

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 10, 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.

1:15 P.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) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review vouchers/warrants/electronic payments
- h) **Public Meeting:**
 - 1) To consider lease of county property parcel no. 360729683800 , also known as the "Chase Lot" generally located at Chase Ave and Orchard Street, Walla Walla County, or, alternatively, the parking lot located at Orchard Street and Ninth Avenue, county parcels 360729682300, 360729330003 and 360729330004 in Walla Walla County
- i) **Action Agenda Item:**
 - 1) Possible decision re above request
- j) **Consent Agenda Items:**
 - 1) Resolution – Minutes of County Commissioners' proceedings for April 3 and 4, 2023
 - 2) Resolution – Revising Walla Walla County Commissioners' Committee Assignments for 2023
 - 3) Resolution – Appointments to the Walla Walla County Board of Equalization
 - 4) Resolution – Approving out of state travel for County Commissioner Todd L. Kimball and Public Works Employee (Garcia)
 - 5) Payroll action and other forms requiring Board approval

APPLICATION TO LEASE COUNTY OWNED PROPERTY/SPACE

Walla Walla County, Washington

Date 3-10-23 Requestor's Telephone Number(s) _____Name (please print) Brian Laines "Life Church"Email Brian @ WalltoWallFarm.comTitle or Organization Life ChurchAddress 611 S. 9th
WV

Address/location of County property you are applying to lease (i.e. to lease property/space at 1520 Kelly Place, farm ground generally located on Lewiston Road, etc.)

Grass Parking lot North side of Orchard + West
side of Chase and/or gravel lot Orchard & 9th due to weatherPurpose for which the leased county property will be utilized Church Parking for Sunday Services
7am to 3pm**PROCESS INFORMATION FOR APPLICANT** (extracted from governing state statute, RCW Chapter 36.34):

- A person/entity wishing to lease county property must start the process by making written application or completing this form, to be accompanied by payment of twenty five dollars in cash or certified check
- Once the proper deposit has been received, then the county commissioners will set a date of public meeting at which to consider leasing the property and/or hear any comments regarding leasing the property, and that meeting must be advertised once a week for three weeks prior to the meeting (all required by statute).
- At the conclusion of the meeting, the county commissioners have thirty days to make a decision regarding leasing the property, and enter into a lease thereon.

Signature of Requestor [Signature]Payment received \$ 25 cash (\$25 cash or certified check ONLY)Received by: [Signature] D. Hannis

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF REVISING
WALLA WALLA COUNTY
COMMISSIONERS' COMMITTEE
ASSIGNMENTS FOR 2023**

RESOLUTION NO. 23

WHEREAS, in accordance with RCW 36.32.100, Jennifer R. Mayberry was elected chairman of the Board of County Commissioners for Walla Walla County for 2023; and

WHEREAS, Commissioners Jennifer R. Mayberry, Todd L. Kimball and Gunner Fulmer are duly appointed to serve on the below designated committees for 2023 pursuant to the authority listed; and

WHEREAS, this was previously adopted as Resolution 23 010; and

WHEREAS, inadvertently Emergency Management and Communications Advisory Board was listed under Commissioner Fulmer and needs to be moved to Commissioner Mayberry; and

TODD L. KIMBALL

Blue Mountain Resource Conservation and Development District	Member County
Council on Housing	Standing Committee
Emergency Management Executive Board	Interlocal Agreement
Legislative Steering Committee	
LEOFF I Disability Board (alternate)	Statute
Snake River Salmon Recovery Board	Interlocal Agreement
Valley Transit	Statute
WA Counties Insurance Fund	Member County
Walla Walla Fair and Frontier Days Board	County entity Bylaws
Washington State Association of Counties (WSAC)	WSAC Member
Walla Walla 2050 Advisory Committee	Member County

JENNIFER R. MAYBERRY, CHAIR

Emergency Management and Communications Advisory Board	Standing Committee
County Law Library (ex-officio trustee as Chair)	Statute
Emergency Management Executive Board	Interlocal Agreement
Executive Alliance (as Chair)	Standing Committee
Greater Columbia Behavioral Health Regional Support Network (ASO)	Statute
Legislative Steering Committee (alternate)	WSAC Member County
Lodging Tax Advisory Committee Chair	Statute
Southeast Washington Aging and Long Term Care Council of Governments	Interlocal Agreement
Walla Walla County Council on Housing (alternate)	Standing Committee
Walla Walla Fair and Frontier Days Board	County entity Bylaws
Walla Walla Valley Metropolitan Planning Organization Policy Board – as designated (alternate)	Interlocal Agreement
WESCOM (Walla Walla Emergency Services Communications) Executive Committee	Standing Committee

GUNNER FULMER

Emergency Management Executive Board	Interlocal Agreement
Emergency Medical Services Dept. Advisory Committee	Bylaws
Emergency Medical Services & Trauma Care Council	Bylaws
Greater Columbia Behavioral Health Regional Support Network (ASO) (alternate)	Statute
LEOFF I Disability Board	Statute
Snake River Salmon Recovery Board (alternate)	Interlocal Agreement
Southeast Washington Aging and Long Term Care Council of Governments (alternate)	Interlocal Agreement
Valley Transit	Statute
WA Counties Risk Pool Board (alternate)	Interlocal Agreement
Walla Walla Fair and Frontier Days Board	County entity Bylaws
Walla Walla Valley Metropolitan Planning Organization Policy Board	Interlocal Agreement
Work Force Development Council Regional Board	Statute
Work Source Employers Committee	Standing Committee

WHEREAS, it has further been determined that each county commissioner will informally serve as board liaison to county offices and departments, as outlined on the attached "Attachment A", which is by this reference made a part hereof; now therefore

BE IT HEREBY RESOLVED that the above-named Walla Walla County Commissioners shall serve on the above listed committees for the year 2023.

