

# A G E N D A

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, SEPTEMBER 26, 2022

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

**Following is the website to attend and listen to the meeting and the phone number to call to take part in the meeting. Any questions please email us [wwcocommissioners@co.walla-walla.wa.us](mailto:wwcocommissioners@co.walla-walla.wa.us).**

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

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

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

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

**Chairman Kimball**

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

- a) Roll call and establish a quorum
- b) Silence cell phones
- c) Approval of agenda
- d) Declarations re: conflict of interest
- e) Pledge of Allegiance
- f) Public comment period (time limitations may be imposed)
- g) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
  - 2) Review vouchers/warrants/electronic payments
- h) **Public Hearing:**
  - 1) To consider declaring certain county property as surplus
- i) **Action Agenda Items:**
  - 1) Resolution – Declaring certain county property as surplus and disposing of same
- j) **Consent Agenda Items:**
  - 1) Resolution – Minutes of County Commissioners' proceedings for September 19 and 20, 2022
  - 2) Signing Proclamation for October, 2022 as Resilience Awareness Month
  - 3) Payroll action and other forms requiring Board approval
- k) **Action Agenda Items:**
  - 1) County vouchers/warrants/electronic payments as follows: \_\_\_\_\_ to \_\_\_\_\_ in the amount of \$\_\_\_\_\_
  - 2) Proposal 2022 09-26 Fair – Approval to sell unused inventory of baled straw from the 2022 Walla Walla Fair and Frontier Days
  - 3) Proposal 2022 09-26 AUD – Approval to hire Election Supervisor at a Step C
  - 4) Proposal 2022 09-26 CORR – Approval to hire Lateral Corrections Officer at a Step D
- l) Miscellaneous business to come before the Board

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

**IN THE MATTER OF DECLARING  
CERTAIN COUNTY PROPERTY  
AS SURPLUS AND DISPOSING  
OF SAME**



**RESOLUTION NO. 22**

**WHEREAS**, the Board of County Commissioners of Walla Walla County, as the county legislative authority, has received from the County Technology Services (Central Services) Department a listing of various used equipment items, which are and have been the property of the County and which are proposed to be declared surplus, said list attached as "Attachment A" and by reference herein made a part hereof, and

**WHEREAS**, Chad Goodhue, Technology Services Department Director, has advised that the equipment as listed is either past end of technical life, damaged, no longer supported technically, or in a condition that would cost the county more to repair than replace, and as such, he is proposing to recycle suitable items and dispose of the other items, as none are deemed to have a resale value to the county; and

**WHEREAS**, pursuant to Walla Walla County Resolution No. 22 202, a public hearing date of September 26, 2022 was set to consider declaring said County property as surplus and disposing of same; and

**WHEREAS**, the Board of County Commissioners, as the county legislative authority, held a properly advertised public hearing on September 26, 2022 for the purpose of hearing testimony in favor of or in opposition to disposing of the aforementioned property; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they deem it in the best interests of Walla Walla County to declare said property as surplus and direct the Technology Services Department Director to dispose of the items as proposed.

*"Passed this 26th day of September, 2022 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent."*

Attest:

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

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

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

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

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

**“Attachment A”**

Asset Tag	Manufacturer	Serial	Type
5		ViewsonicMonitor	
553			Laptop
553			Laptop
4508		4508	
5041	Hewlett-Packard	JPBDS12624	Printer
5071	HP	3CQ027N77F	Monitor
5214	Hitachi		
5274		Hitachi	
5329	Hewlett-Packard	MXL325269Z	Workstation
5329		MXL325269Z	Workstation
5333	HP		Laptop
5333			Laptop
5354	Panasonic		Scanner
5375	HP	CNC5311WBR	Monitor
5383	SAM	HCLH402046	Monitor
5432			KVM Console
5436	Cisco		Switch
5439			Workstation
5439		CiscoSwitch	
5439			Workstation
5484	EPSON		Scanner
5528	HP	CN444305K2	Monitor
5540	Dell		Workstation
5540			Workstation
5548	Dell		Monitor
5555	HP LJ 600 M603	CNCCDDV059	Printer
5555		CNCCDDV059	Printer
5557	HP	3CQ122P3NH	Monitor
5561	KODAK		Scanner
5568	HP	3CQ2292505	Monitor
5600	HP	3CQ052N333	Monitor
5634			UPS
5634			UPS
5680	GETAC	RD863B0049	Laptop-MDT
5680		RD863B0049	Laptop-MDT
5681		RD863B0054	Laptop-MDT
5682	GETAC	RD863B0059	Laptop-MDT
5682		RD863B0059	Laptop-MDT
5683	GETAC	RD863B0042	Laptop-MDT
5683		RD863B0042	Laptop-MDT
5684	GETAC	RD863B0058	Laptop-MDT
5684		RD863B0058	Laptop-MDT
5685	GETAC	RD863B0056	Laptop-MDT
5685		RD863B0056	Laptop-MDT

5686	GETAC	RD863B0051	Laptop-MDT
5686		RD863B0051	Laptop-MDT
5687	GETAC	RD863B0057	Laptop-MDT
5687		RD863B0057	Laptop-MDT
5688	GETAC	RD863B0050	Laptop-MDT
5689	GETAC	RD863B0045	Laptop-MDT
5689		RD863B0045	Laptop-MDT
5690		RD863B0046	Laptop-MDT
5691	GETAC	RD863B0041	Laptop-MDT
5691		RD863B0041	Laptop-MDT
5692	GETAC	RD863B0044	Laptop-MDT
5692		RD863B0044	Laptop-MDT
5697	GETAC	RD863B0055	Laptop-MDT
5697		RD863B0055	Laptop-MDT
5702	Hewlett-Packard	MXL3512CD5	Workstation
5743	HP	CN440504BG	Monitor
5780	Hewlett-Packard	MXL4041C76	Workstation
5780		MXL4041C76	Workstation
5788	Hewlett-Packard	MXL41202SP	Workstation
5788		MXL412025P	Workstation
5789	Hewlett-Packard	2UA4140YK3	Workstation
5789		2UA4140YK3	Workstation
5859	hp	CN43490ZZ2	Monitor
5927	HP	CNDF231880	Printer
5927		CNDF231880	Printer
5928	Kodak		Scanner
5933	Kodak		Scanner
5954	Ricoh	E165M710305	Printer - Copier Large
5954		E165M710305	Printer - Copier Large
6000	GETAC	RD863B0053	Laptop-MDT
6000		RD863B0053	Laptop-MDT
6029	HP		Workstation
6029			Workstation
6030	Hewlett-Packard	5CG4465GYD	Laptop
6030		5CG4465GYD	Laptop
6052	Lenovo		Laptop
6052			Laptop
6082	HP	CN44480K8C	Monitor
6301	Hewlett-Packard	5CG4481Z42	Laptop
6301		5CG4481Z42	Laptop
6336	GETAC	RG263B0723	Laptop-MDT
6336		RG263B0723	Laptop-MDT
6340	HP		Workstation
6340			Workstation
6360	HP	MXQ44604K5	Server
6360		MXQ44604K5	Server

