

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, JULY 5, 2022**

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

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

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

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

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

**10:00 A.M. COUNTY COMMISSIONERS**

**Chairman Kimball**

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

- a) Roll call and establish a quorum
- b) Silence cell phones
- c) Approval of agenda
- d) Declarations re: conflict of interest
- e) Pledge of Allegiance
- f) Public comment period (time limitations may be imposed)
- g) Introduction of new county employees (this is scheduled for the first meeting of each month)
- h) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
  - 2) Review vouchers/warrants/electronic payments
- i) **Consent Agenda Items:**
  - 1) Resolution – Minutes of County Commissioners' proceedings for June 27 and 28, 2022
  - 2) Resolution – Cancelling County Commissioners' Sessions of July 18 and 19, 2022
  - 3) Resolution – Approving Addendum to Contract for Indigent Legal Services 2022
  - 4) Payroll action and other forms requiring Board approval
- j) **Action Items:**
  - 1) County vouchers/warrants/electronic payments as follows: 4053252 through 4053258 totaling \$83,138.00 (payroll draws dated June 15, 2022); 4053327 through 4053349 totaling \$1,063,881.83 (June payroll); 4240906 through 4240935 totaling \$1,167,513.77 (benefits and deductions)
- k) Miscellaneous business to come before the Board

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

IN THE MATTER CANCELLING  
COUNTY COMMISSIONERS'  
SESSIONS OF JULY 18 AND  
19, 2022

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RESOLUTION NO. **22**

**WHEREAS**, there is no business to come before the Board of County Commissioners for the week of July 18 – 19, 2022; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the regularly scheduled Board meetings on July 18 and 19, 2022 be cancelled.

**BE IT FURTHER RESOLVED** that the next regular meeting of the Board will be held on July 25, 2022.

*Passed this 5<sup>th</sup> day of July, 2022 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.*

**Attest:**

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

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

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

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

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

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

IN THE MATTER OF ADDENDUM  
TO CONTRACT FOR INDIGENT  
LEGAL SERVICES FOR 2022

RESOLUTION NO. **22**

**WHEREAS**, Walla Walla County is required to provide legal representation for indigent citizens when so determined by the Courts of Jurisdiction on all matters related to District Court criminal matters and Superior Court criminal matters, dependency hearings, mental health hearings, and other such matters before the Courts; and

**WHEREAS**, certain contracts were awarded to various attorneys for year 2022 to provide the above referenced services; and

**WHEREAS**, an agreement was received from the Office of Public Defense related to eligible persons seeking to vacate felony convictions and/or to be re-sentenced pursuant to State v. Blake cases; and

**WHEREAS**, after review an agreement was reached with the following attorneys, Julie Carlson-Straube, Julie Karl, Jamie Lewellyn, Nicholas Holce and Rob Olson, handling said cases and providing representation; and

**WHEREAS**, an Addendum to Contract for Indigent Legal Services 2022 has been executed by the above parties; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve and shall said Addendums to Contract for Indigent Legal Services 2022.

Passed this 5<sup>th</sup> day of July, 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*

**COUNTY COMMISSIONERS (continued)**

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

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

**10:15 COUNTY FAIRGROUNDS**

**Greg Lybeck**

**a) Department update and miscellaneous**



# WALLA WALLA COUNTY *Fairgrounds & Event Center*

Walla Walla County Fairgrounds

Greg Lybeck, CFE  
General Manager

## Walla Walla Board of County Commissioners Department Head Report July 5, 2022

1. Fairgrounds Department Staffing
  - a. We have announced and interviewed for the Events/Exhibitor Coordinator position and have submitted a name to Shelly for approval. We believe this person will be a great addition to our team.
2. Grounds Update:
  - a. Events have slowed up a little from the hectic June schedule. We are still booking our building regularly on Saturdays. Our fourth quarter is filling up and we look forward to hosting many events during that time.
  - b. In September, two weeks after the fair, we are working on booking a big Hispanic horse event in the Expo building and a high school rodeo in the grandstand. We also have both the Pavilion and Community Center booked so that will be a fun weekend for all of us.
3. Walla Walla Fair 2022:
  - a. The staff is working on judges, clerks, and getting awards ready for the fair. Exhibitor camping is almost sold out, we have sold 330 gate passes which is well ahead of 2021, and 78 livestock exhibitor parking passes
  - b. We are following up with our season ticket holders on payments.
  - c. We have been meeting with Express Personnel on our labor needs for this year's fair.
  - d. Parade entries are online and postcards will be going out soon to participants from previous years.
  - e. Our new website has been launched. We are still working on tweaking it as we move forward. It looks good and is a work in progress.
  - f. Meetings have been on going with the sheriff's department, Tri-Cities Monitoring, and our own security in preparations for this year's fair. There are many changes this year, and we will need to spend extra time making sure we have all our bases covered.
  - g. Meeting have been held on our advertising plan for this year. We have a meeting with our advertising firm and the advertising committee to finalize them today.
  - h. The entertainment committee has been meeting and working on the entertainment schedule for this year's fair. We have some great entertainment and want to make sure they are spread out so our fairgoers can see and enjoy all of them.
4. Rodeo Viewing Platforms Project:

- a. Viewing Platform box contracts were sent out last week and another batch of letter are going out for more potential viewing platform buyers.
  - b. Construction is move fast now and with all the steel going up, you really can start to see what our arena will look like when it's all finished. These wrap-around platforms are really going to make the whole rodeo area pop!
  - c. We have commitments for 46 viewing boxes as of June 29<sup>th</sup> and only have 11 left for purchase. We feel good that after we send our next wave of advertising, we will have all of them sold.
5. Fairgrounds Physical Plant Improvement and Maintenance
- a. I have had a walk-through with the contractor who won the Department of Ag grant project. They started this project last week and we will be working with them throughout the project.
  - b. The maintenance staff is working on cleaning up the Lot 6 parking lot. We have debris left over from our surplus sale and material from the demo of the above the chutes seats that needs to go to the dump.
  - c. Because of the late start to summer, we have not had to use irrigation water. Now that summer is here, they are running fast to get all the irrigation turned on. There have been a few construction area breaks that they have need to fix.
  - d. We are behind on our weed spraying but have a plan that will get us caught up.
6. Fair Board:
- a. The next Fair Board meeting will be held July 5th at the fairgrounds in the VIP room. The board will be meeting twice a month until the completion of the fair to make sure we are ready.
  - b. We have submitted three candidates to the BOCC to interview and make a decision on our new Director to fill Charlie Barron's position when his term expires this September.
  - c. Our Fair Board and committees are meeting and being productive.

**10:30 JOINT FINANCIAL UPDATE**

**Karen Martin  
Gordon Heimbigner**

**a) 2022 budget report**



**a) Action Agenda Items:**

- 1) Resolution – Shoreline Master Program Agreement between the State of Washington  
Department of Ecology and Walla Walla County

**b) Department update and miscellaneous**

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

IN THE MATTER OF APPROVING A  
GRANT AGREEMENT FOR A  
SHORELINE MASTER PROGRAM  
UPDATE BETWEEN THE STATE OF  
WASHINGTON DEPARTMENT OF  
ECOLOGY AND WALLA WALLA  
COUNTY

RESOLUTION NO. **22**

**WHEREAS**, RCW 90.58.080 requires Walla Walla County to conduct a periodic review (update) of the Walla Walla County Shoreline Master Program (SMP) on or before June 30, 2022; and

**WHEREAS**, a Shoreline Master Program Grant Agreement between the State of Washington Department of Ecology and Walla Walla County (Agreement No. SEASMP-2123-WWCCDD-00184), has been offered to the county to provide grant funds to assist the County in conducting this mandatory update; and

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

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said Shoreline Master Program Agreement between the State of Washington Department of Ecology and Walla Walla County, and the Chair of the Board of County Commissioners shall sign said agreement in the name of Walla Walla County.

Passed this 5<sup>th</sup> day of July, 2022 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.

Attest:

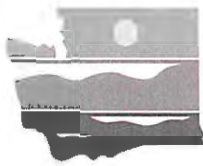
\_\_\_\_\_  
Diane L. Harris, Clerk of the Board

\_\_\_\_\_  
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*



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

**Agreement No. SEASMP-2123-WWCCDD-00184**

**SHORELANDS SHORELINE MASTER PROGRAM AGREEMENT**

**BETWEEN**

**THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY**

**AND**

**WALLA WALLA COUNTY - COMMUNITY DEVELOPMENT DEPARTMENT**

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and Walla Walla County - Community Development Department, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

**GENERAL INFORMATION**

Project Title:	Shoreline Master Program – Periodic Review
Total Cost:	\$84,000.00
Total Eligible Cost:	\$84,000.00
Ecology Share:	\$84,000.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	07/01/2021
The Expiration Date of this Agreement is no later than:	06/30/2023
Project Type:	Periodic Review of the Shoreline Master Program

**Project Short Description:**

The RECIPIENT will conduct a periodic review of the Shoreline Master Program (SMP) that is developed in a manner consistent with requirements of the Shoreline Management Act (SMA), RCW 90.58, and its implementing rules, WAC 173-26, including the Shoreline Master Program Guidelines (SMP Guidelines).

**Project Long Description:**

The purpose of the Shoreline Master Program periodic review is to (a) assure that the master program complies with applicable law and SMP Guidelines in effect at the time of the review, and (b) assure consistency of the master program with the local government's comprehensive plan and development regulations adopted under chapter RCW 36.70A, if applicable. Local governments should also consider amendments needed to address changed circumstances, new information, or improved data.

Agreement No: SEASMP-2123-WWCCDD-00184  
Project Title: Shoreline Master Program – Periodic Review  
Recipient Name: Walla Walla County - Community Development Department

Please note: Beyond the scope of this agreement, the RECIPIENT will continue the SMP formal adoption process as stated in the SMA and WAC 173-26. Work related to these activities and formal adoption by the local governing body is eligible for reimbursement under this grant, provided it is completed by June 30, 2023. The adoption process includes the activities shown below.

1. Complete SEPA review and documentation

Conduct SEPA review pursuant to the State Environmental Policy Act (RCW 43.21C).

2. Provide GMA 60-day notice of intent to adopt

For local governments planning under the Growth Management Act, notify ECOLOGY and the Department of Commerce of intent to adopt the SMP amendment at least 60 days in advance of final local approval, pursuant to RCW 36.70A.106.

3. Hold public hearing

Hold at least one public hearing prior to local adoption of the draft SMP or Findings of Adequacy, consistent with the requirements of WAC 173-26-100 or WAC 173-26-104.

4. Prepare a responsiveness summary

Prepare a summary responding to all comments received during the public hearing and the public comment period. The names and mailing addresses of all interested parties providing comment shall be compiled.

5. Adopt SMP and submit to ECOLOGY

Complete the adoption process for the SMP update under either WAC 173-26-100 or WAC 173-26-104 and submit the locally-adopted Draft SMP amendment or Findings of Adequacy and Periodic Review Checklist to ECOLOGY under WAC 173-26-110.

Overall Goal:

Periodic Review Checklist and final draft SMP amendment or Findings of Adequacy.

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

**RECIPIENT INFORMATION**

Organization Name: Walla Walla County - Community Development Department

Federal Tax ID: 61-6001381

Mailing Address: 310 Poplar St, Ste 200  
Walla Walla, WA 99362

Physical Address: 310 Poplar St, Ste 200

Organization Email: commdev@co.walla-walla.wa.us

**Contacts**

<b>Project Manager</b>	Lauren Prentice Director  310 Poplar St, Ste 200 Walla Walla, Washington 99362 Email: lprentice@co.walla-walla.wa.us Phone: (509) 524-2610
<b>Billing Contact</b>	Lauren Prentice Director  310 Poplar St, Ste 200 Walla Walla, Washington 99362 Email: lprentice@co.walla-walla.wa.us Phone: (509) 524-2610
<b>Authorized Signatory</b>	Lauren Prentice Director  310 Poplar St, Ste 200 Walla Walla, Washington 99362 Email: lprentice@co.walla-walla.wa.us Phone: (509) 524-2610

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

**ECOLOGY INFORMATION**

Mailing Address: Department of Ecology  
Shorelands  
PO BOX 47600  
Olympia, WA 98504-7600

Physical Address: Shorelands  
300 Desmond Drive SE  
Lacey, WA 98503

**Contacts**

<b>Project Manager</b>	Lauren Bromley  4601 N Monroe Street Spokane, Washington 99205-1295 Email: labr461@ecy.wa.gov Phone: (509) 329-3550
<b>Financial Manager</b>	Cindy James  PO Box 47600 Olympia, Washington 98504-7600 Email: cjam461@ecy.wa.gov Phone: (360) 280-8645

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

**SCOPE OF WORK**

Task Number: 1 Task Cost: \$5,000.00

Task Title: 1. Project Oversight: Coordination, Management, and Administration

Task Description:

The RECIPIENT will provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, project management, and project administration.

A. The RECIPIENT will coordinate with ECOLOGY throughout the SMP review process. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance, and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.

B. The RECIPIENT will coordinate with other applicable federal, state and local agencies, neighboring jurisdictions, and Indian tribes as provided in the Guidelines and SMA procedural rules. In addition, the RECIPIENT will consult with other appropriate entities which may have useful information if necessary.

C. The RECIPIENT will conduct project management activities including compliance with state statutes and rules, project scheduling, adherence to the scope of work, timelines, and due dates; request for, and if applicable, conducting the competitive procurement process including preparation of contractor bidding documents, advertisements, and grant monitoring.

D. The RECIPIENT will submit quarterly progress reports and payment requests (PRPRs) with supporting documentation; maintain project records; and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

Task Goal Statement:

Properly manage and fully document the project in accordance with ECOLOGY's grant administration requirements.

Task Expected Outcome:

Timely and complete submittal of requests for reimbursement, quarterly progress reports and recipient closeout report. Properly maintained project documentation.

Recipient Task Coordinator: Lauren Prentice**1. Project Oversight: Coordination, Management, and Administration****Deliverables**

Number	Description	Due Date
1.1	Progress reports are due quarterly.	
1.2	Recipient Close Out Report	06/30/2023

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

**SCOPE OF WORK**

Task Number: 2

Task Cost: \$500.00

Task Title: 2. Secure Consultant Services, If Needed

Task Description:

If applicable, the RECIPIENT will:

## A. Secure qualified consultant services

In accordance with the RECIPIENT or State of Washington procurement procedures, the RECIPIENT will enter into a contract with the selected consultant(s) and prepare a sub agreement in accordance with the scope of work in this agreement.

Task Goal Statement:

To ensure the RECIPIENT has qualified personnel to conduct the scope of this project.

Task Expected Outcome:

If applicable, signed contract and sub-agreement with consultant(s).

Recipient Task Coordinator: Lauren Prentice**2. Secure Consultant Services, If Needed****Deliverables**

Number	Description	Due Date
2.1	Final signed consulting contract. Upload to EAGL per the date in the Deliverable Due Dates form.	
2.2	Update in quarterly progress report.	



Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

**SCOPE OF WORK**

Task Number: 3

Task Cost: \$5,000.00

Task Title: 3. Public Participation

Task Description:

The RECIPIENT will:

**A. Develop a Public Participation Plan**

Prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090. The public participation plan should include applicable local requirements such as planning commission review and formal hearings, as well as applicable state notice requirements.

**B. Conduct public participation activities**

Implement the public participation plan throughout the course of the SMP periodic review process.

Task Goal Statement:

To inform and involve all stakeholders in the SMP periodic review process.

Task Expected Outcome:

Continuous public participation activities throughout the SMP periodic review process.

Recipient Task Coordinator: Lauren Prentice**3. Public Participation****Deliverables**

Number	Description	Due Date
3.1	Public Participation Plan. Upload to EAGL per the date in the Deliverable Due Dates form.	
3.2	Updates of public involvement activities in progress reports.	

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

## SCOPE OF WORK

Task Number: 4

Task Cost: \$68,500.00

Task Title: 4. Review Shoreline Master Program and Draft Revisions, If Needed

### Task Description:

The RECIPIENT will:

#### A. Review the SMP to determine if revisions are needed

1. Review amendments to chapter 90.58 RCW and Ecology rules that have occurred since the Shoreline Master Program was last amended, and determine if local amendments are needed to maintain compliance. Ecology will provide a checklist of legislative and rule amendments to assist local governments with this review.

2. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent with them. Document the consistency analysis to support proposed changes to the Shoreline Master Program or Findings of Adequacy.

3. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.

#### B. Draft revised SMP goals, policies and regulations, or prepare Findings of Adequacy

1. Prepare amended goals and policies or regulations identified through the review process. Use the checklist to identify where in the SMP changes are made to address applicable statutory or regulatory changes.

2. Where the review conducted under Task 4A concludes no changes are necessary, prepare draft Findings of Adequacy.

### Task Goal Statement:

To review the SMP to determine if changes are necessary, and revise the SMP if changes are deemed necessary.

### Task Expected Outcome:

A completed Periodic Review Checklist documenting the initial staff review of the SMP, and either initial draft SMP amendments or draft Findings of Adequacy.

Recipient Task Coordinator: Lauren Prentice

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

**4. Review Shoreline Master Program and Draft Revisions, If Needed****Deliverables**

<b>Number</b>	<b>Description</b>	<b>Due Date</b>
4.1	A Periodic Review Checklist documenting consideration of statutory amendments, and internal consistency review. Upload to EAGL per the date in the Deliverable Due Dates form.	
4.2	Initial draft SMP amendments or Findings of Adequacy and supporting documentation. Upload to EAGL per the date in the Deliverable Due Dates form.	

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

**SCOPE OF WORK**

Task Number: 5

**Task Cost: \$5,000.00**

Task Title: 5. Final Draft SMP or Findings of Adequacy

Task Description:

The RECIPIENT will:

**A. Conduct public review process**

Conduct a local public review process for the proposed Shoreline Master Program as provided in the SMA and WAC 173-26. Where amendments to the SMP are proposed they shall contain applicable shoreline goals, policies, or regulations with copies of any provisions adopted by reference. Where no changes are needed, the local process will include a formal Findings of Adequacy.

**B. Assemble final draft amendment or Findings of Adequacy**

Assemble a complete SMP final draft amendment in preparation for review and approval by the local jurisdictional governing body. Where the review determines that no changes are needed, the Recipient will prepare a formal Findings of Adequacy.

Task Goal Statement:

Complete a Shoreline Master Program final draft amendment or Findings of Adequacy.

Task Expected Outcome:

A Shoreline Master Program final draft amendment or Findings of Adequacy.

Recipient Task Coordinator: Lauren Prentice**5. Final Draft SMP or Findings of Adequacy****Deliverables**

Number	Description	Due Date
5.1	Updates of public review process activities in progress report.	
5.2	Submit an SMP final draft amendment or Findings of Adequacy, with relevant supporting documentation and a complete Periodic Review checklist. Upload to EAGL per the date in the Deliverable Due Dates form.	

Agreement No: SEASMP-2123-WWCCDD-00184  
 Project Title: Shoreline Master Program – Periodic Review  
 Recipient Name: Walla Walla County - Community Development Department

**BUDGET****Funding Distribution EG220640**

**NOTE:** *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: Model Toxic Control Operating Account (MTCOA) Funding Type: Grant  
 Funding Effective Date: 07/01/2021 Funding Expiration Date: 06/30/2023

**Funding Source:**

Title: Model Toxics Control Operating Account (MTCOA)

Fund: FD

Type: State

Funding Source %: 100%

Description: Model Toxics Control Operating Account (MTCOA)

Approved Indirect Costs Rate: Approved State Indirect Rate: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

<b>Model Toxic Control Operating Account (MTCOA)</b>	<b>Task Total</b>
1. Project Oversight: Coordination, Management, and Administration	\$ 5,000.00
2. Secure Consultant Services, If Needed	\$ 500.00
3. Public Participation	\$ 5,000.00
4. Review Shoreline Master Program and Draft Revisions, If Needed	\$ 68,500.00
5. Final Draft SMP or Findings of Adequacy	\$ 5,000.00

**Total: \$ 84,000.00**

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

**Funding Distribution Summary****Recipient / Ecology Share**

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Model Toxic Control Operating Account (MTCOA)	0.00 %	\$ 0.00	\$ 84,000.00	\$ 84,000.00
<b>Total</b>		<b>\$ 0.00</b>	<b>\$ 84,000.00</b>	<b>\$ 84,000.00</b>

**AGREEMENT SPECIFIC TERMS AND CONDITIONS**

N/A

**SPECIAL TERMS AND CONDITIONS**

Deliverable Due Date Form:

The RECIPIENT will negotiate the task deliverable due dates with the ECOLOGY Project Manager, and the ECOLOGY Project Manager will enter the information in the Deliverable Due Date EAGL form. The RECIPIENT will keep track of these due dates, and will note any date changes on the quarterly progress reports. The Deliverable Due Date form can be found on the Application Menu - Forms page in EAGL. (Note: This form does not automatically print out with the agreement.)

**GENERAL FEDERAL CONDITIONS**

**If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.**

**A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY****EXCLUSION:**

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled

Agreement No: SEASMP-2123-WWCCDD-00184

Project Title: Shoreline Master Program – Periodic Review

Recipient Name: Walla Walla County - Community Development Department

“CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

#### **B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:**

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in [www.sam.gov](http://www.sam.gov) <http://www.sam.gov> within 30 days of agreement signature. The FFATA information will be available to the public at [www.usaspending.gov](http://www.usaspending.gov) <http://www.usaspending.gov>.

For more details on FFATA requirements, see [www.fsrs.gov](http://www.fsrs.gov) <http://www.fsrs.gov>.

#### **C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:**

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](http://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf) <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE

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Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management (SAM) <<https://sam.gov/SAM/>> exclusion list.



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## GENERAL TERMS AND CONDITIONS

### Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

#### GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

06/24/2021 Version

#### 1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

#### 2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

#### 3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

#### 4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
  - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
  - \* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
  - For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

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b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
  - Make the IDP readily available to anyone working at the project site.
  - Discuss the IDP with staff, volunteers, and contractors working at the project site.
  - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

## 5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

## 6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

## 7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov).
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
- j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and

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other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

#### 8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

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

#### 9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

#### 10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

#### 11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review. The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such

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decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

## 12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

## 13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

## 14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

## 15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

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## 16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

## 17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

## 18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

## 19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

## 20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to

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ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.

b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.

c) RECIPIENT shall use ECOLOGY's provided progress report format.

d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.

e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines.

RECIPIENT shall use the ECOLOGY provided closeout report format.

## 21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.

b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

## 22. RECORDS, AUDITS, AND INSPECTIONS

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RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
  - b) Be kept in a common file to facilitate audits and inspections.
  - c) Clearly indicate total receipts and expenditures related to this Agreement.
  - d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.
- RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

## 23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

## 24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

## 25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

## 26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

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## 27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

## 28. TERMINATION

### a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**Failure to Commence Work.** ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

**Non-Performance.** The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

### b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**Non-Allocation of Funds.** ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.



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If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions



## Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / S09-S24-2610 Main

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To: Board of County Commissioners  
From: Lauren Prentice, Director  
Date Prepared: June 28, 2022  
RE: Proposed Grant Agreement SEASMP-2123-WWCCDD-00184 – grant agreement with Department of Ecology for mandatory Shoreline Master Program (SMP) Update (periodic review)

### **Intent**

Approval of a grant agreement between Walla Walla County and Department of Ecology for \$84,000 to complete mandatory Shoreline Master Program periodic review.

### **Attachments**

- A. Proposed grant agreement

### **Background**

Walla Walla County is required under State regulations to complete a periodic review of the Shoreline Master Program (SMP). The SMP was last updated in 2019. This update was the first since the plan was originally adopted in the 1970's, which was a substantial effort. The current update is expected to be much narrower in scope. The purpose of the periodic review is to assure that the plan complies with applicable state law and guidelines and with the County's Comprehensive Plan and development regulations. Additionally, the County should consider amendments, needed to address changed circumstances or new information, if any. The County has been awarded a grant of \$84,000 to cover some of the work associated with this update.

### **Policy Impact**

This grant will assist the County in completing the mandatory SMP periodic review.

### **Cost and Source of Funding**

The agreement will provide the County with \$84,000 in funding to complete this project. If the grant is not accepted, the project would have to be funded in full by the County.

### **Disposition:**

- ☐ Approved
- ☐ Approved with modifications
- ☐ Needs follow up information
- ☐ Denied

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BOCC Chairman

Date



## Walla Walla County Community Development Department

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

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To: Board of County Commissioners  
From: Lauren Prentice, Director  
Agenda Date: July 5, 2022  
Prepared: June 29, 2022  
RE: Monthly Community Development Department Update

### Building/Fire

The following 69 building and fire permits were approved during the last month.

- Three of these were for new dwelling units (2 primary residences and an ADU), the average review time for these permits was 23 days.
- 39 of these were over-the-counter (OTC) permits; the average review time for these is 0 days, meaning received and issued the same day.
- In addition to the building OTC permits, we also issued 34 residential burn permits. These are also prioritized and typically issued the same day.

Permit #	Date Applied	Date Approved	Days	Address	Description
B22-0170	5/4/2022	5/31/2022	27	498 BLALOCK DR	480 sf Enclosed Pole Building
B22-0179	5/11/2022	5/31/2022	20	7526 BRITTON RD	53,000 sf Engineered Building for Potato Storage
B22-0183	5/12/2022	5/31/2022	19	7497 W HIGHWAY 124	53,000 sq ft Engineered Building for Potato Storage
B22-0187	5/18/2022	5/31/2022	13	59 PONDEROSA CT	Inground Heated Pool
B22-0206	5/26/2022	5/31/2022	5	13979 DODD RD	356 sf Pumphouse Structure for New Hot Water Tank
B22-0213	5/31/2022	5/31/2022	0	1319 BARLEEN DR	Replace furnace & AC
B22-0214	5/31/2022	5/31/2022	0	1125 SCHOOL AVE	Reroof Residence 30 sq w/tear-off
B22-0152	4/25/2022	6/2/2022	38	225 E MAPLE ST	2610 sf Residence, 400 sf Covered P/P, 678 sf Garage
B22-0216	6/2/2022	6/2/2022	0	98 BIRDS EYE VIEW	Re-roof residence, 16sq w/ tear-off south side of house
B22-0217	6/2/2022	6/3/2022	1	2201 COYLE LN	Re-roof Residence, 39 sq w/tear-off
B22-0218	6/2/2022	6/3/2022	1	26820 ICE HARBOR DR	Re-roof Residence, 35 sq w/tear-off & potential replace OSB
B22-0096	3/11/2022	6/6/2022	87	104 TERI RD	Convert existing Garage into 960 sf ADU
B22-0220	6/6/2022	6/6/2022	0	1719 OLD MILTON HWY	Re-roof outbuilding, 7 sq, with tear-off
B22-0129	4/13/2022	6/7/2022	55	116 QUAIL LN	In-ground Vinyl lined Pool

B22-0227	6/7/2022	6/7/2022	0	202 A ST	Re-roof Commercial, 22 sq w/tear-off
B22-0228	6/7/2022	6/7/2022	0	550 E CESSNA AVE	Re-roof Commercial, 35 sq w/tear-off
B22-0229	6/7/2022	6/7/2022	0	1549 TAUMARSON RD	Re-roof garage/shop, 16 sq w/tear-off
B22-0221	6/6/2022	6/8/2022	2	5323 COTTONWOOD RD	1200 sf Special Event Tent 06/09-6/13/2022
B22-0230	6/7/2022	6/8/2022	1	358 BLUE CREEK RD	Re-roof Residence, 23 sq w/tear-off
B22-0233	6/8/2022	6/8/2022	0	350 C ST	Re-roof Commercial, 18 sq w/tear-off
B22-0234	6/9/2022	6/9/2022	0	2142 SCHOOL AVE	Re-roof Residence, 60 sq w/tear-off
B22-0235	6/10/2022	6/10/2022	0	824 ANKENY ST	Re-roof Residence, 25 sq w/tear-off
B21-0116	3/15/2021	6/13/2022	455	133 W FAIRCHILD AVE	17,000 sf Snow Removal Equip Building
B22-0150	4/22/2022	6/13/2022	52	155 MORNINGSTAR LN	2160 sf Enclosed Pole Bldg
B22-0180	5/15/2022	6/13/2022	29	2229 SCHOOL AVE	1800 sf Enclosed Pole Bldg w/200 sf "lean to"
B22-0185	5/17/2022	6/13/2022	27	1011 ANKENY ST	Interior Remodel, Add Master Bdrm & Bath Suite in Attic
B22-0189	5/19/2022	6/13/2022	25	1060 MOJONNIER RD	Remodel 2 bathrooms
B22-0190	5/19/2022	6/13/2022	25	96 RANSOM RD	272 sf Cover over Existing Patio
B22-0193	5/22/2022	6/13/2022	22	2384 RIDGEVIEW RD	In-ground Pool
B22-0236	6/13/2022	6/13/2022	0	1323 TAUMARSON RD	Re-roof Residence 31 sq w/tear-off
B22-0156	4/25/2022	6/14/2022	50	104 BERGEVIN SPRINGS PL	305 sf Addition to Master Bedroom
B22-0207	5/26/2022	6/14/2022	19	443 NW EVANS AVE	360 kW Roof Mount Solar Array
B22-0238	6/14/2022	6/14/2022	0	1050 MERLOT DR	2400 sf Special Event Tent 06-16 thru 06-19-2022
B22-0204	5/25/2022	6/15/2022	21	965 W SUNSET DR	960 sf Enclosed Pole Building
B22-0212	5/31/2022	6/15/2022	15	86 PONDEROSA CT	In-ground Heated Pool
B22-0240	6/15/2022	6/15/2022	0	1376 W WHITMAN DR	Re-roof Residence, 12 sq w/tear-off
B22-0241	6/16/2022	6/16/2022	0	4024 OLD MILTON HWY	Replace Heat Pump & Air Handler
B22-0242	6/16/2022	6/16/2022	0	132 RUSSET RD	Residence Gas Furnace & Air Conditioner Replacement
B22-0243	6/16/2022	6/17/2022	1	259 WESTBOURNE LOOP	Re-roof Residence, 59 sq w/tear-off
B22-0244	6/16/2022	6/17/2022	1	1122 W SUNSET DR	Re-roof Residence, 27 sq w/tear-off
B22-0245	6/17/2022	6/17/2022	0	20 ROME ST	Siding <2000 sf & replace 6 windows



