

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, MAY 1, 2023**

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

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

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

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

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

**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 May 22 and 23, 2023 and May 30 and 31, 2023
  - 3) Proclaiming May, 2023 as Older American's Month
  - 4) Proclaiming May, 2023 as Mental Health Awareness Month
  - 5) Proclaiming May, 2023 as Building Safety Month
  - 6) Proclaiming May 7-13, 2023 as Correctional Officers Appreciation Week
  - 7) Proclaiming May 12, 2023 as Provider Appreciation Day
  - 8) Proclaiming May 11-17 as National Police Week and May 15, 2023 as Peace Officers' Memorial Day
  - 9) Proclaiming May 21-27, 2023 as Emergency Medical Services Week
  - 10) Payroll action and other forms requiring Board approval

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

**IN THE MATTER CANCELLING  
COUNTY COMMISSIONERS'  
SESSIONS OF MAY 22 AND 23  
2023 AND MAY 30 AND 31 2023**

**RESOLUTION NO. 23**

**WHEREAS**, due to unforeseen scheduling conflicts, it has been determined that there will not be a quorum of the Board of County Commissioners available for the regular Commissioners' meetings that would be held on May 22 and 23, 2023; and

**WHEREAS**, due to the Board of County Commissioners decision to cancel session when there is a fifth Monday, session will be cancelled on May 30 and 31, 2023; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the regularly scheduled Board meetings on May 22 and 23, 2023 and May 30 and 31, 2023 be cancelled.

**BE IT FURTHER RESOLVED** that the next regular meeting of the Board will be held on June 5, 2023.

*Passed this 1<sup>st</sup> day of May, 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*

## PROCLAMATION

**WHEREAS**, each May, the nation celebrates Older Americans Month to recognize older Americans for their contributions to our nation; and

**WHEREAS**, Walla Walla County includes a growing number of older Americans who contribute their time, wisdom, and experience to our community; and

**WHEREAS**, communities' benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

**WHEREAS**, Walla Walla County recognizes our need to create a community that offers the services and supports older adults needing to make choices about how they age; and

**WHEREAS**, Walla Walla County can work to build an even better community for our older residents by:

- Not limiting our thinking about aging,
- Exploring and combating stereotypes,
- Emphasizing the many positive aspects of aging,
- Inspiring older adults to push past traditional boundaries, and
- Embracing our community's diversity.

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

### **May, 2023 to be Older Americans Month**

in Walla Walla County and urge every resident to celebrate our older citizens, help to create an inclusive society, and accept the challenge of flexible thinking around aging.

Dated this 1st day of May, 2023, at Walla Walla County, Washington.

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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman

Attest:

\_\_\_\_\_  
Todd L. Kimball, Commissioner

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

\_\_\_\_\_  
Gunner Fulmer, Commissioner

## **PROCLAMATION**

**WHEREAS**, nearly one in five adults and one in five adolescents in the United States live with a mental illness; and

**WHEREAS**, Mental health impacts a person's emotional, social, environmental, financial and overall well-being, with significant disparities among racially and ethnically diverse communities; and

**WHEREAS**, suicide is now the second leading cause of death for 15-to-24-year-olds, with teenagers experiencing a 17.3% increase in the use of anxiety medications since 2010; and

**WHEREAS**, one third of the United States population lives in a county designated as a mental health professional shortage area; and

**WHEREAS**, an estimated 44% of residents detained in jails are suffering from a mental illness, often with co-occurring substance use disorders; and

**WHEREAS**, Walla Walla County and all counties serve as a safety net for residents in need, first responders, and operator of crisis lines, public hospitals and detention centers; and

**WHEREAS**, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts; and

**WHEREAS**, public education and civic activities can encourage mental health and help improve the lives of individuals and families affected by mental illness; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

### **MAY, 2023 as MENTAL HEALTH AWARENESS MONTH**

in Walla Walla County and encourage citizens, government agencies, public and private institutions, businesses and schools in Walla Walla County to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Dated this 1st day of May, 2023, at Walla Walla County, Washington.

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

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

Attest:

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

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

\_\_\_\_\_  
Gunner Fulmer, Commissioner, District 3

## **PROCLAMATION**

**WHEREAS**, the Walla Walla County Board of Commissioners and County Community Development Department are committed to recognizing that our growth and strength depends on the safety and essential roles our homes, buildings, and infrastructure play, both in everyday life and when disaster strikes; and

**WHEREAS**, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians - building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers and others in the construction industry who work year round to ensure the safe construction of buildings; and

**WHEREAS**, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, play; and

**WHEREAS**, these modern building codes include safeguards to protect the public from hazards Such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes; and

**WHEREAS**, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity; and

**WHEREAS**, "It Starts with You," the theme for Building Safety Month 2023, encourages us all to raise awareness about building safety on a personal, local and global scale; and

**WHEREAS**, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

### **MAY, 2023, as BUILDING SAFETY MONTH**

in Walla Walla County and encourage all citizens of the county to observe this week appropriately.

Dated this 1st day of May, 2023, at Walla Walla County, Washington.

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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman

Attest:

\_\_\_\_\_  
Todd L. Kimball, Commissioner

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

\_\_\_\_\_  
Gunner Fulmer, Commissioner

## **PROCLAMATION**

**WHEREAS**, the Walla Walla County Board of Commissioners and Department of Corrections recognize that Walla Walla County Correctional Officers are responsible for the daily supervision of criminal offenders housed in the Walla Walla County Jail; and

**WHEREAS**, correctional officers are responsible for ensuring the safety of the general public, correctional staff and offenders; and

**WHEREAS**, correctional officers must act as communicators and experts at crisis management, acting to resolve conflicts and to restrain persons representing a danger to themselves or others; and

**WHEREAS**, correctional officers must develop and maintain these skills through rigorous basic and annual training; and

**WHEREAS**, correctional officers often must perform their work under adverse and hazardous conditions, while continuing to meet the high standards set by their profession and the expectations of the public; and

**WHEREAS**, each day of the year correctional officers perform a valuable service to the citizens of Walla Walla County; and

**WHEREAS**, correctional officers often perform outstanding services outside the scope of their normal responsibilities to their communities in times of need and crisis; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

**MAY 7-13, 2023, as CORRECTIONAL OFFICERS APPRECIATION WEEK**

in Walla Walla County and encourage all citizens of the county to observe this week appropriately.

Dated this 1st day of May, 2023, at Walla Walla County, Washington.

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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman

Attest:

\_\_\_\_\_  
Todd L. Kimball, Commissioner

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

\_\_\_\_\_  
Gunner Fulmer, Commissioner

## **PROCLAMATION**

**WHEREAS**, Child Care Aware® of America and other organizations nationwide are recognizing Child Care Providers on this day; and

**WHEREAS**, child care provides a safe, nurturing place for the enrichment and development of millions of children nationwide, and is a vital force in our economy; and

**WHEREAS**, the pandemic illuminated how indispensable child care providers are for the well-being and economic security of Washington state's young children, families, and communities; and

**WHEREAS**, child care programs, which are mostly small businesses, run and staffed predominantly by women, are still recovering from health and financial hardships stemming from the pandemic while they have continued to meet the needs of families; and

**WHEREAS**, Washington state recognizes that child care has been a lifeline for families, communities, and the economy and as such, has provided much needed support to providers to help sustain the viability of child care as providers work to keep our children safe, nurture their curiosity and prepare them for a lifetime of learning and growth; and

**WHEREAS**, our future depends on the quality of the early childhood experiences provided to young children today; support for high-quality child care represents a worthy commitment to our children's future; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

**MAY 12, 2023, as PROVIDER APPRECIATION DAY**

in Walla Walla County and encourage all citizens to recognize Child Care Providers for their important work.

Dated this 1st day of May, 2023, at Walla Walla County, Washington.