6407		6CM7091158	
6501	Brother		Fax
6534	GETAC	RG463B0804	Laptop-MDT
6534		RG463B0804	Laptop-MDT
6535	GETAC	RG463B0794	Laptop-MDT
6535		RG463B0794	Laptop-MDT
6536	GETAC	RG463B0742	Laptop-MDT
6536		RG463B0742	Laptop-MDT
6537	GETAC	RG463B0757	Laptop-MDT
6537		RG463B0757	Laptop-MDT
6538	GETAC	RG463B0865	Laptop-MDT
6538		RG463B0865	Laptop-MDT
6539	GETAC	RG463B0736	Laptop-MDT
6539		RG463B0736	Laptop-MDT
6744	Samsung	" 0513HCLH405718"	Monitor
6751	xerox		Printer - Copier Large
6751			Printer - Copier Large
6755	GETAC	RH505B0097	Laptop-MDT
6755		RH505B0097	Laptop-MDT
6756	GETAC	RH505B0098	Laptop-MDT
6756		RH505B0098	Laptop-MDT
6806	HP	6CM835240H	Monitor
6851	Sharp	5506917500	Printer
6851		5506917500	Printer
6938	GETAC	RKC05B0320	Laptop
6938		RKC05B0320	Laptop
6939	GETAC	RKC05B0319	Laptop
6939		RKC05B0319	Laptop
7039	HP	2UA80117GN	Workstation
7039		2UA80117GN	Workstation
7043	HP	2UA80117H5	Workstation
7043		2UA80117H5	Workstation
7058	hp		Laptop
7058			Laptop
7060		5CG8230S4R	Laptop
7082	HP	MXL84613WQ	Workstation
7082		MXL84613WQ	Workstation
7083	HP	MXL84613WN	Workstation
7083		MXL84613WN	Workstation
7230	Brother	U63888E8N196883	Printer-Personal
7234	Epson	X2H8008684	Scanner
7237	Brother	U63888E8N196855	Printer-Personal
7256	HP		Laptop
7256			Laptop
7343		5CG015G36Q	Laptop
8805			8805

64-1117			Scanner
64-2249	HP COLOR LASERJET 4650	JPHAC22892	Printer
64-2249		JPHAC22892	Printer
64-2761			Scanner
64-3661	HP	CNBC4B00JL	Printer
64-3756		345310	Scanner
64-4004	HP	JP8LB51446	Printer
64-4004		JP8LB51446	Printer
64-4257	Hewlett-Packard	2CE0181898	Laptop
64-4257		2CE0181898	Laptop
64-4454	FUJITSU		Scanner
64-4544	Hewlett-Packard	MXL0492C08	Workstation
64-4544		MXL0492C08	Workstation
64-4553	Hewlett-Packard	MXL11626LR	Workstation
64-4553		MXL11626LR	Workstation
64-4568	Hewlett-Packard	5CB1470WYS	Laptop
64-4568		5CB1470WYS	Laptop
64-4786	AOC		Monitor
64-4793	AOC		Monitor
64-4796		ABGB3OA003S37	
64-4846	AOC		Monitor
64-4966	HP		Printer
64-4966			Printer
64-4974	HP		Printer
64-4974			Printer
69-3390	EPSON		Scanner
69-4538	HP		Printer
ViewSonicserT7E		T7E	
	Fujitsu	174230	Scanner
		L13C2115C	
	HP	Q81AAHA305699	
		3CQ149CH5M	
	AOC	ACZBAOA003518	
	HP	CN44480K8T	
	NEC	44193456GA	
	HP	CNC827PL3T	
	HP	3C0149CGHC	
	HP	CNK8290TBX	
	HP	MXC90600X7	
	AOC	ACZBAOA003520	
	AOC	ABGB3OA003799	
	AOC	ABGABO1000999	
	Dell	KR0816404760202BA2N7	
	HP	2ME0216551	
	HP	2ME0216552	
	Lenovo	V-45253	

	HP	3CQ03305VZ	
	Epson	JKDY507575	Scanner
		S1DL82751B	
		FM9GA28DB009158	
	ViewSonic	EX93604890	
	Epson	S9DY0Z1243	
		3C8335942	
		3C83241659	
		3C83351934	
		FCH1651V18A	
		DNI163300BK	
		MXL3512CD5	Workstation

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

**PROCLAMATION**

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

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

**WHEREAS**, hope and resilience act as buffers against the negative impacts of adversity, especially when resources and support are offered through supportive relationships that can transform potentially toxic experiences and foster core adaptive skills; and

**WHEREAS**, the Community Resilience Initiative of Walla Walla envisions a community aware of and actively practicing Protective Factors at the individual, organizational and community levels during this time of lingering COVID, social inequity, climate change, and other ACEs; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim October of 2022 to be the tenth annual

**Resilience Awareness Month in Walla Walla**

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

Dated this 26th day of September, 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





# Proposal

Date: September 16, 2022

Proposal ID. 2022 09-26 Fair

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

**Intent** – Sell unused inventory of baled straw.

**Topic** – Sales of surplus baled straw.

**Summary** – We purchased baled straw in August 2022 for use at the 2022 Walla Walla Fair & Frontier Days. Due to the increased preference and use of shavings, we have approximately 250 bales of unused straw we would like to sell as soon as possible at a price of Four Dollars and Fifty Cents (\$4.50) per bale.

**Cost** – No cost.

**Funding** – None needed.

**Alternatives Considered** – There really are no alternatives. We have no covered storage so the straw would be exposed to the weather for the next year making it unusable for the 2023 Fair.

**Acquisition Method** – N/A

**Security** – N/A

**Access** – N/A

**Risk** – None.

**Benefits** – Recoup most of the original expenditure.

**Conclusion/Recommendation** – It is my recommendation that the Board of County Commissioners approve the sale of approximately 250 bales of straw at a price of \$4.50 per bale.

