

A G E N D A

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

TUESDAY, JANUARY 18, 2022

Commissioners have resumed in person public meetings and will 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.

10:00 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) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)
- e) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review vouchers/warrants/electronic payments
- f) **Consent Agenda Items:**
 - 1) Resolution - Minutes of County Commissioners' proceedings for January 10 and 11, 2022
 - 2) Resolution – Adopting central services simplified indirect cost allocation plan for year ended December 31, 2020 – Fiscal year 2022
 - 3) Payroll action and other forms requiring Board approval
- g) **Action Agenda Items:**
 - 1) County vouchers/warrants/electronic payments as follows: 4236018 in the amount of \$22,782.30 (draw taxes); 4235875 through 4236016 totaling \$658,660.54; 4236017 in the amount of \$66.00 (travel)
 - 2) Proposal 2022 01-18 Approval of salary adjustments for certain county represented personnel for year 2022
 - 3) Review and possible ratification of agreement with Boy Scouts to utilize Tausick Way property for temporary Christmas tree storage due to inclement weather and road conditions at Bennington Lake
- h) Miscellaneous business to come before the Board
- i) Review reports and correspondence; hear committee and meeting reports
- j) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF ADOPTING
CENTRAL SERVICES SIMPLIFIED
INDIRECT COST ALLOCATION
PLAN FOR YEAR ENDED
DECEMBER 31, 2020 – FISCAL
YEAR 2022

RESOLUTION NO. **22**

WHEREAS, Walla Walla County receives Federal Grant Dollars; and

WHEREAS, according to the United States Office of Management & Budget, 2 CFR Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), Walla Walla County needs to adopt a Central Services Simplified Indirect Cost Allocation Plan; and

WHEREAS, the County Auditor has determined the Indirect Cost Rate to be 13.56%, based on the fair and equitable distribution base of direct salaries & wages of each department/fund; and

WHEREAS, the County Auditor has certified the Indirect Cost Rate of 13.06%; a reduction from the actual calculation to allow for a margin of error; and

WHEREAS, the attached documentation shows the calculations of the Indirect Cost Plan for Walla Walla County as per the requirements for 2 CFR Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance); now therefore

BE IT HEREBY RESOLVED that the Board of County Commissioners adopts the Indirect Cost Rate for Walla Walla County at 13.06%, based on the fair and equitable distribution base of direct salaries & wages, for federal grant reimbursement as certified by the County Auditor, effective January 1, 2022.

Passed this 18th day of January, 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

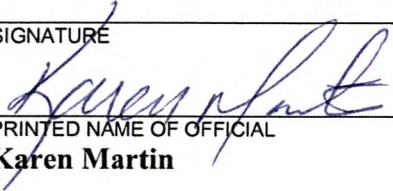
Gregory A. Tompkins, Commissioner, District 3

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



Certificate of Indirect Costs

Walla Walla County
NAME OF SUBRECIPIENT

CONTACT'S NAME Karen Martin	
CONTACT'S TELEPHONE NUMBER (INCLUDE AREA CODE) 509-524-2550	CONTACT'S EMAIL ADDRESS kmmartin@co.walla-walla.wa.us
INDIRECT COST PROPOSAL RATE 13.06%	TIME PERIOD THE RATE COVERS FROM <u>01/01/22</u> TO <u>12/31/22</u>
<p>This is to certify that I have reviewed the indirect cost rate submitted with this contract and to the best of my knowledge and belief:</p> <ol style="list-style-type: none">1. All costs included in this rate proposal (date) <u>01/01/22</u> to establish billing or final indirect costs rates for (period covered by rate) <u>01/01/22-12/31/22</u> are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200, Subpart E, "Cost Principles." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.2. All costs included in this proposal are properly allocated to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate. <p>I declare that the foregoing is true and correct.</p>	
SIGNATURE 	DATE OF EXECUTION <u>1-10-22</u>
PRINTED NAME OF OFFICIAL Karen Martin	TITLE County Auditor

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2020**

<u>Identifiable Indirect Costs</u>	\$2,186,768	Indirect Cost Rate	13.56%
Direct Salaries & Wages	\$16,123,720		
Less error margin			0.50%
INDIRECT COST ALLOCATION RATE FOR WALLA WALLA COUNTY			13.06%

WALLA WALLA COUNTY
CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal (actual costs the year ended December 31, 2020) are to establish cost allocations or billings starting January 1, 2021, are allowable in accordance with the requirements of 2 CFR Part 200, "Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards" and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards based on a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: Walla Walla County, WA

Signature: 

Name of Official: Karen Martin

Title: Walla Walla County Auditor

Date of Execution: January 1, 2022

The 2022 rate approved is 13.06%

WALLA WALLA COUNTY
SIMPLIFIED INDIRECT COST ALLOCATION PLAN
For the Year Ended December 31, 2020
Fiscal Year 2022

Walla Walla County has opted to adopt a simplified Central Services Indirect Cost Allocation Plan in order to comply with federal regulations, 2 CFR Part 200, "Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards".

This Central Services Indirect Cost Plan is for accounting, human resources, facilities operating and maintenance costs, general fund depreciation allowance, and other general and administrative expenses. This is a process whereby these central services costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. This central service cost allocation plan provides that process and is fair and equitable.

This central services plan uses actual expenditures for the year 2020 and direct salary and wages for the year 2020. The expenditures for the year ended December 31, 2020, used in this plan have been audited by the State Auditor's Office. Direct salaries and wages were used as the base to which indirect costs were allocated.

The departments are separated into two categories: Indirect Functions that Provide Services to the Service Providing Units and Departments that provide Direct Services to the Citizens of the County. The Indirect functions are departments that provide Central Services to each County Department. The other Departments provide services directly to the citizens. Those departments may have some indirect costs.

Indirect Functions

Auditor – Accounting

The accounting division is responsible for the budgeting, accounting, and auditing for the county. The total Auditor's accounting division actual expenses for 2020 were \$293,766. Included in the 2020 accounting expenses is 16.67% of the County Auditor's salary. The Auditor is responsible for 5 sub-departments: accounting, recording, vehicle licensing, elections and voter registration. The Auditor would be responsible for 20% of their time for administration of the accounting department. Since 50% of the Auditor's salary is charged directly to elections and voter registration, the result is only 16.67% charged to the accounting division. The accounting division issues warrants on behalf of the junior taxing districts and maintains accounting reports for the expenditures made by these districts during the year. 2020 Expenditures for junior taxing districts were \$16,556,013, 22.8% of \$72,625,279 total expenditures. The 22.80% was used to figure the costs unallowable. There were no unallowable costs for capital outlay purchased in 2020 for the accounting division.

Total Expenditures	\$293,766
Less: Cost not allowed/excluded	<u>-66,968</u>
Total Included Costs	\$226,798

Facilities Maintenance

The Facilities Maintenance department provides maintenance and janitorial services to the county buildings. There were no capital outlay expenses in 2020 in this department. Total included allowable costs were \$730,864. There were no unallowable costs for capital outlay purchases in 2020 for the Facilities Maintenance department.

Total Expenditures	\$730,864
Less: Cost not allowed/excluded	<u>0</u>
Total Included Costs	\$730,864

Treasurer – Other than investment

The County Treasurer is responsible for the collection of taxes, receipting of all money from all departments/funds, investments, and the redemption of all county warrants. The total Treasurer's office actual expenses for 2020 were \$448,367. The County Treasurer handles 90% of the investing duties. Investing duties normally average 2-3 days per month. 85% of the County Treasurer's salary is charged to the general fund and 15% is charged directly to the investment pool fund. Therefore, for the investing duties, 15% of the Treasurer's salary charged to the general fund is shown under Treasurer – Investing in the Departments that provide Direct Services category. The County Treasurer's office redeems the warrants and collects taxes on behalf of the junior taxing districts. As mentioned in Auditor- Accounting division, the same 22.80% was used to figure costs unallowable.

Total Expenditures	\$448,367
Less: Cost not allowed/excluded	<u>-102,212</u>
Total Included Costs	\$346,155

Building and Equipment Depreciation

Capital assets are defined by the County as assets with an initial, individual cost of more than \$1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Costs for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset. The costs of normal maintenance and repairs are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation costs for buildings were based on the original costs of the buildings and the cost of improvements. A 3% use allowance was included for general fund buildings acquired less than 30 years ago for a total of \$307,739.

Equipment of the primary government is depreciated using the straight-line method over their estimated useful lives of 5 – 20 years. The total general fund equipment depreciation for 2020 was \$112,768.

Miscellaneous

The total miscellaneous expenses for 2020 were \$92,099. Included costs are payments made by the general fund for insurance for a total of \$1,257, labor negotiator services for a total of \$1,680, and state auditor costs of \$89,162.

Commissioners - Personnel Department

The Personnel Department administers various programs involving recruitment, compensation, benefits, collective bargaining, and personnel policy. The salary and benefits for the Human Resources Risk Manager and Human Resources Coordinator are the only expenses included in the indirect costs, the total for 2020 was \$161,809.

Current Expense Building

Expenditures for the maintenance and repair of current expense buildings are included in the current expense building fund. The total expenses for 2020 were \$142,945. The excludable costs for principal and interest payments on loans were \$-0-. There were unallowable costs of \$5,705 for capitalized improvements. The total amount of allowable included costs was \$137,240.

Internal Service Funds

Internal service funds account for Equipment Rental and Revolving, Risk Management, County Unemployment Compensation, Technology Services, and Technology Services Reserve provided to other departments or funds of the county, or to other governmental units, on a cost reimbursement basis. The costs of services are direct charged to the using departments during the year and the net income (loss) for the funds was included in the Indirect Cost Pool.

Central Services Indirect Cost Calculation

The total county indirect costs are \$2,186,768. The County elects to use the simplified method for the rate computation based upon salaries and wages. The total County indirect costs divided by direct wages. The direct salaries and wages paid in 2020 were \$16,123,720. The resulting indirect cost rate is 13.56% of total direct salaries and wages. The rate was reduced to 13.06% to provide a margin for possible errors in the various direct and indirect cost pools.

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2020**

INDIRECT FUNCTIONS THAT PROVIDE SERVICES TO THE SERVICE PROVIDING UNITS		TOTAL COSTS	COSTS NOT ALLOWED/ EXCLUDED	INDIRECT COSTS	DIRECT WAGES & SALARIES	ALL OTHER DIRECT COSTS
Auditor	Accounting	\$293,766	\$66,968	\$226,798		
Facilities Maintenance	All Units	\$730,864		\$730,864		
Treasurer	Other than investment	\$448,367	\$102,212	\$346,155		
Building	Depreciation Allowance	\$307,739		\$307,739		
Equipment	Depreciation Allowance	\$112,768		\$112,768		
Commissioners - Personnel Dept	All Units	\$161,809		\$161,809		
Commissioners - Public Records Office	All Units	\$0		\$0		
Insurance	All Units	\$1,257		\$1,257		
Labor Negotiator	All Units	\$1,680		\$1,680		
State Examiner	All Units	\$89,162		\$89,162		
Current Expense Bldg		\$142,945	\$5,705	\$137,240		
Equipment Rental & Revolving		\$3,155,305	\$3,137,688	\$17,617		
Risk Management		\$791,352	\$598,928	\$192,424		
County Unemployment Compensation		\$66,664	\$66,664	\$0		
Central Services		\$741,301	\$949,022	(\$207,721)		
Central Services Cap Fund		\$68,976	\$0	\$68,976		
SUBTOTALS		\$7,113,956	\$4,927,187	\$2,186,768	\$0	\$0

Note: The indirect costs for the HR Risk Manager and HR Coordinator are the salaries plus benefits only. These costs are deducted from the Commissioners department on the expense status report.

