

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JUNE 5, 2023

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

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

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

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

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

9:45 A.M. COUNTY COMMISSIONERS

Chairman Mayberry

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

- a) Roll call and establish a quorum
- b) Silence cell phones
- c) Declarations re: conflict of interest
- d) Approval of agenda
- e) Pledge of Allegiance
- f) Public comment period (time limitations may be imposed)
- g) Introduction of new county employees (this is scheduled for the first meeting of each month)
- h) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review vouchers/warrants/electronic payments
- i) **Consent Agenda Items:**
 - 1) Resolution – Minutes of County Commissioners' proceedings for April 24 and 25, 2023
 - 2) Resolution – Cancelling County Commissioners' Sessions of July 3 and 4, 2023
 - 3) Resolution – Appointment of Anthony Keys to the Board of Directors for Burbank Irrigation District No. 4
 - 4) Payroll action and other forms requiring Board approval
- j) **Action Agenda Items:**
 - 1) County vouchers/warrants/electronic payments as follows: 4054376 through 4054395 totaling \$1,055,370.60 (May payroll); 4250974 through 4251000 totaling \$1,199,196.33 (benefits and deductions)

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER CANCELLING
COUNTY COMMISSIONERS'
SESSIONS OF JULY 3-4, 2023**



RESOLUTION NO. 23

WHEREAS, there is no business to come before the Board of County Commissioners for the week of July 3, 2023 and July 4, 2023 is a County holiday; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the regularly scheduled Board meetings on July 3 and 4, 2023 be cancelled.

BE IT FURTHER RESOLVED that the next regular meeting of the Board will be held on July 10, 2023.

*Passed this 5th day of **June, 2023** 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, 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 APPOINTMENT
OF ANTHONY KEYS TO THE
BOARD OF DIRECTORS OF
BURBANK IRRIGATION DISTRICT
NO. 4



RESOLUTION NO. **23**

WHEREAS, a vacancy has been created on the Board of Directors of the Burbank Irrigation District No. 4 due to Danna Stultz (fka Danna Percifield) resignation; and

WHEREAS, RCW 87.03.081 states that vacancies in the office of director of an irrigation district are to be filled by appointment by the Board of County Commissioners; and

WHEREAS, the Board of Directors of Burbank Irrigation District No. 4 has recommended the appointment of Anthony Keys to fill said vacancy; now therefore

BE IT RESOLVED by this Board of County Commissioners that Anthony Keys be appointed to fill said vacancy on the Burbank Irrigation District No. 4 Board of Directors.

BE IT FURTHER RESOLVED that the term of said appointment shall be until the next general election of the Burbank Irrigation District.

Passed this 5th day of June, 2023 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, Commissioner, District 3

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



KUFFEL, HULTGRENN, KLASHKE, SHEA & ELLERD, LLP
Attorneys at Law

1915 Sun Willows Blvd. PO Box 2368 Pasco WA 99302 (509) 545-8531 FAX (509) 545-3019

May 5, 2023

RECEIVED

MAY 08 2023

WALLA WALLA COUNTY
COMMISSIONERS

Commissioner 1 ✓
Commissioner 2 ✓
Commissioner 3 ✓
Clerk / Other _____

Walla Walla County Commissioners
P. O. Box 1506
Walla Walla, WA 99362

Re: Burbank Irrigation District No. 4

Dear Commissioners:

Burbank Irrigation District No. 4 has had a vacancy in Position 4 of the Board of Directors since November 8, 2023, due to the resignation of Danna Stultz (f.k.a. Percifield) and the failure of anyone to run for that position in 2022. The Board of Directors would like to have Anthony Keys, 10 Ash Street, Burbank, Washington 99323, appointed to fill that vacant position. Please let me know if there is anything further you need in order to appoint Mr. Ash to the Board of Directors of Burbank Irrigation District No. 4. Thank you very much.

Very truly yours,
KUFFEL, HULTGRENN,
KLASHKE, SHEA & ELLERD, LLP

Heidi Ellerd

HE:src

cc: Directors
Anthony Keys

t-5.19.23

COUNTY COMMISSIONERS (Continued)

- k)** Miscellaneous business to come before the Board
- l)** Review reports and correspondence; hear committee and meeting reports
- m)** Review of constituent concerns/possible updates re: past concerns

a) Action Agenda Items:

- 1) Proposal 2023 06-05 Fair Approval of bid award and contract for the Barn One Electrical Upgrades project

b) Department update and miscellaneous



Proposal

Date: 5/30/2023

Proposal ID. 2023 06-05 FAIR

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – Approval of bid award and contract for the Barn One Electrical Upgrades project.

Topic – Fairgrounds Barn One Electrical Upgrades Project

Summary – On May 16, 2023, we sent bid requests out to four contractors from the Small Works Roster and five additional contractors from surrounding area. The electrical upgrade project includes:

- Electrical Outlet Bid - installation of two sperate circuits outlets, each circuit containing five single outlets for fans and installation of 8 separate circuits, each containing one duplex outlet for hair dryers.
- Alternate Option 1 – LED Lighting - retrofitting of twenty-two existing T12 lights to LED lighting for energy savings and safety.
- Alternate Option 2 – Exit & Emergency Lighting - installation of one new circuit containing a minimum of six (6) new exit and emergency lights located at each of the four exits and maximum and two placed in the middle of the barn pointing toward exits.

Bids closed on Friday, May 26, 2023, at 11:00 a.m.

The following bid was received by the deadline of Friday, May 26, 2023, at 11:00 a.m.

Walla Walla Electric, Walla Walla, WA

• Electrical Outlet Bid	\$8,753.00
• Alternate Option 1 – LED Lighting	\$2,483.00
• Alternate Option 2 – Exit & Emergency Lighting	<u>\$2,311.00</u>
TOTAL	\$13,547.00

Bid pricing includes sales tax, Washington State prevailing wage rates, Washington State electrical permits, all materials and labor for a complete installation.

Cost-

Walla Walla Electric - \$13,547.00

Funding – The project will be funded from designated funds raised at the 2023 Showcase. These funds are currently held in Frontier Days Foundation account.

Alternatives Considered- We've rented generators and used extension cords in the past, but it's been expensive, unsafe and noisy.

Acquisition Method- Through the bid process.

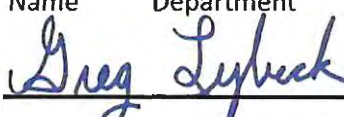
Security - NA

Access -NA

Risk – NA

Benefits – The benefits of the electrical upgrades will make Barn One safer for both the exhibitors and animals, while providing a positive experience for all users of the barn.

Conclusion/Recommendation- I am recommending that the Commissioners approve the bid award and associated contract to Walla Walla Electric for the Fairgrounds Barn One Electrical Upgrades Project.

Submitted By			Disposition
Greg Lybeck	Fairgrounds	5/31/2023	<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
			<input type="checkbox"/> Needs follow up information
Signature			<input type="checkbox"/> Denied

BOCC Chairman	Date
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Additional Requirements to Proposal

- Modification
- Follow Up

**WALLA WALLA COUNTY,
STATE OF WASHINGTON
LIMITED PUBLIC WORKS CONTRACT**

THIS CONTRACT, made this 26th day of May, 2023, by and between Walla Walla County, hereinafter called "County", and Walla Walla Electric, hereinafter called "Contractor", **WITNESSETH:**

WHEREAS, The County has desires to enter into a contract with Contractor to perform certain labor and furnish certain materials for Barn One Electrical Upgrades, including Alternate Options One and Two, Walla Walla County, Washington as per plans and specifications and proposal attached hereto,

THE CONTRACTOR AGREES AS FOLLOWS:

1. To comply with the special terms and conditions attached hereto and incorporated herein by reference.
2. To furnish all labor, materials, equipment, permits, etc., necessary or required and to perform all the work necessary or incidentally required for that part of the construction of the aforesaid project per the special terms and conditions attached hereto and incorporated herein by reference.
3. To complete all of the work specified in the attached plans and specifications no later than August 15, 2023.
4. To pay for all materials, skill, labor and equipment, etc., used in or in connection with the performance of this contract, when and as bills or claims therefore become due, and to save and protect the premises and the County from all claims and mechanics' liens on account thereof, and to furnish satisfactory evidence to the County when and if required, that they have complied with the above requirements.
5. To begin work herewith contracted for as directed by the County, and to be carried out with speed and dispatch so as not to delay the progress of the job. Contractor to clean up after its work, and if this is not done expeditiously, after notification by the County, said clean up may be done by the County and charged to the account of the Contractor.
6. To proceed with the work and to abide by the County's decision as to the allotment of all storage and working space on the project.
7. That no extension of time of performance of this contract shall be recognized by the County without the County's written consent provided to the Contractor.
8. To pay for any expense the County may suffer as a result of the Contractor's failure through causes within said Contractor's control to carry out the provision of this agreement.
9. **Indemnification and hold harmless.** To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold the County and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are

caused in whole or in part by any act or omission, negligent or otherwise, of the Contractor, its employees, agents or volunteers or Contractor's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this Agreement; or 3) are based upon the Contractor's or its subcontractors' use of, presence upon or proximity to the property of the County. This indemnification obligation of the Contractor shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the County. In the event of the concurrent negligence of the Contractor, its subcontractors, employees or agents, and the County, its employees or agents, this indemnification obligation of the Contractor shall be valid and enforceable only to the extent of the negligence of the Contractor, its subcontractors, employees and agents. This indemnification obligation of the Contractor shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the Contractor hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the Contractor are a material inducement to County to enter into this Agreement, are reflected in the Contractor's compensation, and have been mutually negotiated by the parties.

Contractor's initials acknowledging indemnity terms: _____

9.01 Participation by County – No Waiver. The County reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of Contractor's indemnity obligations under this Agreement.

9.02 Survival of Contractor's Indemnity Obligations. The Contractor agrees all Contractor's indemnity obligations shall survive the completion, expiration or termination of this Agreement.

9.03 Indemnity by Subcontractors. In the event the Contractor enters into subcontracts to the extent allowed under this Agreement, the Contractor's subcontractors shall indemnify the County on a basis equal to or exceeding Contractor's indemnity obligations to the County.

10. Insurance. The Contractor shall, at its own expense, obtain and continuously maintain the following insurance coverage. All insurers providing such insurance shall be acceptable to the County and be licensed to do business in the State of Washington and admitted by the Washington State Insurance Commissioner. Coverage limits shall be the minimum limits identified in this Agreement, or the coverage limits provided or available under the policies maintained by the Contractor without regard to this Agreement, whichever are greater.

10.01 General Commercial Liability - \$1,000,000 Minimum, Each Occurrence
\$2,000,000 Minimum, Annual Aggregate

Coverage shall include personal injury, bodily injury and property damage for Premises/Operations Liability, Products/Completed Operations, Personal/Advertising Injury, Contractual Liability, Independent Contractor Liability, and Stop Gap/Employer's Liability. Coverage shall not exclude or contain sub-limits less than the minimum limits required, unless approved in writing by the County.

10.02. **Business Automobile Liability** - \$500,000 Minimum, Each Occurrence
\$1,000,000 Minimum, Annual Aggregate

Coverage shall include liability for any and all owned, non-owned and hired motor vehicles. Coverage may be satisfied by way of endorsement to the General Commercial Liability policy.

10.03 The Contractor shall maintain workers Compensation insurance in accordance with the State of Washington Labor Code for all employees, agents and volunteers eligible for such coverage under the Industrial Insurance Act.

10.04 All Contractor's and contractor's subcontractors' insurance policies and additional named insured endorsements shall provide primary insurance coverage and be non-contributory. Any insurance, self-insured retention, deductible, risk retention or insurance pooling maintained or participated in by the County shall be excess and not contributory to such insurance policies. All Contractor's and Contractor's subcontractors' liability insurance policies must be endorsed to show this primary coverage.

10.05 Upon request, the Contractor shall provide a full and complete certified copy of all requested insurance policies to the County. The County reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the requirements of this Agreement. Additionally, the County reserves the right, but not the obligation, to review and reject any proposed insurer providing coverage based upon the insurer's financial condition or licensing status in Washington. Any deductibles and/or self-insured retentions exceeding \$20,000, stop loss provisions, and/or exclusions contained in such policies must be approved by the County in writing. For any deductibles or self-insured retentions exceeding \$20,000 or any stop-loss provisions, the County shall have the right to request and review the Contractor's most recent annual financial reports and audited financial statements as a condition of approval.

10.06 Contractor hereby agrees to a waive subrogation with respect to each insurance policy maintained under this Agreement. When required by an insurer, or if a policy condition does not permit Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor agrees to notify the insurer and obtain such endorsement. This requirement shall not apply to any policy which includes a condition expressly prohibiting waiver of subrogation by the insured or which voids coverage should the Contractor enter into such a waiver of subrogation on a pre-loss basis.

10.07 The County, its departments, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds on Contractor's and Contractor's subcontractors' insurance policies by way of endorsement for the full available limits of insurance maintained by the Contractor and subcontractor, and all coverage shall be primary and non-contributory. A statement of additional insured status on a Certificate of Insurance shall not satisfy these requirements.

10.08 The Contractor shall, within 10 days of the execution of this contract, for each required insurance policy, provide a Certificate of Insurance, with endorsements attached, evidencing all required coverages, limits, deductibles, self-insured retentions and endorsements and which is conditioned upon the County receiving thirty (30) days prior written notice of reduction in coverages, cancellation or non-renewal. Each Certificate of Insurance and all insurance notices shall be provided to the Risk Management Department, 314 W. Main Street, Room 216, Walla Walla, WA, 99362.

10.09 The insurance maintained under this Agreement shall not in any manner limit or qualify the liabilities or obligations of the Contractor under this Agreement. All insurance policy deductibles and self-insured retentions for policies maintained under this Agreement shall be paid by the Contractor.

10.10 Compensation and/or payments due to the Contractor under this Agreement are expressly conditioned upon the Provider's strict compliance with all insurance requirements. Payment to the Contractor shall be suspended in the event of non-compliance. Upon receipt of evidence of Contractor's compliance, payments not otherwise subject to withholding or set-off will be released to the Contractor.

11. To adequately and properly protect the work to be performed hereunder, to be responsible for damages to persons and property occasioned by its failure to do so, to be responsible for any defective or improper work or material caused by its failure to do so, it being understood that the standards of protection shall not be less than those specified in the general contract or required by law.

12. To not assign this contract, or sublet the same, or any part thereof covering work to be performed at the site of the project named in this agreement, and not to assign any payments hereunder without first obtaining the written consent of the Owner.

13. To be bound by the terms of the contract with the County, general conditions, special conditions and specifications and addenda, and to conform to and comply with the drawings and specifications and addenda and to furnish such shop drawings or samples as may be required.

14. To comply with RCW 39.12 - Prevailing wages on public works: All workmen for the Contractor and subcontractors shall provide "intent to pay prevailing wages" forms prior to invoice payments and provide complete "affidavit of wages paid" forms before retained funds are released. The Contractor shall contact the Department of Labor & Industries, Industrial Statistician, and pay all applicable fees required.

15. That the County shall have the right to order, in writing, the deletion or addition of the parts of the work, or materials as omitted from or added to the general contract on the above-named contract price for such omitted or added work or materials;

that no extra work shall be allowed or changes made by the Contractor, or paid for by the County unless authorized by the Owner in writing before the work and/or changes are begun. The work shall not be invoiced until a fully authorized "change order" has been processed.

16. Pursuant to RCW 39.08.10, the County waives the performance and surety bond requirements of Chapter RCW 39.08 and the retainage requirements of chapter RCW 60.28, and instead shall, in lieu of the bond, retain ten percent of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department and the department of labor and industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later.

17. To guarantee his work against all defects of materials or workmanship, as called for in the plans, specifications and addenda for a period of one year from the date of completion and acceptance of the project, unless the project specifications require a longer guarantee period.

18. That if notification of any claims have been made against the Contractor arising out of labor or materials furnished the project covered by this agreement, or otherwise on account of any actions or failures to act by the Contractor in the performance of this agreement, the County may, at its discretion, withhold such amounts otherwise due or to become due hereunder, to cover said claims and any costs or expenses arising, or to arise, in connection therewith pending legal settlement thereof, subject to the limitations of RCW 39.08.010 and 60.28.010. This right of the County shall not be exclusive of any other rights of the County herein or as provided by law.

19. That in case the Contractor shall fail to correct, replace or re-execute faulty or defective work done and/or materials furnished under this contract as required by the County, or shall fail to complete or diligently proceed with this contract within the time provided herein, or of the Contractor or any subcontractor shall be unable to proceed with the work because of any action by one or more employees of the Contractor or by a person or labor organization purporting or attempting to represent any employee of the Contractor, the County, upon notice to the Contractor, shall have the right to correct, replace or re-execute such faulty or defective work, or to take over this contract and complete same, and to charge the cost thereof to the Contractor, together with any damages suffered by the County, and any delays caused in the performance of this contract.

20. That in case of default on the part of the Contractor under the terms of this agreement, the material and equipment of the Contractor shall be left on the job for the use of the County in completing the work covered by the terms of this agreement.

21. To comply with all federal and state laws, codes and regulations and all municipal ordinances and regulations effective where the work is to be performed under this contract, and to pay all costs and expenses connected with such compliance, to pay all fees, permits and taxes, including sales and use taxes, on all goods and services purchased by the Contractor, and also to pay all taxes imposed by any state or federal law for any employment insurance, pensions, old age retirement funds or any similar purpose and hold the Owner harmless from any and all loss or damage occasioned by the failure of the Contractor to comply with the terms of this clause.

22. It is understood and agreed that the Contractor named herein will have equipment, labor and supplies on this project and that the use thereof by the Contractor must, at all times, comply with all local, state and federal regulations respecting safety rules, OSHA and WISHA regulations and any and all others applicable, and levied, assessed or extracted from the general Contractor herein, and the Contractor hereby agrees to reimburse and hold harmless the County on account of such claim, fine or penalty which may be paid by the general Contractor which arises out of or is due to any action on the part of the Contractor, its agents, employees, suppliers or subcontractors.

23. Disputes pertaining to this contract shall be resolved in accordance with the American Arbitration Association "Construction Industry Arbitration Rules".

24. To pay all royalties and license fees, and further agrees to defend all suits or claims for infringement of any patent rights involved in the work of the Contractor under this agreement, and further agrees to save the County harmless from loss, cost or expense on account of such use or infringement by the Contractor.

25. The Contractor shall make an assignment of the work to the proper craft in accordance with decisions of record or in accordance with the prevailing practice in the locality of the job. In the event there is a possibility of work stoppage over a dispute of assignment the County shall be notified.

26. In the event the contract herein is based upon a unit price, it is understood and agreed that any quantities mentioned are approximate only and are subject to final determination based upon final quantities according to conditions that may be stipulated in the plans and specifications, or upon such quantities as may be determined by the County. Such adjustments shall be authorized by written change order only.

27. The Contractor shall be an Equal Opportunity Employer and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.

28. Termination for Public Convenience: The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County.

WALLA WALLA COUNTY AGREES AS FOLLOWS:

1. To employ, and does hereby employ, the Contractor to do the work described in paragraph 2 hereof, subject to the provisions of this agreement.

2. To pay the Contractor for the full, faithful and prompt performance of this general agreement, subject to all of the terms and conditions hereof, the sum of thirteen thousand five hundred forty-seven and 00/100's Dollars (\$13,547.00), including state sales tax.

3. Except as provided in Paragraph 16, to pay the Contractor with 30 calendar days upon receipt of a properly prepared voucher, which claims the correct amount of labor, materials, equipment, etc., provided and concurred by the County.

4. That the failure of the County to make payments as and when herein provided shall, in addition to all other rights, entitle the Contractor to suspend all work and shipments during the continuance of such default on the part of the County, and shall further entitle the Contractor to an extension of time for the performance of the work covered by this agreement for the period for which the work was suspended.

THIS AGREEMENT constitutes the entire understanding of the parties and supersedes any prior proposals or agreements.

IN WITNESS WHEREOF, the County and Contractor have set their hands and seals the day and year above written.

CONTRACTOR NAME: _____

Signature: _____

Print name and title of signer: _____

Registration No. _____

Date of Signing

Contractor's Address: _____

**BOARD OF COUNTY COMMISSIONERS IN
AND FOR WALLA WALLA COUNTY**

Chairman/Vice Chair

Date of Signing

Attest:

Clerk of the Board

Approved as to Form:

Prosecuting Attorney

RECEIVED

MAY 26 2023

WALLA WALLA COUNTY
COMMISSIONERS

10:15AM

RECEIVED

M 23 1

WALLA WALLA COUNTY
COMMISSIONERS

WALLA WALLA COUNTY COMMISSIONERS' OFFICE

314 W. MAIN STREET

WALLA WALLA, WA 99362

BARN ONE ELECTRICAL UPGRADE

WALLA WALLA ELECTRIC

1225 W. POPLAR STREET

WALLA WALLA, WA 99362



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780

Telephone: 509-525-8672 Fax: 509-525-8642

ELECTRICAL QUOTATION

Project: Walla Walla County Fairgrounds
Barn One Electrical Upgrades
363 Orchard Street
Walla Walla, WA 99362

May 25, 2023

Bid Request Dated 5/16/2023

Scope of work:

Complete installation of two (2) new 120-volt circuits, each with five (5) GFCI protected 20-amp outlets installed at 7' high along North and South walls.

Complete installation of eight (8) new 120-volt 20-amp circuits with (1) GFCI outlet per circuit. New outlets will be installed no higher than 46" on West barn wall.

Connect all new circuits to existing Square D electrical panel on East interior wall of Barn 1.

Project time frame will be a projected start date of July 24th and have a projected completion date of August 4th of 2023.

Electrical Outlet Bid \$8,753.00

Inclusions: Sales tax. Washington State prevailing wage rates. Washington State electrical permits. All materials and labor for a complete installation for items noted above.

Please call with any questions or concerns.

Thank you,

Trevor Depping
Walla Walla Electric



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780

Telephone: 509-525-8672 Fax: 509-525-8642

ELECTRICAL QUOTATION

Project: Walla Walla County Fairgrounds
Barn One Electrical Upgrades
363 Orchard Street
Walla Walla, WA 99362

May 25, 2023

Bid Request Dated 5/16/2023

Scope of work:

Complete retrofitting of Twenty-two (22) existing 8-foot 2-lamp T12 lights to LED Lighting.

Bid Alternate option 1 (LED Lighting) \$2,483.00

Inclusions: Sales tax. Washington State prevailing wage rates. Washington State electrical permits. All materials and labor for a complete installation for items noted above. Removal and recycling of old lamps and ballasts.

Please call with any questions or concerns.

Thank you,

Trevor Depping
Walla Walla Electric



WALLA WALLA ELECTRIC, INC.

1225 WEST POPLAR, WALLA WALLA, WASHINGTON 99362-2780

Telephone: 509-525-8672 Fax: 509-525-8642

ELECTRICAL QUOTATION

Project: Walla Walla County Fairgrounds
Barn One Electrical Upgrades
363 Orchard Street
Walla Walla, WA 99362

May 25, 2023

Bid Request Dated 5/16/2023

Scope of work:

Complete installation of one (1) new circuit containing a minimum of six (6) new exit and emergency lights. Lights to be located at each of the four (4) exits and two (2) placed in the middle of the barn pointing towards the exits. Exit signs will be LED with battery back-up.

Bid Alternate Option 2 (Exit and Emergency Lighting) \$2,311.00

Inclusions: Sales tax. Washington State prevailing wage rates. Washington State electrical permits. All materials and labor for a complete installation for items noted above. The four (4) LED exit lights will also contain two (2) LED egress lights on each side of sign.

Notes: Pricing is based on the acceptance of the main outlet bid.

Please call with any questions or concerns.

Thank you,

Trevor Depping
Walla Walla Electric



Certification of Compliance with Wage Payment Statutes Form

Effective July 23, 2017, before award of a public works contract, the bidder under consideration for award of a public works project must submit to the public agency a sworn statement or an unsworn declaration under penalty of perjury that it has not willfully violated wage payment laws within the past three years in order to be considered a responsible bidder. See [RCW 39.04.350](#).

A public agency may include the form in the bid documents issued to all contractors as a matter of information, but should not require that the form be submitted as part of the bid, in order to (1) avoid a potentially non-responsive bid if a bidder fails to submit the form as part of the bid, (2) avoid bid protests, and (3) simplify what must be submitted with the bid.

The following form was created and reviewed by MRSC staff to help cities, counties, and special purpose districts meet this requirement and obtain the necessary information from bidders. This form is designed to be used "as-is," with minimal modifications to tailor it to your own jurisdiction, but you may modify it further if necessary or use it as a basis to develop your own certification form. The "bid solicitation date" to be filled in on the form is the date the public agency solicited bids (either by an advertisement or soliciting bids through the small works roster process).

Updated July 2019 to reflect SSB 5017 regarding unsworn declarations.

Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date May 26, 2023 the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Walla Walla Electric, Inc.

Bidder's Business Name

Charlie Barron, President / CEO

Signature of Authorized Official*

Charlie Barron

Printed Name

President / CEO

Title

05/26/2023

Date

Walla Walla

City

Washington

State or country

Check One:

Sole Proprietorship Partnership Joint Venture Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

Washington

If a co-partnership, give firm name under which business is transacted:

N/A

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*



WALLA WALLA COUNTY
Fairgrounds & Event Center

Walla Walla County Fairgrounds

Greg Lybeck, CFE
General Manager

Walla Walla Board of County Commissioners
Department Head Report
June 5, 2023

1. Fair P1FCU Ticket counts- All tickets are selling very well.
 - Demo Derby - 1,416 sold for \$38,351.
 - Rodeo – 2,591 sold for \$48,049.
 - Beach Boys - 2,706 sold for \$146,179.

2. We are making great strides in the usage of our new event booking program. All events have been moved over into this program for 2023 and 2024. We are now contacting our reoccurring events and booking them in the program through 2026 to lock their dates in so as to avoid booking their dates to other events. We have been getting great help from Rebecca Weiland from Express Personnel that has advanced our abilities in this program.

3. May Events: I have attached a June events calendar and June-August revenue projections. Below are some of the larger events we are hosting in June.
 - i. Walla Walla Music Festival – June 2,3,4. Carnival Lawn.
 - ii. Hispanic - Rodeo/concert/dance June 10. P1FCU Arena.
 - iii. Circus – June 14. P1FCU Arena.
 - iv. Love of Junk – Pepsi Lawn June 16,17.
 - June event days – 39.
 - We worked with the Walla Walla Cruisers on parking for the last Hispanic Festival and they did a great job for us.

4. Fair Board:
 - i. With the Fair less than 90 days away the Board members are gearing up in all areas
 - ii. The next Board meeting will be held June 20, at 6:30 p.m. in the VIP Building.
 - iii. We have had some very productive committee meetings that will really help us be organized come fair time.

5. Staff:
 - i. We are contracting with Sara Renee as our competitive exhibits manager. Sara Renee works with 5 other fairs and many livestock shows. We are seeing her upgrading what we are doing already. She has been to one of our Livestock Committee meetings and provided great feedback that impressed many of the committee members. She has been working on our ShoWorks program that launched Thursday.

- ii. We hired Shelli Williams as our Events Manager and she started last week. We are getting her orientated to our policies and excited for the help. We have been shorthanded, and the staff have all been helping but it's put them behind in their areas of responsibility. Shelli comes to us from the Puyallup area and has a lot of event experience.

Larry/Nick/Josh-

- Spraying weeds and fertilizing grass.
- Setting up and cleaning up events.
- Working at the events to provide services, turning lights on and off.
- Striping RV parking and parking lots for cars.
- General fair planning.

Rebecca-

- Booking events and RV parking.
- Completed the sani-can bids.
- Continuing learning the Triple Seat program and now will be training Shelli on this program.
- Assisting JoAnne on merchandise for this year's fair.

JoAnne/Abby-

- Selling tickets for all Fair events.
- Bidding barn 1 power.
- Created forms and payment online for Exhibitor camping/parking/gate to previous campers. Will be available for all others after June 9th.
- Contracting sponsors.
- Putting together ticket and sponsorship packets for those that can be done.
- Securing hotels for Fair needs.
- General fair planning.
- Assisting with events.

Jerri –

- Working on vendor contracts.
- Working with all aspects of the competitive exhibits planning.
- Working on events and overall production needs of our customers

6. P1FCU Arena sound- Bid documents have come back and range from \$135,000 to \$280,000. I have not brought the bids to you to award them because none of the bidders can complete this job before the 2023 fair. There is a shortage of parts available to complete this project. We are looking to rent a system this year that would be similar to our lowest bid and might be a good trial run before investing that money into a system without being able to listen to it first.
7. The Exhibitor's Handbook is now out and entries can be made online.
8. Labor for this year's fair is starting to take shape. By adding police this year, we will not need as many Tri-Cities Monitoring security. We met with Tri-Cities Monitoring to check what spots they can fill and what the cost will be. I'm thinking about having a security company scan tickets at our gates this year because pricing is about the same as getting people from Express Personnel. I do like the idea of having security at our gates. We're also looking to get one company to provide 22 employees for the P1FCU Arena to scan tickets into the grandstands and to the P1FCU deck.
9. We have filled the open viewing platform arena boxes. As of today, we have 13 people on the waiting list.
10. Bids for porta potties and hand-washing stations for this year's Fair have come back. We will be using Walt's Septic for this year's Fair.

11. Barn 1 electrical upgrades project has been bid for and we received one bid. We have enough money in the budget from our designated barn improvement fund to add power outlets, emergency exit signage/lighting and new LED lighting. This project will cost us a little under \$14,000 and we had close to \$22,000 to spend.
12. Letters to Fair campers that stayed with us in 2022 went out 10 days ago. They will have two weeks to sign up for a space this year before we release those spots to new campers.
13. After meeting with Commissioner Mayberry and Sebastian Roberts, a letter was written by Jerri and Sebastian to be delivered to our rental house tenants. Those letters were hand delivered and mailed to all tenants on May 24th and 25th. The date to be out is November 1st.
14. We are still selling sponsorships and want to get them done before the end of June and have their packets ready by the end of June.

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 12a OMG Productions • Rodeo Arena	29 ☞ Memorial Day 12a OMG Productions Late C... • Rodeo Arena	30 5p GOP Event • VIP Club House	31	1 12a WW Music Fest • VIP Club House, Carniv...	2 12a Yvette Selfa • Pavilion Rotunda, Pavi... (150) 12a WW Music Fest • VIP Club House, Carniv...	3
4 12a WW Music Fest • VIP Club House, Carniv...	5 4p Lincoln/Opportunity Gr... • Pepsi Stage w/Lawn Are...	6 4p Lincoln/Opportunity Gr... • Pepsi Stage w/Lawn Are...	7 4p Lincoln/Opportunity Gr... • Pepsi Stage w/Lawn Are...	8 9a OMG • Rodeo Arena 4p Lincoln/Opportunity Gr... • Pepsi Stage w/Lawn Are...	9 12a OMG Productions • Rodeo Arena 9a Aaliyahs 15th Birthday • Pavilion - Exhibit Hal... (200)	10
11 12a OMG Productions Late C... • Rodeo Arena 12a Aaliyahs 15th Birthday... • Pavilion - Exhibit Hal...	12 9a Pioneer/Garrison MS Gr... • Pepsi Stage w/Lawn Area 12p Vegas Productions Earl... • Rodeo Arena	13 12a Vegas Productions • Rodeo Arena 12a Pioneer/Garrison MS Gr... • Pepsi Stage w/Lawn Are... 9a Love of Junk ESU • Pavilion	14 12a Vegas Productions Late... • Rodeo Arena 12a Pioneer/Garrison MS Gr... • Pepsi Stage w/Lawn Are... 4a Vegas Productions Late... • Rodeo Arena	15 12a Pioneer/Garrison MS Gr... • Pepsi Stage w/Lawn Area 12a Love of Junk ESU • Pavilion	16 12a Love of Junk • Pavilion	17
18 ☞ Juneteenth (Regional Holiday)	19	20 8a JTI Colfax LLC • Community Center - Nor... (50)	21	22 1p Alejandro Vieyra Early... • Full Community Center 1p Jordan Wedding Early S... • Pavilion	23 12a Jordan Wedding • Pavilion 12a Alejandro Vieyra • Full Community Center	24
25 12a Jordan Wedding late cl... • Pavilion	26	27	28 9a TNT Fireworks Early se... • Lot 5	29 8a New Beginning Chapel F... • Gate 8 Lot 9a Discount Display Firew... • Lot 5 9a Bing Bang Fireworks Ea... • Lot 5 9a TNT Fireworks Early se... • Lot 5 9a Good Samaritan Ministr... • Directors Lot/Campground 1p Leonardo Garcia Vasque... • Full Community Center 1p Sandra Robles Early Se... • Pavilion	30 12a Sandra Robles • Pavilion 12a Discount Display Firew... • Lot 5 12a Leonardo Garcia Vasquez • Full Community Center 12a New Beginning Chapel F... • Gate 8 Lot 9a Bing Bang Fireworks • Lot 5 9a TNT Fireworks • Lot 5 9a Good Samaritan Ministr... • Directors Lot/Campground	1



Name		
OMG Productions - June	\$6,064	
WW Music Fest	\$2,500	
Yvette Selfa	\$1,175	
Walla Walla Public Schools	\$1,700	
Aaliyahs 15th Birthday	\$1,600	
Vegas Productions	\$5,600	
Walla Walla Public Schools	\$1,700	
Vegas Productions Late Clean Up	\$2,000	
Love of Junk - June	\$3,300	
JTI Colfax LLC	\$740	
Alejandro Vieyra	\$4,065	
Amanda Halazon - Jordan Wedding	\$2,040	
TNT Fireworks	\$2,200	
Bing Bang Fireworks	\$0	
Good Samaritan Ministry Firework Stand	\$900	
Discount Display Fireworks	\$1,850	
New Beginning Chapel Fireworks	\$1,100	
Sandra Robles	\$2,000	
Leonardo Garcia Vasquez Quincenera	\$1,550	
June Total		\$42,084
OMG Productions - July	\$6,064	
Claudia Brown	\$2,132	
Santana Bruno	\$3,940	
Walla Walla Valley Farmers Market	\$2,200	
Pink Ribbon Classic Horse Show	\$1,890	
Irma Villegas	\$7,620	
Monster Truck Show, including FMX and bouncehouses	\$10,500	
Marisol Alvarado	\$1,350	
MCQHA	\$750	
July Total		\$36,446
Griselda Rodriguez	\$5,370	
Campos Fuentes Wedding	\$7,755	
Ana Carranza	\$2,093	
Annual Movie in the Park	\$600	
August Total		\$15,818
Grand Total		\$94,348

10:30 CORRECTIONS

Norrie Gregoire

a) Action Agenda Items:

- 1) Proposal 2023 06-05 JJC Approval to purchase and install a sign on the exterior of the JJC Portable Building for the Child Advocate Program Office

b) Department update and miscellaneous



Proposal

Date: May 19, 2023

Proposal ID: 2023 06-05 JJC

To: BOCC

From: Norrie Gregoire, Director of Corrections

Intent: To purchase and install a sign on the exterior of the JJC Portable building, which is the location of the Child Advocate Program office.

Topic: Exterior Sign for Child Advocate Program building.

Summary

The Child Advocate Program is seeking approval to purchase a sign for the exterior of their program building, which is located in the portable building that is adjacent to the main Juvenile Justice Center building. The sign would be installed on the exterior wall of the portable that faces Rose Street (see example picture in attached quote).

Cost

Per attached quote, \$720 plus tax (\$784.08 estimated total cost with 8.9% Walla Walla County sales tax added).

Funding

The cost is eligible to be covered by the Victims of Child Abuse and Neglect grant funds which the Child Advocate Program has already been awarded and has access to.

Alternatives Considered

None.

Acquisition Method

The attached quote is from BinderSign, the company that would manufacture the sign. To save on additional costs and have the installation of the sign directed by the county, we would request that the Facilities/Maintenance Department oversee the physical installation of the sign.

Security

N/A

Access

N/A

Risk

N/A

Benefits

Installing the sign on the building would help to clearly communicate the precise location of the Child Advocate Program. This would benefit prospective volunteers, partner agencies, and the general community; so that people would be better able to distinguish their building from the JJC. By being visible to passers-by, this sign would serve the additional purpose of supporting volunteer recruitment and community outreach through hopefully increasing the Child Advocate Program’s brand exposure and recognition.

Conclusion/Recommendation

Recommend that the BOCC approve the purchase and installation of an exterior building sign for the Child Advocate Program, which would support an increase both in community awareness of the program and their staff’s ability to recruit volunteers to advocate for the best interests of the children appointed to the program by the court.

Submitted By:

Norrie Gregoire, Court Services,
5/19/2023

Disposition

Approved

Approved with modifications

Needs follow up information

Denied

Name Department Date

Norrie Gregoire JJC 5/19/23

Name Department Date

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up

N/A

From: [Kayla C. Zimmer](#)
To: [Zach Meyer](#)
Subject: FW: Seeking Estimate for Building Sign
Date: Monday, May 1, 2023 9:11:09 AM
Attachments: [image001.png](#)
[image002.png](#)

From: BinderSign <bindersign@gmail.com>
Sent: Monday, May 1, 2023 8:39 AM
To: Kayla C. Zimmer <kczimmer@co.walla-walla.wa.us>
Subject: Re: FW: Seeking Estimate for Building Sign

Hello!

Thanks for contacting us again. We'll keep the same prices for you till the end of May.

Fred
BinderSign.com
280 S Campbell Rd
Walla Walla, WA 99362
(509) 525-4461

Voted Walla Walla Union-Bulletin's Best of the Best in 2013, 2015, 2017, 2018, 2021 - and again in 2022!

On Fri, Apr 28, 2023 at 10:17 AM Kayla C. Zimmer <kczimmer@co.walla-walla.wa.us> wrote:

Good morning,

I am following up on this request from Zach last fall. We ran into some roadblocks but would now like to proceed.
Can you offer an updated quote as of today?

Thank you for your time!

Kayla C. Zimmer (she/her)
Administrative Services Supervisor
Court Services/Juvenile Justice Center

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

Walla Walla County
Court Services/Juvenile Justice Center
455 W Rose St.
Walla Walla, WA 99362
Ext (509) 524 - 2813
Cell: (509) 386 -4444
Main Line: (509) 524-2800
[Website](#)

* * * * * SPECIAL PUBLIC DISCLOSURE NOTICE TO RECIPIENT(S): Information contained in any communication to

or from Walla Walla County Court Services, including attachments, may be subject to the disclosure requirements of Washington's Public Records Act, Ch. 42.56 RCW.

No trees were harmed in the sending of this message, so lets keep it that way.

From: BinderSign <bindersign@gmail.com>
Sent: Tuesday, October 4, 2022 11:40 AM
To: Zach Meyer <zmeyer@co.walla-walla.wa.us>
Subject: Re: Seeking Estimate for Building Sign

Hello.

For a 4 x 10 composite sign, it is 720.00 plus tax. We also offer a 4 x 8 composite for 570.00 plus tax. Both will come digitally printed and laminated with a high gloss finish.

Let us know if you have any questions.

Thanks!

Fred
BinderSign.com
280 S Campbell Rd
Walla Walla, WA 99362
(509) 525-4461

Voted Walla Walla Union-Bulletin's Best of the Best in 2013, 2015, 2017, 2018 - and again in 2021 for Best Sign Shop *and* Best Graphic Design!

On Wed, Sep 28, 2022 at 4:09 PM Zach Meyer <zmeyer@co.walla-walla.wa.us> wrote:

Hi there,

I work for the WW Child Advocate program and we are interested in getting a sign for the exterior of our small building. Our county facilities director, Robert Henry, recommended I reach out here to see what you might be able to do for us. We would be most interested in a vinyl material option that would end up being about 10ft x 4ft (we are more than open to changing those dimensions as needed for best results, but that is a best guess for approximate size based on previous estimates we've received).

Here is a rough mock-up of what we are thinking, and hopefully having this visual is helpful:



At this time, all we are wanting is to know if this type of request is something that your company can do and if so, we would like to get an estimate for what the cost would be. We will need to use that estimate to seek approval to have the sign placed on the building before moving any further than that. And please note that our facilities department would be able to take care of installation.

Thank you for your time and consideration, I look forward to hearing from you.

Best,

Zach Meyer

Program Coordinator
Walla Walla Child Advocates
455 W. Rose Street, Walla Walla, WA
(C): 509-520-1393 (O): 509-524-2807



Confidentiality Statement: This message contains information that may be confidential per RCW 13.50.050 or 42CFR, Part 2. If this message was sent to you in error, any use, disclosure or distribution of its contents is prohibited. If you received this message in error, please contact me at this e-mail address and delete this message without printing, copying, or forwarding it. Thank you.



DEPARTMENT OF COURT SERVICES
JUVENILE JUSTICE CENTER
WALLA WALLA COUNTY

Norrie Gregoire, Director
Vacant, Jail Commander
John Liger, Operations Dep. Comdr.
Keri Weber, Acting Admin Dep. Comdr.

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

To: BOCC
From: Norrie Gregoire, Director of Corrections/Juvenile Court Administrator
Date Written: 05.31.2023

Director's Report for June 5, 2023

Board Consent/Action Agenda Item(s):

- ✓ Consent Items: None.
- ✓ Action Items: Approval of Proposal to Purchase and Install Signage on Child Advocate Program Portable Building.

Corrections/Court Services Department Updates:

✓ Service Providers, Programs, Grants & Essential Services

- Judge Hedine's Community Court planning group visited a municipal community court in Spokane on May 15th. The report I received is a consensus to pursue a model more in line with Adult Recovery Court. The group has visits planned for Benton and Whitman counties coming up. Court Services continues to provide consultation and some coordination.
- VOCA grant is available through State Dept. of Commerce with a quick renewal process for existing grantees. We have applied and intend to refill the Child Advocate Volunteer Coordinator position but at reduced hours (32/week) based on funding allotment. Once contract is received, we will send to HR and Legal for vetting. Kalyn Saldana's last day aligns with current grant expiration date of 6/30/23.
- JJC Detention has experienced a daily population increase over the past few months. Remains to be seen whether the increase in ADP is new normal.

✓ Personnel/Training/Recruitment

- Corrections has two (2) Sergeant positions open + one Corrections Officer position. We continue to recruit and test. Applicant pool has grown since hiring incentives were implemented.
- Next Corrections Officer Academy (COA) begins July 11 and concludes September 19, 2023, followed by academies in October, January, and April. We have CO's scheduled to attend each successive COA.
- WWSO is facilitating firearms instruction for all Corrections Officers June 9-11 and then a second session in July.
- Operations Deputy Commander John Liger's first day with Corrections was May 30th. He is recertifying as a Control Tactics Level 1/2 instructor and hit the ground running.
- Corrections Sergeant testing is scheduled for July 21st. If both vacant positions are filled with successful applicants, two additional CO positions would open.
- Joette Jones retired May 31st after 44 years of service with Court Services.

a) **Action Agenda Items:**

- 1) Resolution – Signing an agreement for professional services with LDC, Inc. to assist with the Countywide Planning Policies Review and possible update

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING AN
AGREEMENT FOR
PROFESSIONAL SERVICES WITH
LDC, INC. TO ASSIST WITH THE
COUNTYWIDE PLANNING
POLICIES REVIEW AND
POSSIBLE UPDATE



RESOLUTION NO. 23

WHEREAS, the County and the cities of College Place, Prescott, Waitsburg, and Walla Walla entered an Interlocal Agreement earlier this year with a budget of \$100,000 to hire a consultant to assist the group with reviewing and possibly preparing amendments to the Countywide Planning Policies; and

WHEREAS, the Countywide Planning Policies Project Management Team through the Community Development Director has recommended contracting with LDC, Inc.; and

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

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

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners they do hereby approve said agreement and the Chair of the Board shall sign the same in the name of the Board.