Submitted By

Greg Lybeck Fairgrounds 9.16.2022

Name Department Date

*Greg Lybeck*

Signature

Disposition

Approved

Approved with modifications

Needs follow up information

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up

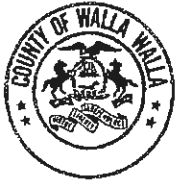
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# Proposal

Date: September 21, 2022

Proposal ID. 2022 09-26 AUD

To: Board of County Commissioners

From: Karen Martin, County Auditor

**Intent** – Seeking to hire for the position of Election Supervisor, at a step C.

**Topic** – New Hire – Current Employee

**Summary** – The County Auditor’s Office has had the position of Elections Supervisor open since August 1<sup>st</sup> 2022. This position is a critical position with the Auditor’s Office. This candidate has their election certification and has currently taken over the duties in addition to her current regular position.

**Total Cost** – I would like to start this position as a grade 6, step C which is a starting salary of \$4407 per month.

**Funding** – Budgeted in 00510 and 00520

**Alternatives Considered** – I have struggled to find someone that has the combination of skill and experience to join our team.

**Benefits** –

**Conclusion/Recommendation** – My recommendation and request is to hire the Elections Supervisor at a step C.

Submitted By

Disposition

Karen Martin , Auditor 9/21/2022

\_\_\_ Approved

Name Department Date

\_\_\_ Approved with modifications

\_\_\_ Needs follow up information

\_\_\_ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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# Proposal

Date: September 20<sup>th</sup>, 2022

Proposal ID. 2022-09-26-CCD-1

To: Board of County Commissioners

From: Norrie Gregoire, Director of Corrections

**Intent** – To adequately staff the Adult County Jail.

**Topic** – Lateral Hire

**Summary** – As the Board is aware, public safety entities nationwide face hiring challenges due to a variety of factors. Our own adult detention center ran so thin in the spring and summer of 2022 that preparations were made to transfer all detained persons to facilities in other counties. Fortunately, the Department has turned to corner with a small influx of recent hires. Director is confident that the staffing emergency has been averted at this time. That said, 20% of our officers need to complete the 10-week Corrections Officer Academy (COA) at the Criminal Justice Training Commission. This means we are now operating with a relatively inexperienced group on some shifts. County Corrections competes with the Washington State Penitentiary for not only new, inexperienced hires but also for highly qualified lateral applicants. One of those applicants considering both facilities is Mr. Zane Gray.

Corrections Officer candidate Zane Gray has 18 years of corrections experience on the floor beginning in 2004. Candidate Gray began his career at the Walla Walla County Jail until he moved to the Washington State Penitentiary in 2008, working there until 2021, when he relocated to Ohio. In Ohio, Gray worked at the Allen Oakwood facility for the State of Ohio. A candidate of Mr. Gray's caliber will bring added stability to our daily operations.

**Total Cost** – Director requests to start applicant Gray at a Step D on the Corrections Union 2022 Salary Schedule (\$4561).

**Funding** – Budgeted in 3500 from an open line.

**Alternatives Considered** – We have successfully hired several new officers over the last several months, which has eased our staffing emergency. It is apparent that the facility would benefit from the addition of a highly experience corrections professional at this time.

**Benefits** – The citizens of Walla Walla County benefit from a well-run adult detention facility that ensures offender accountability, community safety, and therapeutic interventions for detained persons. Qualified and experienced Corrections Officers are the key component to an efficient and effective facility.

**Conclusion/Recommendation** – Director recommends Corrections Officer candidate Zane Gray be hired as a lateral Step D on the Corrections Union 2022 Salary Schedule..

Submitted By

Disposition

  
Norrie Gregoire County Corrections 09/20/2022

Approved

Name Department Date

Approved with modifications

Needs follow up information

Denied

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BOCC Chairman

Date

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**Additional Requirements to Proposal**

Modification

Follow Up

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**COUNTY COMMISSIONERS (Continued)**

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

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

**1:30 PUBLIC WORKS DEPARTMENT**

**Tony Garcia**

**a) Public Hearing:**

- 1) To consider the Annual Construction Program for 2023

**b) Action Agenda Items:**

- 1) Resolution – Adopting the Annual Construction Program for 2023
- 2) Execute Small Works Contract for the Seven Mile Bank Protection Project

**c) Department update and miscellaneous**



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

IN THE MATTER OF ADOPTING  
THE ANNUAL CONSTRUCTION  
PROGRAM FOR 2023



RESOLUTION NO. **22**

**WHEREAS**, a hearing to considered adopting the Walla Walla County Annual Construction Program for 2023 was held at 1:30 PM on September 26, 2022 at the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the attached Walla Walla County Annual Construction Program for 2023 including equipment purchases be adopted.

*Passed this 26<sup>th</sup> day of September, 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*

## ER&R EQUIPMENT PURCHASES 2023

<i>Equipment</i>	<i>Cost</i>
<b>Portable Compressor - Public Works</b>	<b>30,000</b>
<b>Pup Trailer (2) – Public Works</b>	<b>240,000</b>
<b>Road Grader – Public Works</b>	<b>550,000</b>
<b>Chip Spreader Box – Public Works</b>	<b>500,000</b>
<b>Three Axle Flat Bed Trailer – Public Works</b>	<b>50,000</b>
<b>Pickups (2) – Public Works</b>	<b>100,000</b>
<b>Patrol Cars (6) – Sheriff Dept.</b>	<b>390,000</b>
<b>Patrol Pickups (3) – Sheriff Dept.</b>	<b>186,000</b>
	<b>Total 2,046,000.00</b>

Walla Walla County  
2023  
Annual Construction Program  
WAC 136-16

CONSTRUCTION DONE (total sum of column 13 + column 14): \$9,885,193.00  
COMPUTED COUNTY FORCES LIMIT: \$1,275,345.00  
COUNTY FORCES CONSTRUCTION (total sum of column 14): \$0.00

Date of Environmental Assessment:  
Date of Final Adoption:  
Ordinance/Resolution Number:

