFICATIONS**

KCA agrees to provide Customer with SaaS according to the following Specifications ("Specifications"):

##### **SaaS**

KCA provides SaaS in the form of cloud-based Software, Hosting Services, and Support Services.

##### **Software**

The VMSG Dashboard Performance Management System enables clients to manage the performance of their organization through the development, implementation and management of their strategic and operational plans.

## Hosting Services

Fees for Hosting Services are included in the SaaS licensing fees.

## Support Services

Fees for Support Services are included with the SaaS license for licensed system users. Services include:

- SaaS (Software as a Service)
  - Hosting
  - All software updates
  - Daily backups
  - Worldwide access via the Internet
- Initial setup
  - Establish Organization
  - Establish Groups and hierarchy
  - Establish Categories & Sub-Categories
  - Establish Users
    - Admin
    - Manager
    - Read/Write
    - Read-Only
    - Partner
- Online and Webinar-based User Training
- Technical Support

KCA agrees to provide assistance in using SaaS based on the customer's needs via e-mail, phone, text message, web-conference and KCA's web sites.

## 2. SERVICES PROVISIONS

### Rights and License Granted.

Except for Customer use of the licensed SaaS, Customer is not granted any rights or license to the Software or Services under this agreement. Customer acknowledges that through its payments to KCA it is granted access to the SaaS. Customer further acknowledges that at no time shall it be entitled to download, distribute, install or otherwise redistribute the Software in any form not explicitly covered by this Agreement. The Customer understands that access to the SaaS ends when one of the following events takes place: 1) Customer payments are unpaid after sixty days (60 days) of the invoice date, or 2) Customer cancels its subscription with an advanced 30-day written notice and Customer's account is paid in full.

KCA reserves the right to remove any content KCA views as harmful or content that could subject KCA or a customer to a penalty.

## **Limitations to Rights and License.**

At no time will Customer hold title to or ownership of any of the SaaS, KCA Data, Source Code or any Materials provided to Customer during the term of this Agreement.

Customer has real-time access to all of their data via the Data Export functions built into the system.

U.S. export control laws and other applicable export and import laws govern Customer's use of the SaaS, including technical data. Neither the KCA Materials nor any direct product thereof may be exported, directly or indirectly, in violation of these laws, or may be used for any purpose prohibited by these laws including, without limitation, nuclear, chemical, or biological weapons proliferation.

## **2.1 LENGTH OF SERVICE**

Customer agrees to an initial, minimum term of service ("Term") of 1 year. At the Customer's option, they may initially purchase multiple years of service ("Term").

## **2.2 SERVICE START DATE**

Service shall begin upon KCA receipt of payment for the first Term of service or upon a mutually agreed upon alternate date.

## **2.3 RENEWAL BY CUSTOMER**

The VMSG Dashboard subscription may be renewed for a minimum Term of 1 year. KCA will notify Customer approximately 60 days prior to the annual renewal date. Customer will have the option to renew the subscription at the current license count, modify the license count or terminate the subscription with, at least, 30 days' notice to KCA. KCA will invoice Customer for the selected license count. Renewal prices will only change based on the modification of the user count.

## **2.4 SAAS PERSONALIZATION AND CUSTOMIZATION**

Each Customer account will be personalized with Customer setup information and graphics at no additional cost to the Customer. Customer acknowledges that the SaaS is provided "as is" and "as delivered". Customer assumes all responsibility to review all features included in the SaaS prior to signing this agreement. Some customization of the VMSG Dashboard system for the Customer can be completed for an additional fee. This fee will be negotiated on a case-by-case basis.

## **2.5 SAAS SUPPORT**

All support for the SaaS shall be conducted as defined in the Specifications.

## **3. TERMS OF PAYMENT**

Terms of payment net thirty (30) days upon issuance by KCA and receipt by Customer of the invoice.



## **4. PROPRIETARY INFORMATION**

Proprietary information exchanged hereunder shall be treated as such by Customer. This information shall include, but is not limited to, the provisions of this Agreement, product and services information, materials, software, code, pricing, or any other materials transmitted to Customer under this Agreement. Customer agrees not to (a) decompose, disassemble, decode, or otherwise reverse engineer any KCA program, code, or technology installed or delivered to Customer or any portion thereof; (b) transmit or allow to be transmitted any such materials to any third party except as necessary for the fulfillment of this Agreement; (c) use any KCA Materials or SaaS in any way not intended or expressly provided for by this Agreement.

## **5. CUSTOMER INFORMATION**

KCA takes ordinary and customary security measures in protecting customer information passing through software, web sites, e-mail, and the portions of non-public network within KCA's control. KCA accepts no responsibility beyond ordinary and customary responsibilities.

## **6. WARRANTIES**

KCA warrants that the SaaS will function as represented in any product description provided by KCA either directly to the Customer or to the public at large, except as expressly stated in this Agreement. KCA and any suppliers of content materials also disclaim any warranty of merchantability or fitness for any particular purpose. Use of any information obtained by way of KCA is at Customer's own risk, and KCA specifically denies any responsibility for the accuracy or quality of information obtained through its Services.

Connection speed represents the speed of an end-to-end connection. KCA does not represent guarantees of speed or availability of end-to-end connections. KCA expressly limits its damages to Customer for any non-accessibility time or other down time to the pro-rata monthly charge during the system unavailability. KCA specifically denies any responsibilities for any damages, direct or indirect, arising as a consequence of such unavailability.

### **6.1 SERVICE LEVEL AGREEMENT**

KCA shall use commercially reasonable efforts to make the service available for use 24 hours a day, 7 days per week with the exception of maintenance downtime. All regular maintenance, updates and upgrades will be performed during non-business hours. Business hours, for this purpose, are defined as 6:00 AM – 6:00 PM local time. KCA expressly limits its obligation for any non-accessibility time or other down time during normal business hours to the pro-rata charge during the system unavailability. Any requested and verified pro-rata charges for downtime will be credited to the customer's license agreement fees for the next billing cycle.