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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman

Attest:

\_\_\_\_\_  
Todd L. Kimball, Commissioner

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

\_\_\_\_\_  
Gunner Fulmer, Commissioner

# **PROCLAMATION**

## **TO RECOGNIZE NATIONAL POLICE WEEK AND PEACE OFFICERS' MEMORIAL DAY 2023**

**WHEREAS**, from the beginning of this Nation, law enforcement officers have played an important role in safeguarding the rights and freedoms which are guaranteed by the Constitution and in protecting the lives and property of our citizens; and

**WHEREAS**, in 1962, President John F. Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls as National Police Week, or May 11-17, 2023; and

**WHEREAS**, 556 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 224 officers killed in 2022 and 332 officers killed in previous years; and

**WHEREAS**, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 35<sup>th</sup> Candlelight Vigil, on the evening of May 13, 2023; and

**WHEREAS**, members of the Walla Walla County Sheriff's office play an essential role protecting lives and properties, and it is important that all citizens know and understand the problems, duties and responsibilities of local law enforcement agencies that provides such a vital public service; and

**WHEREAS**, we call upon all citizens of Walla Walla County to publicly honor and to salute the services of law enforcement officers, and observe the week of May 11-17, 2023, as Police Week and to honor the service of all law enforcement officers and to acknowledge the sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy; and

**WHEREAS**, we further call upon all citizens of Walla Walla County to observe May 15 as Peace Officers' Memorial Day, with federal law (P.L. 103-322) directing that all flags be flown at half-staff on that date in honor of those law enforcement officers who, through their courageous deeds while protecting our communities, have been killed or disabled in the performance of duty; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

**MAY 11-17, 2023 as NATIONAL POLICE WEEK**

**and**

**MAY 15, 2023 as PEACE OFFICERS' MEMORIAL DAY**

in Walla Walla County and publicly salute the service of law enforcement officers in our County and across the nation and encourage all citizens to join in recognizing this day and week, while remembering Walla Walla County Sheriff's Deputy Mike Estes and honoring all fallen heroes killed in the line of duty throughout our Nation.

Dated this 1st day of May, 2023, at Walla Walla County, Washington.

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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman

Attest:

\_\_\_\_\_  
Todd L. Kimball, Commissioner

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

\_\_\_\_\_  
Gunner Fulmer, Commissioner



## **PROCLAMATION**

**WHEREAS**, Emergency Medical Services Week has been established as May 21-27, 2023, with the theme of ***"Where Emergency Care Begins"***; and

**WHEREAS**, emergency medical services is a vital public service; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, access to quality EMS dramatically improves the survival and recovery rate of those who experience sudden illness or injury, through both basic and advanced medical care at the scene of an emergency and enroute to a hospital; and

**WHEREAS**, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, EMS professionals give unselfishly of their time and talents to make a difference in the lives of those within our community; and

**WHEREAS**, EMS week brings together local communities and medical personnel to honor the dedication of those who provide the day-to-day life saving services of medicine's "front line".

**WHEREAS**, EMS Week theme days for 2023 are: Monday – EMS Education Day; Tuesday – EMS Safety Day; Wednesday - EMS for Children; Thursday - Save-A-Life (CPR and Stop the Bleed); and Friday - EMS Recognition Day; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim the week of May 21-27, 2023, as

### **EMERGENCY MEDICAL SERVICES WEEK**

in Walla Walla County and encourage all citizens of the county to observe this week appropriately by acknowledging and recognizing the value and importance of those providing emergency medical services.

Dated this 1st day of May, 2023, at Walla Walla County, Washington.

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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman

Attest:

\_\_\_\_\_  
Todd L. Kimball, Commissioner

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

\_\_\_\_\_  
Gunner Fulmer, Commissioner

## **COUNTY COMMISSIONERS (Continued)**

### **j) Action Agenda Items:**

- 1) County vouchers/warrants/electronic payments as follows: 4054286 through 4054303 totaling \$1,074,814.32 (April payroll); 4250098 through 4250124 totaling \$1,195,976.52 (benefits and deductions)
- 2) Execute Interlocal Cooperation Agreement between Chelan and Walla Walla Counties for Juvenile Detention Services

**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**

INTERLOCAL COOPERATION AGREEMENT BETWEEN  
CHELAN AND WALLA WALLA COUNTIES FOR  
JUVENILE DETENTION SERVICES

THIS AGREEMENT is made this \_\_\_\_ day of May of 2023, between Chelan County, Washington, and Walla Walla County, Washington.

WHEREAS, each county is a municipal corporation organized and existing under the constitution and laws of the State of Washington, and particularly those set forth in Title 36 RCW, and each is authorized to own, operate and maintain a juvenile detention facility; and

WHEREAS, both counties have determined that it is in their mutual best interests and to their mutual benefit to have Chelan County provide detention services to Walla Walla Douglas County on an “as needed” basis through the Chelan County Juvenile Detention Facility; and

WHEREAS, Chelan and Walla Walla Counties enter into this interlocal cooperation agreement (“Agreement”) pursuant to the authorization of Chapter 39.34 RCW; and

WHEREAS, Chelan and Walla Walla Counties each hereby agree that this Agreement is mutually advantageous because both time and financial resources can be conserved herewith, and

NOW, THEREFORE, in consideration for the mutual benefits contained herein, it is hereby mutually agreed as follows:

ARTICLE I

PURPOSE

**Purpose.** The purpose of this Agreement is to set forth the terms and conditions under which Chelan County shall provide juvenile detention services to Walla Walla County.

## ARTICLE II DEFINITIONS

2.01 **Detention.** For purposes of this Agreement, the term “detention” shall mean that period of time when a juvenile is actually within the physical confines of the Chelan County Juvenile Center or under the direct supervision and control of a Chelan County Juvenile Department agent, employee or officer.

2.02 **Juvenile.** For purposes of this Agreement, the term “juvenile” shall mean a person age 17 years or younger who is subject to the jurisdiction of the Juvenile Department of Superior Court, or any person over the age of 17 years who is subject to the jurisdiction of the Juvenile Department of the Superior Court pursuant to court order.

## ARTICLE III DUTIES OF THE PARTIES

### 3.01 **Duties of Chelan County.**

A) Chelan County agrees to provide detention services to Walla Walla County on an “as needed” basis. Such services shall be provided at the Chelan County Juvenile Detention Center, Wenatchee, Washington.

B) Chelan County agrees to provide medical care, involving sick call and routine follow up care to Walla Walla County detained juveniles. Other medical or dental care either by hospitalization, doctor’s emergency attendance, or other emergency service or any and all extraordinary medical or dental service of Walla Walla County juveniles shall be the responsibility of the Walla Walla County Juvenile Department.

C) Chelan County shall provide Walla Walla County detained juveniles detention school services and other services pursuant to the applicable Chelan County policy for said service(s) and consistent with the terms and conditions under which Chelan County detained juvenile receive said services.

D) Chelan County hereby reserves the right to refuse admittance of any Walla Walla County juvenile into the Chelan County Juvenile Detention Center for

failure to meet the criteria for detention as stated in RCW 13.40.040, due to a medical conditions which precludes admission under the Chelan County Detention Policy, Chapter 7, Intake and Admissions, or any other reason which, would, if ignored, result in a violation of law or an imminent threat to the safety or health of juveniles or staff.

### **3.02 Duties of Walla Walla County.**

A) Walla Walla County shall be responsible for delivery of detained juveniles to the Chelan County Juvenile Detention Center and for transportation of Walla Walla County detainees to and from all court appearances while in detention and shall sign for and take responsibility for juveniles' property when transporting.

B) Walla Walla County shall be solely responsible for the sufficiency of the legal basis for the arrest and detention of any and all Walla Walla County detained juveniles.

C) Walla Walla County shall be solely responsible for providing the Chelan County Juvenile Center authorizations for release of any and all Walla Walla County detained juveniles in a timely fashion.

## **ARTICLE IV**

### **DURATION AND TERMINATION OF AGREEMENT**

**4.01 Duration.** The term of this Agreement shall commence May \_\_\_\_ 2023, and continue through December 31, 2023, unless terminated pursuant to the provisions of this agreement.

**4.02 Termination.** Either party may terminate this Agreement, without cause, by providing written notice to the other party no less than 30 days in advance of the date of intended termination. No termination of this Agreement shall release either party from any liability or obligation with respect to any matter occurring prior to such termination.

## ARTICLE V

### PAYMENT TO CHELAN COUNTY

5.01 **Bed Day Rate Payment.** Walla Walla County shall pay the sum of \$125.00 per bed day per juvenile. Any portion of a day constitutes a full day for the purpose of determining reimbursement. Chelan County shall submit to Walla Walla County a billing at the end of each quarter for the entire amount incurred during that period. Chelan County shall provide Walla Walla County with a daily detention log in order for Walla Walla County to keep an adequate count of juvenile served in the Chelan County Juvenile Center. Payment shall be made by Walla Walla County to Chelan County within 20 days of receipt of quarterly billing.

## ARTICLE VI

### INDEMNITY

6.01 **Claims for Damages.** To the extent of its comparative liability, each count shall indemnify, defend and hold the other county, its departments, elected and appointed officials, employees and agents harmless from and against any and all claims, damages, suits, actions, losses and expenses, including attorney's fees, for any bodily injury, sickness, disease, or death, or any damage to or destruction of property, including the loss of use resulting therefrom, which are alleged or proven to be caused in whole or in part by a negligent act or omission of the county's officials, employees and agents.

## ARTICLE VII

### PERFORMANCE OF AGREEMENT

7.01 **Compliance with all laws.** Each county shall comply with all federal, state, and local laws, rules, regulations and ordinances applicable to the performance of the Agreement.

7.02 **Maintenance and Audit of Records.** Each county shall maintain books, records, documents and other materials relevant to its performance under this Agreement.

