

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, OCTOBER 3, 2022

Commissioners have resumed in person public meetings and will also continue to host the meetings via WebEx.

Following is the website to attend and listen to the meeting and the phone number to call to take part in the meeting. Any questions please email us wwcocommissioners@co.walla-walla.wa.us.

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

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

PLEASE NOTE: All times are tentative and at the discretion of the Chairman with the exception of advertised bid openings and public hearings.

10:15 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) Approval of agenda
- e) Pledge of Allegiance
- f) Public comment period (time limitations may be imposed)
- g) Introduction of new county employees (this is scheduled for the first meeting of each month)
- h) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review vouchers/warrants/electronic payments
- i) **Consent Agenda Items:**
 - 1) Resolution – Minutes of County Commissioners’ proceedings for September 26 and 27, 2022
 - 2) Signing a Proclamation for October, 2022 as Domestic Violence Awareness Month
 - 3) Payroll action and other forms requiring Board approval
- j) **Action Items:**
 - 1) County vouchers/warrants/electronic payments as follows: _____ through _____ totaling \$_____ (September payroll); _____ through _____ totaling \$_____ (benefits and deductions) and 4243606 in the amount of \$40,000.00 (Fair)
 - 2) Proposal 2022 10-03 Approval of Port of Walla Walla expending funds from Port’s portion of Economic Development Sales Tax Funds for City of Waitsburg – Sewer System Relining Project
- k) Miscellaneous business to come before the Board

COUNTY COMMISSIONERS (continued)

- l)** Review reports and correspondence; hear committee and meeting reports
- m)** Review of constituent concerns/possible updates re: past concerns

PROCLAMATION

WHEREAS, women and girls often face interlocking and compounding social barriers such as racism, sexism, and gender-based violence, which harms their ability to thrive; and

WHEREAS, violence against women affects the lives of countless women and their families across the United States, with one in four women experiencing severe domestic violence and more than three women murdered each day by their current or former partner in communities across the country; and

WHEREAS, every 68 seconds, another American is sexually assaulted, and, out of every 1,000 cases of rape, only 310 are reported, 50 lead to arrest, and 28 lead to a felony conviction; and

WHEREAS, financial abuse is experienced in up to 99% of domestic violence cases and occurs across all socio-economic, educational, racial and ethnic groups; and

WHEREAS, immigrant women, women of color, women with disabilities, and LGBTQ communities face heightened risks of violence and greater barriers to legal remedies and supportive services due to factors such as limited English proficiency and language barriers, fear of deportation, limited access to higher education and job resources, higher risks of poverty and limited resources for access to support and affordable child care; and

WHEREAS, well over half of homeless women have lost housing because of violence committed against them, and over 80% of homeless mothers have experienced severe physical and/or sexual abuse during their lifetimes; and

WHEREAS, the citizens of this county will work to end the epidemic of gender-based violence and support families; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they recognize the importance of continuing to increase awareness of the impacts of domestic violence, and do hereby proclaim

OCTOBER, 2022 as DOMESTIC VIOLENCE AWARENESS MONTH

in Walla Walla County, and ask all citizens to help raise awareness about domestic violence and join in and support local efforts to end this terrible problem and assist victims of these crimes, because there is only one way to end domestic violence: **together**.

Dated this 3rd day of October, 2022, at Walla Walla County, Washington.

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

Todd L. Kimball, Chairman, District 2

Attest:

Jennifer R. Mayberry, Commissioner, District 1

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Commissioner, District 3



MEMO

Date: 10-3-22

Proposal ID. 2022 10-03 EconDev – Port

To: BOCC

From: Diane Harris, Clerk of the Board

Intent – Approval of Port of Walla Walla expending funds

Topic – Approval of Port of Walla Walla expending funds from the Port's portion of the Economic Development Sales Tax Funds for City of Waitsburg – Sewer System Relining Project

Summary

The Port of Walla Walla during their regularly scheduled meeting on September 21, 2022 approved the City of Waitsburg's grant application for the Sewer System Relining Project. This request is for \$200,000 from the Port of Walla Walla's portion of the Economic Development Sales Tax Fund.

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

Port of Walla Walla – 9/10ths funds - \$200,000

Cost

\$200,000

Funding

9/10ths Funds – Port of Walla Walla

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of the Port of Walla Walla expending \$200,000 out of their portion of the 9/10ths Economic Development Funds for the City of Waitsburg – Sewer System Relining Project.

Submitted By

Disposition

Diane Harris, Commissioners 10/03/22

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



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SENT VIA EMAIL ON 09-26-2022

September 26, 2022

Todd Kimball, Commissioner District #2 (2022 Chair)
Greg Tompkins, Commissioner District #3
Jenny Mayberry, Commissioner District #1
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Economic Development Sales Tax Fund Grant – City of Waitsburg – Sewer System Relining Project

Dear Commissioners:

On September 21, 2022, the Port of Walla Walla Commissioners approved a \$200,000 Non-Economic - Economic Development Sales Tax Fund (EDSTF) grant to the City of Waitsburg – Sewer System Relining Project. Attached is the staff report and EDSTF application for your review and records.

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

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

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

Sincerely,

Patrick H. Reay
Executive Director

Enc. City of Waitsburg – Sewer System Relining Project

cc: Port Commissioners

Port of Walla Walla

Staff Report

TO: Port of Walla Walla Commission

FROM: Paul Gerola, Economic Development Director
Patrick H. Reay, Executive Director

SUBJECT: Non-Economic – Economic Development Sales Tax Fund (EDSTF) Grant Application

DATE: Wednesday, September 21, 2022

PROJECT LOCATION: City of Waitsburg - Sewer System Relining Project

JURISDICTION: Port of Walla Walla

PURPOSE: Action Item

STAFF RECOMMENDED ACTION: Staff recommends approval of an Economic Development Sales Tax Fund (EDSTF) grant under the “Non-Economic Development Project” criteria in the amount of \$200,000 to the City of Waitsburg for their Sewer System Relining Project.

PROPOSED MOTION: I move that we approve an Economic Development Sales Tax Fund grant under the “Non-Economic Development Project” criteria in the amount of \$200,000 to the City of Waitsburg for their Sewer System Relining Project and to authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence.

BACKGROUND: Port of Walla Walla in partnership with the Walla Walla County Board of Commissioners manages the Economic Development Sales Tax Fund for Walla Walla County. The Port and County have two (2) separate fund accounts which each jurisdiction manages separately. Currently, the account fund balance of the Port’s managed fund is approximately \$3.3 million (Attachment A-1). The Port Commission has the ability to award and distribute funds for projects that are listed on the approved Port of Walla Walla Economic Development Plan or projects listed within the Walla Walla County Comprehensive Plan in Appendix G: Projects of Regional Significance.

DISCUSSION/ANALYSIS: The City of Waitsburg has applied to the Port for a \$200K Economic Development Sales Tax Fund (EDSTF) grant under the “Non-Economic Development Project” criteria for their Sewer System Relining Project. Enclosed as Attachment A-2 is a copy of the City of Waitsburg’s EDSTF application for the Sewer System Relining Project.

The City of Waitsburg’s sewer lines were installed in the 1930s through the 1950s. The City’s sewer line system is primarily comprised of terra cotta and asbestos concrete piping and are located in areas throughout the City that are difficult to access. Due to the limited access issues, the City did not have an accurate mapping of its existing sewer lines, utility access holes (manholes), and depth of the sewer lines.

The initial project, which was funded through the City’s American Rescue Plan allocation, was to clean and inspect the hardest-to-access areas where the City has had past issues and to install 15 new utility access holes (manholes) in order to provide access to each change of direction or every 300’ as required by State rules. Due to the unknowns associated with the sewer system, the City’s original budget was impacted significantly by change

orders, thus exhausting its available funding to allow any relining of the sewer system where deficiencies were discovered. With the initial inspection completed, the City's contractor has pinpointed 14 sections that require sewer line relining of approximately 4,000 linear feet with the most important section being a 12" sewer main located in the travel lane of State Highway 124 and ending at the City's wastewater treatment plant.

The project would be funded as a "Non-Economic Development Project" (Non-EDP) criterion as outlined in the Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), under Section 8. Below is Section 8 of Principle Guidelines. Also, enclosed in Attachment A-3 are the Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF). The City of Waitsburg does qualify under the Non-EDP criteria.

Section 8 - Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF)

Public infrastructure projects that cannot identify the creation of new direct family-wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes are encouraged to apply for an EDSTF loan. If the applicant is requesting an EDSTF grant, and an EDSTF grant is awarded, the applicant will be restricted in applying for an EDSTF grant for **5 years** from the date of the award. However, during this 5-year restricted period, the applicant has a public infrastructure project that can demonstrate the creation of new direct family-wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes, their application would be considered for funding.

The City of Waitsburg's past economic development projects that were funded by the Port's Economic Development Sales Tax included the following:

- March 2004 - City of Waitsburg - Main Street Enhancement Project \$100K Grant
- March & July 2017 - City of Waitsburg - Main Street Bridge Replacement Project \$150K Grant
- August 2021 - City of Waitsburg - Millrace Grade Improvement Project \$80K Grant

The City of Waitsburg has not utilized the "Non-Economic Development Project (Non-EDP)" criteria on any of the above-mentioned projects. The proposed Sewer System Relining Project is also listed within the Walla Walla County Comprehensive Plan in Appendix G:

LEGAL REVIEW: No legal review of the grant application.