The service level agreement does not apply in the following cases:

- Client system and infrastructure issues
- Systemic Internet issues
- Data issues resulting from client errors

## **6.2 NO DUTY TO CUSTOMER'S USERS NOT DIRECTLY CONTRACTED WITH KCA**

KCA shall have no obligation to support, train or troubleshoot issues for any third-party, non-licensed user due to problems arising out of the use of the SaaS provided to Customer by KCA. Third parties shall include, but are not limited to: vendors, contractors, Customer's customers, Customer's clients or any third party not directly licensed by KCA for SaaS and SaaS Support.

## **7. COPYRIGHTS AND TRADEMARKS**

Customer warrants that Customer has the right to use any applicable trademarks or materials that Customer installs, integrates or uses in connection with this SaaS.

## **8. TRANSFER OF AGREEMENT**

Customer may not assign or transfer this Agreement, in whole or in part, without the prior written consent of KCA. In the event that Customer contemplates whole or partial sale of Customer's business, ownership change, or change in jurisdiction, Customer shall notify KCA by mail, facsimile, or email no less than sixty (60) days prior to the effective date of the event.

## **9. TERMINATION**

KCA may terminate this Agreement at its sole discretion upon the occurrence of one or more of the following events: 1) Customer's failure to cure any material noncompliance with any provisions of the Agreement within a commercially reasonable time after Customer's receipt of written notice from KCA of said material noncompliance, 2) appointment of receiver or the filing of any application by Customer seeking relief from creditors, or 3) upon mutual agreement in writing by KCA and Customer.

KCA agrees, upon termination of this agreement, to provide the Customer with their system data in a mutually agreeable format.

Customer may terminate this agreement by not renewing the license by providing written notice to KCA at least 30 days before the end of the license period. Previously paid license fees are not refundable. If Customer does not provide notice to KCA to terminate this agreement prior to 30 days before the renewal date, payment will become due by the renewal date.

## **10. DISPUTES**

If legal proceedings are commenced to resolve a dispute arising out of or relating to this Agreement, each party shall be responsible for their costs, legal fees, and expert witness fees as well as any costs or legal fees in connection with any appeals.

## 11. LIMITATION OF LIABILITIES

- A. Notwithstanding any damages that customer might incur for any reason whatsoever (including, without limitation, all direct or general damages), the entire liability of KCA and any of its suppliers under any provision of this agreement and customer's exclusive remedy for all of the foregoing shall be limited to actual damages incurred by customer based on reasonable reliance up to the amount actually paid by customer for the product. Additionally, KCA shall not have any liability with respect to any incident or damages arising out of or related to any third-party services. The foregoing limitations, exclusions and disclaimers shall apply to the maximum extent permitted by applicable law, even if any remedy fails its essential purpose.
- B. In no event shall KCA or its suppliers be liable for any direct, special, incidental, indirect, punitive, consequential or other damages whatsoever (including, but not limited to, damages for: loss of profits, loss of confidential or other information, business interruption, personal injury, loss of privacy, failure to meet any duty (including of good faith or of reasonable care), negligence, and any other pecuniary or other loss whatsoever) arising out of or in any way related to the use of or inability to use the product or support services, the provision of or failure to provide support services, or otherwise under or in connection with any provision of this agreement, even in the event of the fault, tort (including negligence), strict liability, breach of contract, and even if KCA or any supplier has been advised of the possibility of such damages.

## 12. GENERAL

If any provision of this Agreement is held to be unenforceable, the enforceability of the remaining provisions shall in no way be affected or impaired thereby. This Agreement and any disputes arising hereunder shall be governed by the laws of State of Washington. A failure by any party to exercise or any delay in exercising a right or power conferred upon it in this Agreement shall not operate as a waiver of any such right or power.

The parties represent and warrant that, on start of service Term, they are authorized to enter into this Agreement in its entirety and duly bind their respective principals by their use of the SaaS provided by KCA.

## 13. SIGNATURE

Organization

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Name

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Title

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Date

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Signature

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# MEMO

Date: May 24, 2022

Proposal ID: 2022 06-06 DCH-2

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Gain Approval to Create up to two (2) Positions for Epidemiologist Program

Topic: Foundational Public Health Funding – Epidemiologist and Communicable Disease Work

## **Summary**

Walla Walla County Department of Community Health (DCH) was awarded an extra \$150,000 to fund additional staff in our epidemiologist program and this staffing model also includes epidemiologist support for Columbia County and technical assistance to other small health departments in our area. We were also awarded an additional \$60,000 for assessment staffing. DCH would like approval to work with Human Resources (HR) and add up to two positions. We are anticipating a permanent full-time epidemiologist/assessment assistant and an epidemiologist/communicable disease investigator/health educator. As we work with HR, DCH would like flexibility in these two positions so we can continue with strategic planning for the best solution for our needs and funding requirements. DCH will work with HR on job descriptions, duties, and range placement and BOCC will have a final review and approval of job descriptions.

The epidemiologist program supports our communicable disease investigations related to food borne illness, animal bites, etc. We anticipate one of these positions to relieve our Environmental Health (EH) staff from routine disease investigations and thus allow EH to focus on septic, food establishments, water recreation, land use and emerging threats such as toxic algae blooms, etc. Assessment works closely with epidemiology as they are both needed for strategic planning, data and mapping outcomes.

## **Cost**

Funding will be Foundational Public Health that was approved by the legislature to increase capacity at local health departments.

### **Funding**

Foundational Public Health

### **Alternatives Considered**

No alternatives noted, funding must be spent to increase capacity or returned to the State Department of Health.

### **Acquisition Method**

N/A

### **Security**

N/A

### **Access**

N/A

### **Risk**

N/A

### **Benefits**

The staffing will increase capacity with our local department and allow for increased data collection which could increase funding opportunities in the future. DCH will have trained staff to respond to ongoing public health emergencies. DCH will be able to quickly respond to outbreaks and increase capacity for disease surveillance in our area. DCH will also be a subject matter expert for smaller health departments in our area. These proposed positions will better align staffing models especially in EH where employees are experts with limited time.

### **Conclusion/Recommendation**

Recommend the BOCC allow DCH to work with HR to develop job descriptions and roles for up to two new positions supporting epidemiology, assessment, and communicable disease work. All job descriptions will be brought to BOCC for final approval.