These records shall be subject to inspection, review and audit by either county or its designee and the Washington State Auditor's Office. Each party shall retain such books, records, documents and other materials as required by Washington law.

**7.03 Improper Influence.** Each county agrees, warrants and represents that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking obtaining, maintaining or extending this Agreement.

**7.04 Conflict of Interest.** The elected and appointed officials and employees of both counties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest.

## ARTICLE VIII

### DISPUTES

**8.01 Time.** Time is of the essence of this Agreement.

**8.02 Waiver Limited.** A waiver of any term or condition of this Agreement must be in writing and signed by the waiving party. Any express or implied waiver of a term or condition of this Agreement shall apply only to the specific act, occurrence or omission and shall not constitute a waiver as to any other term or condition or future act, occurrence or omission.

**8.03 Dispute Resolution.** Disputes shall be arbitrated by the parties pursuant to the local rules of the Superior Court for Chelan and Walla Walla Counties.

**8.04 Governing Law and Venue.** This Agreement shall be governed exclusively by the laws of the State of Washington. The Chelan and Walla Walla County Superior Courts shall be the sole proper venues for any and all suits brought to enforce or interpret the provisions of this Agreement.

## ARTICLE IX

### GENERAL PROVISIONS

**9.01 Assignment.** Neither county may assign any rights or delegate any duties under this Agreement, whether by assignment, subcontract or other means. Any such attempted assignment or delegation shall be void and shall constitute a material breach of this Agreement.

**9.02 Entire Agreement/Modification.** This Agreement constitutes the entire agreement between the counties. There are no understandings or agreements other than those set forth in this Agreement. No other statement, representation or promise has been made to induce either county to enter into this Agreement.

**9.03 Modification.** This Agreement may not be amended, supplemented, or otherwise modified unless expressly set forth in a written agreement signed by the counties and adopted by resolution of each county's legislative authority.

**9.04 Invalid Provisions.** The invalidity or unenforceability of any particular term or provision of this Agreement shall not affect the validity or enforceability of any other term or provision and this Agreement shall be construed in all respects as if such invalid or unenforceable term or provision was omitted.

**9.05 Counterparts.** This Agreement may be executed by the counties using duplicate counterparts.

**9.06 Filing.** Pursuant to RCW 39.34.040, this Agreement shall be filed with the auditor of each county prior to its entry into force.



Adopted this \_\_\_\_ day of May, 2023

WALLA WALLA COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS

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JENNIFER R. MAYBERRY, Chairperson

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TODD KIMBALL, Commissioner

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GUNNER FULMER, Commissioner

WALLA WALLA COUNTY SUPERIOR COURT

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M. Scott Wolfram, Presiding Judge

---

Norrie Gregoire, Juvenile Justice Center Director

ATTEST:

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Diane L. Harris, Clerk of the Board

APPROVED AS TO FORM

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Walla Walla County Prosecuting Attorney

Adopted this \_\_\_\_ day of May, 2023.

CHELAN COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS

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TIFFANY GERING, Chairperson

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KEVIN OVERBAY, Commissioner

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SHON SMITH, Commissioner

ATTEST:

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Carlye Baity, Clerk of the Board

APPROVED AS TO FORM

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Chelan County Prosecuting Attorney

**10:15 COUNTY FAIRGROUNDS**

**Greg Lybeck**

a) Department update and miscellaneous



# WALLA WALLA COUNTY *Fairgrounds & Event Center*

## Walla Walla County Fairgrounds

**Greg Lybeck, CFE**  
General Manager

### Walla Walla Board of County Commissioners Department Head Report May 1, 2023

1. Ticket sales for our Fair events are going well.
  - Demo Derby - 1,111 sold for \$31,405.
  - Rodeo - 1,816 sold for \$40,338.
  - Beach Boys - 2,302 sold for \$133,475.
  - We are done booking our paid entertainment and believe we have a great lineup that will provide music, laughter, and excitement. The best part is we are under budget by about \$20,000.
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. Private event - Pavilion
  - ii. Horse event - Expo
  - iii. Rodeo Committee meeting - VIP
  - iv. Virtual Academy Testing - VIP
  - v. Private event - Community Center
  - vi. Police Foundation - Pavilion
  - vii. Hispanic Concert - P1FCU Arena
  - viii. Private event - VIP

There are a few less events this month but they add up to 22 event days. Both June and July are very heavy with event days.

Our staff, with the strong help of Fair Board member Mike Charlo and his car club, put together and executed a parking plan for April 22<sup>nd</sup> to accommodate Big Blue Boosters, Cowboy Church, a Quarter Horse show and Demo Derby. A lot of hours were put into the planning and our goal was to not back traffic up on to 9<sup>th</sup> Street. Most of these events were worried about how it would go. We've heard from a few of these events, and they were very pleased that it went much better than expected and we did not back traffic up. We filled the kiddyland grass area, main carnival grass area, all asphalt areas and Lot 6. It was our job to get people in and the events' job to run their events. I was pleased with our team and Mike and his team.

4. Fair Board:
  - i. The Board committees have been meeting and are working hard to plan this year's Fair.

- ii. The next Board meeting will be held May 16, at 6:30 p.m. in the VIP Building.
5. Staff: We have lost Sha-Lynne and are in the process of filling that position. We are looking to contract some of the exhibitor work and the job announcement for the event position should be posted soon. We are hoping to find someone with good event experience.
    - i. JoAnne/Abby- Tickets went on sale to the public Friday, March 31<sup>st</sup> at 9 am. Seeing great numbers already. Invoices were sent out in February to season ticket holders for concert, demo, and rodeo. Spent three days with WA State Auditor's Office Lean program on streamlining our receipting and depositing processes. Now moving forward with research of recommendations for process improvement.
    - ii. Larry/Nick/Josh- Have been very busy keeping up with the set-ups and cleanups of a very busy event schedule over the last few weeks. This week Larry sprayed all our roads and parking lots and Smith Brothers Landscaping has been spraying throughout our grounds as part of their fair sponsorship. The crew has cleaned and painted both the walls and floor of the Expo restrooms and they look great. We have ordered some new toilets to replace some that are very old. We are still using the DOC work crew and appreciate how much they do for us.
    - iii. Rebecca- Working on the Tripleseat event booking program to ensure past events are closed as well as checking that all documents are in the program for upcoming events and worked on the RFP for the Fairtime porta-potties and hand washing stations
  6. We received Department of Ag reimbursement of \$107,765.07 for 2022 fair. It was less than 2021 reimbursement but still better than other years.
  7. We sent a contract to Young's Heating & Cooling for the Community Center HVAC replacement. I don't expect this project to be completed before December because of the delay in receiving the equipment.
  8. P1FCU Arena sound- Bid documents have been sent out to 4 sound contractors from the small works roster that do sound. I have two companies visiting me this week to get a better look at the P1FCU Arena. I have heard from one that the amount might be a lot higher than he first told me. We need to wait until all the bids are in to see where we stand. We are making contingency plans to be prepared for what might happen. Bill Jordan, our Rodeo Director, sent a letter to the rodeo sound man to let him know that if we are to use him again, changes would need to be made in how he presents his sound.
  9. The Exhibitors Handbook is on the final stretch to being done. It was sent out to the superintendents last week for the final review. It will be sent to the printer today and go live in early May. Jerri has picked up this project mid-stream and has done a fantastic job of making sure it's correct and all superintendents changes were made.
  10. I am concerned with labor for this year's fair and am looking for the best way to do everything we need to do while still taking care of our guests.
  11. We have finished the State Auditor's Office Lean program and now have some clear goals on what we need to do to become more efficient. The top two priorities for us to streamline our accounting procedures are to get a point-of-sale system and CRM system. JoAnne and Abby are looking at systems and cost. JoAnne and Abby spent 3 long days on this project and did a great job. The State LEAN program manager said they were as good as any she has worked with!
  12. We have been very busy in our office with being understaffed so we have slowed a little on our sponsorships. We are jumping back into it now. Sponsorships are still going well and are ahead of last year by a long way. We are already collecting money.
  13. We have received confirmation on platform arena boxes. As of today, we have lost 6 platform holders. But we do have a waiting list of about 12 to fill the holes. We are starting to reach current viewing platform holders to change platform locations before filling in with the new holders coming in.

14. Requests for bids were sent out last week for porta potties and hand-washing stations for this year's Fair.
15. We will be sending out a request to bid this week for the Barn 1 electrical upgrades project.
16. We met with the Foundation last Thursday to go over both our budgets and how each of us would be moving forward.