*Passed this 10th day of **April, 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 A

**Walla Walla County Board of Commissioners
Board liaisons by office and department
for year 2023**

TODD L. KIMBALL

WSU Extension
Technology Services
Community Development
Facilities Maintenance (alternate)
Fairgrounds (Alternate)
Human Resources/Risk Management

JENNIFER R. MAYBERRY, CHAIR

County elected officials
Department of Community Health
Emergency Management (as chair, assignment will change yearly)
Facilities Maintenance
Fairgrounds
Public Works (alternate)
Corrections (to include Juvenile Justice Center/Court Services as part) (alternate)

GUNNER FULMER

Corrections (to include Juvenile Justice Center/Court Services as part)
Department of Community Health (alternate)
Emergency Medical Services
Human Resources Risk Management (alternate)
Public Works
WSU Extension (alternate)

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPOINTMENTS TO THE WALLA
WALLA COUNTY BOARD OF
EQUALIZATION (CARNS &
HAUGSTED)

}

RESOLUTION NO. 23

WHEREAS, pursuant to RCW 84.48.010 the county legislative authority shall form a board for the equalization of assessment of the property of the county; and

WHEREAS, RCW 84.48.014 provides that the board of equalization of each county shall consist of not less than three nor more than seven members and that such members shall be appointed by a majority vote of the legislative body and shall be selected based upon the qualifications established by rule by the Department of Revenue and shall not be a holder of any elective office nor be an employee of any elected official; and

WHEREAS, the county legislative authority may itself constitute said board or may appoint members to serve on the board; and

WHEREAS, the Board of Commissioners of Walla Walla County has deemed it to be in the best interest of the citizens of the county of Walla Walla to form a fair and impartial board of equalization; and

WHEREAS, current member Robert "Nat" Webb submitted notice of his resignation; and

WHEREAS, the vacancy was publicly advertised and two applications were received for appointment to this Board; now therefore

BE IT HEREBY RESOLVED that the appointment of Kris Carns to the Walla Walla County Board of Equalization shall be and is hereby formalized and that Cory Haugsted shall be appointed as an alternate member.

BE IT FURTHER RESOLVED that the term of said appointment shall be for three years, 2023, 2024, and 2025, pursuant to statute, or until said appointment is voided.

Passed this 10th day of April, 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 APPROVING
OUT OF STATE TRAVEL FOR
COUNTY COMMISSIONER TODD L.
KIMBALL AND PUBLIC WORKS
EMPLOYEE (GARCIA)

RESOLUTION NO. 23

WHEREAS, Commissioner Todd L. Kimball and Tony Garcia, Director of Public Works, have requested approval for out of state travel to travel to Washington DC with a contingent of local elected and appointed officials to meet with state senators and representatives regarding county and state related issues, said travel covering the period of May 9 through May 12, 2023; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization forms have been submitted; now therefore

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

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

*Passed this 10th day of **April, 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*

**WALLA WALLA COUNTY
Employee Travel Authorization**

Date of Request 4/6/2023

Employee Attending: <u>Todd Kimball</u>	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
Meeting/Training: Start time/date: <u>5/9/23</u> End time/date: <u>5/12/23</u>	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ <u>\$1000 EST.</u>
	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Location: City: <u>Washington DC</u> State: _____	Lodging	
	<u>3</u> night(s) @ \$ <u>260.00 EST.</u>	
Title of Meeting/Training: (Attach agenda/training brochure)	Meals	
	Breakfast(s) <u>4</u> @ \$ <u>18.00</u>	
Departure Date: <u>5/9/23</u> Time: _____	Lunch(s) <u>4</u> @ \$ <u>20.00</u>	\$ <u>80.00</u>
Return Date: <u>5/12/23</u> Time: _____	Dinner(s) <u>3</u> @ \$ <u>36.00</u>	\$ <u>108.00</u>
Place of Lodging: <u>Hilton Garden Inn</u>	Registration/Tuition	
	Cancel Date: _____	
Phone Number: <u>855-618-4697</u>	Total Expenses \$ <u>2040.00</u>	

Credit Card Use: ☒ Yes ☐ No

Date Needed: 5/9/23 (will take COMM
MASTERCARD)

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: _____

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 04/03/23

Employee Attending: <u>Tony Garcia</u>	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
Meeting/Training: Start time/date: <u>05/09/23</u> End time/date: <u>5/12/23</u>	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ \$ 1,000 Est.
Location: City: <u>Washington DC</u> State: _____	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Title of Meeting/Training: (Attach agenda/training brochure)	Lodging <u>3</u> night(s) @ \$ 260.00 Est \$ 780.00	
Departure Date: <u>05/09/23</u> Time: <u>5:00 AM</u>	Meals	
Return Date: <u>05/12/23</u> Time: <u>5:00 PM</u>	Breakfast(s) <u>4</u> @ \$ 18.00	\$ 72.00
	Lunch(s) <u>4</u> @ \$ 20.00	\$ 80.00
Place of Lodging: <u>Hilton Garden Inn</u>	Dinner(s) <u>3</u> @ \$ 36.00	\$ 108.00
	Registration/Tuition	
Phone Number: <u>855-618-4697</u>	Cancel Date: _____ \$	
	Total Expenses <u>\$2040.00</u>	

Credit Card Use: ☒ Yes ☐ No Date Needed: 05/09/23 (Will Take PW Mastercard)

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.

Tony Garcia

Signature of Employee

Date: 4/3/2023

Recommended: ☐ Yes ☐ No

Supervisor Signature

Date: _____

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

Approved: ☐ Yes ☐ No

Elected Official/Department Head

Date: _____

k) Action Items:

- 1) County vouchers/warrants/electronic payments as follows: _____ through _____ totaling \$ _____ and _____ through _____ totaling \$ _____ (travel)
- 2) Proposal 2023 04-10 Fair-1 Approval to bid and hire a contractor to install a weatherproof permanent sound system for the P1FCU Arena
- 3) Proposal 2023 04-10 Fair-2 Rental Housing Properties
- 4) Proposal 2023 04-10 Fair-3 Approval to bid for power upgrade in Barn 1 for improved operational performance during fair and other events
- 5) Proposal 2023 04-10 Fair-4 Approval to sign contract with Washington State Department of Corrections to be able to use their work crews to help maintain the fairgrounds property
- 6) Proposal 2023 04-10 Fair-5 Approval of bid award and contract for the Revised Fairgrounds Community Center HVAC Replacement Project

l) Miscellaneous business to come before the Board

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

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



Proposal

Date: 3-30-2023

Proposal ID. 2023 04-10 Fair-1

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – To bid and hire a contractor to install a weatherproof permanent sound system for the P1FCU Arena.

Topic – P1FCU Sound System

Summary – To seek to acquire and install a permanent sound system for the P1FCU Arena. This project will include the design, purchase, and installation of equipment to result in a turn-key solution with professional sound quality for event attendees.

Cost- The project is estimated to cost between \$40,000 and \$65,000.

Funding – The project will be funded from 118. Additional ticket revenue from the viewing platforms and sponsor revenue will be used to pay for this project.

Alternatives Considered- We considered continuing to rent sound for our events, but it does not cover the arena in a manner that is good for our guests.