Passed this 5th day of June, 2023 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, Commissioner, District 3

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



Community Development Department

Director: Lauren Prentice

310 W. Poplar, Suite 200 | Walla Walla, WA 99362

commdev@co.walla-walla.wa.us | 509-524-2610

https://www.co.walla-walla.wa.us/residents/community_development/index.php

Prepared: May 10, 2023
To: Board of County Commissioners
From: Lauren Prentice, Director
RE: Proposed contract for professional planning services with LDC, Inc. for the Countywide Planning Policies Review

Intent

Approval of contract for professional planning services with LDC, Inc. for the Joint Countywide Planning Policies (CPP) review. Work will be performed under the direction of the Community Development Director and Project Management Team (PMT) per the Interlocal Agreement. Budget not to exceed \$100,000.

Attachments

1. Proposed contract, signed by LDC

Background and Proposal

Earlier this year the County entered an Interlocal Agreement with cities of College Place, Prescott, Waitsburg, and Walla Walla to collaborate on reviewing, and if needed, updating the Countywide Planning Policies. In consultation with the cities, the Department issued an RFQ/P and received three responses from consulting firms.

The PMT reviewed these proposals and has selected LDC, Inc. as the top firm. LDC has experience in Walla Walla County, working for the County and the City of Walla Walla, and importantly, they also have experience assisting counties in Washington with Countywide Planning Policies reviews. The proposed LDC team will also include staff from another firm, The Watershed Company (TWC). TWC also has experience in Walla Walla that will be helpful on this project. They are currently assisting the County with the Shoreline Master Program (SMP) Update and have previously assisted the County with a Comprehensive Plan Periodic Review and helped the County and the cities with the Regional SMP Update in 2015-2018. During the 2019 Comprehensive Plan Periodic Review TWC made several recommendations to the County regarding possible future amendments to the CPPs.

A tentative budget and general scope of work is included in the proposed contract. It is expected that this will change as we work through the project. The first tasks for the Consultant and the PMT include developing a Project Charter and conducting a Gap Analysis; these will assist the team with developing a more detailed scope and budget. Under the Interlocal Agreement, the Project Management Team (PMT) is responsible for negotiating and approving the final Scope of Work and Budget.

Policy Impact

None. Per the executed Interlocal Agreement for this project, a consultant is to be hired to advise the PMT, facilitate meetings, assist with policy development, research, and other planning work.

Cost and Source of Funding

The proposed budget is \$100,000 NTE as provided in the Interlocal Agreement. Under the agreement, the cost will be split three ways between the County and the cities of Walla Walla and College Place. The County will pay the Consultant and then bill the cities for their share.

Submitted by:

Lauren Prentice, Director
Community Development Department

Disposition:

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

BOCC Chairman Date

**AGREEMENT
FOR
PROFESSIONAL SERVICES**

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into this _____ day of May 2023 by and between LDC, Inc. (hereinafter "Consultant"), a business organized under the laws of the State of Washington and the COUNTY OF WALLA WALLA, a Washington Municipal Corporation (hereinafter "County".)

The total compensation for this contract shall not exceed \$100,000, unless amended.

I. INTERLOCAL AGREEMENT

On March 6, 2023, the County and the cities of College Place, Prescott, Waitsburg, and Walla Walla entered an Interlocal Agreement to collaborate to review, and if necessary, update countywide planning policies pursuant to RCW 36.70A.210. The agreement designates the Walla Walla County Community Development Director as the project administrator and establishes a joint advisory board, called the Project Management Team (PMT), to oversee the process. The interlocal agreement (Section 5.1.1) permits the Project Management Team and Director to negotiate a scope of work and budget not to exceed \$100,000 for a consultant to assist with the update.

II. SERVICES

Consultant shall perform professional planning services described in the Scope of Services attached hereto as Exhibit A ("Services"), in a manner consistent with the accepted practices for such services, performed to the County's satisfaction, within the time period prescribed by the County and pursuant to the direction of the Walla Walla County Community Development Director and Project Management Team per the Interlocal Agreement.

III. PAYMENT

- A. Under the Interlocal Agreement, the County and the cities of College Place and Walla Walla are pooling funds to hire the Consultant. Under Section 5.1.3 of the agreement, the County will invoice the cities monthly for their share of the Consultant costs, not to exceed 1/3 for each entity.
- B. County shall pay Consultant for services rendered under this Agreement as provided hereinafter. Such payment shall be full compensation for services rendered and for all labor, materials, expenses, equipment, and incidentals necessary to complete the services. All compensation shall be figured on the following basis: Compensation for services and expenses shall be figured using the hourly rates in the "Schedule of Standard Fees and Reimbursable Expenses" attached hereto as Exhibit B ("Fees and Expenses") unless agreed otherwise by the County and Consultant.
- C. Consultant shall maintain time and expense records and provide monthly invoices in a format acceptable to the County for work performed and expenses incurred to the date of the invoice.
- D. All invoices shall be paid by the County within thirty (30) days of receipt of a proper invoice when submitted in accord with the County's regular payment cycle.
- E. Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by a County representative for three (3) years after final payment. Copies shall be made available on request.

- F. If the Services do not meet the requirements of the Agreement, the County shall so notify the Consultant of the same within fifteen (15) days from the date of receipt of an invoice and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion of the invoice.

IV. DISCRIMINATION AND COMPLIANCE WITH LAWS

Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstances prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

Consultant shall comply with and perform the Services in compliance with all federal, state and local laws and ordinances, as now existing or hereafter adopted or amended.

Violation of this Paragraph III shall be a material breach of this Agreement and may result in ineligibility for further work for the County.

V. TERM AND TERMINATION OF AGREEMENT

This Agreement shall commence on the effective date of this Agreement and shall remain in effect until completion of the Services and final payment, but in any event, no longer than one year unless extended in writing by mutual agreement of both parties.

This Agreement may be terminated with five days written notice by either Party with or without cause, in which event all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to the County, and Consultant shall be entitled to just and equitable compensation at the rate set forth in Paragraph II for work completed prior to the date of termination.

VI. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of the County, shall be forwarded to the County at its request and may be used by the County as it sees fit.

VII. GENERAL ADMINISTRATION AND MANAGEMENT

The Community Development Director shall be the County's representative and shall oversee and approve all Services to be performed, coordinate all communications, and review and approve all invoices under this Agreement.

VIII. HOLD HARMLESS

Consultant shall protect, indemnify and save harmless the County, its officers, elected officials, agents, volunteers and employees from any and all costs, claims, judgments or awards of damages arising out of or in any way resulting from the sole negligent acts of Consultant, its officers, employees or agents in performing this Agreement.

County shall protect, defend, indemnify and save harmless Consultant, its officers, employees and agents from any and all costs, claims, judgments or awards of damages arising out of or in any way resulting from the sole negligent acts of the County, its officers, employees or agents in performing this Agreement.

The provisions of this Section shall survive the expiration or termination of this Agreement.

IX. INSURANCE

- A. The County shall be named as additional insured on all such insurance policies, with the exception of workers' compensation coverage. The County, its departments, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds on Consultant's and Consultant's subcontractors' insurance policies by way of endorsement for the full available limits of insurance maintained by Consultant and subcontractor. Such coverage shall be primary and non-contributory. A statement of additional insured status on a Certificate of Insurance shall not satisfy these requirements.
- B. Consultant shall obtain insurance of the types described below:
 - 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles.
 - 2. Commercial General Liability insurance shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury.
 - 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- C. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:
 - 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - 2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- D. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - 1. The County will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the County will not waive their right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the County, or any self-insurance, or insurance pool coverage maintained by the County.
 - 2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.
 - 3. If any coverage is written on a "claims made basis", then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the County.
- E. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- F. Consultant shall furnish the County with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the services.

X. SUBLETTING

Neither the County nor the Consultant shall assign, transfer, or encumber any rights, duties or interests accruing from this Agreement without the express prior written consent of the other Party.

XI. FUTURE SUPPORT

The County makes no commitment and assumes no obligations for the support of Consultant's activities except as set forth in this Agreement.

XII. INDEPENDENT CONSULTANT

Consultant is and shall be at all times during the term of this Agreement an independent contractor and the County shall be neither liable nor obligated to pay Consultant sick leave, vacation pay, insurance, retirement or any other benefit of employment nor to pay any social security or other tax which may arise as an incident of employment. The Consultant shall pay all income and other taxes as due.

XIII. NON-APPLICATION OF FUNDS

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the County will not be obligated to make payment for Services or amounts after the end of the current fiscal periods, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the County in the event this provision applies.

XIV. NOTICE

All communications, notices and demands of any kind which a Party under this Agreement requires or desires to give the other Party shall be in writing and either (i) delivered personally or (ii) deposited in the U.S. Mail, certified mail postage prepaid, return receipt requested, and sent to the Parties at the addresses listed below:

If to Consultant: LDC, Inc.
20210 142nd Ave NE
Woodinville, WA 98072

If to County: Board of County Commissioners
Walla Walla County
PO BOX 1506
314 W Main, Room #203
Walla Walla, WA 99362

Notice by hand delivery shall be effective upon receipt. If deposited in the U.S. Mail, notice shall be deemed delivered 48 hours after deposited. Either Party at any time by notice to the other Party may designate a different address where communications, notices or demands shall be given.

XV. GENERAL PROVISIONS

This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement. No provision of the Agreement may be amended or modified except by written agreement signed by the Parties and such amendments or modifications shall become part of this Agreement. This Agreement shall be binding upon and inure to the benefit of the Parties' successors in interest, heirs and assigns. Any provision of this Agreement which is declared invalid or illegal shall in no way affect or invalidate any other provision. In the event either of the Parties defaults on the performance of any terms of this Agreement or either Party places the enforcement of this Agreement in the hands of an attorney, or files a lawsuit, each Party shall pay all its own attorney fees, costs and expenses. The venue for any dispute related to this Agreement shall be Walla Walla County, Washington. Failure of the County to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor.

The Parties have executed this Agreement on the 12 day of May 2023.

CONSULTANT:

COUNTY:

LDC, Inc.

COUNTY OF WALLA WALLA

By: 

By: _____

Name: Mark Villwock

Name: _____

Title: V.P.

Title: _____

Tax ID No. 91-2184193

Exhibit A

SCOPE OF PLANNING SERVICES AND BUDGET

- A. **Planning Services** – Per the March 27, 2023, proposal, the following tasks will be performed by Consultant to facilitate the Countywide Planning Policies review under the direction of the Project Management Team. See attached proposal for more details and deliverables for each task.

Task 1.1 – Project Kickoff/Charter Development/Engagement Plan

Task 1.2 – PMT Meetings and Public Hearings and public, agency, and stakeholder engagement

Task 2.1 – Policy Gap and Consistency Analysis

Task 3.1 – Policy Review and Drafting

- B. **Budget** – A proposed estimated budget is included in the March 27, 2023, proposal (attached). It is understood that the Project Management Team will be working with the Consultant to develop Project Charter, Scope of Work, and Schedule. Final scope and schedule will be dependent on gap analysis, which will occur early in the process. **Per the Interlocal Agreement, the Project Management Team may negotiate and must approve a final budget not to exceed \$100,000.**

REQUEST FOR PROPOSAL | WALLA WALLA COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT

WALLA WALLA COUNTY COUNTYWIDE PLANNING POLICIES UPDATE

SUBMITTED BY
LDC, INC

LDC

Surveying
Engineering
Planning



March 27, 2023

SUBMITTED TO:

Walla Walla County Community Development

Attn: Lauren Prentice, County Community
Development Director

310 W. Poplar Street, Suite 200
Walla Walla, WA 99362

www.LDCcorp.com

HQ: 20210 142nd Ave NE, Woodinville, WA 98072
KENT: 1851 Central Place South, Suite 101, Kent, WA 98030
OLYMPIA: 1411 State Ave NE, Suite 200, Olympia, WA 98506

COVER LETTER

March 27, 2023

Lauren Prentice, Community Development Director
Walla Walla County
310 W. Poplar Street, Suite 200
Walla Walla, WA 99362

RE: RFP Walla Walla County Countywide Planning Policies (CPPs) Update

Dear Lauren:

The LDC team is pleased to present our proposal to Walla Walla County for supporting the Countywide Planning Policies (CPPs) Update. Our team brings a breadth of experience that will ensure each element of this project is a success. This includes significant experience with the Growth Management Act (GMA) and developing and updating CPPs. We also have a great deal of experience working and leading projects which include multiple jurisdictions and stakeholder interests. Our project approach will help ensure we can successfully assist the county and cities in developing new CPPs that meet GMA requirements and enhance coordination into the future.

As the proposed project lead, I bring nearly 25 years of planning experience to this project. This includes over 16 years working for both cities and counties in Washington State and 12 years working as a planner in Eastern Washington. My experience includes successfully leading complex GMA projects, including comprehensive plan and CPP updates.

Here are some of the other advantages of hiring the LDC team:

- **Experience updating Countywide Planning Policies:** we recently led the successful update of the Kitsap Countywide Planning Policies. The project was completed on time and the new and revised polices were ratified by the county and each city.
- **Plans that work:** Policy solutions that work in one community may not work in another. We tailor our work to ensure that our plan works well for your community when implemented. Our goal is to assist the county and the cities in creating joint policies that will increase coordination and communication and growth occurs.
- **Project management:** we focus on proactive project management to ensure projects are delivered on time and on budget.

Our approach to this project is simple – to provide you with action on our living motto: "Service Above the Standard"; we strive to provide you with service beyond what you would typically expect. We hope to have the opportunity to earn your trust, assist your team, and serve the citizens of Walla Walla County on this exciting project.

Sincerely,



Clay White, Director of Planning

TEAM INTRODUCTION



LDC will be the lead consultant on this project and will be responsible for ensuring that the project meets and exceeds the expectations of Walla Walla County. Our entire team has a large breadth of experience helping counties and cities with planning policy updates and comprehensive planning.

LDC, Inc., founded in 2003, is a multi-disciplinary, minority-owned firm with its headquarters in Woodinville, Washington that provides long-range planning, permitting, civil engineering, and surveying services to both public and private sector clients throughout the Northwest. The LDC planning team provides a diverse range of services to all corners of Washington State. This includes long-range planning and policy updates, on-call permitting and planning for cities and counties, code development, housing studies, and complex permitting services.

The LDC planning team's specialty is utilizing our keen understanding of land use law, policy, and regulations to assist our clients with the development of policy and regulations that work. This unique but important perspective is ingrained in our approach because of our experience writing codes and policies that we also have had to implement at the front counter. LDC is experienced in developing and translating strategies and policy to codes and permit processes. Every community is different and has unique needs. We get to know and listen to the communities we work with to produce strategies and actions that help communities thrive.



The Watershed Company has earned a reputation as one of the leading specialty environmental firms in the Pacific Northwest with over four decades of experience in helping communities understand their environments and reach sustainable development solutions, providing natural resource assessment, geospatial mapping and analysis, and long-range planning for local

governments across Washington. Their multidisciplinary staff includes biologists and other scientists, planners, arborists, and landscape architects that bring technical knowledge and practical problem solving to the project development and design process. Watershed has been serving public sector clients in the politically charged area of Growth Management Act and Shoreline Management Act compliance since 2001, successfully helping over 80 jurisdictions engage their communities to create practical and science-based policies and regulations. Watershed has completed and is in the process of completing numerous comprehensive planning efforts for Counties, such as Walla Walla, Kitsap, Skagit, and San Juan, and cities, such as Covington, Bremerton, Kirkland, Redmond, Medina, Coupeville, and many more.

PROJECT NARRATIVE & APPROACH

As provided for in the Growth Management Act (GMA), Countywide Planning Policies (CPPs) provide a countywide framework from which county and city comprehensive plans are developed and adopted. They help ensure there is consistency and coordination on important planning topics that transcend jurisdictional boundaries. This includes important topics such as joint planning within Urban Growth Areas, annexations, siting of capital facilities, transportation, and affordable housing. While the GMA prescribes that CPPs cover certain topic areas, many adopted policy plans go beyond, to focus on specific areas where interjurisdictional planning and/or coordination is important to the community. The CPPs can also outline projects and programs where there will be regional coordination and be unique to your planning needs.

What is interesting about the GMA is that while it requires CPPs to be developed and adopted, there is no requirement that they be updated prior to comprehensive plan updates. Given the current CPPs were adopted in November of 1993, this is a great opportunity to create new and revised policies that match your current needs. We will also be able to create a revised document that is easily navigable and which aligns with respective comprehensive plans and policies.

Our approach will be to work collaboratively with the county and cities to create a new set of CPPs. Plans are often developed with policies that sound great but don't necessarily work well when implemented or aren't implemented at all. CPPs can speak to processes and programs that enhance regional coordination, but they must respect and recognize that policies which direct action will have to be supported by the resources necessary for proper implementation. It is also important to note that while regional coordination is very important, the county and cities may have different goals or objectives related to important planning topics. Our goal is to listen to your needs and develop new and revised policies that will work for each community.

In addition, given the requirement for comprehensive plans to be consistent with CPPs, we will work to make sure new and revised policies can be implemented at the city/county comprehensive plan level.

This project presents a wonderful opportunity to update the 1993 plan to recognize that Walla Walla County and the cities of Walla Walla, College Place, Waitsburg, and Prescott have changed over the past 30 years and will be changing in the future as growth occurs. However, some of the current plan still rings true, that the purpose of the document is to "...ensure that city and county comprehensive plans are consistent internally and with the plans of the other jurisdictions..." while highlighting that each jurisdiction is encouraged to make independent planning decisions best for their community.

The following outlines the proposed project Actions and Tasks to implement the project approach. We can certainly work with the county and cities to revise the scope as needed. In addition, we have listed some potential dates for the actions and tasks. This would be revised as part of the project charter process.

ACTION 1: PUBLIC, AGENCY & STAKEHOLDER INVOLVEMENT

TASK 1.1 – PROJECT KICKOFF/CHARTER DEVELOPMENT/ENGAGEMENT PLAN (May-June 2023)

The deliverables in this task are designed to set a great foundation for the project. This includes setting the project schedule, goals, and development of an engagement plan.

- Hold kickoff meeting with the Project Management Team (PMT). This could be completed in person or remotely. This initial meeting will help inform the project schedule, development of project charter, and project engagement plan.
- Prepare a short project charter to include project goals and objectives, the project schedule, tasks, PMT members, and project risks/mitigation for those risks. This upfront process will also solidify processes for public participation and ratification process by the County Commissioners. The draft project charter will be prepared for review and a final project charter will then be completed by the Consultant. This upfront process will also provide a great opportunity for the PMT to learn about what each jurisdiction would most like to get out of the update process and key topic areas which should be addressed.
- Prepare a short engagement plan to outline public, agency, and stakeholder involvement processes which will be utilized as part of the CPP update process. This includes coordination with each jurisdiction and appointed and elected officials outside of the adoption process.

Deliverable

- ✓ Hold kick-off meeting. Project team to develop meeting agenda and meeting minutes for distribution.
- ✓ Develop a project charter. Includes development of a draft and one round of review and edits by jurisdictions.
- ✓ Develop engagement plan. Methods for engagement will be discussed during the project kickoff meeting. Options for public, agency, and stakeholder involvement.

Setting a great foundation for a project is the primary key to ensure projects are completed on time and task. The kickoff meeting and project charter will ensure project goals and timelines are met, and project roles are understood upfront!

TASK 1.2 – PMT MEETINGS AND PUBLIC HEARINGS AND PUBLIC, AGENCY, AND STAKEHOLDER ENGAGEMENT (May 2023 – May 2024)

This Task is focused on working with the PMT on the development of the revised CPPs. It also includes public meetings and hearings with the Board of County Commissioners and engagement with each community, other agencies, and interested stakeholders.

As part of Task 1.1, a short engagement plan will be prepared. This will outline opportunities to connect with each jurisdiction on the update process and amendments, as needed to support staff from each city. We will also develop tactics to engage with other agencies and provide stakeholder input processes.

- Attendance of PMT meetings. Clay White, along with support staff will attend each meeting. Watershed will attend meetings focused on Resource Lands and the environment. Budget is based upon preparation of materials and assisting with facilitation of eight PMT meetings.
- Attendance at Commission meetings/hearing. Clay White will attend and present, as requested, as part of the legislative process to adopt the CPPs.
- Preparation of materials. Meeting materials could include agendas, PowerPoint presentations, and other background materials requested by the PMT. This also includes assisting with the preparation of notices and other materials as part of the adoption process.
- Agency and stakeholder engagement. Although an engagement plan will be put together as part of Task 1.1, this could include development of a project website and content, materials that each jurisdiction could utilize for Planning Commission and City Council/Commissioner meetings, and short surveys or other materials to educate agencies and stakeholders about the project, goals, timelines, and how they can actively participate and engage.

Deliverable

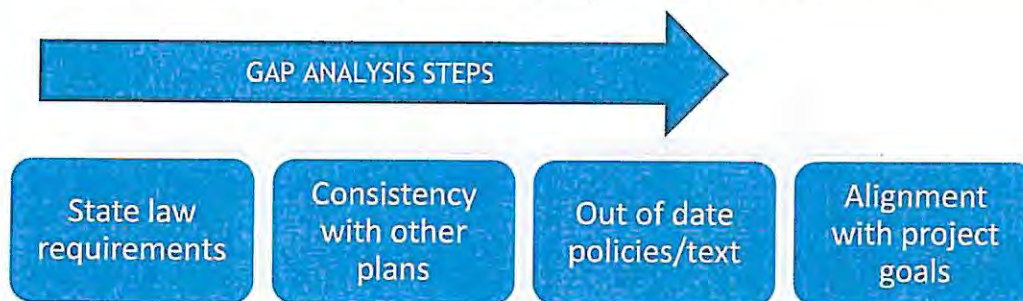
- ✓ Preparation of materials and attendance at up to eight, two hour, PMT meetings. Includes meeting facilitation.
- ✓ Preparation of materials and attendance at up to three Board of County Commission meetings/hearings.
- ✓ Assist with preparation of engagement materials.

ACTION 2: POLICY GAP AND CONSISTENCY ANALYSIS

TASK 2.1 POLICY GAP AND CONSISTENCY ANALYSIS (June-July 2023)

The Consultant will prepare an analysis to identify policy gaps. This can be utilized as a foundation for new and revised policy development. There are four separate, but important steps proposed for consistency review including:

- Review of CPPs and state law requirements in the Growth Management Act (RCW 36.70A.210).
- Review the current CPPs for consistency with other planning efforts, including:
 - Walla Walla Metropolitan Planning Organization (WWVMPPO) 2045 Plan
 - Walla Walla Regional Housing Action Plan (HAP) - July 2021
 - UGA review process
- Identification of policies that may be out of date.
- Review for policies that align with the goals for the update. Goals will be defined in the project charter and this task will identify how those policy goals are currently addressed.



We also propose utilizing this task to outline additional structural and substantive changes to the CPP document as updates and revisions are made. These can then be discussed further in Action 3. This could include:

- Options for including definitions within the CPPs, especially for critical terms such as “should”, “must” and “shall” which are utilized throughout the document and have specific meaning when interpreting how the policies are applied at the local level.
- Policy changes or additions that may not be required by updates to state law but that might be beneficial for consideration as changes are contemplated.
- Structural changes to make the document more user friendly, such as including quick links to CPP chapters from the Table of Contents and links on each page back to the Table of Contents.
- Structural changes such as modifying the CPP chapters (new or consolidated chapters).
- Identify best practice policies from other CPPs that could be considered.

- Updating the “Document purpose”. This could include a larger vision statement about how the county and cities coordinate and collaborate on important planning issues.

Deliverables

- ✓ Preparation of gap analysis document that can be utilized as a foundation for the drafting process. This includes preparation of the analysis and one round of review edits.
- ✓ All meetings are included under Action 1.

ACTION 3 – POLICY REVIEW AND DRAFTING

TASK 3.1 POLICY REVIEW AND DRAFTING (August 2023 – March 2024)

Based upon Action 2, the consultant will work closely with the PMT members to review each CPP element and the need for new or modified policies. As part of this process, we will also include a focused discussion of optional policy changes to consider including (but not limited to):

- New or revised policies that will enhance regional coordination on important issues or highlight the opportunities, challenges, and uniqueness of Walla Walla County as it relates to planning requirements.
- Policies that should be revised to function more effectively based upon members’ experiences.
- Other substantive changes to the CPPs outlined in Action 2.

In addition, the consultant will work with the PMT on the possible development and addition of new chapters/policies as outlined within the RFP. We expect there to be several meetings during this phase of the project and we anticipate bringing draft elements to the PMT one or two at a time for initial feedback. We will then bring back revised policies. As part of the project charter process, we will outline a full schedule of meetings and meeting objectives to ensure we can move from initial policy discussions to a fully vetted set of draft policy changes that are ready to move forward through the legislative process.

Deliverables

- ✓ Development of draft policy changes.
- ✓ Modification of draft policies based upon PMT and engagement feedback.
- ✓ We anticipate reviewing draft changes one or two elements at a time. Once each element has been reviewed and changes updated, a complete draft will be prepared.
- ✓ The draft will be a new document fully formatted and prepared to be easily navigable and user friendly.
- ✓ Task includes modification to the full draft after Board of County Commissioner review and public hearing.
- ✓ Assist with response to public comments.
- ✓ All meetings are included under Action 1.

The LDC team has substantial experience working with multi-agency organizations on complex planning processes and documents. This includes updating CPPs, Comprehensive Plan updates and facilitating state projects involving diverse stakeholders. All these projects involved stakeholders with different perspectives, backgrounds, and ideas. We are experts at breaking down complex issues, bring forward unique solutions, listening, and helping shape policy that will meet your goals.

PROJECT EXAMPLES & REFERENCES

The projects spotlighted for this proposal are designed to highlight our experience as it relates to your project goals and scope of work. We have highlighted our experience with policy development and our expertise with GMA and regional policies as well as working on complicated policy issues, collaborating with complex stakeholder groups, and successfully seeing projects through.

KITSAP COUNTY COUNTYWIDE PLANNING POLICIES | KITSAP COUNTY, WA

LDC was hired by the Kitsap Regional Coordination Council (KRCC) to lead the update of the Kitsap Countywide Planning Policies (CPP). This project included completing a gap analysis comparing existing CPPs with Growth Management Act (GMA). The gap analysis identified areas where new or revised policies were warranted. This work was matched with issues that the KRCC members (elected and appointed) wanted to see addressed within the CPPs including equity and climate change. LDC worked to develop new and revised policies, added new definitions, worked with appointed and elected officials throughout the review process, and reformatted the document to make user friendly. The CPPs were adopted on time and work was completed within budget. We are worked with the KRCC member jurisdictions to adopt new population and employment targets which will be utilized during the 2024-2044 update. Our work included coordination and presentations for KRCC jurisdictions and assistance as targets were worked through with the county and cities.

Reference: Sophie Glass, Director, Triangle and Associates
E: sglass@triangleassociates.com P: 206-583-0655 x119



WALLA WALLA COUNTY ON-CALL PERMITTING & PLANNING | WALLA WALLA COUNTY, WA

Walla Walla County hired LDC, Inc. to provide on-going assistance to the County's Community Development Department. We have provided permit review, assistance with GIS mapping, and long-range planning assistance. We have also completed code work for the county, including development of subarea code amendments for the Burbank UGA.

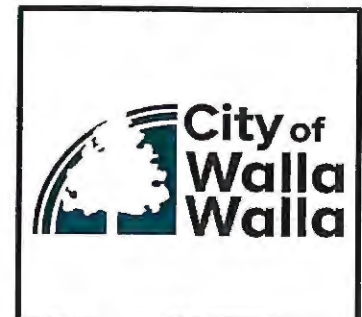
Reference: Lauren Prentice, Director Community Development
E: lprentice@co.walla-walla.wa.us P: 509-524-2620



CITY OF WALLA WALLA SEPA UPDATE | WALLA WALLA, WA

The City of Walla Walla hired LDC, Inc. to assist with implementing one of the actions identified in its adopted Housing Action Plan. This code update consists of updating the city's SEPA code consistent with state rule and requirements. Our work has included preparation of a technical memorandum outlining how the proposed changes meet state law requirements and preparation of code changes, presentations and supporting materials.

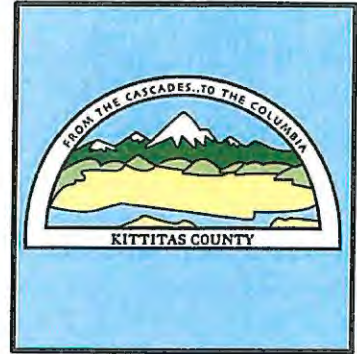
Reference: Preston Frederickson, Development Services Director
E: pfred@wallawalla.gov P: 509-524-4735



KITTITAS COUNTY CODE UPDATE | KITTITAS COUNTY, WA

LDC is assisting Kittitas County with a code update to integrate the City of Ellensburg's code into Kittitas County code for use within the Urban Growth Area. This project is implementing an Interlocal Agreement (ILA) that Kittitas County has entered with the City of Ellensburg. LDC's work has included both draft and the final code development as well as working with city of Ellensburg and Kittitas County staff on the preparation and presentation of materials at public meetings and hearings before the County Planning Commission and Board of County Commissioners.

Reference: Dan Carlson, AICP, Community Development Director
E: dan.carlson@co.kittitas.wa.us **P:** 509-933-8244



NET ECOLOGICAL GAIN | WASHINGTON STATE DEPARTMENT OF FISH AND WILDLIFE

The Watershed Company, as a subconsultant, assisted the Washington State Department of Fish and Wildlife in assessing the implications of implementing the Net Ecological Gain (NEG) policy. Watershed assisted in developing the assessment and stakeholder engagement process in consultation with WDFW. The project deliverable was a final report that equipped legislators with information to determine the next steps for NEG in Washington State.

Reference: WDFW - Jeffrey Davis, Habitat Program Assistant Director
E: Jeffrey.Davis@dfw.wa.gov **P:** 360-902-2527



SHORELINE MASTER PROGRAM AND CRITICAL AREAS ORDINANCE UPDATE | SKAGIT COUNTY

The Watershed Company has assisted Skagit County with updates to both the Shoreline Master Program and Critical Areas Ordinance over the past decade. The Skagit County SMP covers a staggering amount of shoreline: 228 miles of marine and estuarine shorelines, 598 miles of rivers and streams, and 53 lakes and reservoirs. A central part of the Skagit County SMP update process was the creation of a 17-member advisory committee by the Board of County Commissioners to review draft materials and advise the County throughout the process. The Watershed Company facilitated advisory committee meetings, and also put on a series of public visioning workshops and public open houses at multiple locations throughout the County. Watershed led the production of major technical deliverables including the shoreline inventory and characterization report, the cumulative impacts analysis, and restoration plan. Staff also provided significant input into policy and regulation development, facilitated 19 Shoreline Advisory Committee meetings, and assisted with all aspects of public involvement. The County completed the comprehensive update in 2022.

Reference: Skagit County, Betsy Stevenson, AICP, Senior Planner, Natural Resources Team Supervisor
E: betsyds@co.skagit.wa.us **P:** 360-336-9410



PROPOSED BUDGET

The following budget proposal breaks down the tasks described in the project narrative and approach section and assigns hours and costs for each person assigned to the project. We are happy to evaluate allocated hours with the client as part of the Scope of Work development to ensure we focus hours on the tasks most important to you.

Walla Walla County Countywide Planning Policies (CPP's) Update Project Budget					
	Clay White	Matt Covert	Sami Adams	Mark Daniels	
	Project Lead	Policy Support	Project Support	Environmental Policy	Estimated Cost by Task
2020 Hourly Rate	\$280	\$180	\$137	\$184	
Action 1: PUBLIC, AGENCY & STAKEHOLDER INVOLVEMENT					
Project Kickoff Meeting	3	2	4	2	\$2,116
Prepare Project Charter (Draft and Final)	8	2	18		\$5,066
Prepare Engagement Plan (Draft and Final)	4	8	12		\$4,204
PMT meetings and public hearings and public, agency, and stakeholder engagement	70	30	30	20	\$32,790
TASK TOTAL					\$44,176
Task 2: POLICY GAP AND CONSISTENCY ANALYSIS					
Prepare Gap Analysis Outline	10	18	4	6	\$7,692
Gap Analysis (Draft and Final)	10	12	4		\$5,508
TASK TOTAL					\$13,200
ACTION 3: POLICY REVIEW AND DRAFTING					
Draft Policy Amendments	60	50	10	20	\$30,850
Final Policy Amendments	35	20	10	5	\$15,690
Preparation of new CPP document	6	5	50		\$9,430
TASK TOTAL					\$29,450
MATERIALS/SUPPLIES/PRINTING/TRAVEL 2%					\$1,718
TOTAL PROJECT BUDGET					\$88,544

TEAM RESUMES



CLAY WHITE DIRECTOR OF PLANNING

24 YEARS OF EXPERIENCE

EDUCATION

- Bachelor in Geography
- Bachelor in Anthropology

EXPERTISE

- Countywide Planning Policy development
- Navigation of Complex Projects
- Stakeholder Discussions
- Comprehensive Planning
- Housing Action Plans
- Project Management
- QA/QC
- Policy & Code Updates
- Project Coordination
- Permit Review
- Land Use Planning
- Land Use Permitting
- Long Range Planning
- State & Regional Growth Law & Policy
- SEPA

Clay White is the director of planning with LDC, Inc. He has over 20 years of experience serving private sector clients and cities and counties throughout Washington as a land use planner. Most recently, Clay spent over five years as Planning and Development Services Director for Snohomish County. His unique understanding of how to work with local governments, his attention to detail and focus on communication coupled with the relationships he has forged in the public sector ensure smooth and efficient permitting processes for clients.

Clay has broad experience at the local, regional, and state level on planning issues. He has extensive code and policy experience, including leading the development of the recently adopted Kitsap Countywide Planning Policies and several comprehensive plan updates.

He has served as president of the Washington State Association of Regional and County Planning Directors, been a member of the Washington State Transportation Improvement Board, and co-chair of the regional staff committee for the Puget Sound Regional Council.

Clay will be the lead consultant for this project. He will be active with each phase of the proposal by framing up the project charter, working on the CPP Gap Analysis, attending, and participating at all meetings, drafting policy revisions, and presenting the project to the County Commissioners.

RELEVANT EXPERIENCE

- Countywide Planning Policy Update, Kitsap County
- Countywide Planning Policies Update, Snohomish County
- On-Call Services, Walla Walla County
- On-Call/Interim Director Services, City of Everett
- On-Call/Interim Director Services, City of Normandy Park
- Comprehensive Plan Update, Whitman County
- Comprehensive Plan Update, City of Normandy Park
- Comprehensive Plan Update, Kitsap County
- Middle Housing Project, City of Snohomish
- Middle Housing Project, City of Mill Creek
- Development Regulation Updates, City of Sumner
- Development Regulation Updates, City of Bonney Lake
- SEPA Code Update, City of Walla Walla
- Housing Action Plan, Cities of Bonney Lake & Sumner
- Housing Action Plan, City of University Place
- Housing Action Plan, City of Prosser
- Collaborative Roadmap, Phase III, Dept. of Commerce
- Comprehensive Plan Update, Snohomish County
- Comprehensive Plan Development, Stevens County
- Development of GMA Unified Development Code, Stevens County



**MATT COVERT, AICP
SENIOR PLANNER**

10 YEARS OF EXPERIENCE

EDUCATION

- Master of Science in Environment and Resources, University of Wisconsin-Madison

EXPERTISE

- Comprehensive Planning
- Policy Analysis
- Land Use Planning
- GMA Requirements
- Regional and Countywide Requirements
- Public Engagement
- Data Analysis
- Writing and Communication
- Project Management
- Housing Needs Analysis
- Housing Action Plans
- Plan Review
- Permitting
- Community Engagement
- State & Regional Growth Law & Policy
- Elected Official Presentations
- Policy & Code Updates
- Long Range Planning

Matt Covert a Senior Planner with LDC with 10 years of experience in the planning field. Matt provides a variety of planning services for public-sector clients, including housing action plans and housing needs analyses, writing comprehensive plan updates, conducting gap analyses, and assisting projects such as the Department of Commerce's Collaborative Roadmap Phase III project to recommend updates to the state laws that cover growth policy. He also has years of experience from the other side of the counter assisting private clients in navigating the land use and development permitting process in dozens of jurisdictions. Prior to LDC, Matt served as a planner with a regional planning agency in Wisconsin where he conducted scenario planning, land use analysis, and housing market analysis.

Matt will be an integral part of this project. He will be assisting with the preparation of the project charter, completing research and analysis for the CPP Gap Analysis, attending several project meetings, assisting with proposed policy revisions, and lead the development of creating a more user friendly CPP document as outlined within the proposal.

RELEVANT EXPERIENCE

- SEPA Code Update, City of Walla Walla
- Countywide Planning Policy Update, Kitsap County
- Comprehensive Plan Update, City of University Place
- Comprehensive Plan Update, Kitsap County
- Land Use and Economic Analysis, City of Snohomish
- Lake Stevens Buildable Lands Analysis & GMA, City of Lake Stevens
- Housing Action Plan, City of Snoqualmie
- Housing Action Plan, City of Woodinville
- Housing Action Plan, City of Bainbridge Island
- Housing Action Plan, City of Oak Harbor
- Housing Action Plan, City of Monroe
- Housing Action Plan, City of University Place
- Housing Action Plan, City of Bonney Lake and Sumner (*joint plan*)
- Development Code Update, City of Sultan
- Development Code Update, City of Sumner
- On-call Planning, City of Everett
- On-call Planning, City of Woodinville
- Collaborative Roadmap Phase III, Washington Department of Commerce



**SAMANTHA ADAMS
ASSOCIATE PLANNER**

3 YEARS OF EXPERIENCE

EDUCATION

- BA Urban Planning & Sustainable Development, Western Washington University
- Geographic Information Sciences (GIS) Certificate

EXPERTISE

- Code Updates
- Code Development
- Long-range Planning
- Research & Analysis
- Public Outreach
- Demographic & Geospatial Analysis & Modeling
- Report Production
- Land Use Permitting

Samantha is an Associate Planner at LDC. She works on housing action plans, comprehensive plans, and land use policy projects. In addition, she provides GIS mapping, project research, and graphic support. Samantha also provides project support for a variety of planning projects and leads permitting and land use review.

Sami will be working behinds the scenes on numerous tasks during the project. She will be completing project policy research, assist with note taking for meetings as requested, and preparing formatting changes to the existing CPPs. If requested, Sami will also produce GIS maps to help support policy decisions.

RELEVANT EXPERIENCE

- Walla Walla County On-Call Services, Walla Walla County
- Walla Walla County Floodplain Mapping, Walla Walla County
- Countywide Planning Policy update, Kitsap County
- Housing Action Plan, City of Snoqualmie
- Housing Action Plan, City of Woodinville
- Housing Action Plan, City of Bainbridge Island
- Housing Action Plan, City of Oak Harbor
- Housing Action Plan, City of Monroe
- Housing Action Plan, City of University Place
- Housing Action Plan, City of Bonney Lake and Sumner (*joint plan*)
- Middle Housing Project, City of Snohomish
- Middle Housing Project, City of Mill Creek



**MARK DANIEL, AICP
(WATERSHED)
ENVIRONMENTAL POLICY
LEAD**

15 YEARS OF EXPERIENCE

EDUCATION

- Master of Urban Planning, 2007, University of Washington
- B.A., Economics/Environmental Studies, 2005, Western Washington University
- B.A., Kinesiology, 1996, University of Colorado

EXPERTISE

- Environmental Planning
- Project-specific Environmental Analysis
- Policy & Code Review/Writing
- Framework for Planning in Washington
- Stakeholder Involvement
- GIS

Mark is a certified planner and project manager dedicated to helping clients create sustainable, livable communities that maintain the integrity of their natural systems. He has over 15 years of experience with environmental planning and a strong understanding of project-specific environmental analysis. Mark helps municipalities and agencies throughout Washington with long-range and current planning projects, including comprehensive plan updates, shoreline master program updates, critical areas ordinance updates, urban design guidelines, and master plans. His strengths include attention to detail, conciseness, and problem solving.

Mark will lead development of revised environmental policies. His work will include completing research and analysis for the CPP Gap Analysis, attending several project meetings, assisting with proposed policy revisions.

RELEVANT EXPERIENCE

- Comprehensive Plan Periodic Update, Kitsap County
- Comprehensive Plan Periodic Update, Walla Walla County
- Comprehensive Plan Periodic Update, City of Walla Walla
- Shoreline Master Program Comprehensive Update, Skagit County
- Shoreline Master Program Comprehensive Update, Klickitat County
- Shoreline Master Program Comprehensive Update, Adams County
- Shoreline Master Program Periodic Review, Whatcom County
- Shoreline Master Program Periodic Review, City of Langley
- Shoreline Master Program Periodic Review, City of Port Angeles
- Critical Areas Ordinance Update, City of Burien
- Critical Areas Ordinance Update, City of Lake Forest Park
- Critical Areas Ordinance Update, Benton County



Walla Walla County Community Development Department

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

To: Board of County Commissioners
From: Lauren Prentice, Director
Agenda Date: June 5, 2023
Prepared: June 1, 2023
RE: Monthly Community Development Department Update

Building/Fire Permits

The rate of permit applications is slowing down a bit, which is not unusual for the spring.

- 57 building and fire permits were approved during the last month, compared to 37 in April. Includes 37 over-the-counter (OTC) permits (mechanical, plumbing, reroof, demolition) and 2 Special Event/Fire Operational permits.
- A list of issued building and fire permits is included as Attachment 1. Total valuation of building: \$733,632.
- Issued 56 residential burn permits.
- 39 new building and fire permit applications were submitted in the last month, similar to last month.
- 63 building/fire permits applications are currently actively under plan review.
- 32 applications classified as MISSING INFO, because we are unable to proceed with plan review until requested information is resubmitted.

Building/Fire Permit Plan Reviews – 336 reviews completed (compared to 210 in April); average Turnaround Time for Permit Reviews is 10.4 days. More reviews were done, therefore average review time was increased, still less than 14 days.

- Public Works and Addressing: 4.5 days (33 reviews, 3 reviewers)
- Environmental Health: 6.3 days (29 reviews, 1 reviewer)
- Screening/Permit Techs: 7.2 days (166 reviews, 3 reviewers)
- Planning/Critical Areas: 27 days (55 reviews, 3 reviewers)
- Building (including contract reviewer): 9 days (46 reviews, 2 County reviewers plus SAFEbuilt)

Inspections – A total of 348 building/fire permits inspections were scheduled and completed this month, compared to around 220 each month earlier this spring. One of our building inspectors was out of the office for two weeks on scheduled leave.

Technical Review Committee

- May 3 – TRC23-020 – Axelle Type 1 Winery – Preapplication Meeting for Type 1 Winery on Peppers Bridge Road.
- May 10 – TRC23-021 – Saviah Cellars Expansion – Roundtable Meeting for expansion of existing Type 2 Winery. A Conditional Use Permit amendment will be required. Also discussed compliance issues.
- May 10 – TRC23-022 – Roundtable Meeting regarding development of old railroad right-of-way adjacent to Sudbury Road. The project would be a single residence. As with any old railroad right-of-way, we have to look into whether the lot was lawfully created and can be developed.
- May 23 – TRC23-024 – Five Dollar Ranch Brewing Co. – Preapplication for possible brewery on Old Milton Highway. The proposal would include conversion of an existing hay shed which raises building and fire code issues.

- May 23 – TRC23-023 – Whitney Road Vineyard – Roundtable Meeting for possible residential development in City of Walla Walla UGA. Directed to City of Walla Walla because annexation would be required for utilities.

Planning Decisions Approved/Issued

ADU23-001	New detached ADU (zoning approval only)	Russell Creek Road	Accessory Dwelling Unit
ADU23-005	New detached ADU (zoning approval only)	E. Maple Street, Burbank	Accessory Dwelling Unit
BLA20-023	Lot line consolidation of 4 lots into 2 to accommodate existing development	W. Maple Street, Burbank	Boundary Line Adjustment
BLA23-004	Property line adjustment between two lots	Russell Creek Road	Boundary Line Adjustment
CAP23-010	Conservation and restoration project	Coppei Road	Critical Areas Exemption (not required)

Miscellaneous

Software Upgrade – TRAKIT.NET to Central Square Com Dev (CS) – We received delivery of a missing item for this project on May 18, our Land Management Update Routine (LMUR). This was one of the key motivations for doing the upgrade. This routine runs in the background, nightly, and updates parcel, address, and no street records in our system from County GIS. This was originally supposed to be completed for testing in March of 2022. We weren’t notified that this was added to our system and didn’t get a chance to test it. Staff pieced this together when they noticed information in records had changed. This is important progress, unfortunately, from what we’ve seen before, there are issues, it was not built correctly.