**10:30 CORRECTIONS**

**Norrie Gregoire**

- a)** Department update and miscellaneous



**DEPARTMENT OF COURT SERVICES  
JUVENILE JUSTICE CENTER  
WALLA WALLA COUNTY**

Norrie Gregoire, Juvenile Court Administrator  
Jon Cassetto, Court Services Manager  
TJ James, Detention Manager

Kayla Zimmer, Administrative Services Supervisor

Norrie Gregoire, Director  
Matt Stroe, Jail Commander  
Keri Weber, Executive Assistant

To: BOCC  
From: Norrie Gregoire, Director of Corrections/Juvenile Court Administrator  
Date Written: 04.26.2023

**Director's Report for May 1, 2023**

**Board Consent/Action Agenda Item(s):**

- ✓ Consent Items: None.
- ✓ Action Items: Execute Interlocal Cooperation Agreement between Chelan and Walla Walla Counties for Juvenile Detention Services.

**Corrections/Court Services Department Updates:**

- ✓ Service Providers, Programs, Grants & Essential Services
  - Judge Hedine's Community Court planning group is scheduled to visit a community court in Spokane on May 15<sup>th</sup>.
  - Medication for Opioid Use Disorder (MOUD) in Jails grant budget request was turned in to HCA on 4/28/2023 for the next FY. Funding has been halved compared to the first biennium in which \$10 million was available statewide.
- ✓ Personnel/Training/Recruitment
  - Corrections has two (2) Sergeant positions open + two Corrections Officer positions. We continue to recruit and test vigorously. We have staff prepared to attend the next several Corrections Officer Academies (COA).



a) **Public Hearing:**

- 1) To consider the proposal by Andrew Landram for a site specific rezone and comprehensive plan map amendment of property located at 3296 Hanson Loop Road (APN 310817510092, 310817510093)

b) Discussion/possible action re above proposal by Andrew Landram

c) Department update and miscellaneous

# Walla Walla County Community Development Department

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

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To: Walla Walla County Board of County Commissioners  
From: Lauren Prentice, Community Development Director  
Meeting Date: May 1, 2023  
RE: **Final Docket Public Hearing Landram Hanson Loop Rural Rezone. Docket No. CPA22-001/REZ22-001**

## **Background**

This application would amend Comprehensive Plan and Zoning map designations of two properties located generally at 3296 Hanson Loop Road, totaling 10-acres, from Rural Agriculture 5-acres to land use designation Rural Residential 2-5-acres (Burbank RAC). Zoning proposed is Rural Residential 2-acres (RR-2). APN 310817510092, 310817510093.

The Planning Commission held a Final Docket Public Hearing on March 21, 2023. Following the public hearing the Planning Commission voted unanimously to recommend that the application be approved.

## **Attachments**

Please refer to the staff report packet to review the application materials and documents presented at past meetings.

- A. March 21, 2023 Staff Report to Planning Commission

## **Public Comments**

No written public comments have been submitted nor has there been verbal testimony at public hearings.

## **Summary of Proposal and Analysis**

The proposal would amend the land use and zoning for parcels 310817510092 and 310817510093 at 3296 Hanson Loop Road. These parcels are currently zoned Rural Agriculture 5-acres (RA-5) and they are primarily surrounded by rural land zoned RR-2 (yellow) as well as Public Reserve and Agricultural Residential 10-acres. The proposed Comprehensive Plan amendments would affect maps LU-1, LU-2, and BSA-1.



### **Public Hearing Notice**

A public hearing notice was published in Walla Walla Union Bulletin, The Times (Waitsburg), and the Walla Walla Union Bulletin, and posted on the Community Development Department website.

### **Review Criteria**

The review criteria for Comprehensive Plan and development regulations amendments are established in Walla Walla County Code, Chapters 14.10 and 14.15. These sections of code are included with the attached Staff Report to the Planning Commission. The Planning Commission Staff Report (Attachment A) also contains analysis related to the decision criteria.

### **Sample Motion: Option 1**

"I move that the Board of County Commissioners concur with the findings of fact and conclusions of law of the Planning Commission for applications CPA22-001 and REZ22-001, by Andrew Landram, and approve the amendments as presented, and request that the Community Development Department and Prosecuting Attorney prepare an ordinance for adoption."

### **Sample Motion: Option 2**

"I move that the Board of County Commissioners do not concur with the findings of fact and conclusions of law of the Planning Commission for applications CPA22-001 and REZ22-001, by Andrew Landram, and deny the proposal, and request that the Community Development Department and Prosecuting Attorney prepare an ordinance for adoption."



# Walla Walla County Community Development Department

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

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To: Walla Walla County Planning Commission  
From: Lauren Prentice, Community Development Director  
Prepared: March 17, 2023  
Meeting Date: March 21, 2023  
RE: **Public Hearing Agenda Item No. 1 – Landram Hanson Loop Rural Rezone.  
Docket No. CPA22-001/REZ22-001**

## **Background**

This application would amend Comprehensive Plan and Zoning map designations of two properties located generally at 3296 Hanson Loop Road, totaling 10-acres, from Rural Agriculture 5-acres to land use designation Rural Residential 2-5-acres (Burbank RAC). Zoning proposed is Rural Residential 2-acres (RR-2). APN 310817510092, 310817510093.

No public comment on this application has been received.

## **Staff Conclusion**

If the Planning Commission finds that the proposed amendments are consistent with the criteria in WWCC 14.090.010(B), 14.10.070(B), and 14.15.070(B), Staff would recommend that the applications submitted be recommended for approval by the Planning Commission to the Board of County Commissioners. If the Planning Commission does not find that the amendments are consistent with those criteria, then the Planning Commission may recommend denial or that the amendment be modified.

## **Sample Motion 1 – approval**

"I move that the Planning Commission concur with the findings of fact and conclusions of law in docket CPA22-001 and REZ22-001 and recommend to the Board of County Commissioners that the application submitted by Andrew Landram be ***approved as presented.***"

## **Sample Motion 2 - denial**

"I move that the Planning Commission concur with the findings of fact and conclusions of law in docket number CPA22-001 and REZ22-001 and recommend to the Board of County Commissioners that the application submitted by Andrew Landram be ***denied.***"

## **Attachments and Documents**

Application materials and other documents available online and in prior meeting packets.

- A. Walla Walla County Code (WWCC) 14.10.070(B) – Comprehensive Plan Amendment Planning Commission Final Docket Review Criteria.
- B. WWCC 14.15.070(B) – Development Regulations Final docket—Planning Commission Review and recommendation.
- C. WWCC 14.09.010(B) - Rezone Not of General Applicability Review Criteria.



### **Analysis and Summary of the Proposal**

The proposal would amend the land use and zoning for parcels 310817510092 and 310817510093 at 3296 Hanson Loop Road. These parcels are currently zoned Rural Agriculture 5-acres (RA-5) and they are primarily surrounded by rural land zoned RR-2 (yellow) as well as Public Reserve and Agricultural Residential 10-acres. The proposed Comprehensive Plan amendments would affect maps LU-1, LU-2, and BSA-1.



### **Criteria for Review**

*Below is WWCC Sections 14.09.010(B), 14.10.070(B), and 14.10.070(B) which lists the criteria the Community Development Department and Planning Commission shall base their recommendations. Many of the criteria in these various sections are similar so they have been grouped below.*

- Criteria: Need.
- Criteria: Is warranted:
  - a. To achieve consistency with the comprehensive plan; or
  - b. To meet county population and/or employment projections because of a need for additional property in the proposed zoning district; or
  - c. Because there are changed conditions since the zoning in the area was adopted to warrant the proposed rezone. "Changed conditions" include public improvements, permitted private development or other conditions or circumstances affecting the subject property that have undergone substantial and material changes not anticipated or contemplated when the zoning and/or subarea plan was last adopted. "Changed conditions" do not include actions taken by the current or former property owners to facilitate a more intense development of the property.
- Criteria: The public need was not recognized in the existing comprehensive plan due to:
  - (1) A change in circumstances in the community not anticipated or contemplated when the applicable section(s) of the comprehensive plan was last adopted; or
  - (2) An error in development of the comprehensive plan as it currently exists; and
- Criteria: The defined need conforms to the policy directives of the comprehensive plan and countywide planning policies; and
- Criteria: The proposed amendment does not require amendment of policies in other areas of the comprehensive plan except to resolve inconsistencies or unnecessary duplication among policies; and

- Criteria: The proposed amendment is consistent with the Growth Management Act (Chapter 36.70A RCW), any other applicable inter-jurisdictional policies or agreements, and any other state or federal laws.

**Staff Discussion:** The application states that this rezone is needed to provide additional housing capacity. The application states that it is appropriate to move this application to the consider the rezone because the lots are adjacent to the Westbourne Acres housing development and the proposed rezone would allow for rural development consistent with these existing uses. Per the applicant: "This proposed amendment is also in line with the county wide goals and planning policies of promoting: development while maintaining rural character, a variety of rural densities and housing choices, buffering uses, infrastructure and services consistent with rural goals, and rural economic vitality."