FISCAL IMPACT: The grant requested will lower the available Economic Development Sales Tax Funds by \$200,000. See Attachment A-1 for a summary of current and remaining fund balances if the project grant application is approved and funds dispersed.

ALTERNATIVE(S):

1. Do not fund the City of Waitsburg - Sewer System Relining Project with an Economic Development Sales Tax Fund grant.
2. Fund the City of Waitsburg - Sewer System Relining Project with an Economic Development Sales Tax Fund loan, rather than the requested grant.
3. Fund the request at a different funding level.

ATTACHMENTS

Attachment A-1	Port of Walla Walla - Economic Development Sales Tax Fund Balance Spreadsheet
Attachment A-2	City of Waitsburg's EDSTF application for the Sewer System Relining Project
Attachment A-3	Principle Guidelines for Economic Development Sales Tax Fund (EDSTF)

Walla Walla County - Port's Economic Development Sales Tax Fund - 2022

Revenues	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2020 Revenues	\$ 60,443	\$ 68,004	\$ 53,410	\$ 51,690	\$ 53,884	\$ 53,763	\$ 64,483	\$ 79,367	\$ 72,197	\$ 76,709	\$ 79,974	\$ 72,474	\$ 786,398
2021 Revenues	\$ 66,668	\$ 77,946	\$ 58,431	\$ 61,439	\$ 83,989	\$ 78,157	\$ 94,517	\$ 92,838	\$ 87,677	\$ 89,744	\$ 90,606	\$ 85,118	\$ 967,130
2022 Revenues	\$ 79,775	\$ 88,301	\$ 70,735	\$ 71,931	\$ 86,526	\$ 83,627	\$ 88,014	\$ 95,822	\$ -	\$ -	\$ -	\$ -	\$ 664,731

Fund Balance on 12/31/21 **\$ 3,273,537**

2022 Sales Tax Received **\$ 664,731**

2022 Sales Tax Loan Repayment **\$ -**

2022 YTD Balance **\$ 3,938,268**

2022 Fund Disbursement YTD **\$ -**

Present Fund Balance **\$ 3,938,268**

Less Future Project Commitments **\$ 600,000**

Available Fund Balance **\$ 3,338,268**

Projects 33,34 & 36

Updated: 09/19/22

#	Project Fund Allocations	Amount	Funding	Disbursed	Year	Type
1	October 2001 - Walla Walla Community College - Enology & Viticulture Building	\$ 250,000	Grant	Yes	2002	EDP
2	January 2002 - Walla Walla County - Fairground Exhibition Center Rehabilitation	\$ 200,000	Grant	Yes	2002	EDP
3	May 2002 - Port of Walla Walla - Cliffstar Project	\$ 200,000	Grant	Yes	2002	EDP
4	May 2002 - Port of Walla Walla - Cliffstar Project	\$ 200,000	Grant	Yes	2002	EDP
5	March 2003 - City of Walla Walla - Downtown Walla Walla Improvements	\$ 200,000	Grant	Yes	2003	EDP
6	March 2003 - Walla Walla Community College - Culinary Project	\$ 200,000	Grant	Yes	2003	EDP
7	October 2003 - City of Prescott - Fire Station Improvements	\$ 20,000	Grant	Yes	2004	EDP
8	March 2004 - City of College Place - Whitman Road Extension Project	\$ 200,000	Grant	Yes	2007	EDP
9	March 2004 - City of Wainburg - Main Street Enhancement Project	\$ 100,000	Grant	Yes	2008	EDP
10	July 2005 - Port of Walla Walla - Key Technology Aveny Expansion	\$ 200,000	Grant	Yes	2005	EDP
11	July 2005 - Port of Walla Walla - Key Technology Aveny Expansion (Loan Paid Off)	\$ 200,000	Loan	Yes	2005	EDP
12	January 2006 - Port of Walla Walla - Rollex Project	\$ 400,000	Grant	Yes	2006	EDP
13	February 2006 - Walla Walla Community College - Allied Health Building	\$ 100,000	Grant	Yes	2007	EDP
14	August 2006 - City of Walla Walla - Isaacs Avenue Improvements	\$ 200,000	Grant	Yes	2007	EDP
15	October 2007 - Walla Walla Community College - Water Resource Building - Phase 1	\$ 50,000	Grant	Yes	2007	EDP
16	November 2008 - Walla Walla Community College - Water Resource Building - Phase 2	\$ 200,000	Grant	Yes	2010	EDP
17	August 2009 - Walla Walla Watershed Management Partnership	\$ 12,500	Grant	Yes	2009	EDP
18	August 2010 - City of Walla Walla - Dell Avenue Industrial Park Waterline - Project Pet	\$ 97,507	Grant	Yes	2010	EDP
19	April 2012 - Port of Walla Walla - Dodd Road Industrial Park Waterline - Project Pet	\$ 100,000	Grant	Yes	2012	EDP
20	August 2012 - City of College Place - College Avenue/Rose Street Reconstruction Project	\$ 200,000	Grant	Yes	2013	EDP
21	September 2012 - City of Walla Walla - Alder Street Improvements	\$ 200,000	Grant	Yes	2015	EDP
22	October 2012 - Port of Walla Walla - Rollex Phase 2 & 3 - Road Extension - Rollex Road to Raindance	\$ 200,000	Grant	Yes	2013	EDP
23	October 2012 - Port of Walla Walla - Rollex Phase 2 & 3 - Dodd Road/WGBP Water System Infrastructure	\$ 200,000	Grant	Yes	2014	EDP
24	March 2014 - Walla Walla County - Humen Service Building - (Loan Paid in full in 2017)	\$ 200,000	Loan	Yes	2014	EDP
25	February 2015 - City of Prescott - Pedestrian Improvements & Other	\$ 199,028	Grant	Yes	2015	Non-EDP
26	September 2015 - Port of Walla Walla - Alder Street Office - Ingeniux	\$ 200,000	Grant	Yes	2015	EDP
27	September 2015 - Port of Walla Walla - City of WW & CP Fiber Projects (Loan Paid in full in 5-21)	\$ 400,000	Loan	Yes	2015	EDP
28	July 2016 - City of Walla Walla - Memorial Pool Reconstruction Project	\$ 200,000	Grant	Yes	2017	Non-EDP
29	March & July 2017 - City of Wainburg - Main Street Bridge Replacement Project	\$ 150,000	Grant	Yes	2017	EDP
30	October 2018 - Port of Walla Walla - Walula Dodd Water System (WDWS) Improvement Project	\$ 3,000,000	Grant	Yes	2019	EDP
31	February 2019 - City of Walla Walla - Spokane Street Improvement Project	\$ 250,000	Grant	Yes	2021	EDP
32	March 2020 - City of College Place - Southwest Wastewater Sewer Trunk Line Project	\$ 200,000	Grant	Yes	2021	EDP
33	December 2020 - City of Walla Walla - Heritage Square Redevelopment Project	\$ 200,000	Grant	No		Non-EDP
34	December 2020 - Walla Walla County - Historical Courthouse Upgrade Project	\$ 80,000	Grant	No		Non-EDP
35	August 2021 - City of Wainburg - Millrace Grade Improvement Project	\$ 400,000	Grant	Yes	2021	EDP
36	February 2022 - Walla Walla County-Fairgrounds Arena Expansion (Viewing Platforms) 200K Grant & Loan	\$ 100,000	Grant/Loan	Yes, Grant	2022	Non-EDP
37	March 2022 - Prescott Joint Parks & Recreation - Prescott Pool Repairs and Upgrades Project	\$ -	Grant	Yes	2022	Non-EDP
38		\$ -				
39		\$ -				
40		\$ -				
Total Fund Allocations to Date		\$ 9,709,035				

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

Walla Walla County

Economic Development Sales Tax Fund

SECTION I.**APPLICATION FOR FUNDING**

Applicant:	City of Waitsburg		
Project Title:	Sewer system relining		
Contact:	Randy Hinchliffe		
Title:	City Administrator		
Telephone:	(509) 337-6371		
Cell:	(509) 629-3140		
E-Mail:	administrator@cityofwaitsburg.com		
Mailing Address:	P.O. Box 35		
City:	Waitsburg	Zip Code:	99361
Total Project Financing			
Total Project Cost:	\$ 778,385		
Amount secured to date:	\$ 350,022		
The total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined	\$ 0		
Loan Information			
Amount of loan request:	\$		
Loan term requested (Maximum term is 10 years):	9	YRS	Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With the acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit, and revenue to repay the loan, regardless of the project which prompted the application for funding. The maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4.</i>			
Grant Information			
Amount of Grant request: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4)</i>	\$ 200,000		
Amount of Local Public Match: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #5)</i>	\$ 343,000		

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

Signature of Responsible Official: Randy Hinchliffe **Date:** 09/13/2022

Print or Type Name and Title: Randy Hinchliffe City Administrator

SECTION II. IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

- 1. Describe the entire public facilities project, including the parts that you are not asking to fund.**
(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

Installed mainly in the 1930s through 1950s, the City of Waitsburg Sewer system is primarily comprised of terra cotta and asbestos concrete piping; located in areas throughout the City that are difficult to access. Due to the limited access issues, the City did not have an accurate map of its lines, manholes and depth of the sewerlines. The project, which was funded through the City's American Rescue Plan allocation, was to clean and inspect the hardest to access areas where the City has had past issues and to install 15 new manholes in order to provide access at each change or direction or every 300' as required by state rules. Due to the unknowns associated with the sewer system, the City's original budget was impacted heavily by change orders; exhausting its available funding to do any relining of the sewer system where deficiencies were found. With the initial inspection completed, the City's contractor has pinpointed 14 sections that need relined covering about 4000 feet with the most important section being a 12" sewer main located in the travel lane of state highway 124 and ending at the City's waste water treatment plant.