Shoreline Master Program (SMP) update – Shoreline Master Program Update

1. Staff and consultant met three times in May.
2. Met with Ecology to discuss SMP Final Draft. They will be recommending a few changes to be presented to the Board at the Public Hearing which is tentatively scheduled for June 26. Final recommendations from Ecology will be received this week.
3. We are scheduling an additional virtual public information meeting on June 13.

LSWFA Grant Application – Administrative staff completed application for Local Solid Waste Financial Assistance Grant (LSWFA). This funds some Code Enforcement and Environmental Health work and it is shared with City of Walla Walla and College Place.

Training – Planners attended virtual Eastern Washington Planning Forum on May 10. Director attended WCRP training Best Practices for Coaching.

State Building Code Update – At the last minute, the State Building Code Council (SBCC) has delayed the implementation of the 2021 codes by 120 days to October 29, 2023. The purpose of the delay is to consider stakeholder proposals to modify sections in the commercial and residential energy codes to address “legal uncertainty stemming from the decision in California Restaurant Association v. City of Berkeley recently issued by the Ninth Circuit Court of Appeals.”

CUP22-008 BERRI/Dressler Waste Processing Facility – The Hearing Examiner held a public hearing on May 19 for the BERRI application. Significant comments, primarily objections, raised during written and verbal testimony. The Hearing Examiner is allowing additional time for the Applicant and County to respond in writing so the decision will be delayed.

CUP22-011 Henderson Orchard Winery – The Hearing Examiner held a public hearing on May 19 for a Type 2 Winery Expansion and new Type 2 Bed and Breakfast. Decision expected in June.

Planning Commission – The Planning Commission met on May 3 for a regular meeting. They deliberated and made recommendations on the SMP Update, as previously presented, and held a workshop to discuss the 2023 non-county amendment application (one item on Preliminary Docket).

Tire Amnesty Events – Events held in Burbank and Wallula on May 6. These were arranged with the Department of Ecology at the request of our Code Compliance Officer. Two truckloads of tires collected in Burbank.

Fireworks Stands – Four permits for Fireworks Stands were reviewed and issued this month. Our building inspectors will have to inspect these at the end of the month when they're set up for July 4 sales.

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
B23-0144 5/9/2023	CARPORT RESIDENTIAL 198 sf Carport attached to Existing Garage	5669 COTTONWOOD RD 370607230001	NELSON, CRAIG B LOFTHOUSE CONSTRUCTION INC	\$3,960.00	\$221.76
CARPORT			Totals:	\$3,960.00	\$221.76
B23-0109 5/4/2023 RR-40	COMMUNICATIONS TOWER COMMERCIAL 190' Communications Tower	6003 MILL CREEK RD 370723340008	FARRENS DEAN C WEIS TOWERS LLC	\$75,000.00	\$924.75
COMMUNICATIONS TOWER			Totals:	\$75,000.00	\$924.75
B23-0233 5/16/2023	DEMO RESIDENTIAL Demo 2 Outbuildings - Garage & Storage	7988 OLD HWY 12 340736510072	REJG, LLC NOT APPLICABLE	\$0.00	\$51.50
B23-0242 5/22/2023	DEMO RESIDENTIAL Demo 800 sf 3-sided Outbuilding	3391 PEPPERS BRIDGE RD 350601310074	JOHN & SANDRA DAVIN LIVING TRUST MENDEZ CONSTRUCTION LLC	\$0.00	\$51.50
B23-0258 5/25/2023	DEMO COMMERCIAL Demo Old Terminal Building	255 A ST 360714110001	WALLA WALLA PORT OF NOT APPLICABLE	\$0.00	\$77.25
DEMO			Totals:	\$0.00	\$180.25
B23-0202 4/28/2023	E MECHANICAL RESIDENTIAL Replace ht pump 1-3t, & gas furnace <=100K BTU	290 DOUBLE RIVER RD 350731510041	NEAL MEADE & HEIDI K COLLEGE PLACE HTG & A/C INC	\$17,923.00	\$103.00
B23-0204 5/1/2023	E MECHANICAL RESIDENTIAL Replace heat pump and air handler	90 N GOSE ST 350724320060	KLINFELTER TERRY & MELISSA COLLEGE PLACE HTG & A/C INC	\$13,306.00	\$103.00
B23-0210 5/2/2023	E MECHANICAL RESIDENTIAL Install Air Handler and Air Conditioner	11481 W HWY 124 330905210004	K2H FARMS INC BRUCE MECHANICAL INC	\$5,955.00	\$103.00
B23-0214 5/3/2023	E MECHANICAL RESIDENTIAL Replace electric furnace and heat pump.	6570 MILL CREEK RD 370726320012	NAGLE JAMES L & MARILYN L GRASSI REFRIGERATION SERV INC	\$0.00	\$103.00
B23-0215	E MECHANICAL 1840 GRAY LYNN DR	PETTIBONE DALE & CAROL	\$20,000.00	\$103.00	

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
5/3/2023	RESIDENTIAL	360606510025	TOTAL COMFORT SOLUTIONS LLC		
	Replacement of 2 existing gas furnace & ACs				
B23-0217	E MECHANICAL	3460 MORRISON LN	BRAY RAYMOND L & NANCY R	\$2,500.00	\$103.00
5/4/2023	RESIDENTIAL	360604330012	3 RIVERS HEATING & AIR LLC		
	Gas piping				
B23-0221	E MECHANICAL	2440 MIDDLE WAITSBURG RD	MINNICK, LAURA M	\$0.00	\$103.00
5/8/2023	RESIDENTIAL	360710210003	COLLEGE PLACE HTG & A/C INC		
	Replace oil furnace w/heat pump and 2 air handlers				
B23-0222	E MECHANICAL	428 VALLEY CHAPEL RD	HOPSON DARYL L	\$0.00	\$103.00
5/8/2023	RESIDENTIAL	350609230013	COLLEGE PLACE HTG & A/C INC		
	Replace oil furnace w/ducted HP & AH and 2 ductless heads				
B23-0230	E MECHANICAL	1300 CRYSTAL CT	PELZ, ROSEMARY ALEXANDRA	\$0.00	\$103.00
5/11/2023	RESIDENTIAL	360728820006	TOTAL COMFORT SOLUTIONS LLC		
	replacing a gas furnace & air conditioner				
B23-0234	E MECHANICAL	121 SHORT RD	MILLER, CHRISTOPHER V & DEANNA M	\$0.00	\$103.00
5/17/2023	RESIDENTIAL	340608130005	COLLEGE PLACE HTG & A/C INC		
	Replace heat pump & air handler				
B23-0236	E MECHANICAL	2222 SCHOOL AVE	FULLER, ANNGIE	\$18,029.96	\$103.00
5/17/2023	RESIDENTIAL	360734230053	TOTAL COMFORT SOLUTIONS LLC		
	Install Gas Furnace & Ht Pump, & Ductless mini split				
B23-0237	E MECHANICAL	750 VAN DONGE LN	OWSLEY JAMES B & KATHLEEN O	\$15,700.00	\$103.00
5/17/2023	RESIDENTIAL	360604340024	TOTAL COMFORT SOLUTIONS LLC		
	Replacing gas furnace, A/C, & gas water heater				
B23-0248	E MECHANICAL	1335 CRYSTAL CT	RANDALL LARRY A & LORI A	\$0.00	\$103.00
5/22/2023	RESIDENTIAL	360728820007	COLLEGE PLACE HTG & A/C INC		
	Replace heat pump and gas furnace				
B23-0256	E MECHANICAL	1244 W SUNSET DR	TOWNSEND MALCOLM & CATHERINE	\$18,107.00	\$103.00
5/24/2023	RESIDENTIAL	300936520022	CAMPBELL COOL ELEC PLMB CORP		
	Replace 2T Heat Pump System & air handler				

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
B23-0262 5/25/2023	E MECHANICAL RESIDENTIAL Replace 3T Heat Pump & Air Handler	34 IMPERIAL ST 360732660204	SULLIVAN KYLE D & SUZANNE T GORDON'S HEATING & COOLING INC	\$0.00	\$103.00
B23-0263 5/26/2023	E MECHANICAL RESIDENTIAL Replace gas furnace & A/C	493 BLALOCK DR 350726523317	FERRARO LUCAS J & MELANIE F COLLEGE PLACE HTG & A/C INC	\$0.00	\$103.00
B23-0265 5/31/2023	E MECHANICAL RESIDENTIAL Install gas piping to 2 fireplaces and range	1147 S CAMPBELL RD 350726650001	WHISPERING MEADOWS LLC COLLEGE PLACE HTG & A/C INC	\$0.00	\$103.00
E MECHANICAL			Totals:	\$111,520.96	\$1,751.00
B23-0193 4/27/2023	E PLUMBING RESIDENTIAL Replace cast iron drain lines with ABS	6463 LOWER WAITSBURG RD 360821310002	SCHEIFF, SEBASTIAN & MCCLELLAN, EILEDON M A-1 PLUMBING & EMERGENCY ROOTER	\$6,630.00	\$103.00
B23-0207 5/2/2023	E PLUMBING COMMERCIAL Add mop sink and hand washing sink	178 VINEYARD LN 370717140015	SCHAFFER MARIE M GST TRUST TBD	\$0.00	\$206.00
E PLUMBING			Totals:	\$6,630.00	\$309.00
B23-0194 4/27/2023	E REROOF RESIDENTIAL Re-roof one side of Residence 16sq w//tear-off	3321 MORRISON LN 360604530006	MOERK, CHARLES S & M'LISSE A R & Z ROOFING & GUTTERS, LLC	\$7,200.00	\$191.90
B23-0251 5/25/2023	E REROOF RESIDENTIAL Re-roof Residence, 40 sq w/tear-off	1581 SUMMIT PL 350735540011	CAUDILL TIMOTHY G PINA'S ROOFING LLC	\$20,000.00	\$315.50
B23-0259 5/25/2023	E REROOF RESIDENTIAL Re-roof Residence & ATG, 49 sq w/tear-off	1503 TAUMARSON RD 360606120046	MCMICHAEL JOSEPH S & ANN M VW QUALITY ROOFING LLC	\$0.00	\$361.85
E REROOF			Totals:	\$27,200.00	\$869.25
B23-0188	FACTORY BUILT STRUCT	103 MCKINNEY RD	SCHMATT, MICHAEL & JULIE	\$0.00	\$668.00

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
5/31/2023	RESIDENTIAL Place 2023 Country Cottage Manufactured Home 1822 sf	350727523003	HATTON HOMES LLC		
B23-0216	FACTORY BUILT STRUCT	75 MCKINNEY RD	SCHMATT, MICHAEL & JULIE	\$0.00	\$668.00
5/31/2023	RESIDENTIAL Place 2023 Valley Manufactured Home 1868 sf	350727523004	HATTON HOMES LLC		
FACTORY BUILT STRUCT			Totals:	\$0.00	\$1,336.00
B22-0340	GARAGE SHOP	1615 WHITELEY RD	MURPHY, DENNIS	\$277,000.00	\$3,429.92
5/26/2023	CO RESIDENTIAL 11,080 sf Storage Building - Bldg 3	360607310019	TBD		
AR-10					
GARAGE SHOP			Totals:	\$277,000.00	\$3,429.92
B23-0177	NEW COMMERCIAL BLDG	3281 MILL CREEK RD	BOURGMONT VINEYARD HOLDINGS LLC	\$32,841.12	\$1,023.94
5/30/2023	COMMERCIAL 494 sf Well & Pump House	370716120002	MOUNTAIN STATES CONST CO		
NEW COMMERCIAL BLDG			Totals:	\$32,841.12	\$1,023.94
B23-0198	PLUMBING MECHANICAL	167 S GOSE ST	ALLESSIO, JOHN J	\$0.00	\$103.00
5/3/2023	RESIDENTIAL Install new gas line, meter set	350724330054	NOT APPLICABLE		
PLUMBING MECHANICAL			Totals:	\$0.00	\$103.00
B23-0141	POLE BUILDING	575 CHUKAR LN	HALL,CRAIG E REVOCABLE LIVING TRUST	\$44,400.00	\$1,064.73
4/28/2023	RESIDENTIAL 2400 sf Enclosed Pole Bldg	310926310002	NOT APPLICABLE		
B23-0145	POLE BUILDING	557 PARADISE DR	NYE, BRENT & JAIMI	\$31,968.00	\$843.29
5/8/2023	RESIDENTIAL 1728 sf Enclosed Pole Building	310930540213	ALL AMERICAN BARNs LLC		
B23-0170	POLE BUILDING	320 S CAMPBELL RD	DE WAYNE, ROBERT E JR & SHELLEY	\$21,600.00	\$650.05
5/11/2023	RESIDENTIAL 864 sf Enclosed Pole Bldg, 432 sf Lean To on each side	350726520924	BROWN'S CONSTRUCTION		
POLE BUILDING			Totals:	\$97,968.00	\$2,558.07
B23-0205	REROOF	280 LAKEVIEW DR	MORGAN CURTIS B & BETH R	\$15,000.00	\$341.25
5/3/2023	RESIDENTIAL Re-roof Residence, 45 sq w/tear-off	320920S10312	ALPINE ROOFING		

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
B23-0213 5/3/2023	REROOF RESIDENTIAL Reroof Residence 35 sq w/tear-off	806 E CHESTNUT ST 360728710505	UHREN, MICHAEL P & ANDERSON, KYREE LYNN ALPINE ROOFING	\$15,000.00	\$289.75
B23-0218 5/8/2023	REROOF RESIDENTIAL Re-roof Residence, 36 sq w/tear-off	326 HILL RD 360604550004	WRIGHT, TODD E & KIMBERLY J J WALES HOME SOLUTIONS LLC	\$20,111.24	\$294.90
B23-0220 5/9/2023	REROOF RESIDENTIAL Re-roof Residence, 13 sq w/tear-off	2922 S 3RD AVE 360605514807	THOMPSON DONALD E & CYNTHIA K GILLESPIE ROOFING, INC	\$8,000.00	\$176.45
B23-0224 5/9/2023	REROOF RESIDENTIAL Re-roof Residence, 30 sq w/tear-off	37 NW EVANS AVE 350726524010	BROOME JEANNIE K PALMER ROOFING	\$12,956.00	\$264.00
B23-0241 5/19/2023	REROOF RESIDENTIAL Re-roof Residence, 39 sq w/tear-off	2870 WILLIAMS RD 360605514402	LADDERUD JOHN & RUTH ELSOM ROOFING, INC	\$7,800.00	\$310.35
B23-0244 5/22/2023	REROOF RESIDENTIAL Re-roof Residence, 31 sq w/tear-off	104 MCNARY RIDGE RD 310809140007	GLAESEMANN GEORGE M & LORRAINE KING ROOFING LLC	\$0.00	\$269.15
B23-0250 5/24/2023	REROOF RESIDENTIAL Add 2nd layer roofing on Residence 55 sq	850 W WHITMAN DR 350726650013	EIDSON DARRELL E SCULLY CONSTRUCTION, INC	\$7,500.00	\$392.75
B23-0252 5/30/2023	REROOF RESIDENTIAL Re-roof detached structure, 9 sq w/tear-off	27025 ICE HARBOR DR 300801520058	MELOY WILLIAM T & GLORIA B NOT APPLICABLE	\$1,500.00	\$161.00
B23-0264 5/31/2023	REROOF RESIDENTIAL Re-roof Residence, 20 sq w/tear-off	4024 OLD MILTON HWY 350614220034	REESE DAVID L ELSOM ROOFING, INC	\$4,000.00	\$212.50
REROOF			Totals:	\$91,867.24	\$2,712.10
FRB23-0232 5/3/2023	RESIDENTIAL BURN CO Residential Burn Permit	1333 BUSSELL RD 350603520306	HOUCHIN DAVID E & JUDITH ARLEN	\$0.00	\$35.00
FRB23-0233 5/3/2023	RESIDENTIAL BURN CO	3318 MORRISON LN 360604320058	FROESE, STANLEY A & MARIANNE	\$0.00	\$35.00

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
	RESIDENTIAL BURN PERMIT				
FRB23-0234 5/3/2023	RESIDENTIAL BURN CO Residential Burn Permit	3331 MORRISON LN 360604520003	TENNENT, WILLIAM W	\$0.00	\$35.00
FRB23-0235 5/3/2023	RESIDENTIAL BURN CO	4293 BRADEN RD 360608330001	FONDAHN, JOE & KATERINA	\$0.00	\$35.00
	RESIDENTIAL BURN PERMIT				
FRB23-0236 5/4/2023	RESIDENTIAL BURN CO Residential Burn Permit	4163 OLD MILTON HWY 350614210013	JONES, RICHARD L & BRENDA E	\$0.00	\$35.00
FRB23-0237 5/4/2023	RESIDENTIAL BURN CO Residential Burn Permit	713 NE DAMSON AVE 350725230058	THOMPSON KARL & REBECCA	\$0.00	\$35.00
FRB23-0238 5/4/2023	RESIDENTIAL BURN CO	46 ROLAND CT 350603590007	MONTGOMERY, CHARLES JR & LORELIE	\$0.00	\$35.00
	RESIDENTIAL BURN PERMIT				
FRB23-0240 5/4/2023	RESIDENTIAL BURN CO Residential Burn Permit	11373 E HWY 12 370823440007	ANDERSEN, ROSS A & CAROL L	\$0.00	\$35.00
FRB23-0239 5/5/2023	RESIDENTIAL BURN CO Residential Burn Permit	330 CEMETERY RD 370826520003	SMITH, JAMES R & CARLA R	\$0.00	\$35.00
FRB23-0241 5/5/2023	RESIDENTIAL BURN CO Residential burn permit	2069 DAGUE RD 350825120002	DUNHAM, ELIZABETH M LIFE ESTAT	\$0.00	\$35.00
FRB23-0242 5/5/2023	RESIDENTIAL BURN CO Residential Burn Permit	221 SHANE PORTER RD 350614510301	GRUZENSKY, PAUL M & DOLORES J	\$0.00	\$35.00
FRB23-0243 5/5/2023	RESIDENTIAL BURN CO	1116 ELECTRIC AVE 350726521624	HAMMOND, TYSON R & DAWN M	\$0.00	\$35.00
	RESIDENTIAL BURN PERMIT				
FRB23-0244 5/8/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	3226 FEEDLOT LN 340615220003	MUNDEN, GALE D & CAROLYN A	\$0.00	\$35.00

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
FRB23-0245 5/8/2023	RESIDENTIAL BURN CO Residential burn permit	2118 BLUE CREEK RD 380730220010	ZIMMERMAN, DONALD R & SUSAN J	\$0.00	\$35.00
FRB23-0227 5/10/2023	RESIDENTIAL BURN CO Residential Burn Permit	4845 HIGHWAY 730 310608410005	BROWN ROBERT JASON	\$0.00	\$35.00
FRB23-0246 5/10/2023	RESIDENTIAL BURN CO Residential Burn Permit	53-139 FARMLAND RD 350611550001	HOUSING AUTHORITY OF THE	\$0.00	\$35.00
FRB23-0247 5/10/2023	RESIDENTIAL BURN CO Residential Burn Permit	1157 MOJONNIER RD 350603140006	EDWARDS, JAMES J & VICKY D	\$0.00	\$35.00
FRB23-0248 5/11/2023	RESIDENTIAL BURN CO Residential Burn Permit	699 CURLEW LN 310926330004	FOX, LARRY R & MARGO E	\$0.00	\$35.00
FRB23-0249 5/11/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	714 MOJONNIER RD 350602210052	LYONS, BRIAN J	\$0.00	\$35.00
FRB23-0103 5/3/2023	RESIDENTIAL BURN CO Residential Burn Permit	117 NARCISSA PL 350733430006	BISSELL, GORDON & JOAN	\$0.00	\$35.00
FRB23-0231 5/2/2023	RESIDENTIAL BURN CO Residential Burn Permit	19391 E HIGHWAY 12 370914230007	SKYLINE RANCH INC	\$0.00	\$35.00
FRB23-0230 5/2/2023	RESIDENTIAL BURN CO Residential Burn Permit	5042 STATELINE RD 350615120004	HAUN DEE A	\$0.00	\$35.00
FRB23-0229 5/2/2023	RESIDENTIAL BURN CO Residential burn permit	38 FOSTER RD 370731140020	RICHMOND, ROBERT	\$0.00	\$35.00
FRB23-0228 5/1/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	1070 WALLULA AVE 350726521516	REMILLARD, DEBBIE	\$0.00	\$35.00
FRB23-0226 4/28/2023	RESIDENTIAL BURN CO Residential burn permit	1197 WHITELEY RD 360607410013	COFFEY, ALAN HUDSON	\$0.00	\$35.00
FRB23-0225 4/28/2023	RESIDENTIAL BURN CO	779 W HUMORIST RD 300812220009	WATERS WILLIAM F JR	\$0.00	\$35.00

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
	Residential Burn Permit				
FRB23-0224	RESIDENTIAL BURN	1024 LAKE RD	BLUE MOUNTAIN PACKING LLC	\$0.00	\$35.00
4/28/2023	CO	310927310001			
	RESIDENTIAL BURN PERMIT				
FRB23-0223	RESIDENTIAL BURN	870 LAKE RD	MASON, DON & SHIRLEY LIVING TRUST	\$0.00	\$35.00
4/28/2023	CO	310806540006			
	Residential Burn Permit				
FRB23-0222	RESIDENTIAL BURN	518 PARADISE DR	O'BRIEN, DANNY L & LINDA E	\$0.00	\$35.00
4/27/2023	CO	310930520106			
	Residential Burn Permit				
FRB23-0221	RESIDENTIAL BURN	1638 LAKE RD	HAYES, ROBERT F & FRANCES M	\$0.00	\$35.00
4/27/2023	CO	310931580004			
	RESIDENTIAL BURN PERMIT				
FRB23-0220	RESIDENTIAL BURN	991 SUMMERS CIRCLE	LENHART, DENNIS E & DONNA L	\$0.00	\$35.00
4/27/2023	CO	350611510101			
	Residential Burn Permit				
FRB23-0219	RESIDENTIAL BURN	315 W SUNSET DR	GRADWOHL, MICHAEL A	\$0.00	\$35.00
4/26/2023	CO	300936530004			
	Residential Burn Permit				
FRB23-0218	RESIDENTIAL BURN	1001 BLALOCK DR	GWINN, STEVEN D & JUDY D	\$0.00	\$35.00
4/26/2023	CO	350726523133			
	Residential burn permit				
FRB23-0250	RESIDENTIAL BURN	5584 RUSSELL CREEK RD	ALLEN RICHARD J & SALLY J	\$0.00	\$35.00
5/12/2023	CO	370731130018			
	Residential Burn Permit				
FRB23-0251	RESIDENTIAL BURN	2304 WAINWRIGHT PL	GEHRETT, JAY M	\$0.00	\$35.00
5/12/2023	CO	360734530001			
	Residential Burn Permit				
FRB23-0252	RESIDENTIAL BURN	92 CHAMBERLAIN RD	HUTSON FAMILY TRUST	\$0.00	\$35.00
5/12/2023	CO	350610140005			
	Residential Burn Permit				
FRB23-0254	RESIDENTIAL BURN	835 GARDENA RD	INDELICATO ANITA ET AL	\$0.00	\$35.00
5/12/2023	CO	330612410003			
	RESIDENTIAL BURN PERMIT				
FRB23-0255	RESIDENTIAL BURN	3262 PIONEER DR	REIFF, STEVEN N	\$0.00	\$35.00
5/12/2023	CO	360605410008			
	Residential burn permit				

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
FRB23-0256 5/12/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	2006 BLUE CREEK RD 380730220006	GARDNER, DONNA COOK	\$0.00	\$35.00
FRB23-0257 5/15/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	105 OHIMA DR 350603520321	COFFEEN, NATHANAEL & JANALEE	\$0.00	\$35.00
FRB23-0258 5/15/2023	RESIDENTIAL BURN CO RBP	60 WORDEN LN 330734230060	FULLER, TIMOTHY & CHERYL	\$0.00	\$35.00
FRB23-0260 5/15/2023	RESIDENTIAL BURN CO Residential Burn Permit	9281 MILL CREEK RD 370601330005	PRYOR, JEFFREY MARK & ALEXIS KATHLEEN	\$0.00	\$35.00
FRB23-0261 5/16/2023	RESIDENTIAL BURN CO Residential Burn Permit	361 N CAMPBELL RD 350723520229	MORENO, GABRIEL	\$0.00	\$35.00
FRB23-0262 5/18/2023	RESIDENTIAL BURN CO Residential Burn Permit	2714 BLUE CREEK RD 380719240015	RADKE JACOB	\$0.00	\$35.00
FRB23-0263 5/18/2023	RESIDENTIAL BURN CO Residential Burn Permit	6530 MILL CREEK RD 370726500005	TABOR, BETTY	\$0.00	\$35.00
FRB23-0264 5/18/2023	RESIDENTIAL BURN CO Burn Permit	3331 RANCH RD 360604540025	ALLEN, STERLING C & CHERYL H	\$0.00	\$35.00
FRB23-0265 5/22/2023	RESIDENTIAL BURN CO Residential Burn Permit	143 MARKHAM RD 330609510185	MORGAN NICHOLAS L	\$0.00	\$35.00
FRB23-0266 5/22/2023	RESIDENTIAL BURN FIRE RESIDENTIAL BURN PERMIT	417 RUSSET RD 350727524223	ALEXANDER, ROBERT	\$0.00	\$35.00
FRB23-0267 5/22/2023	RESIDENTIAL BURN CO Residential Burn Permit	1376 W WHITMAN DR 350727524217	GUBAR, EUGENE I & ANNA B	\$0.00	\$35.00
FRB23-0268 5/22/2023	RESIDENTIAL BURN CO Residential Burn Permit	187 SECOND ST 370826513311	DAVIN NORA IRENE	\$0.00	\$35.00
FRB23-0269	RESIDENTIAL BURN	5736 STATELINE RD	BARNES DARRELL W & DEBRA J	\$0.00	\$35.00

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
5/23/2023	Residential Burn Permit	350616110026			
FRB23-0270	RESIDENTIAL BURN	989 S CAMPBELL RD	CHASE CRAIG L	\$0.00	\$35.00
5/24/2023	CO Residential Burn Permit	350726523223			
FRB23-0271	RESIDENTIAL BURN	1509 BEET RD	JOMWE ELAINE LEILANI	\$0.00	\$35.00
5/24/2023	CO Residential Burn Permit	350615500006			
FRB23-0272	RESIDENTIAL BURN	222 BALM ST	WEBER, LELAND & TRACI	\$0.00	\$35.00
5/26/2023	CO Residential Burn Permit	330734330066			
FRB23-0273	RESIDENTIAL BURN	309 MAIN ST	WEBER MYRNA	\$0.00	\$35.00
5/26/2023	CO Residential Burn Permit	330734510309			
FRB23-0275	RESIDENTIAL BURN	2424 WAINWRIGHT PL	DAVIS, JAMES W & SHIRLEY L	\$0.00	\$35.00
5/26/2023	FIRE RESIDENTIAL BURN PERMIT	360734320048			
FRB23-0274	RESIDENTIAL BURN	356 MISSION RD	HAMADA, HARRY K & ANN C	\$0.00	\$35.00
5/30/2023	CO Residential Burn Permit	350603230022			
FRB23-0276	RESIDENTIAL BURN	10209 E HIGHWAY 12	DUVALL, WADE E	\$0.00	\$35.00
5/30/2023	CO Residential Burn Permit	370826511601			
FRB23-0277	RESIDENTIAL BURN	118S LOWDEN GARDENA RD	BUTLER MICHAEL WESLEY	\$0.00	\$35.00
5/30/2023	CO Residential Burn Permit	340732310004			
FRB23-0278	RESIDENTIAL BURN	1925 GRAY LYNN DR	YOUNG, JOSEPH RICHARD JR	\$0.00	\$35.00
5/30/2023	CO Residential burn permit	350601510024			
FRB23-0279	RESIDENTIAL BURN	728 FOSTER RD	STOUGH, ROBERT L JR & SUSAN L	\$0.00	\$35.00
5/31/2023	CO RESIDENTIAL BURN PERMIT	370731440007			
RESIDENTIAL BURN			Totals:	\$0.00	\$2,135.00
B23-0228	SIDING WINDOWS	60 MOJONNIER RD	HENSEL, RANDALL E & TRISHA L	\$0.00	\$222.80
5/9/2023	RESIDENTIAL	350735540014	NOT APPLICABLE		

WW Permits Issued

Walla Walla County

Date Range Between 4/26/2023 and 5/31/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
	Replace siding <2000 sf & 11 Windows				
SIDING WINDOWS			Totals:	\$0.00	\$222.80
B23-0200 5/30/2023 I/BP	SIGN RESIDENTIAL Install 2) 120" x 27.7" Signs on Building	69 GATEWAY RD 300802560099	RND LAND HOLDINGS LLC MUSTANG SIGNS LLC	\$9,645.47	\$281.00
SIGN			Totals:	\$9,645.47	\$281.00
B23-0116 5/3/2023 RR-2	SOLAR ARRAY RESIDENTIAL 14.4 kW Roof Mount Solar Array	1058 W SUNSET DR 300936540004	GOLIGHTLY, CARL E & HAHN, SARAH M HOT SOLAR SOLUTIONS LLC	\$0.00	\$211.00
SOLAR ARRAY			Totals:	\$0.00	\$211.00
B23-0196 4/28/2023	SPECIAL EVENT BONFIRE Bonfire 05-06 or 05-07-23 - Weather permitting	1615 HAVSTAD DR 360606540034	HENDLEY, STANLEY & KATHRYN NOT APPLICABLE	\$0.00	\$103.00
B23-0208 5/5/2023	SPECIAL EVENT TENT Special Event Tent May 4 - May 29, 2023	2901 OLD MILTON HWY 3S0611120008	YELLOWHAWK RESORT WW LLC NOT APPLICABLE	\$0.00	\$92.70
SPECIAL EVENT			Totals:	\$0.00	\$195.70
111 Permits Issued from 4/26/2023 and 5/31/2023			Total Valuation:	\$733,632.79	
			Total Fees Paid:	\$18,464.54	

a) Action Agenda Items:

- 1) Proposal 2023 06-05 Maint-1 Approval to proceed with agreement for work related to sidewalk safety
- 2) Proposal 2023 06-05 Maint-2 Approval to work with Human Resources to add an additional Facilities Maintenance Position

b) Department update and miscellaneous



Proposal

Date: May 22, 2023

Proposal ID. 2023 06-05 Maint-1

To: BOCC

From: Robert Grandstaff

Intent – Approval to proceed with agreement for work related to sidewalk safety

Topic – Sidewalk Safety

Summary:

A routine maintenance procedure following the winter months due to the constant changes with the movement of the sidewalks, it is recommended we engage the services of a sidewalk cutting company. The City has used this company for their routine maintenance with satisfactory results. Some sidewalk repairs have been made in the past as a part of the routine maintenance, but more is needed. The scope is well outlined in their proposal. What is not included in this scope are the areas identified for sidewalk replacement. Their proposal does not appear to include Sales Tax.

Cost w/o Sales Tax

Proposal as outlined:	\$17,606.09
2 nd Proposal as outlined:	\$ 638.75
Proposed Contingency fund:	\$ 1,700.00*+-

*The scope of work is not to exceed \$20,000.00 not including sales tax. My initial scope of work was focused on the Courthouse walks, but I have noted that the front on the Annex Building and along Alder Street we have some additional trip hazards. I am proposing we consider a contingency to direct additional work where deemed critical.

Not included is the sidewalk replacement where specified in the attached documentation.

Funding

Current Expense

Alternatives Considered

N/A

Benefits

Improved safety for the public.

Conclusion/Recommendation

Recommend engaging in their services.

Submitted By

Disposition

Approved

Robert Grandstaff Facilities May 22, 2023

Approved with modifications

Name Department Date

Needs follow up information

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up



BID
WA52514BC
April 18, 2023

Walla Walla County
Rob Grandstaff
351 West Main Street
Walla Walla, WA 99362
(509)524-2606
rograndstaff@co.walla-walla.wa.us

Hi Rob,

The following is an estimate for trip hazard removal work for Walla Walla County.

Subtotal Estimate Amount \$17,606.09

Cost Savings Analysis:

The average cost per square foot is \$3.26. On average using Precision Concrete Cutting is approximately 89% less expensive then removal and replacement of the sidewalk.

Detail on work that would be completed:

No. of repairable trip hazards	114
Total lineal feet cut	676
Total inch feet cut	252
Subtotal estimate amount	\$17,606.09

Please contact us with any questions. We appreciate the opportunity to provide an estimate for Walla Walla County.

Sincerely,

Brandy Clark
Precision Concrete Cutting
206-265-9363
Brandy@safesidewalks.com



Walla Walla County
 Rob Grandstaff
 351 West Main Street
 Walla Walla, WA 99362
 (509)524-2606
rograndstaff@co.walla-walla.wa.us

April 18, 2023
 Surveyed By: Xavier Borja
 Bid #: WA52514BC

Precision Concrete Cutting
 3191 North Canyon Road
 Provo, Utah 84604
 (801) 224-0025 - phone
 (801) 855-7150 - fax
 Federal ID #: 04-3800739

Court House and Police Station

Total Ln. Ft.
 662.3

Total In. Ft.
 242.39

PRECISION CONCRETE CUTTING					
No.	Size	Size	Lineal Feet	Location	Inch Feet
1	0.625	0.000	8.0	By stop sign on corner of 6th and Main	2.50
2	0.250	0.000	4.0	By stop sign on corner of 6th and Main	0.50
3	0.250	0.000	2.5	By stop sign on corner of 6th and Main	0.31
4	0.500	0.000	2.8	By stop sign on corner of 6th and Main	0.69
5	0.375	0.000	2.0	By stop sign on corner of 6th and Main	0.38
6	0.250	0.000	3.0	By stop sign on corner of 6th and Main	0.38
7	0.250	0.000	3.3	By stop sign on corner of 6th and Main	0.41
8	0.250	0.000	2.5	By stop sign on corner of 6th and Main	0.31
9	0.250	0.000	5.5	By stop sign on corner of 6th and Main	0.69
10	0.750	0.000	2.0	On main heading to 5th	0.75
11	0.375	0.000	4.0	On main heading to 5th	0.75
12	0.750	0.000	9.0	On main heading to 5th	3.38
13	0.875	0.000	9.0	On main heading to 5th	3.94
14	1.250	0.750	3.0	On main heading to 5th	3.00
15	0.375	0.000	2.5	On main heading to 5th	0.47
16	0.750	0.000	6.0	On main heading to 5th	2.25
17	1.125	0.250	9.0	On main heading to 5th	6.19
18	1.375	0.750	9.0	On main heading to 5th	9.56
19	0.875	0.000	5.5	On main heading to 5th	2.41
20	0.500	0.000	5.0	On main heading to 5th	1.25
21	1.375	0.000	6.0	On main heading to 5th	4.13
22	1.250	0.000	5.5	On main heading to 5th	3.44
23	0.625	0.000	4.0	On main heading to 5th	1.25
24	0.375	0.000	7.0	On main heading to 5th	1.31
25	0.625	0.625	4.5	On main heading to 5th	2.81
26	0.500	0.000	1.0	On main heading to 5th	0.25
27	0.875	0.000	8.5	On main heading to 5th	3.72
28	0.875	0.000	3.0	On main heading to 5th	1.31

29	0.375	0.000	3.3	On main heading to 5th	0.61
30	0.375	0.125	4.0	On main heading to 5th	1.00
31	0.500	0.250	4.0	On main heading to 5th	1.50
32	1.000	0.250	4.0	On main heading to 5th	2.50
33	Recommended Replacement			On main heading to 5th. Moving panel	Recommended Replacement
34	0.750	0.000	8.0	On main heading to 5th	3.00
35	0.375	0.000	6.0	On main heading to 5th	1.13
36	Recommended Replacement			On main heading to 5th. Spalling issues	Recommended Replacement
37	0.875	0.000	6.0	On main heading to 5th	2.63
38	0.375	0.250	5.5	On main heading to 5th	1.72
39	0.500	0.000	4.5	On main heading to 5th	1.13
40	0.250	0.000	3.0	On main heading to 5th	0.38
41	0.250	0.000	7.0	On main heading to 5th	0.88
42	0.375	0.000	8.0	On main heading to 5th	1.50
43	0.750	0.000	7.0	On main heading to 5th	2.63
44	0.750	0.000	2.0	On main heading to 5th	0.75
45	0.500	0.000	5.0	On main heading to 5th	1.25
46	1.000	0.000	12.5	On main heading to 5th	6.25
47	0.875	0.000	3.0	On main heading to 5th	1.31
48	0.750	0.250	4.0	On main heading to 5th	2.00
49	0.500	0.000	7.0	On main heading to 5th	1.75
50	0.250	0.000	5.5	On main heading to 5th	0.69
51	1.375	0.250	9.0	On main heading to 5th	7.31
52	0.875	0.000	3.0	On main heading to 5th	1.31
53	0.375	0.000	5.0	On main heading to 5th	0.94
54	1.000	0.250	12.5	Corner of main and 5th	7.81
55	0.500	0.000	13.0	Corner of main and 5th	3.25
56	0.375	0.000	2.0	Corner of main and 5th	0.38
57	0.625	0.000	9.0	Corner of main and 5th	2.81
58	0.250	0.000	4.0	Corner of main and 5th	0.50
59	0.500	0.000	2.0	Corner of main and 5th	0.50
60	0.500	0.000	7.0	Courtyard to courthouse	1.75
61	0.250	0.125	9.0	Courtyard to courthouse	1.69
62	0.375	0.000	5.5	Courtyard to courthouse by side door	1.03
63	0.375	0.000	3.5	Courtyard to courthouse	0.66
64	0.875	0.750	4.5	Courtyard to courthouse	3.66
65	0.500	0.000	4.5	Courtyard to courthouse	1.13
66	0.500	0.125	4.0	Courtyard to courthouse	1.25
67	0.875	0.000	5.5	Courtyard to courthouse	2.41
68	0.375	0.000	4.0	Courtyard to courthouse	0.75

69	0.500	0.500	4.0	Courtyard to courthouse	2.00
70	0.625	0.000	4.5	Courtyard to courthouse	1.41
71	0.500	0.125	5.5	Courtyard to courthouse by main doors	1.72
72	0.500	0.000	7.0	Courtyard to courthouse by main doors	1.75
73	0.625	0.125	4.0	Courtyard to courthouse by main doors	1.50
74	0.500	0.000	12.0	Courtyard to courthouse by main doors	3.00
75	0.500	0.000	9.0	Courtyard to courthouse by main doors	2.25
76	0.875	0.000	2.0	Courtyard to courthouse by main doors	0.88
77	Recommended Replacement			Courtyard to courthouse by main doors. Moving panel	Recommended Replacement
78	Recommended Replacement			Courtyard to courthouse by main doors. Hole in panel	Recommended Replacement
79	0.375	0.000	5.0	Courtyard to courthouse by building marked county jail	0.94
80	Recommended Replacement			Courtyard to courthouse by building marked county jail. Moving pieces	Recommended Replacement
81	0.375	0.000	3.0	Courtyard to courthouse by building marked county jail.	0.56
82	0.375	0.000	5.0	Courtyard to courthouse by building marked county jail.	0.94
83	0.500	0.000	5.0	Courtyard to courthouse by building marked county jail.	1.25
84	1.125	0.750	4.0	Courtyard to courthouse by main door	3.75
85	0.625	0.000	6.0	On 5th heading to alder St.	1.88
86	0.500	0.000	9.0	On 5th heading to alder St.	2.25
87	0.375	0.000	4.5	On 5th heading to alder St.	0.84
88	1.250	0.000	11.5	On 5th heading to alder St.	7.19
89	Recommended Replacement			On 5th heading to alder St. Moving pieces	Recommended Replacement
90	0.500	0.000	4.0	On 5th heading to alder St.	1.00
91	0.375	0.000	4.0	On 5th heading to alder St.	0.75
92	0.875	0.000	12.0	On 5th heading to alder St.	5.25
93	0.750	0.000	9.0	On 5th heading to alder St.	3.38
94	0.250	0.125	8.0	On 5th heading to alder St.	1.50
95	1.750	0.375	4.0	On 5th heading to alder St.	4.25
96	1.125	0.250	3.0	On 5th heading to alder St.	2.06
97	1.625	0.000	8.0	On 5th heading to alder St.	6.50
98	0.500	0.000	8.0	On 5th heading to alder St.	2.00
99	0.375	0.000	8.0	On 5th heading to alder St.	1.50
100	0.625	0.125	8.0	On 5th heading to alder St.	3.00
101	0.625	0.000	6.5	On alder St. heading to 6th	2.03
102	0.500	0.000	7.0	On alder St. heading to 6th	1.75
103	0.500	0.000	6.0	On alder St. heading to 6th	1.50

104	0.500	0.125	8.0	On alder St. heading to 6th	2.50
105	0.375	0.000	8.0	On alder St. heading to 6th	1.50
106	0.500	0.000	6.0	On alder St. heading to 6th	1.50
107	0.500	0.125	8.0	On alder St. heading to 6th	2.50
108	0.375	0.000	4.0	On alder St. heading to 6th	0.75
109	0.500	0.000	8.0	On alder St. heading to 6th	2.00
110	0.750	0.000	8.0	On alder St. heading to 6th	3.00
111	0.250	0.000	7.5	On alder St. heading to 6th	0.94
112	1.750	0.125	8.0	On alder St. heading to 6th	7.50
113	0.375	0.250	8.0	On alder St. heading to 6th	2.50
114	0.500	0.000	8.0	On alder St. heading to 6th	2.00
115	0.750	0.000	7.0	On alder St. heading to 6th	2.63
116	0.625	0.250	8.0	On alder St. heading to 6th	3.50
117	0.875	0.250	8.0	On alder St. heading to 6th	4.50
118	0.625	0.000	8.0	On alder St. heading to 6th	2.50
		Totals:	662.3		242.39
Subtotal:					\$16,967.34
*prevailing wage included					

**All Bids and Proposals from Precision Concrete Cutting are valid for 90 days. After 90 days the scope or pricing may need to be adjusted, please contact your sales rep for a new bid with current pricing.*

**Bids are proprietary to Precision Concrete Cutting & should not be shared with other contractors without permission*

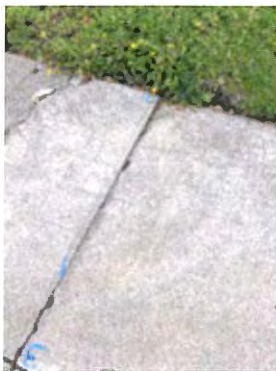
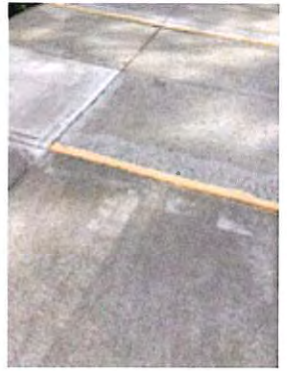
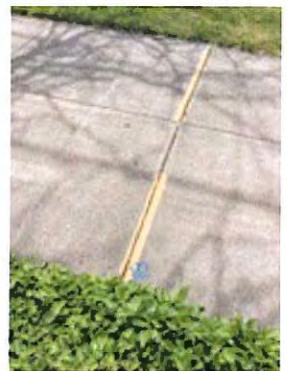
***Precision Concrete Cutting will identify panels that need to be replaced but we do not do replacements**

Precision Concrete Cutting (PCC) repairs only those uneven sidewalks specifically requested by the client and therefore makes no guarantee that the property is free of uneven sidewalk hazards (trip hazards). After the project is completed, sidewalks will continue to shift due to tree roots, water, settling, and other natural and man-made causes outside of PCC's control. PCC is not liable for any related claims, losses, or damages related to future trip hazards or hazards that were not addressed by this project.

At the time of completion, PCC warrants that the trip hazard repairs are ADA Compliant, specifically with regard to the ADA Change in Level standard. Upon completion you agree to inspect the work, payment of your invoice is indication that you have inspected the property and the work has been done to your satisfaction.