B22-0250	6/20/2022	6/20/2022	0	4290 TOUCHET NORTH RD	Replace Heat Pump & Air Handler in Residence
B22-0251	6/20/2022	6/20/2022	0	788 WALLULA AVE	Demo existing 320 sf Barn
B22-0253	6/20/2022	6/20/2022	0	350 B ST	Re-roof Commercial, 18 sq w/tear-off
B22-0058	2/23/2022	6/21/2022	118	3853 POWER LINE RD	5770 sf Pre-eng Metal Bldg for Office, Barrel & Case Storage
B22-0254	6/21/2022	6/21/2022	0	121 S GOSE ST	Re-roof Residence, 30 sq w/tear-off
B22-0255	6/21/2022	6/21/2022	0	162 JILL MARIE ST	Re-roof Residence, 30 sq w/tear-off
B22-0198	5/24/2022	6/22/2022	29	225 VINEYARD LN	2-4680 sf Structures & 1720 sf Covered Crush Pad
B22-0256	6/22/2022	6/22/2022	0	230 BUNCHGRASS LN	Re-roof Residence, 10 sq w/tear-off
B22-0257	6/22/2022	6/22/2022	0	2156 HALF ACRE LN	Replace gas furnace & 3 ton A/C
B22-0258	6/22/2022	6/22/2022	0	2127 SCHOOL AVE	Gas piping & ducting to relocate existing furnace
B22-0259	6/22/2022	6/22/2022	0	2632 S WILBUR AVE	Installation of mini split with 2 heads
B22-0260	6/22/2022	6/22/2022	0	1350 MOJONNIER RD	Re-roof Residence, 43 sq w/tear-off
B22-0261	6/22/2022	6/22/2022	0	170 YORK ST	Replace heat pump & air handler
B22-0219	6/3/2022	6/23/2022	20	1724 STATELINE RD	14' x 28' Inground Pool
B22-0225	6/6/2022	6/23/2022	17	98 BIRDS EYE VIEW	20 kW Roof Mount Solar Array
B22-0262	6/23/2022	6/23/2022	0	550 C ST	Re-roof Commercial, 18 sq w/tear-off
B22-0215	5/31/2022	6/24/2022	24	1026 LOCHER RD	6400 sf Shop
B22-0232	6/8/2022	6/24/2022	16	3165 HANSON LOOP	98 sf add'n to Laundry Rm, Add 417 sf Covered Patio
B22-0239	6/14/2022	6/24/2022	10	1339 BRYANT AVE APT A	660 sf ADU, 660 sf Gar, 36 sf Cov Deck, Remodel - see notes
B22-0263	6/23/2022	6/24/2022	1	1546 LAST CHANCE RD	Replace Heat Pump & Air Handler
B22-0265	6/24/2022	6/24/2022	0	168 RANSOM RD	Install Gas Furnace, Piping & A/C
B22-0267	6/24/2022	6/24/2022	0	3115 BRISBANE ST	Install New Gas Furnace & Heat Pump
B22-0272	6/27/2022	6/27/2022	0	551 LOCKHEED AVE	Re-roof Commercial, 45 sq w/tear-off
B22-0223	6/6/2022	6/28/2022	22	39 NW EVANS AVE	2584 Residence, 104 sf Cov Porch, 864 sf Garage
B22-0274	6/28/2022	6/28/2022	0	309 RAY BLVD	Replace A/C & Air Handler
B22-0275	6/29/2022	6/29/2022	0	1696 CORKRUM RD	Replace heat pump & air handler
B22-0276	6/29/2022	6/29/2022	0	2335 WAINWRIGHT PL	Relocate house piping to new meter location

B22-0277	6/29/2022	6/29/2022	0	443 NW EVANS AVE	Re-roof Residence, 8 sq w/tear-off
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### ***New Applications***

100 building and fire permit applications were submitted in the last month; 51 of the new applications have been approved.

We received 11 Fireworks Stand applications for the July 4<sup>th</sup> holiday. These will be inspected before opening on July 1.

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

The following building/fire permits applications are currently under review. Some of these are undergoing first plan reviews, some of them are on second or later reviews. The Date Complete is the date that the application was determined to be complete for review (i.e. the Determination of Completeness and the date that the intake/screening review was done).

66 building and fire permit applications not listed here are open but on hold pending information or action by the applicant.

Permit #	Date Complete	Address	Description	Permit Type
B21-0481	09/17/2021	30 BIRDSEYE VIEW	1963 sf Residence, 781 sf Covered Porch, 1210 sf Garage	1 FAM RESIDENCE
B21-0492	09/23/2021	396 GRAIN TERMINAL RD	20,000 sf Storage Building	NEW COMMERCIAL BLDG
B22-0224	06/06/2022	258 GALLANT RD	4752 sf Enclosed Pole Building	POLE BUILDING
B22-0226	06/06/2022	1442 WHITELEY RD	Grading for driveway, grub off vegetation, & grade 2 humps	GRADING
B22-0231	06/07/2022	8136 OLD HWY 12	Install Arched Entry Sign	SIGN
B22-0246	06/19/2022	1319 BARLEEN DR	Interior remodel - add Bathroom	ADDITION REMODEL
B22-0248	06/19/2022	388 RUSSET RD	2312 sf Res, 208 sf Cov P/D, 736 sf Uncov D, 560 sf Gar	1 FAM RESIDENCE
B22-0249	06/19/2022	1442 WHITELEY RD	3848 sf Res, 1401 sf Cov P, 1555 sf Gar, 405 sf Access Str	1 FAM RESIDENCE
B22-0252	06/20/2022	788 WALLULA AVE	1200 sf Enclosed Pole Bldg	POLE BUILDING
B22-0264	06/23/2022	116 QUAIL LN	Remodel existing bathroom & add new bathroom	ADDITION REMODEL
B22-0266	06/24/2022	1056 S CAMPBELL RD	1080 sf Enclosed Pole Bldg	POLE BUILDING
B22-0268	06/24/2022	4950 RUSSELL CREEK RD	3157 sf Residence, 680 sf Covered Porch, 844 sf Garage	1 FAM RESIDENCE
B22-0269	06/24/2022	1590 WALLULA AVE	2880 sf Enclosed Pole Building w/400 sf open Lean To	POLE BUILDING
B22-0271	06/24/2022	370 MCNARY RIDGE RD	55 sf Kitchen Add'n, 100 sf Entry Add'n, Interior Remodel	ADDITION REMODEL
F22-0005	06/20/2022	LILAC CT	Fire Sprinkler System for New Residence	FIRE

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

1. 12 hours of System Administration and Report Writing training.
2. Currently waiting for Paymentus kick-off meeting; provided initial information/records to them on June 28.
3. Still testing and working through issues with Central Square in Pre-Production Environment.

### **Technical Review Committee/Preapplication Meetings**

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

June 8, 2022

1. PRE22-034: Anderson Perry & Associates/Port of Walla Walla; proposal to subdivide property at 232 Railex Road.
2. PRE22-035: proposal to divide 53.26-acres into 5-acre lots at 2794 Mill Creek Road. Also discussed bridge requirements.

June 15, 2022

1. PRE22-033: proposal to operate an intermodal facility at 627 Railex Road.
2. PRE22-036: proposal for private airpark and 29-lot cluster subdivision at 8680 W. Highway 12. Previously met on this project in 2021.

June 29, 2022

1. PRE22-037: Eternal Winery, proposal to establish Type 1 Winery at 6931 Old Highway 12. Interested in lodging uses as well as wine production and tasting.

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

The following planning applications were approved in June.

1. ADU22-003: New detached accessory dwelling unit at 105 Videll Lane.
2. ADU22-004: New detached accessory dwelling unit and garage at 3312 Blue Creek Road.
3. ADU22-007: New detached accessory dwelling unit at 4746 Stateline Road.
4. SUB20-009/CAP20-029: Preliminary Short Plat and Critical Areas Review for 2-lot Wegner Short Plat at 428 S. Hussey.
5. CAP21-027: Critical Areas Review for new shop within/adjacent to geologically hazardous areas on Struthers Road.
6. SUB22-002/CAP22-003: Preliminary Short Plat and Critical Areas Review for 3-lot Preso Short Plat at 3668 Pranger Road.
7. CAP22-012: Critical Areas Review for pole building project at 155 Morningstar Lane within mapped habitat for birds of prey.
8. CUP22-002/WP22-001: Conditional use permit and winery permit issued by Hearing Examiner for Doubleback Winery expansion at 3853 Powerline Road (Type 2 Winery).

9. CUP22-003/WP22-002: Conditional use permit and winery permit issued by Hearing Examiner for Walla Walla Vintners expansion at 225 Vineyard Lane (Type 2 Winery).
10. SEPA22-001: SEPA Environmental Review for new wireless communications facility (WCF) by Weis Towers for Lamar Road Tower (height variance under review).
11. SEPA22-003: SEPA Environmental Review for new wireless communications facility (WCF) by Weis Towers for Mill Creek Road tower (height variance under review).
12. SEPA22-007: SEPA Environmental Review for new wireless communications facility (WCF) by Weis Towers for new Prescott West Tower on E. Highway 124 (height variance under review).
13. SEPA22-008: SEPA Environmental Review for Doubleback Winery Type 2 Bed and Breakfast proposal at 3853 Powerline Road (conditional use permit pending).
14. SEPA22-017: SEPA Environmental Review for Mud Creek Large Lot Subdivision.
15. SUB22-003: 2-lot Preliminary Short Plat for JR Simplot Company at 4271 E. Humorist Road.

The Hearing Examiner conducted four public hearings for Type 3 applications on June 23; these decisions are expected to be issued in July. There will be no July Hearing Examiner agenda. We have four more applications that are still under review, but none of them are ready for a public hearing. Expect that some of them will be heard in August.

1. VAR22-001 Lamar Road Wireless Communication Facility – Proposal to construct a wireless communication facility (cell phone tower) of approximately 190-feet in height. The site is addressed as 4741 W Highway 124, Prescott, WA 99348 (APN 341032410003), in the Primary Agriculture 40 zoning district.
2. VAR22-002 Mill Creek Road Wireless Communication Facility – Proposal to construct a wireless communication facility (cell phone tower) of approximately 190-feet in height. Site located at 6003 Mill Creek Road, Walla Walla, WA 99362 (APN 370723340008), in the Rural Remote 40 zoning district.
3. VAR22-003 Prescott West Wireless Communication Facility – Proposal to construct a wireless communication facility (cell phone tower) of approximately 190-feet in height. The site is addressed as 7985 E Highway 124, Prescott, WA 99348 (APN 361033110013), in the Primary Agriculture 40 zoning district.
4. CUP22-006 Doubleback Winery Bed and Breakfast, Type II – Proposal to construct a Type II Bed and Breakfast with one Owner/Operator and two guest units. Site located at 3853 Powerline Road, Walla Walla (APN 360609140001), in the General Agriculture 20 zoning district.



### **Code Enforcement**

The following are large scale lengthy cases which have been closed this year. Each property has been brought into compliance with Walla Walla County Code. Most of these are located in Burbank and Wallula.

Case	Address	Opened	Closed
C18-0074	253 Pearmain Avenue	8/14/2018	2/2/2022
C19-0019	6 Columbia Road	4/16/2019	6/21/2022
C19-0083	539 W. Sunset Drive	8/2/2019	5/17/2022
C19-0109	65 Main Street, Burbank	9/17/2019	6/21/2022
C20-035	26 Off Place, Burbank	7/6/2020	6/21/2022

There is one older case, C17-0098 (the corner of Stateline Road and Carter Lane) where we have seen recent progress. This case has been open since 11/3/2017. With Judge Hedine's assistance, we are starting to make some significant progress with the property owner towards compliance.

Thus far, we have opened 37 cases this year and closed 31 cases. In June, we opened 12 cases; two of these have already been closed.

### **Miscellaneous**

1. Interviewed two candidates on June 27 and 28 for building professional services (consultant, on-call plan review). In the process of reviewing, expect to come to the BOCC in July with recommendation.
2. Issued an RFP to find a consultant to assist with Shoreline Master Program Periodic Review; deadline is Friday, July 15.
3. Attended Voluntary Stewardship Program (VSP) meeting on June 7.
4. Hosted a hybrid Public Information Meeting on June 13 for ZCA21-001, zoning code text amendment proposal by Yellowhawk Resort.
5. On June 22, Permit Coordinator, Senior Administrative Assistant, and I participated in Public Sector Customer Service webinar hosted by WCRP.
6. Met with PWD staff on June 20 regarding Greenville Quarry permitting.
7. Met with Environmental Health staff on June 23 to discuss permitting/reviews and application requirements.
8. On June 23 I participated in call for Project 67, the SunCap Property Group proposal for a finished food product distribution facility in the Burbank Business Park. Site Development Permit and SEPA Environmental Review have been on hold since shortly after received in April. Call facilitated by Port of Walla Walla staff. Answered questions about requested plans/information and code requirements.
9. Planning Commission will be meeting on July 6.
10. Met with Planning Commission Vice Chairman on June 9.