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

Once it was clear that the City would be receiving a direct allocation of funding for infrastructure improvements, City staff met and determined the best use of the funding was to do improvements to the City's sewer system; representing a once in a generation update to an aging City service. Public works was tasked with determining the areas that needed the most attention based on limited access, ongoing problems and system infiltration. Chosen locations were presented to the City Council in conjunction with the City annual Capital Facilities Plan update and passage of the 2022 City Budget in the fall of 2021. With approval from the City Council, City staff reached out to three responsible contractors who could complete the project with Michel Pipe Services out of Salem Oregon being selected by the City in April of this year. Work commenced in late July and was completed in early September with over 8000 feet of sewermain cleaned and inspected along with 15 new manholes being installed; granting the City access to areas that it has never had before. With the conclusion of the first phase of the project, the City is now tasked with addressing the sections noted by the contractor as needing the most attention through relining, grout replacement and other repairs.

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

This project is being built as a non-economic development project that relates to needed infrastructure improvements in the City of Waitsburg

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

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
			\$
			\$
			\$
			\$
			\$
			\$

Projected annual gross payroll for all job classifications? _____

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

5. **Is this project listed in the Walla Walla County Comprehensive Plan?** Yes ☒ No ☐

Walla Walla County Comprehensive Plan - Chapter 11 Economic Development Element – Appendix G

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

Yes. City acts as the local agency in charge of local economic development and regularly partners with the Port of Walla Walla on potential economic development projects and business leads.

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

Project greatly upgrades the City existing sewer system.

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

Funding Source	Status	Amount
US Department of the Treasury via State Office of Financial Management	Secured	\$ 343,000.00
City of Waitsburg	Secured	\$ 7,022.00
		\$
		\$
		\$
		\$
		\$
Total Project Cost		\$ 350,022.00

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

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	August 2021
All Required Permits Obtained	
Design Engineering	January 2022
Land/Right-of-Way Acquisition	
Final Bid Documents	February 2022
Award Construction Contract	April 2022
Begin Construction	July 2022
Complete Construction	November 2022
Construction Project Operational	November 2022

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

Private sector capital investment \$ _____

Increase in local property tax revenue: \$ _____

Increase in local sales tax revenue: \$ _____

Other:

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

City of Waitsburg will continue to maintain the sewer system. Project allows better access to sewer mainlines in order to ensure they stay running clear and catch blockages before they cause problems in homes around the City. The City budgets about \$300,000 per year to operate and maintain its sewer system.

Application Submission Process

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

Submit By Email

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

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

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

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

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

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

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

Appendix G

Projects Eligible to Receive Economic Development Sales Tax Funds

Projects of Regional Significance

- All Transportation projects in Walla Walla County listed in the six year Transportation Improvement Plan (TIP) as adopted by any state or local government.
- Businesses recruited to Walla Walla County that need public infrastructure facilities constructed to facilitate job creating opportunities, private sector capital investments, and new taxes.
- Four-laning of U.S. Highway 12 including interchanges and frontage roads.
- Acquisition and rehabilitation of rail lines in Walla Walla County.
- All projects listed in the most currently adopted Port of Walla Walla Economic Development Plan.

Walla Walla County

Walla Walla County Campus Buildings

- Remodeling, replacement, repair of existing County owned buildings.
- Acquisition of additional property to expand County Campus.
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

Walla Walla County-Burbank Annex

- Acquisition of property for potential Burbank Annex
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.
- Construction of building(s) to house County services.

Health, Human Services and Planning Building

- Construction of new building(s) on County Campus
- Acquisition of additional property
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

Fairgrounds

- Construction of new buildings.
- Remodeling and expansion of existing county-owned buildings.
- Property acquisition to expand fairground property.
- Site improvements including, but not limited to, parking areas and associated vehicular circulation routes, landscaping, fencing, and pedestrian facilities.
- Utility improvements including new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, street lighting.
- Other projects listed in the long-term planning, capital facilities, and strategic plans.

Miscellaneous

- Projects listed in the capital facilities section of the county's comprehensive plan.

City of College Place

Projects in Process:

- Myra Road Improvements (Dalles Military to SR 125)
- College Avenue/Rose Street Intersection Improvements
- Rose Street Improvements
- SW 4th Street to Homestead Acres Development

Street Upgrade & Extension Projects:

- SW Davis Transportation Improvements
- SW 12th Transportation Improvements
- Taumarson Road Improvements (Joint Project with Walla Walla County)
- Lambert Arterial Extension Project
- Lambert/C Street/Larch Street Intersection
- SE Date Improvements

Capital Improvements:

- Wastewater Plan Improvements & Facility Plan
- Regional Stormwater Facility & Plan
- Well Development at Eastside Booster Station
- Westside Elevated Water Reservoir
- Water System Consolidation Project (Region Water System)

Property Acquisition:

- WWU Plant Services Property for Public Works Relocation
- Lot north and adjacent to City Hall
- Property Acquisition for New City Park

Economic Development:

- West Whitman business incubator building
- Martin Airfield Industrial Park
- Old Milton Highway Industrial Park

City of Walla Walla

Street Upgrades & Extension Projects

- Myra Road (Garrison Creek to Hwy 125)
- E. Isaacs Avenue Rehabilitation/Safety Improvement Project (E. Main to Wilbur)
- Myra Road (Hwy 125 SE to Taumarson)
- 13th Avenue Renovation (Rose to Pine-2013)
- Melrose Street (Wilbur to Airport Way)
- Rose Street Improvements (Myra to 2nd)
- Dell Avenue – Warehouse District

- Portland Avenue (Blue to Wilbur)
- Plaza Way Improvements (Hwy 125 to Stone)

Utility Facility & Expansion Projects

- LT2 - Mill Creek Water Treatment Plant Upgrade (Future capacity/improve quality)

Community Upgrades & Extension Projects

- Alder Street Signal upgrade and sidewalk Improvements
- Mixed-use downtown parking structure
- Farmer's Market/Crawford Park Expansion

City of Waitsburg

- Weller library renovation.
- Main Street Bridge Replacement.
- Touchet River Levee repairs/improvements.
- Main Street Tourism Kiosk.
- Installation of Public Art.
- Continued water/sewer line rehabilitation & improvements.
- ADA access to City Facilities (City Hall, Library, Pool).
- City wide pedestrian improvements.

City of Prescott

- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of a wastewater treatment plant.
- Expansion of City Hall and Fire Department.
- Main Street improvements.
- Expansion of Prescott City Library.
- Improvements to the Prescott Joint Park & Recreation District.
- Flood Water Diversion – WWGG & Hermans.
- Arterial Improvement & Street improvements.
- Ivy Cemetery Improvements.
- Downtown Renewal.
- Composting Program.
- Water System Study, analysis and update.

Community of Touchet

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

Community of Lowden

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water,

sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.

- Construction of new buildings.

Port of Walla Walla

Ady Industrial Site

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

Attalia Industrial Site

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

Avery Street Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

Burbank Industrial Park

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Remodeling and expansion of existing port-owned buildings.
- Construction of new buildings and tear down existing buildings.
- High dock and barge slip repairs and expansions including equipment and cranes for on/off load of barges.
- Land acquisition to enlarge industrial park.
- Cargill Pond improvements.

Burbank Business Park

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Cott/Cliffstar Building

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of the Port owned Cott/Cliffstar building.
- Construction of new buildings.
- Acquisition of additional property to expand industrial site.

Crown Cork & Seal Building

- Utility improvements involving new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of former Crown Cork & Seal Building.
- Construction of new buildings.
- Acquisition of additional property to expand.

- ADA access & building entryway improvements.
- 13th Ave new fencing and motorized access gates.
- Interior subdivision of space.

Dell Avenue/Warehouse District

- Utility improvements including water extensions, sewer, roadways, parking lots, streetscape improvements, fiber optics, gas, power street lighting, and warehouse district entrance improvements.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.
- Tear down remaining homes.
- Establish back lot fencing and landscaping.

Dodd Road Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Upgrade rail spur development into the industrial park.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.
- Development of a transload facility.
- Tear down remaining home.

Isaacs Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Remodeling of manufacturing plant and offices located at 3301 and 3303 E. Isaacs Avenue.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.

Melrose Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Demolishing of old sawmill infrastructure to ready site for development.
- Construction of new buildings.
- Acquisition of additional property to expand the industrial park

Sudbury Business Park (in partnership with the City of Walla Walla)

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Waitsburg Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Construction of buildings.
- Acquisition of additional property to expand the industrial park.

Walla Walla Regional Airport & Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail, fencing and street lighting.
- Construction of new buildings.
- Remodeling and expansion of existing port-owned buildings.
- Remodel of former terminal building.