Personnel Dept	\$161,809
Labor Negotiator	\$1,680
Public Records Officer	\$0
Commissioner	\$606,190
Total Per Expense Status Reports	<u>\$769,679</u>

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2020**

DEPARTMENTS PROVIDING DIRECT SERVICES TO THE CITIZENS OF THE COUNTY		TOTAL COSTS	COSTS NOT ALLOWED/ EXCLUDED	INDIRECT COSTS	DIRECT WAGES & SALARIES	ALL OTHER DIRECT COSTS
CURRENT EXPENSE						
Agriculturist	All Units	\$189,704			\$83,010	\$106,694
Alcoholic Treatment	All Units	\$1,744			\$0	\$1,744
Assessor	All Units	\$1,113,558	\$10,457		\$680,074	\$423,027
Auditor	Recording/Licensing	\$149,018			\$96,788	\$52,230
Elections	All Units	\$398,900			\$131,166	\$267,733
Voter Registration	All Units	\$121,785			\$73,749	\$48,036
Licensing	All Units	\$323,147			\$203,791	\$119,357
Board of Equalization	All Units	\$23,342			\$15,341	\$8,001
Boundary Review	All Units	\$0			\$0	\$0
Civil Service	All Units	\$14,654			\$2,749	\$11,905
Clerk	All Units	\$657,046			\$424,379	\$232,667
Commissioners	All Units	\$606,190			\$337,460	\$268,730
Commissioners - Misc	All Units	\$0			\$0	\$0
Burn Control	All Units	\$111,769			\$0	\$111,769
Coroner	All Units	\$182,016			\$91,102	\$90,914
District Court	All Units	\$996,392			\$662,087	\$334,305
Hort Board	All Units	\$3,575			\$2,704	\$871
Indigent Legal Services	All Units	\$942,589			\$0	\$942,589
Law Library	All Units	\$40,077			\$12,164	\$27,913
Miscellaneous	All Units	\$1,198,818	\$10,457		(\$414,652)	\$1,603,013
Prosecuting Attorney	All Units	\$1,332,112			\$916,651	\$415,461
Sheriff - Admin	All Units	\$650,880			\$439,869	\$211,011
Sheriff - Patrol Admin	All Units	\$264,889			\$207,979	\$56,910
Sheriff - Investigation	All Units	\$585,244			\$409,031	\$176,213
Sheriff - Patrol	All Units	\$1,389,086	\$3,242		\$920,111	\$465,733
Sheriff - Special Units	All Units	\$0			\$0	\$0
Sheriff - Safe Boating Program	All Units	\$9,115	\$0		\$7,869	\$1,247
Sheriff - Training	All Units	\$13,635			\$0	\$13,635
Sheriff - Reserve Deputy	All Units	\$0			\$0	\$0
Sheriff - Canine	All Units	\$1,611			\$0	\$1,611
Sheriff - Search & Rescue	All Units	\$122			\$0	\$122
Corrections - (Jail)	All Units	\$2,722,722	\$27,648		\$1,373,712	\$1,321,363
Superior Court	All Units	\$792,144			\$368,748	\$423,396
Courthouse Facilitator	All Units	\$15,000			\$0	\$15,000
Treasurer- Investing	All Units	\$16,416	\$1,259		\$10,377	\$4,781

SPECIAL REVENUE FUNDS

Community Development	\$1,012,975		\$503,452	\$509,523
Waste Manangement	\$0		\$0	\$0
Emergency Management	\$203,319	\$1,787	\$96,280	\$105,252
Sheriff's Block Grant	\$0		\$0	\$0
Hote/Motel Tax	\$53,770		\$0	\$53,770
Juvenile Justice	\$1,892,349	\$3,000	\$1,073,369	\$815,980
Law & Justice	\$2,500,399	\$5,620	\$1,320,943	\$1,173,836
Auditor's O & M	\$94,378	\$2,169	\$28,293	\$63,916
Treasurer's O & M	\$36,248		\$23,098	\$13,150
Pros Victim Witness	\$101,576		\$65,239	\$36,337
Public Health	\$3,435,740	\$1,559	\$1,336,914	\$2,097,267
County Road	\$10,839,218	\$2,048,501	\$2,401,223	\$6,389,494
Walla Walla fair	\$651,725		\$215,911	\$435,814
Human Services	\$1,349,318		\$178,368	\$1,170,950
County Mental Health .01%	\$672,506		\$178,946	\$493,560
Soldier's Relief	\$63,145		\$0	\$63,145
Pros Child Support	\$279,152		\$171,497	\$107,655
Fairgrounds Properties	\$27,562		\$4,547	\$23,015
Youth Special Services	\$225,519		\$137,555	\$87,964
Mill Creek Flood Control	\$53,335		\$22,984	\$30,351
Stormwater Mgmt Utility Dist	\$119,221		\$62,256	\$56,965
Noxious Weeds	\$30,705		\$16,042	\$14,663
Election Equipment Res	\$118,471	\$30,226	\$0	\$88,245
REET Electronic Technology	\$16,305		\$0	\$16,305
Trial Court Improvement Fund	\$217,164		\$143,564	\$73,600
Current Exp - Retirement Fund	\$26,924		\$0	\$26,924
Sup Court & Indigent Defense Emerg	\$129,794		\$0	\$129,794
Emergency Medical Services	\$190,730		\$72,497	\$118,233
EMS Taxes	\$2,804,950		\$0	\$2,804,950
911	\$670,159		\$0	\$670,159
Public Fac Improv Fund	\$0		\$0	\$0
Coummunity Outreach	\$27,740		\$0	\$27,740
Investment Pool	\$72,558		\$20,498	\$52,060
CE Medical Insurance Reserve	\$0			\$0
LEOFF 1	\$0			\$0
County Treasurer Service Fund	\$0		\$0	\$0
Low Income Housing	\$51,065		\$0	\$51,065
Homeless Housing	\$318,104		\$13,175	\$304,929
Affordable Housing	\$0			\$0
CARES Funding	\$4,574,465	\$869,629	\$945,823	\$2,759,013
Jail Inmate Welfare	\$49,980		\$26,003	\$23,978
Reward	\$481		\$0	\$481
DARE	\$0		\$0	\$0
Boating Safety	\$638		\$550	\$88
Sheriff's Drug Investigative Fund	\$2,527		\$0	\$2,527
Juvenile Detentin Debt Serv	\$0			\$0

CAPITAL PROJECTS

Law & Justice Bldg	\$256,037	\$3,305	\$0	\$252,732
Juvenile Detention Bldg	\$0		\$0	\$0
Fairgrounds Bldg	\$0		\$0	\$0
Public Communications Bldg	\$2,631		\$0	\$2,631
Capital Improvements	\$0			\$0
CE Vehicle	\$0			\$0
Human Service Capital Projects	\$1,302,052		\$8,437	\$1,293,615

TOTALS	\$56,456,189	\$7,946,046	\$2,186,768	\$16,123,720.40	\$30,199,654
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Reconciliation To Expenditure Report By Fund/Object:

Total Expenditures Reported	\$56,035,682	Total Sch 1 Exp	\$113,448,176.90
Depreciation Not On Expenditure Report: Building	\$307,739.27	Minus Tsfs	\$5,307,721.05
Equipment	\$112,767.60	Minus EFB	\$52,071,190.19
		Minus JDDS	\$0.00
		Minus PPA	\$33,584.00
	<u>\$56,456,189</u>		

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2020**

Pro-ration of County Auditor's Office

Because there were no time records for the Auditor's salary, it has been divided equally between auto licensing, document recording and accounting. This is a more liberal pro-ration than actual, due to the fact 50% of the Auditor's salary is directly charged to elections and voter registration. The end result is that only 16.67% of the Auditor's salary is charged to accounting.

Walla Walla County Share of Expenditures	77.20%
Junior Taxing District Share of Expenditures	22.80%

	TOTAL	AUTO LIC	RECORDING	ACCOUNTING
Salaries:				
Auditor - 6 mos	\$40,693.54	\$13,564.51	\$13,564.51	\$13,564.51
Chief Deputy	\$65,109.60	\$16,277.40		\$48,832.20
Recording Coord	\$48,156.00		\$48,156.00	
Accounting Tech	\$0.00			\$0.00
OA 2 - Lic Clerk	\$0.00	\$0.00		
Recording Coord	\$5,225.65		\$5,225.65	
Chief Finance Manager	\$73,958.16			\$73,958.16
Assistant Finance Manage	\$55,323.41			\$55,323.41
OA 2 - Lic Clerk	\$0.00	\$0.00		
OA 2 - Lic Clerk	\$0.00	\$0.00		
OA 2 - Lic Clerk	\$0.00	\$0.00		
Overtime	\$1,861.45			\$1,861.45
Total Salaries	\$290,327.81	\$29,841.91	\$66,946.16	\$193,539.73
		10%	23%	67%
Benefits:				
Medical-Dental-Life	\$70,718.89	\$7,268.98	\$16,306.94	\$47,142.97
Social Security	\$21,854.99	\$2,246.41	\$5,039.50	\$14,569.08
Retirement	\$37,442.81	\$3,848.63	\$8,633.87	\$24,960.31
Industrial Insurance	\$814.50	\$83.72	\$187.81	\$542.97
State Paid Med Leave	\$425.80	\$43.77	\$98.18	\$283.85
Total Benefits	\$131,256.99	\$13,491.51	\$30,266.31	\$87,499.17
Other Costs:				
Supplies	\$7,610.16		\$3,805.08	\$3,805.08
Professional Services	\$118.59	\$12.19	\$27.35	\$79.06
Communications	\$6,478.01	\$665.85	\$1,493.75	\$4,318.40
Postage for Lic Plates	\$0.00	\$0.00		
Travel	\$0.00	\$0.00	\$0.00	\$0.00

Advertising	\$189.75			\$189.75
Operating Rentals	\$364.00	\$37.41	\$83.93	\$242.65
Repairs & Maint	\$5,141.82	\$528.51	\$1,185.64	\$3,427.66
Misc	\$997.00	\$102.48	\$229.90	\$664.62
Workfirst Reimb	\$0.00	\$0.00		
Dues & Memberships	\$300.00		\$300.00	
Small Tools & Minor Equip	\$0.00		\$0.00	
Major Equipment	\$0.00		\$0.00	
 Total Other Costs	 \$21,199.33	 \$1,346.45	 \$7,125.65	 \$12,727.23
 Total Costs	 \$442,784.13	 \$44,679.87	 \$104,338.13	 \$293,766.13
 Pro-ration:	Indirect Costs 77.20%	Not Allowable 22.80%	Direct Costs	Total
Auto Licensing			\$29,841.91	\$29,841.91
Recording			\$66,946.16	\$66,946.16
Accounting	\$149,419.47	\$44,120.26		\$193,539.73
 Total	 \$149,419.47	 \$44,120.26	 \$96,788.08	 \$290,327.81
 Benefits	 \$67,552.43	 \$19,946.74	 \$43,757.82	 \$131,256.99
Other Costs	\$9,825.87	\$2,901.36	\$8,472.10	\$21,199.33
Other Cost Not Allowed		\$0.00		\$0.00
	\$226,797.77	\$66,968.36	\$149,018.00	\$442,784.13

NOTES: Benefits and other costs were allocated based on the wages/salaries ratio

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2020**

Pro-ration of County Treasurer's Office

All employees do all tasks in the office, including but not limited to, receipting in money, redeeming warrants, and investing residual cash for the departments and Junior Taxing Districts.

Note: The Treasurer handles 90% of the investing duties, for these duties and other "not allowed" duties, 15% of the Treasurer salary was designated "other not allowed". This is adequate in that investing duties normally average 2-3 days per month. 15% of Treasurers salary is paid directly out of Investment Pool as of 2014.