### Citizen Complaints and Reports/Inquiries

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

Issue	Title	Status	Nature/Type	Category	Issue Address	Created Date	Created Via
CRM22-000149	Overgrowth of vegetation	Case Closed	WEEDS	Nuisance	39 NW EVANS AVE	06/01/2022	Phone
CRM22-000150	Illegal business	Complaint Verified	ILLEGAL BUSINESS	General	78 MOONLIGHT DR	06/01/2022	Phone
INQ22-000154	DIVIDE PROPERTY	Responded	CITIZEN INQUIRY	Planning	16334 W HIGHWAY 12	06/02/2022	Phone
INQ22-000155	Retire Mobile Home for Lending	Responded	CITIZEN INQUIRY	Planning	26 OFF PL	06/02/2022	Phone
INQ22-000151	Shop built in fire turnaround land	Report Received	CITIZEN INQUIRY	Planning	13255 W HIGHWAY 12	06/02/2022	Phone
INQ22-000152	New home on west side of East Branch of Little Walla Walla River	Responded	CITIZEN INQUIRY	Planning	OLD MILTON HWY	06/02/2022	Email
INQ22-000153	Save old house	Responded	CITIZEN INQUIRY	Planning	2779 FROG HOLLOW RD	06/02/2022	Phone
CRM22-000156	Too Many Pigs	Void	ANIMALS (NUMBER, TYPE ALLOWED)	General	1581 RESER RD	06/07/2022	Email
CRM22-000157	Too Many Pigs	Complaint Verified	ANIMALS (NUMBER, TYPE ALLOWED)	General	1581 RESER RD	06/07/2022	Email
CRM22-000158	BUILDING CLOSE TO PROP LINE @ 1436 AUBREE LN	Case Closed	BUILDING CLOSE TO PROP LINE	Building	1436 AUBREE LN	06/07/2022	CRM Web Report
INQ22-000159	ADU Feasibility	Report Received	CITIZEN INQUIRY	Planning	1427 MONROE ST	06/08/2022	Phone
INQ22-000160	Wedding or Event Venue	Responded	CITIZEN INQUIRY	Planning	1051 SUN HARBOR DR	06/09/2022	Phone
INQ22-000161	RV park or Storage Units	Responded	CITIZEN INQUIRY	Planning	3534 STATELINE RD	06/09/2022	Phone
INQ22-000162		Responded	CITIZEN INQUIRY	Planning	229 KOOSKOOSKIE RD	06/10/2022	Phone
INQ22-000163	BLA or Cluster Short Plat for lot South of Clodius Rd	Under Investigation	CITIZEN INQUIRY	Planning	2444 WAGGONER RD	06/13/2022	Phone
INQ22-000164	Buildable lot?	Responded	CITIZEN INQUIRY	Planning		06/13/2022	Phone
INQ22-000165	is it developable?	Responded	CITIZEN INQUIRY	Planning	229 KOOSKOOSKIE RD	06/14/2022	Email
CRM22-000166	OTHER @ unknown	Case Closed	OTHER	General	unknown	06/15/2022	CRM Web Report
CRM22-000167	Overgrown Vegetation	Case Closed	WEEDS	Nuisance	880 RESER RD	06/15/2022	Phone
CRM22-000168	Overgrown Vegetation	Complaint Verified	WEEDS	Nuisance	828 RESER RD	06/15/2022	Phone

CRM22-000169	JLD	Duplicate Complaint	GARBAGE ON PRIVATE PROPERTY	Nuisance	828 RESER RD	06/15/2022	Phone
CRM22-000170	JLD	Complaint Verified	GARBAGE ON PRIVATE PROPERTY	Building	158 LARGENT RD	06/15/2022	Email
CRM22-000171	OTHER @ 5526 MILL CREEK RD	Case Closed	OTHER	General	5526 MILL CREEK RD	06/15/2022	CRM Web Report
CRM22-000172	ILLEGAL BUSINESS @ 26991 ICE HARBOR DR	Duplicate Complaint	ILLEGAL BUSINESS	Planning	26991 ICE HARBOR DR	06/17/2022	CRM Web Report
CRM22-000173	Illegal Burning	Complaint Verified	RESIDENTIAL OUTDOOR BURNING	Building	329 COUNTY RD #448	06/20/2022	Email
CRM22-000174	Overgrown Vegetation	Complaint Verified	WEEDS	Nuisance	357 HARRISON RD	06/21/2022	Phone
CRM22-000175	OTHER @ 8683 MILL CREEK RD	Report Received	OTHER	Building	8683 MILL CREEK RD	06/21/2022	CRM Web Report
CRM22-000176	Overgrown Pasture / Weeds	Complaint Verified	WEEDS	Nuisance	963 RESER RD	06/22/2022	Email
INQ22-000177	Alter Access Easements across/serving lots 310930550023, 310930550028, 310930550027, 310930550024,...	Under Investigation	CITIZEN INQUIRY	Planning	313 ERDMAN LN	06/24/2022	Email
INQ22-000178	What would be required to build a bridge over Lyon's Creek	Responded	CITIZEN INQUIRY	Planning		06/24/2022	Phone
CRM22-000179	OTHER @ Unknown	Complaint Unsubstantiated	OTHER	Building	Unknown	06/24/2022	CRM Web Report
INQ22-000180	Replace existing cabin	Responded	CITIZEN INQUIRY	Planning	229 KOOSKOOSKIE RD	06/27/2022	Phone
CRM22-000181	Overgrown Vegetation	Complaint Verified	WEEDS	Nuisance		06/27/2022	Email
CRM22-000182	Weeds	Complaint Verified	WEEDS	Nuisance	2330 DELL AVE	06/28/2022	Phone
CRM22-000183	Too Many Animals	Complaint Verified	ANIMALS (NUMBER, TYPE ALLOWED)	Nuisance	1088 W SUNSET DR	06/28/2022	Mail/Drop-box
INQ22-000184	Location of Easements for Cable	Report Received	CITIZEN INQUIRY	Planning	MOJONNIER RD	06/28/2022	Phone
INQ22-000185	Cistern Water For House	Report Received	CITIZEN INQUIRY	Planning	8189 LEWIS PEAK RD	06/28/2022	Phone

**a) Action Agenda Items:**

- 1) Approval of Investment Grade Audit Addendum #3, Agreement #2021-007A(3) re Phase 6 Investment Grade Audit – Addendum #3, Courthouse Envelope
- 2) Approval of Investment Grade Audit Proposal Agreement re Phase 6B Investment Grade Audit Proposal – Public Works locations (Navion, Dell Avenue, Waitsburg)
- 3) Approval of Investment Grade Audit Proposal Agreement re Phase 7 Investment Grade Audit Proposal – New Emergency Operations Center (EOC) Location

**b) Department update and miscellaneous**

## Walla Walla County Facilities Department

310 W Poplar St, Walla Walla, WA 99362

Update July 5<sup>th</sup>, 2022

### Maintenance:

-Maintenance and grounds teams are working to get the irrigation sprinklers up and running.

### Custodial

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

### Grounds

-Grounds team is working to get the sprinkler system up and running

-Trimming of grass, bushes and trees is continuing.

### Facilities:

-Breakers for the new electric room are in. Transfer of loading from basement electrical panels in to the new electric room has begun.

-Old Jail Demo has begun. The demo team is working to clear out everything from the interior.

**11:15 COUNTY SHERIFF**

**Mark Crider**

**a) Office update and miscellaneous**

**11:30 COUNTY COMMISSIONERS**

- a) Executive session re personnel (pursuant to RCW 42.30.110(g)), to complete employee personnel evaluations

**12:00 RECESS**

**1:15 COUNTY COMMISSIONERS**

- a)** Interview applicant for previously publicized opening on the Walla Walla County Rural Library District Board of Trustees
- b)** Miscellaneous or unfinished business to come before the Board



**1:30 PUBLIC WORKS DEPARTMENT**

**Tony Garcia**

**a) Action Agenda Items:**

- 1) Execute Amended Greenville Lease Agreement with the Blue Mountain Community Foundation

**b) Department update and miscellaneous**

## QUARRY LEASE AMENDMENT

THIS LEASE AMENDMENT is made and entered the date below written, by and between Walla Walla County, a municipal corporation, hereinafter called "Grantee", and Blue Mountain Community Foundation, Trustee of the James Lamar Trust, hereinafter referred to as "Grantor."

### WITNESSETH:

WHEREAS, Grantor and Grantee executed a Quarry Lease dated July 20<sup>th</sup>, 2020 (the "Lease");

WHEREAS, the Lease had attached as Exhibit A an incorrect legal description of the real property being leased; and

WHEREAS, the parties desire to enter into this Lease Amendment to correct the legal description.

### **NOW THEREFORE, it is agreed:**

The Exhibit A attached to the Lease is hereby superseded and replaced with the Exhibit A attached to this Lease Amendment.

This Lease Amendment is entered this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ACCEPTED:

APPROVED:

By: \_\_\_\_\_  
Kari Isaacson, Executive Director  
Blue Mountain Community Foundation

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Commissioner

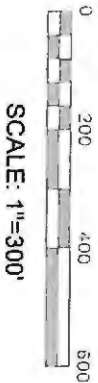
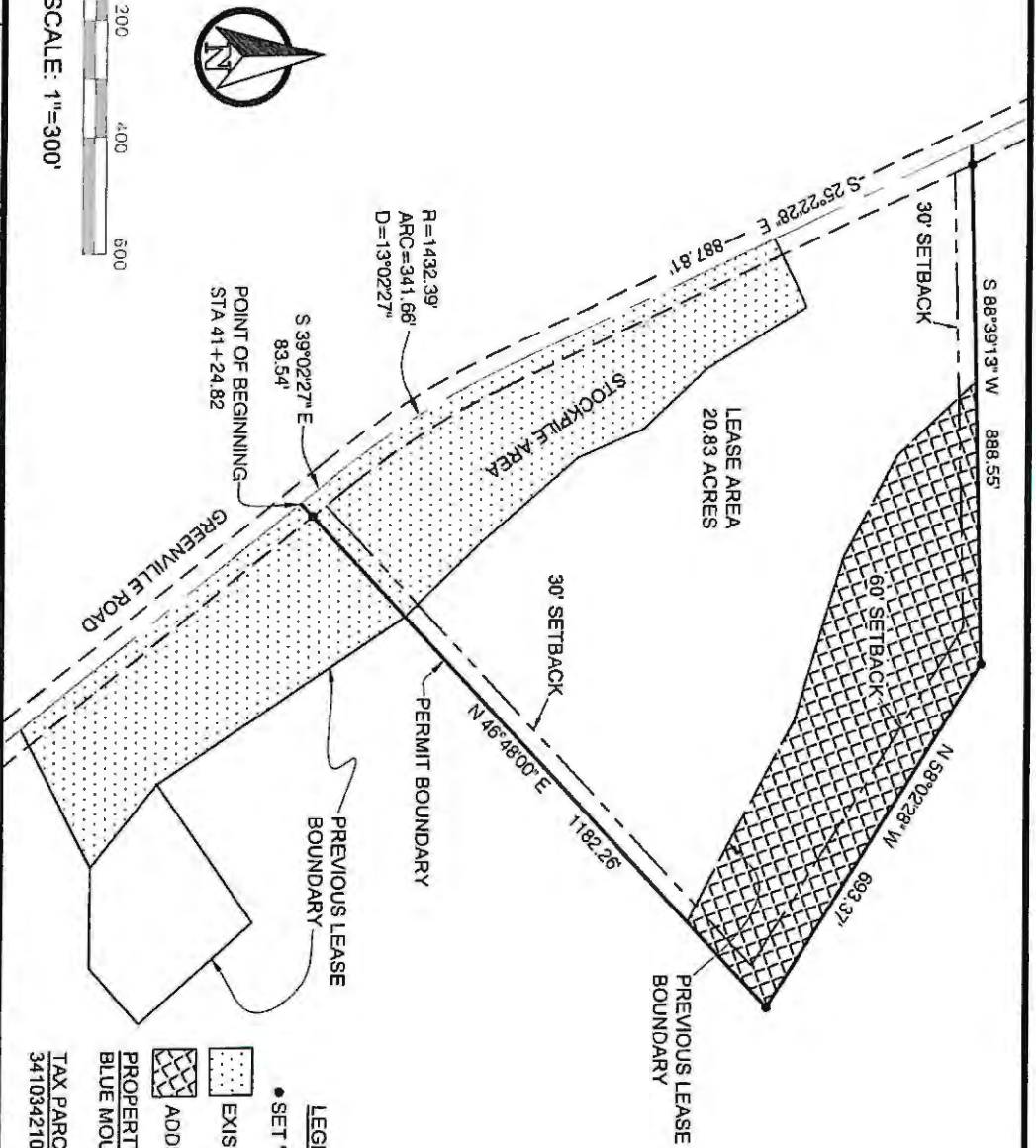
## EXHIBIT "A"

All that portion of the Southeast Quarter of Section 34, Township 10 North, Range 34 East, W.M. lying within the following described pit site;

Beginning at Engineer's Station 41+24.82, according to the Map of record for Greenville Road (Road number 327) filed in the Office of the County Engineer(file number 5-H-49), Walla Walla County, Washington and **True Point of Beginning**; Thence North 46°48'00" East, a distance of 1182.26 feet; Thence North 58°02'28" West a distance of 693.37 feet to a point in the North line of the Northwest Quarter of the Southeast Quarter of said Section 34; Thence along said North line South 88°39'13" West, a distance of 888.55 feet to a point in the centerline of said Greenville Road; Thence the following courses along said road centerline; South 25°22'28" East, a distance of 887.81 feet to the beginning of a 1432.39 foot radius tangent curve to the left; Thence along said curve an arc distance of 341.66 through a central angle of 13°39'59"; Thence South 39°02'27" East, distance of 83.54 feet to the True Point of Beginning.

Except that portion lying within said Greenville Road right-of-way.

Containing 20.83 acres (excluding road right-of-way), more or less.



- LEGEND**
- SET "T" POST

- EXISTING RECLAIMED AREA
- ADDITIONAL 5 ACRES

PROPERTY OWNER  
BLUE MOUNTAIN AREA FOUNDATION

TAX PARCEL  
341034210002

DRAWN BY: T. BOSHART  
SURVEYOR: T. BOSHART  
DATE: JUNE 2022

**Walla Walla County**  
**PUBLIC WORKS DEPARTMENT**



**GREENVILLE QUARRY**

PERMIT #70-011767 2022 LEASE EXHIBIT

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



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To: Board of County Commissioners

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

Date: 29 June 2022

Re: Director's Report for the Week of 27 June 2022

**Board Action: 05 July 2022**

**Action Agenda Items:**

In the Matter of Executing an Amended Greenville Lease Agreement with the Blue Mountain Community Foundation.

**ENGINEERING:**

- Mill Creek Road MP 1.1 to MP 3.96: Contractor is working on clearing and grubbing, utility companies are working on relocating their utilities.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Contractor is finishing grade and placing rock. Plan to pave the week of July 11<sup>th</sup>.
- Fishhook Park Road: Working on project design.
- Wallula/Gose Street: Working on plan set and final right of way acquisition.

**MAINTENANCE/FLEET MANAGEMENT:**

- North & South Crew – Working on reimbursable chip seal and blading gravel roads.
- Vegetation & Signs – Sign maintenance, brush work and started striping recent chip sealed roads.
- Garage – Routine maintenance and repairs.
- Miscellaneous: Working on Department of Natural Resources (DNR) paperwork for the reclamation of the Greenville Quarry. Also working on the mid-year ER&R rates and the HVAC upgrades.

**ADMINISTRATION:**

- Met with the Corps of Engineering to discuss our Mill Creek Continuing Authorities Program (CAP 205) project.
- Conducted weekly: Staff, Road Ops and Engineering meetings.
- Met with Sheriff's Office to discuss their ER&R program.
- Working on Department's 2023 Budget.

**a) Action Agenda Items:**

- 1) Proposal 2022-07-05 DCH-1 Approval to apply for County Veteran Service Officer Program 2022-2023 funding
- 2) Proposal 2022 07-05 DCH-2 Approval of Extreme Weather Response Plan
- 3) Proposal 2022 07-05 DCH-3 Approval of realignment of Behavioral Health Services positions
- 4) Proposal 2022 07-05 DCH-4 Approval to add position and restructure Finance/Administration Team
- 5) Proposal 2022 07-05 DCH-5 Approval to hire Program Coordinator Developmental Disabilities above starting step

**b) Department update and miscellaneous**



# Proposal

Date: June 15, 2022

Proposal ID: 2022 07-05 DCH-1

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval to apply for County Veteran Service Officer Program 2022-23 funding

Topic: Washington Department of Veterans Affairs' Request for Proposals for County Veteran Service Officer Program 2022-23 Funding

## **Summary – Grant Questionnaire**

1) Name of Grant/Program: Washington Department of Veterans Affairs' Request for Proposals for County Veteran Service Officer Program

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

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

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

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

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

This funding will allow the County to establish and maintain a full-time Veteran Service Officer within the county to assist veterans and their family members with applying for veterans' benefits, programs, and services.