If any repair locations are inaccessible during our repair process, and an additional trip is needed, a \$250 mobilization fee will be added to the invoice. Invoice is due upon receipt, if not paid in full within 30 days of the invoice date a 5% late fee will be assessed every 15 days until it is paid.

**If credit card payment is used, 3% service fee will apply.*





Walla Walla County
 Rob Grandstaff
 351 West Main Street
 Walla Walla, WA 99362
 (509)524-2606
rograndstaff@co.walla-walla.wa.us

April 18, 2023
 Surveyed By: Xavier Borja
 Bid #: WA52514BC

Precision Concrete Cutting
 3191 North Canyon Road
 Provo, Utah 84604
 (801) 224-0025 - phone
 (801) 855-7150 - fax
 Federal ID #: 04-3800739

Additional Location

				<u>Total Ln. Ft.</u>			<u>Total Ln. Ft.</u>
				14.0			9.13
PRECISION CONCRETE CUTTING							
No.	Size	Size	Lineal Feet	Location		Inch Feet	
1	1.625	0.000	5.0	328 W Poplar St		4.06	
2	0.875	0.250	9.0	328 W Poplar St in front of building		5.06	
		Totals:	14.0			9.13	
Subtotal:						\$638.75	
*prevailing wage included							

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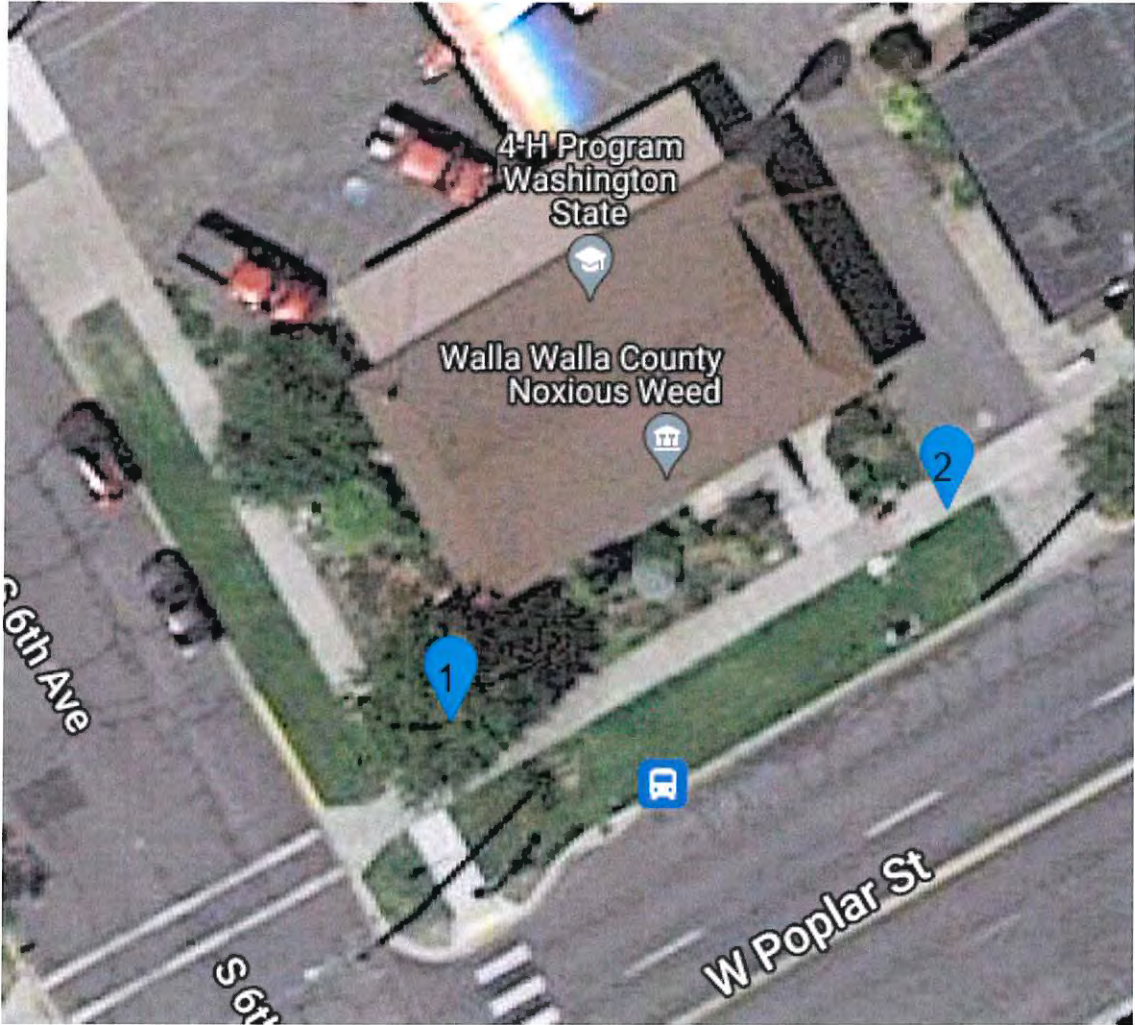
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*If credit card payment is used, 3% service fee will apply.







PRECISION CONCRETE CUTTING • AUTHORIZATION TO PROCEED

Billing Information:

Business/Client Name: _____

Project Details: _____

Address: _____

City _____ State: _____ Zip _____

Phone # _____ Email: _____

Bid #: _____ PO # (if applicable): _____

Option Approved: _____ Amount: _____

Start Date: _____

Signature of Authorized Purchaser: _____

_____ Date: _____

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SIDEWALK TRIP HAZARD REPAIR PROPOSAL:

Presented to: Walla Walla County-
Courthouse Grounds

CONTACT: Rob Grandstaff / MOBILE: (509)524-2606

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In Cooperation With



COMMITMENT SUMMARY

COST SAVINGS

Repair your sidewalks for 70-90% less than sidewalk removal, which means you can do more for your community for less.



DETAILED REPORTING

We track our jobs with honesty and integrity. Invoices show measurements, locations and cost for each hazard.

ADA SPECIFICATIONS

Advanced technology that helps bring sidewalks into ADA compliance



LOW IMPACT

Efficient systems with an average removal time of 20 minutes and no sidewalk closures.

LEAN

Advanced containment system captures dust and debris to ensure the cleanest process available.



FULL SERVICE CONTRACTOR

Complete GIS integration, mapping, etc.

SAFE

Eliminate liability on your pedestrian walkways

ENVIRONMENTAL IMPACT EXAMPLE: As a member of the U.S. Green Building Council (USGBC), we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. Removing and replacing 100 panels would result in approximately 118,500 pounds or 59 tons of concrete being removed (average panel weight of 1185 pounds). Using Precision Concrete Cutting for 100 trip hazards results in 0.3 tons of concrete removed and recycled, approximately 141 gallons of gasoline saved, and a reduction of 1.3 metric tons of CO2.



SURVEY AREA

Proposed project includes removing trip hazards for Walla Walla County's courthouse grounds. Map shows the location of where the trip hazards were surveyed. These areas were designated by Grandstaff.

Total Trip Hazards - #114



In this proposal shows the approximate locations of trip hazards on the surveyed property. The accuracy of these maps is dependent on the technology available on smart phones and should be relied upon as approximations only.



PROGRAM OPTIONS *prevailing wage included

ALL HAZARDS	ALL HAZARDS – .5 Inch and Up	ALL HAZARDS – .75 Inch and Up
1:12 Slope Ratio	✓ 1:12 Slope Ratio	✓ 1:12 Slope Ratio
Dust Abatement Used	✓ Dust Abatement Used	✓ Dust Abatement Used
ADA Specifications	✓ ADA Specifications	✓ ADA Specifications
100% Clean-up / Waste Removal	✓ 100% Clean-up / Waste Removal	✓ 100% Clean-up / Waste Removal
Total # of Trip Hazards: 114	✓ Total # of Trip Hazards: 78	✓ Total # of Trip Hazards: 39
\$17,606.09	\$15,362.81	\$10,333.75

Concrete Cutting (PCC) repairs only those uneven sidewalks specifically requested by the client and therefore makes no guarantee that the property is free of uneven sidewalks (trip hazards). After the project is completed, sidewalks will continue to shift due to tree roots, water, settling, and other natural and man-made causes over time. PCC is not liable for any related claims, losses, or damages related to future trip hazards or hazards that were not addressed by this project.

Upon completion, PCC warrants that the trip hazard repairs are ADA Compliant, specifically with regard to the ADA Change in Level standard. Upon completion of work, payment of your invoice is indication that you have inspected the property and the work has been done to your satisfaction.

Locations are inaccessible during our repair process, and an additional trip is needed, a \$250 mobilization fee will be added to the invoice. Invoice is due upon receipt of payment is used, 3% service fee will apply.

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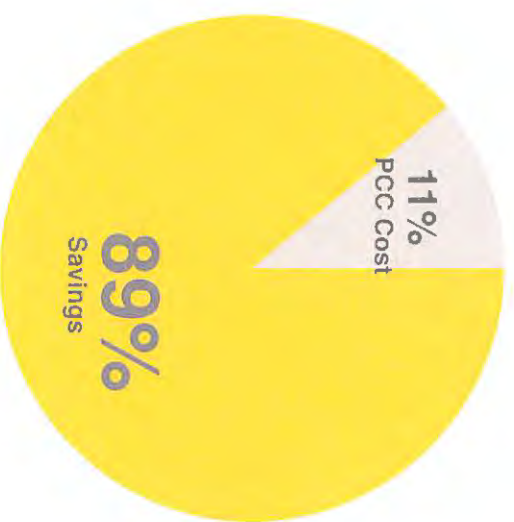
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COST SAVINGS

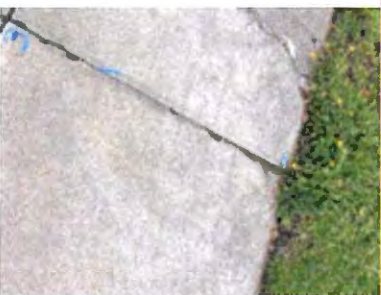
Based on an average panel size and an estimated replacement cost, we estimate the cost to remove a total of 114 trip hazards (approx. 5,408 square feet) is \$162,244.80.

Cost using Precision Concrete Cutting is \$17,606.09, an estimated savings of \$144,638.71.

Total Trip Hazard Repairs	114
Cost Using R&R	\$162,244.80
Cost Savings with PCC	\$144,638.71
Cost Using PCC	\$17,606.09

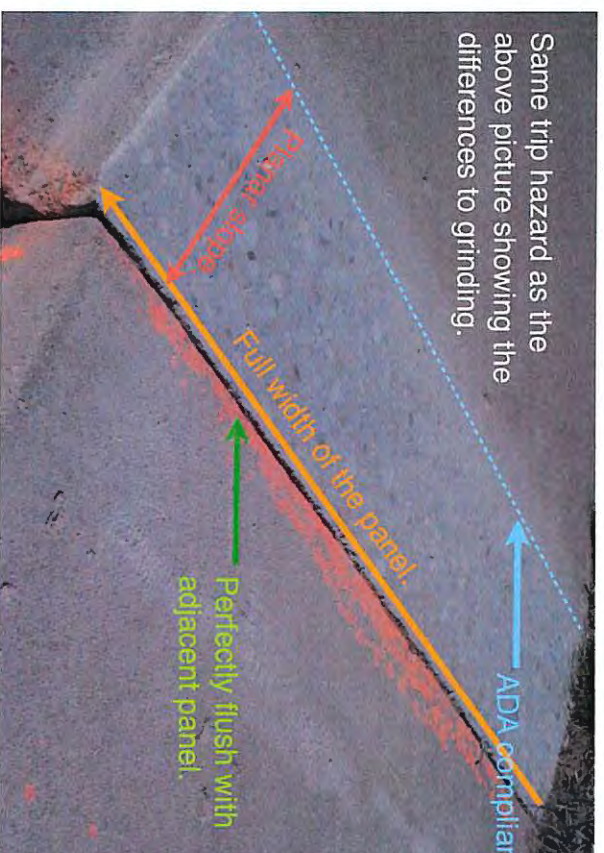
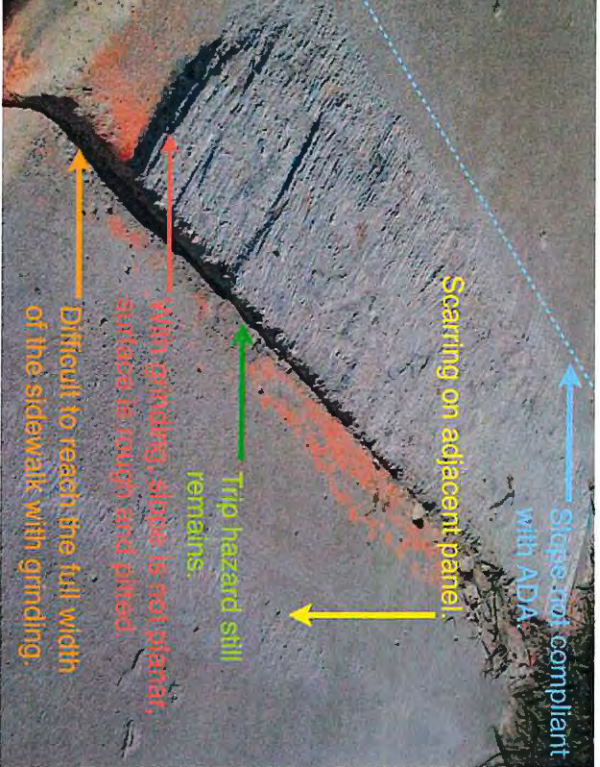


HAZARDS ON YOUR PROPERTY



THE PRECISION CONCRETE CUTTING DIFFERENCE

Patented technology and innovative sidewalk repairs process leaves you with a beautiful, smooth finish that follows ADA guidelines — a result you can't get with grinding. Plus, our method saves you money!



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PRECISION CONCRETE CUTTING REPAIRS



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PRECISION CONCRETE CUTTING REPAIRS



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July 21, 2021

Robert Henry, Facilities Maintenance Manager
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

Subject: County Courthouse Sidewalk Repair – 315 W Main Street

The City of Walla Walla has received multiple complaints and a significant trip and fall claim directly related to the condition of the sidewalk abutting the Walla Walla County Courthouse at 315 W Main Street. Portions of the sidewalk abutting the property have cracked, heaved, and settled to create tripping hazards. The city had hoped to form a partnership project with the County to address those needs along with the pedestrian ramps at the corners of 5th and Main, and 6th and Main. However, the scope and cost of the pedestrian ramp and road work exceeds the city's available resources at this time.

In accordance with Walla Walla Municipal Code, Section 12.16.040, the property owner is responsible for maintaining the sidewalk abutting their property. Please have the defective sidewalk repaired/replaced within 180 days of this notice.

Please note that the City's Municipal Code requires the person doing repair work on the sidewalk to obtain a permit for work in the public right of way. The permit can be obtained free of charge from Development Services at the City Service Center at 55 E. Moore Street. The permit serves to ensure that the work is done in accordance with City standards. All such work will be inspected by the City.

If you have any questions, please call the Engineering Division at (509) 527-4537 and speak to Adam Klein.

Sincerely,

A handwritten signature in blue ink that reads "Adam Klein".

Digitally signed by Adam Klein
DN: cn=Adam Klein, o=City of Walla Walla,
email=aklein@wallawalla.gov, c=US
Date: 2021.07.21 09:58:27 -0700'

Adam Klein, P.E.
City Engineering Division

A WONDERFUL PLACE TO **LIVE WORK PLAY**

55 E. Moore St., Walla Walla, WA 99362 | Engineering 509.527.4537 | wallawalla.gov



cc: Nabel Shawa, City Manager

Sidewalk abutting property at 315 W Main Street -



A WONDERFUL PLACE TO **LIVE WORK PLAY**

55 E. Moore St., Walla Walla, WA 99362 | Engineering 509.527.4537 | wallawalla.gov



Proposal

Date: May 23rd 2023

Proposal ID. 2023 06-05 Maint-2

To: BOCC

From: Robert Grandstaff

Intent – Decision to work with Human Resources to proceed with adding an additional Facilities Maintenance Technician Position.

Topic – Additional Facilities Maintenance Technician Position

Summary

I am requesting approval to substantiate the need to add a Maintenance Technician and to follow up with a proposal stating the costs for the employee and an approved job description for the new position. A draft copy of the description is attached.

When evaluating the need to add employees, the first question should be what the required staffing level is. Looking at an industry standard, a technician is needed for every 50,000 SF of office space. (See attached documentation). The amount of SF we maintain is more than double that amount but also includes two buildings that are a high consumer of our resources due to the nature of clients in both the JJC and Jail. The number of calls from these two facilities takes time away from maintenance in other buildings and the repairs are often more extensive. We are also considering adding another 10,000 SF of building and accompanying grounds. I propose to provide a study of the amount of buildings-maintained vs the manpower required to provide the needed services for better maintenance.

The additional position will give the Facilities Department the flexibility to increase preventative maintenance, which will reduce equipment failure and catch small problems before they turn into larger problems. The position may also increase its capacity for small projects, which will reduce the costs of having to contract for work.

Cost

TBD working with HR. I propose a technician at a level 5A or B depending on qualifications to perform the job description.

Funding

Current Expense

Alternatives Considered

N/A

Acquisition Method

N/A

Benefits

TBD

Conclusion/Recommendation

Recommend approval to work with Human Resources to add another Maintenance Technician to the Facilities staff.

Submitted By

Disposition

Approved

Robert Grandstaff, Facilities May 23, 2023

Approved with modifications

Name Department Date

Needs follow up information

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up

Click on the link for the article: [Facility Staffing Levels: Maintenance, Custodial, and Grounds Care - Facilities Management Insights \(facilitiesnet.com\)](https://www.facilitiesnet.com/grounds-care/facilities-management-insights)

Excerpt from www.facilitiesnet.com:

“One way to evaluate whether a facility management department is understaffed is to look at the staffing practices of comparable organizations. To provide one data point for that analysis, we asked facility managers to tell us staffing levels for maintenance, custodial, and grounds care workers in terms of square feet or square acres per full time equivalent (FTE) employees.

That information was drawn from answers to three staffing questions in Building Operating Management’s annual FM Pulse survey. Those three questions were:

- What is your staffing level for maintenance in square foot per full time equivalent employees (sq.ft./FTE)?*
- What is your staffing level for custodians in square foot per full time equivalent employees (sq.ft./FTE)?*
- What is your staffing level for grounds care in acres per full time equivalent employees (sq.ft./FTE)?*

Nationally, the median number of square feet per FTE for the maintenance staff is 50,000; 22 percent of respondents reported that they outsourced the function. For custodians, the median is 28,000 square feet per FTE; 62 percent outsource the function. For grounds care, the median is 30,000 acres per FTE; 82 percent said they used outsourcing for to handle grounds care. (The median is the middle point in a set of data; half of the responses are above it and half are below it.)

The responses revealed very wide variations in the practices of different facility management departments. There are many reasons that staffing levels differ from one organization to another. One is the level of cleaning that is acceptable in the space; the definition of “clean” varies among different organizations. Another has to do with the nature of the space involved. For example, custodial services can be provided more efficiently, in terms of square feet covered by a single FTE, in a 500,000 square foot high rise than in a K-12 system that offers pre-kindergarten in a variety of small spaces.

To help facility managers zero in on practices of comparable buildings, this report breaks down the responses by ten different types of facilities: owner-occupied commercial office, multitenant commercial office, higher education, K-12 systems, health care, hospitality, federal government, state government, municipal government, and retail. Even within those segments, however, there are significant variations in staffing levels. Once again, the variations are explained in part by the different ways that

the facilities are used and the different expectations that organizations have for their facilities.

Thus, in reviewing the data from the survey, it's important to pay at least as much attention to the range of responses as to the medians.

The FM Pulse survey was conducted by email by Facilitiesnet.com, the online home of Building Operating Management and Facility Maintenance Decisions magazines. We received 1,925 responses to the survey from August through October 2017.”

**Walla Walla County
Position Description**

JOB TITLE: Facilities Maintenance Technician

DEPARTMENT: Facilities Maintenance

REPORTS TO: Facilities Maintenance Manager

PAY GRADE: 5, Full-time (40 hours/week), Benefits Apply, Courthouse Union

JOB SUMMARY: The employee in this position will work both indoors and outdoors doing maintenance, cleaning, and maintaining grounds and facilities. The employee will be expected to work on an individual basis on the daily maintenance schedule and with other employees on larger maintenance and special projects. Employees in this position work under the supervision of the department facilities manager, who will direct and determine all duties and schedules required for this position.

SUPERVISORY RESPONSIBILITIES: Employees in this position may have supervisory responsibilities as directed by the department facilities manager which may include scheduling and training.

ESSENTIAL FUNCTIONS:

- General maintenance, cleaning and landscaping of grounds and facilities.
- Provide both basic and detailed plumbing functions.
- Provide regular lawn and landscape maintenance: including mowing and trimming, fertilizing, trimming shrubs, raking and removing debris from grounds and walkways at county facilities and lands.
- Secure all areas, windows, entry and exits and all other alternative egresses to buildings when closing the building(s) after working hours each day.
- Keep all sidewalks, entrances and exits, and other areas of the exterior of the buildings free of hazards, debris, snow, water or any other foreign materials by removing these items on a scheduled basis.
- Perform electrical repairs, construction projects and/ or other related skills related to the maintenance and upkeep of the county facilities.
- Will assist FM with the Preventative Maintenance program.
- Includes 24/7 phone availability for emergencies.

EXAMPLE OF DUTIES:

- Cleaning and disinfecting as directed when necessary to support other staff members.
- Sweep, dust mop or vacuum all floor surfaces and carpets within each building.
- Clean all entry glass doors, interior and exterior glass windows and like surfaces within each building.
- Empty all trash containers and recycling receptacles daily within each building.
- Supply and refill all toilet paper, towels, seat covers, soap and cleaning products within each building.
- Replace and repair all light fixtures, bulbs, tubes, and ballast as needed within each building.
- Replace and/or repair windows, tiles, doors, ceiling tiles and fixtures on interiors and exteriors of each building.
- Clean and polish woodwork, brass, walls, blinds and other areas as needed within each building.
- Prepare, tape, remove old paint and repaint or stain interior and exterior surfaces within each building.
- Strip, buff, wax and deep clean all floor surfaces on a regular basis as determined by the manager within each building.
- Responsible to make sure that all areas interior and exterior are safe and available to be used by the employees and the general public.

- Preventative Maintenance scheduling oversight and job completion.
- Facilities general repairs in a workmanship manner.
- Cover duties of other employees in their absence.

EQUIPMENT TO BE USED: Employee must be able to use all equipment need to complete tasks including but not limited to the following; brooms, vacuums, mops, buffers, mowers, power blowers, edger, clippers, shovels, rakes, power tools and all hand tools in a safe manner.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work will be performed indoors and outdoors in various weather conditions. Employee must be able to climb ladders, lift up to fifty (50) pounds, bend, reach, walk, and stand for extended periods of time in completing tasks related to the job duties. Employee may be required to use and wear safety equipment including but not limited to; gloves, glasses, shoes and/or other protection as needed for the working condition, environment or cleaning element. Employee must have the physical strength to withstand strain of performing repetitive manual tasks for an extended period of time.

KNOWLEDGE AND ABILITIES:

- Knowledge of cleaning and maintenance procedures in a safe manner.
- Knowledge of basic repairs and operation of all tools to complete the repairs.
- Ability to perform repairs in a timely manner.
- Knowledge of the proper use of cleaning materials, equipment, waxes and polishes to complete the job duties.
- Ability to understand and follow both written and oral direction to complete job duties.
- Ability to make decisions in the proper use, care and maintenance of cleaning and grounds maintenance equipment.
- Employee must have some knowledge of basic electrical repairs, plumbing, construction and carpentry skills, and other related skills to complete job duties.
- Must have prior Maintenance Supervisory experience.

EDUCATION AND EXPERIENCE: High School Diploma or equivalent required. At least three (3) years education and/or training in maintenance and the knowledge and abilities listed in the above section. Ten (10) years' experience and/or training in electrical repairs, plumbing, construction and carpentry are all highly desirable for this position.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Must successfully pass a fingerprinting test.
- Employee is required to have and maintain a valid driver's license and have a driving record that is acceptable to the county insurance carrier.
- Must be a self starter and work well independently to complete job duties and required tasks while adhering to guidelines, policy and procedure set by Walla Walla County.
- Have or obtain a First Aid/CPR certification.
- Employee may be required to complete a drug test prior to being hired for this position.
- May be required to be on-call during non-working hours (additional compensation applies).

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Walla Walla County Facilities Department

310 W Poplar St, Walla Walla, WA 99362

Update May 31, 2023

Maintenance: The work order process continues to be managed and prioritized with available staff. Over 110 WOs were closed in May so far. There are usually always about 25-30 pending WO's not including preventive maintenance or maintenance requests. A proposal was submitted to consider adding a maintenance technician.

Facilities Building Technicians: Our buildings continue to be cleaned and maintained regularly by our technicians.

Grounds: The construction activity in the alley last year resulted in all the irrigation lines and wiring to be cut at the Jail and Courthouse. For the last 2 weeks our focus has been to repair the cut irrigation lines and repair the electric control valves. McKinstry did provide a plumber to patch the plumbing lines they cut. Jose and I spent the rest of the time repairing the control lines that were cut. We currently have an operating system that still needs attention in repairing the sprinkler heads that is normally done during start up.

Earlier in the month, it came to our attention that the giant sequoia was about 40 percent brown and in significant distress. I contacted 2 arborists and Debbie at WSU. The first step was to deep water the roots. Since the irrigation lines were cut from our well, we had no choice but to deep water after the city water meter with hoses and sprinklers. The city contacted us concerned we had a leak at approximately 500 gallons an hour for 3 to 4 days. The irrigation water is now on the well after the lines have been temporarily repaired. With deep watering, some results are starting to show with some places of new growth in the brown areas. It will need continued monitoring and weekly deep watering.

A proposal was submitted for sidewalk repairs.

Facilities Projects:

- ❖ **Old Jail:** The Old Jail project continues to be on hold pending further building analysis. A current proposal is being evaluated by the contractor for costs and buildability. McKinstry has needed more time to present us with a plan. (No Change from the last report).
- ❖ **Public Safety Flooring:** A scoping and budget estimate has been prepared for the Public Safety Building flooring. Approval has been given to prepare bid requests for the carpet replacement on all the floors.
 - The vendor returned a current proposal this week. There are a few revisions needed to obtain the final pricing. The numbers do fall within the initial proposed cost estimate.
 - A vendor has visited the site and has taken measurements for filing solutions. The solution they proposed does not accommodate the file storage needed. They went back for redesign, and they now have information in order to make a proposal, they just need time to assemble the proposal.
- ❖ **The Courthouse preservation project** (the project regarding tuck pointing and sandstone repair) has had the contractor visit the site and identified areas that will encompass the project scope. I notified McKinstry that their scope and proposal are due now. Our funding expires at the end of this month. I have requested an extension, but I need specifics to provide the awarding agency from McKinstry regarding how long of an extension is needed.
- ❖ **Courthouse safety and security.** The following tasks are in progress:
 - The electrician is scheduled to start work June 8th to perform the work to accommodate a single point of entry.
 - A handrail fabricator is working on their proposal to submit regarding upgrading the Courthouse handrail.
 - A WO order for replacing three hardware devices is in progress.
- ❖ **Jail and JJC HVAC:** The air balancer has visited the site and has submitted their report. Some parts are on order so repairs can be made.

- ❖ **Proposed 911 Location:** The Environmental and Historic Preservation Report was submitted. A feasibility study by Ad Comm was proposed as a next step for equipment layout.
- ❖ **Auditor and Elections:** Karen Martin does have a DHS report returned to her that I need to review. Next steps would include determining the location of where Elections Department is to be housed based upon the DHS report.
- ❖ **Other projects:**
 - The Annex Building flooring is having some issues on the First Floor in particular. I have not received product solutions and pricing from the flooring vendor as of to date, but provided a plan scope for pricing.

Thank you,

Rob Grandstaff

a) **Action Agenda Items:**

- 1) Proposal 2023 06-05 TSD-1 Approval to hire additional Senior Support Specialist/Systems Administrator for Technology Services Department

b) Department update and miscellaneous



Proposal

Date: June 5th, 2023

Proposal ID. 2023 06-05 TSD

To: Walla Walla Board of County Commissioners

From: Chad Goodhue, Technology Services Director

Intent – Decision

Topic – Approval to advertise for and hire a new Technology Services employee.

Summary

Since I have been with Walla Walla County, January 2, 2020, Tech Services has seen a marked increase in the work and support that we provide. In 2019 Tech Services Verified Closed 1509 work tickets. In 2020 we verified closed 3042 tickets, in 2021 that number rose to 3105, 2022 also saw an increase to 3331 and in 2023 we have already closed 1230 tickets.

These numbers do not include the errant phone calls that we received that are not logged as tickets and likely account for an additional third of closed tickets, i.e. 2022 would realistically be 4,441 tickets closed which is 4 times higher than 2019.

During this period, we also saw a massive increase in the support that we provide and we more than doubled the software that we now support that we did not prior to 2020. Here are some examples:

- Webex
- Webex Teams
- NextRequest
- SpecOps
- KnowBe4
- Cisco voice services beyond the firewall
- Remote access
- Adobe Acrobat – County wide
- Fully virtualized server infrastructure
- Rubric backups
- ESRI – Enterprise (ESRI software for every person that needs it)
- OnBase in District Court
- Johnson Controls – HVAC for the courthouse and PW
- JAVS – Courtroom recording software and hardware
- County Physical Access – Door Controllers
- County Security System – Cameras, Camera Server, Software Licenses for ALL locations
- These are examples and I am happy to provide more if requested.

The numbers above also do not reflect the project work that we have undertaken including the new server room, power room, moving elections to the fair grounds and back, setting up a 3rd court room at the fairgrounds, new fiber optics to all county offices, CASA volunteer training, New Employee Training, remote workstations for staff to work remotely during covid and taking on Public Works (which was a separate entity with 2 IT personal for 26 staff) Again, this is a snapshot of the work that we have done and

will continue to do.

Additionally, with many of the new major projects coming up there will be even greater demand for Tech Services staff such as potential moves, security overhauls, the RFP for the ERP, the Community Development software, as well as all the security requirements that we are now having to implement and maintain.

Cost

Including benefits, retirement etc. the estimated cost would be approximately \$75,000 and could be depending on the skills and qualifications of the applicant.

Funding

Initially this will come from Current Expense and then billed out to CE and non-CE funds.

Alternatives Considered

The Tech Staff are getting burned out, which is typical in this field and with this workload. We will either need to scale back the work and support that we provide or turn down services that we offer.

Benefits

Adding an additional tech has the advantages of helping us maintain the support that the County has come to rely upon, and it will allow this position to start gathering years of institutional knowledge so that when we have an employee retire we will have someone that is ready to step into a critical position.

Conclusion/Recommendation

Approval for the Technology Services Director to hire a new Sr. Support Specialist / Systems Administrator

Submitted By	Disposition
<u><i>Chad Goodhue</i></u>	<input type="checkbox"/> Approved
<i>Chad Goodhue Technology Services 06/05/2023</i>	<input type="checkbox"/> Approved with modifications
	<input type="checkbox"/> Needs follow up information
	<input type="checkbox"/> Denied
	<u>***Authority to Execute Related Agreements</u>
	<input type="checkbox"/> Approved
	<input type="checkbox"/> Denied

BOCC Chairman	Date
---------------	------

Additional Requirements to Proposal

- Modification
- Follow Up



WALLA WALLA COUNTY
Technology Services Department

Chad R Goodhue | Technology Services Director |

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

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

June 5th, 2023

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

Re: Technology Services Update

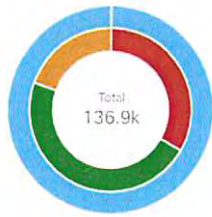
Issues/Information for the Board.

- List of current projects and activities:

<ul style="list-style-type: none">▪ Website –▪ We are in the QA portion of the new site, validating that the features work, formatting looks good, fonts are correct.
<ul style="list-style-type: none">▪ Courthouse notification system▪ Has been deployed to the Cisco phones▪ Software deployment for PCs is slowly progressing
<ul style="list-style-type: none">▪ Community Health Department –▪ Working on HIPAA processes and procedures – Still in progress
<ul style="list-style-type: none">▪ Cameras and Server Upgrade▪ We have 90% of the Hikvision cameras replaced and the damaged cameras at the JJC have been replaced.▪ We have added a number of new cameras in corrections
<ul style="list-style-type: none">▪ New Password manager will be rolling out this week for all County employees
<ul style="list-style-type: none">▪ BAT – Broadband Action Team▪ The dead line is rapidly approaching and the group has just completed workbook 7. It is likely that we will be able to turn in our worksheets prior the deadline
<ul style="list-style-type: none">▪ Community Development▪ Working with Lauren and her team to help correct some issues with their new Community Development software
<ul style="list-style-type: none">▪ County▪ Physical inventory in preparation for budget time
<ul style="list-style-type: none">▪ Staffing▪ Proposal 2023-06-05 TSD1 Request to hire a new employee

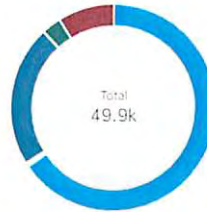
Current -

Number of Messages



Category	Percentage	Count
Attempted Messages	100.00%	136.9k
Clean	47.06%	64.4k
Threat Messages	33.20%	45.5k
Other	19.74%	27k

Threat Messages



Category	Percentage	Count
IP Reputation Filtering	65.32%	32.6k
Domain Reputation Filtering	0.21%	105
Invalid Recipients	0.41%	203
Anti-Spam	22.02%	11k
Anti-Virus	0.01%	6
Advanced Malware Protection	0.00%	2
Content Filters	3.66%	1524
DMARC Policy	9.90%	4439
S/MIME Verification/Decryption Failed	0%	0

Threat Detection Summary

All Categories

32.9k

Reputation Filtering

11k

Spam Detection

11k

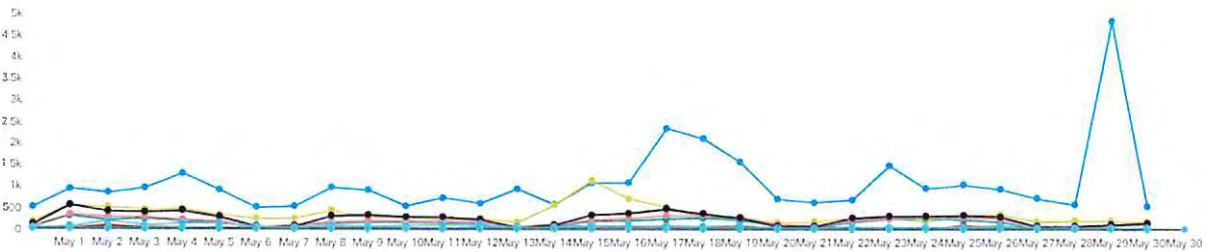
Email Spoofing

7993

Scam and Phishing Attempts

2107

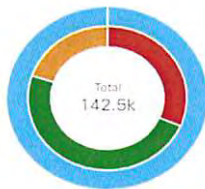
Attachment and Malware Detection



Previous Month

Incoming Outgoing

Number of Messages



Category	Percentage	Count
Attempted Messages	100.00%	142.5k
Clean	48.71%	69.4k
Threat Messages	31.24%	44.5k
Other	20.05%	28.6k

Threat Messages



Category	Percentage	Count
IP Reputation Filtering	58.32%	29.5k
Domain Reputation Filtering	0.02%	10
Invalid Recipients	0.97%	473
Anti-Spam	27.86%	13.6k
Anti-Virus	0.01%	6
Advanced Malware Protection	0.01%	7
Content Filters	3.68%	1941
DMARC Policy	6.77%	4273
S/MIME Verification/Decryption Failed	0%	0

Threat Detection Summary

All Categories

29k

Reputation Filtering

13.6k

Spam Detection

10.4k

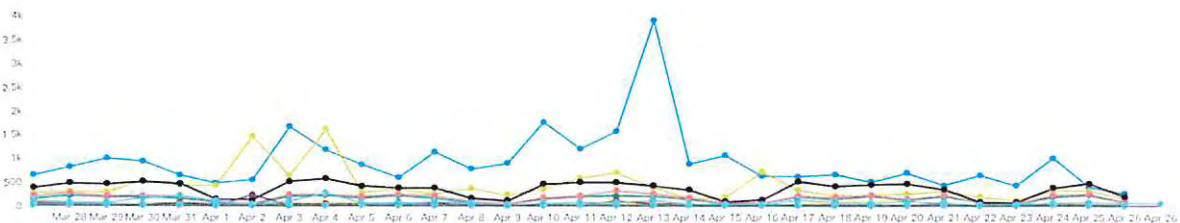
Email Spoofing

11.2k

Scam and Phishing Attempts

2487

Attachment and Malware Detection

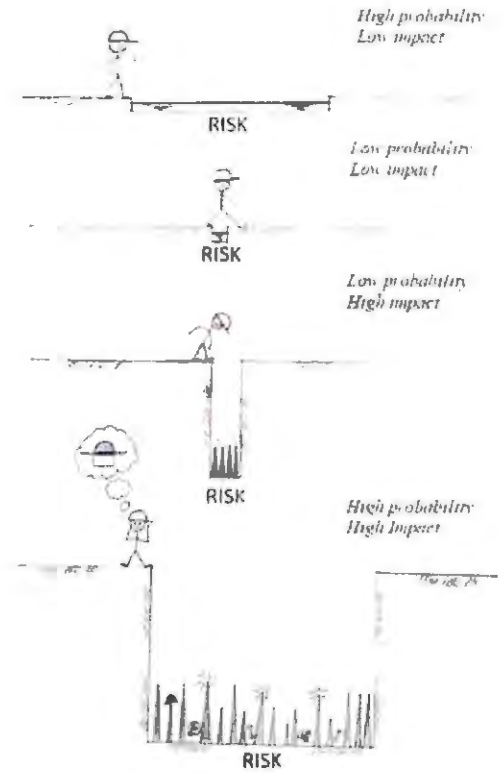


Components (Main infrastructure)

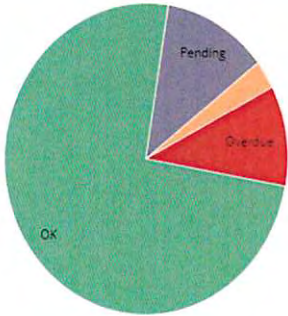
Other Projects

Next Request Portal Information

YTD 2022= 270
 LYTD 2021= 226
 New requests for the month: 52
 Requests closed for the month: 4



Current



Closed

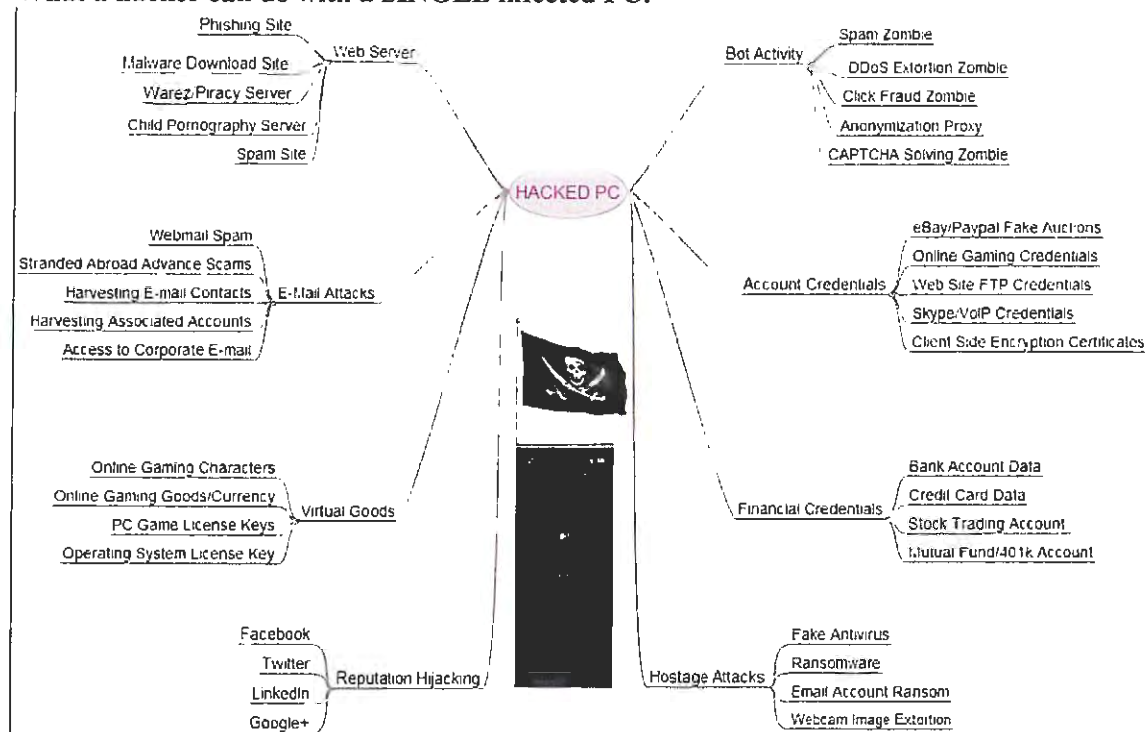


Apr 27, 2023 - May 26, 2023

Select a time period ▾



What a hacker can do with a SINGLE infected PC:



Definitions

ESG – Email Security Gateway

DMS – Document Management System (OnBase)

OCIO = Office of the Chief Information Officer

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

JLARC=Joint Legislative Audit and Review Committee

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

API = Application Program Interface

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

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

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

11:30 COUNTY SHERIFF

a) Action Agenda Items:

- 1) Proposal ~~05-15~~ 06-05 SO Approval to remove Command Staff Exempt Employees from County pay scale and approval of new pay structure for Chief Civil Deputy, Chief Criminal Deputy and Undersheriff

b) Office update and miscellaneous



WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office (509) 524 - 5400
Fax (509) 524 - 5480
Dispatch (509) 527 - 3265
Burbank Dispatch (509) 545 - 8441
Toll Free (866) 527 - 3268
Email: sheriff@co.walla-walla.wa.us

Mark A. Crider
Sheriff

Joe Klundt *Undersheriff*
Richard Schram *Chief Criminal Deputy*

Date: May 3, 2023

Proposal ID. 2023 ~~05-15~~ 06-05 SO

To: BOCC

From: Mark Crider, Sheriff

Intent — Decision

Topic — Approval of removal of command staff exempt employees from county pay scale.

Summary

Walla Walla County Sheriff's Office has had continued difficulty in getting qualified applicants for the command staff exempt positions from both within and outside the agency. This is in part due to the pay disparity within the rank structure from sergeant to command staff positions. Not only is there a decrease in pay, but the individual also experiences a decrease in benefits as well as losing incentive and overtime pay. The proposal is to remove the command staff from the county pay structure and set their pay based on the Walla Walla County Deputy Association (WWCDA) Commissioned Deputies Agreement (CDA) as follows:

- Chief Civil Deputy 7.5% above the top sergeant's pay
- Chief Criminal Deputy 18% above the top sergeant's pay
- Undersheriff 10% above the Chief Criminal Deputy's pay

Common practice in law enforcement across the state of Washington and the United States is to have rank steps separated by 15% to 18%. Currently at the Walla Walla Police Department, sergeants are 18% above patrol officers, captains are 15% above sergeants and the Chief is 15% above the captains. For calendar year 2021 the differential between ranks for the Walla Walla County Sheriff's Office were as follows:

- Chief Civil Deputy -4% below the top sergeant's pay
- Chief Criminal Deputy 11% above the top sergeant's pay
- Undersheriff 6% above the Chief Criminal Deputy's pay

Currently, the Walla Walla Career Progression Tables are based on a salary survey that excluded the Walla Walla County Deputies' wages. Due to that fact, the yearly increase for the Walla Walla Deputies is

normally higher than what county employees receive which quickly creates pay compression within the upper ranks. It also creates a disincentive to promote from Sergeant to Chief Deputy since that typically results in a pay cut.