Walla Walla County Share of Expenditures	77.20%
Junior Taxing District Share of Expenditures	22.80%

	TOTAL	WALLA WALLA COUNTY	NOT ALLOWED JUNIOR TAXING DISTRICTS	OTHER NOT ALLOWED
Salaries:				
Treasurer	\$69,178.95	\$45,397.29	\$13,404.82	\$10,376.84
Chief Deputy	\$61,854.05	\$47,753.50	\$14,100.55	
Finance Specialist	\$62,326.74	\$48,118.43	\$14,208.31	
OA 2 - Seg Deputy	\$0.00	\$0.00	\$0.00	
Admin Sec	\$0.00	\$0.00	\$0.00	
Account Tech II	\$24,960.56	\$19,270.43	\$5,690.13	
Account Tech I	\$20,433.98	\$15,775.75	\$4,658.23	
Foreclosure/Coll Deputy	\$19,846.91	\$15,322.51	\$4,524.40	
Office Assistant I	\$18,083.61	\$13,961.18	\$4,122.43	
Extra Labor	\$0.00	\$0.00	\$0.00	
 Total Salaries	 \$276,684.80	 \$205,599.10	 \$60,708.86	 \$10,376.84
		74%	22%	4%
Benefits:				
Medical-Dental-Life	\$57,644.96	\$42,834.85	\$12,648.18	\$2,161.93
Social Security	\$21,157.70	\$15,721.88	\$4,642.32	\$793.50
Retirement	\$32,725.98	\$24,318.04	\$7,180.58	\$1,227.36
Industrial Insurance	\$893.03	\$663.59	\$195.94	\$33.49
State Pd Medical	\$405.99	\$301.68	\$89.08	\$15.23
 Total Benefits	 \$112,827.66	 \$83,840.04	 \$24,756.11	 \$4,231.51
Other Costs:				
Supplies	\$7,816.36	\$6,034.50	\$1,781.86	
Small Tools & Minor Eqp	\$138.30	\$106.77	\$31.53	
Professional Services	\$4,864.24	\$3,755.36	\$1,108.88	

Communications	\$11,412.76	\$8,811.05	\$2,601.71	
Travel	\$195.81	\$151.17	\$44.64	
Repairs & Maint	\$48,794.98	\$37,671.44	\$11,123.54	
Misc	\$240.20	\$185.44	\$54.76	
Dues & Memberships	\$549.00			\$549.00
Equipment	\$1,259.00			\$1,259.00
Total Other Costs	\$75,270.65	\$56,715.75	\$16,746.90	\$1,808.00
Total Costs	\$464,783.11	\$346,154.88	\$102,211.87	\$16,416.35

NOTES: Benefits were allocated based on the wages/salaries ratio

Other costs were allocated based on the share of expenditures ratio

SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2020

BUILDING DEPRECIATION

Building	Year Acquired	Total Original Cost	Improvements	Total Currently Recorded Costs	Depreciation Method	Life	Annual Amount Allowed	Payor
County Service Bldg	1951	101,441		101,441		Depleted		Current Exp
County Serv Bldg Restor	2008		3,428,599	3,428,599	3% Allowance	30 Years	102,857.97	Current Exp
County Serv Bldg Door	2009		5,449	5,449	3% Allowance	30 Years	163.46	Current Exp
Old Jail	1906	32,017		32,017		Depleted		Current Exp
Storage Bldg	1981	40,000		40,000		Depleted		
District Court	1992	200,000		200,000	3% Allowance	30 Years	6,000.00	Current Exp
Courthouse	1916	154,545		154,545		Depleted		Current Exp
Courthouse Energy Retro	2007		2,242,536	2,242,536	3% Allowance	30 Years	67,276.08	Current Exp
Courthouse Fire Escape	2009		44,265	44,265	3% Allowance	30 Years	1,327.94	Current Exp
Law Library/Hall of Records	1891	30,171		30,171		Depleted		Current Exp
Law Library Restoration	2009		381,014	381,014	3% Allowance	30 Years	11,430.43	Current Exp
Walls in Treas Office	2011		6,302	6,302	3% Allowance	30 Years	189.06	
New Jail	1985	2,886,653		2,886,653		Depleted		Sheriff
Jail Expansion	2004	1,217,149		1,217,149	3% Allowance	30 Years	36,514.46	Sheriff
911 Service Ctr	1996	250,000		250,000	3% Allowance	30 Years	7,500.00	Current Exp
Juvenile Just Ctr	1997	2,749,849		2,749,849	3% Allowance	30 Years	82,495.47	Juv Just Ctr
Improv to HVAC	2007		2,268	2,268	3% Allowance	30 Years	68.03	Juv Just Ctr
Improv to AC Unit	2010		16,216	16,216	3% Allowance	30 Years	486.47	Juv Just Ctr
Juvenile Classroom	2015	171,661		171,661	3% Allowance	30 Years	5,149.84	Court Svcs
Duplex	2003	442,362		442,362	3% Allowance	30 Years	13,270.86	Human Svcs
Duplex	1992	69,900		69,900	3% Allowance	30 Years	2,097.00	Human Svcs
1 Family Dwelling	1994	146,850		146,850	3% Allowance	30 Years	4,405.50	Human Svcs
1 Family Dwelling	1992	66,900		66,900	3% Allowance	30 Years	2,007.00	Human Svcs
Comm Soc Serv Ctr	2010	2,498,205		2,498,205	3% Allowance	30 Years	74,946.15	Human Svcs
CSSC Remodel	2012		1,268,486	1,268,486	3% Allowance	30 Years	38,054.59	Human Svcs
Extension Office	1966	17,000		17,000		Depleted		Current Exp
Pavilion Restoration	2008		913,650	913,650	3% Allowance	30 Years	27,409.51	Fairgrounds
Pavilion Kitchen	2010		5,228	5,228	3% Allowance	30 Years	156.84	Fairgrounds
Pavilion Kitchen	2011		21,299	21,299	3% Allowance	30 Years	638.97	Fairgrounds
Horse Barn #1 New Roof	2008		63,780	63,780	3% Allowance	30 Years	1,913.40	Fairgrounds
1 Family Dwelling	2005	83,000		83,000	3% Allowance	30 Years	2,490.00	Fairgrounds

Schedule D
Building Depreciation

Rental	1986	35,000		35,000		Depleted		Fairgrounds
Rental	1977	19,500		19,500		Depleted		Fairgrounds
Rental	2000	46,942		46,942	3% Allowance	30 Years	1,408.26	Fairgrounds
Storage Bldg	1998	45,000		45,000	3% Allowance	30 Years	1,350.00	Fairgrounds
Improv to Main Office	2006		367	367	3% Allowance	30 Years	11.00	Fairgrounds
Electrical to campgrounds	2006		37,311	37,311	3% Allowance	30 Years	1,119.34	Fairgrounds
Electrical to Grounds	2007		113,323	113,323	3% Allowance	30 Years	3,399.69	Fairgrounds
Lot 5 Project	2010		59,994	59,994	3% Allowance	30 Years	1,799.82	Fairgrounds
Improv to PM Bldg	2006		378	378	3% Allowance	30 Years	11.35	Fairgrounds
Improv to Show Barn	2012		1,161	1,161	3% Allowance	30 Years	34.83	Fairgrounds
Gate 9 and Paddock Impr	2012		9,116	9,116	3% Allowance	30 Years	273.48	Fairgrounds
Pepsi Stage Improv	2012		37,594	37,594	3% Allowance	30 Years	1,127.82	Fairgrounds
Grandstand Steps Improv	2013		13,525	13,525	3% Allowance	30 Years	405.75	Fairgrounds
1 Family Dwelling	2007	136,000		136,000	3% Allowance	30 Years	4,080.00	Fairgrounds
Rental	2010	37,037		37,037	3% Allowance	30 Years	1,111.11	Fairgrounds
Rental	2011	87,872		87,872	3% Allowance	30 Years	2,636.16	Fairgrounds
Rental	2012	77,736		77,736	3% Allowance	30 Years	2,332.08	Fairgrounds
Rental	2018	83,215		83,215	3% Allowance	30 Years	2,496.45	Fairgrounds
Public Safety	2002	2,482,663		2,482,663	3% Allowance	30 Years	74,479.88	Current Exp
Public Service	1966	67,000		67,000		Depleted		1/3 Health; 2/3 CE
		14,275,668	8,671,861.17	22,947,529		Total	586,926.05	
						CE Only	307,739.27	

Schedule D
Building Deprecation

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2020**

Accumulation of Inventory from Fund/Dept Inventory Worksheets

<u>Fund/ Dept</u>	<u>Description</u>	<u>2020 Balance</u>	<u>Current Depreciation</u>		
00100	Agriculturist	\$18,331	\$1,887.55		
00400	Assessor	\$83,978	\$5,211.36		
00500	Auditor	\$78,010	\$4,345.39		
00510	Elections	\$10,046	\$170.42		
00530	Vehicle Licensing	\$7,882	\$694.21		
00900	Clerk	\$26,833	\$2,971.20		
01000	Commissioners	\$50,884	\$2,587.35		
01200	Coroner	\$0			
10100	Planning	\$0			
01400	Court House	\$26,267	\$457.49		
01401	Facilities Maint Redeployment	\$4,561			
01600	District Court - WW	\$56,249	\$728.10		
01900	Emergency SVCS	\$1,457			
03100	Law Library	\$0			
3200	CE Misc	\$272,703	\$25,775.18		
3201	TS Redeployment	\$15,496	\$314.17		
03300	Prosecuting Attorney	\$16,291	\$1,191.55		
03400	Sheriff -admin	\$9,394	\$0.00		
03410	Sheriff - investigation	\$0			
03420	Sheriff - patrol	\$312,916	\$23,161.74		
3440	Sheriff - safe boating	\$1,879	\$375.70		
03450	Sheriff - training	\$8,251	\$708.51		
03460	Sheriff - facilities	\$85,844	\$4,921.32		
03480	Sheriff - communications	\$0			
03493	Sheriff - canine	\$12,384	\$1,102.50		
3499	Sheriff/Corrections	\$27,834	\$0.00		
3500	Corrections	\$89,803	\$7,516.24		
3510	Corrections-Kitchen	\$9,828	\$982.82		
03700	Superior Court	\$13,576	\$7.18		
03800	Treasurer	\$81,904	\$4,442.43		
10800	Law & Justice	\$481,779	\$21,911.58		
30100	Current Expense Bldg	\$8,036	\$803.61		
30600	Capital Improvements	\$5,000	\$500.00		
30700	CE Vehicle	\$0	\$0.00	\$1,817,419	\$112,767.60
Grant Funded:					
10100	Community Development	\$21,723	2400.3		
10200	Waste Management	\$2,178	\$217.78		
10300	Emergency Management	\$38,104	\$3,517.29		
10400	Sheriff's BJA Grant	\$30,961			
10700	Juvenile Justice Center	\$170,558	\$9,711.95		
10900	Auditor's M&O	\$180,828	\$4,429.19		
11100	Pros Victim-Witness	\$0			
11200	Public Health	\$172,596	\$3,950.89		
11500	County Road	\$52,801	\$3,906.29		
11800	Walla Walla Frontier Days	\$169,927	\$4,503.15		

11900	Human Services	\$112,619		\$515.08	
12000	County Mental Hlth .01%	\$1,118		\$0.00	
12200	Pros Child Support	\$0			
12300	Fairground Properties	\$37,571		\$2,504.70	
12400	Youth Special Services	\$3,472		\$80.97	
12600	Mill Creek Flood Control	\$0			
13200	Election Equipment Reserve	\$185,355		\$9,191.83	
13500	Trial Court Improv Fund	\$18,558		\$1,357.72	
14600	Emergency Medical Services	\$12,352			
16300	Cares	\$1,068,911		\$51,458.94	
19000	Jail Inmate Welfare	\$0			
19200	DARE Program	\$0			
19400	Sheriff's Drug Investigative Fund	\$9,777		\$977.74	
30000	Law & Justice Bldg	\$157,940		\$4,392.78	
30300	Juvenile Detention Bldg	\$16,205		\$0.00	
30400	Fairgrounds Building	\$7,549		\$503.30	
61500	Sheriff Investigative Fund	\$1,458	\$2,472,561		103619.9
	Total	\$4,289,980	\$4,289,980	\$216,388	\$216,388

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY**

FOR THE YEAR ENDED DECEMBER 31, 2020

NON COUNTY PERCENTAGE

		County		Non-County		Total
		Expenditures		Expenditures		Expenditures
		\$56,069,266		\$ 16,556,013		\$72,625,279
Share of Expenditures		77.20%		22.80%		100.00%

Notes:

1. The County Auditor and County Treasurer provide limited financial services to Non-County Taxing Districts. These districts are independent political units such as fire districts, sewer districts, water districts, and cemetery districts. The County Auditor issues warrants on behalf of these districts and maintains accounting books of record for the expenditures made by these districts during the year. The County Treasurer redeems the warrants and collects taxes on behalf of these districts.