Acquisition Method- Through small works procedures (resolution 22-276)

Security - NA

Access -NA

Risk – NA

Benefits – We will be able to provide better sound for both fair events and year around events. We will be saving \$10,000 to \$12,000 per year in rental costs and be able to generate revenue by renting the system to other P1FCU Arena users.

Conclusion/Recommendation- I'm recommending that the Commissioners approve us to go out to bid to determine actual cost to install a new sound system in the P1FCU Arena.

Submitted By

Greg Lybeck Fairgrounds

Disposition

___ Approved

Name Department Date

___ Approved with modifications

___ Needs follow up information

Signature

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



Proposal

Date: 3-30-2023

Proposal ID. 2023 04-10 Fair-2

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – To start the process of getting out of the rental housing business. The intent is to demolish the rental houses and clear the property to increase fairgrounds usable space. I have attached a map indicating where rental houses are in proximity to the rest of fairgrounds property.

Topic – Walla Walla County Rental Housing Properties.

Summary – To move forward on getting out of the housing rental business and removing the houses from the property to make room for our expanding fair and events. Determine the best way to proceed forward with the 7 properties that are currently owned by the County and rented to private citizens.

Cost- Will be losing monthly housing rental of about \$32,000 per year on average. And prepping the houses to be demolished after vacant at about \$10,000 per house.

Funding – The property demolition will be funded from existing funds in 123 account.

Alternatives Considered- We have considered hiring a property management company, but management fees and upgrades to houses will exceed the income.

Acquisition Method- To communicate and work with current renters on timelines for vacating the properties so demolition can begin.

Security - NA

Access -NA

Risk – NA

Benefits – Because we are not trained or set up to be in the rental housing business, we will be free to focus on our normal business and use the property for future fair and event growth.

Conclusion/Recommendation- I would recommend the Commissioners start the process of getting out of the rental housing business and develop a plan to remove all 7 or phase the project in 2 or 3 phases.

Submitted By

Greg Lybeck Fairgrounds

Disposition

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

Signature



BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



Proposal

Date: 3-30-2023

Proposal ID. 2023 04-10 Fair-3

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – To go out for bid to upgrade electrical power in Barn 1 for improved operational performance during fair and events. The plan is to add 18 electrical outlets that will allow the use of fans/electric blowers to provide a safer environment for the animals and allow exhibitors the ability to prep their animals properly. There is power available in the barn, but no outlets.

Topic – Barn 1 Electrical upgrade.

Summary – The plan is to use Walla Walla Fair & Frontier Days Foundation funds to upgrade the electrical outlets in Barn 1 for a safer experience for both the animals and exhibitors.

Cost- To be determined by bids. We have \$21,000 dedicated funds to use for barn improvements.

Funding – Walla Walla Fair & Frontier Days Foundation dedicated funds for barn improvements.

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 – It will make the barn safer for both the exhibitors and animals while providing a positive experience for all users of the barn.

Conclusion/Recommendation- I recommend the Commissioners allow us to go out for bid for this important electrical upgrade.

Submitted By

Greg Lybeck Fairgrounds

Disposition

☐ Approved

Name Department Date

Greg Lybeck

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



Proposal

Date: April 4, 2023

Proposal ID. 2023 04-10 Fair-4

To: BOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – To sign a contract with Washington State Department of Corrections to be able to use their work crews to help maintain the fairgrounds property.

Topic – Washington State Department of Corrections contract.

Summary – We are requesting the Board of County Commissioners approve signing a new contract with Washington State Department of Corrections that would be good from July 1, 2023 to June 30, 2024.

Cost – The cost is \$250 per day.

Funding – Is budgeted in 118.

Alternatives Considered – None.

Acquisition Method – By extending the contract for another year.

Security – N/A

Access – N/A

Risk – No Risk – the contract has been reviewed by the Prosecuting Attorney's office.

Benefits – The DOC crews come out to our fairgrounds and do a tremendous job helping us keep it looking good. These projects would not be able to be done without the help of the DOC crews.

Conclusion/Recommendation – To approve and sign the Washington State Department of Corrections contract.

Submitted By

Disposition

Greg Lybeck Fairgrounds

___ Approved

Name Department Date

___ Approved with modifications

Greg Lybeck 4.4.2023

___ Needs follow up information

Signature

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up

WASHINGTON STATE DEPARTMENT OF CORRECTIONS
Washington State Penitentiary
Prisons Division CLASS IV Work Project Description

I. Contract Number: K12508

RECIPIENT: Walla Walla County Fairgrounds

RECIPIENT is: ☒ Government Entity ☐ State Agency ☐ Public Benefit Nonprofit & Evidence Attached ☐

RECIPIENT Contact: Greg Lybeck Phone: 509 527 3247 Email: glybeck@co.walla-walla.wa.us

Department Contact: David Anderson Phone: 509 526 6430 Email: David.Anderson@doc1.wa.gov

Work Project Title: Walla Walla County Fairgrounds

Project Level: ☒ 1 ☐ 2 ☐ 3

Workers will: DOC will provide incarcerated individual work crews to perform general grounds maintenance, including but not limited to, weed control painting and brush cleanup

Number of Workers on crew: Maximum of 10 incarcerated individuals

Project Location: Varies

Project Period (One year maximum): July, 1, 2023 through June 30, 2024

1. Projected Total Number of Crew Hours, Number of Workers: 60 hours a day

2. Minimums for Set Monthly Rate and/or Full or Half Day Rate: \$250 per day

3. Approximate Work Hours: Arrive at 8:00 a.m. Depart at 2:00 p.m.

Special Payment Terms. Recipient will pay DOC:

1. Transportation Costs: \$0 to transport Workers;
2. Other direct and indirect costs \$Current L & I hourly rate; to include L & I (L&I Premiums Rate, Administrative Cost, etc.).

PPE, Tools and Equipment Provided by:

Recipient: _____

Specialty PPE, Tools and Equipment Training Provided by Recipient? ☐

DOC: Will furnish hard hats, reflective vests and gloves and safety cones as needed.

JSA Worksheet completed and attached? ☐

Additional Terms:

NAME OF RECIPIENT

DEPARTMENT OF CORRECTIONS

Signature

Signature of Superintendent

Title

Institution

Date

Date

*Please email a copy of this Work Project Description to docclacontractassist@DOC1.WA.GOV
within two (2) calendar days after it is signed by both Parties. THANK-YOU*



Proposal

Date: 4-10-2023

Proposal ID. 2023 04-10 Fair - 5

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – Approval of bid award and contract for the Revised Fairgrounds Community Center HVAC Replacement Project

Topic – Revised Fairgrounds Community Center HVAC Replacement Project

Summary – On March 27, 2023, we sent revised bid requests out to six contractors from the Small Works Roster. The project involves removing two of the four 10-ton HVAC units in the Fairgrounds Community Center and replacing them with two new units. The existing units are over thirty years old and well beyond their expected life. It has been difficult for our local contractors to repair these units because parts are not available. Bids closed on April 3, 2023, at 3:00 p.m.