The salary differences are only part of the picture. Benefits such as insurance, VEBA, incentive pay, deferred comp match and the lack of overtime eligibility, create a total package for the Chief Criminal Deputy which is still less than that of the top sergeant. The situation is very close to even for the Undersheriff when compared to the top sergeant with his extra pay and benefits.

It is better for retention and morale if an agency can promote from within as opposed to finding outside candidates who will take the position. When compared to other agencies in our state of similar size, it becomes very difficult to attract qualified candidates. Many of the people who currently fill and have recently filled these three positions have been recently retired law enforcement officers who can afford to take the position due to receiving retirement pay in addition to their salaries. Since 2011 there have been twelve people who have filled the positions of Sheriff, Undersheriff, Chief Criminal Deputy, and Chief Civil Deputy. Out of these twelve people, 7 were retired law enforcement. Five were not retired and only four were from within the ranks of the Walla Walla Sheriff's Office. Realigning the salaries of our rank structure is one step that will better enable the Walla Walla Sheriff's Office to create a career pathway that incentivizes promotions within the organization.

We are requesting 7.5% (Chief Civil Deputy), 18% (Chief Criminal Deputy), and 10% (Undersheriff) steps as listed on first page.

Alternatives Considered NA

Acquisition Method NA

Access NA

Benefits Improvement to morale, retention of valuable employees, increased recruiting opportunities from within the agency for promotions.

Conclusion/Recommendation Remove the WWSO command staff from the county pay scale and approve the new percentage system as requested to also include accrual of back pay any time there was mediation or arbitration on the Collective Bargaining Agreement.

Submitted By

Mark Crider, Sheriff's Office 5-8-23

Name	Agency	Date	Chairman Signature Disposition	Date
			_____ Approved	
			_____ Approved with modifications	
			_____ Needs follow up information	
			_____ Denied	

11:45 JOINT FINANCIAL UPDATE

**Karen Martin
Gordon Heimbigner**

- a) 2023 budget report

11:55 COUNTY COMMISSIONERS

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

12:00 RECESS

a) **Public Hearings:**

- 1) To consider franchise application by Pacificorp dba Pacific Power and Light
- 2) To consider franchise application by Firstfruits Farms, LLC

b) **Action Agenda Items:**

- 1) Resolution – Adopting a franchise with Pacificorp dba Pacific Power and Light for a franchise to construct, operate and maintain an electrical distribution service system within the county road right of way in Walla Walla County, Washington
- 2) Resolution – Adopting a franchise with Firstfruits Farms, LLC for a franchise to construct, operate and maintain an irrigation system within the county road right of way in Walla Walla County, Washington

c) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF THE
APPLICATION OF PACIFICORP DBA
PACIFIC POWER AND LIGHT FOR A
FRANCHISE TO CONSTRUCT,
OPERATE, AND MAINTAIN AN
ELECTRICAL DISTRIBUTION
SERVICE SYSTEM WITHIN THE
COUNTY ROAD RIGHT OF WAY, IN
WALLA WALLA COUNTY,
WASHINGTON



RESOLUTION NO. **23**

WHEREAS, Pacificorp dba Pacific Power and Light has requested a franchise to construct, operate, and maintain an electrical distribution service system within the public right of way; and

WHEREAS, any significant modification or any extensions of said system shall be approved by Public Works prior to construction; and

WHEREAS, June 5, 2023 was the date set for holding a public hearing to consider said application; and

WHEREAS, the Notice of Hearing was advertised and posted as prescribed by law; and

WHEREAS, said Hearing was held on the date advertised; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that Franchise No. 448 be granted to Pacificorp dba Pacific Power and Light.

Passed this 5th day of June, 2023 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, Commissioner, District 3

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

Return Address

**Walla Walla County Commissioners
314 W Main/P.O. Box 1506
Walla Walla, WA 99362**

Document Titles (i.e.: type of document)

Franchise No. 448

Auditor File Number(s) of document being assigned or released:

Grantor

1. **Walla Walla County Commissioners**
- 2.
- 3.

Additional names on page ____ of document.

Grantee

1. **Pacificorp d.b.a. Pacific Power & Light**
- 2.
- 3.

Additional names on page 12 of document.

Legal description (i.e.: lot and block or section township and range)

County Wide

Additional legal is on pages of document.

Assessor's Parcel Number(s)

Additional parcel numbers are on pages _____ of document.

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein. Please type or print the information. This page becomes part of document.

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

FRANCHISE NO. 448

**IN THE MATTER OF THE APPLICATION
OF PACIFICORP D.B.A PACIFIC POWER
& LIGHT FOR A FRANCHISE TO
CONSTRUCT, OPERATE, AND MAINTAIN
AN ELECTRICAL DISTRIBUTION
SERVICE SYSTEM WITHIN THE COUNTY
ROAD RIGHT OF WAY, IN WALLA WALLA
COUNTY, WASHINGTON**

The application of PacificCorp d.b.a Pacific Power & Light, for a franchise to construct, operate, and continue to maintain an electrical distribution service system placed within the County Road Right(s) of Way, hereinafter referred to as County road(s) as the same may now exist or hereafter be established in Walla Walla County, Washington.

Having come for a hearing before the Board of County Commissioners of Walla Walla County, Washington, on the 5th day of June, 2023, at the hour of 1:30 P.M., under the provisions of Chapter 36.55, RCW, and it appearing to the Board that notice of said hearing has been duly given as required by law, and that it is in the public interest to grant said franchise; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that a franchise be granted to Pacific Power & Light, its successors and assigns, hereinafter referred to as the Grantee, for a period of twenty-five (25) years, from and after the date of this Resolution to construct, operate, replace, relocate, and maintain said electrical service system within Walla Walla County.

FRANCHISE NO. 448

This franchise is granted upon the following express terms and conditions, to wit:

I

GRANTEE GIVEN FRANCHISE

That said Grantee, shall have the right and authority to enter upon the described County road(s) right of way for the purpose of repairing, operating, relocating, replacing, constructing, and maintaining said electrical service system (hereinafter referred to collectively as the "System") as indicated on the map of the system on file in the Grantors office.

II

**CONSTRUCTION TO BE PERMITTED
AND APPROVED BY COUNTY ENGINEER**

Any work which requires breaking of the surface of the County road(s), subject to this franchise, which includes but is not limited to the laying, relaying, connecting, disconnecting and/or repairing said system, and/or making connections to other facilities of the Grantee's, now in existence or hereafter constructed shall be governed by and conform to the general rules adopted by the officers charged with the supervision and care of such County road(s). All construction and installation work shall be subject to the approval and pass the inspection of the Walla Walla County Engineer or his designee. Prior to the commencement of construction of any portion of said system, the Grantee shall submit a completed **"Right of Way Permit Application"** together with plans and specifications, in duplicate, showing the depth and location of all lines and facilities sought to be installed. The plans and specifications shall specify, but not be limited to the following: (1) the class and type of material to be used; (2) the manner of excavation, construction, installation, and backfill; (3) the erection of temporary structures; (4) the erection of permanent structures; (5) traffic control; and (6) road obstructions or restrictions, all of which shall conform, as a minimum, to the Washington State Department of Transportation's **STANDARD SPECIFICATIONS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION**. Said plans and specifications are hereinafter collectively referred to as the **"map of definite location"**.

No work shall commence without first securing a written permit from the County Engineer. A copy of said permit, with all applicable conditions, shall be on the job site at all times.

The system shall be laid in substantial conformity with said map of definite location, except in instances in which deviation may be allowed thereafter in writing by the County Engineer. In order to obtain permission for the change the Grantee shall submit a written request to the County Engineer for his approval. Written confirmation of any approved change will be forwarded to the Grantee.

Any above ground installations within County Road Right(s) of Way shall conform with generally accepted clear zone policy unless approved otherwise by the County Engineer.

The Grantee, at its own expense and with all convenient speed, shall complete the work for which the surface has been broken and forthwith replace the County road(s) according to current Walla Walla County Road Standards; **PROVIDED**, however, that no such breaking of

FRANCHISE NO. 448

the surface of the County road(s) shall be done prior to obtaining a written permit issued by the County Engineer.

In cases of emergency arising out of office hours when an immediate excavation may be necessary for protection of private or public property, the same shall be reported to the County Sheriff and the necessary excavation may be made upon the express condition that an application be made, in the manner herein provided on or before noon the following working day.

The Grantee shall pay all reasonable costs and expenses incurred in the examination, inspection and approval of such restoration if required by the County Engineer.

III

PERFORMANCE BOND

The County Engineer may require a performance bond in an amount sufficient to guarantee to Walla Walla County that such County road(s) shall be restored to current County Road Standards based on the plans and specifications described in Section II above. The amount of said bond will be fixed by the County Engineer.

IV

**INTERFERENCE WITH EXISTING FACILITIES
AND NOTICE OF EXCAVATION**

All construction or installation of such lines and facilities, service, repair, or relocation of the same, performed in, along, or under the County road(s), subject to this franchise, shall be done in such a manner as not to interfere with the construction and maintenance of other public or private utilities, drains, drainage ditches and structures, irrigation ditches and structures, located therein, nor with the grading or improvement of such County road(s). The owners of all utilities, public or private, installed in such County road(s) prior in time to the lines and facilities of Grantee shall have preference as to the position and location of such utilities; such preference shall continue in the event of the necessity of relocating or changing the grade of any such County road(s).

Grantee shall comply with RCW 19.122.030 which requires all owners of underground facilities within a one-number locator service area to subscribe to the service. Subscription information may be obtained by contacting the one number utility locating service provider for this area.

V

**MINIMUM INTERFERENCE WITH TRAVELING PUBLIC
LIABILITY FOR DAMAGE**

All work done under this franchise shall be done in a thorough and workman like manner. In the installing of an electrical service system, the construction of other facilities, the opening of trenches, and/or the tunneling under County road(s) the Grantee shall leave such trenches, ditches, and tunnels in such a way as to interfere as little as possible with public travel and/or public safety. Provisions shall be made to maintain through traffic whenever practicable.

FRANCHISE NO. 448

Permission to close any County road shall have prior approval of the County Engineer. The Grantee shall assume full responsibility for all traffic control which includes but is not limited to, barricading, signing, and flagging. All traffic control shall be in compliance with the **Manual on Uniform Traffic Control Devices (MUTCD)**. The Grantee shall take all due and necessary precautions to guard said work so that damage or other injury shall not occur or arise by reason of such work; and where any of such trenches, ditches, or tunnels have to be left open at night, the Grantee shall place warning lights and barricades in compliance with the **Manual On Uniform Traffic Control Devices** and at such a position as to give adequate warning to such work. The Grantee shall assume all liability and save the County harmless of any liability for any injury to person or persons or damage to property sustained through its carelessness or neglect, or through any failure or neglect to properly guard or give warning of any trenches, ditches, or tunnels excavated or maintained by the Grantee.

The County Commissioners, upon oral or written notice to the Grantee, may at any time do, order, or have done any and all work that they consider necessary to restore, to a satisfactory condition, any such County road(s) left by the Grantee or its agents in a condition that excessively restricts or impedes traffic or creates a condition of potential liability to the County. The Grantee will restore County road(s) to a satisfactory condition in the time frame as set by the County Engineer, or if Grantee fails to do so within a reasonable period determined by Grantor in its written notice, upon demand shall pay to the County all costs of such work within 30 calendar days of their receipt of the billing. Failure of the Grantee to make timely payment shall result in the County proceeding with appropriate action.

VI

ALL COUNTY ROAD RIGHTS RESERVED

Walla Walla County, in granting this franchise, does not waive any rights which it now has or may hereafter acquire with respect to County road(s) and this franchise shall not be construed to deprive the County of any powers, rights, or privileges which it now has or may hereafter acquire for the use and control of the County road(s) covered by this franchise.

VII

COUNTY MAY CHANGE AND IMPROVE ROADS WITHOUT LIABILITY

If at any time Walla Walla County improves or changes any County road(s) subject to this franchise by grading or regrading, planking, or paving the same, changing the grade, altering, changing, repairing, or relocating the same or by construction of drainage facilities the Grantee upon written notice from the County Engineer shall, at its sole expense and within the time specified by the County Engineer, as reasonably determined taking into account the size and scope of the project and input from Grantee, change the location or readjust the elevation of the system so that the same shall not interfere with such County work and so that such system shall conform to such new grades or routes as may be established. Walla Walla County will in no way be held liable for any damages to said Grantee that may occur by reason of any of the County's improvements, changes, or work above enumerated, except for damage caused by negligence of the County's employees or agents.

In the event Federal, State, or other financial assistance funds are available for utility displacement or relocating expenses, Walla Walla County will apply for such assistance

FRANCHISE NO. 448

funding on behalf of the Grantee. If any such Federal, State, or other utility displacement or relocation assistance funds are actually obtained by Walla Walla County the Grantee will be reimbursed in the amount of the funds received.

All work performed by the Grantee under this section shall be under the direction, approval, and pass the inspection of the County Engineer. The Grantee shall pay all costs incurred in the examination, inspection, and approval of such work done by the Grantee if required by the County Engineer.

VIII

REFERENCE MONUMENTS AND MARKERS

Before any work is performed under this franchise which may affect any existing monuments or markers of any nature relating to subdivisions, plats, roads, and all other surveys the Grantee shall reference all such monuments and markers. The reference points shall be located so that they will not be disturbed during the Grantees' operations under this franchise. The method of referencing these monuments or other points shall be approved by the County Engineer. The cost of monuments or other markers lost, destroyed, or disturbed and the expense of replacement with approved monuments shall be borne by the Grantee. All monuments or markers affected by the Grantees' operation shall be replaced within 30 calendar days of the completion of said operation by a Licensed Professional Land Surveyor licensed in the State of Washington. The estimated cost of monument replacement may be included in the bond required in Section III above.

IX

VACATION OF COUNTY ROADS - ALTERNATE ROUTE

If at any time Walla Walla County should vacate or dispose of any County road(s) which are subject to rights granted by this franchise and said vacation or disposal should be for the purpose of acquiring the fee or other property interest in said County road(s) for the use of Walla Walla County, in either its proprietary or governmental capacity, the Board of Walla Walla County Commissioners will retain an easement and the right to exercise and grant easements in respect to the vacated land for the construction, repair, and maintenance of public utilities and services and to the greatest extent possible deny applications for the placement of permanent structures over and above said public utilities and services.

X

GRANTEE TO INDEMNIFY COUNTY - LIABILITY INSURANCE

The Grantee does hereby agree to indemnify, protect and hold harmless Walla Walla County from all claims, actions, or damages of every kind and description which may be asserted against such County by reason of the Grantees' acts in connection with the construction, operation, and maintenance of the system provided that Grantee's obligations will not extend to any claims, actions or damages to the proportionate extent they are caused by Grantor. In case suit or action is brought against Walla Walla County for damages arising out of or by reason of the above mentioned causes the Grantee shall, upon written notice to the Grantee of the commencement of said action, defend the same at its sole cost and expense. In case a final judgment shall be rendered against Walla Walla County in such suit or action the

FRANCHISE NO. 448

Grantee shall fully satisfy said judgment within 90 days after said suit or action shall have finally been determined by trial court or appellate court(s), if appeal be taken, if determined adversely to Walla Walla County. Upon the Grantee's failure to satisfy said final judgment within the 90 day period, the Board of Walla Walla County Commissioners may upon due notice terminate this franchise.

For the purpose of securing to the County full and complete performance of the covenants in this contract the Grantee shall, at its own expense, procure and keep in force during the life of this franchise liability insurance with a limit of not less than \$1,000,000. The Grantee agrees that provisions will be included naming the County, the County Commissioners, and the County's employees as an additionally insured party. The minimum liability limit may be raised upon written notice to the Grantee to maintain coverage commensurate with inflation. Said liability insurance shall be with a company or companies licensed to do business in the State of Washington. A Certificate of Insurance and endorsement naming Walla Walla County as an additional insured shall be furnished to the County on an annual basis, as required in writing by the County Engineer. Such coverage shall be primary and non-contributory. Such insurance to provide that the policy shall not be canceled without 30 days prior written notice to the County. Insurance requirements set forth in this paragraph may be satisfied by a program of self-insurance upon review and acceptance from the Grantor.

Acceptance by the County of any work performed by Grantee shall not waive this covenant.

XI

FRANCHISE NOT EXCLUSIVE

This franchise shall not be deemed to be an exclusive franchise. It shall in no manner prohibit said Walla Walla County from granting other franchises of a like nature or franchises for other public or private utilities under, along, across, over, and upon any of the County road(s) subject to this franchise and shall in no way prevent or prohibit Walla Walla County from constructing, altering, maintaining, or using any of said County road(s) or its jurisdiction over them or any part of them with full power to make all necessary changes, relocations, repairs, and maintenance as the County may deem appropriate.

XII

PROVISIONS HEREOF BIND SUCCESSOR

All provisions, conditions, regulations, and requirements herein contained shall be binding upon the successors and assigns of the Grantee and all privileges, obligations, and liabilities of the Grantee shall inure to its successors and assigns as if they were specifically mentioned wherever the Grantee is mentioned.

XIII

COUNTY ROADS ANNEXED BY MUNICIPALITIES

Whenever any of the County road(s) designated in this franchise are subsequently incorporated by any city or town this franchise shall terminate in respect to said County road(s) so included in said city or town limits. However, this franchise shall continue in full force and effect as to all designated County road(s) not included in said city or town limits.

FRANCHISE NO. 448

The Grantee shall be responsible for notifying said city or town of its incorporation of the Grantees' system and shall satisfy said city or town requirements for franchises.

XIV

REVOCATION FOR NON-COMPLIANCE

If the Grantee shall violate or fail to comply with any of the provisions of this franchise or fail to heed or comply with any notice given the Grantee under the provisions of this franchise the Grantee shall forfeit all rights conferred hereunder and this franchise may be revoked or annulled by the County Commissioners; **PROVIDED**, however, the Board of County Commissioners shall give 30 days written notice of its intention to revoke or annul the franchise during which period the Grantee shall have the right to rectify such violation or failure to comply.

XV

TERM

This franchise shall commence from and after the date of approval by the Board of County Commissioners for a period of twenty-five (25) years, unless otherwise revoked as set forth herein.

XVI

ABANDONMENT OR TERMINATION OF AGREEMENT

In the event of expiration, termination, revocation, or abandonment of this franchise agreement or the facilities permitted by this franchise agreement, Grantee shall comply with all requirements of the County Engineer to ensure the safety and integrity of the County Road. Such requirements may include, but are not be limited to: removal or modification of the facilities permitted by this franchise, purchase of additional insurance policies, bonding, and/or any other remedies deemed appropriate by the County Engineer. Such requirements will be based on a fact-specific analysis of the nature of the franchise, the roadway, and the type of expiration, termination, revocation or abandonment.

FRANCHISE NO. 448

XVII

GRANTEE TO FILE ACCEPTANCE

The full acceptance of this franchise and all its terms and conditions shall be filed in writing with the Clerk of the Board of Walla Walla County Commissioners before the hearing date and shall be a condition precedent to its taking effect and unless the franchise is accepted by the Grantee, as hereinafter stated, this grant shall be null and void.

Dated this _____ day of _____, 2023.

Board of Walla Walla County Commissioners

Chairman, District 1

Commissioner, District 2

Commissioner, District 3

ATTEST:

Clerk of the Board of Walla Walla County Commissioners

FRANCHISE NO. 448

EXHIBIT A

County Wide

FRANCHISE NO. 448

MAP OF SYSTEM

County Wide



**Walla Walla County
Public Works Department**
990 Navion Lane
Walla Walla, WA 99362
phone (509) 524-2710

This is an application for a public or private utility to occupy county road right of way under the jurisdiction of the Walla Walla County. **The fee for processing this agreement is \$300 and includes recording fees. This fee is non-refundable.** Please make checks payable to Walla Walla County Department of Public Works. Processing will commence upon receipt of payment of the fee.

This form is available online at <http://www.co.walla-walla.wa.us> or at the Public Works Department main office.

FRANCHISE APPLICATION

Contact Name: Lori Wyman Phone: 541-278-6650
 Owner/Operator Name: PacifiCorp d.b.a. Pacific Power Phone: _____
 Address: P.O. Box 220
 City: Pendleton State: OR Zipcode: 97801
 Email Address: lori.wyman@pacificcorp.com

Date Submitted: 9/1/2022

Type of Utility:

- Cable Phone Sewer
 Gas Power Storm
 Other: _____ Water

Location of Utility:

- Aerial Buried

Pipe Information:

Type of Pipe: _____

Size (inches): _____

Encasement Information:

Type of Encasement: _____

Size (inches): _____

System Type:

- Gravity Flow Pressurized

Name(s) of County Road Rights of Way to be Occupied:

Attached exhibit A from previous franchise.

 Township: _____ Range: _____ Section: _____
 Township: _____ Range: _____ Section: _____
 Township: _____ Range: _____ Section: _____
 Nearest County Road: _____ Distance in feet: _____

General Description and Purpose of Utility Installation:

A nonexclusive franchise to locate, construct, maintain and operate electric transmission and distribution lines in the County Right of way and the County of Walla Walla, upon, over, along, under and across certain county roads and public highways, or parts thereof, not within the limits of any incorporated city or town.

Issuance of a Franchise to occupy county road right of way for the purpose of constructing, operating and maintaining a utility, whether it be private or public, requires the owner to carry liability insurance in the amount of \$1,000,000 with Walla Walla County named as an additional insured. The insurance must be primary and non-contributory. The owner is also required to become a member of the Utility Notification System (Call Before You Dig). Owners/operators may contact: One Call Concepts, 305 NE 102nd Avenue Suite 300, Portland, OR 97220 or call 1-877-668-4001. Please ask for a subscriber information packet.

Applicant indemnifies and holds harmless Walla Walla County from any suit, claim or action for injury or death or other cause of property damage arising from the issuance of a franchise for this utility. Applicant certifies the information given herein, including all submittals and attachments, is true and correct to the best of his/her knowledge. Applicant understands conditions may be placed on this application if approved.

- \$300 Payment Included
 Legal Description Included
 Drawing/Map of System Included
 Certificate of Liability Attached
 Owner is member of One-Call

Signature: Lori Wyman

Printed Name: Lori Wyman

Walla Walla Union-Bulletin

112 S 1st Ave
Walla Walla, WA 99362



**WALLA WALLA
UNION-BULLETIN**
We Bring the Valley to You

Classified Category: Legals|Public Notices

**NOTICE OF HEARING ON
THE APPLICATION FOR A
FRANCHISE**

In the Matter of The
Application of:
Pacificorp
Pacific Power and Light
P.O. Box 220
Pendleton, OR 97801

WHEREAS, Pacificorp d.b.a.
Pacific Power & Light filed
with the Board of Walla Walla
County Commissioners, under
the provisions of Chapter
36.55, RCW, an application
for a franchise to construct,
operate, and maintain an
electrical distribution service
system within the public right
of way in Walla Walla County.

NOTICE IS HEREBY GIVEN
that a hearing will be held on
said application, by the Board
of Walla Walla County
Commissioners in their office
in the Commissioner
Chambers, County Public
Health and Legislative
Building, located at 314 West
Main Street, Walla Walla,
Washington, on Monday the
5th day of June 2023, at the
hour of 1:30 p.m. or as soon
thereafter as such hearing
may be held. Those
participating at said hearing
may testify for or against the
proposed application.

Remote Public Participation
and testimony will be allowed
via Webex and telephone (see
call-in information below).
Written testimony, which will
be made a part of the record,
may be sent to: Walla Walla
County Commissioners, P.O.
Box 1506, Walla Walla, WA
99362.

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

Meeting link:
[https://www.webex.com
/jwco1.php?MTID=m6ef6c
0710e4eb57be
4e10ce0cc827a36](https://www.webex.com/jwco1.php?MTID=m6ef6c0710e4eb57be4e10ce0cc827a36)

DATED at Walla Walla,
Washington this 15th day of
May 2023.

By: Diane L. Harris

Clerk of the Board of County
Commissioners

Advised: Walla Walla
Union-Bulletin

May 18th & May 25th, 2023

(55744) May 18 and 25, 2023

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

COPY

IN THE MATTER OF SETTING A PUBLIC HEARING DATE FOR PACIFICORP DBA PACIFIC POWER AND LIGHT FOR A FRANCHISE TO CONSTRUCT, OPERATE, AND MAINTAIN AN ELECTRICAL DISTRIBUTION SERVICE SYSTEM WITHIN THE COUNTY ROAD RIGHT OF WAY, IN WALLA WALLA COUNTY, WASHINGTON

RESOLUTION NO. **23 102**

WHEREAS, Pacificorp d.b.a. Pacific Power and Light has requested a franchise to construct, operate, and maintain an electrical distribution service system within the public right of way in Walla Walla County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners, that a public hearing date be set for June 5th, 2023, in the Commissioner Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, at the hour of 1:30 p.m. or as soon thereafter as such hearing may be held.

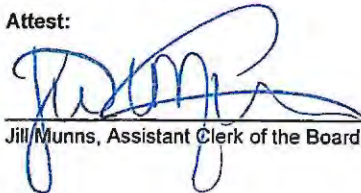
Remote Public Participation and testimony will be allowed via Webex and telephone (see call-in information below). Written testimony, which will be made a part of the record, may be sent to: Walla Walla County Commissioners, P.O. Box 1506, Walla Walla, WA 99362.

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

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

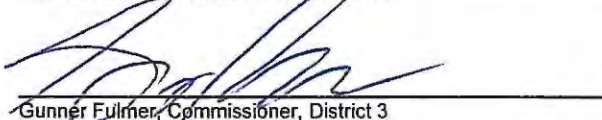
Passed this 15th day of May, 2023 by Board members as follows: 3 Present or 0 Participating via other means, and by the following vote: 3 Aye 0 Nay 0 Abstained 0 Absent.

Attest:


Jill Munns, Assistant Clerk of the Board


Jennifer R. Mayberry, Chairman, District 1


Todd L. Kimball, Commissioner, District 2


Gunner Fulmer, Commissioner, District 3

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

In the Matter of The Application of: Pacificorp
Pacific Power and Light
P.O. Box 220
Pendleton, OR 97801

WHEREAS, Pacificorp d.b.a. Pacific Power and Light filed with the Board of Walla Walla County Commissioners, under the provisions of Chapter 36.55, RCW, an application for a franchise to construct, operate, and maintain an electrical distribution service system within the public right of way in Walla Walla County.

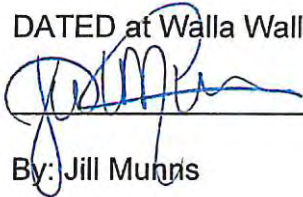
NOTICE IS HEREBY GIVEN that a hearing will be held on said application, by the Board of Walla Walla County Commissioners in their office in the Commissioner Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, on Monday the 5th day of June 2023, at the hour of 1:30 p.m. or as soon thereafter as such hearing may be held. Those participating at said hearing may testify for or against the proposed application.

Remote Public Participation and testimony will be allowed via Webex and telephone (see call-in information below). Written testimony, which will be made a part of the record, may be sent to: Walla Walla County Commissioners, P.O. Box 1506, Walla Walla, WA 99362.

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

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

DATED at Walla Walla, Washington this 15th day of May 2023.



By: Jill Munns

Assistant Clerk of the Board of County Commissioners

Advertised: Walla Walla Union-Bulletin

May 18th & May 25th, 2023

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF THE
APPLICATION OF FIRSTFRUITS
FARMS LLC FOR A FRANCHISE TO
CONSTRUCT, OPERATE, AND
MAINTAIN AN IRRIGATION SYSTEM
WITHIN THE COUNTY ROAD RIGHT
OF WAY, IN WALLA WALLA
COUNTY, WASHINGTON



RESOLUTION NO. 23

WHEREAS, Firstfruits Farms LLC has requested a franchise to construct, operate, and maintain an irrigation system within the public right of way; and

WHEREAS, any significant modification or any extensions of said system shall be approved by Public Works prior to construction; and

WHEREAS, June 5, 2023 was the date set for holding a public hearing to consider said application; and

WHEREAS, the Notice of Hearing was advertised and posted as prescribed by law; and

WHEREAS, said Hearing was held on the date advertised; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that Franchise No. 451 be granted to Firstfruits Farms LLC.

*Passed this 5th day of **June, 2023** 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, Commissioner, District 3

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

Return Address

**Walla Walla County Commissioners
314 W Main/P.O. Box 1506
Walla Walla, WA 99362**

Document Titles (i.e.: type of document)

Franchise No. 451

Auditor File Number(s) of document being assigned or released:

Grantor

1. **Walla Walla County Commissioners**
- 2.
- 3.

Additional names on page ____ of document.

Grantee

1. FirstFruits Farms LLC
- 2..
- 3.

Additional names on page 12 of document.

Legal description (i.e.: lot and block or section township and range)

**All that part of County Road Log Number 40310, 40090, 41200
situate in Section 2, 3, 9, 10, 19, 24, 25, 29 & 30 Township 10
North, Range 32 & 33 East W.M., Walla Walla County,
Washington.**

Additional legal is on pages of document.

1 & 2

Assessor's Parcel Number(s)

Additional parcel numbers are on pages _____ of document.

The Auditor/Recorder will rely on the information provided on this form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein. Please type or print the information. This page becomes part of document.

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

FRANCHISE NO. 451

IN THE MATTER OF THE APPLICATION OF FIRSTFRUITS FARMS LLC, FOR A FRANCHISE TO CONSTRUCT, OPERATE, AND MAINTAIN AN IRRIGATION SYSTEM WITHIN THE COUNTY ROAD RIGHTS OF WAY, IN WALLA WALLA COUNTY, WASH- INGTON

The application of Jim Hazen for FirstFruits Farms LLC, at 1111 Fishhook Park Road, Prescott, WA 99348, (509) 749-8004, for a franchise to construct, operate, and maintain an irrigation system within the following County Road Rights of Way, more particularly described as follows:

An existing 24" waterline designated as 'A' on exhibit 'A' occupying all that part of County Road Log Number 40310, presently known as Fishhook Park Road, at or near mile post 3.0, situate in Section 30, Township 10 North, Range 33 East, W.M.; and,

An existing 30" waterline designated as 'B' on exhibit 'A' occupying all that part of County Road Log Number 40090, presently known as Page Road at or near mile post 0.53, situate in Section 24, Township 10 North, Range 32 East, W.M.; and,

An existing 24" waterline designated as 'C' on exhibit 'A' occupying all that part of County Road Log Number 40310, presently known as Fishhook Park Road, at or near mile post 2.25, situate in Sections 19 & 30, Township 10 North, Range 33 East, W.M.; and,

An existing 22" waterline designated as 'D' on exhibit 'A' occupying all that part of County Road Log Number 40310, presently known as Fishhook Park Road, at or near mile post 3.42, situate in Section 25, Township 10 North, Range 32 East, W.M.; and,

Two existing 4" waterlines designated as 'E' on exhibit 'A' occupying all

FRANCHISE NO. 451

that part of County Road Log Number 40310, presently known as Fishhook Park Road, at or near mile post 1.27, situate in Sections 29 & 30, Township 10 North, Range 33 East, W.M.; and,

An existing 30" waterline designated as 'F' on exhibit 'A' occupying all that part of County Road Log Number 41200, presently known as Van Hollebeke Road, at or near mile post 0.20, situate in Sections 3, 4, 9 & 10, Township 10 North, Range 33 East, W.M.; and,

An existing 1" electrical line designated as 'G' on exhibit 'A' occupying all that part of County Road Log Number 40310, presently known as Fishhook Park Road, at or near mile post 2.50, situate in Sections 19 & 30, Township 10 North, Range 33 East, W.M.; and,

An existing 14" waterline designated as 'H' on exhibit 'A' occupying all that part of County Road Log Number 41200, presently known as Van Hollebeke Road, at or near mile post 1.65, situate in Section 2, Township 10 North, Range 33 East, W.M.; and,

A 15" waterline designated as 'I' on exhibit 'A' occupying all that part of County Road Log Number 41200, presently known as Van Hollebeke Road, at or near mile post 1.17, situate in Section 3, Township 10 North, Range 33 East, W.M.; and,

An 8" waterline designated as 'J' on exhibit 'A' occupying all that part of County Road Log Number 40310, presently known as Fishhook Park Road, at or near mile post 1.27, situate in Sections 29 & 30, Township 10 North, Range 33 East, W.M. all in Walla Walla County, Washington.

Having come for a hearing before the Board of County Commissioners of Walla Walla County, Washington, on the 5th day of June, 2023, at the hour of 1:30 P.M., under the provisions of Chapter 36.55, RCW, and it appearing to the Board that notice of said hearing has been duly given as required by law, and that it is in the public interest to grant said franchise; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that a franchise be granted to Firstfruit Farms LLC, its successors and assigns, hereinafter referred to as the Grantee, for a period of twenty (20) years, from and after the date of this Resolution to construct, operate, replace, relocate, and maintain said irrigation system within Walla Walla County.

FRANCHISE NO. 451

This franchise is granted upon the following express terms and conditions, to wit:

I

GRANTEE GIVEN FRANCHISE

That said Grantee, shall have the right and authority to enter upon the described County road rights of way for the purpose of repairing, operating, relocating and maintaining said irrigation system (hereinafter referred to collectively as the "System").

II

**CONSTRUCTION TO BE PERMITTED
AND APPROVED BY COUNTY ENGINEER**

Any work which requires breaking of the surface of the County road(s), subject to this franchise, which includes but is not limited to the laying, relaying, connecting, disconnecting and/or repairing said system, and/or making connections to other facilities of the Grantee's, now in existence or hereafter constructed shall be governed by and conform to the general rules adopted by the officers charged with the supervision and care of such County road(s). All construction and installation work shall be subject to the approval and pass the inspection of the Walla Walla County Engineer or his designee. Prior to the commencement of construction of any portion of said system, the Grantee shall submit a completed "**Right of Way Permit Application**" together with plans and specifications, in duplicate, showing the depth and location of all lines and facilities sought to be installed. The plans and specifications shall specify, but not be limited to the following: (1) the class and type of material to be used; (2) the manner of excavation, construction, installation, and backfill; (3) the erection of temporary structures; (4) the erection of permanent structures; (5) traffic control; and (6) road obstructions or restrictions, all of which shall conform, as a minimum, to the Washington State Department of Transportation's **STANDARD SPECIFICATIONS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION**. Said plans and specifications are hereinafter collectively referred to as the "**map of definite location**".

No work shall commence without first securing a written permit from the County Engineer. A copy of said permit, with all applicable conditions, shall be on the job site at all times.

The system shall be laid in substantial conformity with said map of definite location, except in instances in which deviation may be allowed thereafter in writing by the County Engineer. In order to obtain permission for the change the Grantee shall submit a written request to the County Engineer for his approval. Written confirmation of any approved change will be forwarded to the Grantee.

Any above ground installations within County Road Right(s) of Way shall conform with generally accepted clear zone policy unless approved otherwise by the County Engineer.

The Grantee, at its own expense and with all convenient speed, shall complete the work for which the surface has been broken and forthwith replace the County road(s) according to current Walla Walla County Road Standards; **PROVIDED**, however, that no such breaking of

FRANCHISE NO. 451

the surface of the County road(s) shall be done prior to obtaining a written permit issued by the County Engineer.

In cases of emergency arising out of office hours when an immediate excavation may be necessary for protection of private or public property, the same shall be reported to the County Sheriff and the necessary excavation may be made upon the express condition that an application be made, in the manner herein provided on or before noon the following working day.

The Grantee shall pay all reasonable costs and expenses incurred in the examination, inspection and approval of such restoration if required by the County Engineer.

III

PERFORMANCE BOND

The County Engineer may require a performance bond in an amount sufficient to guarantee to Walla Walla County that such County road(s) shall be restored to current County Road Standards based on the plans and specifications described in Section II above. The amount of said bond will be fixed by the County Engineer.

IV

**INTERFERENCE WITH EXISTING FACILITIES
AND NOTICE OF EXCAVATION**

All construction or installation of such lines and facilities, service, repair, or relocation of the same, performed in, along, or under the County road(s), subject to this franchise, shall be done in such a manner as not to interfere with the construction and maintenance of other public or private utilities, drains, drainage ditches and structures, irrigation ditches and structures, located therein, nor with the grading or improvement of such County road(s). The owners of all utilities, public or private, installed in such County road(s) prior in time to the lines and facilities of Grantee shall have preference as to the position and location of such utilities; such preference shall continue in the event of the necessity of relocating or changing the grade of any such County road(s).

Grantee shall comply with RCW 19.122.030 which requires all owners of underground facilities within a one-number locator service area to subscribe to the service. Subscription information may be obtained by contacting the one number utility locating service provider for this area.

V

**MINIMUM INTERFERENCE WITH TRAVELING PUBLIC
LIABILITY FOR DAMAGE**

All work done under this franchise shall be done in a thorough and workman like manner. In the laying of irrigation lines, the construction of other facilities, the opening of trenches, and/or the tunneling under County road(s) the Grantee shall leave such trenches, ditches, and tunnels in such a way as to interfere as little as possible with public travel and/or public

FRANCHISE NO. 451

safety. Provisions shall be made to maintain through traffic whenever practicable. Permission to close any County road shall have prior approval of the County Engineer. The Grantee shall assume full responsibility for all traffic control which includes but is not limited to, barricading, signing, and flagging. All traffic control shall be in compliance with the **Manual on Uniform Traffic Control Devices (MUTCD)**. The Grantee shall take all due and necessary precautions to guard said work so that damage or other injury shall not occur or arise by reason of such work; and where any of such trenches, ditches, or tunnels have to be left open at night, the Grantee shall place warning lights and barricades in compliance with the **Manual On Uniform Traffic Control Devices** and at such a position as to give adequate warning to such work. The Grantee shall assume all liability and save the County harmless of any liability for any injury to person or persons or damage to property sustained through its carelessness or neglect, or through any failure or neglect to properly guard or give warning of any trenches, ditches, or tunnels excavated or maintained by the Grantee.

The County Commissioners, upon oral or written notice to the Grantee, may at any time do, order, or have done any and all work that they consider necessary to restore, to a satisfactory condition, any such County road(s) left by the Grantee or its agents in a condition that excessively restricts or impedes traffic or creates a condition of potential liability to the County. The Grantee, upon demand, shall pay to the County all costs of such work within 30 calendar days of their receipt of the billing. Failure of the Grantee to make timely payment shall result in the County placing a lien on the property attached at Exhibit A.

VI

ALL COUNTY ROAD RIGHTS RESERVED

Walla Walla County, in granting this franchise, does not waive any rights which it now has or may hereafter acquire with respect to County road(s) and this franchise shall not be construed to deprive the County of any powers, rights, or privileges which it now has or may hereafter acquire for the use and control of the County road(s) covered by this franchise.

VII

COUNTY MAY CHANGE AND IMPROVE ROADS WITHOUT LIABILITY

If at any time Walla Walla County improves or changes any County road(s) subject to this franchise by grading or regrading, planking, or paving the same, changing the grade, altering, changing, repairing, or relocating the same or by construction of drainage facilities the Grantee upon written notice from the County Engineer shall, at its sole expense and within the time specified by the County Engineer, change the location or readjust the elevation of the system so that the same shall not interfere with such County work and so that such system shall conform to such new grades or routes as may be established. Walla Walla County will in no way be held liable for any damages to said Grantee that may occur by reason of any of the County's improvements, changes, or work above enumerated, except for damage caused by negligence of the County's employees or agents.

In the event Federal, State, or other financial assistance funds are available for utility displacement or relocating expenses, Walla Walla County will apply for such assistance funding on behalf of the Grantee. If any such Federal, State, or other utility displacement or

FRANCHISE NO. 451

relocation assistance funds are actually obtained by Walla Walla County the Grantee will be reimbursed in the amount of the funds received.

All work performed by the Grantee under this section shall be under the direction, approval, and pass the inspection of the County Engineer. The Grantee shall pay all costs incurred in the examination, inspection, and approval of such work done by the Grantee if required by the County Engineer.

VIII

REFERENCE MONUMENTS AND MARKERS

Before any work is performed under this franchise which may affect any existing monuments or markers of any nature relating to subdivisions, plats, roads, and all other surveys the Grantee shall reference all such monuments and markers. The reference points shall be located so that they will not be disturbed during the Grantees' operations under this franchise. The method of referencing these monuments or other points shall be approved by the County Engineer. The cost of monuments or other markers lost, destroyed, or disturbed and the expense of replacement with approved monuments shall be borne by the Grantee. All monuments or markers affected by the Grantees' operation shall be replaced within 30 calendar days of the completion of said operation by a Licensed Professional Land Surveyor licensed in the State of Washington. The estimated cost of monument replacement may be included in the bond required in Section III above.

IX

VACATION OF COUNTY ROADS - ALTERNATE ROUTE

If at any time Walla Walla County should vacate or dispose of any County road(s) which are subject to rights granted by this franchise and said vacation or disposal should be for the purpose of acquiring the fee or other property interest in said County road(s) for the use of Walla Walla County, in either its proprietary or governmental capacity, the Board of Walla Walla County Commissioners will retain an easement and the right to exercise and grant easements in respect to the vacated land for the construction, repair, and maintenance of public utilities and services and to the greatest extent possible deny applications for the placement of permanent structures over and above said public utilities and services.

X

GRANTEE TO INDEMNIFY COUNTY - LIABILITY INSURANCE

The Grantee does hereby agree to indemnify, protect and hold harmless Walla Walla County from all claims, actions, or damages of every kind and description which may be asserted against such County by reason of the Grantees' acts in connection with the construction, operation, and maintenance of the system. In case suit or action is brought against Walla Walla County for damages arising out of or by reason of the above mentioned causes the Grantee shall, upon written notice to the Grantee of the commencement of said action, defend the same at its sole cost and expense. In case a final judgment shall be rendered against Walla Walla County in such suit or action the Grantee shall fully satisfy said judgment within 90 days after said suit or action shall have finally been determined by trial court or

FRANCHISE NO. 451

appellate court(s), if appeal be taken, if determined adversely to Walla Walla County. Upon the Grantee's failure to satisfy said final judgment within the 90 day period, the Board of Walla Walla County Commissioners may upon due notice terminate this franchise.

For the purpose of securing to the County full and complete performance of the covenants in this contract the Grantee shall, at its own expense, procure and keep in force during the life of this franchise liability insurance with a limit of not less than \$1,000,000. The Grantee agrees that provisions will be included naming the County, the County Commissioners, and the County's employees as an additionally insured party. The minimum liability limit may be raised upon written notice to the Grantee to maintain coverage commensurate with inflation. Said liability insurance shall be with a company or companies licensed to do business in the State of Washington. A Certificate of Insurance and endorsement naming Walla Walla County as an additional insured shall be furnished to the County on an annual basis, as required in writing by the County Engineer. All coverage shall be primary and non-contributory. Such insurance to provide that the policy shall not be canceled without 30 days prior written notice to the County.

Acceptance by the County of any work performed by Grantee shall not waive this covenant.

XI

FRANCHISE NOT EXCLUSIVE

This franchise shall not be deemed to be an exclusive franchise. It shall in no manner prohibit said Walla Walla County from granting other franchises of a like nature or franchises for other public or private utilities under, along, across, over, and upon any of the County road(s) subject to this franchise and shall in no way prevent or prohibit Walla Walla County from constructing, altering, maintaining, or using any of said County road(s) or its jurisdiction over them or any part of them with full power to make all necessary changes, relocations, repairs, and maintenance as the County may deem appropriate.

XII

PROVISIONS HEREOF BIND SUCCESSOR

All provisions, conditions, regulations, and requirements herein contained shall be binding upon the successors and assigns of the Grantee and all privileges, obligations, and liabilities of the Grantee shall inure to its successors and assigns as if they were specifically mentioned wherever the Grantee is mentioned.

XIII

COUNTY ROADS ANNEXED BY MUNICIPALITIES

Whenever any of the County road(s) designated in this franchise are subsequently incorporated by any city or town this franchise shall terminate in respect to said County road(s) so included in said city or town limits. However, this franchise shall continue in full force and effect as to all designated County road(s) not included in said city or town limits. The Grantee shall be responsible for notifying said city or town of its incorporation of the Grantees' system and shall satisfy said city or town requirements for franchises.