2. When issuing warrants to vendors, the Auditor's Office combines County payments into a single payment that was sent to each vendor, but does not combine the Non County payments. Therefore, the number of warrants could not be used for allocating the costs of the Auditor's Office and the Treasurer's Office. As an alternative, total expenditures amounts were used to make the allocations.

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2020**

COST EXCLUSIONS

CURRENT EXPENSE BUILDING:

COST INCLUDED AS CAPITAL OUTLAY & DEPRECIATED	\$5,705.48
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EQUIPMENT RENTAL & REVOLVING:

EXPENSES WERE PAID BY INTERFUND CONTRACTUAL FEES	\$3,137,688
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RISK MANAGEMENT:

EXPENSES WERE PAID BY INTERFUND PREMIUMS & FEES	\$598,927.59
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COUNTY UNEMPLOYMENT COMPENSATION:

EXPENSES WERE PAID BY INTERFUND PREMIUMS	\$66,663.90
--	-------------

CENTRAL SERVICES:

EXPENSES WERE PAID BY INTERFUND CONTRACTUAL FEES	\$949,022
--	-----------

LAW & JUSTICE BUILDING:

COST INCLUDED AS CAPITAL OUTLAY & DEPRECIATED	\$3,305
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FAIRGROUNDS BUILDING:

COST INCLUDED AS CAPITAL OUTLAY & DEPRECIATED	\$0
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WALLA WALLA COUNTY
COURTHOUSE LAWN OR COUNTY PROPERTY USE PERMIT APPLICATION

(rev 4-09)

****APPLICATION DEADLINE - ONE MONTH PRIOR TO EVENT****

Applicant/Event Holder Information

Please Print

Name: Scouts USA, Troop 305
Organization or Civic Group Name

Representative or
Contact Name:

Email Address:

Albert F. Suttick Jr. creation@rocket.net, com

Person authorized to sign all documents,
if different from above Representative:

Email Address:

Address: 3135 Canterbury Walla Walla, WA 99362

Daytime Phone: 509-240-2197 Fax:

Event Information

Please Print

NOTE: Application due date: One month prior to event**

**Date(s) Requested 15 Jan - 15 Feb ^{Mar 10} Open Time: 0800 Close Time: 1600
(Include set-up and take down days)

Location of Event: County yard, Tarrick Way, East Side

Detailed Description of Event: Storage of Christmas Trees to be collected 15-16 Jan 22. Storage is needed because area roads at Hill Creek Project are still snowed in. Trees will be removed and placed at Snowinger Lake ASAP.

The county generally CANNOT provide any items for use as part of the event (such as tables or chairs or a microphone, etc.) If the organization will be providing ANY items for use at the event, please list those, so the information can be passed on to the person coordinating for the county to expect.

None

Total Attendance (per day) including all participants, spectators, guests, exhibitors, performers, entertainers, volunteers and employees:

Day One 40 Day Two 40 Day Three _____

(please complete next page)

Puring removal (may be several days)
20

**GUIDELINES FOR APPLYING TO USE
COUNTY COURTHOUSE GROUNDS
OR OTHER COUNTY PROPERTY**

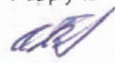
The Walla Walla County Courthouse grounds are located on a one block square within the City of Walla Walla at 315 West Main, between Fifth and Sixth Streets. While this is a public property the Walla Walla County Board of Commissioners, as the county legislative authority require an application for use of these grounds or other county-owned property (Note: The courthouse itself, as well as the county jail and former Sheriff's office building located on the same grounds, are not open for public use.) The following information is compiled to assist those wishing to use any county-owned property

- 1) Please contact the County Commissioners' office to determine if your planned event will meet guidelines, and if the time frame proposed is available. Contact information: 509/524-2505, or email wwccommissioners@co.walla-walla.wa.us.
- 2) A meeting may be scheduled to allow applicant/event coordinator to meet with County Facilities Manager and/or County Risk Manager in advance to review needs, layout, etc.
- 3) **Application to use the grounds must be made at least a month in advance of the event planned**, by completing the County Courthouse Lawn or Facility Use Permit Application form and returning it to the County Commissioners' office, 314 West Main, Room 203, Walla Walla, or faxing it to 509/524-2512, or email it to wwccommissioners@co.walla-walla.wa.us. This form and others referenced and required will be available on the county website www.co.walla-walla.wa.us.
- 4) The application form must be accompanied by a completed/signed County Property Use Permit form and the Walla Walla County Courthouse Lawn Rules for Usage form, which are part of the formal application packet.
- 5) Application is not approved until signed by the Board of County Commissioners

SOME GENERAL RULES:

- 1) All events considered to be held on the courthouse grounds or other county-owned property, must be open to the public. Authorization for use shall not be considered as an endorsement or approval of the activity group or organization, nor the purposes they represent.
- 2) The consumption and presence of alcohol is not permitted unless special approval is granted by the Board of County Commissioners
- 3) No county property may be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, as provided in RCW 42.17.130.
- 4) **Application to use county property must be made at least a month in advance of the event planned**, by completing the County Courthouse Lawn or Property Use Permit Application form and returning it to the County Commissioners' office, 314 West Main, Room 203, Walla Walla or faxing it to 509/524-2512, or email it to wwccommissioners@co.walla-walla.wa.us
- 5) The application must be accompanied by a completed/signed County Property Use Permit form and the Walla Walla County Courthouse Lawn Rules for Usage form, which are part of the application packet.
- 6) Some food events can be allowed. User shall provide information on the caterer/vendors, food to be served, and equipment/space, etc. needs. Caterer/Vendor is required to pick up the remaining food, beverages, and equipment immediately after the event. Courthouse grounds/facilities must be cleaned to the satisfaction of the County Facilities Manager or the event will be charged for clean-up.
- 7) **IMPORTANT:** Applicants must also apply to the City of Walla Walla Parks and Recreation Department for event approval if applicable. The courthouse and other county properties are located within the City of Walla Walla, and that entity's requirements may/can also apply to events held at the County Courthouse or other county-owned property.

Thank you!


1-11-22

**WALLA WALLA COUNTY
RULES FOR USAGE OF
COURTHOUSE LAWN OR OTHER COUNTY PROPERTY**

1. Nothing is to be placed on the lawn (toilets, stages, stakes, rods, tarps, plastic, etc.) without the express written approval of County. If any such items are desired as part of an event, they are only allowed with placement supervised and approved by the Walla Walla County Facilities Manager/staff.
2. Do not block or barricade the public parking areas during normal courthouse hours. (8:00 AM until 5:00 PM, Monday-Friday)
3. Sidewalks and streets must remain unblocked and open to the public at all times.
4. Courthouse lawn, sidewalks, and parking lots must be cleaned of all trash by the next regular workday.
5. Arrangements must be made in advance for water and/or electrical power supplies, etc. There may be a charge for these amenities.
6. Restroom facilities are not provided by County. If Applicant wishes to provide such temporary facilities, this request must be approved by County, and restroom units and siting must be approved by County Facilities Manager.
7. Applicant will provide trash cans and dumpsters for garbage, AND recycling bins for recyclable materials.
8. Do not drive motor vehicles on the lawn.
9. Do not dump grease or hot water on to lawn area.
10. Do not spray paint or mark the grass with a non-biodegradable substance.
11. Applicant must also apply to the City of Walla Walla Parks and Recreation Department for event approval if applicable, as the courthouse is located within the City of Walla Walla and that entity's requirements may/can also apply to events held at the County Courthouse.

I have read and understand these rules for the Christmas Tree Collection
event to be held 15 Dec - 15 Feb 2022 and agree to comply with all.

[Signature]
(signature)

1-11-22
(date)

COUNTY PROPERTY USE PERMIT #

(3-09)

1. Walla Walla County (County) grants Boy Scout Troop 308 (Permittee) a permit to use the following County property: County yard on Town of My (name premises).

3. This Permit is in effect on Jan 15 - Feb 15 (Event Date(s)). This Permit terminates immediately upon noncompliance with any Permit provision. The parties agree that this Permit may be terminated upon the giving of 72 hours notice in writing of intention to terminate to the other by Certified Mail.

In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties hereto agree that any such action shall be initiated in the State of Washington, situated in Walla Walla County. The Parties hereto agree that all questions shall be resolved by application of Washington law.

4. Permittee will pay \$ 10 for the use of County property (negotiable). Permittee will pay its own clean-up costs.
5. Permittee is using County property solely for storage of Christmas trees. The terms of this Permit extends to Permittee's invitees, guests, employees and agents.

6. Permittee will not permit any illegal or unsafe activities on the property during the permit term. Permittee will return the property to the County in as good condition as it was received and remove all garbage and debris from County property, including County parking lots.

7. Permittee may not assign this Permit without the County's written permission.

8. County will not be liable to Permittee for any loss or damage caused by fire, theft, water damage, or illegal acts.

9. Permittee will hold harmless Walla Walla County and its officials, employees, volunteers and agents, jointly, severally, individually and privately, from all liability arising from Permittee's use of the property; including the cost of defending all claims or demands of any kind resulting from such use.

Permittee agrees to provide the County with evidence of insurance or security sufficient, to insure its operations and the event with a broad-form liability policy in the amount of \$1,000,000 per occurrence and aggregate purchased from an insurance company duly licensed to transact business in the State of Washington. The policy shall name Walla Walla County as Additional Insured with respect to this agreement. Permittee shall provide County evidence of insurance at least 21 days prior to the opening of the event.

10. All terms of the Walla Walla County Courthouse Lawn or County Property Use Application form, and Walla Walla County Courthouse Lawn or County Property Rules for Usage form, are incorporated herein.

11. Permittee shall inspect the Premises the day before the Event Date(s) to ensure that the premises are safe for the intended use of the Premises. Permittee shall notify County facilities director that such inspection has occurred. If any unsafe condition is noted, the County may terminate this permit.

12. Additional terms:

Trees will be removed as soon as possible, weather permitting

For County (by Board of County Commissioners)

For Permittee

Date

Date

Additional Event Exposures:

	<u>Yes</u>	<u>No</u>	
Vendors/Exhibitors/Concessionaires?	_____	<input checked="" type="checkbox"/>	How Many? _____
Caterer?	_____	<input checked="" type="checkbox"/>	
Liquor Served?	_____	<input checked="" type="checkbox"/>	
Liquor Sold?	_____	<input checked="" type="checkbox"/>	
Food/Non-Alcoholic Beverages Served?	_____	<input checked="" type="checkbox"/>	
Food/Non-Alcoholic Beverages Sold?	_____	<input checked="" type="checkbox"/>	
Entertainment Activities? (Provide a List)	_____	<input checked="" type="checkbox"/>	

Have you held this event or a similar event in the past? ☒ Yes ☐ No
If yes, have accidents, incidents, claims or loss arisen from such event? ☐ Yes ☒ No

Sketch Room/Area Set-up Desired if applicable:

To the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Walla Walla County, its elected and appointed officials, employees, and volunteers and others working on behalf of Walla Walla County, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Walla Walla County, its elected and appointed officials, employees, and volunteers and others working on behalf of Walla Walla County, by reason of personal injury, including bodily injury or death and/or property damage, including loss thereof, which arises out of or is in any way connected or associated with this application.

The Applicant understands that they will be held responsible for payment of the cost for repair of any damage to the facility, or for any extraordinary janitorial services required because of their use of the facility.

At least 21 days prior to the event, Applicant shall provide proof of general liability insurance with coverage of not less than \$1,000,000 associated to the use of County facilities, unless this requirement is waived by County. (County must approve, in writing, applicant's written request for such waiver.) (Please attach description of coverage and proof that insurance is current.)