Wallula Gap Business Park

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Wallula Industrial Site

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Land leveling to make property suitable for development.
- Barge slip improvements and repairs.
- Rail spur development into industrial park.
- Construction of new buildings.
- Acquisition of additional property to expand industrial park.

2nd Ave Parking Lot

- Utility improvements.
- Construction of new buildings.

Other

- Acquisition of land and/or buildings throughout Walla Walla County for economic development that will facilitate job creating opportunities, private sector capital investments, and new taxes.

Walla Walla Community College

- Expand the Enology and Viticulture facilities on the campus and at the airport to accommodate the addition of an Applied Baccalaureate in Enology and Viticulture and a program in hard cider production, which requires additional classroom and laboratory facilities and production capacity. The result will expand program capacity, improve the existing program, facilitate the creation of new programs, lead to the enrollment of more students, and enhance the Walla Walla wine and hospitality cluster.
- Expand and renovate the Craik Building to support the creation of the Precision in Agriculture program, which will serve a critical role in increasing the competitiveness of the local and regional agricultural economy.
- Expand and improve the Fort Walla Walla Amphitheater, which will provide the infrastructure to support our Performing Arts programs and enhance tourism in the Walla Walla region as a result of attracting and presenting additional performances and events.

- Improve access to the campus by changing roadway infrastructure and entrances in cooperation with the city and county. Traffic flow is a problem for students, faculty, and staff, and will impact neighboring businesses unless this potential problem is addressed.
- Expand and improve Professional Technical facilities in response to emerging needs for highly skilled workers in the Walla Walla region. Examples of such programs are John Deere Agriculture Technology, Water Management, Diesel Technology, Outdoor Power Equipment Technology, Turf Management, Culinary Arts, and Automotive and Alternative Fuel Technology (e.g. compressed natural gas and biofuels).
- Improve and expand Energy Systems educational facilities on the WWCC campus.
- Construct a new, state-of-the-art STEM (Science, Technology, Engineering, and Math) building on the WWCC campus. STEM provides cornerstone education and training to individuals across a broad range of workforce education programs that is critical to preparing individuals for success in the 21st century workforce and transfer to high skills baccalaureate degrees.

Valley Transit

- Farmer's Market and Transfer Center Joint Development Project.
- Satellite Transfer Centers in Waitsburg, Prescott, Vista Hermosa, and Burbank for Village Van service.
- Opticom traffic signal priority control system.

10:30 COMMUNITY DEVELOPMENT DEPARTMENT

Lauren Prentice

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: September 27, 2022
Prepared: October 3, 2022
RE: Monthly Community Development Department Update

Building/Fire

A total of 48 building and fire permits were approved during the last month; compared to 58 In August and 52 in July. A list of these permits is included as Attachment 1.

- 28 of these were over-the-counter (OTC) permits; the average review time for these is 0 days, meaning received and issued the same day. Types of OTC permits:
 - Mechanical
 - Plumbing
 - Re-roof
 - Siding/Windows Replacement
 - Special Events (fire operational permit, typically for tents)
 - Solar Arrays (roof-mounted)
- In addition to the building OTC permits, we also issued 15 residential burn permits, twice as many as the month prior. These are also prioritized and typically issued the same day.

New Applications

61 building and fire permit applications were submitted in the last month compared to 68 in August; 32 of the new applications have been approved.

Applications Under Review

A total of 15 building/fire permits applications are currently under review (see Attachment 2). This is half of the permits under review at the end of August (28), which is an expected signal that we are starting to see building permit applications slow down for the winter. Some of these are undergoing first plan reviews, some of them are on second or later reviews. Additionally, 73 building and fire permit applications not listed here are open but on hold pending information or action by the applicant.

As of September 23, all new building/fire plan reviews (new permit applications) are being assigned to our new contract plan reviewer, SAFEbuilt WA. This is a temporary measure intended to allow our staff to be able to focus on closing out existing permit reviews, preparing for the departure of our Building Official/Fire Marshal at the end of October, and final testing of our TRAKiT upgrade, among other things.

Inspections

A total of 303 building/fire permits inspections were scheduled and completed in the last month compared to 291 during same period last year.

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

We are back on a schedule anticipating Go Live for our upgraded software system at the beginning of December. The project team continues to meet weekly; Technology Services is assisting and participating in these meetings.

Start Date	End Date	Project Task Name
8/31/2022	12/9/2022	Go Live Project Plan
9/13/2022	10/21/2022	<i>Customer Testing</i>
10/3/2022	10/3/2022	GIS Training
10/24/2022	10/24/2022	<i>Backup .NET DB Pulled and Shared</i>
10/25/2022	10/25/2022	Ticket Work
10/26/2022	10/26/2022	Data Delivery
10/26/2022	10/26/2022	Install of Data Delivery
10/31/2022	11/18/2022	<i>Customer Testing</i>
12/7/2022	12/8/2022	Training: End User Refresher
12/8/2022	12/8/2022	<i>Backup .NET DB Pulled and Shared</i>
12/9/2022	12/9/2022	Open Question Session - Post EUT
12/9/2022	12/9/2022	Go Live: Migration of .NET Data
12/9/2022	12/2/2022	Go Live: Migration of .NET Data (Installation)
12/12/2022	12/12/2022	Go Live: Support
12/12/2022	12/12/2022	Go Live: Support
12/12/2022	12/12/2022	Go Live: Support
12/12/2022	12/12/2022	Go Live: Support
12/12/2022	12/12/2022	Go Live: Support
12/15/2022	12/15/2022	Test: Installation
12/15/2022	12/15/2022	Test: Installation (SSRS)
1/9/2023	1/13/2023	Business Process Optimization

Technical Review Committee/Preapplication Meetings

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

1. 9/28 – Roundtable for new dry cabin/residence on Pikes Peak Road (PRE22-049).
2. 9/14 – Roundtable for conversion of existing buildings to a Type 2 Winery on Old Milton Highway (PRE22-048).
3. 9/7 – Roundtable for possible long plat requiring bridge construction on Mill Creek Road in the Rural Remote 20 district. (second meeting)

Planning/Land Use Approvals and Decisions

The following planning applications were approved in August.

Project Number	Address	Applicant	Project Type	Date Complete	Date Approved
ADU22-010	4704 STATELINE RD	CLEAN HOME LLC	ACCESSORY DWELL UNIT	05/27/2022	09/16/2022

ADU22-012	333 BALDWIN RD	CUMMINS, BRIDGET	ACCESSORY DWELL UNIT	07/26/2022	09/16/2022
CAP22-007	7134 MILL CREEK RD	WEIS TOWERS LLC	CRITICAL AREAS	03/03/2022	09/12/2022
CAP22-010	MILL CREEK RD	BOURGMONT VINEYARD HOLDINGS LLC C/O BRAD BERGMAN	CRITICAL AREAS	05/09/2022	09/22/2022
CUP22-009	MILL CREEK RD	BOURGMONT VINEYARD HOLDINGS LLC C/O BRAD BERGMAN	CUP	05/09/2022	09/02/2022
SEPA22-012	SECOND AVE & POPLAR	SUNCAP PROPERTY GROUP attn Maxwell Mowry	SEPA	07/22/2022	09/15/2022
SEPA22-018	DEPPING RD	JEFF SMITH, RYKA CONSULTING	SEPA	08/02/2022	08/31/2022
SEPA22-019	69 GATEWAY RD	RND LAND HOLDINGS, LLC.	SEPA	08/01/2022	09/15/2022
VAR22-002	6003 MILL CREEK RD	WEIS TOWERS LLC, ATTN: JOHN F. WARK, L.P.G.	VARIANCE	03/04/2022	09/12/2022
WP22-004	MILL CREEK RD	BOURGMONT VINEYARD HOLDINGS LLC	WINERY PERMIT	05/09/2022	09/02/2022

Code Enforcement

The following are large scale lengthy cases which have been closed in the last month. Each property has been brought into compliance with Walla Walla County Code.

Case	Description	Address	Opened	Closed
C21-054	Illegal Business - Pina's Roofing	898 W WHITMAN DR	06/14/2021	09/07/2022
C21-066	Building w/o permit	Lewis Peak Rd	07/15/2021	09/23/2022
C22-040	Weeds	958 ELECTRIC AVE	07/14/2022	09/07/2022
C22-044	RV Living	7483 FROG HOLLOW RD	08/02/2022	09/12/2022
C22-045	Weeds	SNIDER DR	08/02/2022	09/07/2022
C22-046	Building w/o Permit	3397 Isaacs	08/08/2022	09/07/2022

Miscellaneous

1. Director attended Washington State Association of Counties and Regional Planning Director's (WSACRPD) annual conference September 7-9.
2. Director attended virtual meeting organized by WSAC and AWC on RCW 36.70B (permitting timeframes, possible future reform) on September 12.
3. Director and planning staff members attended City of Walla Walla Growth Management Act (GMA) Work Session on September 12.
4. Director met with Planning Commission Chair on September 16 to discuss UGAs.
5. Associate Planner attended Walla Walla Valley Metropolitan Planning Organization (WWVMPO) Technical Advisory Committee meeting on September 20.
6. Planning Technician attended Upper Walla Walla River Assessment Technical Team Meeting on September 20.
7. Director, Building, and administrative staff met virtually with SAFEbuilt WA team for Kick-off and discussion of plan review processes on September 23. Permit Coordinator will be primary point of contact with SAFEbuilt for plan reviews.