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Submitted By

Disposition

Nancy Wenzel, DCH

\_\_\_ Approved

Name

Department

Date

\_\_\_ Approved with modifications

\_\_\_ Needs follow up information

Name

Department

Date

\_\_\_ Denied

BOCC Chairman

Date

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Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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# MEMO

Date: May 24, 2022

Proposal ID: 2022 06-06 DCH-3

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Gain Approval to Hire Temporary Program Assistant SNAP-ED Above Starting Step and Gain Approval to Hire a Second Temporary Program Assistant

Topic: Temporary Program Assistant SNAP-ED

## **Summary**

The Department of Community Health (DCH) has been recruiting for a Temporary Program Assistant since we promoted our last temporary assistant to a full-time permanent position several months ago. Our SNAP program currently teaches direct nutritional education in rural schools; support policy, systems, and environmental work with our food pantries; support for Kids Club at the Farmers Market; potentially support a senior walking club; support PSE work with childcare providers; and direct nutritional education at housing sites. DCH has recently been notified we will be awarded additional funding (May 1, 2022 – Sept 30, 2022) to complete additional detailed system work. We have two applicants with the appropriate degrees and experience to help lead our SNAP program to continued success. We would like to offer a Range 4 Step E for this temporary position.

In addition, because of our new funding and length of time this position has been unfilled, DCH requests approval to hire a second Temporary Program Assistant at a Range 4 Step E.

## **Cost**

The employee will be paid 100% by grant funding.

## **Funding**

Fund 112 – 100% Grant Funded by Department of Health Grant

## **Alternatives Considered**

Continue our search for a qualified candidate and/or return funding to Department of Health.

**Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

These applicant will allow our SNAP-ED to continue in rural areas and complete other policy work in our county before funding ends.

**Conclusion/Recommendation**

Recommend the BOCC approve hiring Temporary Program Assistant SNAP-ED at Range 4 Step E. Recommend the BOCC approve a second Temporary Program Assistant SNAP-ED at a Range 4 Step E.

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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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# MEMO

Date: May 31, 2022

Proposal ID: 2022 06-06 DCH-4

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval of Updates to the Veteran's Relief Advisory Board (VRAB) Guidelines and Logo Approval

Topic: Veteran's Relief Fund

## **Summary**

The Veteran's Relief Advisory Board (VRAB) presented and approved proposed guidelines at their meeting on April 14, 2022. The proposed guidelines have also been reviewed and approved by our legal department. The updates are minor and an overview of charges are included with this memo.

VRAB also approved and is recommending Board of County Commissioner's (BOCC) approve the re-designed county logo for use with their program and outreach material. VRAB did not get any responses to their RFP for a program logo, so Community Health staff designed the proposed VRAB logo in-house.

## **Cost**

N/A

## **Funding**

N/A

## **Alternatives Considered**

N/A

## **Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

The changes will improve clarify and bring guidelines up to date with current financial considerations and trends. The logo will enable "branding" and community will easily connect events and programs to county program and work.

**Conclusion/Recommendation**

Recommend the BOCC approve the updated guidelines. Recommend the BOCC approve the use of the updated county VRAB logo on program specific documents and outreach.

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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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# VETERANS ASSISTANCE PROGRAM

## Proposed Guidelines Amendments:

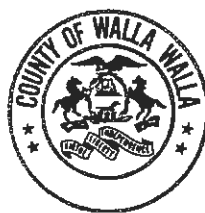
- **8. Absence of Members (p. 6) –**
  - a. Advisory Board members unable to attend a regularly scheduled meeting of the Advisory Board shall so notify the Chair, Vice Chair or DCH staff ~~or fellow members of the Board~~ in advance. Failure to notify the above-mentioned individuals of an absence will be deemed unexcused. The Board will vote on excused absence(s) during roll call at the beginning of each meeting.
- **3. Residency Requirements (p. 8) –**
  - b. An exception can be made (1) if the Veteran has been discharged from military service in the last 90 days and the Veteran has moved to Walla Walla County during that 90-day period or (2) the Veteran can show intent to establish residency in Walla Walla County such as enrollment in SSVF, or HUD-VASH ~~or Doughty Home for Veteran Women.~~
- **2. Disbursement Limits (p.10)**

The limits of disbursements of funds to individuals will be adjusted in the month February each year according to the Consumer Price Index. In 2022, the limits are up to \$1440 in a calendar year, per qualified applicant. An additional \$200 per year may be granted to applicants for each additional dependent residing in the household. In extenuating cases of hardship, the contractor may recommend that a voucher amount exceed this established disbursement limit through the waiver processes noted below.
- **2. Temporary Shelter (p. 11) –**

Temporary shelter can be given for one to three nights at a time and not to exceed ~~30~~ 14 days, in the situation where a veteran cannot be placed at the Christian Aid Center or other Emergency Shelter. The situation must be analyzed to see if there is a plan in place to divert the veteran from homelessness.

  - a. Emergency shelters include the Christian Aid Center and the YWCA. Veteran will be referred to Walla Walla County Coordinated Entry system, ~~Pathways Home.~~
- **6. Transportation related expense for work, medical appointments, etc. (p. 11) -**
  - e. Bicycles or recycled bicycles, not to exceed \$250 per calendar year, including mandatory registration with the police department if applicable.

# WALLA WALLA COUNTY



## VETERANS' RELIEF PROGRAM GUIDELINES

Revised \_\_\_\_\_, 2022

Approved this

Attest:

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

3

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

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

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

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

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## **INTRODUCTION AND ORGANIZATION**

In accordance with RCW 73.08.010 the legislative authority of each county is required to establish a Veterans' Assistance Program to address the needs of local indigent veterans and their families. This program approved by the county legislative authority is fully or partially funded by the veterans' assistance fund authorized by RCW 73.08.080. Taxes are to be levied and collected as prescribed by law for the purpose of creating the veterans' assistance fund and expenditures from the veterans' assistance fund, and interest earned on balances from the fund, may be used only for those purposes as outlined within the statutes.

The County Legislative authority has authorized the Walla Walla County Department of Community Health (DCH) to administer the Veterans' Assistance Program in accordance with RCW 73.08.010. As required by statute, DCH has created a Veterans' Relief Advisory Board and shall consult with, and solicit recommendations from, a Veterans' Advisory Board established under RCW 73.08.035, to the extent feasible and consistent with the statute, and subcontract as necessary, to facilitate the effective use of assistance funds through efficient model programs that benefit veterans and family members experiencing financial hardships.