Applicant Representative Signature:

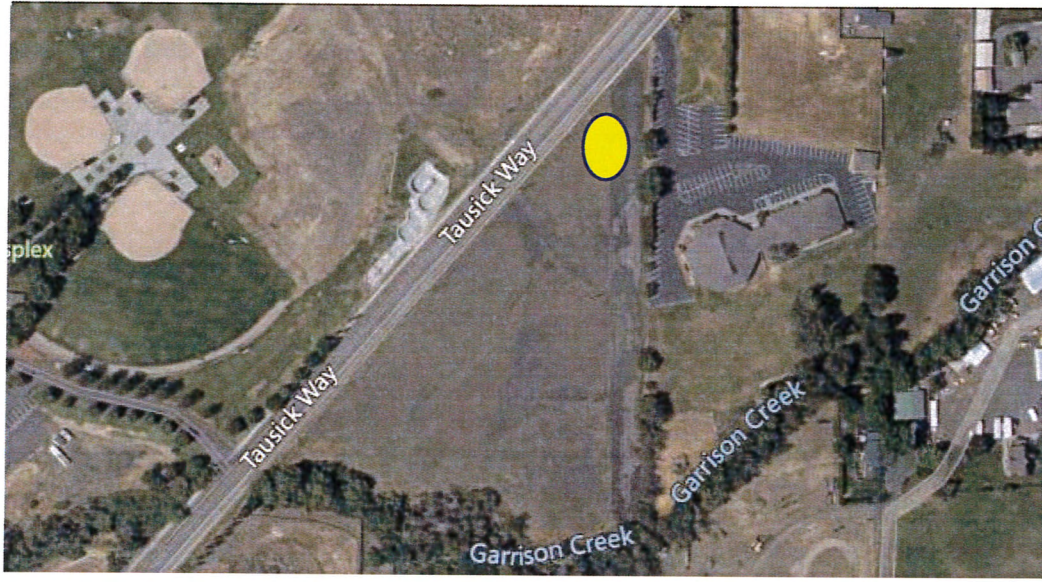
W. T. P. Sullivan 1-11-77
Name Date

PLEASE NOTE: If required by the County, applicant agrees to pay for building security services as provided by the County at the rate of \$40 per hour; the applicant agrees to pay the estimated building security services fee at the time the application is submitted.

For County Use Only

Date application received:			To Facilities Manager	
Proof of insurance received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	WAIVED <input type="checkbox"/>
Security fee received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	
Request is:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>		
Approved by:	Board of County Commissioners			
	Signature of Chairman/quorum of Board		Date	





a) Consent Agenda Items:

- 1) Resolution – Use of County Roads for the Walla Walla Multi-Sports Onion Man Triathlon
- 2) Accept Report of the Engineer re vacation of a portion of the right of way for Leid Road (public hearing scheduled for January 24, 2022)
- 3) Accept Report of the Engineer re vacation of a portion of the right of way for Leroux Lane (public hearing scheduled for January 24, 2022)

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF USE OF
COUNTY ROADS FOR THE
WALLA WALLA MULTI-SPORTS
ONION MAN TRIATHLON

RESOLUTION NO. **22**

WHEREAS, said triathlon will be held Saturday, May 21, 2022, between the hours of 9:00 am and 2:00 pm; and

WHEREAS, the event organizers have agreed to notify emergency services prior to the event for the necessary safety and emergency services information; and

WHEREAS, the event organizers shall provide traffic control, signage and flaggers in accordance with the approved Special Event Permit; and

WHEREAS, the event organizers have provided a certificate of insurance naming Walla Walla County as additional insured and have agreed to include Walla Walla County in their registration/release waiver; and

WHEREAS, the event organizers have provided a news release to the local newspapers announcing the event date; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that permission be granted to Walla Walla Multi-Sports to use the following County roads on Saturday, May 21, 2022: Reservoir Road from the Corps office to North Tausick Way; from North Tausick Way to the Walla Walla Community College entrance to Isaacs Avenue; along the Isaacs Avenue bike path to Mill Creek Road, 5 Mile Road, Russell Creek Road, Berney Drive, Scenic Loop Road; from there, reversing the course for the return trip.

Passed this 18th day of January, 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*

REPORT OF THE COUNTY ENGINEER

TO THE HONORABLE BOARD OF WALLA WALLA COUNTY COMMISSIONERS

Pursuant to Resolution 22 004 setting a hearing date for the vacation of a portion of right of way for LEID ROAD. I have examined, along with the County Surveyor, the right of way as described on attached EXHIBIT "A". In accordance with RCW 36.87, I submit the following report.

USE: The right of way which is hereby proposed for vacation is unusable right of way that has no benefit to the county road system. This section of LEID ROAD was washed out and is now re-aligned to a location to the Southeast that is less prone to wash-outs.

CONDITION: Washed-out and re-aligned.

OPINION: Said right of way is NOT necessary to the existing County system and should be vacated. If vacated, said right of way will become part of the under-lying private property by function of law.

OTHER FACTS, MATTERS, AND THINGS OF IMPORTANCE:

Upon review, County staff confirms that this portion of said LEID ROAD Establishment 961 is NOT needed by the Public for future development in the area. There will be a simultaneous right of way deed that will replace the vacated portion of Leid Road

RECOMMENDATION:

That said right of way should be vacated. So that a new portion may be deeded for right of way.

DATED this 18th day of January 2022

Respectfully submitted,

Tony Garcia, P.E.
Director/County Engineer

EXHIBIT "A"

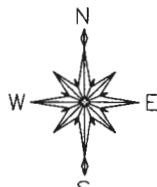
LEID ROAD (ESTABLISHMENT 961) BEING 60 FEET IN WIDTH, HAVING 30 FEET ON BOTH SIDES OF CENTERLINE, LOCATED IN SECTIONS 27 AND 28 IN TOWNSHIP 8 NORTH, RANGE 38 EAST, WILLAMETTE MERIDIAN, WALLA WALLA COUNTY,

COMMENCING AT THE NORTHEAST CORNER OF SECTION 28, TOWNSHIP 8 NORTH, RANGE 38 EAST, WILLAMETTE MERIDIAN, SAID POINT BEARS NORTH 85°28'43" EAST 5,239.90 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 28; THENCE SOUTH 25° 23'50" EAST 676.51 FEET TO A POINT ON THE CENTERLINE OF THE EXISTING WALLA WALLA COUNTY ROAD KNOWN AS LEID ROAD, HAVING 30 FEET ON BOTH SIDES OF CENTERLINE, AND THE POINT OF BEGINNING FOR THIS DESCRIPTION;

THENCE SOUTHWESTERLY ALONG THE EXISTING CENTERLINE 1,310 +/- TO ENGINEER'S STATION 51+87 AS SHOWN ON THE ATTACHED EXHIBIT CREATED BY SAID ESTABLISHMENT FILE 961, THIS VACATION IS CAUSED BY A REALIGNMENT OF LEID ROAD DUE TO WASHOUT.

FOUND 5/8" REBAR WITH 1 1/2" ALUMINUM CAP STAMPED "TOMKINS LAND SURVEYING"

20 | 21
29 | 28



SCALE
1 INCH = 150 FEET
0 150 300 450

NE1/4 NE1/4
SECTION 28
T8N R38E

END CENTERLINE OF COUNTY ROAD ESTABLISHMENT No. 961 at 59+38.2. THAT JULY 2nd 1962 ORDER OF ESTABLISHMENT CALLS FOR THE COUNTY ROAD TO TERMINATE AT THE EAST LINE OF SECTION 28 AT A POINT THAT IS 500 FEET, MORE OR LESS, SOUTHERLY FROM THE NORTHEAST CORNER THEREOF. THIS POINT OF TERMINATION IS APPROXIMATELY 870 FEET SOUTH AND 265 WEST OF THE NORTHEAST CORNER OF SECTION 28.

CENTERLINE OF 1962
SURVEY FOR COUNTY
ROAD ESTABLISHMENT
No. 961

24" CMP

24" RCP

51+87.0 EST No. 961
POINT COMMON TO
ALL 3 ALIGNMENTS
S73°00'00"W
590.81' TO PT
EXISTING ROAD

S69°56'45"W
300.87'

S76°51'37"W
125.16'

S68°22'06"W
629.63'

ADJUSTED
ALIGNMENT
RIGHT OF WAY

N85°57'06"E 1310.55'

SE1/4 NE1/4
SECTION 28
T8N R38E

FOUND BEARING OBJECT
PLATE ON EAST SIDE OF
POWER POLE THAT READS
"S89° 58' E 232.5ft"

LEGEND

- ✖ FOUND MONUMENT AS SHOWN HERON
- SET 5/8"x24" REBAR WITH PLASTIC CAP STAMPED "BRYAN CONTROL"
- ▣ BEARING OBJECT PLATE
- POINT OF CALCULATION

----- EDGE OF GRAVEL ROAD
===== REALIGNMENT CL & ROW

S89°59'E 232.5'
21 | 22
28 | 27

FOUND 1 1/2" IRON PIPE 10" DEEP
IN FIELD OF CULTIVATION.

BASIS OF BEARINGS

N85°28'43"E, ALONG THE NORTH
LINE OF SECTION 28, T8N, R38E,
AS SHOWN ON THAT SURVEY IN
SBK12 AT PG43

N31°35'40"E 100' +/-
TO END LEID RD
AT RESIDENCE

N25°59'19"E
116.30'

N23°54'56"E
390.71'

NW1/4 NW1/4
SECTION 27
T8N R38E

S13°58'17"W

171.07'

12" DUCTILE IRON PIPE
WINDMILL
ON CISTERN

Δ = 63°47'17"

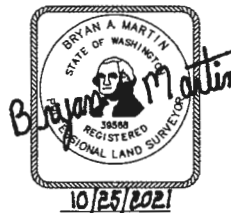
R = 75.00'

T = 46.67'

L = 83.50'

S77°45'34"W
94.89'

POSITION AS
SHOWN ON
SBK12 PG43



SURVEYORS CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME AT THE
REQUEST OF: WALLA WALLA COUNTY ENGINEERING DEPARTMENT

Bryan A. Martin
BRYAN A. MARTIN PLS 39568

BRYAN LAND SURVEYING

PROPERTY GPS/GIS MAPPING

321 WEST MAIN STREET DAYTON, WASHINGTON 99328
PHONE (509) 629-2300

FILE NO. :
D-16-21

DATE :
OCT 15 2021

SCALE :
1" = 150'

DESIGN :
BRYAN

DRAWN BY :
BRYAN

CHECKED BY :
BRYAN

LEID RD. REALIGN

RIGHT OF WAY EXHIBIT

LEID ROAD REALIGNMENT

REPORT OF THE COUNTY ENGINEER

TO THE HONORABLE BOARD OF WALLA WALLA COUNTY COMMISSIONERS

Pursuant to Resolution 22 005 setting a hearing date for the vacation of the right of way for a portion of the right of way for Leroux Lane, records of Walla Walla County, Washington. I have examined, along with the County Surveyor, the right of way as described on attached EXHIBIT "A". In accordance with RCW 36.87, I submit the following report.

USE: The right of way which is hereby proposed for vacation is used right of way that is not parallel with the roadway has no benefit to the county and city road system. This section of Leroux Lane while developed is at a skew with the right of way, this action will align the roadway and right of way and will allow for better spacing between the fencing and roadway.

CONDITION: Developed but not parallel with the right of way.

OPINION: Said right of way is necessary to the existing County and City Road system but is not parallel with the roadway and does not currently provide adequate spacing to allow for the property owner to place a fence on the right of way line, with this vacation there will be an acquisition of equal area that will provide adequate spacing for the property owner.

OTHER FACTS, MATTERS, AND THINGS OF IMPORTANCE:

Upon review, County staff confirms that said this portion of Leroux Lane is not needed by the Public, with this vacation, there will be an acquisition in a simultaneous action will provide adequate area for the property owner and the Public for road purposes.

RECOMMENDATION:

That said right of way should be vacated. As a simultaneous action there is a right of way deed that is the same area as the vacation. These simultaneous actions will align the roadway with the right of way and give the property owner better access to build a fence parallel with the roadway and right of way.