FRANCHISE NO. 451

XIV

REVOCATION FOR NON-COMPLIANCE

If the Grantee shall violate or fail to comply with any of the provisions of this franchise or fail to heed or comply with any notice given the Grantee under the provisions of this franchise the Grantee shall forfeit all rights conferred hereunder and this franchise may be revoked or annulled by the County Commissioners; **PROVIDED**, however, the Board of County Commissioners shall give 30 days written notice of its intention to revoke or annul the franchise during which period the Grantee shall have the right to rectify such violation or failure to comply.

XV

TERMS OF FRANCHISE SHALL RUN WITH LAND

The terms of this franchise shall constitute a covenant running with the land described on Exhibit A, or any other lands serviced by the franchise, and it shall be binding on any successors or assigns of such land, unless this Franchise is modified by the Board of County Commissioners.

XVI

ABANDONMENT OR TERMINATION OF AGREEMENT

In the event of expiration, termination, revocation, or abandonment of this franchise agreement or the facilities permitted by this franchise agreement, Grantee shall comply with all requirements of the County Engineer to ensure the safety and integrity of the County Road. Such requirements may include, but are not be limited to: removal or modification of the facilities permitted by this franchise, purchase of additional insurance policies, bonding, and/or any other remedies deemed appropriate by the County Engineer. Such requirements will be based on a fact-specific analysis of the nature of the franchise, the roadway, and the type of expiration, termination, revocation or abandonment.

FRANCHISE NO. 451

XVII

GRANTEE TO FILE ACCEPTANCE

The full acceptance of this franchise and all its terms and conditions shall be filed in writing with the Clerk of the Board of Walla Walla County Commissioners before the hearing date and shall be a condition precedent to its taking effect and unless the franchise is accepted by the Grantee, as hereinafter stated, this grant shall be null and void.

Dated this _____ day of _____, 2023.

Board of Walla Walla County Commissioners

Jennifer R. Mayberry, Chairman District 1

Todd L. Kimball, Commissioner District 2

Gunner Fulmer, Commissioner District 3

ATTEST:

Clerk of the Board of Walla Walla County Commissioners

FRANCHISE NO. 451

ACCEPTANCE

The undersigned Grantee hereby accepts all the terms and conditions of this franchise, for itself and for its heirs, executors, administrators, successors, and assigns, being Franchise No. 451, dated 04/10, 2023.

Dated this 10th day of April, 2023.

James M. Hazen
Authorized Signature
JAMES HAZEN PRESIDENT/CEO
Typed or Printed Name and Title of Authorized Signatory

Authorized Signature

Typed or Printed Name and Title of Authorized Signatory

STATE OF WASHINGTON)
) ss.
COUNTY OF WALLA WALLA)

On this day personally appeared before me James M. Hazen, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her free and voluntary act and covenant, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.
(SEAL)

NOTARY PUBLIC
STATE OF WASHINGTON
DEBBIE KENTCH
MY COMMISSION EXPIRES
NOVEMBER 20, 2024
COMMISSION # 11511

Debbie Kentch
Notary Signature

Debbie Kentch
Notary Printed Name

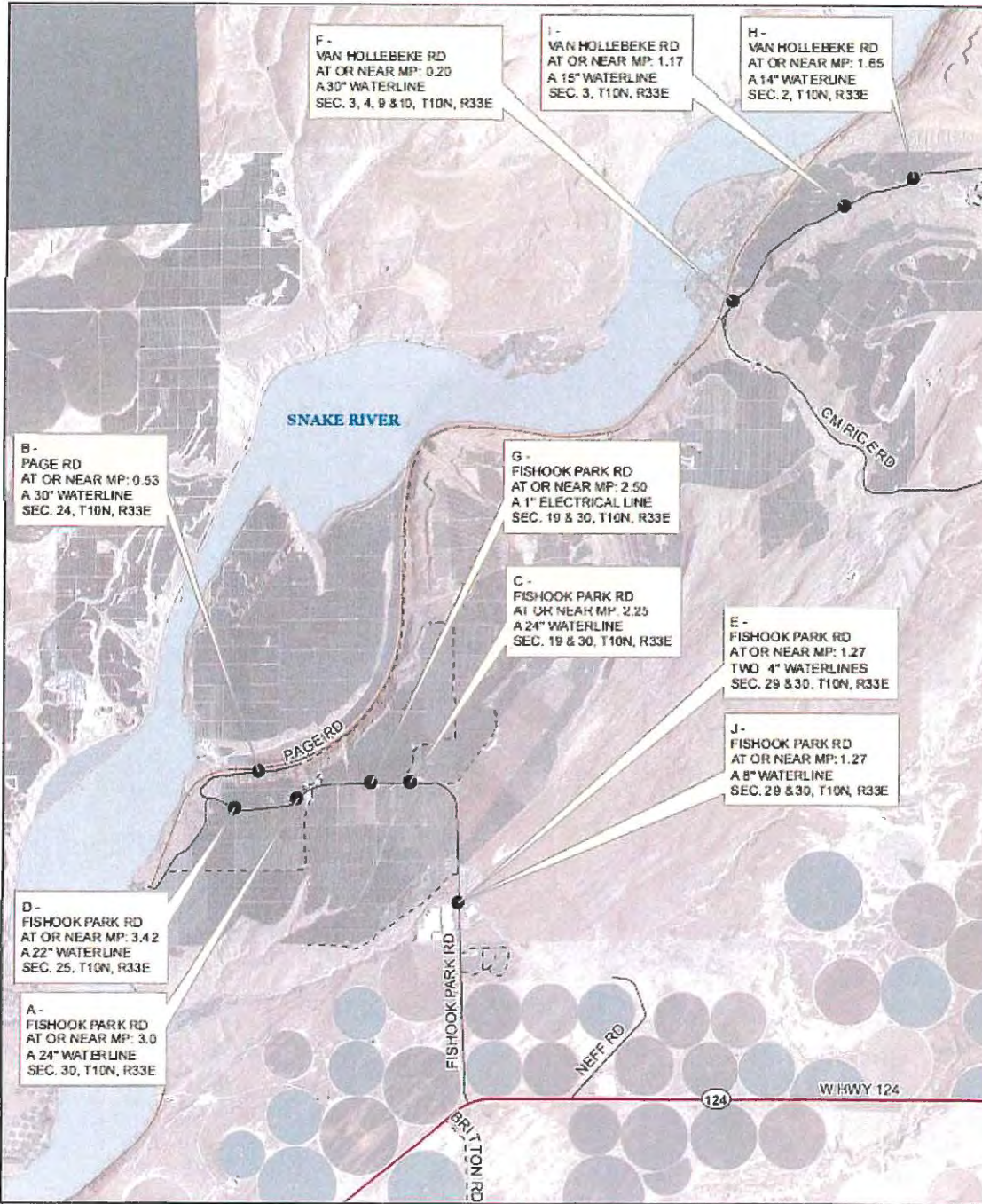
Notary Public in and for the State of Washington

Residing at Scorchot
City

11/20/2024
My appointment expires

FRANCHISE NO. 451

EXHIBIT A



FRANCHISE No 451 VICINITY
 WALLA WALLA COUNTY
 WALLA WALLA, WA

NAD 2011 IMAGERY
 9 24 11 00
 1" = 100'

Vista Hermosa, EUREKA
 FRESNOCO



**Walla Walla County
Public Works Department**
990 Navion Lane
Walla Walla, WA 99362
phone (509) 524-2710

This is an application for a public or private utility to occupy county road right of way under the jurisdiction of the Walla Walla County. **The fee for processing this agreement is \$300 and includes recording fees. This fee is non-refundable.** Please make checks payable to Walla Walla County Department of Public Works. Processing will commence upon receipt of payment of the fee.

This form is available online at <http://www.co.walla-walla.wa.us> or at the Public Works Department main office.

FRANCHISE APPLICATION

Contact Name: Jim Hazen Phone: 509-749-8004 Date Submitted: _____

Owner/Operator Name: First Fruits Farms LLC Phone: _____

Address: 1111 Fishhook Park Road

City: Ore. Seaside State: WA Zipcode: 99368

Email Address: _____

Name(s) of County
Road Rights of Way
to be Occupied:

Township: _____ Range: _____ Section: _____
Township: _____ Range: _____ Section: _____
Township: _____ Range: _____ Section: _____

Nearest County Road: _____ Distance in feet: _____

Type of Utility:
 Cable Phone Sewer
 Gas Power Storm
 Other: _____ Water

Location of Utility:
 Aerial Buried

Pipe Information:
 Type of Pipe: _____
 Size (inches): _____

Encasement Information:
 Type of Encasement: _____
 Size (inches): _____

System Type:
 Gravity Flow Pressurized

General Description
and Purpose of
Application:

Issuance of a Franchise to occupy county road right of way for the purpose of constructing, operating and maintaining a utility, whether it be private or public, requires the owner to carry liability insurance in the amount of \$1,000,000 with Walla Walla County named as an additional insured. The insurance must be primary and non-contributory. The owner is also required to become a member of the Utility Notification System (Call Before You Dig). Owners/operators may contact: One Call Concepts, 305 NE 102nd Avenue Suite 300, Portland, OR 97220 or call 1-877-668-4001. Please ask for a subscriber information packet.

Applicant indemnifies and holds harmless Walla Walla County from any suit, claim or action for injury or death or other cause of property damage arising from the issuance of a franchise for this utility. Applicant certifies the information given herein, including all submittals and attachments, is true and correct to the best of his/her knowledge. Applicant understands conditions may be placed on this application if approved.

- \$300 Payment Included
- Legal Description Included
- Drawing/Map of System Included
- Certificate of Liability Attached
- Owner is member of One-Call

Signature: *James M Hazen*
 Printed Name: JAMES M HAZEN

Walla Walla Union-Bulletin

112 S 1st Ave
Walla Walla, WA 99362



**WALLA WALLA
UNION-BULLETIN**
We Bring the Valley to You

Classified Category: Legals|Public Notices

**NOTICE OF HEARING ON
THE APPLICATION FOR A
FRANCHISE**

In the Matter of The
Application of:
FirstFruits Farms LLC
1111 Fishhook Park Road
Prescott, WA 99348

WHEREAS, FirstFruits Farms LLC filed with the Board of Walla Walla County Commissioners, under the provisions of Chapter 36.55, RCW, an application for a franchise to construct, operate, and maintain an irrigation system within the public right of way in Walla Walla County.

NOTICE IS HEREBY GIVEN that a hearing will be held on said application, by the Board of Walla Walla County Commissioners in their office in the Commissioner Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, on Monday the 5th day of June 2023, at the hour of 1:30 p.m. or as soon thereafter as such hearing may be held. Those participating at said hearing may testify for or against the proposed application.

Remote Public Participation and testimony will be allowed via Webex and telephone (see call-in information below). Written testimony, which will be made a part of the record, may be sent to: Walla Walla County Commissioners, P.O. Box 1506, Walla Walla, WA 99362.

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

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

DATED at Walla Walla, Washington this 15th day of May 2023.

By: Diane L. Harris

Clerk of the Board of County Commissioners

Advertised: Walla Walla Union-Bulletin

May 18th & May 25th, 2023

(55746) May 18 and May 25, 2023

COPY

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A PUBLIC HEARING DATE FOR FIRSTFRUITS, FARMS, LLC FOR A FRANCHISE TO CONSTRUCT, OPERATE, AND MAINTAIN AN IRRIGATION SYSTEM WITHIN THE COUNTY ROAD RIGHT OF WAY, IN WALLA WALLA COUNTY, WASHINGTON



RESOLUTION NO. **23 101**

WHEREAS, FirstFruits Farms, LLC has requested a franchise to construct, operate, and maintain an irrigation system within the public right of way in Walla Walla County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners, that a public hearing date be set for June 5th, 2023, in the Commissioner Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, at the hour of 1:30 p.m. or as soon thereafter as such hearing may be held.

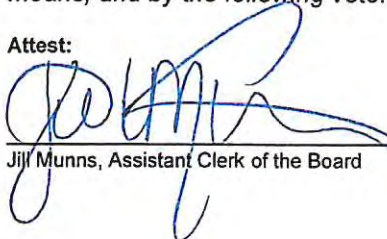
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Call in 1-408-418-9388 access code: 146 784 0290

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

Passed this 15th day of May, 2023 by Board members as follows: 3 Present or 0 Participating via other means, and by the following vote: 3 Aye 0 Nay 0 Abstained 0 Absent.

Attest:



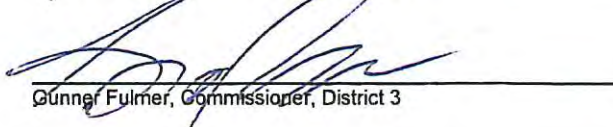
Jill Munns, Assistant Clerk of the Board



Jennifer R. Mayberry, Chairman, District 1



Todd L. Kimball, Commissioner, District 2



Gunner Fulmer, Commissioner, District 3

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

In the Matter of The Application of: FirstFruits Farms LLC
1111 Fishhook Park Road
Prescott, WA 99348

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

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

DATED at Walla Walla, Washington this 15th day of May 2023.



By: Jill Munns

Assistant Clerk of the Board of County Commissioners

Advertised: Walla Walla Union-Bulletin

May 18th & May 25th, 2023

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



To: Board of County Commissioners

From: Tony Garcia, P.E. – Public Works Director

Date: 30 May 2023

Re: Director's Report for the Week of 29 May 2023

Board Action: 5 June 2023

Hearings:

In the Matter of the Application of Pacificorp d.b.a. Pacific Power and light for a Franchise to construct, operate, and maintain an electrical distribution service system within the County Road Right of Way in Walla Walla County

In the Matter of the Application of Firstfruits Farms LLC for a Franchise to construct, operate and maintain an irrigation system within the County Road Right of Way in Walla Walla County

Consent Agenda Items:

In the Matter of Adopting a Franchise with Pacificorp d.b.a. Pacific Power and Light for a Franchise to construct, operate, and maintain an electrical distribution service system within the County Road Right of Way in Walla Walla County

In the Matter of Adopting a Franchise with Firstfruits Farms LLC for a Franchise to construct, operate and maintain an irrigation system within the County Road Right of Way in Walla Walla County

Action Agenda Items:

In the Matter of Executing a Landowner Agreement with Tri-State Steelheaders for activities in the Mill Creek Channel between Spokane Street and Park Street

MILL CREEK FLOOD CONTROL ZONE DISTRICT:

- Continuing Authorities Program (CAP) 205 project: In the design phase.

ENGINEERING:

- Dell Sharpe Bridge: Working on right of way.
- Wallula/Gose: Project is wrapping up.
- Seven Mile Bridge: Working on environmental permitting and right of way acquisition.
- Wallula Bridge: Consultant is working on alternatives analysis.
- Burbank Business Park Pathway (Port of Walla Walla Project): Contractor to begin work June 12th.

MAINTENANCE/FLEET MANAGEMENT:

- South Crew – Crews chip sealing.
- North Crew – Crews chip sealing.
- Vegetation & Signs – Assisting with chip seal and sign maintenance as needed.
- Garage – Routine services and repairs, assisting with chip seal as needed.

ADMINISTRATION:

- Conducted weekly Staff, Road Operations, Engineering, and Fiscal Management meetings.
- Attended an Economic Development Informational Meeting at the Port of Walla Walla to provide an update of our recent Washington DC trip.
- Attended the ribbon cutting ceremony of US HWY 12 Phase 7.
- Finalizing Lewis Peak Road Townhall meeting presentation.

**1:40 COUNTY COMMISSIONERS acting as the MILL CREEK FLOOD CONTROL ZONE
DISTRICT SUPERVISORS**

a) Action Agenda Items:

- 1) Execute Landowner Agreement with Tri-State Steelheaders for activities in the Mill Creek Channel between Spokane Street and Park Street

Appendix H: Landowner Agreement

[Downloadable Form](#)

This Agreement, dated and effective beginning the fifth day of June, 2023 is made and entered into by and between the Landowner and Grantee identified herein. The parties intend that all terms of this Agreement shall remain in effect for a period of ten years from the date of project completion, and the agreement shall be binding on all successors in interest during this time. The date of project completion is the date of final payment to the project sponsor (here Grantee), as defined in Section E of the Salmon Project Agreement. It is the responsibility of the Grantee to inform the landowner of this date.

Landowner Name (Landowner): Mill Creek Flood Control Zone District (Walla Walla County)

Street Address: 990 Navion Lane

City, State, Zip Code: Walla Walla, WA 99362

Salmon Recovery Funding Board Project Sponsor (Grantee):

Grantee Name: Tri-State Steelheaders

Street Address: 216 N. Roosevelt St

City, State, Zip Code: Walla Walla, WA 99362

Purpose of Landowner Agreement

The purpose of this Agreement is to identify and confirm the terms, conditions and obligations agreed upon between the Grantee, who is undertaking a project (Project) funded by the Recreation and Conservation Office (RCO), and the Landowner, who owns the property on which the Project will take place.

The Grantee and Landowner mutually agree to participate in conducting the salmon habitat improvement activities described below on lands owned by Landowner in Walla Walla Watershed (Water Resource Inventory Area 32), Walla Walla County, State of Washington, in the Mill Creek channel between Spokane St and Park St. The activities also are described in, and in accordance with, RCO's Project Agreement No. 20-1631,

dated May 27, 2021 into which this agreement, once signed by both parties, becomes incorporated herein.

The Grantee Agrees to:

1. Be responsible for the design and installation of the project and the conduct and activities of its staff, agents, and representatives.
2. Provide the Landowner with a timeline of estimated dates of Project activities, including start and completion dates, and to keep the Landowner informed of progress.
3. Conduct the project-related activities described in the Project Description, as appended to this agreement.
4. Leave all remaining portions of the property in as near pre-project condition as reasonable, or as otherwise agreed upon in writing with Landowner.
5. Inform Landowner of project completion and the dates for this Agreement.
6. Indemnify and hold harmless the landowner from any liability associated from injuries or damages occurring to workers implementing the project.
7. Indemnify and hold harmless the landowner from any liability associated from injuries or damages occurring to third parties during Project implementation.
8. Ensure that the work areas are adequately secured during Project implementation, including appropriate signage.
9. Identify the specific maintenance and/or monitoring activities that will be provided by grantee in Attachment A (Include frequency and duration).
10. **Insurance.** The Grantee shall, at its own expense, obtain and continuously maintain the following insurance coverage. All insurers providing such insurance shall be acceptable to the County and be licensed to do business in the State of Washington and admitted by the Washington State Insurance Commissioner. Coverage limits shall be the minimum limits identified in this Agreement, or the coverage limits provided or available under the policies maintained by the Contractor without regard to this Agreement, whichever are greater.

10.01 General Commercial Liability -	\$1,000,000 Minimum, Each
Occurrence	
	\$2,000,000 Minimum, Annual
Aggregate	

Coverage shall include personal injury, bodily injury and property damage for Premises/Operations Liability, Products/Completed Operations, Personal/Advertising Injury, Contractual Liability, Independent Contractor

Liability, and Stop Gap/Employer's Liability. Coverage shall not exclude or contain sub-limits less than the minimum limits required, unless approved in writing by the County.

10.02 The Grantee shall maintain worker's compensation insurance in accordance with the State of Washington Labor Code for all employees, agents and volunteers eligible for such coverage under the Industrial Insurance Act.

10.03 All Grantee's subcontractors' insurance policies and additional named insured endorsements shall provide primary insurance coverage and be non-contributory. Any insurance, self-insured retention, deductible, risk retention or insurance pooling maintained or participated in by the County shall be excess and not contributory to such insurance policies. All Grantee's and Grantee's subcontractors' liability insurance policies must be endorsed to show this primary coverage.

10.04. Grantee hereby agrees to a waive subrogation with respect to each insurance policy maintained under this Agreement. When required by an insurer, or if a policy condition does not permit Grantee to enter into a pre-loss agreement to waive subrogation without an endorsement, then Grantee agrees to notify the insurer and obtain such endorsement. This requirement shall not apply to any policy which includes a condition expressly prohibiting waiver of subrogation by the insured or which voids coverage should the Grantee enter into such a waiver of subrogation on a pre-loss basis.

10.05 The Mill Creek Flood Control Zone District, Walla Walla County, their departments, elected officials, employees, agents, and volunteers shall be named as additional insureds on Grantee's and Grantee's subcontractors' insurance policies by way of endorsement for the full available limits of insurance maintained by the Grantee and subcontractor, and all coverage shall be primary and non-contributory. A statement of additional insured status on a Certificate of Insurance shall not satisfy these requirements.

10.06 The Grantee shall, for each required insurance policy, provide a Certificate of Insurance, with endorsements attached, evidencing all required coverages, limits, deductibles, self-insured retentions and endorsements and which is conditioned upon the County receiving thirty (30) days prior written notice of reduction in coverages, cancellation or non-renewal. Each Certificate of Insurance and all insurance notices shall be provided to the Risk Management Department, 314 W. Main Street, Room 216, Walla Walla, WA, 99362.

10.07 The insurance maintained under this Agreement shall not in any manner limit or qualify the liabilities or obligations of the Grantee under this Agreement. All insurance policy deductibles and self-insured retentions for policies maintained under this Agreement shall be paid by the Grantee.

The Landowner Agrees to:

1. Provide reasonable property access to the Grantee to plan, implement, and complete the project, and to conduct the long-term maintenance and monitoring activities, as described in the Project Description attached to this agreement.
2. Provide the Grantee and RCO, or their employees, agents, representatives, contractors, or assignees, the right to enter the land, at reasonable times, and upon reasonable notice. Entry is solely for project implementation and management purposes, to inspect completed work and to monitor long-term success of the completed project. Except in case of emergency, reasonable notice shall be given at least 48 hours before entry. Entry shall be by permission as coordinated with Walla Walla County Public Works.
3. Not intentionally compromise the integrity of the project;
4. Inform Grantee of all known safety hazards on the property;
5. Identify the specific maintenance and/or monitoring activities that will be provided by Landowner in Attachment A (Include frequency and duration).

Landowner has no obligation to provide access to parties other than the Grantee or RCO, or their employees, agents, representatives, contractors, or assignees. For the purposes of viewing the Project for information or educational purposes, Landowner and Grantee must mutually agree before such third-party access is offered.

General Terms

The Landowner shall notify the Grantee of changes in ownership of the property on which the Project is located within thirty (30) days of transfer. In the event of such transfer of ownership, the Landowner shall provide a copy of this Agreement to the succeeding owner prior to such transfer. The Landowner's written notification to the Grantee will include the name of the new landowner. The sponsor then will contact the new landowner to determine whether or not the landowner agrees to continue the landowner's specific maintenance, monitoring, and reporting responsibilities as described in Attachment A (if applicable), and to not intentionally compromise the integrity of the project. If the new landowner agrees, please provide a copy of the new landowner-signed statement to continue the landowner's monitoring, maintenance, and reporting responsibilities as described in Attachment A.

To comply with Executive Order 05-05, Archaeological and Cultural Resources, Grantees may have to complete a cultural resources survey in response to any cultural resources concerns that might arise. Grantees will notify the landowner if a consultation is required. If required, consultations must be completed before construction begins.

This agreement may be terminated by the Grantee, if in its discretion, it determines that circumstances have rendered the Purpose of this agreement impractical to achieve. Termination also may be sought by either party by providing written notice to the other

party. Such termination shall be effective only after authorized representatives of both parties have agreed in writing to such termination and RCO has been provided a thirty (30) day advance written notice of such termination. Except as a result of the ongoing US Army Corps of Engineers Mill Creek Section 205 Project, if, in the event the project is intentionally removed, destroyed, or otherwise compromised in function, or if successor Landowners do not agree to the terms of this Agreement, RCO reserves the right to seek remedy as described in the section titled "Restriction on Conservation of Real Property and/or Facilities to Other Uses" of the Salmon Project Agreement and Washington Administrative Code 420-12-085, which requires the project sponsor to provide a new restoration site to serve as replacement.

This Agreement does not authorize the Grantee or RCO to assume jurisdiction over, or any ownership interest in, the premises. The Landowner retains sole responsibility for taxes, assessments, damage claims, and controlling trespass. The Landowner also retains all benefits and enjoyment of the rights of ownership except as are specifically provided in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

Brent Banks

May 18, 2023

Grantee

Date

Landowner

Date

Landowner

Date

Landowner

Date

Provide a copy of this Agreement, and any amendments to this Agreement, to the RCO:
Washington State Recreation and Conservation Office, PO Box 40917 Olympia, WA
98504-0917

Attachment A:

Project Description and Maintenance Responsibilities

1. Written description of the project-related activities that will occur on Landowner's Property (consistent with project cost elements) and the anticipated salmon or environmental quality benefits: (Include restoration/enhancement activities and any long-term maintenance needs and effectiveness monitoring activities that will occur in future years.)

The purpose of the project is to improve passage for ESA-listed fish species by providing depths and velocities that facilitate passage. Portions of concrete will be cut and removed, and replaced with pre-cast concrete panels with elements that provide lower velocity water. Existing baffles in the trench of the channel will be cut and removed, and replaced with new baffles at closer spacing, to eliminate low-flow barriers. The work zone will be de-watered by a coffer dam and bypass pipe or flume.

2. Describe the maintenance and monitoring responsibilities of both the Landowner and Grantee for the term of this agreement. Include the activities, frequency and duration of work to be performed.

Landowner responsibilities:

Continue the current practice of annual maintenance and inspection by Public Works staff. Maintain and repair the channel with the same level of effort as would be done in other non-project reaches.

Grantee responsibilities:

Provide ongoing support for maintenance activities that are above and beyond the typical level of maintenance, due to construction of the passage project. Such activities are unknown at this time, but may include removal of sediment or debris from channel structures, as needed or on an annual basis.

Non Profit Insurance Program Certificate of Coverage

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONVEYS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGRATION IS WAIVED, subject to the terms and conditions of the policy, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

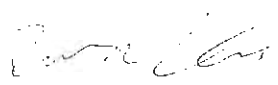
PRODUCER	COMPANIES AFFORDING COVERAGE
Clear Risk Solutions 451 Diamond Drive Ephrate, WA 98823	GENERAL LIABILITY American Alternative Insurance Corporation, et al. AUTOMOBILE LIABILITY American Alternative Insurance Corporation, et al.
INSURED Tri-State Steelheaders PO Box 1375 Walla Walla, WA 99362	PROPERTY American Alternative Insurance Corporation, et al. MISCELLANEOUS PROFESSIONAL LIABILITY Princeton Excess and Surplus Lines Insurance Company
COVERAGES	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	DESCRIPTION	LIMITS
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM INCLUDES STOP GAP (LIABILITY IS SUBJECT TO A \$350,000 SIR PAYABLE FROM PROGRAM FUNDS)	N1-A2-RL-0000013-14	6/1/2023	6/1/2024	PER OCCURRENCE PER MEMBER AGGREGATE PRODUCT-COMP/OP PERSONAL & ADV. INJURY ANNUAL POOL AGGREGATE	\$1,000,000 \$2,000,000 \$1,000,000 \$1,000,000 \$50,000,000
AUTOMOBILE LIABILITY					
ANY AUTO (LIABILITY IS SUBJECT TO A \$350,000 SIR PAYABLE FROM PROGRAM FUNDS)	N1-A2-RL-0000013-14	6/1/2023	6/1/2024	COMBINED SINGLE LIMIT ANNUAL POOL AGGREGATE	\$1,000,000 NONE
PROPERTY					
(PROPERTY IS SUBJECT TO A \$350,000 SIR PAYABLE FROM PROGRAM FUNDS)	N1-A2-RL-0000013-14	6/1/2023	6/1/2024	ALL RISK PER OCC EXCL EQ & FL EARTHQUAKE PER OCC FLOOD PER OCC ANNUAL POOL AGGREGATE	\$75,000,000 Excluded Excluded NONE
MISCELLANEOUS PROFESSIONAL LIABILITY					
(LIABILITY IS SUBJECT TO A \$350,000 SIR PAYABLE FROM PROGRAM FUNDS)	N1-A3-RL-0000060-14	6/1/2023	6/1/2024	PER CLAIM ANNUAL POOL AGGREGATE	\$1,000,000 \$40,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS					
Regarding Project Agreement No. 19-1613 - Mill Creek Fish Passage, Phase II; Mill Creek Passage – Spokane to Park; and Mill Creek Passage – Roosevelt. The Mill Creek Flood Control Zone District, Walla Walla County, their departments, elected officials, employees, agents, and volunteers are named as Additional Insured regarding this agreement only and are subject to policy terms, conditions, and exclusions. Additional Insured endorsement is attached. NPIPs retained limit is primary and non-contributory. Waiver of Transfer of Rights is attached.					

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE
Mill Creek Flood Control Zone District (Walla Walla County) PO Box 1506 Walla Walla, WA 99362	

**AMERICAN ALTERNATIVE
INSURANCE COMPANY**

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION
(GENERAL LIABILITY)**

Named Insured Non Profit Insurance Program (NPIP)	
Policy Number N1-A2-RL-0000013-14	Endorsement Effective 6/1/2023

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the following:

GENERAL LIABILITY COVERAGE PART

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated above.

Schedule

Person or Organization (Additional Insured): As Per Schedule on file with Clear Risk Solutions, Underwriting Administrator

Mill Creek Flood Control Zone District (Walla Walla County)
PO Box 1506
Walla Walla, WA 99362

Regarding Project Agreement No. 19-1613 – Mill Creek Fish Passage, Phase II; Mill Creek Passage – Spokane to Park; and Mill Creek Passage – Roosevelt. The Mill Creek Flood Control Zone District, Walla Walla County, their departments, elected officials, employees, agents, and volunteers are named as Additional Insured regarding this agreement only and are subject to policy terms, conditions, and exclusions. Additional Insured endorsement is attached. NPIPs retained limit is primary and non-contributory. Waiver of Transfer of Rights is attached.

A. With respects to the General Liability Coverage Part only, the definition of **Insured** in the Liability Conditions, Definitions and Exclusions section of this policy is amended to include as an **Insured** the Person or Organization shown in the above Schedule. Such Person or Organization is an **Insured** only with respect to liability for **Bodily Injury, Property Damage, or Personal and Advertising Injury** caused in whole or in part by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In performance of your ongoing operations; or
2. In connection with your premises owned or rented to you.

B. The Limits of Insurance applicable to the additional **Insured** are those specified in either the:

1. Written contract or written agreement; or
2. Declarations for this policy.

whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits Of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

Form: RL 2124 10 21

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**AMERICAN ALTERNATIVE
INSURANCE COMPANY**

**WAIVER OF TRANSFER OF RIGHTS AND RECOVERY
AGAINST OTHERS TO US**

Named Insured Non Profit Insurance Program (NPIP)	
Policy Number N1-A2-RL-0000013-14	Endorsement Effective 6/1/2023

This endorsement modifies insurance provided under the following:

GENERAL LIABILITY COVERAGE PART

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated above.

Schedule

Name of Person or Organization: As Per Schedule on file with Clear Risk Solutions, Underwriting Administrator

Mill Creek Flood Control Zone District (Walla Walla County)
PO Box 1506
Walla Walla, WA 99362

The Our Right To Recovery Condition in the Liability Conditions, Definitions and Exclusions form is amended by addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or **Your Work** done under contract with that person or organization. This waiver only applies to the person or organization shown in the Schedule above; however, this waiver does not apply if the injury or damage is due to the sole negligence of such scheduled person or organization.

All other terms and conditions remain unchanged.

Form: RL 2130 10 21

Includes copyrighted material of the Insurance Services Office, Inc., with its permission.

a) **Action Agenda Items:**

- 1) Proposal 2023 06-05 DCH-1 Approval to add a new position for Developmental Disabilities/Maternal and Child Health Block Grant
- 2) Proposal 2023 06-05 DCH-2 Approval to add a new position to Homeless Housing Program
- 3) Proposal 2023 06-05 DCH-3 Approval to add 2 new positions for Public Health Communications Support
- 4) Proposal 2023 06-05 DCH-4 Approval to hire for On Call Per Diem Vaccinator Support
- 5) Proposal 2023 06-05 DCH-5 Approval of Rural Health Equity Funds Subaward Recommendations
- 6) Proposal 2023 06-05 DCH-6 Approval to hire Temporary SNAP-ED Program Assistant and offer above a Step B after Human Resources Director review and approval of qualified applicant
- 7) Resolution – Approving out of state travel for Community Health Employees (Pomerinke and Timm)
- 8) Resolution – Approving out of state travel for County Commissioner Gunner Fulmer and Community Health Employee (Knight)
- 9) Resolution – Authorizing Nancy Wenzel to sign Developmental Disabilities Contract and Amendments for DSHS

b) Department update and miscellaneous



Proposal

Date: May 19, 2023

Proposal ID: 2023 06-05 DCH-1

To: BOCC

From: Nancy Wenzel
Administrative Director

Lead Staff:

Amy Osterman, Manager Human Services
Janet Vaupel, Developmental Disabilities Coordinator

Intent: Gain Approval to add a new position for Developmental Disabilities/Maternal and Child Health Block Grant

Topic: Developmental Disabilities/Maternal and Child Health Block Grant Staffing

Summary

The Maternal and Child Health (MCH) Block Grant has previously been administered by nurse staffing in our department. However, with the shortage of nursing staff and the fact this work no longer needs to be completed by a nurse we have combined the oversight with our Developmental Disability program. The MCH program has switched from direct patient care to referral/linkage along with policy and systems work. Our Development Disability Coordinator will have oversight of both programs. However, staffing levels are inadequate for the needs for both the Developmental Disabilities and Maternal Health Block Grant. The requested position will provide support for intakes, community outreach, and transition services.

Cost

Using an entry-mid range professional the estimated cost at a Range 5 Step B would be \$87,000 with salary and benefits.

Funding

This will be a grant funded position in Fund 112 Department of Health Maternal Child Health grant and Fund 119 DSHS Developmental Disabilities grant.

Alternatives Considered

The Maternal Child Health program was staffed by a registered nurse in the past, but our Statement of Work has been evolving where the work does not need to be completed by a nurse, but staff can consult with our Lead Community Health Nurse when needed.

Risk

No known risk.

Benefits

This will benefit the community by increasing our availability to implement sustainable programs, monitor contracts and facilitate collaboration with potential employers. This change will allow community support from Birth to 21 with one program coordinator.

Conclusion/Recommendation

Recommend the BOCC allow the Department of Community Health to work with Human Resources to develop a job description, recruit and hire a new position to assist our work in Developmental Disability and Maternal Child Health.

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

Additional Requirements to Proposal

Modification

Follow Up



Proposal

Date: May 19, 2023

Proposal ID: 2023 06-05 DCH-2

To: BOCC

From: Nancy Wenzel
Administrative Director

Lead Staff:

Amy Osterman, Manager Human Services
Sam Jackle, Homeless and Housing System Engagement Coordinator

Intent: Gain Approval to add an FTE to Homeless Housing Program

Topic: Homeless Housing Staffing

Summary

Walla Walla has seen an increase in the need for housing services and current staffing levels are inadequate to meet this need. The requested position will provide support in building and maintaining partnerships among service organizations that assist with the homeless crisis response system, including the coordinated entry system, Homeless Management Information System (HMIS) data quality and clean-up, by-name list development, and case conferencing. The position will support the continuous development and implementation of evidence-based practices to support housing and homelessness programs throughout the County.

Cost

Using an entry-mid range professional the estimated cost at a Range 5 Step B would be \$87,000 with salary and benefits.

Funding

This will be a grant funded position in Fund 119 using State of Washington Commerce grant funding. There may be some future funding for homeless housing work in Fund 112 through Foundational Public Health Funding. We have unemployment funds encumbered in Fund 112 if this payment is needed in the future.

Alternatives Considered

No other alternatives as the funding is available and the workload in homeless housing has grown and projections show the work in systems, community engagement and funding will continue to increase.

Risk

No known risk.

Benefits

This will benefit the community by increasing our availability to monitor funding, grants and system change.

Conclusion/Recommendation

Recommend the BOCC allow the Department of Community Health to work with Human Resources to develop a job description, recruit and hire a new position to assist our work in homelessness and housing.

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

Additional Requirements to Proposal

Modification

Follow Up



Proposal

Date: May 19, 2023

Proposal ID: 2023 06-05 DCH-3

To: BOCC

From: Nancy Wenzel
Administrative Director

Intent: Gain Approval to add 2 positions for Communications Support

Topic: Public Health Communications Support

Summary

Our department has never had a full-time staff dedicated to communication support until COVID funding opened the avenue for a communications position. Communication support was invaluable during the pandemic and the need for continued communication support is evidenced as a best practice for public health. Public Health experts recognize health communication as vital to public health programs that address disease prevention, health promotion and quality of life. The Department of Community Health requests approval for up to two (2) communication positions funded by Foundational Public Health funds. We would like to build a communication position relating to social media, website, department events, press releases and newsletters. Our second position would be evaluated with goals and statement of work alongside our vacant emergency preparedness position with stronger emphasis in risk communication, crisis and outbreak communication, social cognitive theory, health belief models, theory of reasoned action, stages of change model, emergency planning and other Master of Public Health level communications.

Cost

Using an entry-mid range professional the estimated cost for entry position would be at Range 5 Step B would be \$87,000 with salary and benefits.

The subject matter expert position would be approximately a Range 7 at \$101,073 with salary and benefits.

Funding

The communication team will be funded by Foundational Public Health Funding and backfilled with other grants where allowed and appropriate. We may have specific funding for a subject matter expert in the field of communications.

Alternatives Considered

Our department needs designated communication staff and funding is available. We will be evaluating best practices as we develop positions and align with programs.

Risk

No known risk.

Benefits

This will benefit the community by employing subject matter experts in public health communication with dedicated time for outreach, education, and ability to reach the community during a crisis.

Conclusion/Recommendation

Recommend the BOCC allow the Department of Community Health to work with Human Resources to develop job description(s) recruit and hire two positions in public health communications.

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

Additional Requirements to Proposal

Modification

Follow Up



Proposal

Date: May 25, 2023

Proposal ID: 2023 06-05 DCH-4

To: BOCC

From: Nancy Wenzel
Administrative Director

Intent: Gain Approval for On Call Per Diem Vaccinator Support

Topic: Vaccine Per Diem Nursing Staff

Summary

The Department of Community Health respectfully requests approval to work with Human Resources to develop a job description and policy/ procedure to hire on-call or per diem type nurses who can provide vaccines, especially for children. We have several nurses who cannot work in permanent positions, but would like to assist with vaccines, or other one-time type needs such as medication administration. The liability insurance is too costly for potential vaccinators to pay on their own, but if they are on-call employees, they would be covered by our insurance and only paid when they work (training or vaccinating). We have funding that covers the chief strategist role in ensuring vaccines are available in our community and we receive a small amount of funding to pay staff to administer vaccines. Having on-call staff would allow us to ensure administration of children's vaccines, work in rural areas and be creative to meet community needs. By having on-call vaccinators, it would also allow us to ensure training on vaccine administration and knowledge of vaccines thus creating a safe and confident team.

Cost

Cost would be minimal and activating staff for vaccine administration or training would be limited to grant funding.

Funding

Grant funding in Fund 112. If we have an on-call list, we can apply for additional funding.

Alternatives Considered

“Constant creativity” is our alternative. Constant creativity and change are hard to manage and to strategize funding, but this is our current default.

Risk

No known risk.

Benefits

This will benefit the community by allowing our staff to have a resource for a vaccine response when needed. Vaccines would most likely be administered to children, but we could use an on-call list for any outbreaks such as whooping cough, hepatitis, etc. During a whooping cough outbreak there is a rapid need to vaccinate fathers, grandparents, caregivers, and other family members. If a shelter has a hepatitis outbreak a vaccine response may be needed rapidly.

Conclusion/Recommendation

Recommend the BOCC allow the Department of Community Health to work with Human Resources to develop job description, recruit and hire on-call/per diem nurses for vaccine or medication administration.

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

Additional Requirements to Proposal

Modification

Follow Up



Proposal

Date: May 18, 2023

Proposal ID: 2023 06-05 DCH-5

To: BOCC

From: Nancy Wenzel
Administrative Director

Lead Staff:

Sam Jackle, Homeless and Housing System Engagement Coordinator
Amy Osterman, Human Services Manager

Intent: Approval of Rural Health Equity Funds Subaward Recommendations

Topic: 2023 Rural Health Equity Funds

Summary

In April 2023 the Walla Walla County Department of Community Health (DCH) released a Request for Proposal for our 2023 Rural Health Equity funds. The goal of these projects is to advance health equity in Walla Walla County and work collaboratively to reduce COVID-19 related health disparities among rural and underserved populations following the COVID-19 pandemic. Requests were not considered for the following: food and beverage, vehicle purchase, furniture, or equipment over \$5,000, vaccine purchase, cash incentives, staff time for clinical services (scheduling of clinical services is allowed).

DCH received 13 applications totaling \$1,072,166.00. The 2023 Walla Walla County Department of Community Health will make \$333,569.00 available for subrecipients.

DCH had three (3) community members score the applications and DCH staff combined their scores for the scoring committee to review and then create the funding recommendations for the Board of County Commissioners.

Cost

DCH has \$333,569.00 available for 2023. The requests for funding equal \$1,072,166.00.

Organization Name	Requested Amount
Anchor Point (1 of 2)	\$48,970
Anchor Point (2 of 2)	\$150,000
Blue Mountain Health Cooperative	\$149,600
Blue Mountain Heart to Heart	\$51,440
Christian Aid Center	\$50,000
Ideal Option	\$70,127
Immigrant Rights Coalition	\$38,000
Providence Population Health	\$62,389
The Health Center	\$102,000
Star Project	\$121,132
Valley Residential Services	\$68,960
VITAL Wines	\$75,000
Walla Walla University	\$84,548

Funding

DCH is bringing the scoring team's proposed funding recommendations to the Board of County Commissioners for review, comments, edits, and approval.

Organization Name	Requested Amount	Recommended Amount	Notes
Blue Mountain Health Cooperative	\$149,600	\$104,720	Funded at 70% to award more projects
Ideal Option	\$70,127	\$49,089	Funded at 70% to award more projects
Immigrant Rights Coalition	\$38,000	\$26,600	Funded at 70% to award more projects
The Health Center	\$102,000	\$12,830	Only funding eligible activities per DOH
Star Project	\$121,132	\$32,058	Only funding eligible activities per DOH
Valley Residential Services	\$68,960	\$48,272	Funded at 70% to award more projects
VITAL Wines	\$75,000	\$60,000	Only funding eligible activities per DOH

Benefits

This fund benefits the citizens of Walla Walla County by allowing funding for needed services.

Conclusion/Recommendation

Recommend the BOCC review and approve the subawards for the 2023 Rural Health Equity funds.

Submitted By

Nancy Wenzel, DCH

Disposition

Approved

Name

Department

Date

Approved with modifications

Needs follow up information

Name

Department

Date

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up



Proposal

Date: May 24, 2023

Proposal ID: 2023 06-05 DCH-6

To: BOCC

From: Nancy Wenzel
Administrative Director

Intent: Gain Approval to Hire Temporary Program Assistant SNAP-ED and offer above Step B after Human Resources Review and approval of qualified applicant

Topic: Temporary Program Assistant SNAP-ED

Summary

The Department of Community Health (DCH) has recently promoted our Temporary Program Assistant SNAP to a permanent position. Our SNAP program currently teaches nutritional education in rural schools; support policy, systems, and environmental work with our food pantries; support for Kids Club at the Farmers Market; potentially support a senior walking club; support PSE work with childcare providers; and direct nutritional education at housing sites. Our SNAP grant allocation has funding to fill the vacant Temporary Program Assistant for several months and we are requesting permission to recruit and fill this temporary position. Since the extra funding may end September 2023, and recruiting may be lengthy, we respectfully request authority to work with HR and offer above a Step B if HR Director reviews job applicant and approves any step above a B.

Cost

The employee will be paid 100% by grant funding.

Funding

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

Alternatives Considered

Return funding to Department of Health.

Acquisition Method

N/A

Benefits

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

Conclusion/Recommendation

Recommend the BOCC approve the Department of Community Health recruitment and hiring of Temporary Program Assistant SNAP for six months or until funding is exhausted whichever is first. Recommend BOCC authorize HR authority to approve position hiring above a B if appropriate.