### **1. PURPOSE**

The purpose of the Walla Walla County Veterans' Relief Program is to provide emergency assistance to all local eligible indigent veterans and family members pursuant to RCW 73.08.010.

### **2. MEMBERSHIP**

- a. The Veterans' Relief Advisory Board (VRAB) is comprised of 7-15 members.
- b. Advisory Board Members must be residents of Walla Walla County.
- c. Advisory Board Members of the Veterans' Advisory Board shall submit formal application in response to solicitation of the county legislative authority and be approved for appointment to the Board.
- d. Advisory Board Members must be veterans from a local branch of nationally recognized veterans' service organizations or the veterans' community at large, or both, to serve on the board.
- e. No less than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans with an honorable, or general under honorable condition, discharge, as indicated on their DD214, are eligible to serve as Advisory Board Members.
- f. Advisory Board Membership is voluntary.
- g. The term of membership shall be three (3) years and veterans may reapply for consecutive terms via an in person, verbal request to the Advisory Board at least one month prior to their term expiring. Advisory Board Members may only be reappointed by a majority vote of the Board of County Commissioners.

### **3. ELECTION OF OFFICERS**

- a. The officers of the Advisory Board shall consist of a Chair and Vice-Chair and such other officers as the Advisory Board may approve and appoint.
- b. The officers shall be elected from the membership for terms of one (1) year, computed from the date of their election. However, any officer may be removed at any time for just cause by a vote of the majority of the Advisory Board entered on record.

- c. A call for election of officers shall take place at the October and November meetings each year.
- d. The election of officers shall take place at the December meeting each year.
- e. The term of office of the Chair and Vice Chair shall commence on January 1 of each year.

#### **4. OFFICERS**

##### **a. CHAIRPERSON**

- i. The Chairperson shall preside over the meetings of the Advisory Board and may exercise all powers usually incidental to the office, including the full rights as a member of the Advisory Board (including, but not limited to: voting, seconding motions, making motions on discussions).
- ii. The Chairperson shall have full power to create standing committees or temporary committees.

##### **b. VICE-CHAIRPERSON**

- i. The Vice-Chairperson shall, in the absence of the Chairperson, perform all the duties incumbent upon the Chairperson. If the Chairperson and the Vice-Chairperson are both absent from a meeting, the members of the Advisory Board shall elect a temporary Chairperson who shall have full powers of the Chairperson for the duration of that meeting.

#### **5. COMMITTEES**

- a. Committees may be formed to assist with program planning to assure the effective use of assistance funds through efficient model programs that benefit veterans and family members experiencing hardships.
- b. Committees shall be comprised of at least three members, one of which must be an Advisory Board member who shall serve as Committee Chair.
- c. In addition to Advisory Board members, committees may be comprised of community partners, DCH staff and/or contractors.
- d. Committees may be established only by majority vote of the Advisory Board, and must have clear purpose and mission.
- e. Committees may be charged with such duties, examinations, investigations, and inquires relative to subjects of interest to the Advisory Board, as it may by resolution or motion determine.
- f. Appeal Committee: Shall be comprised of the Director of DCH, the Chair and Vice-chair of the Veteran's Relief Advisory Board and one (1) member-at-large.
- g. No temporary or standing committee shall have the power to commit the Advisory Board to the endorsement of any plan or program without its submission to and adoption by the Advisory Board.

#### **6. MEETINGS**

- a. All meetings will be held in an accessible public venue, virtually or via telephone and announced at least two weeks in advance of any meeting.
- b. The regular meeting shall be held monthly, unless otherwise determined by a quorum of the Advisory Board.

- c. Community Stakeholders are urged to attend the public Veterans' Relief Advisory Board meetings.
- d. The meetings of the Advisory Board shall be open to the public with the exception of executive sessions held pursuant to [RCW 42.30.110](#) as it exists or is amended.

## 7. QUORUM

- a. A simple majority of the membership of the Advisory Board shall constitute a quorum for the transaction of business. Any action taken by a simple majority of those present, when those present constitute a quorum, shall be deemed to be the action of the Advisory Board except in matters relating to the amendment of these Guidelines and the recommendation to the Board of County Commissioners for approval of final plans and budgets.
- b. Recommendations to the Board of County Commissioners for approval of amendments to these Guidelines and final plans and budgets shall be by the affirmative vote of two-thirds (2/3) of the membership.

## 8. ABSENCE OF MEMBERS

- a. Advisory Board members unable to attend a regularly scheduled meeting of the Advisory Board shall so notify the Chair, [Vice Chair](#) or DCH staff ~~or fellow members of the Board~~ in advance. ~~Failure to notify the above-mentioned individuals of an absence will be deemed unexcused. The Board will vote on excused absence(s) during roll call at the beginning of each meeting.~~
- b. Three unexcused absences within one calendar year may be construed as a neglect of duty; the position may be declared vacant, the member so notified, and the Board of County Commissioners called upon for action.

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## 9. MINUTES

- a. County staff shall keep minutes of each meeting for its formal record. Minutes shall include record of decisions made and action by the Advisory Board in the conduct of its business. Minutes shall not include extensive descriptions of discussions leading to decisions or actions, or other work products generated in the conduct of Advisory Board business.

## 10. VOTING

- a. Only appointed members of the Advisory Board may vote.
- b. Voting by phone or remote attendance will be permitted.
- c. Voting by proxy is not permitted at meetings of the Advisory Board or its committees.

## 11. AMENDMENTS

- a. The Guidelines may be amended in the following manner:
- b. At any regular meeting of the Advisory Board the proposed amendment shall be submitted in writing and shall be read at that meeting.
- c. The proposed amendment shall then be tabled to the next regular meeting for action.
- d. County staff shall send a copy of the proposed amendment to all members of the Advisory Board and to the Board of County Commissioners in a reasonable time prior to the meeting, at which time it shall be acted upon. A two-thirds (2/3) majority shall be sufficient to recommend amendment or alteration of these Guidelines.
- e. Said recommendation must then be approved by the Board of County Commissioners.
- f. Any amendment or modification of these Guidelines may be initiated by the Board of County

Commissioners and upon a written, signed statement of amendment or modification, the Guidelines shall be so changed.