DATED this 18th day of January, 2022

Respectfully submitted,

Tony Garcia, P.E.
Director/County Engineer

EXHIBIT "A"

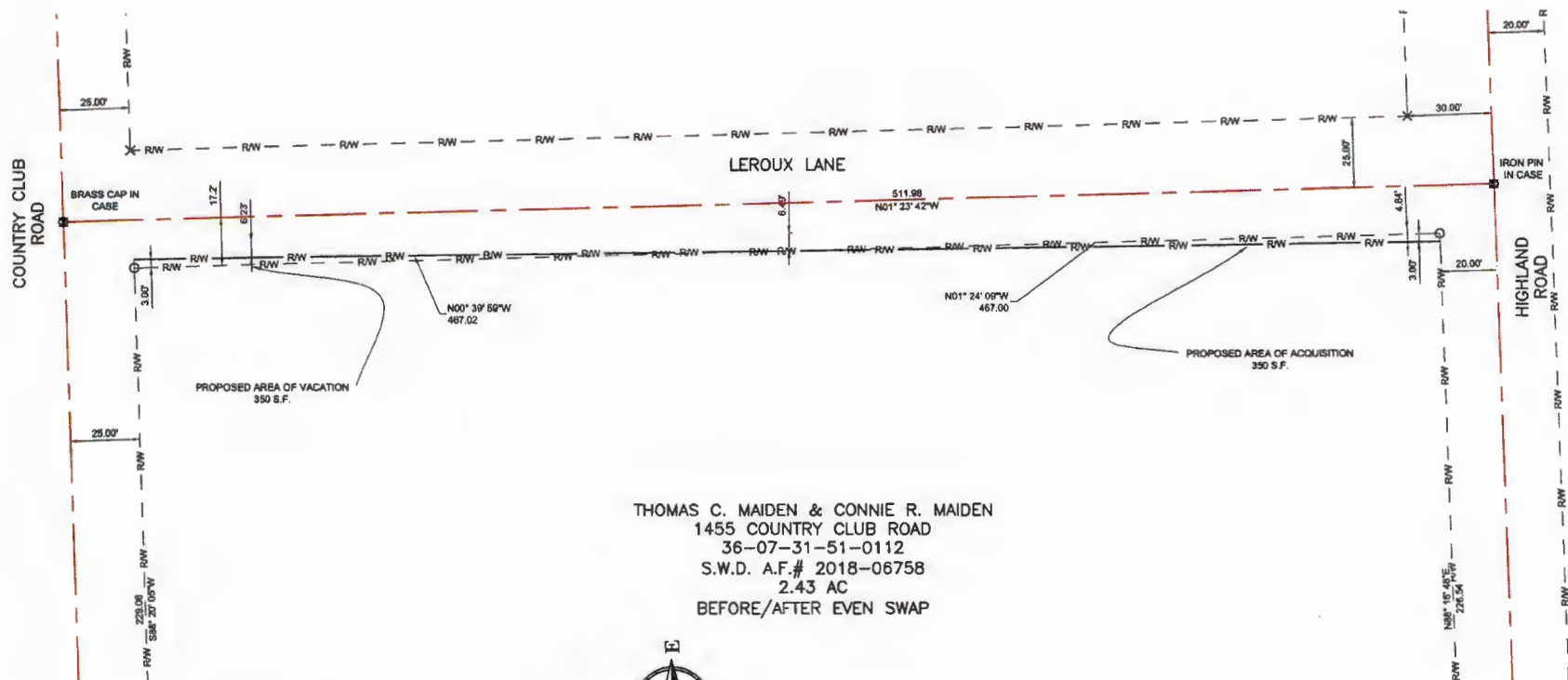
Beginning at a point in the South line of Lot 12 in Block 1 of Highland, according to the official plat thereof of record in the office of the Auditor of Walla Walla County, Washington, in Book "D" of plats at Page 54 which point is 34.40 feet west, measured along the South line of said Lot 12, from the Southeast corner thereof, and running thence North, parallel to the East line of said Lot 12, a distance of 467.16 feet to a point in the North line of said Lot 12; thence West, along the North line of said Lot 12, and along the North line of lot 13 in said block 1, a distance of 226.00 feet; thence South, parallel to the East line of said Lot 13, a distance of 467.28 feet to a point in the South line of said Lot 13; thence East, along said South line and along the South line of the aforesaid Lot 12, a distance of 226.00 feet to the point of beginning.

Situated in the County of Walla Walla, State of Washington.

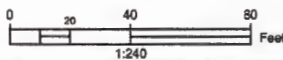
Except the following descriptions for roadway purposes;

Beginning at the Southeast corner of the above description marked by a rebar with a Yellow cap marked "LS 19619" thence westerly along the northerly right of way of Highland Road, South $88^{\circ}16'48''$ West, 3.00 feet; thence North $00^{\circ}39'59''$ West, 233.56 feet to a point on the existing westerly right of way line of Leroux Lane; thence along said right of way line South $01^{\circ}24'09''$ East, 233.53 feet returning to the point of beginning.

Area: 350 square feet



THOMAS C. MAIDEN & CONNIE R. MAIDEN
 1455 COUNTRY CLUB ROAD
 36-07-31-51-0112
 S.W.D. A.F.# 2018-06758
 2.43 AC
 BEFORE/AFTER EVEN SWAP



LEGEND

- X CALCULATED POINT
- ⊕ FOUND MONUMENT AS NOTED
- FOUND PROPERTY CORNER REBAR W/ CAP FLOWERS-PBS
- R/W --- EXISTING RIGHT OF WAY
- C --- CENTERLINE
- R/W --- PROPOSED RIGHT OF WAY

DRAWN: D. SOWARDS					
SURVEYOR: D. SOWARDS					
CHECKED: S. WALKER					
PROJ. ENG.: S. WALKER					
APPROVED BY: S. WALKER					
5/28/2021	REV DATE	REVISION	BY	APP'D	JOB NUMBER
					XX-XX
					XX-XX



Walla Walla County

PUBLIC WORKS DEPARTMENT



LEROUX LANE ROW

THOMAS MAIDEN

SHEET
1/1

**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: 12 January 2022

Re: Director's Report for the Week of 4 January

Board Action: 18 January 2022

ACTION AGENDA ITEMS:

Resolution - In the Matter of Use of County Roads for the Onion Man Triathlon

Miscellaneous - In the Matter of the Engineer's Report for a Vacation of a Portion of Right of Way, Leid Road

Miscellaneous – In the Matter of the Engineer's Report for a Vacation of a Portion of Right of Way, Leroux Lane

ENGINEERING:

- Arch Bridge (Apollo, Inc): Contractor is scheduled to begin pile driving for bridge.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way acquisition (only 1 acquisition remaining) and finalizing construction plans.
- Peppers Bridge Road: Working on right of way acquisition.
- Miscellaneous: Met with Corps of Engineers, County Community Development and City of Walla Walla Development to discuss permitting needs for Continuing Authorities Program (CAP) 205 Mill Creek Flood Risk Management project (former GI Project).

MAINTENANCE/FLEET MANAGEMENT:

- South Crew – Snow & ice removal, checking roads for damage and brush clean-up.
- North Crew – Snow and ice removal, checking roads for damage and brush clean-up.
- Signs and Veg Crew – Assisting with snow and ice removal, sign repair and brush clean-up.
- Garage – Routine service and repairs.

ADMINISTRATION:

- Working on 2022 Initial Counseling.
- Conducted weekly Engineering and Road Ops meetings.
- Attended a meeting (via WebEx) with the Corps of Engineers on our permitting needs for our upcoming Mill Creek Flood Risk Management CAP 205 Project (former GI Project).

10:30 COMMUNITY DEVELOPMENT

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: January 18, 2022
RE: Department Update

Building/Fire

The following building and fire permits were approved during the last two weeks:

Permit #	Date Applied	Date Approved	Days	Address	Description	Applicant
B21-0494	9/24/2021	1/4/2022	102	2384 RIDGEVIEW RD	3994 sf 2 sty Res, 629 sf Cov Por, 965 sf Gar, 672 sf ADU	SHIVELL CONSTRUCTION
B21-0556	11/1/2021	1/10/2022	70	2854 DETOUR RD	864 sf Enclosed Pole Bldg	KOSCHAK-SROCK, IAN WADE & LAWSON, SARAH M
B21-0558	11/2/2021	1/4/2022	63	8654 DODD RD	7032 sf Pre-engineered Equip Storage Bldg w/leanto	J R SIMPLOT COMPANY
B21-0582	11/12/2021	1/10/2022	59	364 E HUMORIST RD	Remodel Garage into Living Space	KYSAR, GUNNAR & KRISTINA
B21-0610	11/30/2021	1/10/2022	41	117 APPLE LN	1956 sf Residence, 369 sf Cov Porches, 621 sf Garage	GONZALEZ DIAZ , SANDRA
B21-0617	12/2/2021	1/10/2022	39	989 BUSSELL RD	2889 sf Residence, 716 sf Covered P/P/D, 918 sf Garage	BROWN, TERRY M & EVA JOE
B21-0634	12/23/2021	1/12/2022	20	968 MILL CREEK RD	1200 sf Enclosed Pole Bldg	JACK WALLACE CONSTRUCTION
B21-0645	12/30/2021	1/12/2022	13	1547 GRAY LYNN DR	Repair Existing Deck, add Stairs to Bedroom Deck	ARBOGAST, JEREMY
B22-0002	1/5/2022	1/5/2022	0	192 W BOEING AVE	Re-Roof Structure 19 sq w/tear-off	GILLESPIE ROOFING, INC
B22-0003	1/5/2022	1/5/2022	0	259 WESTBOURNE LOOP	Install (1) 3 Ton Heat Pump	APOLLO HEATING & A/C
B22-0004	1/6/2022	1/6/2022	0	10518 W HWY 12	Install 2 mini splits, vent 3 bath fans, 1 resi kitchen hood	WALLA WALLA REFRIGERATION LLC
B22-0005	1/7/2022	1/10/2022	3	466 PROSPECT AVE	Install gas fireplace insert; gas piping to fireplace and WH	COLLEGE PLACE HTG & A/C INC
B22-0007	1/11/2022	1/11/2022	0	1127 E CHESTNUT ST	Re-Roof Residence, 60 sq w/tear-off	VW QUALITY ROOFING LLC

Technical Review Committee (TRC) meetings

1. January 5, 2022 – PRE21-075 – Preapplication Meeting for Doubleback Winery expansion. This project would add a new case and barrel storage building at this facility on Powerline Road. Applicant thought that they had included this building in the prior conditional use permit, which they had not. A CUP amendment is required to expand the Type 2 winery.
2. January 5, 2022 – PRE21-076 – Preapplication meeting for new accessory dwelling unit on Lakeview Drive. Applicant is proposing a variance. A critical areas permit will also be required

because there are erosion hazard areas on the site. These areas were graded without a permit in the last few years, so this will have to be part of the review for the new proposal.

3. January 13, 2022 – PRE21-077 – Preapplication Meeting for 8-lot large lot subdivision on Loney Road.

Code Cases Closed

The following cases were closed during the last two weeks:

Case No	Description	Address	Date Opened	Date Closed	Case Type
C21-051	Vegetation	1122 W MAPLE ST	06/08/2021	01/11/2022	NUISANCE VEGETATION
C21-071	Inoperable Vehicles	290 COLUMBIA WAY PO Box 78	08/11/2021	01/11/2022	MIXED
C21-092	Building w/o permit	305 DETOUR RD	11/22/2021	01/10/2022	BUILDING

Other

1. Planning Commission workshop on January 12, 2022 – presented draft code amendments to Chapter 14.07 and Chapter 17.38.
2. TRAKiT Kick-off Meeting on January 4, 2022 – Jennifer Ballard, Senior Planner, is our Project Manager for the update.
3. On Monday, January 10, I attended the first WSACRPD Legislative Update of the year. Will attend every morning through legislative session.
4. Met with Walla Walla and College Place planning directors to discussion Countywide Planning Policies on January 7.
5. Planner Don Sims and I attended a meeting with Public Works and USACOE to discuss the planned repairs of Mill Creek Channel (CAP project). Purpose of the meeting was to discuss local permitting requirements. City of Walla Walla staff attended this meeting as well. Shoreline and SEPA permitting will be required for this project.