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

Additional Requirements to Proposal

Modification

Follow Up

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COMMUNITY HEALTH EMPLOYEES
(TIMM AND POMERINKE)



RESOLUTION NO. **23**

WHEREAS, the Department of Community Health requests out of state travel approval for certain Health Department employees to attend the following trainings:

- Krista Timm to travel to Birmingham, Alabama to attend the National Prevention Network Conference from August 15-17, 2023
- Mindy Pomerinke travel to Kansas City, Missouri to attend the Grant Professionals Association Grant Summit from November 1-4, 2023

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

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

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

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

Passed this 5th day of June, 2023 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, Commissioner, District 3

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

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: August 14-18th 2023		TA#	
Funding Source: 112.244.6431.255.056.9996			
Employee Attending: Krista Timm		Estimate of Cost (Includes all costs even prepaid)	
		Transportation	
Meeting/Training: National Prevention Network Conference		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 1,300.00
Start time/date: August 15th 8:30 AM		<input type="checkbox"/> Private Vehicle _____ miles @ \$ 0.33	\$ 0.00
End time/date: August 17th 2 PM		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Location: City: Birmingham State: AL		Lodging	
Title of Meeting/Training: (Attach agenda/training brochure) National Prevention Network Conference		night(s) 4.00 @ \$ 145.00	\$ 580.00
		Meals	
Departure Date: August 14th Time: 1:30 PM		Breakfast(s) 1 @ \$ 16.00	\$ 16.00
Return Date: August 18th Time: 1 PM		Lunch(s) 3.00 @ \$ 17.00	\$ 51.00
		Dinner(s) 4.00 @ \$ 31.00	\$ 124.00
Place of Lodging: Sheraton Birmingham		Registration/Tuition: 1.00 @ \$ 800.00	\$ 800.00
Cancel Date:		Cancel Date: August 5th 2023	\$
Phone Number: 1 205-324-5000		Total Expenses	
		\$ 2,871.00	

Credit Card Use: Yes No Date Needed: _____

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Krista Timm

Digitally signed by Krista Timm
Date: 2023.05.15 16:37:07 -07'00'

Signature of Employee & Date

Out of state travel: Yes No (Attach Resolution for Out of State Travel)

Approved by Supervisor: Nancy Wenzel Digitally signed by Nancy Wenzel Date: 2023.05.17 15:37:05 -07'00' Date: _____

Approved by Director: Dr. Daniel Kaminsky Digitally signed by Dr. Daniel Kaminsky Date: 2023.05.17 15:37:17 -07'00' Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation

Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1



Agenda at a Glance

Agenda at a Glance

Day 1: August 15th

8:00 AM - Registration, Continental Breakfast & Exhibitor Viewing

8:30 AM - Conference Welcome & Opening

9:00 AM - Plenary Session

10:00 AM - Networking Break & Exhibitor Viewing

10:15 AM - Power Session I

11:45 AM - Lunch (On Your Own)

1:15 PM - Workshop Session I

2:30 PM - Networking Break & Exhibitor Viewing

2:45 PM - Workshop Session II

4:00 PM - Closing; Enjoy Birmingham!

Day 2: August 16th

8:00 AM - Registration, Continental Breakfast & Exhibitor Viewing

8:30 AM - NPN Awards Presentation

8:45 AM - Plenary Session

9:45 AM - Networking Break & Exhibitor Viewing

10:00 AM - Power Session II

11:30 AM - Lunch (On Your Own)

1:30 PM - Workshop Session III

2:45 PM - Networking Break & Exhibitor Viewing

3:00 PM - Workshop Session IV

4:15 PM - Closing; Enjoy Birmingham!

Day 3: August 17th

8:00 AM - Registration, Continental Breakfast & Exhibitor Viewing

8:30 AM - Power Session III

10:00 AM - Networking Break & Exhibitor Viewing

10:15 AM - Workshop Session V

11:30 AM - Lunch (Provided)

12:30 PM - Closing Plenary Session

2:00 PM - Conference Adjourns

*The agenda above is schedule to change.

Conference Host and Sponsor



Follow Us

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: November 1- 4, 2023		TA#	
Funding Source: FPH			
Employee Attending: Mindy Pomerinke		Estimate of Cost (Includes all costs even prepaid)	
		Transportation	
Meeting/Training: Grant Professionals Assoc. "Grants Summit"		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 650.00
Start time/date: November 1, 3:30 PM		<input type="checkbox"/> Private Vehicle _____ miles @ \$ 0.33	\$ 0.00
End time/date: November 4, 12:00 PM		<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus	\$ 100.00
Location: City: Kansas City State: MO		Lodging	
Title of Meeting/Training: (Attach agenda/training brochure) Grants Summit		night(s) 4.00 @ \$ 275.00	\$ 1,100.00
		Meals	
Departure Date: October 31, 2023	Time: 5:00 AM	Breakfast(s) 2 @ \$ 14.00	\$ 28.00
Return Date: November 4, 2023	Time: midnight	Lunch(s) 3.00 @ \$ 16.00	\$ 48.00
		Dinner(s) 5.00 @ \$ 29.00	\$ 145.00
Place of Lodging: Loews Kansas City Hotel		Registration/Tuition: 1.00 @ \$ 595.00	\$ 595.00
Cancel Date: October 28, 2023		Cancel Date:	\$
Phone Number: 816-897-7070 / 800-235-6397		Total Expenses	
		\$ 2,666.00	

Credit Card Use: Yes No Date Needed: _____

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Melinda Pomerinke

Signature of Employee & Date

Out of state travel: Yes No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: _____ Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

GPA GrantSummit - Schedule at a Glance

All times are Central Daylight Time

As of 3/23/2023 - Schedule subject to change. In-Person & Virtual Options will be available in more detail soon.

Tuesday, October 31, 2023	
Time	Event
8:00 am - 5:00 pm	GPA Board of Directors Meeting

Wednesday, November 1, 2023	
Time	Event
8:00 am - 12:00 pm	GPA Board of Directors Meeting
11:00 am - 6:00 pm	Registration Open/GPA Information Desk
11:00 am - 3:30 pm	Exhibitor Set-up
12:00 pm - 4:00 pm	PreConference Session
1:00 pm - 4:00 pm	Chapter PreConference Session
1:00 pm - 4:00 pm	GPCI Board of Directors Meeting
3:30 pm - 4:00 pm	Newcomers Reception
4:00 pm - 6:00 pm	Welcome Reception with Exhibitors and Meet & Greet with GPA Board
5:00 pm - 6:00 pm	3rd Annual GPA Spelling Bee

Thursday, November 2, 2023	
Time	Event
6:00 am - 7:00 am	Walk/Run
7:30 am - 4:30 pm	Registration Open/GPA Information Desk
7:30 am - 3:00 pm	Expo Hall Open
7:30 am - 9:00 am	Breakfast Buffet
7:30 am - 8:45 am	GPF Scholar/Donor Breakfast (Invite Only)
9:00 am - 10:30 am	Opening Session with 25th Anniversary & Annual Meeting
10:30 am - 11:00 am	Expo Hall Break
11:00 am - 12:00 pm	Concurrent Sessions
12:00 pm - 1:30 pm	Networking Lunch
1:30 pm - 2:30 pm	Concurrent Sessions
2:30 pm - 3:00 pm	Expo Hall Break
3:00 pm - 4:00 pm	Concurrent Sessions
4:15 pm - 5:30 pm	Conference Connect Sessions
4:30 pm - 7:00 pm	GPCI Reception (Invite Only)
Evening (In-Person)	Evening on Your Own to Explore Kansas City, Game Rooms

Friday, November 3, 2023	
Time	Event
6:00 am - 7:00 am	Walk/Run
6:00 am - 7:00 am	Yoga
7:30 am - 4:30 pm	GPA Information Desk Open
7:30 am - 3:00 pm	Expo Hall Open
7:30 am - 8:30 am	Breakfast Buffet

BLOGS

[MORE \(/NEWS/\)](/NEWS/)

5/23/2023

[The Un-Retirement \(/news/639305/The-Un-Retirement.htm\)](/news/639305/The-Un-Retirement.htm)

5/30/2023

[Coping with Writer's Block: First, Accept You're a Writer \(/news/640642/Coping-with-Writers-Block-First-Accept-Youre-a-Writer.htm\)](/news/640642/Coping-with-Writers-Block-First-Accept-Youre-a-Writer.htm)

CALENDAR

[MORE \(/EVENTS/EVENT_LIST.ASP\)](/EVENTS/EVENT_LIST.ASP)

6/1/2023

[North Florida Chapter: Expanding Your Grant Seeking Strategy \(While Still Being Sustainable\) \(/events/EventDetails.aspx?id=1746181\)](/events/EventDetails.aspx?id=1746181)

6/1/2023

[GPA Webinar: Grant Writing in the Age of AI: A Peer-to-Peer Town Hall about Facts, Fears, & Future \(/events/EventDetails.aspx?id=1724904\)](/events/EventDetails.aspx?id=1724904)

Contact Us

10540 Marty Street, Suite 240
Overland Park, KS 66212
Phone: 913.788.3000



<https://www.youtube.com/watch?v=1577D10B068> (<https://www.youtube.com/watch?v=1577D10B068>)

Quicklinks

Store

<https://grantprofessionals.site-ym.com/store/default.aspx>

Advertise/Media/PR

<https://grantprofessionals.site-ym.com/advertise>

Privacy Policy

<https://grantprofessionals.site-ym.com/page/privacypolicy>

GPA Fraud Prevention Reminders

<https://grantprofessionals.site-ym.com/page/fraudprevention>

GPA Logo Usage Policy

<https://grantprofessionals.site-ym.com/page/logopolicy>

GPA Conflict of Interest Policy

[\(/resource/resmgr/policies/gpa.conflict.interest_policy.pdf\)](/resource/resmgr/policies/gpa.conflict.interest_policy.pdf)

GPA Whistleblower Policy

[\(/resource/resmgr/policies/gpa.whistleblower_policy.pdf\)](/resource/resmgr/policies/gpa.whistleblower_policy.pdf)

Our Mission

The mission of GPA is empowering grant professionals and those they serve through:

- Advocating for members and the grants profession
- Creating powerful communities and connections
- Fostering excellence in professional practice

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COUNTY COMMISSIONER GUNNER
FULMER AND COMMUNITY
HEALTH EMPLOYEE (KNIGHT)

RESOLUTION NO. 23

WHEREAS, Commissioner Gunner Fulmer and Maria Knight have requested approval for out of state travel to travel to Baltimore, Maryland to attend the Policy Academy on Behavioral Health Crisis Mapping, July 25 through July 27, 2023; and

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

WHEREAS, pursuant to County policy, an Employee Travel Authorization form will be submitted; now therefore

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

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

*Passed this 5th day of **June, 2023** 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, Commissioner, District 3

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

Jill Munns

From: Diane Harris
Sent: Thursday, May 11, 2023 7:13 AM
To: Jill Munns
Subject: FYI Fwd: Walla Walla SAMSHA Policy Academy Team

From: "Nancy Wenzel" <NWenzel@co.walla-walla.wa.us>
Subject: Walla Walla SAMSHA Policy Academy Team
Date: 10 May 2023 12:38
To:

Good Morning,

This is the group we submitted for the SAMSHA Policy Academy on Behavioral Health Crisis Mapping for Walla Walla County, taking place in Baltimore, MD July 25-27, 2023. You will be receiving information soon about travel arrangements and the academy from SAMSHA and/or A-G Associates who are helping with logistic support. Thank you for agreeing to participate in this important work.

1. Nancy Wenzel, Walla Walla County Community Health Administrator, nwenzel@co.walla-walla.wa.us Cell: 509-540-1327
2. Maria Knight, Walla Walla County Behavioral Health Manager, mknight@co.walla-walla.wa.us
3. Kate Morrison, Trilogy Recovery Community, Executive Director, kate@trilogyrecovery.org
4. Brian Delano, Providence Population Health, Community Health Worker, Brian.Delano@providence.org,
5. Karen Hayes, Providence, Manager, Community Health Investment, Karen.Hayes@providence.org
6. Tyrone Bryant, Comprehensive Mental Health tyrone.bryan@comphc.org
7. Megan Celedonia, Governor's Office, 988 Hotline & Behavioral Health Crisis System Coordinator, megan.celedonia@gov.wa.gov
8. Gunner Fulmer, Walla Walla County Commissioner, gfulmer@co.walla-walla.wa.us
9. Alayna Brinton, Community Health Advisory Board, alaynabrinton@anchorpointcounseling.hush.com

Sincerely,

Nancy Wenzel
Administrative Director
Walla Walla County Department of Community Health
509-524-2660

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING
NANCY WENZEL TO SIGN
DEVELOPMENTAL DISABILITY
CONTRACTS BETWEEN WALLA
WALLA COUNTY AND DSHS



RESOLUTION NO. 23

WHEREAS, the Board of County Commissioners has signed Department of Social and Health Services (DSHS) Developmental Disabilities contract; and

WHEREAS, DSHS has on file that Nancy Wenzel is the designated signer; and

WHEREAS, changing the authorized signer with the yearly Board of County Commissioner chair change creates an undue hardship for DSHS process; and

WHEREAS, this amended contract and services provided under it are a benefit to County residents and approved by our legal department; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby authorize the DSHS Developmental Disabilities contract and amendments to be signed by Nancy Wenzel, Administrative Director after legal review and approval.

Passed this 5th day of June, 2023 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, Commissioner, District 3

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

a) **Action Agenda Items:**

- 1) Resolution – Approving out of state travel for County Coroner and Coroner's Office Staff Member
- b) Discussion/possible action re additional computer and equipment for part-time Coroner office employee
- c) Office update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR THE
COUNTY CORONER AND
CORONER'S OFFICE STAFF
MEMBER

}

RESOLUTION NO. 23

WHEREAS, Walla Walla County Coroner Richard Greenwood requests out of state travel approval to allow his attendance and Coroner's staff member Alyssa Wells to attend the International Association of Coroners and Medical Examiners (IACME) 2023 Annual Training Symposium, to be held July 16-20, 2023 in Las Vegas, Nevada; and

WHEREAS, Mr. Greenwood has advised this Board (email dated May 17, 2023) that this training is a necessary part of the mandatory accreditation of staff and office which will be required beginning in 2025; and

WHEREAS, both Mr. Greenwood and Ms. Wells have each been awarded with a \$1500.00 scholarship from the IACME; and

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

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

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

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

Passed this 5th day of June, 2023 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

Jennifer R. Mayberry, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

Gunner Fulmer, Commissioner, District 3

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

Richard Greenwood

Sent: Wednesday, May 17, 2023 9:43 AM
To: bocc@co.walla-walla.wa.us
Cc: Diane Harris; Jill Munns
Subject: Out of state training.

Good morning.

Walla Walla County Coroner's Office is requesting approval for two staff members for out of state travel to the International Association of Coroners and Medical Examiners Annual Training. This held every year in Las Vegas. We have not attended since 2018. This training is a necessary part of the mandatory accreditation of staff and office which be required starting in 2025. IACME has awarded WWCCO two scholarships at \$1,500.00 each.

Please find attached agenda and employee travel authorizations forms.

Thank You!

Richard Greenwood
Coroner, Walla Walla County
310 West Poplar Street Suite 2
Walla Walla, WA.
Office 509-524-2845
Fax 509-524-2848
Cell 509-629-3281
rgreenwood@co.walla-walla.wa.us

**WALLA WALLA COUNTY
Employee Travel Authorization**

Date of Request 5/30/2023

Employee Attending:	Estimate of Cost (Includes all costs even prepaid)	
Alyssa Wells Coroner's Office	Transportation	
	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$518.00 \$
Meeting/Training: Start time/date: 0700 7/17/23 End time/date: 1700 7/20/23	<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus	\$45.00
Location: City: Las Vegas State: NV	Lodging	
Title of Meeting/Training: IACME Training (Attach agenda/training brochure)	6 night(s) @ \$91.00	\$546.00
Departure Date: 7/16/23 Time: 1335	Meals	
Return Date: 7/21/23 Time: 1252	Breakfast(s) 5 @ \$16.00	\$80.00
	Lunch(s) 5 @ \$17.00	\$85.00
	Dinner(s) 5 @ \$31.00	\$155.00
Place of Lodging: Golden Nugget Hotel / Casino	Registration/Tuition	
	Cancel Date: 6/16/23	\$485.00
Phone Number: 800-311-5371	Total Expenses	
		\$1914.00

Credit Card Use: Yes No Date Needed: _____

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

Alyssa Wells
Signature of Employee

Date: 5 30 23

Recommended: Yes No
Richard Greenwood
Supervisor Signature

Date: 5 30 23

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

Approved: Yes No
[Signature]
Elected Official/Department Head

Date: 5/30/23

**WALLA WALLA COUNTY
Employee Travel Authorization**

Date of Request 5/30/2023

Employee Attending:	Estimate of Cost (Includes all costs even prepaid)	
Richard Greenwood Coroner's Office	Transportation	
	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$518.00 \$
Meeting/Training: Start time/date: 0700 7/17/23 End time/date: 1700 7/20/23	<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus	\$45.00
Location: City: Las Vegas State: NV	Lodging	
Title of Meeting/Training: IACME Training (Attach agenda/training brochure)	6 night(s) @ \$91.00	\$546.00
Departure Date: 7/16/23 Time: 1335	Meals	
Return Date: 7/21/23 Time: 1252	Breakfast(s) 5 @ \$16.00	\$80.00
	Lunch(s) 5 @ \$17.00	\$85.00
	Dinner(s) 5 @ \$31.00	\$155.00
Place of Lodging: Golden Nugget Hotel / Casino	Registration/Tuition	
	Cancel Date: 6/16/23	\$485.00
Phone Number: 800-311-5371	Total Expenses	
		\$1914.00

Credit Card Use: Yes No Date Needed: _____

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

Signature of Employee Date: _____

Recommended: Yes No

Supervisor Signature Date: _____

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

Approved: Yes No


Elected Official/Department Head Date: 5/30/23

Alyssa D. Wells

From: IACME Info <info@theiacme.com>
Sent: Friday, May 19, 2023 12:44 PM
To: Alyssa D. Wells
Subject: Congratulations on Earning an IACME Training Symposium Scholarship

You don't often get email from info@theiacme.com. [Learn why this is important](#)

Hi Alyssa,

Congratulations! You have been selected to earn an IACME Training Symposium Scholarship! We appreciate your time and interest in attending the symposium and completing the registration and payment process.

There is nothing more you need to do for the scholarship now. We have recorded your award and will be providing additional information on where to submit travel receipts before the symposium begins. Please note that you will need to attend the Opioid/Drug Overdose Investigation and Child Death Investigation Workshops to be reimbursed. The day/time of the workshops will be provided in the coming weeks and available on the [2023 Training Symposium site](#).

The IACME is providing reimbursement for the following expenses up to \$1500:

- IACME 2023 Training Symposium Registration (either Basic or Advanced)
- Hotel stay at the Golden Nugget booked through the [IACME's website](#) from July 15-21, 2023, inclusive of hotel taxes and resort fees. The code for booking at the discounted rate is: **GSAC23**
- Basic airfare, including basic/economy seating and taxes
- Be sure to keep your receipts for the hotel and airfare to submit to the IACME after the symposium (more info will be sent on submission as we get closer to the start of the Symposium)

Non-reimbursable costs include airfare seat upgrades, luggage fees, food/alcohol, and other airline fees. Room upgrades and charges to the room, such as food or movies, cannot be reimbursed. Other travel fees, such as vehicle travel, parking, taxis/rideshares, per diem, incidentals, and other transportation costs are not reimbursed. Should you wish to cancel your registration and forfeit your scholarship, please notify info@theiacme.com with your cancellation request. A registration refund, minus \$15 for processing fees, is available until June 16, 2023.

We are looking forward to seeing you at the IACME 2023 Training Symposium! The symposium content will also be available for on-demand viewing after the end of the training.

Please do not hesitate to reach out to us with any questions.

Best regards,
John Fudenberg
IACME Executive Director
(702) 706-5880

--

INTERNATIONAL ASSOCIATION OF CORONERS & MEDICAL EXAMINERS (IACME)

Annual Training

SYMPOSIUM



Registration Guide

The International Association of Coroners & Medical Examiners has over 90 years experience in the presentation of educational seminars for the purpose of assisting Coroners and Medical Examiners in the performance of their duties. This commitment is enshrined in the Association's mission statement, "The International Association of Coroner & Medical Examiners is committed to advancing the accurate determination of the cause and the manner of death through the utilization of science, medicine and the law." This organization currently hosts over 2,100 members who collaborate and learn from each other.

The 2023 Annual Training Symposium will be a valuable opportunity to network with Coroners, Medical Examiners, Medicolegal Death Investigators and their staffs. This Symposium provides state of the art training to the attendees, who number in excess of 600. This is an excellent opportunity for you to network with medicolegal professionals across the world. This prospectus will highlight the information you need to participate in the International Association of Coroners & Medical Examiner's Annual Training Symposium, July 16-20, 2023, in Las Vegas, Nevada.

JULY 16-20, 2023

LAS VEGAS, NV
GOLDEN NUGGET HOTEL



ATTENDEE REGISTRATION

The International Association of Coroners & Medical Examiners (IACME) has over 80 years of experience in the presentation of educational seminars for the purpose of assisting Coroners and Medical Examiners and other forensic specialists in the performance of their duties. This commitment is enshrined in the Association's mission statement, "The International Association of Coroners & Medical Examiners is committed to advancing the accurate determination of the cause and the manner of death through the utilization of science, medicine and the law." This training symposium will bring together leaders in medicolegal death investigations to one location for training and education. This Annual Training Symposium will be a valuable opportunity to network with Coroners, Medical Examiners, Deputy Medical Examiners and their staff. This is an excellent opportunity to interface with other professionals like yourself.

SYMPOSIUM RESERVATIONS & QUESTIONS

IACME Corporate Office
840 S. Rancho Dr. Suite 4-410
Las Vegas, NV 89106
(702) 645-4050
john.fudenberg@theiacme.com
www.theiacme.com

REGISTRATION FEES

Contact us for group discounts. Registration is refundable, minus a processing cost of \$15, until June 16, 2023. Registration cancellation from June 17, 2023 to July 12, 2023, will result in a 50% refund of registration costs. Registration cancellations after July 13, 2023 will not be refunded. All non-member attendees will receive a free 2023 membership.

ADVANCED MEDICOLEGAL SYMPOSIUM

\$450.00 USD for Members*

\$650.00 USD for Non-members

*Scholarships available for in person & Virtual Attendance

To apply for a scholarship, go to this link:

<https://theiacme.com/page/2023Scholarships>

BASIC MEDICOLEGAL INVESTIGATION COURSE

\$450.00 USD Members*

\$650.00 USD Non-members

*Scholarships available for in person attendance

To apply for a scholarship, go to this link:

<https://theiacme.com/page/2023Scholarships>

THE ACCREDITATION WORKSHOP

Complimentary for Registered Attendees

Accreditation Workshop will be available to Virtual Attendees

HOTEL ACCOMMODATIONS

Golden Nugget Hotel

129 East Fremont Street, Las Vegas, NV 89101

(800) 331-5731

<https://goldennugget.reztrip.com/ext/promoRate?property=1115&mode=b&pm=true&sr=792690&vr=3>

As low as \$60.00 per night plus 13% tax and discounted resort fee of \$20.00 plus 13% tax.

Ask for the IACME discount symposium rate using code **GSIAc23**. Be sure to secure your reservations as soon as possible. This rate is available through June 29, 2023 or until this reserved block of rooms fill.

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Coroner's Office
North Charleston, SC



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Jennifer Snippen
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Medicolegal Death Investigator
and Educator
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JMount Vernon, WA



Erin Worrell
Chief of Investigations
Denver Office of the Medical Examiner
Denver, CO

THANK YOU TO OUR FOLLOWING PARTNERS:



**Global Forensic
and Justice Center**

SYMPOSIUM AGENDA

Basic Medicolegal Investigation Course: Sunday-Thursday

Advanced Medicolegal Symposium: Monday - Thursday

SATURDAY, JULY 15

9:00am - 5:00pm IACME Committee Meeting

SUNDAY, JULY 16

9:00am - 12:00pm Executive Committee Meeting

1:00pm - 4:00pm Board of Directors Meeting

7:00am - 8:00am Basic MDI Course Registration

8:00am - 5:00pm Basic MDI Course

5:00pm - 7:00pm Advanced Medicolegal Symposium Course Registration

5:30pm - 8:00pm Exhibit Hall Open, Welcome Reception, & Poster Session

MONDAY, JULY 17

7:00am - 8:00am Registration

7:30am - 5:00pm Exhibit Hall Open

8:00 am - 9:00am IACME Opening Ceremonies

9:00am - 5:00pm Basic MDI Course

9:00am - 5:00pm Advanced Medicolegal Symposium Course

6:00pm - 10:00pm IACME Networking Event
KA - Cirque du Soliel Show at the MGM Grand

TUESDAY, JULY 18

7:30am - 12:00pm Exhibit Hall Open

8:00am - 5:00pm Basic MDI Course

8:00am - 5:00am Advanced Medicolegal Symposium Course

7:00pm - 10:00pm IACME Pool Side Reception
(The Hideout at the Pool 3rd Level)

WEDNESDAY, JULY 19

8:00am - 11:30am Basic MDI & Advanced Medicolegal Symposium Course

11:30am - 1:30pm General Membership Meeting/
Luncheon

1:30pm - 5:00pm Basic MDI & Advanced Medicolegal Symposium Course

THURSDAY, JULY 20

8:00am - 5:00pm Basic MDI and Advanced Medicolegal Symposium Course

FRIDAY, JULY 21

9:00am ABMDI Exam *Pre-register at www.abmdi.org*

BASIC MEDICOLEGAL INVESTIGATION COURSE

Presented by the IACME and Hosted by The Clark County Office of the Coroner/Medical Examiner (CCOCME)

Sunday - Thursday
July 16 - 20, 2023
8:00AM - 5:00 PM

ABMDI Test Available
Friday, July 21, 2023

\$450.00 USD Members
\$650.00 USD Non-Members

Course Description

This Basic MDI course is designed for medicolegal death investigators, and is intended to familiarize them with the operation of a medicolegal death investigation system, and the role of a medicolegal death investigator. Topics presented will provide a medicolegal investigator a solid foundation. The training provided will give the attendee the Fundamental information and expertise required to conduct death scene investigations as a medicolegal death investigator. Topics will cover the Fundamental and provides advanced training for those already working in the field. The Advanced Medicolegal Training Symposium and Basic MDI Courses will be approved for Nevada Post, ABMDI, and AMA PRA Category 1 Credit(s)™.

This course is considered a full formal session of the IACME Annual Training Symposium. Those who register for this course will be invited to the opening ceremony and all social events (additional charges will apply to the Monday night networking event). Please review the IACME website for agendas and more information. www.theiacme.com

Who Should Attend

- Medicolegal Death Investigators
- Coroners
- Medical Examiners
- All levels of health care professionals
- Law Enforcement Personnel
- Forensic Technicians
- Forensic Nurses
- Investigators
- Detectives
- Students
- Emergency Medical Personnel
- Organ, Tissue, and Eye Donation Professionals

Curriculum

- Overview of Medicolegal Systems
- Ethics
- Cause and Manner of Death
- Death Scene Investigation Protocols
- Identification Processes
- Next of Kin Notification
- Decomposition and Postmortem Artifacts
- Sharp Force Injuries
- Gunshot Wounds
- Blunt Force Trauma
- Drowning & Fire Deaths
- Investigating Autoerotic Deaths
- Child Death Investigations
- Report Writing
- Mass Fatality Preparedness



ADVANCED MEDICOLEGAL SYMPOSIUM

Presented by the IACME and Hosted by The Clark County Office of the Coroner/Medical Examiner (CCOCME)

Monday - Thursday
July 17 - 20, 2023
8:00AM - 5:00 PM

ABMDI Test Available
Friday, July 21, 2023

\$450.00 USD Members
\$650.00 USD Non-Members

Course Description

The Advanced Medicolegal Symposium is designed to provide Medicolegal professionals and those in positions relating to Medicolegal death investigation an in depth view and study of more Advanced Medicolegal Symposium concepts Topics presented will provide attendees with a variety of comprehensive details areas of learning. These presentations will focus on foundational advanced death investigative theories and introduce new emerging trends. The Advanced Medicolegal Symposium and Basic MDI Course is applying for Nevada Post, ABMDI, and AMA PRA Category 1 Credit(s)[™].

Who Should Attend

- Medicolegal Death Investigators
- Coroners
- Medical Examiners
- All levels of health care professionals
- Law Enforcement Personnel
- Forensic Technicians
- Forensic Nurses
- Investigators
- Detectives
- Students
- Emergency Medical Personnel
- Organ, Tissue, and Eye Donation Professionals

Curriculum

- Contemporary Medicolegal Death Investigation Topics
- Deaths and Custody
- Internet Profiling
- High Profile Cases
- Organ/Tissue Donation
- Missing Persons
- In Depth Case Studies
- Child/Infant Death Investigation
- Federal Grants
- Medicolegal Death Investigation Accreditation
- Leadership
- Wellness/Mental Health
- Opioid/Drug Overdose Investigation

Those who register for this course will be invited to the opening ceremony and all social events (additional charges will apply to the Monday night networking event). Please review the IACME website for agendas and more information. www.iacme.com



THANK YOU 2022 CORPORATE SUPPORTERS

Advanced Detection Solutions
Aftermath Services LLC
American Association of Pathologists' Assistants (AAPA)
The Anita Kausmann Foundation
ANAB
Artivion
The Autism BrainNet
Avenu Insights & Analytics
CDC National Center of Health Statistics
Cohero
Death Investigation Training Facility
The Dodge Company
EM Adams Company
Florida International University Global Forensic & Justice Center
Forensic Radiology Group
LifeNet Health
Lodox NA LLC
MinXray, Inc.
Mitotyping Technologies
Molecular DX
Mopec
Mortech Manufacturing
Nevada Donor Network
Nutwell Logistics
NMS Labs
National Network of Public Health Institutes
OIC Advance
Olivier Biodefense
Salam International, Inc.
Shiva Shade
SUID Investigations/Safe Start
Thermo Fisher Scientific
Valor Technical Cleaning
VertiQ Software LLC

THANK YOU TO OUR FOLLOWING PARTNER:





INTERNATIONAL ASSOCIATION OF CORONER & MEDICAL EXAMINERS

2023 Annual Training Symposium
Las Vegas, NV

Dates: July 17 - 21, 2023

Location: Golden Nugget Hotel
129. E. Fremont Street
Las Vegas, NV 89101
800.634.3454

Room Rate: Be sure to secure your reservations as soon as possible. This rate is available through June 29, 2023 or until this reserved block of rooms fill to capacity.

As low as \$60.00 per night plus 13% tax and discounted resort fee of \$20.00 plus 13% tax. Ask for the IACME discount symposium rate using code GSIAC23.

2023 IACME ANNUAL TRAINING SYMPOSIUM REGISTRATION

Group discounts are available for symposium registrations. Call for pricing. Registration includes training materials and a welcome packet.

Please register online at: <https://theiacme.com/page/2023TrainingSymposium>

Advanced (Multi-legal) Symposium Social Events

\$450.00 Members

\$650.00 Non-members*

*Scholarship are available to Virtual Attendees To apply, go to: <https://theiacme.com/page/2023Scholarships>

\$35.00 Opening Reception Guest - July 17 QTY ____

\$50.00 Social Event TBD - July 18

\$35.00 Pool Reception at Golden Nugget- July 18

The Accreditation Workshop

Complimentary for Registered Attendees

Basic (Medical) Investigating Course

\$450.00 Members

\$650.00 Non-members*

*Scholarship are available to In Person Attendees. To apply, go to: <https://theiacme.com/page/2023Scholarships>

*All non-members will receive a free 2023 membership. IACME MEMBERSHIP: Go to www.theiacme.com for complete membership information and applications or call (702) 645-4050.

Name _____

Address _____

E-mail _____

Agency _____ Cell Phone _____

Your information above will be provided to the exhibitors of the IACME Annual Training Symposium and also online in the members only section of the IACME website.

Check here if you would like your name and contact information removed from these lists.

Amount Enclosed \$ _____

Submit registration and payment in the form of a check to: IACME

• 840 S. Rancho Dr. Suite 4-410, Las Vegas, NV 89106

(or) pay online at www.theiacme.com.

All rates stated here are in USD.

Registration refund minus \$15 processing costs until June 16, 2023. 50% refund of registration fees from June 17 to July 12, 2023. No refunds after July 13, 2023.

Jill Munns

From: Jill Munns
Sent: Tuesday, May 30, 2023 7:18 AM
To: Richard Greenwood
Cc: Chad Goodhue; Diane Harris
Subject: RE: ADP 20230309095545scan.pdf

Richard,

Just a reminder that I have you on next week's agenda, June 5 at 2:00 p.m. I couldn't find where I sent you a time you would be on at, so wanted to make sure I reached out to you.

Have a great week!

Jill Munns

Assistant Clerk of the Board

Walla Walla County Commissioners Office
(509) 524-2514 Direct
jmunns@co.walla-walla.wa.us

NOTICE: All emails, and attachments, sent to and from Walla Walla County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56)

From: Jill Munns
Sent: Wednesday, May 17, 2023 9:46 AM
To: Richard Greenwood <rgreenwood@co.walla-walla.wa.us>
Cc: Chad Goodhue <cgoodhue@co.walla-walla.wa.us>; Diane Harris <DHarris@co.walla-walla.wa.us>
Subject: RE: ADP 20230309095545scan.pdf

Good morning,

My apologies, that's my fault and it's been on my to do list. Thank you for the reminder. Commissioners would like to have you come in on the June 5 agenda for an update and have the following questions related to your ADP. Are you available to come in on June 5?

- 1) Is there another computer she can use assigned to the coroners office?
- 2) Or does IT have an extra laptop?
- 3) Is it in your budget to pay \$2000 for a computer for her?
- 4) How many hours does she work a month?

And lastly, if this were to move forward, she would need to take all the required new employee computer training.

Thank you!

Jill Munns

Assistant Clerk of the Board

Walla Walla County Commissioners Office

(509) 524-2514 Direct

jmunns@co.walla-walla.wa.us

NOTICE: All emails, and attachments, sent to and from Walla Walla County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56)

From: Richard Greenwood <rgreenwood@co.walla-walla.wa.us>

Sent: Wednesday, May 17, 2023 9:28 AM

To: Jill Munns <jmunns@co.walla-walla.wa.us>

Cc: Chad Goodhue <cgoodhue@co.walla-walla.wa.us>

Subject: FW: ADP 20230309095545scan.pdf

Good morning. I have not heard back on this yet. Thank You!

From: Richard Greenwood

Sent: Thursday, March 9, 2023 10:00 AM

To: Chad Goodhue <cgoodhue@co.walla-walla.wa.us>; Diane Harris <DHarris@co.walla-walla.wa.us>

Subject: ADP 20230309095545scan.pdf

Good morning. Please find attached two ADPs. One for a laptop for on call deputy and one for monitors. Any questions let us know. Thank you!

Richard Greenwood

Coroner, Walla Walla County

310 West Poplar Street Suite 2

Walla Walla, WA.

Office 509-524-2845

Fax 509-524-2848

Cell 509-629-3281

rgreenwood@co.walla-walla.wa.us

Richard Greenwood

To: tspurchasing

Walla Walla County Request for ADP Purchase For Software and Hardware				
Department: <i>Cocaine</i>		Phone: <i>509-524-2644</i>	ADP#:	
Authorized Requestor: <i>Richard Greenwood</i>		For User: <i>Neosha Guse</i>	Date Needed: <i>3-31-23</i>	Primary Use: <i>Case management</i>
Funding Code	Known Source:	Source Phone:	Contact:	
<input checked="" type="checkbox"/> Current Expense <input type="checkbox"/> Grant – Describe:				
For grants, has the appropriate grant questionnaire been submitted and approved by the BoCC?				
ITEM	DESCRIPTION	QTY	COST	ITEM TOTAL
1	<i>laptop</i>	1		<i>2,000.00</i>
2				
3				
4				
5				
6				
<p><u>For PC's/Laptops/Tablets/Printers/FAX/Monitors/Phones the following section must be completed:</u></p> <p>The above item(s) <input checked="" type="checkbox"/> does <input type="checkbox"/> does not - increase the total device count for this/these items in this department.</p> <p>If this purchase increases the number of computing devices additional software licensing may be needed.</p> <p>For each item ordered above, upon deployment of the new device this department will immediately return the same number of devices to Technology Services or surplus the items. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><u>If no, explain:</u> <i>Neosha has never had her own computer</i></p> <p>The above purchase replaces assets with the following tags:</p>				
Special Instructions/Comments:			Sub Total	<i>2,000.00</i>
			Tax	
			Shipping	
			Total	
For Hardware			For Software	

<p>Will this device ever be connected to the county network or be connected to a device that is already connected to the county network? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p> <p>Will support of this device require the purchase of additional hardware or software by Technology Services? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure</p> <p>Is software part of this purchase? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, please answer the questions pertaining to software.</p> <p>Will this purchase affect the current year "Current Expense" fund? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does this purchase carry licensing, maintenance, or any other program that will affect following year's current expense fund? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No -If yes, what is the yearly obligation? \$? -If yes, have the commissioners approved this purchase? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Licensing for this software is per: <input type="checkbox"/> Seat <input checked="" type="checkbox"/> User <input type="checkbox"/> Computer <input type="checkbox"/> Node <input type="checkbox"/> Year <input type="checkbox"/> Unsure</p> <p>Does this purchase include adequate licensing for your current needs? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure</p> <p>Does the purchase price include technical support costs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Will this purchase affect the current year "Current Expense" fund? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does this purchase carry licensing, maintenance, or any other program that will affect following year's current expense fund? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No -If yes, what is the yearly obligation? \$ -If yes, have the commissioners approved this purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Approval process is documented by the email threads. Only authorized personnel may request the purchase of technology related items. Master list will be on file in Technology Services.</p>	
<p>Reviewed and approved by Board of County Commissioners:</p>	

Regards,

Chad Goodhue
 509-524-2591
 Director, Technology Services
 315 W. Main St.
 Walla Walla, WA 99362

Richard Greenwood

To: tspurchasing

Walla Walla County
Request for ADP Purchase
For Software and Hardware

Department: <i>Coroner</i>		Phone:	ADP#:
Authorized Requestor: <i>Richard Greenwood</i>		For User: <i>Allison Barnett</i>	Date Needed: <i>3-10-23</i>
Funding Code:		Known Source:	Primary Use: <i>in office</i>
		Source Phone:	Contact:

Current Expense Grant – Describe:
For grants, has the appropriate grant questionnaire been submitted and approved by the BoCC?

ITEM	DESCRIPTION	QTY	COST	ITEM TOTAL
1	<i>2 HP monitors</i>	2	<i>199.00</i>	<i>398.98</i>
2				
3				
4				
5				
6				

For PC's/Laptops/Tablets/Printers/FAX/Monitors/Phones the following section must be completed:

The above item(s) does does not - increase the total device count for this/these items in this department.

If this purchase increases the number of computing devices additional software licensing may be needed.

For each item ordered above, upon deployment of the new device this department will immediately return the same number of devices to Technology Services or surplus the items. Yes No

If no, explain:

The above purchase replaces assets with the following tags:

Special Instructions/Comments:	Sub Total	<i>399.98</i>
	Tax	<i>52.00</i>
	Shipping	<i>0</i>
	Total	<i>451.98</i>

For Hardware

For Software

<p>Will this device ever be connected to the county network or be connected to a device that is already connected to the county network? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p> <p>Will support of this device require the purchase of additional hardware or software by Technology Services? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure</p> <p>Is software part of this purchase? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, please answer the questions pertaining to software.</p> <p>Will this purchase affect the current year "Current Expense" fund? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does this purchase carry licensing, maintenance, or any other program that will affect following year's current expense fund? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>-If yes, what is the yearly obligation? \$ 0</p> <p>-If yes, have the commissioners approved this purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Licensing for this software is per: <input type="checkbox"/> Seat <input type="checkbox"/> User <input type="checkbox"/> Computer <input type="checkbox"/> Node <input type="checkbox"/> Year <input type="checkbox"/> Unsure</p> <p>Does this purchase include adequate licensing for your current needs? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p> <p>Does the purchase price include technical support costs? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will this purchase affect the current year "Current Expense" fund? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does this purchase carry licensing, maintenance, or any other program that will affect following year's current expense fund? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>-If yes, what is the yearly obligation? \$</p> <p>-If yes, have the commissioners approved this purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Approval process is documented by the email threads. Only authorized personnel may request the purchase of technology related items. Master list will be on file in Technology Services.</p>	
<p>Reviewed and approved by Board of County Commissioners:</p>	

Regards,

Chad Goodhue
509-524-2591
Director, Technology Services
315 W. Main St.
Walla Walla, WA 99362

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Proposal 2023 06-05 HR/RM Approval to deny claim for damages (Newton)
 - 2) Execute 2023 Sheriff's Office Administrative Employees Salary Structure MOU
 - 3) Revised Job Description Approval Form – GIS Coordinator for Technology Services Department
 - 4) Revised Job Description Approval Form – Senior Systems Technician changing to Systems Administrator for Technology Services
 - 5) Revised Job Description Approval Form – Senior Office Assistant/Receptionist/Warrant Clerk for Juvenile Justice Center
 - 6) Revised Job Description Approval Form – Senior Office Assistant for Coroner's Office
 - 7) Revised Job Description Approval Form – Environmental Health Specialist II for Community Health Department
 - 8) New Position Approval Form – Suicide Prevention Program Coordinator for Community Health Department
- d) Possible closed session for collective bargaining negotiations pursuant to RCW 42.30.140(4)(a-b)
- e) Possible executive session re: qualifications of an applicant for employment and/or review the performance of a public employee (pursuant to RCW 42.30.110(1)(g))



PROPOSAL

Date: June 5, 2023

Proposal ID#: 2023 06-05 HR/RM-1

To: BOCC

From: Josh Griffith, HR/Risk Manager

Action Item: Aislynn Newton Claim

Summary: Aislynn Newton submitted a claim to the County

Background: Aislynn Newton claims that her daughter jumped into the Walla Walla Memorial Pool/Walla Walla City Pool. Where the child went unconscious next to two possible lifeguards.

Cost: NA

Funding: NA

Conclusion/Recommendation: It is recommended that the County deny Aislynn Newton claim.

Submitted By:

Disposition

Name

Accepted

Josh Griffith

HR/Risk Management

Not Accepted

BOCC Chairman:

Date: _____



MEMO

Date: 6/5/2023

Proposal ID#:

To: BOCC

From: Joshua Griffith, HR/ Risk Management

Action Item: Approval of Memorandum of Agreement-Between the Board of Commissioners of Walla Walla County, Washington and Teamsters Local Union No. 839, Walla Walla County Sheriff's Office Administrative Support Employees to implement New 2023 SO Administrative Support Employees Salary Structure.

Summary: On January 11, 2023, Walla Walla County Board of Commissioners voted on proposal 2023 01-17 HR/RM – 2, to implement HR Compensation Consultants Salary Study Pay Framework. The MOA between Board of Commissioners and Teamsters Local Union No. 839, Walla Walla County Sheriff's Office Administrative Support Employees will implement the salary changes on June 1, 2023.

Funding:

Conclusion/Recommendation: It is recommended that the Board approve and sign the attached Memorandum of Agreement-Between the Board of Commissioners of Walla Walla County, Washington and Teamsters Local Union No. 839, Walla Walla County Sheriff's Office Administrative Support Employees to implement New 2023 SO Administrative Support Employees Salary Structure.

Submitted By:

Disposition

Name

Department

___ Accepted

Joshua Griffith

HR/Risk Mgmt.

___ Not Accepted

BOCC Chairman:

Date:

Memorandum of Agreement
 By and Between
 The Board of Commissioners of Walla Walla County, Washington
 and Teamsters Local Union No. 839, Walla Walla County Sheriff's
 Office Administrative Support Employees

Re: New 2023 SO Administrative
 Support Employees Salary Structure

This is an agreement between the Board of Walla Walla County Commissioners (the County), and the Teamsters Local Union No. 839, Walla Walla County Sheriff's Office Administrative Support Employees, Sheriff's Office Administrative Support Employees (the Union), collectively (the Parties).