6 Year Road Program Item No.	Project Name	Road #	Road Segment Information Road Name	BNIP	ENIP	FTC	Project Length(m)	Project Type Code	Environmental Assessor	County Road Funds	Amount	Other Funds	Program Source	PE & CE (595.10)	Right of Way (595.30)	Estimated Expenditure Dollars Construction County Funds
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
1	Reaper Bridge Road MP 0.36 to MP 1.61	50130	Road Name: Peppor Bridge Road From: 0.36 To: 1.61	0.36	1.61	07	1.25	RC	I	\$838,000	\$950,000.00	STP(R)	STP(R)	\$80,000	\$1,700,000	
2	Wallis Avenue MP 2.00 To MP 2.20	92440	Road Name: Wallis Avenue From: 2.00 To: 2.20	2.00	2.20	16	0.20	RC	I	\$79,715	\$340,228.00	HIF(LUS) STP(LUS)	STP(LUS)	\$82,000	\$617,943	
3	Deil Shupe Bridge on Ferryhill Road MP 5.28 to MP 5.80	39390	Road Name: Ferryhill Road From: 5.20 To: 5.80	5.20	5.80	07	0.60	FA	I	\$1,446,230	\$5,788,000.00	BR	BR	\$120,000	\$7,051,259	
4	Brynes Road MP 1.80 to MP 1.90	17080	Road Name: Brynes Road From: 1.80 To: 1.90	1.80	1.90	08	0.10	Other	I	\$27,000	\$183,000.00	FEMA	FEMA	\$10,000	\$200,000	
5	Bridge Gravelled Safety Improvement Buswell Bridge, Last Chance Bridge, Paul School Bridge	92370 21930 91630	Road Name: Old Millon Highway From: 1.28 To: 1.31 Road Name: Last Chance Road From: 2.15 To: 2.16 Road Name: Harry Shaw Road From: 3.36 To: 3.39	1.28 2.15 3.36	1.31 2.16 3.39	07 07 07	0.07 0.07 0.07	FA FA FA	I I I	\$11,000 \$11,000 \$11,000	\$209,000.00 \$381,000.00 \$45,000	FEMA HSIP	FEMA HSIP	\$100,000 \$45,000	\$120,000 \$338,000	
6	Lower Wallburg Road MP 4.23 to MP 6.25	96100	Road Name: Lower Wallburg Road From: 4.23 To: 6.25	4.23	6.25	07	2.02	RC	I	\$6,000	\$34,000.00	RAP	RAP	\$10,000	\$50,000	
7	Seven Mile Road MP 2.30 to MP 2.35	71370	Road Name: Seven Mile Road From: 2.30 To: 2.35	2.30	2.35	09	0.25	FA	I	\$11,000	\$209,000.00	FEMA	FEMA	\$100,000	\$120,000	
8	Fishhook Park Road, MP 0.00 to MP 1.40	40310	Road Name: Fishhook Road From: 0.00 To: 1.40	0.00	1.40	07	1.40	RC	I	\$13,500	\$86,500.00	STP(R)	STP(R)	\$20,000	\$80,000	
9	Mill Creek Road MP 6.50 to MP 8.00	97330	Road Name: Mill Creek Road From: 6.50 To: 8.00	6.50	8.00	07	1.50	RC	I	\$36,450	\$233,550.00	Federal Land Access Program	Federal Land Access Program	\$200,000	\$70,000	
10	Deck Repair, Hart Dredge and Gate Street Bridge	96650 20960	Road Name: Hart Road From: 8.42 To: 8.45 Road Name: Gate Street From: 0.23 To: 0.25	8.42 0.23	8.45 0.25	07 16	0.03	FA FA	I I	\$15,607 \$190,000.00	\$115,607 \$190,000.00	STP(BR)	STP(BR)	\$115,607	\$115,607	
11	Lyon's Ferry Road MP 0.28 to MP 2.81	40710	Road Name: Lyon's Ferry Road From: 0.20 To: 2.81	0.20	2.81	07	2.61	RC	I	\$6,000	\$34,000.00	RAP	RAP	\$20,000	\$40,000	
12	Five Mile Road MP 2.48 to MP 2.85 Five Mile Dredge	97150	Road Name: Five Mile Road From: 2.48 To: 2.85	2.48	2.85	07	0.37	FA	I	\$30,000	\$170,000.00	STP(BR)	STP(BR)	\$200,000	\$200,000	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Year	Project Name	Road #	Road Segment Information Road Name	Project Length(Mi.)	Project Type Code	Environmental Assessment	County Road Fund	Source of Funds Amount	Other Funds Program Source	HE & CE (95-19)	Right of Way (98-19)	Estimated Expenditures Dollars	Construction County Forces	City
3	Wahki Avenue MP 0.00 to MP 0.20 Bldgs	92440	Road Name: Wahki Avenue Road: 0.00 To: 0.20	0.20	FA	1	\$30,000	\$170,000.00	STY(BR)	\$700,000	\$30,000	\$9,885,193	\$0	\$111
4	Pastun Bridge on 3rd Ave S MP 2.35 to MP 2.65	52400	Road Name: 3rd Ave S From: 2.35 To: 2.65	0.30	Br	1	\$75,000	\$8,996,278		\$35,000	\$30,000	\$9,885,193	\$0	\$111

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



To: Board of County Commissioners

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

Date: 21 September 2022

Re: Director's Report for the Week of 19 September 2022

**Board Action: 26 September 2022**

**Hearings:**

In the Matter of a Hearing to Consider the Annual Construction Program for 2023

**Consent Agenda Items:**

In the Matter of Adopting the Annual Construction Program for 2023

**Action Agenda Items:**

Execute Small Works Contract for the Seven Mile Bridge Bank Protection Project

**ENGINEERING:**

- Mill Creek Road MP 1.1 to MP 3.96: Working on grade and placing rock, planning to pave mid-October.
- Abbott Road Sidewalk: Contractor is working on the sidewalk and stormwater.
- Miscellaneous: Completed annual bridge inspections.

**MAINTENANCE/FLEET MANAGEMENT:**

- North Crew – Scrubbing area 7 for chip seal.
- South Crew – Mill Creek channel maintenance and blading gravel roads.
- Vegetation & Signs – Routine sign maintenance and vegetation control along the Mill Creek channel and levee.
- Garage – Routine services and repairs.

**ADMINISTRATION:**

- Conducted our weekly Road Operations, Engineering, and Staff meetings.
- Participated/conducted our quarterly Labor Management meeting.
- Conducted our monthly Walla Walla Valley Metropolitan Planning Organization Technical Advisory Committee (TAC) meeting.
- Attended our monthly Washington State Association of County Engineers (WSACE) Board of Directors meeting as representative of the Eastern Washington counties.
- Conducted interviews for our Mechanic opening position.

a) **Action Agenda Items:**

- 1) Proposal 2022 09-26 DCH-1 Approval of Environmental Health Septic Design Proposal
- 2) Proposal 2022 09-26 DCH-2 Approval of Environmental Health Structure

b) Department update and miscellaneous



# Proposal

Date: September 21, 2022

Proposal ID: 2022 09-26 DCH-1

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Environmental Health Septic Design Proposal

Topic: Environmental Health Septic Design Proposal

## **Summary**

Septic permitting is governed by state statutes and the Washington Administrative Code. Local Health Jurisdictions (which includes the Walla Walla County Board of Health) are responsible for enforcing these statutes at the local level, through the Local Health Officer. As required by the statutes, the Local Health Officer oversees the staff employed by the Department of Community Health.