Attachment 1
Approved Building/Fire Permits

Permit #	Date Complete	Date Approved	Days	Address	Description
B21-0413	8/17/2021	9/19/2022	398	LEWIS PEAK RD	Already built in 2011 - 600 sf Pole Building
B22-0282	6/30/2022	9/6/2022	68	4750 STATELINE RD	2780 sf Residence, 430 sf Covered Porch/Patio
B22-0356	7/28/2022	9/21/2022	55	968 MILL CREEK RD	1990 sf Residence, 834 sf Covered Porch, 756 sf Garage
B22-0357	7/28/2022	9/21/2022	55	970 MILL CREEK RD	1000 sf ADU Residence, 945 sf Garage
B22-0367	8/2/2022	9/22/2022	51	MILL CREEK RD	Grading - 20,000 cy - Site preparation
B22-0375	8/8/2022	9/20/2022	43	353 BALDWIN RD	764 sf ADU, 294 sf Covered Porch, 1306 sf Garage
B22-0381	8/10/2022	9/19/2022	40	3486 POWER LINE RD	896 sf Garage to replace existing, Walkway, Deck & Pergola
B22-0383	8/10/2022	9/2/2022	23	9223 MILL CREEK RD	3994 sf 2 Story Res, 815 sf Cov P/P/D, 806 sf Garage
B22-0392	8/18/2022	9/2/2022	15	143 DAYBREAK RD	2577 sf Residence, 643 sf bonus, 632 sf P/P/P, 1051 sf Gar
B22-0401	8/23/2022	9/9/2022	17	180 TITUS LN	Construct New Fireplace to Replace Existing
B22-0405	8/29/2022	9/19/2022	21	13979 DODD RD	Replace existing Sign w/New 65 sf Sign
B22-0418	8/30/2022	9/19/2022	20	1104 BUSSELL CT	684 sf Uncovered Deck
B22-0421	8/31/2022	9/19/2022	19	424 F ST	Modifications to existing Tower
B22-0422	8/31/2022	9/19/2022	19	186 VINEHILL DR	1,028 sf Garage Addition
B22-0423	8/31/2022	9/19/2022	19	605 FOSTER RD	18,000 sf Indoor Horse Arena
B22-0424	8/31/2022	9/19/2022	19	660 W SUNSET DR	13.94 kW Roof Mount Solar Array
B22-0426	8/31/2022	9/19/2022	19	1312 LAKE RD	863 sf Addition, 928 sf Covered Porch, Interior Remodel
B22-0427	8/31/2022	9/1/2022	1	2587 GUY FINE RD	New tankless water heater gas piping, tank above ground
B22-0428	9/1/2022	9/1/2022	0	3482 COTTONWOOD RD	Re-roof Residence, 72 sq w/tear-off
B22-0429	9/2/2022	9/2/2022	0	10702 STATELINE RD	Re-roof Residence, 23 sq w/tear-off
B22-0430	9/2/2022	9/19/2022	17	STATELINE RD	Repair roof cover on W side of Building, & Deck
B22-0431	9/2/2022	9/2/2022	0	1317 LOWELL DR	Re-roof Residence 35 sq w/tear-off
B22-0432	9/6/2022	9/6/2022	0	4009 OLD MILTON HWY	Replace heat pump
B22-0433	9/6/2022	9/6/2022	0	168 HARRISON PL	Demo 1966 Mobile Home - 1648 sf
B22-0434	9/6/2022	9/6/2022	0	3430 RANCH RD	Replace Heat Pump Unit

B22-0435	9/6/2022	9/19/2022	13	541 ETHEL RD	552 sf Covered Patio off back of House
B22-0436	9/6/2022	9/7/2022	1	3462 MILL CREEK RD	400 sf Special Event Tent - 9/10 thru 9/11/2022
B22-0437	9/7/2022	9/7/2022	0	1559 WHEATCREST RD	Replace gas furnace & air conditioner
B22-0438	9/7/2022	9/7/2022	0	31827 W HWY 12	Replace 2 Heat Pumps
B22-0439	9/7/2022	9/7/2022	0	10520 E HWY 12	Installing two mini splits
B22-0442	9/9/2022	9/9/2022	0	2018 PLEASANT ST	Replace furnace
B22-0443	9/9/2022	9/9/2022	0	1309 STURM AVE	Replace 100,000 btu gas furnace
B22-0446	9/12/2022	9/12/2022	0	1123 SUSAN LN	Replace heat pump & gas furnace
B22-0447	9/12/2022	9/12/2022	0	215 WALLULA AVE	Replace air conditioner & air handler
B22-0448	9/12/2022	9/12/2022	0	1470 WALLULA AVE	Replace package unit
B22-0449	9/15/2022	9/15/2022	0	1702 BRYANT AVE	Re-roof Residence, 45 sq w/tear-off
B22-0450	9/15/2022	9/16/2022	1	3345 MCDONALD RD	Re-roof Residence, 44 sq w/tear-off
B22-0451	9/19/2022	9/19/2022	0	958 S HUSSEY ST	Replace gas furnace & air conditioner
B22-0452	9/19/2022	9/19/2022	0	290 BALDWIN RD	Recover detached structure, 11 sq
B22-0453	9/19/2022	9/20/2022	1	1744 STOVALL RD	Replace 1 window
B22-0455	9/20/2022	9/21/2022	1	62 EDITH ST	Re-roof Residence, 30 sq w/tear-off
B22-0457	9/21/2022	9/21/2022	0	1610 RESER RD	Re-roof Residence 22 sq w/tear-off
B22-0458	9/22/2022	9/27/2022	5	1619 BEET RD	MANUFACTURED HOME PLACEMENT - COMPLIANCE
B22-0459	9/22/2022	9/22/2022	0	3165 HANSON LOOP	Re-roof Residence, 33 sq w/tear-off
B22-0464	9/26/2022	9/26/2022	0	218 E LANGDON RD	Demo 475 sf Cow Shed
B22-0465	9/26/2022	9/27/2022	1	197 ELECTRIC AVE	Replace 2 windows
B22-0469	9/27/2022	9/27/2022	0	3950 PRANGER RD	Re-roof Residence, 46 sq w/tear-off
B22-0470	9/27/2022	9/27/2022	0	4017 BRADEN RD	Demo Residence & Pool

Attachment 2
Building/Fire Permits Under Review (9/27/2022)

Permit #	Date Complete	Address	Description	Permit Type
B22-0291	07/05/2022	386 RUSSET RD	944 sf ADU w/352 sf Covered P/P/D	ACCESSORY DWELL UNIT
B22-0391	08/18/2022	814 BISCUIT RIDGE RD	1024 sf Enc Pole Bldg & 608 sf Leanto add'n to existing bldg	POLE BUILDING
B22-0393	08/18/2022	3316 BLUE CREEK RD	1,100 sq ft ADU, 800 sf Covered Patio w/ attached 2,400 sf g	ACCESSORY DWELL UNIT
B22-0394	08/18/2022	8189 LEWIS PEAK RD	1834 sf Residence, 64 sf Covered Porch, 398 sf Garage	1 FAM RESIDENCE
B22-0400	08/23/2022	1813 PIKE PL	Remodel Bedroom, add Patio & Deck	ADDITION REMODEL
B22-0406	08/29/2022	325 FIRST ST	225 sf Bedroom Addition to existing Residence	ADDITION REMODEL
B22-0411	08/30/2022	211 PARADISE DR	910 sf Freestanding Carport	CARPORT
B22-0413	08/30/2022	315 W MAIN ST OLD JAIL	Renovate 1906 Jail for New WW Co Dist. Court location	COMM ADDITION REMODEL
B22-0417	08/30/2022	473 FLYING B DR	2,720 SF Res, 717 sf Cov P, 1,040 sf Gar, 340 sf Poolhouse	1 FAM RESIDENCE
B22-0441	09/09/2022	3281 MILL CREEK RD	23,445 sf Winery w/Tasting Room	NEW COMMERCIAL BLDG
B22-0454	09/20/2022	237 BLUFF HAVEN RD	736 sf Addition - New Office, Family Room, & Bathroom	ADDITION REMODEL
B22-0460	09/22/2022	69 GATEWAY RD	29,600 sf 2 story Building	NEW COMMERCIAL BLDG
B22-0461	09/22/2022	661 SUN HARBOR DR	1,440 sf Residence, 41 sf Covered Porch, 440 sf Garage	1 FAM RESIDENCE
B22-0462	09/23/2022	72 HARBOR BLVD	3,456 sf Enclosed Pole Building	POLE BUILDING
B22-0463	09/23/2022	2976 GRAY LYNN LN	2400 sf Special Event Tent 09/30 - 10/02/2022	SPECIAL EVENT