## **PROGRAM POLICIES**

The following policies have been established to meet the criteria set by RCW 73.08.010 and purpose of providing emergency assistance to all eligible, local indigent veterans and their family members.

### **FINANCIAL POLICIES**

1. The DCH shall cause to be prepared in consultation with the Advisory Board, an annual revenue and expenditure budget. The Walla Walla County Commissioners shall annually adopt the revenue and expenditure budget for the Veterans Relief Fund (VRF) under fund 121 in the County Budget.
2. DCH will provide, at minimum, an annual report to the Board of County Commissioners and the Advisory Board, which is to include revenues collected, funds expended, and number of veterans served. Other information may be added as determined necessary.
3. DCH will provide a quarterly revenue and expenditure report to the Advisory Board.
4. **Revenue**
  - a. Revenues of the VRF shall be generated from a property tax levy authorized by RCW 73.08.080 and estimated interest income.
  - b. The levy rate shall continue to be established by the Board of County Commissioners.
5. **Expenditures**
  - a. Expenditures shall be driven by available resources for budgetary purposes.
  - b. If contractors are used for vouchers the contractors are responsible for processing of payments to vendors, ensuring expenditures do not exceed the balance of the issued voucher.
  - c. OCH is responsible for review all contractor expenditures and processing payment. DCH is responsible for ensuring expenditures do not exceed the balance in the VRF by establishing monthly amount of services based on funding available, cash flow analysis, reconciliation of the account and any recommendations within the limits of the law.
6. **Administration**
  - a. As required by RCW 73.08.080, administration costs will be identified as a separate line item, justified in the annual budget proposal, and deducted from the VRF quarterly.

### **ELIGIBILITY POLICIES**

In accordance with RCW 73.08.005, the following eligibility requirements must be met:

1. **Service Requirements.** The definition of a "Veteran" is as defined by RCW 73.08.005 (5) as it exists or is hereafter amended and the following additional definition:
  - a. A current member honorably serving in the armed forces reserve or national guard who has served for at least one hundred eighty (180) days.

**2. Family Member Eligibility.**

Family members entitled to apply for assistance shall be defined as the spouse or domestic partner, surviving spouse, surviving domestic partner, and dependent children of a living or deceased veteran, or a servicemember who was killed in the line of duty regardless of the number of days served.

**3. Residency Requirements.**

- a. Applicants must have been a resident of the Walla Walla County for at least sixty (60) days.
- b. An exception can be made (1) if the Veteran has been discharged from military service in the last 90 days and the Veteran has moved to Walla Walla County during that 90-day period or (2) the Veteran can show intent to establish residency in Walla Walla County such as enrollment in SSVF, ~~or HUD-VASH or Doughty Home for Veteran Women.~~
- c. Applicants must present proof of residency. See Attachment C.

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**4. Indigence/Income Requirements.**

A person who is defined as such by the county legislative authority using one or more of the following definitions:

- a. Receiving one of the following types of public assistance: Temporary assistance for needy families, aged, blind, or disabled assistance benefits, pregnant women assistance benefits, poverty-related veterans' benefits, food stamps or food stamp benefits transferred electronically, refugee resettlement benefits, Medicaid, medical care services, or supplemental security income;
- b. Receiving an annual income, after taxes, of up to one hundred seventy five percent (175%) or less of the current federally established poverty level. See Attachment A; or
- c. Unable to pay reasonable costs for shelter, food, utilities, and transportation because his or her available funds are insufficient.

Federal Poverty Guidelines as defined annually by Health and Human Services (Attachment A), shall serve as the federal establishment of poverty level. In extraordinary circumstances and when warranted, a contractor may request DCH to waive the income guidelines or the amount paid for assistance (See procedure guidelines for waivers).

**REFERRAL TO OTHER RESOURCES POLICY**

To maximize dollars and provide for as many needs as possible, applicants, when appropriate, will be referred to other community resources for services.

**APPEAL AND RESOLUTION POLICY**

Applicants who have been denied assistance will be provided with an explanation from the contractor, if any, administering the program. If the applicant needs assistance with an appeal application, this will be provided by the contractor. Assistance includes but is not limited to, help with preparing the written appeal and/or other procedural steps as needed.

**1. Appeal to DCH:**

- a. If the applicant is not satisfied with the explanation, they may appeal in writing to the DCH within fifteen (15) days.
- b. A decision will be issued from the DCH within five (5) business days from the date of receiving the appeal(s).

**2. Appeal to Advisory Board:**

- a. Applicants may file an appeal of a decision of the DCH to the Advisory Board.
- b. DCH staff shall assist Applicants desiring to file an appeal by providing forms and procedures.
- c. Written appeal shall be filed in writing to the Advisory Board within ten (10) working days of receipt of the initial decision of DCH.
- d. The Advisory Board's Appeal Committee will review the appeal and make a decision in regard to the appeal within five (5) business days. See Section 5.f Committees for details on the Appeal Committee.



## PROGRAM PROCEDURES

### APPLICATION PROCEDURES

Veterans may apply for assistance as many times as necessary during the calendar year as emergency needs and maximum allotments allowed.

1. **Screening.** An application form "Application for Veterans' Relief Fund" (Attachment B) shall be completed by the applicant in order to determine eligibility and to verify need. Each applicant shall provide original documentation to support Veteran or Veteran family member status, monthly income and expenses, residency, and the emergent need.

Contractor shall ensure sufficient documentation to support information provided. Examples of acceptable proof of residency, service record and income are outlined in Attachment C. If necessary, the applicant can be provided with a copy of Attachment C to facilitate receipt of required supporting documentation.

2. **Disbursement Limits.** The limits of disbursements of funds to individuals will be adjusted in the month of February each year according to the Consumer Price Index. In 2022, the limits are up to ~~\$1440~~ ~~1200~~ in a calendar year, per qualified applicant. An additional \$200 per year may be granted to applicants for each additional dependent residing in the household. In extenuating cases of hardship, the contractor may recommend that a voucher amount exceed this established disbursement limit through the waiver processes noted below.