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

Program grant

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

This is a one-time only grant.

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

This will provide additional support to the current part-time County Veteran Service Officer and allow the County to serve as many veterans as possible in the Walla Walla VA catchment areas.

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

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

N/A

- 9) How many employees (new or current) will be paid by the grant? N\_\_\_\_\_ C\_\_\_1\_\_

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

Veterans' Relief Fund

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

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

- 12) What fund would support a cash match (if required)?\_\_\_Not required\_\_\_\_\_

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

- 14) What fund would support the administration of the grant? \_included within the grant funding\_\_\_\_\_

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

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

No

- 17) Would the program require use of a county vehicle or personal vehicle? \_\_\_\_\_, N\_\_\_X\_\_\_

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

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

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



Legal review for contract, billing

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

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

No

22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Y\_\_\_\_\_ N\_\_X\_\_ If so, what is the funding source for consultant fees? N/A

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

The County is encouraged to outline a plan to support a County Veteran Service Officer program after June 30, 2023 when funding will end. Ongoing funding is anticipated using the Veterans' Relief Fund.

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

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

Official signature of requesting office/department:

\_\_\_\_\_

\_\_\_\_\_

Elected Official/Department Head

Date\_\_\_\_\_

**FOR COMMISSIONERS' OFFICE USE ONLY**

Approved by: \_\_\_\_\_

\_\_\_\_\_

Chair, Board of County Commissioners

Date

Copies to: 1) Requesting Office/Department

2) Kerri Polson, Auditor's office

3) Commissioners' File

**Cost**

\$

**Funding**

\$120,000 from August 4, 2022 to June 30, 2023

**Alternatives Considered**

N/A

**Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

We have not identified a risk.

**Benefits**

This will allow current part-time staff to work full-time as we develop a long-term plan for this position. We will take planning guidance from our Behavioral Health Assessment, our work with Crisis Intercept Mapping work, homeless housing data and the status of VA services in Walla Walla and Tri-Cities area.

**Conclusion/Recommendation**

Recommend Board of County Commissioners grant permission for Department of Community Health (DCH) to apply for this funding.

(In a prior proposal, DCH gained approval to apply for grants prior to BOCC approval when deadline was tight against BOCC meeting times with intent to notify BOCC as soon as possible and follow approval process with actual contract. WWCHD may have turned in letter of indent or application due to staffing limitations and due date of July 6, 2022 before this is on agenda of 7/5/2022)

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Submitted By

Disposition

Nancy Wenzel, DCH

\_\_\_ Approved

Name

Department

Date

\_\_\_ Approved with modifications

\_\_\_ Needs follow up information

Name

Department

Date

\_\_\_ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

## INTRODUCTION

### 1.1. PURPOSE

The Washington Department of Veterans Affairs (WDVA) is requesting proposals from eligible Washington counties to establish a County Veteran Service Officer position for the purpose of providing funding to underserved counties to establish and maintain a Veteran Service Officer within the county to assist veterans and their family members with applying for veterans' benefits, programs, and services.

### 1.2. QUALIFICATIONS

Counties not meeting the minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal rejected as non-responsive will not be evaluated or scored.

Minimum Qualifications:

- County government in Washington State
- Have one hundred thousand (100,000) or less in population within county (County populations shall be based on the Washington State Office of Financial Management April 1, 2019 official population estimates and are available at <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>).
- County must be registered in Department of Enterprise Service's Washington Electronic Business Solution (WEBS) as outlined in Section 1.7.

### 1.3. FUNDING

A total of \$240,000 is available under this RFP which will provide funding through June 30, 2023. This RFP will provide funding to two counties, one in eastern Washington and one in western Washington, for an amount that shall not exceed \$120,000 each.. Not all eligible counties will be awarded funds through this RFP therefore awards will be prioritized for proposals from eligible counties that are underserved. . Furthermore, in order to serve as many veterans and their families as possible, second priority will be given to proposals from eligible counties that serve the greatest number of veterans and their family members.

Any contract awarded as a result of this procurement is contingent upon the availability of funding. This funding is available on a one-time basis and there is no guarantee that this funding will be continued beyond June 30, 2023 so counties are encouraged to outline a plan to support their County Veteran Service Officer program should additional funding not be available beyond June 30, 2023.

### 1.4. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively to start no later than August 4, 2022 or upon execution, and end June 30, 2023. The WDVA reserves the right to extend the contract to accommodate the completion of the required work. Any Amendments extending the period of performance, if any, shall be at the sole discretion of the WDVA and must be accepted and executed no-later-than (NLT) 14 business days prior to the original expiration.

### 1.5. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Counties should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

## **MANAGEMENT PROPOSAL**

The State of Washington Department of Veterans Affairs (WDVA) is seeking proposals from eligible Washington counties to establish County Veteran Service Officer position for the purpose of providing funding to underserved counties to establish and maintain a Veteran Service Officer within the county to assist veterans and their family members with applying for veterans' benefits, programs, and services.

### **6.1. (M/S) PROJECT MANAGEMENT**

#### **6.1.1. (M/S) Proposing County's Organization Chart**

The County must provide an organizational chart indicating lines of authority for personnel, who will be involved in the performance of this potential contract, and indicate other work responsibilities beyond this contract that would be required of the assigned staff.

#### **6.1.2. (M/S) Proposing Counties Responsibilities and Qualifications**

The County must identify responsibilities and qualifications of the staff that will be assigned to this project.

### **6.2. (M) STATEMENT OF WORK**

#### **6.2.1. Project background**

Revised Code of Washington 43.60A.230 authorizes the creation of a Veteran Service Officer Program for the purpose of providing funding to underserved counties to establish and maintain a Veteran Service Officer within the county. The Washington Department of Veterans Affairs (WDVA) is requesting proposals from eligible Washington counties to establish one County Veteran Service Officer position per county for the purpose of assisting veterans and their family members with applying for veterans' benefits, programs, and services. A total of \$240,000 is available under this RFP which will provide funding through June 30, 2023. This RFP will provide funding to two counties, one in eastern Washington and one in western Washington, for an amount that shall not exceed \$120,000 each.

Veteran Service Officers play a critical role in assisting veterans and their families with accessing veterans' benefits. Nationwide more than 4.8 million veterans and their families receive federal veterans' disability benefits from the U.S. Department of Veterans Affairs (VA) and they receive more than \$84 billion per year in federal VA disability payments. In Washington State alone over 142,000 veterans and their families receive these benefits for a total of \$2.2 billion per year in VA disability payments directly to veterans and their families. In addition to these payments, veterans and their family members who receive VA disability benefits are often eligible for additional veterans' benefits to include VA health care, education assistance, vocational rehabilitation, and other assistance programs. These benefits improve the quality of life for veterans and their families in addition to ensuring that they have the critical services that they need to reduce homelessness, suicide, and many of the other challenges that disproportionately affect veterans.

#### **6.2.2. Eligibility and Term**

Washington counties with a population of one hundred thousand (100,000) or less may be eligible to receive funding under this RFP. County populations shall be based on the Washington State Office of Financial Management April 1, 2021 official population estimates and are available at <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>.

Counties that are awarded funding through this RFP will be funded through June 30, 2023. This funding is available on a one-time basis and there is no guarantee that this funding will be continued beyond June 30, 2023 so counties are encouraged to outline a plan to support their County Veteran Service Officer program should additional funding not be available beyond June 30, 2023.

#### **6.2.3. Requirements**

As an accredited state veteran agency under Title 38 Code of Federal Regulations, Chapter 1, Part 14, §14.628 and §14.629, the WDVA has the authority to accredit County Veteran Service Officers if they are employees of a county government with at least 1,000 hours annually.

- Hire a county employee to be designated as the County Veteran Service Officer. This must be a paid county employee with at least 1,000 hours annually
- The County Veteran Service Officer must complete the following training:
  - National Veterans Legal Services Program Basic Training Course for Veterans Benefits (web-based).
  - Initial instructor lead training provided by WDVA, either in-person or virtually, office in Seattle.
  - VA Training, Responsibility, Involvement, in Preparations of Claims (web-based).
  - Annual State, County, and Tribal Veteran Service Officer training as provided by WDVA, either in-person or virtually
- The County Veteran Service Officer must pass a criminal background check performed by the U.S. Department of Veterans Affairs (VA) in order to be granted access to VA information systems for the purpose of assisting veterans and their families with filing for federal veterans' benefits.
- The County Veteran Service Officer must submit all VA disability claims through WDVA's Claims Quality Assurance Process. These claims will be submitted in a manner prescribed by WDVA with WDVA appointed as the claimant's veteran service organization representative.

#### **6.2.4. Support from the Washington Department of Veterans Affairs**

Veteran Service Officer shall commit to working collaboratively with WDVA to establish a County Veteran Service Officer program in their county.

The WDVA shall provide the County Veteran Service Officer with:

1. Required training to become an Accredited Veteran Service Organization Representative (Veteran Service Officer).
2. Accreditation as a Veteran Service Organization Representative on behalf of the Washington Department of Veterans Affairs.
3. Licensed access to the WDVA VA claims system (web-based).
4. WDVA will provide the county with a quarterly report that indicates the number of VA disability claims submitted by the County Veteran Service Officer and the approval rating and the VA disability payments made to veterans and their families as a direct result of the claims completed by the County Veteran Service Officer.

5. WDVA will be responsible for representing claimants at VA appeals hearings that may result from the VA disability claims submitted by the County Veteran Service Officer.

**6.2.5. Scope**

A. The COUNTY will provide services, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

1. The COUNTY understands and shall comply with the following section of Title 38, Code of Federal Regulations Part 14.628(d)(2)(i) "...neither the organization nor its accredited representatives will charge or accept a fee or gratuity for service to a claimant..."
2. The COUNTY shall designate a "County Veteran Service Officer" who will become a VA "Accredited Veteran Service Organization Representative" accredited by the AGENCY under Title 38, Code of Federal Regulations Part 14.628. If the County Veteran Service Officer is to become accredited by the AGENCY they must be a paid employee of the COUNTY working for it not less than 1,000 hours annually.
3. VA claims system, The COUNTY shall support the Quality-Assurance Program process by ensuring that each claim is submitted, in a "Substantially Complete" status.
4. The COUNTY shall submit all claims to the AGENCY'S Claims Quality-Assurance Officer through the AGENCY'S VA claims system unless directed otherwise by the AGENCY'S Veteran Services Administrator or designee.
5. The COUNTY agrees to work with the AGENCY's Veterans Services Administrator and Claims Quality-Assurance Officer should modification of activities be deemed necessary to adequately provide quality service for veterans and their family members.
6. The COUNTY shall support the AGENCY's contracted local Post Traumatic Stress Disorder (PTSD) counselors in the form of information assistance and referral services as appropriate. All PTSD referrals will be handled in a confidential manner.
7. The COUNTY shall maintain current resource materials for veterans' benefits information and claims development.
8. The COUNTY shall be evaluated based on the approval rating or "Batting Average" of the VA claims that they submit.

B. The AGENCY will provide services, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

1. The AGENCY shall provide training for the COUNTY's designated County Veteran Service Officer related to veterans' benefits and entitlement and the VA claims process. This training may include but shall not be limited to:
  - a. The Basic Training Course for Veterans Benefits developed by the National Veterans Legal Services Program;
  - b. Training Responsibly Involvement in Preparation of Claims (TRIP) developed by the VA;
  - c. Veteran service organization training conferences; and
  - d. Direct training with AGENCY representatives.
2. The AGENCY shall provide VA Accreditation as a Veteran Service Organization Representative under Title 38, Code of Federal Regulations Part 14.629 as a County Veteran's Service Officer.

## REQUEST FOR PROPOSAL RFP 2016-009

3. Licensed access to the AGENCY's VA claims system (web-based).
4. The AGENCY shall maintain a report of the number of VA disability claims submitted by the County Veteran Service Officer and their VA claims approval rating or "Batting Average".
5. The AGENCY shall represent the VA appeals for veterans or claimants under the AGENCY's VA Power of Attorney (POA) through the AGENCY's "Appeals-Management Process" program.

C. The activities pursuant to and in consideration of this agreement will in no way alter or attenuate the role of COUNTY as advocate for the Veteran. The ultimate responsibility remains on the veteran in all actions taken in support of his or her petition for benefits. Nor will it be construed to obviate or mitigate the responsibility of the US Department of Veterans Affairs to fulfill its legal obligations including duty to notify, duty to inform, and duty to assist veterans in the prosecution of a claim for benefits. Furthermore, the provisions of this agreement do not establish the COUNTY as an agent of the Department of Veterans Affairs. All provisions contained herein will comply with Federal and State Privacy and Disclosure Acts.





# Proposal

Date: June 18, 2022

Proposal ID: 2022 07-05 DCH-2

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Review and Approval of Extreme Weather Response Plan

Topic: Extreme Weather Response Plan

## **Summary**

The Department of Community Health and Emergency Management Department have crafted an Extreme Weather Response Plan (Excessive Heat/Extreme Cold) for review and approval by the Board of County Commissioners.

## **Cost**

N/A

## **Funding**

No dedicated funding—currently staff use existing program funding for this work.

## **Alternatives Considered**

No alternatives, if there is not a response plan, it could leave the Walla Walla County citizens and staff in a heavier crisis. Even with planning, we could still find our county and department(s) in an unprecedented crisis, but with a documented plan we should have a way to mitigate and manage extreme events more efficiently.

## **Acquisition Method**

N/A

## **Security**

N/A

## **Access**

N/A

**Risk**

There is no risk with having a documented plan.

**Benefits**

This plan benefits the citizens of Walla Walla County by giving direction to staff and ability to mobilize when an extreme weather event occurs.

**Conclusion/Recommendation**

Recommend the BOCC review and approval plan. For future updates, recommend BOCC Chair be able to sign updates as needed.

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Submitted By

Disposition

Nancy Wenzel, DCH

\_\_\_ Approved

Name

Department

Date

\_\_\_ Approved with modifications

\_\_\_ Needs follow up information

Name

Department

Date

\_\_\_ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

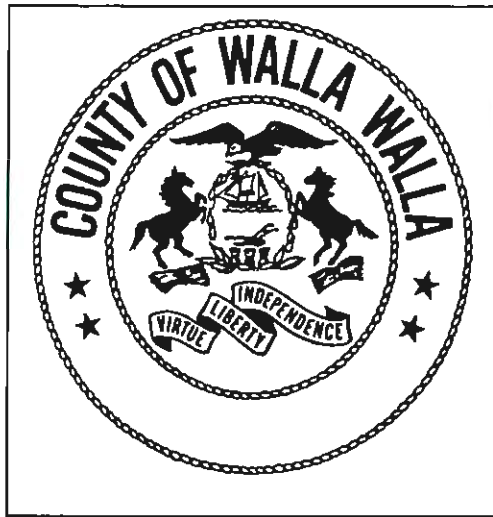
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**Walla Walla County Department of  
Community Health & Emergency  
Management Department**

**Extreme Weather Response Plan  
(Excessive Heat/Extreme Cold)**

**ESF 8**

June 2022

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## Plan Revision Request Form

### INSTRUCTIONS

Fill in your name, title, agency, address, phone, and fax number. Identify the section of the plan being reviewed and attached revised copies to this sheet with any suggested changes. Make other suggests or comments in the space provided below. Add extra sheets as necessary.