Attachment 3
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 inquiries fielded by our planning staff 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
CRM22-000237	OTHER @ 227 LAKEVIEW DR	Case Closed	OTHER	Nuisance	227 LAKEVIEW DR	09/03/2022
CRM22-000238	Hummingbird Bridge	Report Received	BUILDING CONSTRUCT ACTIVITY	Building		09/07/2022
INQ22-000239	Wants to turn residential bldg to tasting room	Responded	CITIZEN INQUIRY	Planning	292 VAN AUDDLE LN	09/07/2022
INQ22-000240	Interest in combining lots	Under Investigation	CITIZEN INQUIRY	Planning	151 BISCUIT RIDGE RD	09/08/2022
INQ22-000241	Future Short Plat	Responded	CITIZEN INQUIRY	Planning		09/12/2022
CRM22-000242	Weeds	Complaint Verified	WEEDS	Nuisance	249 W Alder St PO Box1757	09/13/2022
CRM22-000243	Weeds	Complaint Verified	WEEDS	Nuisance	208 FRONTAGE RD	09/13/2022
INQ22-000244	Business License and converting shop to commercial	Case Closed	CITIZEN INQUIRY	Planning	685 MCKAY RD	09/13/2022
INQ22-000245	possible building sites or wedding events center?	Under Investigation	CITIZEN INQUIRY	Planning	229 MILLSTONE RD	09/14/2022
INQ22-000246	Developable lot?	Case Closed	CITIZEN INQUIRY	Planning	CREEKSIDE LN	09/20/2022
INQ22-000247	Cluster Lot permitted?	Report Received	CITIZEN INQUIRY	Planning		09/21/2022
CRM22-000248	Building Finished while permit was expired	Report Received	OTHER	Building	8153 MILL CREEK RD	09/26/2022
INQ22-000249	Title Elimination Mobile Home	Report Received	CITIZEN INQUIRY	Planning	401 N CAMPBELL RD	09/26/2022

a) Action Agenda Items:

- 1) Resolution – Approving Out of State Travel for Technology Services Employee (Heimgartner)

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
TECHNOLOGY SERVICES
EMPLOYEE (HEIMGARTNER)



RESOLUTION NO. **22**

WHEREAS, Walla Walla County Technology Services Director, Chad Goodhue, has requested out of state travel approval for Greg Heimgartner to attend the Palo Alto Networks Ignite Cybersecurity Training, to be held December 12-15, 2022 in Las Vegas, Nevada; and

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

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

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

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

Passed this 3rd day of October, 2022 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

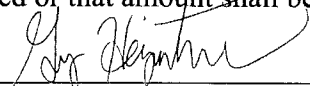
WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request September 21, 2022

Employee Attending: Greg Heimgartner	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
Meeting/Training: Start time/date: 12-12 12:00pm End time/date: 12-15 12:30pm	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ \$ 582.20
	<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus	\$ 25.00
Location: City: Las Vegas State: NV	Lodging	
Title of Meeting/Training: Palo Alto Networks Ignite (Attach agenda/training brochure)	5 night(s) @ \$ 130.00	\$ 650.00
	Meals	
Departure Date: 12-11-22 Time: 1:20pm	Breakfast(s) 5 @ \$ 16	\$ 80.00
Return Date: 12-16-22 Time: 12:57pm	Lunch(s) 4 @ \$ 17	\$ 68.00
	Dinner(s) 5 @ \$ 31	\$ 155.00
Place of Lodging: MGM Grand	Registration/Tuition	
	Cancel Date: 11-11-22	\$ 1699.00
Phone Number: 877-880-0880	Total Expenses \$ 3259.20	

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

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



Signature of Employee

Date: 9-21-22

Recommended: ☐ Yes ☐ No

Supervisor Signature

Date : _____

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

Approved: ☒ Yes ☐ No



Elected Official/Department Head

Date: 09/22/2022

Total 5-Night Stay for 1 guests

Shop again using a discount or
companion fare code.

GSA –

Per Diem

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
Las Vegas	Clark	\$69	\$16	\$17	\$31	\$5	\$51.75

Agenda –

Dec 12, 2022 Monday	Dec 13, 2022 Tuesday	Dec 14, 2022 Wednesday	Dec 15, 2022 Thursday
<ul style="list-style-type: none">• Arrivals• Product Training• Certification Exams• Expo Hall• Welcome Reception (6:00 PM PST)	<ul style="list-style-type: none">• Keynotes• Expo Hall• Breakout Sessions• Certification Exams• Women in Cybersecurity Lunch	<ul style="list-style-type: none">• Breakout Sessions• Expo Hall• Certification Exams• Closing Party	<ul style="list-style-type: none">• Breakout Sessions• Certification Exams• Departures (after 1:00 PM PST)

About –

Ignite is the industry’s premier cybersecurity event dedicated to helping give attending professionals the tools they need to become the next generation of leaders in cloud-native security, security operations, cloud-delivered security, and Zero Trust network security. Ignite ‘22 topics will drive conversations on next-generation cybersecurity technologies, innovative threat research, and evolving best practices. Specifically, you can expect to learn more about network security, cloud-delivered security services, secure access service edge (SASE), cloud-native application protection, security operations, endpoint security, threat intelligence & incident response, security simplification and consolidation, as well as a variety of industry-specific solutions and case studies.



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

October 3rd, 2022

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

Re: Technology Services Update

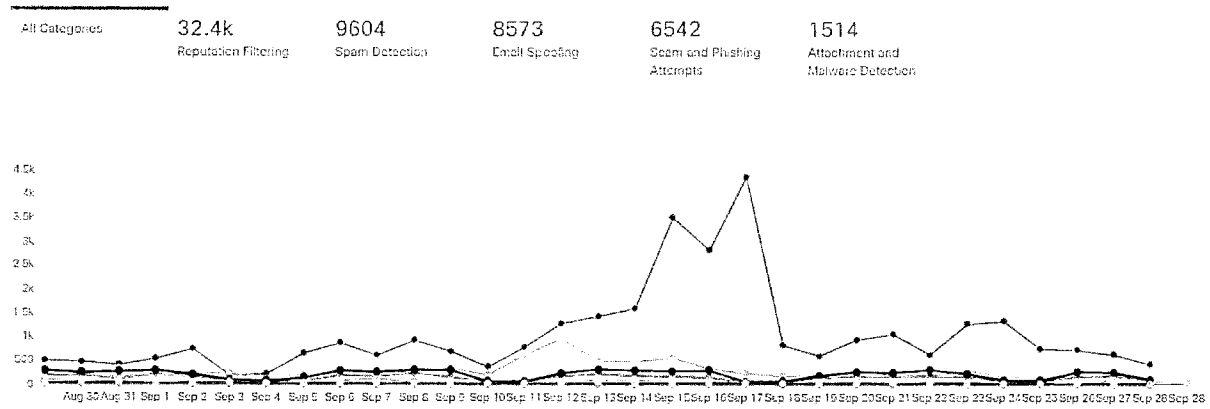
Issues/Information for the Board.

- List of current projects and activities:

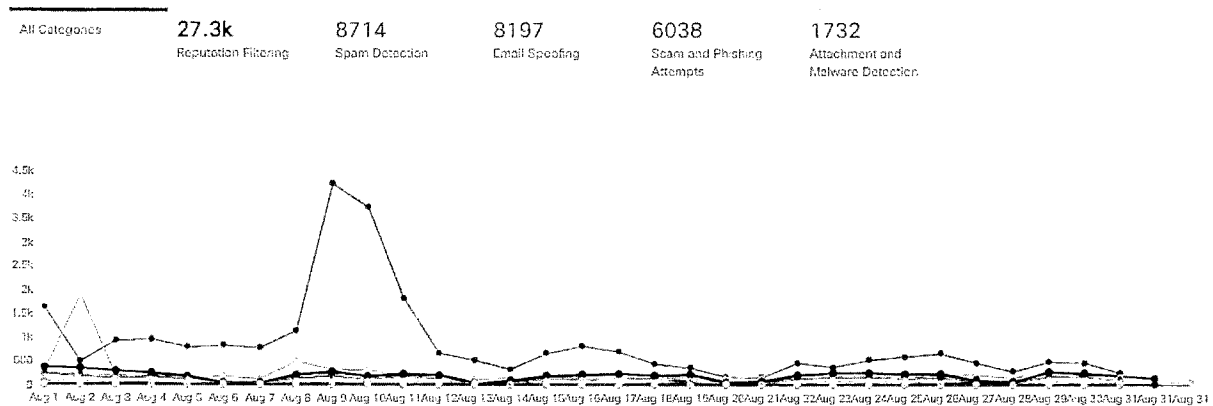
<ul style="list-style-type: none">▪ Copiers –▪ The last troupe of ARPA copiers are scheduled to be delived in the next two weeks.
<ul style="list-style-type: none">▪ Data Center▪ TS will begin network migration to the new data center on the 13th of September▪ TS will begin server migration to the new data center on the 14th of September
<ul style="list-style-type: none">▪ Website –▪ We are beginning the initial phases of the new website update from Revize
<ul style="list-style-type: none">▪ Courthouse –▪ The data center has been fully migrated minus several of the States private connections. All County resources are now supplied through the new Data Center
<ul style="list-style-type: none">▪ Community Health Department –▪ Updating CHD websites to new revize pages▪ Working with Nancy and a 3rd party vendor to update HIPAA policies and procedures
<ul style="list-style-type: none">▪ Community Development▪ We have been working with Lauren’s team on rebooting the Community Development deployment
<ul style="list-style-type: none">▪
<ul style="list-style-type: none">▪ FMS Replacement▪ The committee has met and identified what we want to see from an ERP solution▪ Tyler Munis will be onsite the 20th and 21st of September to provide a demonstration of the ERP offering – We have met with the demo team and have an additional follow – up meeting to address questions that went beyond the time allowed▪ Unit4 – another ERP solution that we will be demoing their solution on October 19th and 20th▪ Central Square ERP would like to provide a demo of their solution in mid to late October – Still waiting on a date