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3. **Refusal of Service.** If Walla Walla County or service organizations suspect fraud, criminal activity or abuse of the system by the applicant, the matter will be vetted through the Advisory Board, DCH and County Prosecuting Attorney as necessary. The Advisory Board and DCH have full authority to deny or suspend service as necessary. If the applicant is found guilty of fraud or criminal activity, the applicant will be refused services in the future.
4. **Voucher Issuance.** The contractor will issue a voucher, signed by authorized personnel to a participating vendor within the community that can supply the emergent need of the applicant. All vouchers will be non-refundable and non-transferable and will be reimbursed at actual cost of service.
5. **Voucher Delivery.** The food voucher is provided to the applicant who will deliver the voucher to the participating vendor for services.
6. **Voucher Redemption.** The vendor will return the food voucher to the DCH with their monthly billing and the DCH will process vouchers through the Walla Walla County Auditor's Office for payment according to the County Auditor's payment schedule.
7. **Waivers.**  
In extraordinary circumstances and when warranted, contractors may request waivers from the DCH by utilizing the Waiver Request Form (Attachment J). Extraordinary circumstances may include situations where the veteran may be associated with the contractor by way of employment, volunteer work or relationship to a staff member employed by the contractor. The waiver should be completed by the contractor and submitted to DCH for approval and processing.

As a final option, Applicants may file an appeal as set forth in the Appeal and Resolution policy.

#### ELIGIBLE USE OF FUNDS

The fund is intended to aid in emergency circumstances. Eligibility criteria can be found in Attachment D. Funding and resources available in the community will be maximized. The following are eligible uses of Veterans' Relief funds:

1. **Rental Assistance.** To avoid eviction or to assist in obtaining temporary or permanent housing in Walla Walla County. (Veterans who are already using housing vouchers are not eligible for this assistance.)
  - a. The Rental Assistance Form - Attachment E.
  - b. Housing Status Verification Form - Attachment F.
  - c. Landlord Memorandum can be found in Attachment G.
2. **Tempoary Shelter. Temporary Shelter** can be given for one to three nights at a time and not to exceed 14 30 days, in the situation where a veteran cannot be placed at the Christian Aid Center or other Emergency Shelter. The situation must be analyzed to see if there is a plan in place to divert the veteran from homelessness.
  - a. Emergency shelters include the Christian Aid Center and the YWCA. Veteran will be referred to Walla Walla County Coordinated Entry system, Pathways Home.
3. **Background check.** As needed to determine eligibility for employment or housing, including housing application fees and credit reports, not to exceed \$100 per calendar year.
4. **Utility Assistance.** Deposit, past due and shut off notices on residences within Walla Walla County.
5. **Food Assistance.** Local food bank referrals will be given for applicants requesting food. However, in the event that food banks cannot be used, and the need is an emergency, vouchers may be issued in amounts that shall be calculated based on the United States Department of Agriculture's (USDA) Food Plan for the amount of food needed for the household for one week. The matrix can be found in Attachment K. Households will be eligible for one voucher every one-hundred and eighty (180) days. Exceptions are evaluated on a case-by-case basis. Voucher should indicate that it is for food only, excluding tobacco and alcoholic products, household items, dog and cat food.
6. **Transportation related expense for work, medical appointments, etc.** Medical and work appointments should be verified over the phone or through written note from the doctor or employer. License plate number and make of vehicle shall be obtained and noted in the file on the application for funds. Contractor will issue a receipt to the veteran along with request for repayment in the event the veteran is reimbursed for travel from an alternate veteran fund source. Verification will be noted on the application in the file. Eligible expenditures are:
  - a. License and registration fees
  - b. Insurance costs for one month, up to \$200.
  - c. Fuel vouchers to the co-op or Beeline will be issued in \$10 increments.
  - d. Bus tickets
  - e. Bicycles or recycled bicycles, not to exceed \$250 per calendar year, including mandatory registration with the police department if applicable.

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7. **Minor vehicle repairs related to critical access.** Vehicle repairs shall not exceed \$600 per year, which will enable a veteran to access critical education or employment programs with a pathway to earned income or for access to critical medical or health related transportation where public transit is not available.
8. **Specialty equipment or fees.** Specialized equipment, tools, clothing or fees for testing may be allowed in order for the veteran to gain access to education or employment opportunities. These specialized services shall be provided in collaboration with all other funding sources to assure these expenses facilitate a pathway to education or employment. Assistance to obtain a telephone or telephone minutes can be provided to meet healthcare or housing related needs.
9. **Clothing,** for work or employment search.
10. **County Burial of Indigent Deceased Veterans.** All indigent veterans and deceased family member of an indigent veteran who die without leaving means sufficient to defray funeral expenses, will be eligible for up to \$500 in assistance for a family member, and up to \$1,000 for a veteran. See Attachment H for the Burial Assistance form.
11. **Dental Assistance.** There is a lifetime cap of \$2000 per applicant that can be used for dental services. Only Veterans qualify for dental assistance and they must have a referral from a dentist to ensure there is a work-related or health need, including preventative dental procedures. Once the service has been used and the lifetime cap has been reached, it cannot be used again. This assistance can be given in addition to the disbursement limit.
12. **Health and welfare related expenses.**

#### **VETERANS' ORGANIZATION VOUCHER PROCEDURES**

**Hall Rental.** For a service organization to be reimbursed for hall rental, a Statement of Services (Attachment I) must be completed and submitted to the DCH. The allowable rental fee is a maximum of \$800 per calendar year. The requested amount cannot exceed the actual costs and the form shall be accompanied by proper documentation. A reimbursement for the previous year's rental expense is due at the end of January of the new year.

**Stand-Down Funds.** Requests for stand-down funds can be submitted utilizing a Statement of Services (Attachment I). This request must be accompanied by documentation to support allowable use of Veterans Relief funds. All stand-down requests will be provided to the advisory board for review and recommendation to DCH.