The following bids were received by the deadline of April 3, 2023, at 3:00 p.m.

Grassi Refrigeration	Walla Walla, WA	\$46,476.34 with tax*
Mill Creek Mechanical	Walla Walla, WA	\$47,537.88 with tax*
Young's Heating & Cooling	Walla Walla, WA	\$46,230.23 with tax*

**Note: All bidders used a sales tax rate of 8.9% vs the correct rate of 8.7% for Walla Walla County.*

Cost-

Young's Heating & Cooling - \$46,230.23 with 8.9% tax included (\$46,145.32 with 8.7% tax included)

Funding – The project will be funded from 301.

Alternatives Considered- We considered continuing to have contractors repair the units, but repairs were expensive and they would not give us a guarantee the units would work for any amount of time.

Acquisition Method- Through the bid process.

Security - NA

Access -NA

Risk – NA

Benefits – The benefits will be improving both the heat and air conditioning in our most used building for events. It will also reduce the cost that it now takes to keep them running.

Conclusion/Recommendation- I am recommending that the Commissioners approve the bid award and associated contract to Young's Heating & Cooling, LLC for the Revised Fairgrounds Community Center HVAC Replacement Project.

Submitted By

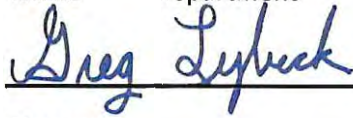
Disposition

Greg Lybeck Fairgrounds 4.10.2023

☐ Approved

Name Department Date

☐ Approved with modifications



☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

1:30 PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Bid Openings:

- 1) One (1) New Side Dump Trailer

b) Action Agenda Items:

- 1) Signing a contract with Nelson Construction Corporation for the Burbank Business Park Multi-Use Path

c) Department update and miscellaneous

CONTRACT

THIS AGREEMENT, made and entered into this 10th day of April 2023 between the County of Walla Walla, acting through the **Board of Walla Walla County Commissioners** under and by virtue of Title 36 RCW, as amended, hereinafter called the Board, and, **Nelson Construction Corp., PO Box 794, Walla Walla, WA 99362.**

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

- I The Contractor shall do all work and furnish all tools, materials, and equipment for the **Burbank Business Park Multi-Use Path** in accordance with and as described in the attached plans, amendments, special provisions and the Standard Specifications of the Washington State Department of Transportation, which are by this reference incorporated herein and made a part hereof, and shall perform any alterations in or additions to the work provided under this contract and every part thereof.

The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this contract and every part thereof, except such as are mentioned in the specifications to be furnished by the State of Washington or Walla Walla County, WA.

- II The County of Walla Walla hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same according to the attached plans and specifications and the terms and conditions herein contained, and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices hereto attached, at the time and in the manner and upon the conditions provided for in this contract. The County further agrees to employ the Contractor to perform any alterations in or additions to the work provided for in this contract that may be ordered and to pay for the same under the terms of this contract and the attached plans and specifications.

- III The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

- IV It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.

IN WITNESS WHEREOF, the Contractor has executed this instrument on the day and year first below written, and the Board of Walla Walla County Commissioners has caused this instrument to be executed in the name of said County of Walla Walla and the Board of Walla Walla County Commissioners the day and year first written.

Executed by the Contractor April 3rd 2023



Nelson Construction Corp

John Nelson, President

Foregoing contract acknowledged April 3rd, 2023

Atlantic Specialty Insurance Company

Surety

By

Melissa Wolf

Melissa Wolf

Attorney-in-Fact

COUNTY OF WALLA WALLA

Chairman

Commissioner

Commissioner

Seal

Attest:

Clerk of the Board

**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: 5 April 2023

Re: Director's Report for the Week of 3 April 2023

Board Action: 10 April 2023

Bid Openings:

In the Matter of a Bid Opening – One (1) New side Dump Trailer

Action Agenda Items:

In the Matter of Signing a Contract with Nelson Construction Corporation for the Burbank Business Park Multi-Use Path

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: Working on grade and sidewalk.
- Wallula Bridge: Consultant is beginning project survey.
- Mill Creek Road MP 6.5 to MP 8.0: Working on survey.
- Burbank Business Park Pathway (Port of Walla Walla Project): Held preconstruction meeting with contractor.

MAINTENANCE/FLEET MANAGEMENT:

- South Crew – Snow and ice, gravel roads and crack sealing depending on weather.
- North Crew – Snow and ice, gravel roads. Completed the culvert replacement on Spring Valley Road.
- Vegetation & Signs – Snow and ice and sign maintenance.
- Garage – Routine services and repairs, patrol car up-fits and prepping equipment for summer projects.

ADMINISTRATION:

- Conducted our weekly Road Operations, Staff, and Engineering meetings.
- Attended this week's Legislative Update meeting with our Local Coalition.
- Working on department-wide routine employee counseling.
- Attended this month's Elected Official/Department Head meeting.
- Attended a Legislative Update from the Washington State Association of County Engineers (WSACE).

1:45 WSU EXTENSION

Debbie Moberg

a) Department update and miscellaneous

Walla Walla County Extension April 10, 2023

1:45 p.m.

Update WSU/Walla Walla County Extension
Area Updates and Events

County Budget 2023

County Budget 2024-25
Memorandum of Agreement – Professional Services Contract

Hort Board Update

Rachel Wieme, WSU Agronomist

Schedule

April 3-6 – 4-H PNW Tri-State Conf., Boise ID (Out of State)

April 25-28 – WEASA AG Tour Olympia WA

May 22- June 3 – Annual Leave/Rotary International Melbourne Australia

June 27-29 – WSU Extension Conference, Vancouver WA

July 3-7 – Annual Leave, OR

August 8-18 – Annual Leave, MI

WSU Extension Office – Walla Walla County March 2023 Update

WSU/Walla Walla County Extension Staff

WSU College of Agriculture Human and Natural Resource Sciences (CAHNRS) Dean Wendy Powers (U of CA Ag & Natural Res.).

Associate Dean and Director of Extension, Vicki McCracken.

Assistant Director of Extension, Mike Gaffney.

WSU Youth and Family Program Unit Director, Missy McElprang

4-H State Coordinator, Mark Heitstuman.