- Criteria: The amendment is consistent with the comprehensive plan; and
- Criteria: Is consistent with the goals and policies in the land use, rural and resource lands, and/or Burbank subarea plan elements of the comprehensive plan including the land use maps; and

**Staff Discussion:** The proposed rezone is consistent with the Comprehensive Plan amendment application that it accompanies. The proposed zoning (RR-2) is one of the implementing zoning districts listed in the Comprehensive Plan for the proposed land use designation (Rural Residential 2-5-acres – Burbank RAC).

- Criteria: The amendment is consistent with other development regulations, unless accompanied by amendments to such other development regulations; and
- Criteria: Is consistent with WWCC Title 16 Subdivisions, Title 17 Zoning, Title 18 Environment, the Walla Walla County Shoreline Master Program and other applicable land use laws and policies of Walla Walla County; and

**Staff Discussion:** The purposes of the current and proposed zoning districts are set in WWCC 17.12.040; it does not appear that the proposal is inconsistent with the purpose of the Rural Residential district, which is very similar to the Rural Agriculture purpose.

***F. Rural Agriculture.** The primary purpose of this district is to accommodate smaller scale farming activity, and limited agricultural production on medium-sized rural lots. Limited residential and recreational uses also should be accommodated. In determining the appropriate implementing zoning district, factors such as the following should be considered; historic platting patterns, road access, floodplain locations, land availability, and the surrounding built densities.*

***H. Rural Residential.** The purpose of this district is to provide a transition or a buffer between existing rural developments and areas of higher densities and higher or lower densities in the Burbank Rural Activity Center. Land in this district typically is too far from an urban area to enable cost-effective provision of public services at this time. Typical uses include small-scale farms, dispersed single-family homes, recreation, and other uses that do not require urban services. Within the Burbank Rural Activity Center limited recreational and community-oriented cultural uses are allowed.*

- Criteria: Is not materially detrimental to uses or property in the immediate vicinity of the proposed rezone and to the general public; and
- Criteria: The subject parcel(s) is suitable for development under the requested land use designation and the zoning standards of one or more potential implementing zoning district(s);
- Criteria: The proposed site-specific amendment will not create pressure to change the land use designation of other properties in the area and
- Criteria: The proposed site-specific amendment does not adversely affect the adequacy of existing or planned public facilities and services in the immediate area or the applicable urban growth area.

**Staff Discussion:** The level of development that would be allowed on this site if rezoned is very small and similar to existing rural development in the area, it would allow for up to four rural residential lots to be created, this level of development is generally classified as “minor” and would be exempt from environmental review under the State Environmental Policy Act (SEPA). Development would have to meet developments standards (e.g. setbacks, access requirements, platting standards). The development is consistent with adjacent zoning. There are two additional lots adjacent to the subject property that are zoned RA-10, but it is not expected that the level of development that could result from this rezone will result in pressure to rezone the adjacent property, although it may be appropriate to do so.

- Criteria: Does not create excessive additional requirements at public cost for public facilities and services; and

**Staff Discussion:** The level of development that would be allowed would not trigger new requirements for public facilities and services, it would still be rural development.

#### **Findings of Fact and Conclusions of Law (Option 1)**

1. On March 29, 2022, a Comprehensive Plan amendment application (CPA22-001), a rezone application (REZ22-001), and a SEPA Environmental Checklist (SEPA22-011) were submitted to the Community Development Department by the property owner.
2. The proposed amendments have been reviewed pursuant to Walla Walla County Code Sections 14.10.070(B), 14.15.070(B), and 14.09.010(B).
3. The proposed amendments are consistent with the Walla Walla County Comprehensive Plan.
4. The amendment meets a definable public need; and
5. The amendment is in the long-term interest of the county.

#### **Findings of Fact and Conclusions of Law (Option 2)**

1. On March 29, 2022, a Comprehensive Plan amendment application (CPA22-001), a rezone application (REZ22-001), and a SEPA Environmental Checklist (SEPA22-011) were submitted to the Community Development Department by the property owner.
2. The proposed amendments have been reviewed pursuant to Walla Walla County Code Sections 14.10.070(B), 14.15.070(B), and 14.09.010(B).
3. The proposed amendments are not consistent with the Walla Walla County Comprehensive Plan.
4. The amendment does not meet a definable public need; and
5. The amendment is not in the long-term interest of the county.

**ATTACHMENT A**  
**Comprehensive Plan Amendment Process**  
**14.10.070(B) - Final docket review and recommendation**

**14.10.070 Final docket review and recommendation.**

- B. Planning Commission Review.** All proposed amendments on the final docket shall be reviewed and assessed by the planning commission, which shall make recommendations to the board of county commissioners after considering the staff report prepared by the director.
1. **Workshop Meeting.** The planning commission may first review the recommendations of the director in a workshop meeting(s).
  2. **Public Hearing.** The planning commission shall conduct a public hearing on the proposed amendments as set forth in Sections 14.09.065 and 14.09.070 of this title.
  3. **Recommendations.** For each proposed amendment, the planning commission shall recommend that a proposed amendment be approved, approved with modifications, or denied based on the following criteria:
    - a. The proposal meets a definable public need; and
    - b. The public need was not recognized in the existing comprehensive plan due to:
      - (1) A change in circumstances in the community not anticipated or contemplated when the applicable section(s) of the comprehensive plan was last adopted; or
      - (2) An error in development of the comprehensive plan as it currently exists; and
    - c. The defined need conforms to the policy directives of the comprehensive plan and countywide planning policies; and
    - d. The proposed amendment does not require amendment of policies in other areas of the comprehensive plan except to resolve inconsistencies or unnecessary duplication among policies; and
    - e. The proposed amendment is consistent with the Growth Management Act (Chapter 36.70A RCW), any other applicable inter-jurisdictional policies or agreements, and any other state or federal laws.
  4. **Additional Review Criteria—Site-Specific Amendments.** For each site-specific proposal to amend the comprehensive plan land use map, the planning commission shall recommend that a proposed amendment be approved, approved with modifications, or denied based on the review criteria set forth above and the following additional review criteria:
    - a. The subject parcel(s) is suitable for development under the requested land use designation and the zoning standards of one or more potential implementing zoning district(s); and
    - b. The proposed site-specific amendment will not create pressure to change the land use designation of other properties in the area and
    - c. The proposed site-specific amendment does not adversely affect the adequacy of existing or planned public facilities and services in the immediate area or the applicable urban growth area.



**ATTACHMENT B**  
**Development Regulations Amendment Process**  
**14.15.070(B) - Final docket—Review and recommendation**

- B. **Planning Commission Review.** All proposed amendments on the final docket shall be reviewed and assessed by the planning commission, which shall make recommendations to the board of county commissioners after considering the staff report prepared by the director.
1. **Workshop Meeting.** The planning commission may first review the recommendations of the director in a workshop meeting(s).
  2. **Public Hearing.** The planning commission shall conduct a public hearing on the proposed amendments as set forth in Sections 14.09.065 and 14.09.070 of this title.
  3. **Recommendations.** For each proposed amendment, the planning commission shall recommend that a proposed amendment be approved, approved with modifications, or denied based on the following criteria:
    - a. The amendment is consistent with the comprehensive plan; and
    - b. The amendment meets a definable public need; and
    - c. The amendment is in the long term interest of the county.

**ATTACHMENT C**  
**Additional rezone application criteria**  
**14.09.010(B)**

- B. Rezone Not of General Applicability Review Criteria. An application for a rezone not of general applicability shall be approved, approved with conditions, or denied based upon a determination that the rezone meets the following criteria:
1. Is consistent with the goals and policies in the land use, rural and resource lands, and/or Burbank subarea plan elements of the comprehensive plan including the land use maps; and
  2. Is consistent with WWCC Title 16 Subdivisions, Title 17 Zoning, Title 18 Environment, the Walla Walla County Shoreline Master Program and other applicable land use laws and policies of Walla Walla County; and
  3. Is not materially detrimental to uses or property in the immediate vicinity of the proposed rezone and to the general public; and
  4. Does not create excessive additional requirements at public cost for public facilities and services; and
  5. Is warranted:
    - a. To achieve consistency with the comprehensive plan; or
    - b. To meet county population and/or employment projections because of a need for additional property in the proposed zoning district; or
    - c. Because there are changed conditions since the zoning in the area was adopted to warrant the proposed rezone. "Changed conditions" include public improvements, permitted private development or other conditions or circumstances affecting the subject property that have undergone substantial and material changes not anticipated or contemplated when the zoning and/or subarea plan was last adopted. "Changed conditions" do not include actions taken by the current or former property owners to facilitate a more intense development of the property. (Ord. 317 §3(part), 2005)



## Walla Walla County Community Development Department

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

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To: Board of County Commissioners  
From: Lauren Prentice, Director  
Agenda Date: May 1, 2023  
Prepared: April 26, 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.