WAC 246-272A-0200(1) has certain permit requirements that must be submitted by a septic applicant. These requirements are:

- (1) Prior to beginning the construction process, a person proposing the installation, repair, modification, connection to, or expansion of an OSS, shall report the following and obtain a permit from the local health officer:
  - (a) General information including:
    - (i) Name and address of the property owner and the applicant at the head of each page of submission;
    - (ii) Parcel number and if available, the address of the site;
    - (iii) Source of drinking water supply;
    - (iv) Identification if the property is within the boundaries of a recognized sewer utility;
    - (v) Size of the parcel;
    - (vi) Type of permit for which application is being made, for example, new installation, repair, expansion, modification, or operational;
    - (vii) Source of sewage, for example, residence, restaurant, or other type of business;
    - (viii) Location of utilities;
    - (ix) Name of the site evaluator;
    - (x) Name, signature and stamp of the designer;
    - (xi) Date of application; and

- (xii) Name and signature of the fee simple owner, the contract purchaser of the property or the owner's authorized agent.
- (b) The soil and site evaluation as specified under WAC [246-272A-0220](#).
- (c) A dimensioned site plan of the proposed initial system, the reserve area and those areas immediately adjacent that contain characteristics impacting design including:
  - (i) Designated areas for the proposed initial system and the reserve area;
  - (ii) The location of all soil logs and other soil tests for the OSS;
  - (iii) General topography and/or slope;
  - (iv) Drainage characteristics;
  - (v) The location of existing and proposed encumbrances affecting system placement, including legal access documents if any component of the OSS is not on the lot where the sewage is generated; and
  - (vi) An arrow indicating north.
- (d) A detailed system design meeting the requirements under WAC [246-272A-0230](#), [246-272A-0232](#), [246-272A-0234](#), and [246-272A-0238](#) including:
  - (i) A drawing showing the dimensioned location of components of the proposed OSS, and the system designed for the reserve area if reserve site characteristics differ significantly from the initial area;
  - (ii) Vertical cross-section drawings showing:
    - (A) The depth of the soil dispersal component, the vertical separation, and depth of cover material; and
    - (B) Other new OSS components constructed at the site.
  - (iii) Calculations and assumptions supporting the proposed design, including:
    - (A) System operating capacity and design flow;
    - (B) Soil type; and
    - (C) Hydraulic loading rate in the soil dispersal component; and
  - (e) Any additional information as deemed necessary by the local health officer.

Because of the complexity of these requirements, the WAC allows for the Local Health Officer to “develop” the information above. “(3) The local health officer may develop the information required in subsection (1) of this section if authorized by local regulations.”

Accordingly, Walla Walla County Code 8.16.040 authorizes the Local Health Officer, through staff, to develop the information required by the WAC.

Essentially, this WAC section, and Walla Walla County Code’s adoption of it, allows the Local Health Officer, through the County Community Health staff, to design septic systems for private applicants. Typically, septic systems must be designed by either licensed engineers or licensed septic design professionals. However, WAC 246-272A-0230(1)(b) allows Local Health Officers (through their appropriately certified staff) to



design septic systems. “(b) If the local health officer performs the soil and site evaluation, the health officer is allowed to design a system.”

The Department of Community Health (DCH) request approval to work with the Prosecuting Attorney to amend our Walla Walla County Code 8.16.040 – Amends WAC 246-272A-0200—Permit Requirements. The proposed change that we request would remove our Environmental Health staff as septic designers for septic systems except for repairs of failing septic systems that meet criteria for a basic gravity type septic system. We would also like to put in clarifying criteria for repairs if there are unusual site situations that would be better suited for a licensed engineer or licensed on-site sewage treatment system designer.

DCH has reviewed our staffing, training options/length and county risk and we feel this is a strategic move to balance our workload and risk. Design of septic systems is time-consuming, and the current number of septic system applications is stretching staff. Most local health jurisdictions do not design septic systems as a matter of practice.

### **Cost**

We do not charge for our design service, but we do charge \$900 for the septic application review and permitting. It would be best to allow local businesses to provide design services instead of the County continuing in this role and implementing an hourly design fee. We do not have staffing available to adequately maintain a design program. There is also additional risk to the county to be the designer of septic systems. We feel we would continue designing simple, basic repairs on failing systems due to homeowners not always having funding and because raw sewage is a public health risk. This would be a part of our foundational public health response if the system is a gravity system on a conforming lot.

### **Funding**

No further funding would be needed.

### **Alternatives Considered**

The only other alternative is no change and which we would need to increase fees and staffing for septic work.

### **Acquisition Method**

N/A

### **Security**

N/A

**Access**

N/A

**Risk**

There may be upset builders and homeowners if a design fee adds to the cost of new homes. We will follow other local health jurisdictions and provide a non-formal list of engineers and licensed designers in our area who will do septic design work.

**Benefits**

DCH will not need to implement hourly design fees. DCH may be able to fulfill regulatory duties with existing staffing models. Reduced risk to the county.

**Conclusion/Recommendation**

Recommend the BOCC allow DCH to work with the Prosecuting Attorney to develop an ordinance and set a public hearing for BOCC review of a draft ordinance modifying Walla Walla County Code Section 8.16.040.

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Submitted By			Disposition
Nancy Wenzel, DCH			<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
<hr/>			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied
<hr/>			
		BOCC Chairman	Date

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Additional Requirements to Proposal

Modification

Follow Up

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# Proposal

Date: September 21, 2022

Proposal ID: 2022 09-26 DCH-2

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Environmental Health Structure

Topic: Environmental Health Structure

## Summary

The Department of Community Health (DCH) requests approval to work with Human Resources (HR) to develop a positive workforce model for the Environmental Health (EH) program. The ideal model will allow DCH to recruit and hire a workforce with options to mix experienced applicants with those that have limited experience in EH.

In our EH program, rural health jurisdictions historically do not have a large pool of applicants to draw from so rural health jurisdictions tend to be a place that employees receive training and move to larger cities or companies. EH recruitment requires a specific education requirement with specific science credits to become a Registered Sanitarian (RS). The RS is an employment requirement to advance in our agency. Our EH staff are "generalist" meaning they must know all regulations of septic, land use, food code, drinking water, landfills/compost, contaminated property (drugs), etc. Being a "generalist" demands a lot of our EH staff. Due to budget cuts and prior EH Manager decision, the EH program has been without a program office assistant for many years. This lack of assistance has been detrimental to the program and has caused our EH professional staff to spend less time in the field and more time on administrative duties. BOCC has given approval to hire another administrative team member and this member will be moved to the EH program. In addition, we have been without an EH Manager and have received no applications which might be because the requirements are hard to fill from senior staff in other health jurisdictions. We cannot recruit outside Washington because our manager position requires Washington certifications which those outside the state will not have. Most senior level EH staff who qualify are already in robust positions in their local area. DCH proposes tiered structure at all levels. For example: Supervisor or Manager; EH 1 or EH 2 (currently in place); and Emergency Preparedness Coordinator 1, 2 or 3.