10:45 COUNTY FAIRGROUNDS

Greg Lybeck

a) Department update and miscellaneous

Walla Walla County Fairgrounds

Greg Lybeck, CFE

General Manager



Walla Walla Board of County Commissioners

Department Head Report

January 18, 2022

A. Fairgrounds Department Staffing

- We are all doing well! We are done with our vacation time that everyone was taking.

B. Grounds Update:

- We continue to be busy booking our buildings for events. The Expo building is busy both with hourly riders and events on the weekends.
- After a small lull in our facility bookings during the holidays, things are picking up again.
- Our grounds were deep in snow, and we were busy plowing a week ago to now when warm weather melted most of our snow!

C. Walla Walla Fair 2022:

- Our fair theme is completed, and we will be unveiling it at this year's Showcase event next month. We can show you, just not here!
- We have attached some year around logos for our fairgrounds to our report for your review. These drafts include a variation of naming possibilities. We really would like your input on what direction you would like us to go.
- We are working on paperwork to submit to Washington State Fair Commission for this year's reimbursements. We have budgeted \$73,000 for this year.
- Entertainment: We are working hard to get our main act booked so we can announce it at our Showcase event. We had a little later start this year with changes of entertainment buying companies. We have narrowed our list to about 10 names and are offering to our top picks and going down our list. Even if an act might be our top pick, it doesn't necessarily mean we will be able to get them to play at our fair. We are focused on finding the best act for the best price.
- As far as strolling/walk-around acts or unique acts for the fair, we are working many of them to play all 5 days of the fair. The plan is to book acts that are both interesting and fun and something you don't often see anywhere. We have some good leads that would add a lot to our fair.
- Carnival: Wristbands are no longer on sale. We will work with our carnival to do a flash sale or two with some good discounts coming up this spring.
- We are all working hard on the viewing decks in the grandstand arena area. We've had a few meetings with our engineering firm and things are really coming together. We feel like we have made great progress on our revenue streams that are needed to be able to start and complete the project. This will be a positive step for us as we move forward creating a

new revenue stream for our budget.

D. Fairgrounds Physical Plant Improvement and Maintenance

- The Tietan fence project is in full swing, and we are all excited to see its completion. Supply issues and severe weather has hampered us from having this job completed.
- We continue to work on the event viewing platforms in our grandstand. As you know, this same project in Kennewick was very big for them. We are using Foundation funds to get all the engineering done and determine the true cost of the project. We are also putting together a strong plan to fund this project.
- I believe the State Department of Ag has sent us a contract to sign for the \$249,000 grant for improved paving, fencing, entrance points, and ADA improvements. This will be a big job to get completed before Fair but will have a very positive impact for our fair goers.
- Our maintenance staff and DOC are working on modifying all our bleachers to make them safer. We have 12 sets so this will take us the bulk of the winter to finish this project.
- We are working hard and paying attention to all utilities through the winter months to conserve on our budget.
- We are really focused with our maintenance guys on cleaning up areas throughout the fairgrounds.

E. Fair Board:

- Board meeting: Our next board meeting is tonight in the VIP building.
- The Fair board and staff are all working very hard on all the details for the upcoming showcase event on February 5th. Last year's event was the best one we have ever hosted, and our team's goal is to make this one even better.
- Some of our board members are putting together plans to create committees and the hope is we will start bringing some of those to the board for approval.

F. Budget:

- We were thrilled with how we finished 2021. I was proud of our staff on how hard they worked to generate revenue and control expenses. JoAnne has done a great job getting everything cleaned up and understanding where our dollars come from and go to.

WALLA WALLA COUNTY
Fairgrounds
HOME OF THE WALLA WALLA
FAIR & FRONTIER DAYS

WALLA WALLA COUNTY
Fairgrounds
HOME OF THE WALLA WALLA
FAIR & FRONTIER DAYS

WALLA WALLA COUNTY
Fairgrounds
& EVENT CENTER

WALLA WALLA COUNTY
Fairgrounds
& EVENT CENTER

WALLA WALLA COUNTY
Fairgrounds & Event Center
HOME OF THE WALLA WALLA FAIR & FRONTIER DAYS

WALLA WALLA COUNTY
Fairgrounds & Event Center
HOME OF THE WALLA WALLA FAIR & FRONTIER DAYS

WALLA WALLA COUNTY
*Fairgrounds &
Event Center*
HOME OF THE WALLA WALLA
FAIR & FRONTIER DAYS

GRAPHIC STANDARDS

LOGO VARIATIONS

WWFairgrounds Logo - Horizontal

WALLA WALLA *Fairgrounds*

HOME OF THE WALLA WALLA FAIR & FRONTIER DAYS

WWFairgrounds Logo - Horizontal white

WALLA WALLA *Fairgrounds*

HOME OF THE WALLA WALLA FAIR & FRONTIER DAYS

WWFairgrounds Logo - Stacked

WALLA WALLA
Fairgrounds

HOME OF THE WALLA WALLA
FAIR & FRONTIER DAYS

WWFairgrounds Logo - Stacked white

WALLA WALLA
Fairgrounds

HOME OF THE WALLA WALLA
FAIR & FRONTIER DAYS

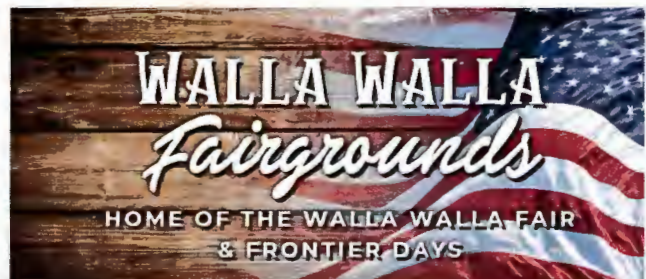
GRAPHIC STANDARDS

RULES FOR LOGO USAGE

Applying a drop shadow is ok to help logo stand out from the background.

Logo **must include** the "Home of.." tagline unless permission given by corporate.

Do not apply an outline to the logo.



Do not skew or stretch the logo

WALLA WALLA *Fairgrounds*

HOME OF THE WALLA WALLA FAIR & FRONTIER DAYS

WALLA WALLA *Fairgrounds*

HOME OF THE WALLA WALLA FAIR & FRONTIER DAYS

GRAPHIC STANDARDS

COLORS AND FONTS

WALLA WALLA

— Countryman “W” stretched 115% vertically

Fairgrounds

— Elevate “Fairgrounds” stretched 68% vertically

HOME OF...

— Montserrat Bold



C 3
M 100
Y 70
K 12

C 1
M 72
Y 100
K 7

C 0
M 32
Y 100
K 0

C 40
M 0
Y 14
K 0

C 84
M 0
Y 18
K 0

PMS 200

PMS 159

PMS 200

PMS 318

PMS 3125

HEX#
CD163F

HEX#
DF6420

HEX#
FDB515

HEX#
94D6DC

HEX#
00B5D1

} Approved
Colors



C 100
M 69
Y 8
K 54

C 100
M 69
Y 8
K 54

C 24
M 79
Y 100
K 73

C 11
M 53
Y 94
K 53

C 6
M 13
Y 41
K 4

PMS 295

PMS 295

PMS 469

PMS 464

PMS 468

HEX#
002D5B

HEX#
002D5B

HEX#
693F23

HEX#
7C4C0F

HEX#
FFF4C3

GRAPHIC STANDARDS

FUTURE LOGO VARIATIONS

WWFC_Logo



WWFC_Logo - Stacked



This logo is not approved (as of 12/01/21) for usage.
Same standards for usage and colors will apply.

a) **Action Agenda Items:**

- 1) Proposal 2022 01-18 DCH-1 Approval to preceptor Dietician Student
- 2) Proposal 2022 01-18 DCH-2 Approval to hire Veteran's Service Officer at a Range 3, Step F
- 3) Proposal 2022 01-18 DCH-3 Approval of 2022 One Tenth of One Percent Mental Health Funding

b) COVID-19 update and miscellaneous



MEMO

Date: January 11, 2022

Proposal ID: 2022 01-18 DCH-1

To: BOCC

From: Nancy Wenzel
Administrative Director

Intent: Gain Approval to Preceptor Dietician Student

Topic: Utah State University Learning Environment

Summary

The Walla Walla County Department of Community was approached to have our Women, Infant and Children (WIC) dietician preceptor a student from the Utah State University. A preceptor is an experienced licensed clinician who supervises students during their clinical rotations. A preceptor role is to help students translate theoretical learning into clinical practice.

Cost

None—student will be shadowing nutritionist in their daily duties.

Funding

N/A

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

N/A

Benefits

Preceptorships benefit all participants: student, client and preceptor. Preceptors shape student's careers by teaching a new generation through unique knowledge and experiences. Students also bring a new sense of enthusiasm and motivation into the workplace which can be inspiring.

Conclusion/Recommendation

Recommend the BOCC approve the learning agreement between Utah State University and Walla Walla County Department of Community Health for a student to start January 19, 2022.

Submitted By

Nancy Wenzel, DCH

____ Approved

Name Department Date

____ Approved with modifications

____ Needs follow up information

____ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

____ Modification

____ Follow Up



DIETETICS PROGRAMS AFFILIATION AGREEMENT

THIS DIETETICS PROGRAMS AFFILIATION AGREEMENT (the "Agreement") is made and entered into as of 1/1/2022 ("Effective Date") between Utah State University ("University"), having an office at 1445 Old Main Hill, Logan, UT 84322 and Walla Walla County Department of Community Health ("Facility"). University and Facility each may be referred to herein as a "Party" or collectively as the "Parties."

WHEREAS, the purpose of this Agreement is to guide and direct the Parties respecting their affiliation, working arrangements, and agreements in furtherance thereof to provide high-quality learning experiences for University's students studying dietetics.

WHEREAS, neither Party intends for this Agreement to alter in any way its respective legal rights or its legal obligations to any third party.

NOW, THEREFORE, in consideration of the mutual covenants and obligations set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Responsibilities of University.

1.1. Student Preparation. The University will use reasonable efforts to prepare students selected for participation ("Participants") in the experiential learning program at the Facility ("Program").

1.2. Education Responsibility. The University will retain general responsibility for the education of Participants. The University will provide the Facility with current copies of curriculum objectives and course descriptions associated with the Program. The University will maintain applicable academic accreditation(s) during the Term. If requested by the Facility, the University will provide credentials and contact information of faculty associated with the Program.

1.3. Confidentiality. The University will advise all Participants assigned to the Facility regarding the confidentiality of Facility's patient/client records and/or information, including confidentiality duties associated with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The University will also advise all Participants that confidentiality duties are ongoing.

1.4. Compliance. The University will advise Participants that they are required to comply with Facility dress codes, rules, regulations, policies, and procedures.

1.5. Performance Evaluations. The University will provide instruction and resources to the Facility's staff with respect to the performance evaluation of all Participants.

1.6. Insurance. The University carries insurance through the State Risk Manager of the State of Utah up to the limits required by the State Risk Manager and applicable law. Nothing in the Agreement shall require the University to carry different or additional insurance, and any obligations of the University contained in the Agreement to name a party as additional insured shall be limited to naming such party as additional insured with respect to University's negligent acts or omissions. The University warrants that its insurance provides: general liability insurance



with limits of \$1,000,000 per occurrence and \$3,000,000 general aggregate; and professional liability insurance for Participants with limits of \$1,000,000 per occurrence and \$3,000,000 aggregate. If requested by the Facility, the University will provide the Facility with a certificate of such insurance.

2. Responsibilities of Facility.

2.1. **Learning Environment.** The Facility has a responsibility to maintain a positive, respectful, and adequately resourced learning environment so that sound educational experiences can occur for Participants. Therefore, the Facility will provide Participants with access to appropriate resources for student education including: a) access to patients/clients at the Facility in an appropriately supervised environment, in which the student can complete the University's curriculum; b) student security badges or other required security access to patient/client care areas; c) access and required training for Participants in the proper use of electronic records or paper charts, as applicable; d) computer access; e) some secure storage space for personal items of student when at the Facility; and f) access to a private break room, if necessary.