Current – Significant uptick across all spectrums for email protection in the last 30 days

Threat Detection Summary



Threat Detection Summary



Previous Month

Components (Main infrastructure) Security –

- Phishing and County awareness
 - October is National Cyber Security Month
 - WWCO will begin it's annual Cyber Security training
 - There were 17 “clickers” in the last 30 days

Hardware

Other Projects

- OnBase
- Contracts
- Inventory –

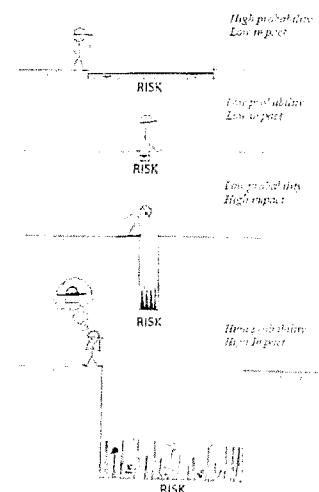
Next Request Portal Information

YTD 2022= 782

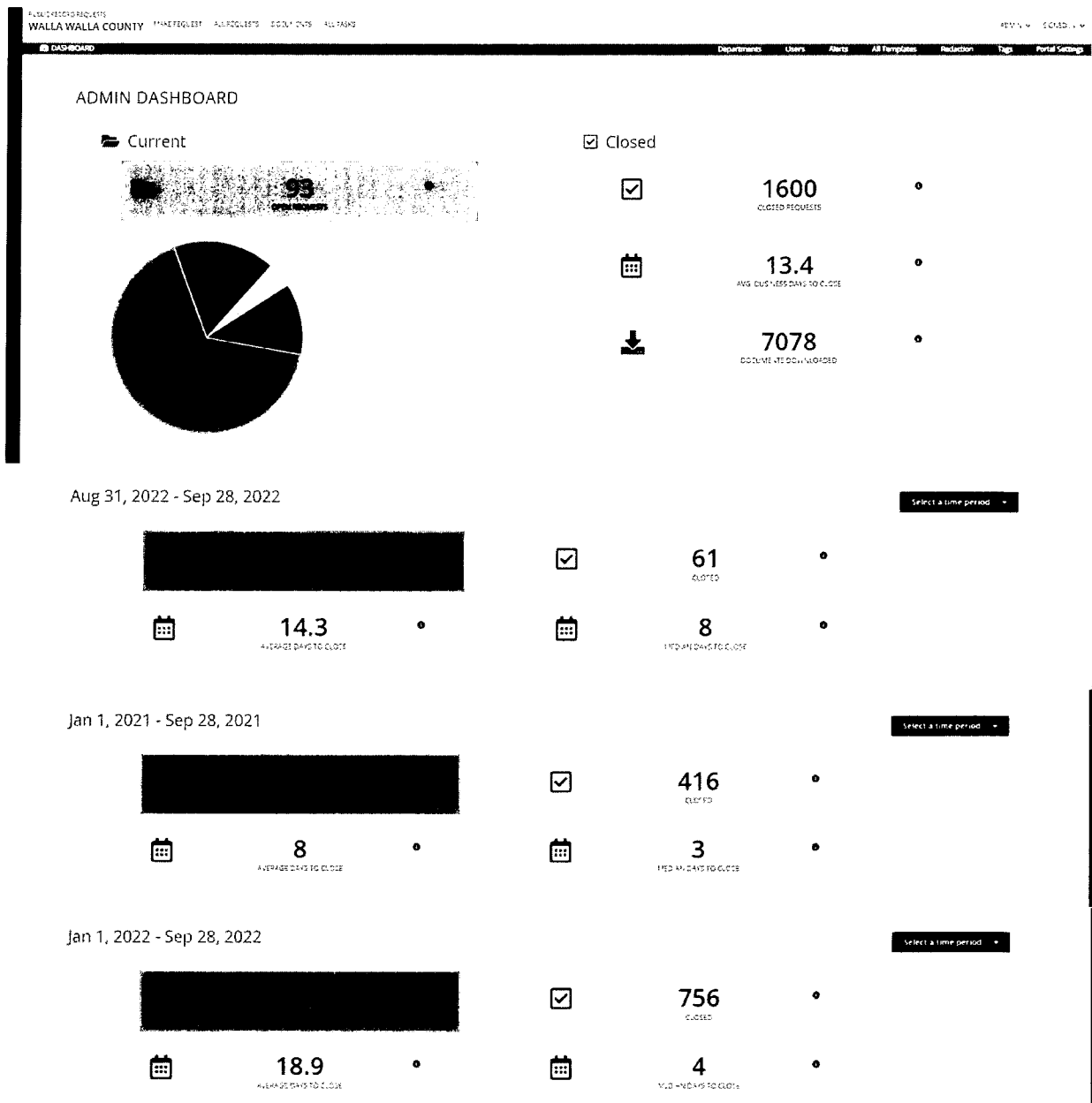
LYTD 2021= 460

New requests for the month: 80

Requests closed for the month: 61



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.

11:00 JOINT FINANCIAL UPDATE

**Karen Martin
Gordon Heimbigner**

- a) 2022 budget report

11:15 COUNTY SHERIFF

Mark Crider

- a) Presentation re: Portable radios
- b) Office update and miscellaneous

11:45 COUNTY COMMISSIONERS

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

12:00 RECESS

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

a) Consent Agenda Items:

- 1) Resolution – Setting a hearing date for the 2023 Mill Creek Flood Control Zone District Assessment

1:35 PUBLIC WORKS DEPARTMENT

Tony Garcia

- a) Department update and miscellaneous**

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
HEARING DATE FOR THE 2023
MILL CREEK FLOOD CONTROL
ZONE DISTRICT ASSESSMENT

RESOLUTION NO. **22**

WHEREAS, the Mill Creek Flood Control Zone District was created to control flooding within its established limits; and

WHEREAS, there is a continuing need to maintain and repair the levees and flood control structures within the district; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners, acting as the Supervisors of the Mill Creek Flood Control Zone District, that a public hearing be held in the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 W. Main, Walla Walla, Washington at 1:30 P.M., on Monday, October 24, 2022 to consider the 2023 Assessment for the Mill Creek Flood Control Zone District.

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

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

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

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

Passed this 3rd day of October, 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: 28 September 2022

Re: Director's Report for the Week of 26 September 2022

Board Action: 3 October 2022

Consent Agenda Items:

In the Matter of Setting a Hearing Date for the 2023 Mill Creek Flood Control Zone District Assessment

ENGINEERING:

- Mill Creek Road MP 1.1 to MP 3.96: Working on road grade and placing rock, planning to pave mid-October.
- Abbott Road Sidewalk: Contractor is working on the sidewalk and stormwater.
- Seven Mile Bridge: Riprap was placed along north bank.

MAINTENANCE/FLEET MANAGEMENT:

- North Crew – Scrubbing area 7 for chip seal and rock raking gravel roads.
- South Crew – Mill Creek channel maintenance and blading gravel roads.
- Vegetation & Signs – Walk behind paint striping and sign maintenance.
- Garage – Routine services and repairs.

ADMINISTRATION:

- Conducted our weekly Road Operations, Engineering, and Staff meetings.
- Conducted our monthly Finance meeting.
- Attended a Mill Creek Coalition meeting to discuss upcoming legislative update trip to Washington DC.
- Attended an Economic Development Informational Meeting (EDIM) at the Port of Walla Walla to provide an update on the Mill Creek Channel and Levee Repair - Continuing Authorities Program (CAP 205) project.

a) **Action Agenda Items:**

- 1) Signing a Proclamation Recognizing and Commemorating the 77th Anniversary of National Disability Awareness Month for October, 2022

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**PROCLAMATION RECOGNIZING THE 77TH ANNIVERSARY OF NATIONAL DISABILITY
AWARENESS MONTH**

WHEREAS, October 2022 marks the 77th anniversary of National Disability Employment Awareness Month; and

WHEREAS, the purpose of National Disability Employment Awareness Month is to educate about disability employment issues and celebrate the many and varied contributions of America's workers with disabilities; and

WHEREAS, the history of National Disability Employment Awareness Month traces back to 1945 when Congress enacted a law declaring the first week in October each year "National Employ the Physically Handicapped Week; and

WHEREAS, in 1962, the word "physically" was removed to acknowledge the employment needs and contributions of individuals with all types of disabilities; and

WHEREAS, in 1988, Congress expanded the week to a month and changed the name to National Disability Employment Awareness Month; and

WHEREAS, workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy; and

WHEREAS, activities during this month will reinforce the value and talent people with disabilities add to our workplaces and communities and affirm Walla Walla County's commitment to an inclusive community that increases access and opportunities to all, including individuals with disabilities; now therefore

BE IT HEREBY RESOLVED, that the Board of Commissioners of the County of Walla Walla recognize and commemorate the 77th anniversary of National Disability Employment Awareness Month; and

BE IT HEREBY FURTHER RESOLVED, that the Board of Commissioners of the County of Walla Walla call upon employers, schools, and other community organizations in Walla Walla County to observe October with appropriate programs and activities, and to advance its important message that people with disabilities add value and talent to our workplaces and communities; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the County of Walla Walla pledge to continue to take steps throughout the year to recruit, hire, retain, and advance individuals with disabilities and work to pursue the goals of opportunity, full participation, economic self-sufficiency, and independent living for people with disabilities.