Blue Mountain Extension Team (Asotin, Columbia, Garfield, Walla Walla, and Whitman Counties) - Paul Carter retired from Columbia County and Janet Schmidt retired from Whitman County. Mark Heitstuman (Asotin and Garfield) is Interim 4-H State Coordinator. Dr. Steve Van Vleet left in October. WSU Extension Admin included the replacement of Columbia/Garfield and Whitman positions in the WSU Extension hiring plan.

Walla Walla Agronomy Specialist Dr. Rachel Wieme started February 16th.

2022 Annual Reviews

I received my 2022 Annual Review and conducted Annual Reviews for my staff.

Walla Walla County Extension Updates

Teen Leadership: Walla Walla County 4-H teens participated in the *Know Your Government* Program this year in Olympia. The teens are attending training sessions on *Politics and the Media* at the event. The 4-H Know Your Government Conference serves to strengthen the connection between youth and our political and social networks through education, experience, application and inspiration.

4-H Top Chef. 4-H members in the Foods projects can enter classes on table setting, packing a healthy lunch, and full meal preparation. Youth awarded a blue ribbon at the February contest are qualified to participate in State Fair.

4-H Super Saturday was March 18. Local youth participate in 4-H type classes including youth from the community that don't get to participate in clubs throughout the year.

4-H STEM Grants: We have put our STEM equipment (12 computers, Robotics kits, and Drone kits) to use again this year all around our county. We are rebuilding our partnerships with WWPS through the 21st Century program. We are serving youth in partnership with the Rural Libraries.

4-H Demonstrations: 4-H youth give presentations in April and May (4-H State Qualifier) providing good skills for future presentations throughout life (school, job interviews, conferences). Walla Walla Noon Rotary and the Exchange Club provides funds for premiums since demonstrations are not held at Fair.

Summer Youth Programs: Quilt Camp, STEM Camps, and summer sessions (Science, Culinary and Creative Arts) will be provided for area youth again this summer.

Fair: Moving quickly towards fair with Market Livestock weigh-ins (Beef was March 25; Sheep, Goats, Swine are June 3), Fashion Review, Food & Clothing Judging, Dog

Agility, Cat Show, Colt Training and other events prior to fair. We can help with online fair entries.

Family/Community

Our Food \$ense program and includes Asotin, Benton, Franklin and Walla Walla Counties. Walla Walla County Extension Food \$ense program been serving our community utilizing County support, Federal dollars, and in-kind match since the start up in 2004. We have reached more than 50,000 youth and their families. Meike VanDonge, Food \$ense Coordinator and her staff are gearing up to partner with schools, food banks, and other entities serving low-income clientele for another year (fiscal year October – September).

WSU Food \$ense program's goal is to impact family nutritional habits at home through nutrition education. Since 2004, we have received more than \$2 million to serve SE Washington.

Agriculture Programs

Extension Educator position was filled this year - Extension Specialist – Agronomy and Cropping Systems. The position costs Walla Walla County less than \$25K and WSU picks up remaining salary, benefits (including unemployment), travel, and startup funds for equipment.

2023 crop tours (cereals – wheat & legumes – peas, garbs, lentils) will be held in June. They provide opportunities to view field trials and interact with Washington State University personnel and others about cereal varieties and crop management practices. Cereal breeders, extension agronomists, plant pathologists, and other scientists will be presenting information at various events.

Master Gardeners/Master Food Preservers

Master Gardeners will start Office Clinics in April and Farmers Market Saturdays in May. Master Gardeners put in many volunteer hours in each year (> 7500 hours since 2004).

Master Food Preserver Volunteers are available to help local residence safely preserve food and to annually test canning gauges.

Horticulture Pest and Disease Board

Hort Coordinator and Board continue to help homeowners control their fruit pests. Brown Marmorated Stinkbug and Apple Maggot situations. Entomologists from WSU, WSDA, and USDA-ARS are continuing to research control methods for the Brown Marmorated Stinkbugs. Apple Maggots were being monitored in Walla Walla area. They will be keeping tabs on the Spotted Lanternfly as well.

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Revised Job Description Approval Form – Division Manager – Population Health for Community Health Department
 - 2) Revised Job Description Approval Form – Lead Community Health Nurse for Community Health Department
 - 3) Revised Job Description Approval Form – Court Administrator for District Court
 - 4) Execute Memorandum of Understanding between Walla Walla County and Teamsters Local Union No. 839 representing Walla Walla County Corrections regarding retention and signing bonuses
- d) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))

HUMAN RESOURCES/RISK MANAGEMENT BOCC Update 04/05/23

Employment Information: 17 Full time open positions

Job Openings:

1. Division Manager Behavioral Health – CHD – opened 11/16/22
2. Division Manager- Population Health – CHD – opened 7/6/22
3. Senior Office Assistant EH – CHD – OUF – opened 1/13/2023
4. Accounting Technician II – CHD – OUF – opened 04/04/2023
5. Corrections Officers – Corrections – continuous advertising – 4 open positions -testing 03/23/23 – 1 passed – Next test 04/06/2023
6. Juvenile Detention Officer – JJC – OUF – opened 12/22/22
7. Admin Deputy Jail Commander – Corrections – OUF - opened 2/15/23
8. Operations Deputy Jail Commander – Corrections – opened 2/15/23
9. Maintenance Technician I – PW – OUF – opened on 3/14/22
10. Public Works Technician IV – PW – OUF – opened on 1/20/23
11. PT Senior Office Assistant – WSU – OUF – opened 4/15/22
12. Building Official/Fire Marshal - Community Development – OUF - opened 09/30/22
13. Chief Civil Deputy – Sheriff – OUF - opened - opened 10/6/22
14. Chief Finance Manager – Auditor – OUF - opened 10/27/22
15. Bailiff – Superior Court – Continuous advertising – OUF 3 P - opened 11/2/22
16. Deputy Prosecuting Attorney I or II - Prosecuting Attorney – OUF- 3 positions - opened 11/30/22
17. Legal Assistant I – Prosecutor’s Office – OUF – opened – opened 04/03/23

OUF = Opened until filled

Job Closings:

1. Environmental Health Specialist I and II – CHD - opened 12.12.23 – Closed 04/04/2023

Positions Filled:

1. Grants & Contract Coordinator – CHD -opened 03.21.3 – internal start date: 04/11/2023

Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

Approval Form

Position: Division Manager—Population Health

Date: 04/06/2023

Department: Community Health

Pay Range: 8, Full-time (40 hrs./wk.) FSLA Exempt, Benefits Apply

Union (Identify): _____ Non-Bargaining: ____X____

☒ Regular Full Time
☐ Regular Part Time

☐ Additional
☐ Replacement

☐ Contract
☐ Temporary/Intermittent

Necessary qualifications: Bachelor's degree in Science, and five years experience in public health or within a health care setting; at least two years of prior supervisor experience.