### MAIL TO:

Jodi Ferguson  
Local Emergency Response Coordinator (LERC)  
Walla Walla County Department of Community Health  
P.O. Box 1753  
Walla Walla, WA 99362

Office: (509) 524-2657

Fax: (509) 524-2678

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

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Name/Title:

---

Agency:

---

Address:

---

City/State/Zip Code:

---

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

---

Basic Plan: Chapter: \_\_\_\_\_ Section: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Annex: \_\_\_\_\_ Appendix: \_\_\_\_\_

**Suggestions or Comments:**

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## Record of Activity on Plan

Date Received	Agency	Revision/Suggestions – Note Changes to the Plan	Date of Change
6/1/2022	WWCDCH/EMD Extreme Weather Response Plan	New Plan	

This plan has been reviewed for accuracy and compliance with County Department of Community Health guidelines.

## Region 8 -WWCDCH/EMD

### Extreme Weather Response Plan Distribution List

Agency	Date Sent Final 1	Date Sent Final 2	Date Sent Final 3	Date Sent Final 4
BOCC Walla Walla County	6/1/2022			
DOH WA PHEPR				
EMS and Trauma Care Council				
Providence SMMC (Trauma Coord., PIO, PMG COO & Population Health)				
Region 8 PHEPR Team				
Walla Walla County EMD	6/1/2022			
Walla Walla County Coroner				
City of Walla Walla				
City of College Place				
City of Prescott				
City of Waitsburg				
School District Superintendents				
Walla Walla Clinic				
Family Medical Center				
Christian Aid Center				
Homeless Alliance-Sleep Center				
DCH Homeless Housing System Engagement Prog. Coordinator				
Walla Walla Senior Center				
St. Paul's Episcopal Church				
New Beginnings Church				
Waitsburg Presbyterian Church				
Walla Walla City Library				
YWCA Shelter				
Center for Human Engagement at Walla Walla University				



## Plan Maintenance

### Periodic reviews and updates:

This plan will be reviewed and updated annually and after each regional exercise and/or response.

## Plan Agreements

### Mutual Aid Agreements (MAAs):

- Mutual Aid Agreement between Benton-Franklin Health District, Klickitat Health Department, Walla Walla County Department of Community Health and Yakima Health District:

[S:\Emergency Preparedness\Emergency Response Plans GS50-06C-07\R8 PHEPR Resource Coordination Plan V13 2016](#)

- MOU – Washington Statewide MOU with Pharmacies

[S:\Emergency Preparedness\EPR 7-1-2016 thru 6-30-2017\MOU-MAA-MOA\170306 Walla Walla County Pharmacy MOU Signed](#)

### Master Mutual Aid Agreements (MMAA):

- Walla Walla County Emergency Management Department shares the All-Hazards Master Mutual Aid Agreements Between Agencies, Non-Governmental Groups and Private Industries within Walla Walla County.

## Plan Approval

Daniel Kaminsky, MD 12/16/2021

Local Health Officer

Walla Walla County Department of Community Health

Nancy Wenzel 06/14/2022

Administrative Director

Walla Walla County Department of Community Health

Rick Edwards 12/15/2021

Regional Emergency Response Coordinator

Region 8 PHEPR

Liz Jessee 6/1/2022

Director

Walla Walla County Emergency Management

Todd Kimball x/xx/2022

Commissioner

Walla Walla County

Date Approval Completed: \_\_\_\_\_x/xx/2022\_\_\_\_\_

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## Executive Summary

Walla Walla County Department of Community Health (WWCDCH) provides Public Health Emergency Preparedness Response & Resource Coordination to monitor extreme weather conditions and notify the public to provide health-protective, events and activities guidance. This document serves as an “**Extreme Weather Response Plan**”.

Each Local Health Jurisdiction (LHJ) has a designated Local Emergency Response Coordinator (LERC) responsible for the maintenance of their LHJ’s plans and collaboration with the Region 8 Emergency Response Coordinator (RERC). The RERC and the LERCs meet monthly via teleconference, to coordinate preparedness and response activities and share progress, training opportunities for personnel and to share lessons learned from exercises, drills, or events.

This plan supports all regional and county plans currently in use in this area, as well as State Military Department Emergency Management Division (DEM) and WA Department of Health (DOH) plans. This plan is activated by a request from a (LHJ) Local Health Officer/ Director/ Designee and through Walla Walla County Emergency Operations Center (EOC) activation procedures. All activation activities will be managed using the Incident Command System (ICS) and National Incident Management System (NIMS) structure.

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# Extreme Weather Response Coordination Plan

## Mission

To improve the quality of life and wellbeing of our community through prevention, promotion, and protection. As an LHJ, Walla Walla County Department of Community Health (WWCDCH) is responsible for planning and preparing for, responding to, and recovering from public health emergency incidents.

## Purpose

The purpose of this plan is to provide policy and guidance to the public during an Extreme Weather Response event.

## Scope

This plan acts as a tool for the “**Extreme Weather Response Plan**” for public health’s emergency preparations, response, and recovery within Walla Walla County. This plan utilizes WWCDCH’s existing expertise and personnel to provide:

- Heat Surveillance/Winter Weather Surveillance
- Messaging Response: social media, press releases
- Community education
- Coordination with community partners
- Dissemination of information and guidance
- Event direction and control through the Incident Command System
- Post event recovery recommendations

This plan applies to all personnel and all contracted associates at the WWCDCH while working on-site or other locations.

## Governance and Organization

The WWCDCH is governed by the Walla Walla County Board of Health/Board of County Commissioners. The Administrative Director, Community Health is responsible for the day-to-day operations of the Department of Community Health.

## Walla Walla County – Demographics:

Walla Walla County in southeast Washington: The demographics of the county are shown in the following table:

County	Population 2016 (estimate)	Land Area (in Sq. Miles)	Population/ Square Mile	Hospitals
Walla Walla	62,600	1,270	47.51	1



## Walla Walla County Local Health Jurisdiction - Capabilities:

LHJ	Total Employees	Full-time Physicians	Nurses	EH Specialists	Epidemiologists	Epi-Trained
Walla Walla	25	.5	3	5	1	16

## Responsibilities

### Local Health Jurisdictions (LHJs)

- Utilizes local resources to respond to an outbreak of disease, disaster, or other public health emergency
- Requests medical surge capacity; if needed
- Notifies local Emergency Management Department (EMD) and the R8-RERC if they request or receive mutual aid from another agency
- Extensive involvement during periods of Extreme Weather

## Roles

**Administrative Director, Community Health:** The Administrative Director or their designee decide policy, develop community health priorities, lead an Extreme Weather Event response, provide recommendations to the public on preventing exposure, health-protective measures, coordinate with DOH and other LHJ's on hazard mitigation and control activities. Supervises the duties of Public Information Officer including printed media, social media and granting interviews. Works closely with the employee translating all Public Information Officer (PIO) releases to media. Tracks expenses and financial aspects of the WWCDCH emergency response and record keeping functions of the WWCDCH emergency preparedness and response. Provides administrative support to the other Managers and the Director. Submits costs to the Emergency Management Department if the County is declared a disaster for possible reimbursement from FEMA.

**Local Health Officer (LHO):** Provides advice and medical oversight for Community Health, communicates with healthcare providers on the recommendations for medical surge related to the extreme weather events.

**Emergency Management Director:** Monitors for National Weather Service (NWS) Excessive Heat Watches and Warnings and forwards NWS information via email to the Community Health Administrative Director, LHO, LERC, and Homeless Housing System Engagement Program Coordinator to initiate coordinated response. Information is also provided to community partners who provide services for the unsheltered population, including Christian Aid Center, the Homeless Alliance – Sleep Center and the City of Walla Walla. These contacts comprise the “Extreme Weather Response Group.” Works with



Community Health to coordinate public information for the event, including news releases and/or Social Media posts as deemed appropriate. Interfaces with the State Emergency Operations Center for unmet community needs when local resources and mutual aid agreements have been exhausted.

**Environmental Health Program Manager:** Advises under CEMP ESF 11 Agriculture and Natural Resources on the safety of our food supply and precautions to take with animals during excessive heat events.

**Healthy Communities Division Manager:** Coordinates with the Emergency Management Department (EMD) to ensure the necessary crisis services before, during and following an extreme weather event if requested.

**Local Emergency Response Coordinator (LERC):** Monitors predicted weather models and coordinates with Emergency Management for any resources needed. Activates Health-Protective messaging to PIO to post to media and social media.

**Homeless Housing System Engagement Program Coordinator:** Coordinates with shelter providers in community regarding predicted weather models as shared by the Local Emergency Management Director and to review resource/supply needs and ensure adequate locations and processes in place to support providers. Ensure water and electrolyte replacement drinks are distributed to the Extreme Weather locations. Additionally, gathers information on any unmet needs or concerns.

## Operational Concepts

### Warning Conditions

In some instances, such as excessive or prolonged heat or extreme cold events, the LHJ may be alerted to trends from partner agencies. Staff reductions may be sudden and severe and can affect all programs. The Administrative Director will provide situational updates to staff regularly. The LHJ will maintain routine awareness of the threat to public and monitor information on emerging health threats.

### Triggers for activation:

- Extreme Cold shall be defined as predicted temperatures (using the National Weather Service – Pendleton forecast page, [www.weather.gov/pdt](http://www.weather.gov/pdt)) 20° or less, or 25° with precipitation
- Extreme Heat shall be defined as when the maximum heat index temperature is expected to be 105° or higher for at least 2 days and nighttime air temperatures will not drop below 75°
- Knowledge of a surge of patients at local hospitals due to excessive heat or extreme cold events
- See Section: Appendix IV – Role and Response of LHJ during Extreme Weather Events
- Extensive or unusual shortage of LHJ personnel due to heat/cold
- Notification by the Walla Walla County EOC of activation

- Declaration of a Local or State Public Health Emergency
- Declaration of a State of Emergency by the Governor

### Plan Activation

This plan will be activated based on the recommendations of the WWCDCH Administrative Director, the Local Health Officer, the Local Emergency Response Coordinator, and other subject matter community experts to the BOCC Board of Health. Staff will be notified appropriately using the WA SECURES alerting program during and/or after normal business hours. Notify the Emergency Management Department at 509-524-2900, or if after-hours/during the weekend by calling WESCOM (911/Dispatch) at 509-527-1960 and request they notify Emergency Management and notify the DOH Duty Officer of activation at [hanaalert@doh.wa.gov](mailto:hanaalert@doh.wa.gov) and 360-888-0838.

A local 'Declaration of Emergency' may be warranted. Local jurisdictions will activate mutual aid agreements when their resources are depleted or committed. Additional state and federal assistance will be requested through the Walla Walla County EMD-EOC (coordinated and provided through the state EOC when local public and private resources have been exhausted).

The use of Memorandums of Understanding (MOU) and All Hazards Master Mutual Aid Agreements (MMAA) can mitigate some of the event limitations. However, each situation or event will dictate the extent that agreements will be implemented. Memoranda of Agreements and Mutual Aid Agreements will be in place and honored between the organizations named in this plan and between neighboring governmental agencies.

### Plan Guidance

Reference the Washington State Comprehensive Emergency Management Plan (CEMP) Emergency Support Function (ESF) 8 – Public Health, Medical, and Mortuary Services.

<https://mil.wa.gov/plans>

Reference the Walla Walla County Comprehensive Emergency Management Plan (CEMP), <https://bit.ly/3i7Eljs>

Activation of:

ESF 02 – Telecommunications, Information Systems, and Warning

ESF 06 – Mass Shelter Care Housing and Human Services

ESF 07 – Resource Support

ESF 08 – Public Health, Medical and Mortuary Services

### Incident Actions

Incidents actions following a plan activation will include:

- The BOCC Board of Health declares that there is a Public-Environmental Health Emergency if necessary.



- The Administrative Director, or designee, will decide if the Emergency Coordination Center (ECC) will open in the Public Health Building
- The Administrative Director, or designee, will notify employees using WA SECURES that the plan has been activated and essential personnel are to report to work. (See Appendix I: WWCDCH COOP – Essential Services and Positions) and all non-essential employees will wait for further instructions. If WA SECURES is down, a phone-tree will be initiated by the Administrative Director of Community Health.
- The Administrative Director will notify the BOCC Chairman that the ECC has been activated
- The Administrative Director will notify the DOH Duty Officer that the ECC has been activated
- The Administrative Director will notify County Emergency Management that the ECC has been activated

### LHJ Actions during an Extreme Weather Event

#### Actions:

1. Notify public and media of health risks from excessive heat or extreme cold. (see Appendix II- Public Information)
2. Coordinates with local school administration on decisions regarding school activities and school closures.
3. Coordinates with other community organizations on decisions to cancel or limit other public events.
4. May make recommendations on or distribute water or electrolyte replacement drinks to populations of impacted areas.
5. Ensure that plans are in place for unsheltered populations
6. Maintain awareness of health impacts occurring in the community.
7. Coordinate with Pendleton National Weather Service, DOH, local agencies for assistance.

### Responsibilities of the Board of Health

The responsibilities of the Board of Health (BOCC) are to declare an emergency when appropriate, provide assistance and financial support when requested. Pursuant to RCW 70.46.085, Walla Walla County is responsible for unbudgeted operational expenditures that occur as a result of a public health emergency. The Board of Health will consult with the Local Health Officer.

### Operating Hours

During emergency operations, the Administrative Director/Incident Commander will determine the hours of work for personnel and will set the operational period.

### Communications

If electricity is interrupted, all Emergency Plans are in binders and are located on the LERC desk.

## Demobilization

At the direction of the Incident Commander or Administrative Director (if the ECC is activated), termination of contingencies will be initiated once staffing, facilities and resources are adequate to support normal day-to-day business operations and the emergency no longer exists. An After-Action Report/Improvement Plan will be developed within 60 days of the event termination.