## **Attachment A**

**Attachment B**

**APPLICATION FORM**

NAME: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_  
MONTHS IN STATE: \_\_\_\_\_ MONTHS IN COUNTY: \_\_\_\_\_  
MARITAL STATUS: \_\_\_\_\_ LEGAL DEPENDENTS AND AGES: \_\_\_\_\_  
ETHNICITY: ☐ Caucasian ☐ Hispanic ☐ African-American ☐ Asian ☐ Other  
BRANCH OF SERVICE: \_\_\_\_\_ SERVICE NUMBER: \_\_\_\_\_  
DATE ENTERED: \_\_\_\_\_ DISCHARGE DATE: \_\_\_\_\_ TYPE OF DISCHARGE: \_\_\_\_\_

**LIST BELOW ANY MONTHLY INCOME FROM THE FOLLOWING:**

WELFARE	_____	UNEMPLOYMENT	_____
VA BENEFITS	_____	STATE INDUSTRIAL	_____
CHILD SUPPORT	_____	SOCIAL SECURITY	_____
ALIMONY	_____	EMPLOYMENT (SPECIFY)	_____
PART-TIME WORK	_____	OTHER (SPECIFY)	_____
SPOUSE'S INCOME	_____	TOTAL INCOME	\$ _____

**LIST BELOW YOUR MONTHLY EXPENSES FOR THE ITEMS INDICATED:**

RENT	_____	VEHICLE	_____
FUEL	_____	CREDIT CARDS	_____
FOOD	_____	MEDICAL	_____
ELECTRICITY	_____	WATER	_____
OTHER (SPECIFY)	_____	OTHER (SPECIFY)	_____
		TOTAL EXPENSES	\$ _____

Does applicant qualify as indigent (per Attachment A/B to Guidelines)? Yes No

BRIEFLY DESCRIBE ASSISTANCE NEEDED: \_\_\_\_\_  
\_\_\_\_\_

I the undersigned swear or affirm under penalty of perjury that the answers to the questions hereon are true and correct and I understand that should they be proven false upon investigation, I may forfeit my right to assistance under the Veteran's Assistance Act of the State of Washington and incur such other penalties as may be prescribed by law. I further agree to release any information regarding my case that may be in possession of other social service agencies and aid in the processing of this request.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

***OFFICE USE ONLY***

TOTAL GRANTED: \$ \_\_\_\_\_ VOUCHER#: \_\_\_\_\_ VENDOR: \_\_\_\_\_

ASSISTANCE DENIED (SPECIFY REASON): \_\_\_\_\_

**COPY OF DISCHARGE VERIFICATION (DD214 or OTHER) & PICTURE I.D. MUST BE ON FILE OR ATTACHED TO APPLICATION**

**Attachment C**

**EXAMPLES OF ACCEPTABLE PROOF OF RESIDENCY, SERVICE RECORD  
AND INCOME DOCUMENTATION**

**SERVICE RECORD**

- A. Form DD214
- B. Veterans Administration Verbal Verification 1-800-827-1000
- C. National Guard Letter of ..., NB22
- D. Report of Separation (or equivalent form)

**WALLA WALLA COUNTY RESIDENT- 60 DAYS**

- A. Rental agreement or receipts
- B. Bills, e.g. utilities, telephone
- C. Mail from official government source, e.g. tax forms

**FAMILY RELATIONSHIP**

- A. Birth certificate
- B. Marriage license
- C. Death certificate of veteran
- D. Adoption papers
- E. Public assistance documents

**INCOME**

- A. Pay stubs
- B. Income tax return
- C. Social Security statements
- D. VA Assistance statements
- E. Disability verification
- F. DSHS grant verification
- G. Unemployment record
- H. L&I disability award letter
- I. Letter from person who hired the veteran for odd jobs
- J. Letter from person who has supported the veteran last month

**EXPENSES**

- A. Utility Bills
- B. Rental Agreements
- C. Invoices or statements

## Attachment D

### Walla Walla County Veterans' Relief Fund

#### Eligibility Criteria

##### UTILITIES (GAS-ELECTRIC-WATER):

- FINAL NOTICE and PAST DUE NOTICE are both needed to show the amounts due and usage
- Next step is the need to call the company and determine two (2) things:
  1. Dates of service for the amount owing
  2. When was the last payment made
- If the amount of the bill is more than the assistance being rendered, the client must come up with the difference to ensure full amount owing is paid

##### PRESCRIPTIONS:

- Original prescription must be in hand and different pharmacies called to price compare
- Counsel takes place to determine if the veteran has applied for medical assistance and if a veteran has signed up at the VA hospital
- There is assistance every three (3) months up to the amount of \$40 from Helpline and additional services from St. Vincent de Paul and SonBridge.

##### FOOD:

- ~~Helpline offers vouchers to local food banks.~~
- Veteran must ~~come in monthly to receive a voucher for~~ access any of the qualifying food banks ~~each food bank can be accessed once a month~~
- Counsel client to see if application has been made for food stamps.

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##### TRANSPORTATION:

- Verified doctor's appointments for any out-of-county travel
- Verified job or job search status.
- Homeless living in vehicle
- Relocation to another area

##### RENT:

- Housing status will be determined by the Housing Status Verification Form, Attachment F
- Forms must be sent to landlord accepting the amount of services qualified for (i.e. 25% for single households and 30% for families); this is based on the amount of total rent
- When all forms have been turned in, a check or voucher is then issued
- Household will be referred to Walla Walla Coordinated Entry system, Pathways Home

##### EXCEPTIONS

- If a veteran's need exceeds the prescribed limit, contractor can request an exception to the dollar limit

##### BURIAL:

- The applicant is entitled to the burial assistance as prescribed by the RCW 73.08.070

**CLOTHING:**

- Scope and purpose of clothing services shall be specific to employment or obtaining work
- Clothing must be purchased at preferred locations to include thrift stores and discount department stores, e.g. Walmart or equivalent.

**OTHER:**

- Applications are also offered for vision care through the Lions Club
- Dental service applications
- Prescription discount program
- Hygiene
- Household and furniture vouchers
- Bread
- Blankets

**Services may be refused at any time due to poor conduct.**

To be eligible for services, clients must conduct themselves in an appropriate, safe manner. They are required to treat the staff with courtesy and respect. If a person should become vulgar or violent, they are asked to leave.