DCH proposes this structure but will work with HR for details and best practice direction:

- I. EH Manager/Supervisor (1 position)
  - a. EH Manager/Range 8 Meets full job description for Range 8 Manager **OR**
  - b. EH Supervisor/Range 7 Reduce the supervisory and reduce need for Septic Certification/RS but must obtain Septic within 2 years
    - i. Higher level of supervision/direction from Administrative Director and Health Officer
    - ii. Applicants can apply from other states that do have EH experience such as Oregon/Idaho, etc.
    - iii. We can train staff and give opportunities to promote within.
- II. Emergency Prep Coordinator (1 Position)
  - a. Emergency Prep Coordinator I/Range 5 -Entry level
  - b. Emergency Prep Coordinator II/Range 6 – Mid Position – must have XX years' experience and all ISO trainings.
    - i. Assist Manager/Supervisor in EH policy work.
  - c. Emergency Prep Coordinator III/Range 7 – Lead Level – must have policy work experience, xx years of experience related to emergency preparedness or EH II experience
    - i. Position will lead overall EH policy development, yearly EH policy review and EH audits.
- III. EHS 1 & II (Currently 4 Full Time Positions)
  - a. Currently EHS is tiered at 1 or 2 based on certifications and experience.
  - b. Currently 2 part-time to full-time temporary staff approved.
    - i. For catch up and training purposes. May be able to backfill empty positions in future.
    - ii. May need seasonally (Summer for temporary events, fair and pools).
- IV. EH Senior Office Assistant/Receptionist (1 Position)

I am attaching a current and proposed organization chart.

### **Cost**

The cost will be determined by the level the 4 different job descriptions are hired at.

### **Funding**

EH Fees and Foundational Public Health Funding

### **Alternatives Considered**

Status Quo is not working.

### **Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

There is no risk.

**Benefits**

DCH is aiming to build a sustainable model for options when hiring is difficult due to factors outside of our control (lack of applicants, housing costs, specific degree requirements). DCH is aiming to build a model that will be used for future hiring decisions so future management will not need to create a plan with each vacancy. DCH is aiming to build a model that allows employees the opportunity to engage in learning and the ability to move into higher paying positions which may help with turnover.

**Conclusion/Recommendation**

Recommend the BOCC allow DCH to build the proposed job description and staffing model as outlined with HR guidance and approval.

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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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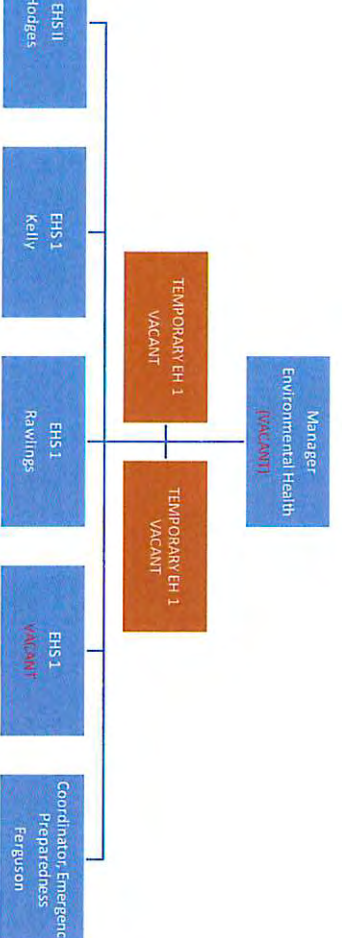
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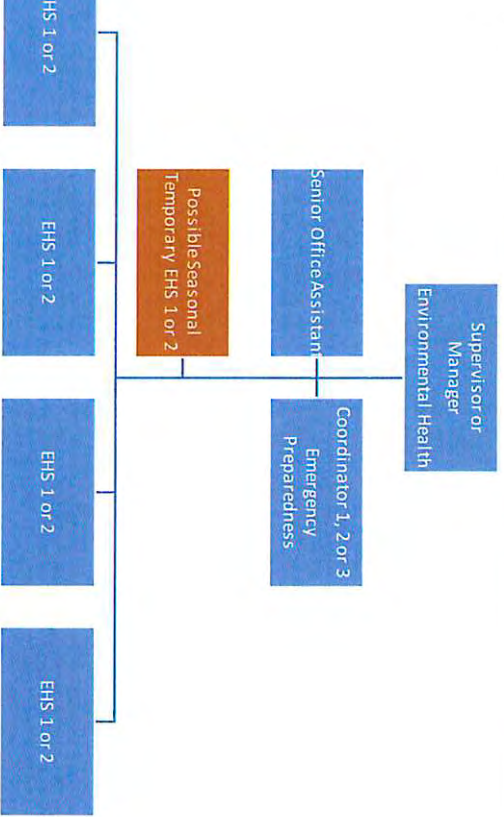
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**Current Environmental Health Organization Chart**  
**September 2022**





**Proposed Environmental Health Organization Chart**  
**September 2022**



**2:00 COUNTY COMMISSIONERS**

- a) Discussion/possible action re Fireworks sales on county owned property

**2:15 FACILITIES MAINTENANCE**

**Robert Henry**

- a) Presentation on Walla Walla County Facilities Long Range Plan

- 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) Revised job description approval form – Administrative Services Coordinator
  - 2) New job description approval form – Assistant Director of Facilities Maintenance
- 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))

# Walla Walla County

New Position

Revised Job Description

Job Description

## Approval Form

Position: Administrative Service Supervisor

Date: 9/26/2022

Department: Public Works

Pay Grade: 6, Full-time, (40 hrs./wk.), FLSA Exempt, Benefits Apply

Union (Identify): \_\_\_\_\_ Non-Bargaining: X

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Regular Full Time | <input type="checkbox"/> Additional  | <input type="checkbox"/> Contract               |
| <input type="checkbox"/> Regular Part Time | <input type="checkbox"/> Replacement | <input type="checkbox"/> Temporary/Intermittent |

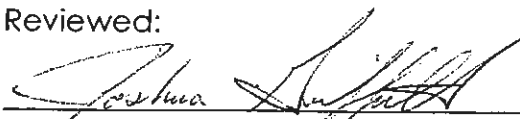
### Changes from the current job description:

The current Administrative Service Coordinator position in Public Works department has had additional responsibilities assigned to that position justifying a job description review. After HRCC reviewed the additional duties and responsibilities they have suggested revising job description to an Administrative Service Supervisor at a grade of nr-06. This would move the current incumbent from a nr-05 step G to a nr-06 step E.