This updated job description has the same content as the previous job description. It is being updated to reflect a Bachelor's degree in Science that previously required a Bachelor's degree in Nursing.

HR-Approved Job Description Attached.

Reviewed:

HR/Risk Manager

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

WALLA WALLA COUNTY
POSITION DESCRIPTION

JOB TITLE: Division Manager – Population Health

DEPARTMENT: Community Health

REPORTS TO: Administrative Director and Public Health Officer

PAY GRADE: 8, Full-time, (40 hrs./wk.) FSLA Exempt, Benefits Apply

JOB SUMMARY: Under limited supervision, plans, directs and manages programs and staff to promote health equity and protect the health and safety of Walla Walla County residents; assures compliance of program activities with Department goals and objectives, State and Federal laws, and County policies and procedures. Direct program oversight of programs including but may not be limited to: Communicable Disease, Behavioral Health, Maternal and Child Health, Oral Health, and provision of clinical services throughout Walla Walla County. Assists the Administrative Director and Health Officer in developing, managing, and implementing annual and long-range programs to accomplish departmental goals and policies. Collaborates with individuals, agencies, and institutions in the community to improve public health.

SUPERVISORY RESPONSIBILITIES: Supervises the clinical services staff including clinic, communicable disease, and maternal and child health. May supervise additional positions/programs as needed and/or appropriate.

ESSENTIAL FUNCTIONS:

- Manages and directs the daily activities of the Clinical Services division through appropriate delegation, managerial support, and work supervision; directs assigned programs, including contract oversight and management.
- Coordinates integration of services with other programs, departments and agencies to identify, prevent, control and correct public health threats and control disease vectors; analyzes trends and evaluates program requirements and resource utilization; negotiates and monitors contracts and agreements.
- Plans, prioritizes and assigns tasks and projects; directs the development of performance standards; counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with staff to offer technical advice and guidance; analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of solutions.
- Monitors operations and procedures; develops and approves recommendations for improving program operations and processes; assures that strategic goals are reached.
- Develops, evaluates, and implements goals, objectives, policies, and procedures; monitors programs, and develops standards for program planning and service evaluation; assures activities are following all laws, policies, regulations, and goals; assures compliance with Washington State Department of Health Consolidated Contracts for local public health services funding; assures compliance with other funding sources as appropriate.
- Assists in contract requirements related to programs and services; assures that appropriate services are provided; writes grant applications, monitors grant program activities, and assures compliance with program standards and performance guidelines; coordinates information and assures effective communications between programs and other agencies.

EXAMPLE OF DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Reviews and comments on proposed changes in statutes and regulations.
- Represents the Department at meetings, regulatory commissions and boards; serves as information source and liaison between the County and various community and advocacy groups, and state and regional organizations, including Greater Columbia Accountable Communities of Health (GCACH), and Washington State Association of Local Public Health Officials (WSALPHO).
- Participates with Community Health Director, Health Officer, other managers, and supervisory personnel in development of policy, formulation, implementation and evaluation of Department of Community Health efforts.
- Assists with division budget.
- Participates in the selection process for Department of Community Health staff.
- Provides instruction for and outline work assignments.
- Reviews work assignments for quality, quantity, timeliness and appropriateness.
- Organizes and conducts periodic performance evaluations.
- Supervises and performs communicable disease investigations and epidemiology as needed.
- Provides leadership to Maternal Child Health and WIC programs.
- Provides professional guidance for the development of the community health assessment and the community health improvement plan.
- Assures client record systems meet state laws, grant requirements, and quality assurance standards.
- Responds to complaints, evaluates risk and directs the resolution of issues.
- Participates in planning, training and response in public health emergencies as assigned.
- Participates in quality improvement/assurance activities of the department, including Public Health Accreditation.
- Performs other work as required/assigned.

EQUIPMENT TO BE USED: Standard office equipment including PC or computer workstation and related software, fax and photocopy machines, multi-line phone systems and cell phone.

WORKING ENVIRONMENT/PHYSICAL ABILITIES:

- Work will be performed both in an office environment and outside within the community.
- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Ability to drive a vehicle, fly in an airplane and travel as required.
- Ability to lift and carry 25-30 (twenty-five to thirty) pounds.
- Requires sufficient hearing and speech ability to communicate verbally.
- Ability to tolerate environmental conditions such as odors, pets, and tobacco smoke.
- Ability to work with multi-cultured, multi-lingual and disabled individuals and families.

KNOWLEDGE AND ABILITIES:

- Knowledge of Federal, State, and County laws, codes, rules, and regulations related to public health and social services.
- Knowledge of Community resources and public health programs for appropriate referrals.

- Knowledge of Regional public health protocols, communicable disease issues, and reporting standards.
- Knowledge of techniques of investigating and researching public health problems and conditions.
- Knowledge of public health research protocols and statistical evaluation principles and methods.
- Knowledge of principles of record keeping and records management.
- Knowledge of principles and practices of database systems, computerized data compilation techniques, and statistical and spatial models for computer analysis.
- Knowledge of surveillance program design and management.
- Knowledge of infectious disease transmission patterns.
- Knowledge of principles of scientific investigation and confidentiality, interviewing and counseling techniques.
- Ability to write clear concise reports, organize materials for use, and make effective oral presentations before groups and clients.
- Ability to assess, analyze, and identify problems, and recommend effective solutions.
- Ability to manage staff, delegate tasks and authority, and coach to improve staff performance.
- Ability to work effectively with others to develop solutions for public health problems.
- Ability to apply public health principles.
- Ability to develop public health assessments and evaluate clinical and non-clinical service practices.
- Ability to compile, analyze, and present technical and statistical information in reports.
- Ability to interpret technical instructions and analyze complex variables.
- Ability to assess and prioritize multiple tasks, projects and demands.
- Ability to wear personal protective equipment and work around people with infectious diseases.

EDUCATION AND EXPERIENCE: Bachelor's degree in Science, and five (5) years of experience in public health or within a health care setting. At least two (2) years of prior supervisory experience required. Master's in Nursing, Public Health or Licensed Nurse Practitioner in the State of Washington is preferred. Prior psychiatric nursing experience a plus.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Valid driver's license and have a driving record acceptable to the county's insurance provider.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Bi-lingual Spanish – English is desirable.