**Attachment E**

**WALLA WALLA COUNTY VETERANS' RELIEF FUND  
RENTAL ASSISTANCE FORM**

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Landlord's Tax ID Number or Social Security Number \_\_\_\_\_

NOTE TO LANDLORD: If applicant is behind in rent, please state the amount of the past due rent.  
If any of these amounts is a deposit or late charges, please identify this in your statement below.

STATEMENT OF LANDLORD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) Owner of Property      ~ OR ~      ( ) Manager of Property

Owner's Name, if different from Manager \_\_\_\_\_

Landlord's Signature \_\_\_\_\_

- If the rent request is approved, payment will be processed within 3 weeks. -

## Attachment F

**WALLA WALLA COUNTY VETERANS'RELIEF FUND**  
**Housing Status Verification**

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

Applicant's Name: \_\_\_\_\_

SITUATION		REQUIRED DOCUMENTATION
Individual/household is at risk and facing potential eviction	Nonpayment of rent or other lease violation	<input type="checkbox"/> Pay or vacate notice or eviction notice. <b>AND</b> <input type="checkbox"/> Copy of lease naming individual or household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit.
	Nonpayment of utilities (see program guidelines for eligibility)	<input type="checkbox"/> Copy of lease naming individual or household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit. <b>AND</b> <input type="checkbox"/> Utility shut off notice identifying the individual or household member, indicating that utility will be shut off or disconnected if payment is not received, and is signed and dated by utility company representative and/or included utility company contact information. <b>AND</b> <input type="checkbox"/> Statement from case manager indicating that without VRF assistance the individual/household will lose their housing and become homeless.
Individual/household is homeless or will be within 14 days	Lacks a fixed, regular and adequate nighttime residence or losing housing within 14 days	<input type="checkbox"/> Letter signed and dated from provider of temporary residence that includes a statement verifying the applicant's current living situation and the date when the household must vacate the temporary housing. <b>OR</b> <input type="checkbox"/> Telephone call to provider of temporary housing that is documented, signed, and dated by the case manager making the call (complete a Third-Party Oral Verification form. Equivalent case notes may be substituted.). <b>OR</b> <input type="checkbox"/> Current HMIS record from homeless housing program, including dates of stay. <b>OR</b> Self-declaration signed and dated by applicant stating why they are homeless (complete Self-Declaration form). **Self-declaration of housing status should be used rarely and only when written third party verification cannot be obtained. **
	Exiting an institution	<input type="checkbox"/> Letter signed and dated by hospital/institution representative that included a statement verifying current hospital/institution stay of individual and indicating individual has no housing to return to upon discharge.
	Fleeing domestic violence, sexual assault, stalking, etc.	<input type="checkbox"/> Signed and dated self-declaration from individual (complete Self-Declaration form).

## Attachment G

## MEMORANDUM OF AGREEMENT FOR HOUSING ASSISTANCE

Property Owner/  
Manager  
(Landlord)

\_\_\_\_\_  
Name/Company Phone \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Tenant

\_\_\_\_\_  
Name(s) Phone \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Agency Veterans' Relief Program  
Walla Walla County Department of Community Health  
314 West Main, Walla Walla WA.99362  
Phone:509-524-2650

Total Amount of One Month's Rent: \$ \_\_\_\_\_ Unit Size: Studio \_\_\_\_\_ IBR \_\_\_\_\_ 2+BR \_\_\_\_\_

Total Amount of Assistance Paid to Landlord from Agency: \$ \_\_\_\_\_

Total Due from the Tenant: \$ \_\_\_\_\_

The above named Landlord agrees to house the above named Tenant for a period of \$30 days from \_\_\_\_\_, 20\_\_\_\_. Eviction of tenant from the dwelling will not occur before \_\_\_\_\_ 20\_\_\_\_ based on this Agreement. In return for housing this tenant and based on this signed Agreement, the Agency will pay the sum of \$ \_\_\_\_\_ to be applied to one month's rent due to the Landlord. The balance of the one month's rent is due from the Tenant as noted above. Payment of assistance from the Agency is contingent on the Landlord having received and signed this completed "Memorandum of Agreement for Housing Assistance".

By granting rent assistance, it is understood that the Agency is in no way liable or obligated for any further rent payments or damages to the Landlord. Tenant is responsible for the remaining balance.

Signed \_\_\_\_\_  
Landlord, Owner or Manager Date \_\_\_\_\_

Signed \_\_\_\_\_  
Agency Staff- Authorized Signature Date \_\_\_\_\_

WALLA WALLA COUNTY VETERANS' RELIEF FUND  
BURIAL ASSISTANCE FORM

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Is a completed application for Veterans' Relief Fund attached? ☐ Yes ☐ No

Does the applicant qualify for Veterans' Relief Fund? ☐ Yes ☐ No

Proof of death verified? ☐ Yes ☐ No

Any other funding available? ☐ Yes ☐ No

Justification of Application, including documentation: (To be completed by Veterans' Relief Fund Administrator or Post Implementation Officer)

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Submitted by: \_\_\_\_\_  
Veterans' Relief Fund Administrator or Post Implementation Officer  
Signature

Department of Community Health Action:

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

County of Walla Walla, Washington  
Department of Community Health  
P.O. Box 1753  
Walla Walla, WA 99362

Vendor Name \_\_\_\_\_

City \_\_\_\_\_

*I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered for the labor performed as described herein, and the claim is a just, due and unpaid obligation against County of Walla Walla, and that I am authorized to authenticate and certify to said claim*

DATE \_\_\_\_\_

Veterans' Relief Program Guidelines, 2022  
Revision date: 2022-05-23

Attachment J

WALLA WALLA COUNTY VETERANS' RELIEF FUND  
WAIVER REQUEST

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

THIS IS A REQUEST TO WAIVE THE FOLLOWING CRITERIA:

AMOUNT OF ASSISTANCE \_\_\_\_\_ INCOME LIMIT \_\_\_\_\_

OTHER \_\_\_\_\_

Please attach completed application.

Justification of Wavier:

(To be completed by the applicant, or Veterans' Relief Fund Administrator).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Veterans' Relief Fund Administrator

Decision by Department of Community Health \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
  - §) Proposal 2022 06-06 HR/RM – Approval to deny claim for damages (DePaula)
- 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))



**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))

**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.*