2.2. **Responsible for Patients/Clients.** The Facility will retain full responsibility for care of its patients/clients and will maintain administrative and professional supervision of Participants insofar as their presence and Program assignments affect the operation of the Facility and its care, direct and indirect, of patients/clients. The responsibility of the Facility for patient care should not diminish or preclude opportunities for Participants to undertake patient care duties under appropriate supervision.

2.3. **Performance Evaluations.** The Facility will assist the University in the evaluation of the learning and performance of Participants by completing and returning in a timely manner using University-provided evaluation forms.

2.4. **Orientation.** The Facility will provide for the orientation of Participants as to the Facility's rules, regulations, procedures, and policies of the Facility along with any other of Facility's expectations for the Participants.

2.5. **Supervision.** The Facility will provide qualified and competent staff members in adequate number for the instruction and supervision of Participants.

2.6. **Emergency Care.** In the event a student is exposed to an infectious or environmental hazard or other occupational injury (i.e. needle stick) while at the Facility, the Facility will (a) notify the University of such an event and (b) provide such emergency care as is provided its employees, including, where applicable: examination and evaluation by Facility's emergency department or other appropriate facility as soon as possible after the injury; emergency medical care immediately following the injury as necessary; initiation of the HBV, Hepatitis C (HCV), and HIV protocol as necessary; and HIV counseling and appropriate testing as necessary. In the event that Facility does not have the resources to provide such emergency care, Facility will refer such Participants to the nearest emergency facility. The student will be responsible for any charges thus generated.

2.7. **Student Records.** Facility, its employees, agents and representatives shall maintain in confidence student files and personal information and limit access to only those Facility employees or agents with a need to know. The Facility agrees to comply with the Family Educational Rights and Privacy Act ("FERPA"), to the same extent as such laws and regulations apply to the University. For the purposes of this Agreement, pursuant to FERPA,



University hereby designates Facility as a school official with a legitimate educational interest in the educational records of the student(s) who participate in the Program to the extent that access to the records is required by Facility to carry out the Program.

2.8. **Liability Insurance.** If requested by the University, the Facility will provide proof that it maintains liability insurance in commercially reasonable amounts.

2.9. **Claims.** The Facility will provide written notification to the University promptly if a claim arises involving a student.

2.10. **Incidents.** The Facility will resolve any situation in favor of its patients'/clients' welfare. When an incident or problem occurs involving a student, the Facility may restrict or remove the student from the situation or restrict such student to the role of observer until the incident can be resolved by the Facility. The Facility will notify the University's representative if such an action is required.

3. Mutual Responsibilities.

3.1. **Collaboration.** The Parties will work together to maintain a high-quality educational environment where patient/client care is paramount. At the request of either Party, a meeting or conference will promptly be held by the Parties' respective coordinators, as set forth below, to resolve any problems or develop any improvements in the operation of the internship.

University-

Name: Dietetic Internship Director

Phone Number: 435-497-4230

Email: dietetic.internship@usu.edu

Facility-

Name: Becky Hermesen

Phone Number: 509-524-2670

Email: bhermsen@co.walla-walla.wa.us

The contact person within the organization may be changed from time to time as needed by providing the other Party with written notice of the change.

3.2. **Background Checks, Immunizations, and Other Requirements.** If applicable, the Facility shall notify the University of any required criminal background checks, immunizations, drug tests, or any other requirements (i.e. CPR training, fingerprints, food handler permit, physical exam, etc.). When so informed, the University will inform and assist Participants in obtaining the requirements. Unless provided by the Facility, the costs associated with any such requirement will be paid by the student.

3.3. **Student Removal.** The Facility may request the removal of any student whom the Facility determines is not performing in accordance with its applicable administrative and patient care policies, procedures, rules, and/or regulations. Such request must be in writing and must include a statement of the reason or reasons why the Facility desires to have the student removed. The student must be afforded by the University an opportunity to respond in writing to the statements. However, Facility may immediately remove from the premises any student who poses an immediate threat or danger to personnel or to the quality of medical services, or for unprofessional behavior. The Facility will notify the appropriate office of the University if such an action is required. The University may terminate a student's participation when, in its sole discretion, further participation by the student would no longer be appropriate. The University will notify the Facility if such action is required.



3.4. **Expenses.** Expenses incurred for normal activities in accordance with this Agreement shall be covered by the Party incurring the cost, except when otherwise prearranged in writing.

3.5. **Non-Discrimination.** Neither University nor Facility will discriminate in any way based on race, color, religion, sex, national origin, age, genetic information, sexual orientation or gender identity/expression, disability, status as a protected veteran, or any other status protected by local, state, or federal law.

3.6. **Compliance with the Law.** The University and Facility shall comply with all applicable federal and state laws, including FERPA and the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and rules and regulations promulgated thereunder.

4. **Term and Termination.** This Agreement will commence as of the Effective Date and will continue for five (5) years or until terminated. This Agreement may be terminated at any time and for any reason by either Party upon not less than ninety (90) days prior written notice to the other Party. Should notice of termination be given under this Section, Participants scheduled with Facility prior to the termination date will be permitted to complete any previously scheduled Program at Facility.

5. **Employment Disclaimer.** Participation in the Program will not afford Participants status as employees or agents of the Facility or University for any purpose. The Parties agree that Participants will not be entitled to receive any compensation or employment benefits from Facility, including but not limited to, health care or workers' compensation benefits, vacation, sick time, or any other benefit of employment, direct or indirect. Facility will not be required to purchase any form of insurance for the benefit or protection of any student of the University. The Parties agree that in compliance with HIPAA, if a student has access to protected health information of the Facility, then such student shall be considered a member of the Facility's "workforce" as that term is defined by 45 CFR 160.103.

6. **Liability.** Each Party shall be responsible for its own acts and omissions and shall be liable for payment of that portion of any and all claims, liabilities, injuries, suits, and demands and expenses of all kinds that may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by such Party or its employees, agents, or subcontractors, in the performance or omission of any act or responsibility of said Party under this Agreement. Neither Party shall be liable for any special, consequential, lost profit, expectation, punitive or other indirect damages in connection with any claim arising out of or relating to this Agreement, whether grounded in tort (including negligence), strict liability, contract, or otherwise.

7. **Miscellaneous**

7.1. **Choice of Law and Venue.** The Agreement will be governed by the laws of the State of Washington, without regard to conflicts of laws principles. Venue for any lawsuits, claims, or other proceedings between the Parties relating to or arising under the Agreement shall be exclusively in the State of Washington.

7.2. **Government Records and Management Act.** Facility acknowledges that University is a governmental entity subject to the Utah Government Records Access and



Management Act, Utah Code section 63G-2-101 et seq., as amended ("GRAMA"); that certain records within University's possession or control, including without limitation, the Agreement (but not including (i) proprietary software or (ii) materials to which access is limited by the laws of copyright or patent), may be subject to public disclosure; and that University's confidentiality obligations shall be subject in all respects to compliance with GRAMA. Pursuant to Section 63G-2-309 of GRAMA, any confidential information provided to University that Facility believes should be protected from disclosure must be accompanied by a written claim of confidentiality and a concise statement of reasons supporting such claim. Notwithstanding any provision to the contrary in the Agreement, University may disclose any information or record to the extent required by GRAMA or otherwise required by law, and to University's employees, attorneys, accountants, consultants and other representatives on a need to know basis; provided, that such representatives shall be subject to confidentiality obligations no less restrictive than those set forth in the Agreement.

7.3. **Governmental Immunity.** Facility further acknowledges that University is a governmental entity under the Governmental Immunity Act of Utah, Utah Code section 63G-7-101 et seq., as amended (the "Act"). Nothing in the Agreement shall be construed as a waiver by University of any protections, rights, or defenses applicable to University under the Act, including without limitation, the provisions of Section 63G-7-604 regarding limitation of judgments. It is not the intent of University to incur by contract any liability for the operations, acts, or omissions of Facility or any third party and nothing in the Agreement shall be so interpreted or construed. Without limiting the generality of the foregoing, and notwithstanding any provisions to the contrary in the Agreement, any indemnity obligations of University contained in the Agreement are subject to the Act and are further limited only to claims that arise directly and solely from the negligent acts or omissions of University. Any limitation or exclusion of liability or remedies in the Agreement for any damages other than special, indirect or consequential damages, shall be void and unenforceable.

7.4. **Notice.** Any payment, notice, or other communication required or permitted to be given to either party hereto shall be in writing and shall be deemed to have been properly given and effective: (a) on the date of delivery if delivered in person during recipient's normal business hours; or (b) on the date of attempted delivery if delivered by courier, express mail service or first-class mail, registered or certified. Such notice shall be sent or delivered to the respective addresses listed below (which addresses may be updated by providing written notice to the other Party, as needed):

University-
Utah State University Dietetic Internship
920 W. Levoy Dr.
Taylorsville, UT 84123
email: dietetic.internship@usu.edu

Facility-
Walla Walla County Department of
Community Health
314 W. Main
Walla Walla, WA 99362
email: bhermsen@co.walla-walla.wa.us

7.5. **Assignment.** Neither party may assign, transfer, or otherwise dispose of its rights, interests, or duties hereunder, in whole or in part, to any third party without prior written approval from the other Party.



7.6. Relationship of Parties. In assuming and performing the obligations of this Agreement, the Parties are each acting as independent parties, and neither shall be considered or represent itself as a joint venture, partner, agent or employee of the other.

7.7. Amendment and Supplement. Any amendment and/or supplement of this Agreement shall come into force only after a written agreement is signed by both Parties. The amendment and supplement duly executed by both Parties shall be part of this Agreement and shall have the same legal effect as this Agreement.

7.8. Merger. This Agreement embodies the entire understanding of the Parties and supersedes all previous communications, representations, or understandings, either oral or written, between the Parties relating to the subject matter thereof.

7.9. Severability. The provisions of this Agreement are severable, and in the event that any provision of this Agreement shall be determined to be invalid or unenforceable under any controlling body of the law, such invalidity or unenforceability shall not in any way affect the validity or enforceability of the remaining provisions herein.

IN WITNESS THEREOF the Parties have caused this Agreement to be duly executed on their behalf by a duly authorized representative as of the Effective Date set forth above.

UTAH STATE UNIVERSITY

FACILITY

By: 

By: _____

Print Name: Dwight Davis

Print Name: _____

Title: VP Business and Finance

Title: _____

Date: 1-10-2022

Date: _____



MEMO

Date: January 11, 2022

Proposal ID: 2022 01-18 DCH-2

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Gain Approval to Hire Veterans Service Officer at a Range 3, Step F

Topic: Veterans Service Officer

Summary

The Walla Walla County Department of Community Health offered a subcontract to a local entity to manage the Veterans Relief Fund, but that subcontractor decided to not renew their contract at the end of 2019. DCH offered a personal services contract in 2020 to an individual to continue the Veterans Relief Fund work.

The Veterans Relief Advisory Board requested the Veterans Relief Fund work be administered by a county employee since county employees qualify for free training as a Veterans Service Officer. The Board of County Commissioners approved this position in 2021 and DCH recruited for this position.

The employee we have identified to for this position has many years administering the Walla Walla County Veterans Relief Fund and I am asking to start this new employee at a Range 3 Step F. This employee will require no on-boarding into the newly created position, the employee already has a great working relationship with the Veterans Relief Advisory Board and is ready to begin the specialized training to become a certified Veterans Service Officer.

Cost

This position has been budgeted for 2022.

Funding

Fund 112

Alternatives Considered

Offer employment to a candidate with no direct experience in managing this type of fund.

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

N/A

Benefits

This employee will allow a smooth transition from contract work to employee and services for Veterans will not be slowed and continued training should be rapid.

Conclusion/Recommendation

Recommend the BOCC approve hiring Veterans Service Officer at Range 3 Step F.

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

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) 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))

11:30 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))

11:45 COUNTY COMMISSIONERS

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

12:00

RECESS

- 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.