Dated this 3rd day of October, 2022, at Walla Walla County, Washington.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

Todd L. Kimball, Chairman, District 2

Attest:

Jennifer R. Mayberry, Commissioner, District 1

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Commissioner, District 3

2:00 COUNTY FAIRGROUNDS

Greg Lybeck

a) Action Agenda Items:

- 1) Resolution – Approving Out of State Travel for Fair Board and Fair Court Members and others for 2022 and 2023

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING OUT OF STATE
TRAVEL FOR FAIR BOARD
AND FAIR COURT MEMBERS
AND OTHERS FOR 2022-2023

RESOLUTION NO. 22

WHEREAS, there is a need to approve out of state travel for county employees and volunteers associated with county-sanctioned events; and

WHEREAS, annually the Walla Walla Fair and Frontier Days Royalty (fair court) and parade marshal(s), accompanied by advisors and various members of the Walla Walla and Frontier Days Board of Directors and persons utilized to carry flags, travel within and outside the state of Washington and surrounding states, to include Idaho, Nevada, Oregon, Wyoming and Canada to promote the annual Walla Walla Fair and Frontier Days event by participating in community parades and other functions; and

WHEREAS, Walla Walla Fair and Frontier Days Royalty Advisor Cheryl Stubblefield and Royalty Director Todd Stubblefield, via Fairgrounds Manager Gregory Lybeck, have requested approval for out of state travel as outlined above to the events listed on the attached memo dated September 26, 2022 and which is by this reference made a part hereof; and

WHEREAS, in advance of travel to other related events/commitments not currently listed or known at the time of the original request, the fairgrounds manager or designee will provide information on the additional dates of travel and location as backup information for auditing and insurance purposes; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above and under the conditions outlined above is and shall be approved.

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

Passed this 3rd day of October, 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*



September 26, 2022

Please see the following out of state travel requests for the Walla Walla Fair & Frontier Days Royalty for 2022 / 2023. Additional travel requests may be made at a later date. Please contact Fair Director Todd Stubblefield at 509/520-8268 or tstubblefield53@gmail.com or Royalty Advisor Cheryl Stubblefield at 509/240-4247 or cstubblefield03@gmail.com for any questions about the tentative event schedule.

Tentative Dates		
Date	Event	Location
October 15, 2022	Pioneer Posse Pageant	Milton-Freewater, OR
December 2, 2022	Milton-Freewater Christmas Parade	Milton-Freewater, OR
December 4-7, 2022	National Finals Rodeo	Las Vegas, NV
TBD - January 2023	Big 4 Meet & Greet	TBD - Idaho or Oregon
April 15, 2023	Adams Parade	Adams, OR
April 22, 2023	Asotin County Fair	Asotin, WA
June 3, 2023	Weston Parade	Weston, OR
June 9, 2023	Eastern Oregon Livestock Show	Union, OR
June 10-11, 2023	Sisters Rodeo	Sisters, OR
June 15-19, 2023	Reno Rodeo	Reno, NV
July 2, 2023	Molalla Rodeo	Molalla, OR
July 3-4, 2023	St. Paul Rodeo	St. Paul, OR
July 8, 2023	Caledonian Days	Athena, OR
July 8, 2023	Elgin Stampede	Elgin, OR
July 20-23, 2023	Cheyenne Frontier Days	Cheyenne, WY
July 27-30, 2023	Chief Joseph Days	Joseph, OR
July 30, 2023	Pro-West Rodeo	Milton-Freewater, OR
August 5, 2023	Hermiston Parade	Hermiston, OR
September 9, 2023	Lewiston Round-Up	Lewiston, ID
September 14, 2023	Big 4 Day	Pendleton, OR
September 15, 2023	Pendleton Round-Up	Pendleton, OR



WALLA WALLA COUNTY *Fairgrounds & Event Center*

Walla Walla County Fairgrounds

Greg Lybeck, CFE
General Manager

Walla Walla Board of County Commissioners Department Head Report October 3, 2022

1. Overview of 2022 Walla Walla Fair & Frontier Days

Main Fair Revenue Sources			
	2019	2021	2022
Attendance	85,184	81,747	89,921
Gate Admissions	\$285,403	\$266,011	\$306,625
Concert	\$92,443	\$212,096	\$173,000
Demo Derby	\$91,154	\$78,275	\$122,565
Rodeo	\$165,758	\$159,683	\$268,780
Food & Beverage (includes alcohol)	\$137,261	\$145,248	\$212,736
Carnival	\$147,400	\$127,841	\$159,653
Parking	\$17,472	\$16,391	\$59,636
Total – Main Fair Revenue Sources	\$936,891	\$1,005,545	\$1,302,995

2. Events:

- The weekend immediately following the close of the Fair, we hosted the Gem & Mineral Show and Wheelin' Walla Walla's opening night banquet and the start/finish of their evening cruise.
- The following weekend we had a Quilt Show; the MacMurdo Horse Show; and a large wedding.
- Last weekend we had another large wedding and a Washington State High School Rodeo that completely filled the infield with horse trailers and the competition lasted three days, from 8 a.m. into the evening hours. It was a great success and thanks to all the work done by the Fair Rodeo Committee, we saved a lot on our labor costs.
- From this point on, we are the site of anywhere from one to three events every weekend as well as mid-week events.

3. Washington State Department of Ag Grant Project

- This project encompassed paving, fencing, ADA parking, and gates and greatly improved the ease and safety of accessing the fairgrounds during this year's Fair. We received a number of compliments on these improvements.
- The project is now complete and we will be submitting the necessary documentation to the Department of Ag for reimbursement in the near future.

4. Arena Viewing Platforms Project

- As you know, this project was a notable success with all platforms sold and/or traded out for services and we have a waiting list for next year.

- b. We received our temporary occupancy permit prior to the opening of the Fair and have a few items that must be completed in order to fulfill the requirements for the final occupancy permit.
 - c. We will also be scheduling a punch list walk through with the contractor in the very near future.
- 5. Due to increased entries, we anticipate paying approximately 25% more in Fair premiums this year.
- 6. I had a good meeting with the Visit Walla Walla staff and am excited to be able to work with them on some potential future events on the fairgrounds.
- 7. Also met with Walla Walla Valley Wine staff about finding ways to get the wine industry involved at our Fair. There could be some opportunities through the WSDA Fairs Department for some funding to put together a wine experience.
- 8. Upcoming:
 - a. Researching software programs to organize our events.
 - b. Ticketing – Interested in having a ticketing company provide personnel on-site during the Fair to manage our ticketing operations.
 - c. Website – Looking for ways to make our website even more friendly by upgrading some of our forms so clients can pay online for items such as overnight camping, event deposits, Fair entries, etc.
 - d. Premium checks – Goal is to have the premium checks ready by the end of next week.
 - e. Winter riding – Getting ready for winter riding to start in the Expo Building in November.
- 9. Fair Royalty
 - a. Following a full day of horsemanship, interviews, and modeling, Madison Worden was named queen and Meadow Fauver princess for the 2023 Fair.
- 10. Fair Board
 - a. At its September meeting, the Board of Directors recognized Charlie Barron for his years of service as he completed his final term on the Board and welcomed Jeff Preas as the newest Board member.
 - b. The next meeting of the Board will be October 18 at 6 p.m.
- 11. Volunteers
 - a. As we all know, the Fair wouldn't happen without all the volunteers that put in the work and the hours to make the Fair a success. On October 4 we will recognize them with our annual Volunteer Appreciation dinner.

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Proposal 2022 10-03 Maint Approval to offer Assistant Director Facilities Maintenance within full range of grade 6
- d) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))



Proposal

Date: October 1, 2022

Proposal ID: 2022 10-03 Maint

To: BOCC

From: Joshua Griffith, HR/Risk Manager and Robert Henry, Facilities Maintenance Manager

Intent: Gain Approval for Hiring Assistant Director of Facility Maintenance within Full Range Grade 6

Topic: Hiring Assistant Director of Facility Maintenance

Summary

Facility Maintenance is actively recruiting for Assistant Director of Facility Maintenance position. We would like approval to work with Human Resources to have the ability to offer the position within the entire step of their appropriate range. We are competing with many agencies that can make an offer faster than we can because I must take any offer above mid-range to the Board of County Commissioners.

Cost

Varies

Funding

Facility Maintenance

Risk

N/A

Benefits

The ability to maneuver quickly to make a solid offer to a qualified applicant will be extremely beneficial.

Conclusion/Recommendation

Recommend the BOCC approve Facilities Maintenance Manager the ability to offer manager position at full range with Human Resources guidance and approval and notification to the BOCC via email that offer has been made.

Submitted By

Joshua Griffith HR/Risk Management

Disposition

☐ 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

2:30 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))

2:45 COUNTY COMMISSIONERS

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

- A D J O U R N -

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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.