- 37 building and fire permits were approved during the last month, compared to 61 in March. Includes 20 over-the-counter (OTC) permits (mechanical, plumbing, reroof, demolition).
- A list of issued building and fire permits is included as Attachment 1. Total valuation of building: \$2,933,221.
- Issued 56 residential burn permits.
- 35 new building and fire permit applications were submitted in the last month compared to 66 in March and 45 in February.
- 48 building/fire permits applications are currently actively under plan review.
- 27 applications classified as MISSING INFO, because we are unable to proceed with plan review until requested information is resubmitted.

***Building/Fire Permit Plan Reviews*** – 210 reviews completed (compared to 361 in March and 280 in February); average Turnaround Time for Permit Reviews is 7.7 days:

- Public Works and Addressing: 5.4 days (33 reviews, 3 reviewers)
- Environmental Health: 8.8 days (15 reviews, 1 reviewer)
- Screening/Permit Techs: 6 days (84 reviews, 3 reviewers)
- Planning/Critical Areas: 10.2 days (37 reviews, 2 reviewers)
- Building (including contract reviewer): 11.6 days (35 reviews, 2 County reviewers plus SAFEbuilt)

***Inspections*** – A total of 227 building/fire permits inspections were scheduled and completed this month, compared to 210 in March and 211 in February.

### **Technical Review Committee**

- April 5 – Roundtable Meeting for potential “glamping” project in Rural Remote zone (TRC23-016).
- April 12 – Roundtable Meeting with Port of Walla Walla for airport terminal renovations (TRC23-015).
- April 19 – Roundtable Meeting regarding potential cluster subdivision of 25+ lots (TRC23-18).
- April 26 – Preapplication Meeting regarding new church building and boundary adjustment for Christ Community Fellowship on Peppers Bridge Road. The first preapplication meeting for this project was in 2021. (TRC23-017)

### **Code Enforcement**

***Tire Amnesty Events*** – County Code Compliance staff and City of Waitsburg coordinated arrangements for Department of Ecology tire amnesty event in Waitsburg on April 22. Similar events are scheduled for May 6 in Burbank and Wallula.

### **Planning Decisions Approved/Issued**

Though the building permit and TRC workload was slightly lower than recent months, many more planning applications were approved than usual.

BLA20-013	Thompson – Curcio Farms (was on hold for a year awaiting revision submittal).	Conrad Road	BOUNDARY LINE ADJUSTMENT
BLA21-010	Oasis Road Walla Walla LLC.	Oasis Road	BOUNDARY LINE ADJUSTMENT
CAP22-007	Wireless Communication Facility (cell tower). A variance was approved for this project last year but this review was deferred.	Mill Creek Road	CRITICAL AREAS PERMIT
CAP22-022	New private bridge on Russell Creek	Canberra Drive	CRITICAL AREAS PERMIT
SUB22-011	Legacy Acres, 2 lots	Old Milton Highway	PRELIMINARY SHORT PLAT
CAP22-028	Legacy Acres, 2 lots	Old Milton Highway	CRITICAL AREAS PERMIT
CAP23-011	In-ground Swimming Pool	Bald Road	CRITICAL AREAS PERMIT
HO23-002	Type 1 home business – firearms manufacture and sales	Biscuit Ridge Road	HOME OCCUPATION, TYPE 1
SEPA22-013	BERRI/Dressler Organic Waste Processing Facility. SEPA comment period on DNS has not closed. Conditional use permit and critical areas permit under review.	Isaacs Avenue	SEPA MITIGATED DETERMINATION OF NON-SIGNIFICANCE (MDNS) with comment period
SEPA22-022	Private bridge on Coppei Creek. Conservation District assisting with this project.	E Highway 12	SEPA DETERMINATION OF NON-SIGNIFICANCE (DNS) via optional process with no comment period
SEPA22-027	Orchard Winery – Type 2 Bed and Breakfast and Type 2 Winery Expansion. Conditional use permit and critical areas permit under review; Hearing Examiner public hearing to be scheduled in May.	Power Line Road	SEPA DETERMINATION OF NON-SIGNIFICANCE (DNS) via optional process with no comment period
SUB22-009	JR Simplot Company, 2 lots	Simplot Place	PRELIMINARY SHORT PLAT
SUB23-001	Buley 2-lot large lot division (40+ acres)	Harsell Road	PRELIMINARY LARGE LOT SUBDIVISION

### **Miscellaneous**

***Software Upgrade – TRAKiT.NET to Centrol Square Com Dev (CS)*** – No significant progress was made in April on the upgrade project, though the Central Square service team assisted in resolving a handful of minor issues.

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

1. Joint Planning Commission/Department of Ecology public hearing held on April 19; no public testimony.
2. 30-day comment period ended April 24, we received last minute agency comments, but no public comments.
3. On May 3 we will present the comments and ask the Planning Commission to deliberate and make a recommendation.
4. We are preparing to file officially for 30-day Ecology review.
5. BOCC Workshop is tentatively scheduled for May 15.

### ***Training and other meetings***

1. Director met with new Environmental Health Division Manager on April 12 to discuss review processes and coordination.
2. Director and planners attended Walla Walla County Risk MAP Discovery Meeting (3 hours) with FEMA on April 18. This project will not be completed until 2030. They are currently scoping the project and looking for local agency input on the project. County Emergency Management staff was unavailable to assist FEMA with logistics for the meeting, so our Planning Technician stepped in as a local contact and arranged a meeting location.
3. Permit Coordinator attended Permit Technician conference April 24-25 in Leavenworth.
4. Planners attended Planning Association of Washington (PAW) conference April 26 – 28 in Chelan.
5. On April 28, virtually attended Department of Ecology meeting on Channel Migration Zone Study (Mill Creek and Walla Walla River). This will tie into critical area and shoreline planning as well as the coming FEMA map update.
6. Code Compliance and Administrative staff attended training regarding Department of Ecology Local Solid Waste Financial Assistance (LSWFA), Solid Waste Enforcement (SWE) program grant application. We are coordinating with Community Health on an application; deadline is May 9. This grant funds some code enforcement work and is shared with the cities of Walla Walla and College Place.
7. Met on April 14 with City of Walla Walla and College Place directors to discuss consultant selection for Countywide Planning Policy (CPP) Update. Hope to present recommended contract to the Board in coming weeks.

# WW Permits Issued

## Walla Walla County

Date Range Between 4/1/2023 and 4/26/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
B23-0110	1 FAM RESIDENCE	3226 FEEDLOT LN	MUNDEN GALE D & CAROLYN A	\$300,797.50	\$4,313.22
4/18/2023	RESIDENTIAL	34061S220005	AAA GENERAL CONSTRUCTION LLC		
	1750 sf Residence, 395 sf Covered Porch				
B23-0113	1 FAM RESIDENCE	4555 SEAMAN RD	MOOSO, BRYAN C & PAULA D	\$351,557.80	\$4,886.84
4/20/2023	RESIDENTIAL	380704240001	LEXAR HOMES TRI CITIES		
	1940 sf Residence, 683 sf Cov Porch - Deck, 528 sf Garage				
<b>1 FAM RESIDENCE</b>			<b>Totals:</b>	<b>\$652,355.30</b>	<b>\$9,200.06</b>
B23-0089	ADDITION REMODEL	1642 CIRCLE DR	DELGADILLO, URIEL ESPARZA & MARIA G	\$7,000.00	\$293.16
4/5/2023	RESIDENTIAL	360734500011	NOT APPLICABLE		
	Replace Windows, Relocate Main Door, Install Sliding Door				
B23-0104	ADDITION REMODEL	6463 LOWER WAITSBURG RD	SCHEIFF, SEBASTIAN & MCLELLAN, EILEDON M	\$95,000.00	\$1,982.16
4/6/2023	RESIDENTIAL	360821310002	FIVE STAR DISASTER SERVICES IN		
	Remodel Basement				
B23-0123	ADDITION REMODEL	52 WALLULA AVE	JOHNSTON, JESSE & PATRICIA	\$3,400.00	\$221.76
4/11/2023	RESIDENTIAL	350725240044	BETTER BASEMENTS LLC		
	Replace Window in Basement with Egress Window				
B23-0146	ADDITION REMODEL	9406 LEWIS PEAK RD	WEST, MATTHEW S & CHRISTINE R	\$6,400.00	\$293.49
4/11/2023	RESIDENTIAL	380715110007	NOT APPLICABLE		
	Add Man Door, Insulate, and Drywall in Pole Bldg.				
B22-0633	ADDITION REMODEL	2448 S 4TH AVE	BLOCK, RYAN	\$358,176.00	\$4,965.57
4/19/2023	RESIDENTIAL	360732570901	RBI CONSTRUCTION, LLC		
	1497 sf Addition, 578 sf Pool House, 678 sf Cov P/P/D				
<b>ADDITION REMODEL</b>			<b>Totals:</b>	<b>\$469,976.00</b>	<b>\$7,756.14</b>
B22-0380	COMM ADDITION REMODEL	31831 W HWY 12	PACKAGING CORPORATION OF AMERICA	\$70,081.00	\$145.88
4/14/2023	CO COMMERCIAL	310710130007	M CAMPBELL & COMPANY INC		
	4 Complete HVAC Systems				
<b>COMM ADDITION REMODEL</b>			<b>Totals:</b>	<b>\$70,081.00</b>	<b>\$145.88</b>
B23-0158	DEMO	40 GRANNY SMITH LOOP	FIRSTFRUITS FARMS LLC	\$0.00	\$77.25
4/5/2023	COMMERCIAL	331030220003	SYSTEMS WEST, LLC		