<https://emergency.cdc.gov/training/ERHMScourse/pdf/127961885-Hseep-AAR-IP-Template-2007.pdf>

## Plan Utilization

### Plan Maintenance - Training

LHJ personnel should be trained periodically in the following:

- Communications: Press Releases, Social Media
- Volunteer Resources
- Contract Resources
- Situational Information Gathering Plan and Elements of Essential Information

### Plan Maintenance - Partners

Each year the LHJ will convene partners in the Spring, prior to the excessive heat season (summer) and in the Fall, prior to extreme cold season (winter) to discuss methods and the messaging that agencies will utilize:

- Pre-season Public tips and messaging
- Situational Information Gathering and Dissemination to public and partners
- Consistent messaging between agencies on protective recommendations



## Appendix I – Extreme Weather Monitoring & Public Notifications Checklist

### Notifications:

#### EMERGENCY MANAGEMENT DIRECTOR DUTIES:

- ☐ Monitor National Weather Forecast (Pendleton Office)
- ☐ Notify “Extreme Weather Response Group” via email of **Excessive Heat Watch** or **Extreme Cold** to prepare the community for the event
- ☐ Notify “Extreme Weather Response Group” via email of need to open Cooling/Warming Centers
- ☐ Coordinate with LHJ LERC during activation of Cooling/Warming Centers and LHJ Administrative Director/Local Health Officer as needed

#### LHJ LERC DUTIES:

- ☐ Monitor Basecamp (in absence of LHJ PIO)
- ☐ Update Administrators as the predicted excessive heat, extreme cold & situation changes
- ☐ Participate in Region 8 PHEPR calls to gather information
- ☐ Coordinate with the LHJ Homeless Housing System Engagement Program Coordinator on any identified unmet resource needs
- ☐ Coordinate with local Emergency Management any unmet resource needs starting locally and elevating to state-level (WEBEOC) requests
- ☐ Coordinate with Cities of Walla Walla, College Place, Waitsburg and Prescott, Walla Walla Senior Center to open community Cooling Centers

#### LHJ HOMELESS HOUSING SYSTEM ENGAGEMENT PROGRAM COORDINATOR DUTIES:

- ☐ Coordinate with unsheltered population providers to remain open during the daytime as a Cooling/Warming Center
- ☐ Coordinate bottled water and snacks to be delivered to the unsheltered population providers
- ☐ Coordinate delivery of electrolyte replacement drinks to the open community Cooling Centers if plan is activated for an **Excessive Heat Watch**
- ☐ Coordinate DCH or Providence Population Health nurse well-checks at the Christian Aid Center and Homeless Alliance Sleep Center shelters
- ☐ Coordinate and communicate any unmet resource needs with the unsheltered population providers

### LHJ ADMINISTRATIVE DIRECTOR/LHO DUTIES:

- ☐ Provide guidance to the Community through Press Releases & Social Media
- ☐ Provide guidance to the Community on protective actions against excessive heat/extreme cold
- ☐ Monitor health impacts to the Community
- ☐ Coordinate with DOH, EMD and local agencies
- ☐ Provide guidance for Personal Protective Equipment or Supplies
- ☐ Provide guidance to the Community on closures of public facilities & events

### LHJ PIO DUTIES:

- ☐ Monitor Basecamp Excessive Heat/Extreme Cold Activities and Campaign materials
- ☐ Prepare public health alerts, messaging, recommendations from LHJ Administrators
- ☐ Speaks with the Media on protective actions

## Appendix II – Public Information

### Issuing Health Warnings:

Providing public with updates on potential health risks and recommended public health actions via the web and media

Local Health Jurisdictions have primary responsibility for issuing Public Health Warnings with coordination between DOH, local government, other local agencies.

Frequent coordinated updates provided to the public via DOH, and local government websites, press releases, and outreach to TV and print media.

Coordinate messaging with local emergency management as they have a Social Media presence.

Consider using Everbridge to alert citizens; coordinated with local emergency management.

All public information, alerts, advisories, and warnings will be translated to Spanish.

### Public Information - Templates:

Requests for additional public information messages should be made through the agencies:

- Regional Emergency Response Coordinator 509-460-4531/509-440-2539
- Public Health Emergency Information Line–Washington State DOH 1-800-556-8744 (recorded information). TTY users dial 711 for the Washington Relay service.

If an incident or public health emergency extends across county, region, and/or state borders, the Region may be asked to assist in the coordination of a Joint Information Center and/or Joint Information System (JIC or JIS) to ensure consistent public health messages are being utilized across the affected area.

If a JIC or JIS is activated, the LHO/Administrative Director/designee from the LHJ in which the incident is occurring shall have the responsibility of appointing the primary WWCDCH PIO to serve as a spokesperson/Liaison for the incident.

The LHO/Administrative Director/designee from the LHJ in which the incident is occurring shall have final approval for incident-related messages and public statements as related to Public Health.

### Media Contact Information:

Walla Walla County EMD SOP for a current Media List (maintained on County Microsoft Outlook as a contacts folder titled EMD Media Contacts)

Media briefing locations for WWCDCH:

- Walla Walla County Department of Community Health 314 W. Main St. Conference Room Floor 2, Room 214 or,
- Walla Walla County Emergency Management 27 N. 2nd St.



### Releasing information to the Press:

The Administrative Director or Local Health Officer or their designee will approve any written information on Excessive Heat or Extreme Cold Events prior to releasing it to the media.

**All Shelter Providers and Cooling/Warming Centers will be contacted and agree to the opening day and times prior to being released to the media or social media sites.**

The following individuals are authorized to meet with and release information to the media during a disease outbreak or investigation:

- Administrative Director
- Local Health Officer
- PIO if requested by Administrative Director or LHO

### Scheduling of Press conferences:

If the WWCDCH ECC is activated, press conferences will normally be scheduled by the ECC PIO; otherwise by the Administrative Director, Local Health Officer, or their designee.

A written media announcement will be prepared and sent to the media in advance by mail, fax, or e-mail.

If time is critical media listed will be notified by telephone and/or e-mail.

## Appendix III – PIO Extreme Weather Templates:

### DOH Communications Toolkit (Notifications):

#### DOH Basecamp EXCESSIVE HEAT/EXTREME COLD PRE-SEASON:

ADD from Basecamp when developed

#### DOH Basecamp EXCESSIVE HEAT/EXTREME COLD SEASON:

ADD from Basecamp when developed

#### LHJ EXCESSIVE HEAT/EXTREME COLD PRE-SEASON

Pre-season tips updated bi-weekly beginning in June, on LHJ Social Media.

Website: [https://www.co.walla-walla.wa.us/government/health\\_department/index.php](https://www.co.walla-walla.wa.us/government/health_department/index.php)

Facebook: <https://www.facebook.com/WWCDCH/>

Twitter: <https://twitter.com/wwcdch>

#### LHJ EXCESSIVE HEAT/EXTREME COLD SEASON

LHJ PIO to provide updated Excessive Heat Watch, Excessive Heat Warnings, or Extreme Cold on main Social Media sites as well as connect the LHJ followers to the EMD Social Media sites.

LHJ PIO to notify prior to release for consistent public messaging:

Walla Walla EMD Director

Liz Jessee 509-524-2902

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

Providence Director of Executive and Community Relations

Kathleen Obenland 509-876-5994

[Kathleen.Obenland@providence.org](mailto:Kathleen.Obenland@providence.org)

LHJ PIO sends Press Releases to EMD Media Contacts:

## Appendix IV – LHJ Role & Response during Extreme Weather Events

**Triggers to Activate a Press Release** to educate and warn the community about Heat-related illness such as Dehydration, Heat Exhaustion and Heat Stroke enacted when we are under an **Excessive Heat** Watch or for cold-related illness such as Hypothermia, and Frostbite for **Extreme Cold**. **Extreme Cold** is defined as predicted low temperatures (using the National Weather Service – Pendleton forecast page, [www.weather.gov/pdt](http://www.weather.gov/pdt)) of 20° or less, or 25° with precipitation.

**Triggers to Activate area Cooling/Warming Centers** to help protect the community, especially the vulnerable populations, are enacted when an **Excessive Heat Warning** is issued by the Pendleton NWS or when **Extreme Cold** temperatures are predicted.

### **Walla Walla Forecast Map**

<https://forecast.weather.gov/MapClick.php?lat=46.064035000000005&lon=-118.34319999999997#.YQgQgkBICUI>

### Excessive Heat

**The National Weather Service during the summer issues the following:**

(Columbia Basin summer season between end of June and early October)

**Heat Advisory—Take Action!** A Heat Advisory is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Advisory is when the maximum heat index temperature is expected to be 100° or higher for at least 2 days, and nighttime air temperatures will not drop below 75°; however, these criteria vary across the country, especially for areas that are not used to dangerous heat conditions. Take precautions to avoid heat illness. If you don't take precautions, you may become seriously ill or even die.

**Excessive Heat Outlooks—Be Aware!** The outlooks are issued when the potential exists for an excessive heat event in the next 3-7 days. An Outlook provides information to those who need considerable lead-time to prepare for the event.

**Excessive Heat Watches—Be Prepared!** Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain.

**Excessive Heat Warning—Take Action!** An Excessive Heat Warning is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Warning is when the maximum heat index temperature is expected to be 105° or higher for at least 2 days and nighttime air temperatures will not drop below 75°; however, these criteria vary across the country, especially for areas not used to extreme



heat conditions. If you don't take precautions immediately when conditions are extreme, you may become seriously ill or even die.

NWS Heat Watch vs. Warning

<https://www.weather.gov/safety/heat-ww>

## Extreme Cold

**The National Weather Service during the winter issues the following:**

(Columbia Basin summer season between end of December and end of February)

**Wind Chill Warning: Take Action!** NWS issues a wind chill warning when dangerously cold wind chill values are expected or occurring. If you are in an area with a wind chill warning, avoid going outside during the coldest parts of the day. If you do go outside, dress in layers, cover exposed skin, and make sure at least one other person knows your whereabouts. Update them when you arrive safely at your destination

**Wind Chill Watch: Be Prepared** NWS issues a wind chill watch when dangerously cold wind chill values are *possible*. As with a warning, adjust your plans to avoid being outside during the coldest parts of the day.

**Wind Chill Advisory: Be Aware:** NWS issues a wind chill advisory when seasonably cold wind chill values, but not extremely cold values are expected or occurring.

<https://www.weather.gov/safety/cold-wind-chill-warning>

## Actions taken by Department of Community Health:

### Activating a Community Response for Excessive Heat

(also see next section Cooling Centers)

- **Monitoring** - Collaborate between the Local Health Officer, Emergency Management Director and LERC who monitor for Excessive Heat Watches and Warnings.
- **Activation** - Activate non-Government Organizations to operate as a Cooling Center location. The Local Health Officer will make the decision to activate.
- **Media** - Advertise the locations of open Cooling Centers. The LHJ PIO will complete this action item with media partners.
- **Hydration** - ensure water, electrolyte replacement drinks and snacks to be distributed to the Cooling Center locations.
- **Well-checks** - the DCH Nurse staff will provide or partner with Providence Population Health Manager to give well-checks at all Cooling Center locations.
- **Volunteer Staffing** - partner with the Center for Human Engagement at Walla Walla University for support to the Cooling Center locations including volunteer needs via the Walla Walla Volunteer Corps. Personal Protective Equipment (PPE) will be provided, such as face masks, gloves, hand sanitizer and cleaning solutions such as surface spray, wipes.

## Appendix V – Warming & Cooling Centers

### Warming Center Definition

A warming center is a short-term emergency shelter that operates when temperatures or a combination of precipitation, wind chill, wind and temperature become dangerously inclement. Their paramount purpose is the prevention of death and injury from exposure to the elements. This may include acute trauma from falling objects such as trees, or injury to extremities due to frostbite. A more prevalent emergency which warming centers seek to prevent is hypothermia, the risk for which is aggravated by factors such as age, alcohol consumption, and homelessness.

### Cooling Center Definition

A cooling center is an air-conditioned public space set up by local authorities to temporarily deal with the health effects of a heat wave. Cooling centers are meant to prevent hyperthermia caused by heat, humidity, and poor air quality.

\* See Warming Center, Cooling Center, Other Options Table (page 17) for service provided.

## Local Non-Government Organizations

### Walla Walla Senior Center at the Park

720 Sprague St. Walla Walla

May be activated by calling the Director at 509-527-3775 during hours 9am-3pm. Hours of operation will be determined by the director and publicized by the LHJ PIO. Wi-Fi available

### St. Paul's Episcopal Church

323 Catherine St. Walla Walla

May be activated by calling the Director at 509-529-1083 during hours 8am-5pm. Hours of operation will be determined by the Pastor and publicized by the LHJ PIO. Wi-Fi available

### Christian Aid Center

202 W. Birch St. Walla Walla

May be activated by calling the Director at 509-525-7153. Hours of operation will be determined by the director and publicized by the LHJ PIO.

### Sleep Center- Walla Walla Alliance for the Homeless

1181 W. Rees Ave (Corner of 15<sup>th</sup> & Rees) Walla Walla

May be activated by calling the Director at 509-520-0316. Extended hours of operation will be determined by the director and publicized by the LHJ PIO.

### Walla Walla City Library

238 E. Alder St. Walla Walla

May be activated by calling the Director at 509-527-4550 Normal Hours are Mon-Fri 10am-7pm; Sat 10am-3pm and Closed Sundays. Hours of operation will be determined by the director and publicized by the LHJ PIO. Wi-Fi available.

### Waitsburg Presbyterian Church

604 Main St. Waitsburg

May be activated by calling the Church Pastor at 509-337-8898.



## **New Beginnings Chapel**

822 W. Main St. Walla Walla

May be activated by calling the Volunteer Coordinator at 509-527-3385 or 541-861-9055. Opens at 7pm and closes at 7am, this is a shelter of last resort.

**NOTE:** Any request for an overnight Warming or Cooling Center will require security, water, snacks, food delivery, Wi-Fi, TV, Cots, bedding, and volunteers.

**NOTE:** Non-Governmental Organizations (NGO's) may opt to open a warming or cooling center at their own discretion, without activation of this plan.