Whereas the County commissioned a Reclassification and Compensation Study (the Study) in 2022 to determine the market wage structure and the Parties now wish to implement that structure effective June 1st, 2023.

The Parties hereby agree to replace the 2023 SO Administrative Support Employees Salary Structure in its entirety with the new wage table as set forth below:

Grade		Step A (1)	Step B (2)	Step C (3)	Step D (4)	Step E (5)	Step F (6)	Step G (7)
		6mos.	12 mos.	18 mos.	24 mos.	24 mos.	24 mos.	
4	Hrly	23.39	24.56	25.79	27.09	28.44	29.86	31.35
	40.0	4,054	4,257	4,470	4,695	4,929	5,175	5,434
3	Hrly	21.89	22.99	24.14	25.35	26.61	27.95	29.34
	40.0	3,794	3,984	4,184	4,394	4,612	4,844	5,085
2	Hrly	18.16	19.08	20.04	21.04	22.09	23.19	24.34
	40.0	3,148	3,306	3,473	3,647	3,828	4,020	4,219
1	Hrly	16.50	17.33	18.16	19.08	20.04	21.04	22.09
	40.0	2,860	3,003	3,148	3,306	3,473	3,647	3,828

No incumbent employees shall be adversely impacted with reduced pay as a result of this new salary structure. Incumbents holding positions that will be placed on a lower step in the new wage table than the incumbent's current salary shall continue to be paid in accordance with the existing Salary Structure. This "grandfathering" of incumbents applies only to incumbents currently holding such positions. If an employee moves from that position, any replacement shall be placed at the appropriate rate pursuant to the wage table above.

This Agreement, and the corresponding wage rates, shall become effective on June 1st, 2023.

IN WITNESS THEREOF, the parties hereto set their hands this ___ of _____, 2023. County/Employer

FOR THE EMPLOYER:

FOR UNION:

Chairman of the Board of Commissioners

Jesus Alvarez, Jr., Business Agent

County Commissioner

County Commissioner

Walla Walla County

New Position

Revised Job Description

Job Description

Approval Form

Position: GIS Coordinator Date: 06/05/2023

Department: Tech Services

Pay Grade: 6, Full-time (40 hours/week); FLSA non-exempt; Benefits Apply

Union (Identify): ___ Courthouse Union _____ Non-Bargaining:

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

This updated job description replaces the previous GIS Coordinator position. By adjusting and adding additional responsibility and requirements.

Major Changes:

1. Pay grade moved from a 5 to a 6.
2. Adding FLSA non-exempt to job description.
3. Supervision a responsibility of this position and will oversee the work product of the MSAG/GIS Tech Position.

HR-Approved Job Description Attached.

Reviewed:



Human Resources/Risk Manager

5/31/2023

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: GIS Coordinator

DEPARTMENT: Technology Services

REPORTS TO: Technology Services Manager

PAY GRADE: 6, Full time (40 hrs./wk.), Benefits Apply, **FLSA non-exempt**, Courthouse Union

JOB SUMMARY: Oversees all GIS data, maintains GIS hardware and software, support GIS users, develops and maintains GIS website in coordination with the Technology Services Manager, coordinates and assigns addresses and road names, assist departments with GIS specific needs/projects, and work directly with the public on a per request basis. Support the MSAG Coordinator, Emergency Management, Community Development, Public Works, and all other county departments as needed. Works cooperatively and effectively with the public and other employees.

SUPERVISORY RESPONSIBILITIES: Supervision a responsibility of this position and will oversee the work product of the MSAG/GIS Tech Position.

ESSENTIAL FUNCTIONS:

- Create and support multiple layers in Arc GIS; Knowledge of SQL databases; Experience with object-oriented programming.
- Responsible for County addresses used by the E911 Center to dispatch public safety.
- Assign, change and maintain County addresses and road names, both public and private.
- Create and support multiple layers in Arc GIS; Knowledge of SQL databases; Experience with object-oriented programming.
- Perform Technical Services in Support of County Geographic Information System.
- Communicate in a constructive manner and listen well. Written communications are clear, understandable, concise, including reports, memos, letters, and other written forms. Has the ability to communicate with equal ease with both customers and Vendors.
- Remotely troubleshoot client issues in a clear and positive manner.
- Deliver responsive, competent, and complete service to end users (either internal or external), treating all with respect, empathy, and confidence.
- Personal integrity and the ability to maintain the security and confidentiality of information processed by the department.

EXAMPLE OF DUTIES:

- Work on several projects simultaneously and without supervision; meet deadlines in a timely and accurate manner.
- Document work performed in both a technical and non-technical manner for case tracking and future troubleshooting.
- Trouble shoot various issues related to mapping including database maintenance, data base connectivity, printing maps etc.
- Continually maintain up to date knowledge of best practices with mapping software and hardware. Ability to research new and existing issues for troubleshooting and maintenance of county systems.

- Perform any other functions as directed by the Technology Services Manager.

EQUIPMENT TO BE USED: Electronic computing devices, calculators, network testing equipment, printers and other devices normally associated with the computing industry.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed in an office setting with extended periods of sitting. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and talk and/or hear. The employee is occasionally required to stand, walk, climb or balance; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. This position requires good listening skills and regular and punctual attendance.

KNOWLEDGE AND ABILITIES:

- Knowledge of ESRI suite of software.
- Knowledge of current Windows Server Operating Systems.
- Knowledge of current SQL Database Software.
- Knowledge of current desktop Operating Systems.
- Knowledge of Python.
- Ability to use computer applications for word processing, data base applications, spreadsheets, internet, and computer mapping.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from Elected Officials, Department Heads, County employees and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION AND EXPERIENCE: BA degree in a closely related field with (2) years' experience OR an AA degree in a closely relate field and four (4) years' experience. Proven proficiency with ERSI Arc GIS software is essential.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check, driving record check and fingerprinting.
- Must possess and maintain a valid driver's license.
- Complete local Public Records Act training and Criminal Justice Information System security training within one (1) month of hire date.
- Sign a Non-disclosure Agreement with Walla Walla County.

Policy No.: 10.09.01
HR Effective Date: 06/05/2023

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

Walla Walla County

New Position

Revised Job Description

Job Description

Approval Form

Position: Systems Administrator Date: 06/05/2023

Department: Tech Services

Pay Grade: 7, Full-time (40 hours/week); FLSA non-exempt; Benefits Apply

Union (Identify): ___ Courthouse Union _____ Non-Bargaining:

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

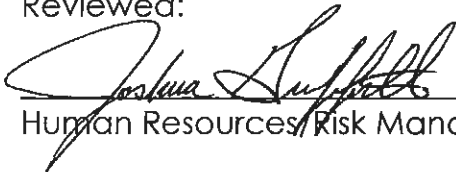
This updated job description replaces the previous Senior Systems Support Technician position. By adjusting and adding additional responsibility and requirements.

Major Changes:

1. Pay grade moved from a 6 to a 7.
2. Adding FLSA non-exempt to job description.
3. Added Microsoft 365
4. This position will provide some task oversight and guidance on the work product the System Support Tech position(s).
5. This position requires progressively responsible and independent work...
6. Performs server system administration.
7. Actively promotes Technology Services Department and its employees.
8. Work in a team-oriented department this position serves as a senior level support technician to user and system support issues. Work contacts include elected officials, department heads, consultants, contractors and other professionals in the computing industry, county employees and the general public.
9. five (5) years' of progressively responsible experience in system/network administration, or a Microsoft Certified Systems Engineer (MCSE) certification and five (5) years'

HR-Approved Job Description Attached.

Reviewed:



Human Resources/Risk Manager

5/31/2023

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Systems Administrator

DEPARTMENT: Technology Services

REPORTS TO: Technology Services Manager and Infrastructure and Operations Supervisor

PAY GRADE: 7, Full-time (40 hours/week); FLSA non-exempt, Benefits Apply, Courthouse Union

JOB SUMMARY: This position serves as a senior technical support specialist and requires an in-depth experience and working knowledge of modern security concepts, software and hardware, networking, system design, peripherals, database administration and system management. It requires a demonstrated knowledge of current versions of Microsoft 365, Microsoft Windows PC and Server operating systems, Microsoft Exchange, Smart Phones, and other industry standard software, hardware, and peripherals as well as a working knowledge of networks, routers and switches to maintain network connectivity. Additionally, this position must have a working knowledge of physical security systems, Audio/Visual systems and remote conferencing hardware and software.

This position will provide some task oversight and guidance on the work product the System Support Tech position(s).

This position requires **progressively responsible and independent work** experience in technical support and helpdesk functions, network support and troubleshooting, server maintenance and troubleshooting, security best practices, fostering professional relationships with users, prioritizing, and scheduling technical support activities as well as system administration.

SUPERVISORY RESPONSIBILITIES: **Full** supervision is not a responsibility of this position. Shall provide work product support and/or training to the Systems Support Technician.

ESSENTIAL FUNCTIONS:

- Support and respond to all security events in the network including intrusion prevention, intrusion detection and remediation across all County servers, desktop/laptops and network.
- **Performs server system administration.**
- Monitor server performance and disk storage space.
- Install and maintain computer hardware and software.
- Install and maintain server and network core components.
- Manage the County's Office 365 Tenant.
- Troubleshoot and manage current Microsoft Windows PC operating systems and other desktop application problems on PC's, laptops as required.
- Troubleshoot current server operating systems and other server applications.
- Monitor and troubleshoot networking issues.
- Support and maintain the County's backup infrastructure.
- Maintain personal and shared network storage for data and application files.
- Support and maintain Cisco WebEx hardware and software.

- Support and maintain Audio/Video equipment including cameras, wired and wireless mics, recorders, mixers, and bi amps.
- Support, maintain and install physical security systems including cameras, servers, recording software and wiring for all County offices including the Juvenile Justice Center and the Walla Walla County Corrections Facility.
- Support and maintain the Superior Court trial recording systems.
- Responsible for maintaining physical security hardware and software across the county including surveillance cameras, card access readers and software as well as installation of said devices.

EXAMPLE OF DUTIES:

- **Work consists of systems** administration and a high level of user and system support of computers including operating systems for current Microsoft Windows PC and Server operating systems, networks, relational database management for Microsoft SQL Server products, Microsoft Exchange, and network management.
- Work closely with senior level staff for direction of system administration, database administration and networking tasks.
- Assist in the management of an Ethernet network to ensure efficient operations.
- Create and delete user profiles granting appropriate access to the system.
- Complete projects within deadlines.
- Install wiring for networks except as prohibited by Washington State Laws.
- Install physical security devices such as mag locks, card readers, surveillance cameras and door alarms.
- Remediate security issues such as patching, virus/malware removal, reading logs and providing forensics for potential compromise.
- **Provide support in the form of use and troubleshooting for an assigned portion of more than 300 separate applications**
- Perform user training as needed.
- Perform office administration tasks.
- Document processes, procedures and changes relative to the maintenance and operation of servers and networks.
- **Actively promotes Technology Services Department and its employees.**
- Work in a team-oriented department this position **serves as a senior level support technician** to user and system support issues. Work contacts include elected officials, department heads, consultants, contractors and other professionals in the computing industry, county employees and the general public.
- Present possible solutions and alternatives to issues to the technology services team and to the department director.
- Perform other duties as may be assigned by the department senior staff and Technology Services Manager.

EQUIPMENT TO BE USED: Electronic computing devices, calculators, network testing equipment, printers, smart phones and IOT devices, and other devices normally associated with the computing industry. Additionally, familiarity with physical security devices such as mag locks, door strikes, card readers and surveillance cameras and the tools necessary to install such hardware.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is primarily performed in an office setting or in the field and may occasionally require the incumbent to travel to other county offices, travel

to conferences and meetings, or work at other county facilities for projects or technology installations. On occasion, the incumbent may participate in maintenance, installation or upgrades which would require climbing a ladder and the ability to work at various heights, normally lower than twenty (20) feet. Incumbent occasionally may be required to lift objects weighing up to fifty (50) pounds.

KNOWLEDGE AND ABILITIES:

- Ability to perform and document detailed work.
- Thorough knowledge in current Microsoft Windows PC and Server operating systems, TCP/IP, DNS, FTP, HTTP, SMTP, DHCP, VPN, HTML, Cisco Routers, firewalls and various backup software and strategies.
- Detailed knowledge of Virtualization and VMWare and Hyper-V environments
- Proven skill in managing and understanding complex VLANs.
- Ability to evaluate security information from IDS/IPS and apply appropriate measures to counter threat vectors to County hardware and software.
- Demonstrated knowledge and understanding of physical security systems.
- Ability to perform proficient operations with speed and accuracy of county computer equipment and related peripheral equipment.
- Ability to prioritize workloads as necessary to the operation of the Technology Services Department in its services to other county offices.

EDUCATION AND EXPERIENCE: Requires a BS or BA degree in a computer related field and **five (5) years' of progressively responsible experience in system/network administration, or a Microsoft Certified Systems Engineer (MCSE) certification and five (5) years' experience in system or network administration, or a combination of education and experience to successfully fulfill the essential functions of the job.**

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check, driving record check and fingerprinting. Must possess and maintain a current valid driver's license. Complete local Public Records Act training. Must complete and successfully Level 4 CJIS, Criminal Justice Information System security training within one (1) week of hire date. Sign a Non-disclosure Agreement with Walla Walla County.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Walla Walla County

New Position

Revised Job Description

Job Description

Approval Form

Position: Senior Office Assistant/Receptionist/Warrant Clerk Date: 06/05/2023

Department: JJC

Pay Grade: 3, Full-time (40 hours/week); FLSA non-exempt; Benefits Apply

Union (Identify): ___ Courthouse Union _____ Non-Bargaining:

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

This updated job description replaces the previous Office Assistant/Receptionist position. By adjusting and adding additional responsibility and requirements.

Major Changes:

1. Pay grade moved from a 2 to a 3.
2. Adding FLSA non-exempt to job description.
3. Serve as Department's Terminal Agency Coordinator (TAC) per FBI/State Patrol requirements.
4. Manage all juvenile warrants, including warrant entry, modification, confirmation, clearing, canceling, and validation.
5. Ensure all Court Services staff are in compliance with CJIS/ACCESS training and security requirements.
6. Serve as back up to County Corrections Warrant Clerk in their absence.
7. Serve as Department's Juvenile and Corrections System (JCS) Site Coordinator per Administrative Office of the Courts (AOC) requirements.
8. Must maintain valid ACCESS Level 2 certification.
9. Must maintain valid Terminal Agency Coordinator certification.
10. Have no felony convictions and no record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm.

HR-Approved Job Description Attached.

Reviewed:



Human Resources/Risk Manager

5/31/2023

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Senior Office Assistant/Receptionist/Warrant Clerk

DEPARTMENT: Court Services

REPORTS TO: Director of Corrections

PAY GRADE: 3, Full-time (40 hours/week); FLSA non-exempt, Courthouse Union;
Benefits Apply

JOB SUMMARY: Performs advanced and specialized clerical, financial, and typing duties for one or more office procedures or functions, and other related work. This is advanced and specialized office support work requiring understanding and involvement in office subject matter and the exercise of considerable independent discretion and judgment in applying guidelines to work situations. Work of this class is distinguished by the requirement for complete knowledge of all department procedures or a specialized knowledge of a major and highly responsible department function and precedents and the continuing reliance upon and application of this knowledge. Work involves considerable contact with the general public and public and private officials and stakeholders who depend on the accuracy and quality of the overall service and work product provided. Work requires the operation of office equipment where both speed and accuracy are necessary to contribute to the proper office operations and efficient service to the public. Work is performed independently and reviewed, if appropriate, for accuracy.

SUPERVISORY RESPONSIBILITIES: Supervision is exercised over Office Assistant/Receptionist in absence of and under the general guidance of the Administrative Services Supervisor.

ESSENTIAL FUNCTIONS:

- Serve as Department's Terminal Agency Coordinator (TAC) per FBI/State Patrol requirements.
- Manage all juvenile warrants, including warrant entry, modification, confirmation, clearing, canceling, and validation.
- Ensure all Court Services staff are in compliance with CJIS/ACCESS training and security requirements.
- Serve as back up to County Corrections Warrant Clerk in their absence.
- Serve as Department's Juvenile and Corrections System (JCS) Site Coordinator per Administrative Office of the Courts (AOC) requirements.
- Coordinate of all office support activities to ensure efficient and effective operations.
- Process invoices and bills due in the absence of the Administrative Services Supervisor.
- Monitor and prepare bed day billing for out-of-county detention contracts.
- Implement changes in operations to meet present or anticipated needs as requested by the Administrative Services Supervisor.
- Maintain department fiscal and operational records at the direction of the Administrative Services Supervisor.

- **Compose and/or type correspondence for Department Director and Court Services Manager under general guidance of Administrative Services Supervisor.**
- **Disburse fines, restitution, and court costs from department trust fund.**
- **Prepare and submit state required client tracking statistics.**
- Serve as Office Assistant/Receptionist in their absence.
- Participate as directed in the support of department's Problem Solving Courts: Family Treatment Court and Adult Recovery Court.
- Participate as directed in the support of adult Superior Court pretrial urinalysis collection and monitoring.
- **Serve as Detention Control Room Technician during staffing emergencies.**

EXAMPLE OF DUTIES:

- Typing of court documents, reports, and correspondence for department employees.
- **Enter warrants and ensure second party checks completed.**
- **Modify warrant entries as required.**
- **Conduct monthly warrant validations per FBI/State Patrol requirements.**
- **Ensure Superior Court and District Court adult warrants under the County Corrections ORI are efficiently managed when Corrections Warrant Clerk is absent.**
- **Ensure juvenile offense and diversion records are accurately entered and modified in JCS in a timely manner.**
- **Ensure detention contract beds are monitored and accurately billed to other jurisdictions.**
- **Ensure appropriate staff have proper JCS access to juvenile and family court electronic records.**
- **Collect urinalysis specimens from and completes required documentation on Problem-Solving Court participants and adult Superior Court presentence defendants.**
- Report failure to appear for UA appointments to the Court or its designee, as directed by Court Services Manager.
- Assist with the facilitation of Electronic Home Monitoring of Problem-Solving Court participants and adult Superior Court presentence defendants. This includes instructing defendant, onsite at JJC, on the rules and expectations for Electronic Home Monitoring conditions and installing EHM unit on defendant onsite at JJC.
- Report participant compliance with court-ordered conditions to Treatment Court Coordinator and Adult Recovery Court Community Supervision Officer.
- Document necessary case management data into Problem-Solving Court database(s), including MADDI and DCCM.

EQUIPMENT TO BE USED: Work normally requires the operation of office equipment such as typewriters, adding machines, computers, and other assigned equipment.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed in office setting inside a corrections facility and requires errand duties to different locations. Position will have limited contact with inmates. Physical abilities required for this position are ones typically related to office operations including, manual dexterity and visual acuity to operate personal computers and other office equipment, access filing system, and have sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Knowledge of office principles, practices, computer operating systems, and techniques.
- Ability to adapt quickly to rapidly changing legislative and appellate court mandates.
- Knowledge of legal terminology, spelling and arithmetic as required by the position.
- Knowledge of correct and effective use of English grammar.
- Considerable knowledge of juvenile **and dependency law.**
- Knowledge of juvenile detention policies and procedures.
- **Ability to operate Detention Control Room equipment.**
- **Thorough knowledge of department practices and policies and local court rules.**
- Ability to oversee and coordinate the work of others, as required by the position.
- Ability to understand and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to establish and maintain effective working relationships with other employees, public and private officials, stakeholders, and the public.
- Ability to express ideas clearly and concisely in writing and orally.
- Ability to perform typing work at an exceptional level of speed and proficiency, as required by the position.
- Ability to operate equipment associated with the position in a proper and skillful manner.
- Ability to take direction.
- Ability to work independently with minimum supervision.
- Ability to verbally deescalate lobby visitors who may present as hostile and aggressive.

EDUCATION AND EXPERIENCE: High school diploma or equivalent. One (1) year of progressively responsible clerical and typing experience applicable to the work of the position, at a level equivalent to **Office Assistant/Receptionist** or substituting on a month for month basis any combination of experience, education and training which would provide the necessary level of knowledge and ability.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- **Must maintain valid ACCESS Level 2 certification.**
- **Must maintain valid Terminal Agency Coordinator certification.**
- **Have no felony convictions and no record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm.**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Walla Walla County

New Position

Revised Job Description

Job Description

Approval Form

Position: Senior Office Assistant/Receptionist Date: 06/05/2023

Department: Coroner's Office and Emergency Medical Services

Pay Grade: 3, Full-time (40 hours/week); FLSA non-exempt; Benefits Apply

Union (Identify): _____ Non-Bargaining: X

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

This updated job description replaces the previous Senior Office Assistant/Receptionist position. By adjusting and adding additional responsibility and requirements.

Major Changes:

1. Pay grade moved from a 2 to a 3.
2. Adding FLSA non-exempt to job description.
3. Adding Job Summary, "Works independently on projects or tasks and makes sound decisions with minimal supervision. Must maintain strict confidentiality with medical records and legally sensitive issues. Prioritize, organize, evaluate, and determine effective ways to complete tasks. Provide general office assistance to both departments. Position requires interaction and coordination with cities, state, and federal agencies, businesses, schools, volunteers, and other county departments. Work is performed under the general supervision of the Coroner and EMS Director.
4. Adding to Lincenes and other Requirements, "Completion of FEMA IS100, IS200, IS700, and IS800. Completion of G-290 Basic Public Information Officer and G-291 Joint Information Center are highly desirable."

Please see job description for additional changes.

HR-Approved Job Description Attached.

Reviewed:



Human Resources/Risk Manager

5/31/2023

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

Walla Walla POSITION DESCRIPTION

JOB TITLE: Senior Office Assistant/Receptionist

DEPARTMENT: Coroner's Office and Emergency Medical Services

REPORTS TO: Coroner/EMS Director

PAY RANGE: 3, Full Time; FSLA non-exempt, Benefits Apply

JOB SUMMARY: Performs responsible professional work as in integral member of the Coroner and EMS Department's. Works independently on projects or tasks and makes sound decisions with minimal supervision. Must maintain strict confidentiality with medical records and legally sensitive issues. Prioritize, organize, evaluate, and determine effective ways to complete tasks. Provide general office assistance to both departments. Position requires interaction and coordination with cities, state, and federal agencies, businesses, schools, volunteers, and other county departments. Work is performed under the general supervision of the Coroner and EMS Director.

SUPERVISORY RESPONSIBILITIES: Supervision is not generally a responsibility of a position of this class. May lead workgroups, meetings, volunteers, and other ad hoc groups. Will act as lead in the EMS Directors absence.

ESSENTIAL FUNCTIONS:

- Research, collect and distribute Coroner or EMS information in a timely manner to a wide range of people, organizations, and agencies to keep people informed of critical information.
- Assist the Coroner and EMS Director in coordinating required training for staff or EMS personnel.
- Develop and provide educational training programs for schools, businesses, other community organizations, and the public.
- Provide support for the Walla Walla County EMS Training Program and the Ongoing Training and Education Program; may facilitate planning meetings, teach and/or attend classes.
- Maintain filing for departments in compliance with WA State Secretary of State records retention requirements.
- Promotes EMS planning and public interest by answering inquiries, questions and correspondence at the direction of the Director.
- Attends training pertinent to Coroner and EMS office specific responsibilities.
- Assist with development of BLS, ILS, and ALS protocols and County Operating Procedures.
- Assists with development of state mandated accreditation policies and procedures. Coordinates and tracks personnels training requirements associated with accreditation.
- Participates in emergency tabletop and real time drills and exercises.

- **Serves as resource for first responders (EMS/Fire, Law Enforcement, etc.) and funeral home staff.**
- **Serves as the primary point of contact for public information requests for both departments.**
- **Assists Coroner staff at incident scenes as needed by photographing the scene, scribing, and arranging resources for families.**
- **Manages case management system (MDI) for Coroner's office.**
- **Coordinates, maintains, and updates County Coroner and EMS websites.**
- **Reviews and enters EMS medical incident reports into the Washington EMS Information System (WEMSIS). Prepares comprehensive reports, as needed.**
- **Processes Walla Walla County EMS personnel certification and re-certification.**

EXAMPLE OF DUTIES:

- **General office responsibilities including answering phones, typing forms, reports, correspondence, requisitions, tabulations, and other materials, maintaining working file system, copying and preparing materials for presentations, meetings, and mailings.**
- Proofread documents.
- **Attends meetings including EMS Advisory Committee, Walla Walla County EMS Council, Southcentral Region EMS Council, Quality Assurance/Quality Improvement, Safety Committee, MDI Log, WEMSIS, Washington Associate of Coroners and Medical Examiners (WACME), Medical Program Director meetings.**
- **Provide administrative support to EMS Advisory Committee and Walla Walla County EMS Council; prepare sign in sheets, agenda, and minutes.**
- **Coordinates, manages, and researches social media for needed/required information.**
- **Prepare comprehensive reports related to Key Performance Indicators (KPIs) and distribute reports to stakeholders.**
- **Attend training sessions and meetings as the EMS office representative in the absence of the Director.**
- **Assist with management of the Walla Walla County EMS / Walla Walla Community College AHA Training Site. Assist with first aid and CPR classes as needed.**
- **Serves as the PIO for the Coroner's office, backup PIO for the EMS office, and serves as PIO support during activations of the EOC.**

EQUIPMENT TO BE USED: Operate a variety of office machines and equipment including computers (PC), printers, fax, copier, and digital camera. Use computer software including Microsoft Office Suite, ESO, Emergency Reporting, Vector Solutions, MDI Log, MNS, and Adobe Contribute.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work is performed in an office setting. Must be able to lift up to 10 pounds, site for extended time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally. **Must be available for 24 hour a day call-out; ability to travel.**

KNOWLEDGE AND ABILITIES:

- **Ability to establish and maintain effective working relationships with employees, state and local officials, county and city departments, volunteers, and the public.**
- Ability to assess work, prioritize, initiate, and organize work.
- Possess knowledge of business English and specialized terminology as required by the position.
- **Knowledge and ability in operating office equipment including computers and software. Strong computer software, spreadsheets, word processing, database management, and presentation program skills.**
- **Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) and the ability to maintain confidential information.**
- Knowledge of modern business methods, equipment, and proper construction of correspondence.
- **Knowledge and ability to interpret and apply departmental policies, WAC 246-976, RCW 18.73, RCW 36.24, RCW 70.168, RCW 18.130, and rules as needed.**
- Ability to work independently in a fast-paced environment with minimal supervision.
- Ability to compile and maintain records and prepare reports.
- Ability to communicate clearly and concisely in both written form and orally.
- **Knowledge of appropriate Personal Protective Equipment and the ability to don and doff appropriately.**
- Ability to understand and carry out directions.
- Ability to commit to travel and obtain training as needed.

EDUCATION AND EXPERIENCE: High school diploma or GED with experience in an office environment using typical office machines and equipment. Good proofreading skills, highly motivated and well organized. Combination of skills, knowledge, and education that, in the opinion of management, will meet the requirements of the duties and skills.

LICENSES AND OTHER REQUIREMENTS: Maintain a valid driver's license, proof of insurance and acceptable driving record. Maintain access to reliable transportation. **Completion of FEMA IS100, IS200, IS700, and IS800. Completion of G-290 Basic Public Information Officer and G-291 Joint Information Center are highly desirable.**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

**Walla Walla County
Position Description**

JOB TITLE: Senior Office Assistant/Receptionist
DEPARTMENT: Coroner's Office and Emergency Medical Services
REPORTS TO: Coroner/EMS Director
PAY GRADE: 2, Full Time; Benefits Apply

JOB SUMMARY: Performs specialized and responsible clerical, data entry, and word processing duties for office procedures or functions for the County Coroner's Office and the Department of Emergency Medical Services. This position has access to medical records and legally sensitive issues which require maintaining confidentiality.

SUPERVISORY RESPONSIBILITIES: Not exercised.

ESSENTIAL FUNCTIONS:

- Prepare reports, letters, memorandums, and other similar documents.
- Provides office support to office staff as required.
- Updates County Coroner and EMS websites.
- Reviews and enters EMS ambulance run reports into the Washington State data bank
- Processes Walla Walla County EMS personnel certification and re-certifications

EXAMPLE OF DUTIES:

- Types forms, reports, correspondence, requisitions, tabulations, and other materials from copy, rough draft, dictation or oral instructions.
- Proofread documents.
- File and index materials alphabetically, numerically, chronologically, or by special document system.
- Attends EMS Advisory Council and Regional Council meetings as required

EQUIPMENT TO BE USED: Operate a variety of office machines and equipment including computers (PC), printers, fax, copier, and digital camera. Use computer software including Microsoft Office Suite and Adobe Contribute.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work is performed in an office setting. Must be able to lift up to 10 pounds, sit for extended time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Knowledge and ability in English including spelling, grammar, and punctuation.
- Knowledge and ability in operating office equipment including computers and software.
- Ability to maintain confidential information.
- Knowledge of modern business methods, equipment, and proper construction of correspondence.
- Ability to interpret and apply departmental policies, laws, and rules as needed.
- Ability to work independently with minimal supervision
- Ability to compile and maintain records and prepare reports.
- Ability to communicate clearly in orally and in writing.
- Ability to understand and carry out directions.
- Ability to work effectively with public, staff, and other professionals.

EDUCATION AND EXPERIENCE: High school diploma or GED with experience in an office environment using typical office machines and equipment. Good proofreading skills, highly motivated and well organized. Combination of skills, knowledge and education that, in the opinion of management, will meet the requirements of the duties and skills.

LICENSES AND OTHER REQUIREMENTS: Maintain a valid driver's license, proof of insurance and acceptable driving record. Maintain access to reliable transportation. Have and maintain a current basic life support certificate.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Walla Walla County

New Position

Revised Job Description

Job Description

Approval Form

Position: Environmental Health Specialist II Date: 06/05/2023

Department: Community Health

Pay Range: 6, Full-time (40 hrs./wk.); Benefits Apply, FLSA non-exempt

Union (Identify): _____ Non-Bargaining: _____X_____


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

This updated job description replaces the previous Environmental Health Specialist II position. The following changes are requested:

1. FLSA non-exempt.
2. Minimum of one (1) years' experience as an Environmental Health Specialist I, or equivalent, is required.
3. Registration as a Sanitarian with the Washington State Board of Registered Sanitarians.
4. Certificate of Competency as an On-site Wastewater Treatment Systems Inspector, issued by the Washington State Department of Licensing.
5. Certification by the State Department of Health as qualified to conduct public water system sanitary surveys, if applicable.

HR-Approved Job Description Attached.

Reviewed:

 _____
HR/Risk Manager Date 5/30/2023

Approved:

Chair Commissioner Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Environmental Health Specialist II

DEPARTMENT: Community Health

REPORTS TO: Program Manager, Environmental Health

PAY GRADE: 6, Full-time (40 hours/week); **FSLA non-exempt**; Benefits Apply

JOB SUMMARY: The Environmental Health Specialist performs detailed professional environmental health inspection, evaluation and enforcement duties consistently exercising judgment and discretion to determine compliance with federal, state, and local regulations and policies. The employee in this position is expected to function effectively and independently in assigned areas of responsibility enforcing the full range of environmental health programs including, but not limited to; food protection, on-site sewage disposal, drinking water supplies, solid waste handling, schools, swimming pools, insect and rodent control, and epidemiology. A supervisor is generally available to review preliminary findings and discuss difficult or sensitive problems. Tact and diplomacy are required during extensive public contact to explain legal and administrative requirements in seeking compliance with regulations. The person in this position must maintain a professional relationship with Community Health Department staff and with staff of other public agencies concerning the regulatory responsibilities handled by the Community Health Department. Health education is an important role for this position.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position; however, in the absence of the Environmental Health Program Manager, an Environmental Health Specialist II may be asked to supervise other program staff.

ESSENTIAL FUNCTIONS:

- Carries out specifically assigned programs and their requirements in a full range of environmental health programs including, but not limited to, food protection, on-site sewage disposal, drinking water systems, solid waste, schools, swimming pools, insect and rodent control, and epidemiology.
- Consults and educates clients in the office and by telephone regarding all program areas.
- Processes permit applications, inspection reports and other paperwork associated with environmental health programs.
- Conducts educational programs including food worker classes.
- Participates in planning, training and response in public health emergencies as assigned.

EXAMPLE OF DUTIES:

- Issues permits for and inspects on-site sewage disposal system installations to determine compliance with county and state regulations.
- Conducts on-site visits and evaluates soil test holes prior to installation of sewage disposal systems.
- Reviews proposed short and long plats to assure compliance with state onsite sewage regulations.
- Assists property owners with the design and placement of their on-site wastewater disposal systems.
- Advises and consults with private well owners regarding matters of well construction and safe drinking water.

- Conducts on-site investigations regarding complaints and determines necessary action for abatement.
- Issues permits for and conducts routine inspections of retail food service establishments such as restaurants, grocery stores, taverns, wineries, concessions, mobile food units, temporary food booths and vending machine operations to determine compliance with county and state regulations.
- Performs plan reviews for proposed food service establishments.
- Collects bacteriological and nitrate samples from private homes upon request when real estate and loan transactions are pending. Works closely with public water systems to assure compliance with state and federal regulations.
- Conducts sanitary surveys of public water systems and reviews new small public water system plans.
- Performs field inspections for the purpose of evaluating, regulating, and making sound public health recommendations regarding swimming pools, primary and secondary schools, rodent and insect control, nuisance complaints, animal bites, chemical and physical hazards, solid waste sites and general living environment.
- Educates food workers' classes, community groups, schools, newspapers, and other professionals regarding environmental public health issues.
- Conducts epidemiological investigations associated with foodborne illness, water contamination, rabies control and vector-borne outbreaks.
- Maintains complete, accurate and up-to-date records of inspections and other activities.
- Independently performs other investigations and assignments of a similar nature and complexity.
- Attends continuing education workshops.

EQUIPMENT TO BE USED: Automobile, laboratory equipment, chlorine test kit, nitrate test kit, swimming pool test kit, hand level, measuring tape and wheel, shovel, thermometer, computer, telephone, cell phone, copy and fax machines.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES:

- Working conditions are a mixture of office and fieldwork. Field work may be conducted outdoors, sometimes in inclement weather, or indoors depending on the nature of the work to be done. The person in this position must be prepared to work effectively in a wide range of working conditions.
- Ability to drive an automobile, fly in an airplane and travel as required.
- Ability to lift and carry up to forty (40) pounds.
- Ability to tolerate environmental conditions such as odors, pets, dead animals, and tobacco smoke.
- Ability to navigate uneven surfaces (i.e.: new proposed building sites, steep slopes, soil test holes).
- Requires manual dexterity and visual acuity to operate personal computers, hand levels and lab equipment.
- Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Knowledge of the principals, practices and applications of environmental health as applied in the public health field.
- Ability to write clear reports, organize materials and communicate professionally, effectively, and diplomatically with the public and other professionals both orally and in writing.

- Ability to maintain a professional working relationship with the public and other agencies in a manner which promotes a positive image of the Community Health Department and Walla Walla County. Ability to interpret and obtain compliance with regulations and to accurately assess corrective action required in a tactful, firm, and professional manner under stressful conditions.
- Ability to manage office and field time efficiently in order to complete all work assigned.
- Ability to utilize computers with applications in word processing, spreadsheets, databases, and PowerPoint presentations.
- Knowledge of the legal and administrative requirements of all program areas enforced by the Environmental Health Division.
- Knowledge of the principles of on-site sewage disposal, safe drinking water, food handling, vector-borne disease control, solid waste handling and epidemiology of communicable disease.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a Bachelor of Science Degree (B.S.) involving major study in environmental health, sanitary science, bacteriology, public health, biology, or other closely related science is required. Must have a minimum of forty-five (45) quarter hours or thirty (30) semester hours of basic or natural sciences.
- **Minimum of one (1) years' experience as an Environmental Health Specialist I, or equivalent, is required.**

LICENSES AND OTHER REQUIREMENTS:

- Valid driver's license and have a driving record acceptable to the county's insurance provider.
- Access to a vehicle and proof of liability insurance.
- Must successfully pass a background check and a driving record check.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Certifications or registrations required at time of hire and must continue to meet on-going state standards of compliance include:
 1. **Registration as a Sanitarian with the Washington State Board of Registered Sanitarians.**
 2. **Certificate of Competency as an On-site Wastewater Treatment Systems Inspector, issued by the Washington State Department of Licensing.**
 3. **Certification by the State Department of Health as qualified to conduct public water system sanitary surveys, if applicable.**

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

Walla Walla County

New Position

Revised Job Description

Job Description

Approval Form

Position: Suicide and Opioid Prevention Program Coordinator

Date: 06/05/2023

Department: Community Health

Pay Grade: 6, Full-time (40 hours/week); FSLA exempt, Benefits Apply

Union (Identify): _____ Non-Bargaining: X

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

JOB SUMMARY: This position leads, plans, develops, implements, and evaluates suicide and opioid prevention programs in Walla Walla County using best practices and activities with a data driven approach to develop system changes and reduce deaths by suicide in the county. Collaborates with local community members, health care providers and leaders to promote prevention resources, raise awareness and support the general day to day activities of a healthy community in prevention work. Evaluates and maintains a catalog of resources available in the county for interventions and evidence-based treatments and therapies. Work may involve writing grant applications or major program proposals; requires considerable community needs assessment and consistent evaluations of program effectiveness addressing a wide range of audiences. PSE work is performed with considerable latitude for independent judgement and will be reviewed through conference, observation, and public comment. This position is contingent upon grant funding and will cease when grant funding ceases.

Necessary qualifications: B.A. Degree in Education, Health Education, Communications, Social Sciences, or closely related field or education/training and work experience to meet expectations as evaluated by Manager and Director. A minimum of three (3) years of relevant experience with programs related to behavioral health prevention; or combination of education and experience which would provide the desired knowledge, skills, and training to meet the requirements for the position is preferred. Have Certified Prevention Professional credential or ability to obtain within 18 months of employment. Completed Substance Abuse Prevention Skills Training (SAPST) or Department of Health SAPST training or ability to obtain within 18 months of starting employment.

Was reviewed by HRCC, recommended to start at a grade 6 with hiring range between A-C

Reviewed:


Human Resources/Risk Manager


Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

Walla Walla County Position Description

JOB TITLE: Suicide and Opioid Prevention Program Coordinator

DEPARTMENT: Community Health

REPORTS TO: Behavioral Health Manager

PAY GRADE: 6, Full-time (40 hours/week); FSLA Exempt, Benefits Apply

JOB SUMMARY: This position leads, plans, develops, implements, and evaluates suicide and opioid prevention programs in Walla Walla County using best practices and activities with a data driven approach to develop system changes and reduce deaths by suicide in the county. Collaborates with local community members, health care providers and leaders to promote prevention resources, raise awareness and support the general day to day activities of a healthy community in prevention work. Evaluates and maintains a catalog of resources available in the county for interventions and evidence-based treatments and therapies. Work may involve writing grant applications or major program proposals; requires considerable community needs assessment and consistent evaluations of program effectiveness addressing a wide range of audiences. PSE work is performed with considerable latitude for independent judgement and will be reviewed through conference, observation, and public comment. This position is contingent upon grant funding and will cease when grant funding ceases.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

ESSENTIAL FUNCTIONS:

- Develop, implement, and maintain a community suicide prevention and postvention plan for the county.
- Develop and implement strategies that will lead to long term involvement of community institutions, organizations, and individuals.
- Gather data on mental health challenges commonly experienced by community members that lead to suicide.
- Develop comprehensive ongoing public health campaigns to raise awareness while decreasing the stigma as a barrier for seeking treatment; measures include creating data collecting qualifiers and producing reports.
- Work with stakeholders to increase availability of evidence-based treatments.
- Enhance community's ability to recognize depression, suicide risk, and opioid use, intervene with at-risk individuals, and increase community's ability to make appropriate referrals.
- Collaborate with stakeholders to increase mental health, substance abuse and suicide risk screening with referral options throughout the region
- Provide suicide and opioid prevention resources and training to community and stakeholders throughout the region.
- Attend and participate in professional organizations and group meetings as assigned, to advance the cause of public health and health education.
- Reduce financial, cultural, and logistical barriers to care.
- Serve as staff for prevention coalition and councils to plan, implement, and report on task categories.
- May write grant applications for funding.

- Some travel is required; travel is required for some professional organization participation.

EXAMPLE OF DUTIES:

- Coordinate annual Suicide Prevention Walk with stakeholders.
- Coordinate annual Opioid Awareness Walk with stakeholders.
- Convene monthly coalition meetings.
- Develop best practice messaging campaigns around prevention.
- Research and maintain awareness of legislation regarding prevention work.
- Coordinate community training to raise awareness and reduce access to means of suicide or opioid use.
- Builds relationships and collaborations with schools, community, regional, and state partners to develop, manage and evaluate program budgets with manager approval.
- Coordinates and maintains a regional network of local, regional, and state key stakeholders throughout the nine-county region of Greater Columbia Accountable Communities of Health (GCACH) for collaboration and the completion of needs assessments, capacity development, and planning of regional goals, objectives and actions that are aimed at meeting the identified needs of the region.
- Make presentations to groups and stakeholders.
- Represent the department at local and regional meetings and seminars.
- Work with providers to adopt the Zero Suicide program.

EQUIPMENT TO BE USED: General office equipment, including computers, printers, fax machines, postal meter, copiers, 10-key calculators, laptop or computer workstation and related software, multi-line phone systems, voice mail, email, and cell phones.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Working environment includes activities in multiple community venues. Physical abilities required for this position are ones typically related to office operations; sitting, standing, bending, reaching, and lifting up to twenty (20) pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing of file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Ability to obtain, organize and analyze data from a variety of sources and prepare accurate, concise reports on time.
- Ability to complete projects independently with little or no supervision.
- Ability to make simple mathematical computations and present statistical information.
- Ability to develop, maintain and expand effective working relationships with state and local officials, service agencies, supervisors, coalition members, colleagues, and the general public.
- Ability to create and sustain effective relationships with community partners, foster and share leadership among individuals in the community, and build bridges among diverse community members and organizations.
- Possess effective written and oral communication skills for: public speaking and training; and group and meeting facilitation.

- Knowledge of evidence-based substance abuse prevention programs and prevention science, community development and mobilization, youth development principles, and community organizing approaches.
- Program planning, development, monitoring, evaluation techniques and the ability to provide technical assistance in the program area.
- Knowledge of social research related to risk and protective factors and substance abuse.
- Knowledge of simple grant administration.

EDUCATION AND EXPERIENCE:

B.A. Degree in Education, Health Education, Communications, Social Sciences, or closely related field or education/training and work experience to meet expectations as evaluated by Manager and Director. A minimum of three (3) years of relevant experience with programs related to behavioral health prevention; or combination of education and experience which would provide the desired knowledge, skills, and training to meet the requirements for the position is preferred. Have Certified Prevention Professional credential or ability to obtain within 18 months of employment. Completed Substance Abuse Prevention Skills Training (SAPST) or Department of Health SAPST training or ability to obtain within 18 months of starting employment.

LICENSES AND OTHER REQUIREMENTS:

- Maintain valid driver's license, vehicle insurance coverage and access to a vehicle during working hours.
- Maintain professional continuing education.
- May be required to travel for continuing professional education.
- Maintain the principles of confidentiality.
- Maintain a current driver's license and vehicle insurance.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Must successfully pass a background check and a driving record check.

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

2:30 PROSECUTING ATTORNEY

Gabriel Acosta/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re: acquisition of real estate (pursuant to RCW 42.30.110(1)(b)), and/or litigation or potential litigation (pursuant to RCW 42.30.110(1)(i))
- c) Possible action re: pending or potential litigation

2:45 COUNTY COMMISSIONERS

- a) Executive session re personnel (pursuant to RCW 42.30.110(g)) to review the performance of a public employee to complete employee personnel evaluations
- b) Discussion and possible action regarding contract for animal control/animal shelter services with Blue Mountain Humane Society
- c) 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.