# WW Permits Issued

## Walla Walla County

Date Range Between 4/1/2023 and 4/26/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
	Demo 3,900 sf Structure destroyed by Fire				
<b>DEMO</b>			<b>Totals:</b>	<b>\$0.00</b>	<b>\$77.25</b>
B23-0160	E MECHANICAL	1677 HERITAGE RD	CHRISTENSEN DALE D & LYNN M	\$0.00	\$103.00
4/3/2023	RESIDENTIAL	350724340053	COLLEGE PLACE HTG & A/C INC		
	Replace heat pump & air handler				
B23-0176	E MECHANICAL	1615 HAVSTAD DR	HENDLEY STANLEY & KATHRYN	\$0.00	\$103.00
4/18/2023	RESIDENTIAL	360606540034	COLLEGE PLACE HTG & A/C INC		
	Gas piping				
B23-0179	E MECHANICAL	262 CONOVER RD	DOZIER PERRY & DARLEEN	\$3,259.22	\$103.00
4/18/2023	RESIDENTIAL	370909230010	YOUNG'S HEATING & COOLING, LLC		
	Run gas pipe				
B23-0180	E MECHANICAL	31827 W HWY 12	BOISE PACKAGING & NEWSPRINT LL	\$31,160.00	\$206.00
4/18/2023	COMMERCIAL	310710130008	CAMPBELL COOL ELEC PLMB CORP		
	Replacement of 10 T Furnace/Ht Pump/A/C/Boiler				
B23-0182	E MECHANICAL	1736 J B GEORGE RD	SMWE PROPCO BUYER LLC	\$150,830.00	\$206.00
4/19/2023	COMMERCIAL	360607320014	CAMPBELL COOL ELEC PLMB CORP		
	Replace Chiller				
B23-0186	E MECHANICAL	102 A ST	WALLA WALLA PORT OF	\$0.00	\$206.00
4/19/2023	COMMERCIAL	360714110001	GRASSI REFRIGERATION SERV INC		
	Replace Furnace, Heat Pump/A/C/Boil				
B23-0191	E MECHANICAL	1602 STUART ST	SMITH FRANCES IRREVOCABLE TRUST	\$9,898.00	\$103.00
4/21/2023	RESIDENTIAL	360727520211	TOTAL COMFORT SOLUTIONS LLC		
	Replace gas furnace & A/C				
<b>E MECHANICAL</b>			<b>Totals:</b>	<b>\$195,147.22</b>	<b>\$1,030.00</b>
B23-0165	E PLUMBING	5147 N HWY 125	KEADLE, KEVIN ANDREW & SARA A	\$0.00	\$103.00
4/6/2023	RESIDENTIAL	350836310001	A-1 PLUMBING & EMERGENCY ROOTER		

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## Walla Walla County

Date Range Between 4/1/2023 and 4/26/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
	Rough in plumbing of fixtures, & elec water heater				
<b>E PLUMBING</b>			<b>Totals:</b>	<b>\$0.00</b>	<b>\$103.00</b>
F23-0004	FIRE	96 FRONTAGE RD	LOPEZ, BERNARDO & ROTH, MARIYA	\$1,200.00	\$538.07
4/12/2023	FIRE ALARM	350611410067	DOYLE ELECTRIC, INC		
	Replace Fire Alarm Panel				
<b>FIRE</b>			<b>Totals:</b>	<b>\$1,200.00</b>	<b>\$538.07</b>
B22-0342	GARAGE SHOP	1615 WHITELEY RD	MURPHY, DENNIS	\$100,000.00	\$1,745.38
4/17/2023	CO RESIDENTIAL	360607310019	TBD		
AR-10	4000 sf Storage Building #1				
B22-0343	GARAGE SHOP	1615 WHITELEY RD	MURPHY, DENNIS	\$100,000.00	\$1,745.38
4/17/2023	CO RESIDENTIAL	360607310019	TBD		
AR-10	4000 sf Storage Building #2				
B22-0334	GARAGE SHOP	55 CAMINO DEL VINO RD	CHRISTENSEN, TYLER J & TIFFANY A	\$50,000.00	\$1,263.03
4/18/2023	CO RESIDENTIAL	340727510001	NOT APPLICABLE		
AR-10	2000 sf Metal Shop				
<b>GARAGE SHOP</b>			<b>Totals:</b>	<b>\$250,000.00</b>	<b>\$4,753.79</b>
B22-0626	NEW COMMERCIAL BLDG	3281 MILL CREEK RD	BOURGMONT VINEYARD HOLDINGS LLC	\$965,767.00	\$11,015.80
4/17/2023	COMMERCIAL	370716120002	MOUNTAIN STATES CONST CO		
	3000 sf Case Goods WH, 1700 sf Equipment Storage Bldg.				
<b>NEW COMMERCIAL BLDG</b>			<b>Totals:</b>	<b>\$965,767.00</b>	<b>\$11,015.80</b>
B23-0092	POLE BUILDING	939 SAND PIT RD	RUSSELL, ERIC E & MICHAELS, GRETCHEN M	\$63,000.00	\$1,305.21
4/5/2023	RESIDENTIAL	330601320009	JACK WALLACE CONSTRUCTION		
	3000 sf Enclosed Pole Building w/600 sf Lean To				
B23-0129	POLE BUILDING	6160 STATELINE RD	WILCOX, MARCUS H & KAREN D	\$26,640.00	\$755.76
4/13/2023	RESIDENTIAL	350616210006	JACK WALLACE CONSTRUCTION		
	1440 sf Enclosed Pole Building				
B23-0127	POLE BUILDING	939 SAND PIT RD	RUSSELL, ERIC E & MICHAELS, GRETCHEN M	\$37,968.00	\$944.57



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Date Range Between 4/1/2023 and 4/26/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
4/20/2023	RESIDENTIAL	330601320009	JACK WALLACE CONSTRUCTION		
	1728 sf Enclosed Pole Bldg Barn), 480 sf Lean To				
<b>POLE BUILDING</b>			<b>Totals:</b>	<b>\$127,608.00</b>	<b>\$3,005.54</b>
B23-0122	POOL HOT TUB	2515 HANSON LOOP	BROGOITTI, TRAVIS M & CARLY R	\$0.00	\$262.50
4/6/2023	RESIDENTIAL	310818530012	VISTA POOLS CONSTRUCTION LLC		
RR-2	Heated In-Ground Swimming Pool				
B23-0103	POOL HOT TUB	722 BALD RD	WAGONER TOUCHET FARMS INC	\$0.00	\$262.50
4/17/2023	RESIDENTIAL	330604510316	BERTIN'S POOLS & LNDSPG LLC		
AR-10	In-ground Heated Swimming Pool				
B23-0101	POOL HOT TUB	87 ELECTRIC AVE	OLTMAN, JAKE & CRYSTAL	\$0.00	\$262.50
4/20/2023	RESIDENTIAL	350725521947	NOT APPLICABLE		
R-96	Unheated In-Ground Pool				
<b>POOL HOT TUB</b>			<b>Totals:</b>	<b>\$0.00</b>	<b>\$787.50</b>
B23-0149	REROOF	326 NEWTOWN RD	WILSON JERRY & LYNN	\$8,700.00	\$202.20
4/3/2023	RESIDENTIAL	350723520614	APEX ROOFING LLC		
	Re-roof Residence 18 sq w/tear-off				
B23-0154	REROOF	282 VALLEY CHAPEL RD	DAVISSON PAUL & JANICE	\$0.00	\$310.35
4/3/2023	RESIDENTIAL	350609240015	BERENTSEN ROOFING & CONST LLC		
	Re-roof Residence, 39 sq w/tear-off				
B23-0159	REROOF	282 VALLEY CHAPEL RD	DAVISSON PAUL & JANICE	\$0.00	\$171.30
4/4/2023	RESIDENTIAL	350609240015	BERENTSEN ROOFING & CONST LLC		
	Re-roof detached garage, 12 sq w/tear-off				
B23-0166	REROOF	5727 BISCUIT RIDGE RD	MERTEN, ZACHARY & ERIN K GRIFFIN	\$0.00	\$161.00
4/5/2023	RESIDENTIAL	380708310002	JDV GENERAL CONTRACTOR		
	Re-roof Residence & ATG, 20 sq w/tear-off				
B23-0169	REROOF	62 KIRBY CT	GATES LOUIS & DEBORAH	\$0.00	\$274.30
4/6/2023	RESIDENTIAL	310817540308	PANTOJA'S CONSTRUCTION LLC		
	Re-roof Residence, 32 sq w/tear-off				
B23-0167	REROOF	2118 BLUE CREEK RD	ZIMMERMAN DONALD R & SUSAN J	\$127,400.00	\$470.00
4/11/2023	RESIDENTIAL	380730220010	GILLESPIE ROOFING, INC		
	Re-roof Residence, 70 sq w/tear-off				