## **Additional Local Options during Excessive Heat Events**

### **WALLA WALLA**

- Indoor Movie Theatre: Cinemark Grand 1325 W. Poplar St., movie times vary
- City of Walla Walla Splash Pad at Washington Park 700 W. Cherry St open 5am-11pm
- City of Walla Walla Veteran's Memorial Public Swimming Pool 505 E. Rees Ave. near Borleske Stadium 509-524-4554 open Mon-Fri 12pm-6:30pm and Sat-Sun 11am-6:30pm
- City of Walla Walla: 18 park locations: <https://www.wallawallawa.gov/government/parks-and-recreation>
- Walla Walla Valley Corps of Engineers Bennington Lake on Reservoir Road open year-round 5am-10pm
- Walla Walla Valley Corps of Engineers Rooks Park on Mill Creek Road open 7am-sunset

### **COLLEGE PLACE**

- SonBridge, College Place Fire Dept Conference Room, Walla Walla University, Village Church, College Place High School, Davis Elementary, & College Place Rural Library are activated by calling the City Administrator 509-394-8506 who will also arrange staffing
- City of College Place Lions Park Splash Pad & covered Shelter to be constructed & ready summer of 2023

### **PRESCOTT**

- City of Prescott Public Pool at 303 W. 2<sup>nd</sup> 509-849-2214 open Mon-Fri 1pm-7pm & Fri-Sun 12-7pm

### **WAITSBURG**

- City of Waitsburg Preston Park intersection of HWY 12 & E HWY 124
- City of Waitsburg Weller Public Library 212 Main St. open Mon & Th 10 am - 5 pm & Sat 10am-12pm

### **WALLA WALLA VALLEY RESOURCE**

- City of Milton-Freewater Joe Humbert Aquatic Center 200 De Haven St. Milton-Freewater, OR open Mon-Thurs 11:30am-4pm and 6:30pm-8pm, Friday 11:30-4pm and 5:30-8pm; Sat-Sun 1pm-6pm (tip: no transportation, ride the CTUIR bus)

**These locations are not incorporated & do not have Parks & Rec Programs:**

### **BURBANK**

- Burbank - Pasco Memorial Aquatic Park 1520 W Shoshone St, Pasco 509-545-3456 open Mon-Fri and Sun 1pm-5:45pm, Sat 1pm-5:30pm
- Burbank Corp of Engineers Charbonneau Park Day-Use Area: Flush Toilets (Summer only, porta potty), Picnic Tables, Swim Beach, Playground Hours: 6am - 10pm daily in the summer

### **TOUCHET**

- Touchet School Gym: need to request

### **DIXIE**

- Dixie School Gym: need to request

## Warming Center, Cooling Center, Other Options

### Organization

	Warming Center	Cooling Center	Other *
Walla Walla Senior Center at the Park		X	
St. Paul's Episcopal Church	X	X	
Christian Aid Center	X	X	
Sleep Center – Walla Walla Alliance for the Homeless	X	X	
Walla Walla City Library	X	X	
Waitsburg Presbyterian Church	X	X	
Cinemark Grand Cinemas			X
City of Walla Walla Splash Pad at Washington Park			X
City of Walla Walla Veteran's Memorial Public Swimming Pool			X
City of Walla Walla Park (18 locations)			X
Walla Walla Valley Corps of Engineers Bennington Lake on Reservoir Road			X
Walla Walla Valley Corps of Engineers Rooks Park on Mill Creek Road			X
SonBridge, College Place			X
City of College Place Lions Park Splash Pad			X
City of Prescott Public Pool			X
City of Waitsburg Preston Park			X
City of Waitsburg Weller Public Library			X
City of Milton-Freewater Joe Humbert Aquatic Center			X
Pasco Memorial Aquatic Park			X
Corps of Engineers Charbonneau Park (Day Use)			X
Touchet School Gym			X
Dixie School Gym			X

\* Additional Local Options during Excessive Heat



## Appendix VI – Extreme Weather Links

### Walla Walla County Department of Community Health

[https://www.co.walla-walla.wa.us/government/health\\_department/index.php](https://www.co.walla-walla.wa.us/government/health_department/index.php)

<https://www.facebook.com/WWCDCH>

### Walla Walla County Emergency Management Department

[https://www.co.walla-walla.wa.us/residents/emergency\\_management/index.php](https://www.co.walla-walla.wa.us/residents/emergency_management/index.php)

<https://www.facebook.com/WallaWallaEM>

<https://www.twitter.com/WallaWallaEM>

### Excessive Heat

#### WA Department of Health

<https://www.doh.wa.gov/emergencies/bepreparedbesafe/severeweatherandnaturaldisasters/hotweathersafety>

<https://www.doh.wa.gov/DataandStatisticalReports/WashingtonTrackingNetworkWTN/HeatStress>

#### Centers for Disease Control

<https://www.cdc.gov/climateandhealth/docs/UseOfCoolingCenters.pdf>

<https://www.cdc.gov/climateandhealth/pubs/extreme-heat-guidebook.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/php/cooling-center.html>

<https://www.cdc.gov/disasters/extremeheat/index.html>

<https://www.cdc.gov/nceh/features/extremeheat/index.html>

#### Ready.gov

<https://www.ready.gov/extreme-heat-safety-social-media-toolkit>

<https://www.ready.gov/heat>

#### National Weather Service Pendleton

<https://www.wrh.noaa.gov/wrh/heatrisk/>

<https://www.weather.gov/safety/heat-illness>

<https://www.weather.gov/safety/heat-during>

<https://www.weather.gov/safety/heat>

<https://www.weather.gov/wrn/summer-heat-sm>

#### Other

<https://kingcounty.gov/depts/health/emergency-preparedness/preparing-yourself/hot-weather.aspx>

<https://nihhis.cpo.noaa.gov>

## Extreme Cold

### WA Department of Health

<https://www.doh.wa.gov/Emergencies/BePreparedBeSafe/SevereWeatherandNaturalDisasters/ColdWeather>

<https://www.doh.wa.gov/Emergencies/BePreparedBeSafe/SevereWeatherandNaturalDisasters/ColdWeather/Hypothermia>

### Centers for Disease Control

<https://www.cdc.gov/disasters/winter/staysafe/hypothermia.html>

<https://www.cdc.gov/disasters/winter/duringstorm/indoorsafety.html>

<https://www.cdc.gov/disasters/winter/pdf/extreme-cold-guide.pdf>

### Ready.gov

<https://www.ready.gov/winter-weather>

<https://www.ready.gov/winter-weather-safety-social-media-toolkit>

### National Weather Service Pendleton

<https://www.weather.gov/safety/winter>

<https://www.weather.gov/dlh/extremecold>

<https://www.weather.gov/safety/cold>

### Public Health – Seattle & King County

<https://kingcounty.gov/depts/health/emergency-preparedness/preparing-yourself/hypothermia.aspx>

## Appendix VII – Abbreviations and Acronyms

BOCC	Board of County Commissioners
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
DCH	Department of Community Health
DEM	Department of Emergency Management
DOH	Department of Health
ECC	Emergency Coordination Center
EOC	Emergency Operations Center
EMD	Emergency Management Department
EMS	Emergency Medical Services
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HAN	Health Alert Network
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LERC	Local Emergency Response Coordinator
LHJ	Local Health Jurisdiction
LHO	Local Health Officer
MMAA	Master Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NWS	National Weather Service
PHEPR	Public Health Emergency Preparedness and Response
PIO	Public Information Officer
PPE	Personal Protective Equipment
RCW	Revised Code of Washington
RERC	Regional Emergency Response Coordinator
SOP	Standard Operating Plan
WAC	Washington Administrative Code
WA-SECURES	Washington State Electronic Communications & Urgent Response Exchange System
WWCDCH	Walla Walla County Department of Community Health





# Proposal

Date: June 18, 2022

Proposal ID: 2022 07-05 DCH-3

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Realignment of Human Services Positions

Topic: Behavioral Health Job Descriptions

## **Summary**

In July 2020 our Behavioral Health Prevention Specialist was realigned to a new job description titled Program Coordinator – Behavioral Health. The original position managed the CPWI grant for Walla Walla Public Schools. When this staff was moved into the Program Coordinator – Behavioral Health role the CPWI grant was still in this staff persons responsibilities. After talking with the employee about challenges and issues with this alignment, we are requesting approval to reinstate employee to former specialist position. We would like to review the coordinator position with HR and align this position with any recommendation that may come from the Human Services Research Institute assessment.

## **Cost**

The specialist position will be funded by Health Care Authority CPWI grant. However, the grant is limited and there may be a need to propose some additional funding from One-Tenth funding or apply for supplemental program funding.

The proposed behavioral health coordinator role would be funded by One-Tenth.

## **Funding**

Health Care Authority/One-Tenth

## **Alternatives Considered**

N/A

## **Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

This benefits the citizens of Walla Walla by allowing a dedicated staff member to continue working in the Walla Walla Public Schools CPWI grant. This also benefits the county citizens by creating a future separate position that can strategically strengthen our behavioral health response.

**Conclusion/Recommendation**

Recommend the BOCC allow DCH to move one employee from coordinator role to a specialist role. Allow DCH to work with HR to develop a new position to coordinate and manage the behavioral health response.

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Submitted By

Nancy Wenzel, DCH

Disposition

☐ Approved

Name

Department

Date

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

Name

Department

Date

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BOCC Chairman

Date

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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# Proposal

Date: June 18, 2022

Proposal ID: 2022 07-05 DCH-4

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval to Add Position to Finance/Administration Team

Topic: Finance/Administration Staffing

## Summary

During the COVID pandemic the department lost our director, and I was moved into the Administrative Director role. Our finance/administrative team is a highly trained group that understands government accounting and they are assuming a high-level lead in grant management and compliance. The team manages vital records, reception, grants, procurement, vouchers, revenue, public records, COVID response, audits, and supporting boards among many other tasks. We manage seven (7) funds, millions of dollars in grants and subawards and keep our department ready for any audit that may be scheduled. Our department is complex, fast paced and with many unexpected events that need a well-organized team to run well. We did not replace my prior position; therefore, I have been managing the higher-level administrative oversight of our department, plus a high-level oversight in the finance/administrative section.

After looking at our timekeeping data, in 2021, I worked on average 6.3 days in each 7 day week. So far in 2022, I have logged approximately 200 hours extra for close to a 6 day work week. I would like to request permission to work with HR and add 1 (one) full-time staff member to the finance/administration team. After working with staff, one model we would like to proceed with is adding a Senior Office Assistant and aligning duties to our existing Accounting Tech II's which may cause them to be elevated to Accounting Tech III. I would also like to work with HR to have Accounting Technician II and III positions where staff could transition from lower level to higher level government accounting. It can be difficult to find new staff familiar with government standards so ability to move new staff from Accounting Tech II to Accounting Tech III as their longevity increases and they meet training and knowledge guidelines. With knowledge and training they would have the ability to take on more complex tasks.

My role with the dual responsibilities is advantageous, but I need quality assistance. I would like to capitalize on the knowledge my existing staff has and give each a strategic role in high-level assistance. Recognizing the unique structure of government accounting I would like to study what a variable Accounting II-III structure mentioned earlier could look like.

### **Cost**

Estimated at \$66,201 for Range 2 Step B/C

### **Funding**

This position will be funding from a variety of funds: foundational public health, local government assistance, vital record fees, COVID funds. We are working on aligning dedicated funding.

### **Alternatives Considered**

N/A

### **Acquisition Method**

N/A

### **Security**

N/A

### **Access**

N/A

### **Risk**

The greatest risk is continued burn out of staff with knowledge and expertise. Turnover leaves the department understaffed and challenged during these times of emerging disease, extreme weather events, behavior health crisis, etc.

### **Benefits**

Adding an office position and offering assistance for my financial/administrative oversight responsibilities will allow me to continue working on policies/best practices for the department while we regroup, streamline, and continue to develop our convening leadership role for the county. The additional staff will also assist Environmental Health in administrative tasks.



### **Conclusion/Recommendation**

Recommend the BOCC allow Community Health to work with Human Resources to add one (1) new staff member to the finance/administration team and align duties to existing staff. BOCC recognizes the accounting technician II positions may be reclassified.

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Submitted By

Nancy Wenzel, DCH

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Disposition

\_\_\_\_ Approved

Name

Department

Date

\_\_\_\_ Approved with modifications

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

Name

Department

Date

\_\_\_\_ Denied

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BOCC Chairman

Date

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### **Additional Requirements to Proposal**

\_\_\_\_ Modification

\_\_\_\_ Follow Up

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# Proposal

Date: June 28, 2022

Proposal ID: 2022 07-05 DCH-5

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval to Hire Program Coordinator Developmental Disabilities Above Starting Step

Topic: Program Coordinator Developmental Disabilities

## **Summary**

This program coordinator performs professional and technical work in the planning and administration of the county plan for Developmental Disabilities. We have a qualified candidate that is highly qualified and will require less training, onboarding, and supervision due to the skills she brings to the position. Having a qualified candidate will save the department time and increase the capacity of the Developmental Disabilities program services. We would like to start this employee at Grade 6 Step D (\$5288/mo).

Specifically:

1. Her extensive knowledge of disabilities services laws from 14 years as a special education teacher. The position only requires five years of within this field.
2. Her contracting and negotiation experience from her years as a meeting and convention planner which will aid in the maintenance of relationship with our subcontracting partners.
3. Her experience of convening events and meeting of all sizes within special education field and as meeting and convention planner which will aid in program outreach and meeting facilitation.

## **Cost**

The difference between a Step B and Step D is \$2.83/hour. The applicant will be paid by the Developmental Disabilities program grant, Columbia County and Fund 119 revenue.

## **Funding**

DSHS Grant, Columbia County and Fund 119 Revenue

**Alternatives Considered**

Offer employment to a candidate with less experience and training.

**Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

This applicant will on-board rapidly allowing program services to continue at an adequate level.

**Conclusion/Recommendation**

Recommend the BOCC approve hiring Program Coordinator, Developmental Disabilities at Range 6 Step D.

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Submitted By

Nancy Wenzel, DCH

Name

Department

Date

Name

Department

Date

Disposition

\_\_\_\_ Approved

\_\_\_\_ Approved with modifications

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

\_\_\_\_ Denied

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BOCC Chairman

Date

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## Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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## Department of Community Health

### Department Update

July 5, 2022

#### **Veteran's Update presented by Samantha Jackle and Wendy Cheng with guest Trina from VFW**

- VFW has not closed their doors, we are communicating with them about strategies that they could take to increase their revenue
  - VFWs do not get funds from the national organization
  - VFW was encouraged to pursue an annual fundraiser
  - VFW was encouraged to apply for grant funds
  - VFW was encouraged to charge veteran service organizations for meeting space rent, including the VRAB, stand down planning group, etc.
- DCH would like to apply VSO grant through WDVA
  - Amount: \$120k
  - Performance period: 8/4/2022 – 6/30/2023
  - Benefit: Allows us to expand our part-time VSO position to full time and also allows for cost savings of the veterans relief fund; we would then be able to serve a greater number of veterans that are served by the Walla Walla VA catchment area, which could help us justify utilizing more of the veterans relief fund in order to keep the VSO position at full time. Improving VSO access to veterans served by the Walla Walla VA catchment area could strengthen our relationship with the VA, as well as improve overall service to veterans in this area.
- DCH is assisting with planning for a veteran summit in Eastern WA. The technical assistance provided with this is meant to help the VA meet their goal of housing 30,000 veterans. We anticipate improvements in veterans services as a result of these conversations and efforts.
- DCH and community stakeholders will participate in crisis intercept mapping on July 7<sup>th</sup> with the SAMSHA SMVF TA center folks, who will create a system map of veterans services in Walla Walla County. From there they will facilitate community stakeholders in conversations regarding gaps in services, areas of improvement, etc. SAMSHA SMVF TA center will be able to provide ongoing technical assistance and support to implement the ideas discussed on July 7<sup>th</sup>. Walla Walla County is the first community in Washington State to complete this process. Communities across the country have seen success and improvements from engaging in this process.
- 2022 Veterans Stand Down scheduled for September 24<sup>th</sup>, 10 a.m. – 2 p.m. at the VFW; BOCC are invited to attend and participate

**2:00 COUNTY COMMISSIONERS**

- a)** Interview applicant for previously publicized opening on the Walla Walla County Planning Commission
- b)** Miscellaneous or unfinished business to come before the Board

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
  - 1) Revised job description approval form – Division Manager – Human Services for Department of Community Health
  - 2) New job description approval form – Child Advocate Program Supervisor for Court Services
  - 3) Execute Memorandum of Understanding between Walla Walla County and Teamsters Local Union No. 839 representing Walla Walla County Corrections
- d) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))

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



## 2:45 COUNTY COMMISSIONERS

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

### **- A D J O U R N -**

*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.*