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

Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

Approval Form

Position: Lead Community Health Nurse

Date: 04/06/2023

Department: Community Health

Pay Range: 7, Full-time (40 hrs./wk.); Benefits Apply, non-exempt

Union (Identify): _____ Non-Bargaining: _____X_____

☒ Regular Full Time

☐ Additional

☐ Contract

☐ Regular Part Time

☐ Replacement

☐ Temporary/Intermittent

This updated job description replaces the previous Community Health Nurse A. By adjusting the necessary qualifications for the Division Manager—Population Health from an RN degree to a Bachelor of Science, degree, more supervisory responsibilities were added to the Community Health Nurse position making it a Lead position.

Major Changes:

1. Pay grade moved from a 6 to a 7 and non-exempt.
2. Supervisory responsibility to include supervising day-to-day operations of RN staff under the direction of the Population Health Manager.
3. More essential functions added to include coordinating and leading community stakeholders in collaborative efforts to address community health priorities and provide education and counseling to individuals, families and community groups.
4. Ten more examples of duties were added to the job description .
5. Education and experience was upgraded to a Bachelor's degree in nursing with a current WA State license and five (5) years of experience in public health or within a health care setting.
6. More license and other requirements to include FEMA Incident Command within 6 months of hire: 100, 200, 700, 800 and FEMA Incident Command 300 and 400 within 2 years of hire.

HR-Approved Job Description Attached.

Reviewed:

HR/Risk Manager

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Community Health Nurse A

DEPARTMENT: Community Health

REPORTS TO: Program Manager, Population Health

PAY GRADE: 7, Full-time (40 hours/week); Benefits Apply

JOB SUMMARY: The clinic nurse-coordinator will perform comprehensive nursing services requiring independent professional judgment and carries additional responsibilities for coordination of programs; immunization, HIV, STD, Tuberculosis and communicable disease. This position is expected to apply broad knowledge of the policies and procedures of Public Health Nursing at Walla Walla County Community Health Department, using State and National Guidelines as well as the Registered Nurse Scope of Practice described in the Washington State Nurse Practice Act.

SUPERVISORY RESPONSIBILITY: Supervision is not a normal responsibility of this position **EXCEPT** when the Population Health Manager is absent.

ESSENTIAL FUNCTIONS:

- Manage and coordinate clinic activities.
- Instruction and education of families and clients on health education matters.
- Mentor students and new public health personnel.
- Responsible for carrying out procedures and protocols for assigned programs.
- Participate in policy and procedure formation.
- Assess client and community needs, variances from prescribed programs and clinic problems as they arise.
- Participates in planning, training and operations during public health emergencies.
- Performs nursing duties as approved by the Health Officer.

EXAMPLE OF DUTIES:

- Train and schedule clinic staff.
- Counseling and testing for HIV/STD clients and investigation as needed.
- Administration of childhood, adult and travel vaccines.
- Conduct education programs for community and client needs.
- Participate in community agency health boards.
- Surveillance and investigation of county communicable diseases and submits reports to the Washington State Department of Health.
- Surveillance of county STD/HIV and submit reports to Washington Department of Health.
- Assist with writing policies and procedures for assigned programs.
- Uses PHIMS to report diseases to the Washington Department of Health.
- Determines what immunizations are needed by children and adults and administers immunizations.

- Performs examinations of individuals with potentially communicable conditions and administers medications to individuals requiring prophylaxis for communicable diseases.
- Administers directly observed therapy to individuals with tuberculosis.
- Conducts examinations of individuals with suspected sexually transmitted diseases (STD) and provides appropriate therapy for individuals with confirmed STD.
- Collects laboratory samples of blood, body fluids, other potentially infectious material and feces for laboratory analysis and conducts clinical laboratory analysis on certain samples.
- Conducts a travel clinic; determines necessary precautions and medications based upon travel routes; administers immunizations, dispenses chemo prophylactic agents and gives personal protection advice to potential international travelers.
- Perform other duties as assigned.

EQUIPMENT TO BE USED: Standard office equipment including PC and/or computer workstation, related software, fax and photocopy machines, multi-line phone system and cell phone will be utilized. A microscope and centrifuge will be used in lab processes. Medical and laboratory equipment required during examinations, treatment and diagnosis of conditions.

WORK ENVIRONMENT AND PHYSICAL ABILITIES:

- Work performed both inside and outside the Community Health Department and within the community. The County Jail and Juvenile Justice Center are an integral part of public health programs.
- Requires manual dexterity and visual acuity to operate personal computer and peripherals.
- Requires ability to drive an automobile, fly in an airplane and travel as required.
- Requires ability to lift and carry twenty-five to thirty (25-30) pounds.
- Requires sufficient hearing and speech ability to communicate verbally.
- Requires ability to tolerate environmental conditions such as odors, pets and tobacco smoke.
- Ability to navigate uneven surfaces (i.e. yards, unpaved walkways, driveways) or stairs to access client homes.

KNOWLEDGE AND ABILITIES:

- Knowledge of the principals and practices of Public Health Nursing, Washington State Nurse Practice Act, management, communicable disease control, epidemiology and health education.
- Knowledge of and ability in standard office automation software, PHIMS, PHRED, SECURES, and public health data management software.
- Ability to write clear reports, organize materials and make effective oral presentations before groups to promote Public Health and the health of the community and work to develop needed community resources.
- Ability to communicate with clients.
- Knowledge of local community referral resources.
- Knowledge of principals of confidentiality.
- Ability to exercise initiative, tact, discretion and judgment in carrying out work.

- Ability to work with multi-cultural, multi-lingual and challenged individuals and families.
- Knowledge of interviewing and counseling techniques.
- Knowledge and understanding of foreign travel vaccine requirements.
- Knowledge of Standard Precautions and work around bloodborne pathogens.
- Ability to wear personal protective equipment and work around people with infectious diseases.

EDUCATION AND EXPERIENCE: A Bachelor of Science in Nursing with experience documenting skills, knowledge and abilities required by the position **OR** an Associate Degree in Nursing from an accredited School of Nursing with three (3) years in Public Health. Work experience with infants, children and/or families.

LICENSE AND OTHER REQUIREMENTS:

- Current in cardio-pulmonary resuscitation (CPR).
- A current valid Registered Nursing license for the State of Washington.
- Maintain a current driver's license and vehicle insurance.
- Access to a vehicle during work hours.
- 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.
- Must not use tobacco products or smoke "electronic cigarettes".