**Under Example of Duties:** Added " "Manages interlocal agreements and other reimbursable agreements. Prepares all paperwork, legal notices, resolutions and equipment list, titles and notification process with DOL for sale of equipment. Tracks and processes CDL medical certification with DOL for CDL drivers."

**Under Knowledge & Abilities:** Added "Knowledge of County contracting and purchasing procedures. Requires strong communication (oral and written) and problem-solving skills through extensive interaction with the public, other agencies as well as co-workers. Ability to work independently, analyze situations and adopt effective courses of action, and meet schedules and timelines without direct supervision."

Reviewed:

  
\_\_\_\_\_  
Human Resources/Risk Manager

9/22/2022  
Date

Approved:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BUDGET NOTES:

HR-Approved Revised Job Description Attached.

**Walla Walla County  
Position Description**

**JOB TITLE:** Administrative Services Supervisor  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Director  
**PAY GRADE:** ^; FTE; 40 hours/week; Benefits apply

**JOB SUMMARY:** Supports and coordinates various aspects of all Public Works activities, including road operations and maintenance, engineering, finance, GIS, and program/project management. Oversees all administrative and personnel requirements for the Department with 64 employees and multiple road maintenance districts. Serves as executive assistant to the Public Works Director. Interacts daily with the general public, developers and contractors, public and private agencies and employees who depend on the accurate, quality service and information.

**SUPERVISORY RESPONSIBILITIES:** Supervises one office assistant. Exercises supervision over other staff on specific projects and activities. Serves as the primary advisor to the Public Works Director and Division Chiefs for all administrative actions and requirements.

**ESSENTIAL FUNCTIONS:**

- Oversees all administrative actions for the department.
- Maintains the Director's schedule, plans and coordinates meetings and activities, prepares executive correspondence and manages confidential information and files.
- Department liaison with the general public, developers and contractors and responds to public information requests and complaints.
- Coordinates annual training requirements for office chiefs, orders materials and supplies for the road crews and processes locates for road maintenance and construction activities.
- Oversees all L&I claims, building maintenance and cleaning contracts for the Department.
- Plans and manages general office budget.
- Manages Drug Program for CDL Drivers.
- Serves as Public Records Officer for the department.
- Oversees record retention for the department.
- Assist Fiscal Manager as needed.
- Manages training program for public works employees.
- Serves as department personnel officer, managing and coordinating personnel files, hiring actions, employee benefits, disciplinary actions, grievances and union contract information.

**EXAMPLE OF DUTIES:**

- Schedule all meetings and appointments for Public Works Director.
- Provide administrative support for Public Works Director.

- Responsible for contents of weekly agenda for Public Works meeting with Commissioners and prepares all action items.
- Responsible for bid packets on procurement of rock products, CRS2-P for chip seal, vegetation chemical products equipment bids.
- Prepares small works contracts for supplies procurement.
- Oversees all legal publications for the department.
- Assists with website updates.
- Oversees inventory with Senior Office Assistant.
- Organizes, tracks equipment for insurance purposes for the Washington Counties Risk Pool.
- Prepares annual insurance cards for all on road equipment for the County.
- Assist with the Small Works, Vendors, Professional Services Rosters.
- Manages interlocal agreements and other reimbursable agreements.
- Manages all processes of preparing for disposal of property at auctions. Prepares all paperwork, legal notices, resolutions and equipment list, titles and notification process with DOL for sale of equipment.
- Keeps and tracks all titles of equipment owned by ER&R.
- Tracks and processes CDL medical certification with DOL for CDL drivers.
- Prepares all documents for Special Event permits and manages Special Events Database.
- Tracks and prepares all posting documents for union activities.
- Organizes, tracks and documents all employee equipment qualifications for union employees.
- Organizes, tracks, and documents all training programs and all testing programs.
- Communicates with the public on concerns and complaints and represents the department in the dissemination of information.
- Assists in the preparation of responses, tracking and resolution of personnel issues including grievances and complaints.
- Administers the Petty Cash Fund and cash transactions.
- Coordinates annual hearing test, drug/alcohol testing and first aid and flagging refresher courses.
- Performs locates for maintenance and construction.
- Issues transit permits for a variety of over legal vehicle conditions.
- Dispatches road crews to problem areas
- Coordinates the requests for road closures with Maintenance District personnel, provides notification of road closures to emergency responders and the public.
- Provides general administrative support with correspondence, ordering of supplies and fuel for department and assists in document preparation and data entry.
- Disseminates information on employee medical benefits.
- Provides assistance with retirement issues.
- Maintains employee industrial accident claim files and related reports.
- Responsible for all insurance enrollments, issues and complaint resolution.
- Maintain departmental file system, the departmental library, and the lock and key system.
- Completes payroll, vouchers, month-end closeout and the Equipment Rental and Revolving Fund actions in the absence of the Fiscal Manager.

**KNOWLEDGE AND ABILITIES:**



- Requires a substantial understanding and involvement in all facets of Public Works Department activities and county policies and procedures.
- Knowledge of County contracting and purchasing procedures.
- Requires strong communication (oral and written) and problem-solving skills through extensive interaction with the public, other agencies as well as co-workers.
- Ability to work independently, analyze situations and adopt effective courses of action, and meet schedules and timelines without direct supervision.
- Knowledge of department functions, responsibilities and protocols, and the exercise of considerable independent discretion and judgment.
- Knowledge of principles and practices of governmental accounting and bookkeeping.
- Knowledge of legal requirements, regulations, and procedures for a wide variety of public works administrative programs including Labor and Industries, Workers Compensation, Risk Management, safety and accident reporting, cost evaluation, small works roster and vendors lists.
- Knowledge of accounting procedures and financial software required for construction project and maintenance operations reporting to meet state and federal audit/accounting requirements.
- Knowledge of engineering project specifications and plans preparation.
- Knowledge of modern general office principles, practices, and procedures.
- Knowledge of business English, spelling, grammar, punctuation and general mathematics.
- Ability to maintain confidentiality for personnel and administrative issues.
- Ability to establish and maintain effective working relationships with other employees, public and private officials, and the general public under difficult or stressful situations.
- Ability to communicate effectively verbally and in writing.
- Ability to understand and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to recognize potential problems and recommend solutions and resolve issues.
- Ability to manage and direct activities of professionals and sub professionals.
- Ability to make computations and tabulations accurately and with reasonable speed.
- Ability to work independently with a minimum of supervision.

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:** Work is normally performed in an office setting and requires the operation of general office equipment, including computers, where both speed and accuracy are necessary for proper office operations and efficient service to the public. Must be able to sit, stand, bend, reach, and lift up to 20 pounds. Required to have visual and hearing acuity and manual dexterity to perform the functions of the position.