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

Approval Form

Position: Court Administrator

Date: 04/05/2023

Department: District Court

Pay Range: 7

Union (Identify): _____ Non-Bargaining: _____X_____

☒ Regular Full Time

☐ Additional

☐ Contract

☐ Regular Part Time

☐ Replacement

☐ Temporary/Intermittent

Presiding District Court Judge would like to change this position to an appointed position, and add addition language to job description to align position closer to other District Courts in Washington State. Significant changes have been made to JD and JD is attached. All changes have been underlined.

Major Changes:

1. First 3 paragraphs have been updated to align with other District Courts in Washington State
2. Required to pass a criminal background check that will allow for access to all appropriate court and state information systems, if required by the court.
3. Added, "File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts. -Attend ongoing education or training to stay current with changes in the field of corrections and treatment. -Job description has been updated from 2017 to include the HR-Approved Job Description Attached.

Reviewed:

Human Resources/Risk Manager

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Court Administrator

DEPARTMENT: District Court

REPORTS TO: Presiding District Court Judge

PAY RANGE: 7, Full-time (40 hours/week); FSLA Exempt; Benefits Apply

JOB SUMMARY: The Walla Walla District Court (WWDC) covers three (3) jurisdictions within Walla Walla County: City of Walla Walla; City of College Place; and the County of Walla Walla. The WWDC was established in accordance with State Law and is the judicial branch of government for the County and two municipalities. The Court is authorized to hear both criminal and civil matters.

The Court Administrator serves as the court executive officer (ceo) for the court. The Court Administrator works under the direction and supervision of the Presiding Judge in accordance with GR 29 and all applicable state laws. This position assumes full responsibility for the planning, directing, implementation, and management of all the non-judicial, day-to-day operations of the court, including court services for contracting cities. The Court Administrator develops and implements policies and procedures, the court budget, oversees personnel management and development, accounting, case-flow management, oversight of projects, grants, contracts, establishes and maintains the court's continuity of operations plan, and performs other responsibilities as required. This position provides leadership and strategic vision including but not limited to developing short and long-term goals for effective court services.

SUPERVISORY RESPONSIBILITIES: Direct supervision of court personnel including but not limited to interviewing, and training employees; planning, assigning, and directing work; addressing complaints, grievances, and disputes; resolving problems; maintaining personnel files as needed; appraising performance; recommending promotions and disciplinary actions; implementing organizational changes; approving and scheduling leave time; and recommending terminations as appropriate.

ESSENTIAL FUNCTIONS:

- Under administrative direction, directs, administers, and manages the development and oversight of the operations and services of the Court; manages programs, staff and general administrative functions of the court office including policies, procedures and annual Court budget; oversees jury utilization, probation department, case flow management, records management and equipment; researches and prepares detailed reports and analysis. Demonstrates application of generally accepted accounting principles.
- Plans, directs, coordinates, and reviews the work of assigned staff. Assigns work activities and coordinates schedules, projects and programs; provides constructive feedback. Reviews and evaluates work and makes effective suggestions and

recommendations. Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training. Directs the employment and hiring process and employee relations. Manages the workflow and prioritization of projects and measures the performance of the court and all related staff and takes appropriate corrective action when necessary. Provides advice and counsel to staff; develops development work plans for staff; implements and/or recommends corrective actions, discipline and termination procedures as appropriate/necessary.

- Directs, monitors, and reviews the maintenance of personnel, payroll, vacation, sick leave, overtime, and comp time records.
- Develops, administers, maintains, and oversees the budget including the annual budget, outside funding, revenues and sustainable funding models for the Department, forecast funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary; informs Presiding Judge of financial conditions and needs of the court.
- Monitors and plans for legislative developments to ensure conformance of court procedures and activities, anticipate change, and adjust strategies for fulfillment of court objective and mandates.
- Oversees and manages the use of the Washington State Judicial Information System (JIS) to increase productivity and efficiency.
- Serves as a liaison for the court with attorneys, law enforcement, contracting cities, the news media, and State and County officials; attends meetings of special boards/commissions/associations, and committees as the court representative.
- Directs court operations to maintain effective and efficient programs.
- Maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate; ensure processes, policies and practices are interpreted and applied consistently effectively.
- Communicates with other Court Administrators, personnel and outside organizations to obtain legal interpretations and develop schedules; coordinates activities and programs, resolves issues and conflicts and exchanges information.

KNOWLEDGE AND ABILITIES:

- Knowledge of theories, principles, and practices of management.
- Knowledge of state laws governing the operation of District Court.
- Ability to plan, coordinate, supervise and evaluate the work of subordinate employees.
- Ability to evaluate policies and procedures, analyze operations, and take effective action to correct deficiencies and resolve problems.
- Ability to read, interpret, and apply laws, rules, codes, and procedures governing case processing and courtroom procedures.
- Ability to identify procedural problems and develop solutions.
- Ability to establish and maintain effective work relationships with superiors, peers, associates, subordinates, and the public.
- Ability to maintain necessary records and prepare required reports.
- Ability to communicate effectively with people regardless of age, sex, social, economic, or cultural background including persons with social or behavioral problems.
- Ability to work with minimum supervision.
- Ability to cope with stressful or emergency situations calmly and effectively.
- Ability to make decisions under pressure and in stressful situations.

QUALIFICATIONS:

Minimum Qualifications:

A Bachelor's Degree (BA or BS) in business or public administration and two (2) years experience as a criminal justice manager or administrator; OR any ten (10) year combination of training and/or experience that provides the required knowledge and abilities. Additional managerial experience may be substituted on the basis that one (1) year of actual managerial experience equals two (2) years of the required education.

License, Certification, and Other Requirements:

- Current, valid Driver's License
- Required to pass a criminal background check that will allow for access to all appropriate court and state information systems, if required by the court.
- File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts.
- Attend ongoing education or training to stay current with changes in the field of corrections and treatment.

WORKING ENVIRONMENT / PHYSICAL ABILITIES:

Work is performed in the usual office environment and in the courtroom. Must possess the physical ability to sit for long periods of time while performing duties. Physical abilities required for this position are those typically related to office operations including: manual dexterity and visual acuity to operate personal computers and other office equipment; access file cabinets and sufficient hearing and speech ability to communicate verbally; and supervising individuals who often have a low level of education, substance abuse issues, and mental health issues.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

2:15 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(b)), and/or litigation or potential litigation (pursuant to RCW 42.30.110(i))
- c) Possible action re: pending or potential litigation

2:45 COUNTY COMMISSIONERS

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

- A D J O U R N -

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.