**MINIMUM QUALIFICATIONS:** High School or equivalent and three (3) years of progressively responsible administrative support and financial experience applicable to the position work; or substituting on a month for month basis, any combination of experience, education and training which would provide the level of knowledge and ability, in the opinion of management, required by the position.

**LICENSES AND OTHER REQUIREMENTS:** Must successfully pass a background check and a driving record check, Possess a valid driver's license and have a safe driving record. Must have or obtain Notary Public seaappointment.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**

# Walla Walla County

New Position

Revised Job Description

Job Description

## Approval Form

Position: Assistant Director of Facilities Maintenance

Date: 09/22/2022

Department: Facilities Maintenance

Pay Grade: 6; Part time or Full-time (up to 40 hrs./wk.)

Union (Identify): \_\_\_\_\_ Non-Bargaining: X

Regular Full Time

Additional

Contract

Regular Part Time

Replacement

Temporary/Intermittent

**Necessary qualifications:** Bachelor's Degree in Business or Public Administration, Construction Management, or a closely related field. OR a combination of education, training and experience that would ensure the effective execution of the duties of the job. Experience supervising staff that is represented by a union is highly desirable. Historical building maintenance experience is highly desirable. Experience working with BAS systems is desirable.

**Job description changes:** Day to day supervision is exercised over all functions and staff of the Facilities Department.

Was reviewed by HRCC, recommended to stay at a grade 6.

HR-Approved Job Description Attached.

Reviewed:

  
Human Resources/Risk Manager

  
Date

Approved:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BUDGET NOTES:

**Walla Walla County  
Position Description**

**JOB TITLE:** Assistant Director of Facilities Maintenance  
**DEPARTMENT:** Facilities  
**REPORTS TO:** Director of Facilities Maintenance  
**PAY GRADE:** 6, Full-time (40 hrs./wk.), DOE; DOQ; Non-Exempt

**JOB SUMMARY:** Assist the Director of Facilities Maintenance in the county facilities day-to-day operations that includes facilitating, supervising, and directing the activities for building and grounds maintenance, relocation of offices, small remodels or renovations, utilities and custodial services at various county sites. This positions fills in for the duties of the Facilities Maintenance Manager as required during their absence. Work requires contact with county officials, contractors, and equipment and supply vendors. Position requires “hands-on” involvement individually and/or with subordinates. A county cell phone is provided for 24/7 maintenance issues. As Facilities is a small department the Assistant Manager is a working Manager and there may be times when the Assistant Manager will be filling in for the cleaning and/or maintenance staff.

**SUPERVISORY RESPONSIBILITIES:** Day to day supervision is exercised over all functions and staff of the Facilities Department.

**ESSENTIAL FUNCTIONS:**

- Supervises and evaluates the work of building maintenance workers and building maintenance specialist in the care, maintenance and repair of assigned county buildings and grounds.
- Ensure that county buildings and facilities adhere to, and meet, safety and fire regulations.
- Coordinates with departments to identify space requirements, evaluate alternatives, and meet facility needs.
- Estimates costs of building modifications and related activities and prepares project specifications.
- Assists the Facilities Maintenance Manager in construction, remodeling and repair projects while in progress and coordinates activities with utilities and other involved public or private organizations.
- Identifies and purchases equipment and supplies used in the care and maintenance of offices, buildings, and grounds.
- Assists the Facilities Maintenance Manager in preparing, presenting, and administering the annual department budget.
- Assists the Facilities Maintenance Manager in short and long-range plans for facilities and grounds.
- Carries a county cell phone at all times due to the nature of the position.
- Administers public works, professional services and purchasing contracts.

**EXAMPLES OF DUTIES:**

- Directs department operations to achieve goals with budgeted funds.
- Plans and organizes workloads and staff assignments, including selection, supervision and evaluation of staff.
- Assists in establishing work rules and performance standards.

- Reviews progress directs changes in priorities and schedules as needed for workflow.
- Supervises development and maintenance of effective energy management systems for utilities.
- Supervises proper disposal of hazardous wastes, destruction of sensitive documents, and assists in destruction of narcotics and drug paraphernalia as requested.
- Coordinates and conducts inspections of facilities and grounds to assure custodial, security, and maintenance standards are maintained.
- Supervises contracted services.
- Performs other duties as required.

**EQUIPMENT TO BE USED:**

- Computers, printers, fax machines, office and cell phones and other related office equipment.
- Brooms, mops, power buffer, power sweeper, vacuum cleaners, lawn mowers, power blowers, edgers, clippers, ladders, shovels, picks, rakes, hoses, snow removal equipment, other similar tools and/or equipment.
- County assigned motor vehicles.

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:** Work will be performed both indoors and outdoors in a variety of weather conditions. Requires ability to climb ladders, lift up to 50 pounds, bend, reach, crawl, walk, and stand for extended periods. Hearing and speaking required for verbal communication. May be required to wear safety equipment, e.g. gloves, glasses, shoes, or other personal protection as needed for environment or cleaning elements. Physical strength to withstand strain of performing repetitive manual tasks for extended periods.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of principles, practices, materials, and methods used in construction, operation, and maintenance and repair of buildings.
- Knowledge and ability in common trade skills such as carpentry, plumbing, electrical, and mechanical.
- Knowledge and ability in application and interpretation of federal, state and local rules, regulations, codes, and ordinances.
- Knowledge of purchasing methods and sources for equipment, cleaning products, building materials, and other related items.
- Knowledge of public works contracting requirements.
- Knowledge of public purchasing contracting requirements.
- Knowledge of cleaning methods and procedures.
- Ability to evaluate sources of supplies, markets, and pricing for best purchasing decisions.
- Ability in proper use, care and maintenance of cleaning and grounds maintenance equipment.
- Ability to establish and maintain effective working relationships with elected officials/department heads, vendors, contractors, employees, public and private local officials, and citizens.

**EDUCATION AND EXPERIENCE:** Bachelor's Degree in Business or Public Administration, Construction Management, or a closely related field. OR a combination of education, training and experience that would ensure the effective execution of the duties of the job. Experience supervising staff that is represented by a union is highly desirable. Historical building maintenance experience is highly desirable. Experience working with BAS systems is desirable.

**LICENSES AND OTHER REQUIREMENTS:** Required to have and maintain a valid driver's license and driving record acceptable to the county insurance carrier. Must successfully pass a driving record check. Employee may be required to complete a drug test prior to being hired for this position. Must successfully pass a comprehensive, in-depth background investigation that shows no criminal activity that could directly affect the ability to perform the job or impair eligibility to work within secure facilities. Must have or obtain First Aid and CPR cards. Maintaining confidentiality is required.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

**2:45 PROSECUTING ATTORNEY**

**Jim Nagle/Jesse Nolte**

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

**3:00 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.*