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## Walla Walla County

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B23-0173 4/11/2023	REROOF RESIDENTIAL Re-roof Residence & ATG, 41 sq w/tear-off	894 S HUSSEY ST 350726530005	SHAVER PATRICIA D BERENTSEN ROOFING & CONST LLC	\$0.00	\$320.65
B23-0183 4/19/2023	REROOF RESIDENTIAL Re-roof Residence, 33 sq w/tear-off	1459 BRYANT AVE 360727510001	HERRMANN, KERRY & DIANA PALMER ROOFING	\$34,908.00	\$279.45
B23-0185 4/19/2023	REROOF RESIDENTIAL Re-roof Residence, 53 sq w/tear-off	1857 RESER RD 360734240059	WILBURN, PETER J & HEATHER M ELSOM ROOFING, INC	\$10,600.00	\$382.45
B23-0187 4/19/2023	REROOF RESIDENTIAL Re-roof Residence, 36 sq w/tear-off	7424 MILL CREEK RD 370735500002	FIELDS, SAMUEL F & CHRISTINA L PALMER ROOFING	\$19,478.00	\$294.90
<b>REROOF</b>			<b>Totals:</b>	<b>\$201,086.00</b>	<b>\$2,866.60</b>
FRB23-0109 4/2/2023	RESIDENTIAL BURN CO Burn Permit	188 NEWTOWN RD 350723520626	FOWLER PAT E & JUDITH M	\$0.00	\$35.00
FRB23-0162 4/3/2023	RESIDENTIAL BURN Burning natural vegetation	30 DOUBLE RIVER RD 350731510038	JENSEN, JEFFREY V & ERIN L	\$0.00	\$35.00
FRB23-0163 4/3/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	9020 LYONS FERRY RD 351128230006	DESHAZO, JEANNIE & PLUCKER, STEVE	\$0.00	\$35.00
FRB23-0164 4/3/2023	RESIDENTIAL BURN CO Residential Burn Permit	603 W SUNSET DR 300936510204	JOHNS, MICHAEL AND MARY	\$0.00	\$35.00
FRB23-0165 4/3/2023	RESIDENTIAL BURN CO Residential Burn Permit	1891 HERITAGE RD 350724340052	LOPEZ, MATEO & MELISSA EINIG, GUY	\$0.00	\$35.00
FRB23-0166 4/3/2023	RESIDENTIAL BURN CO Residential Burn Permit	3142 RESERVOIR RD 360723240037	ACOCK, CHARLES W & MICHELE M	\$0.00	\$35.00
FRB23-0168 4/4/2023	RESIDENTIAL BURN Residential Burn Permit	196 SKYROCKET RD 361033130023	DANAHER, STACY	\$0.00	\$35.00

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Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
FRB23-0169 4/4/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	68 STARVIEW PL 350610320032	SMITH MIKE E & CORI L	\$0.00	\$35.00
FRB23-0170 4/4/2023	RESIDENTIAL BURN CO Residential Burn Permit	1280 LOWDEN GARDENA RD 340732310005	BOYD, JAMES D & CARMELLE R	\$0.00	\$35.00
FRB23-0171 4/4/2023	RESIDENTIAL BURN CO Residential Burn Permit	1130 LAWSON LN 350735570044	NOEL, DAVID & PATRICIA	\$0.00	\$35.00
FRB23-0136 4/5/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	3060 BRISBANE ST 360605520018	FISCHER LIVING TRUST	\$0.00	\$35.00
FRB23-0173 4/5/2023	RESIDENTIAL BURN CO Residential burn permit	266 THURBER RD 330610520101	MC CUBBINS, MICHAEL C & JULIE	\$0.00	\$35.00
FRB23-0174 4/5/2023	RESIDENTIAL BURN CO Residential Burn Permit	6652 MILL CREEK RD 370726320016	JESSEE, THOMAS	\$0.00	\$35.00
FRB23-0175 4/5/2023	RESIDENTIAL BURN CO Residential burn permit	4544 BRADEN RD 360618540001	DECCIO, FREDRICK W & KELENE E	\$0.00	\$35.00
FRB23-0176 4/5/2023	RESIDENTIAL BURN CO Residential Burn Permit	1572 SUMMIT PL 350735540028	DINKMEIER, TIMOTHY L & CAROLYN	\$0.00	\$35.00
FRB23-0177 4/5/2023	RESIDENTIAL BURN CO Residential Burn Permit	1192 LAWSON LN 350735570045	RASMUSSEN, WALTER C & SUSAN BELL	\$0.00	\$35.00
FRB23-0178 4/6/2023	RESIDENTIAL BURN Residential Burn Permit	146 SKYROCKET RD 361033130024	LLEWELLYN, AMANDA	\$0.00	\$35.00
FRB23-0179 4/6/2023	RESIDENTIAL BURN CO Residential Burn Permit	83 SNIDER DR 350602520110	SZRAHEK, MICHAEL & PATRICIA	\$0.00	\$35.00
FRB23-0180 4/6/2023	RESIDENTIAL BURN CO	36 ELLA-QUINTINO LN 350611540004	CHANDLER, DAVID W & RANAEE C	\$0.00	\$35.00

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## Walla Walla County

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Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
	Residential burn permit				
FRB23-0181 4/7/2023	RESIDENTIAL BURN CO	3534 STATELINE RD 350613220019	DE LA O', JOSE R & ROSA A	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0053 4/9/2023	RESIDENTIAL BURN CO	132 SECOND ST 370826514001	STRINGHAM, MELVIN	\$0.00	\$35.00
	RESIDENTIAL BURN PERMIT				
FRB23-0182 4/10/2023	RESIDENTIAL BURN CO	1887 HERITAGE RD 350724340051	MAAS, CORY A & STEPHANIE A	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0183 4/10/2023	RESIDENTIAL BURN CO	185 BALDWIN RD 350723520545	THOMPSON, LELAND F	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0184 4/10/2023	RESIDENTIAL BURN CO	294 DANIEL LN 350604310015	DANIEL HOWARD L & DEBBIE J	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0185 4/10/2023	RESIDENTIAL BURN CO	85 SNAKE RIVER DR 310930540124	WORDEN, THOMAS & SHIRLEY	\$0.00	\$35.00
	RESIDENTIAL BURN PERMIT				
FRB23-0186 4/11/2023	RESIDENTIAL BURN CO	4798 LEWIS PEAK RD 380833340007	MC KAY SCOTT & OUIDA	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0187 4/11/2023	RESIDENTIAL BURN CO	10373 MISTY RIDGE RD 370612410019	KLICKEER WILLIAM DAVID	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0124 4/12/2023	RESIDENTIAL BURN CO	333 GREYSTONE DR 350610540002	SHULMAN, JUDITH	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0188 4/13/2023	RESIDENTIAL BURN CO	539 PORT KELLY RD 310604420001	WALLA WALLA YACHT CLUB	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0189 4/13/2023	RESIDENTIAL BURN CO	4378 STATELINE RD 350614220010	WILCOX, RITA J	\$0.00	\$35.00
	Residential Burn Permit				
FRB23-0190 4/13/2023	RESIDENTIAL BURN CO	7292 MILL CREEK RD 370735500005	SCOTT THOMAS A & KATHLEEN M	\$0.00	\$35.00
	Residential Burn Permit				

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Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
FRB23-0191	RESIDENTIAL BURN	2637 DELL AVE	NOKES, STEVEN C & MARILYN H	\$0.00	\$35.00
4/13/2023	CO Residential Burn Permit	350724320013			
FRB23-0192	RESIDENTIAL BURN	3321 RANCH RD	GOFF, BRIAN & LAUREN	\$0.00	\$35.00
4/13/2023	CO Residential Burn Permit	360604540008			
FRB23-0099	RESIDENTIAL BURN	2057 HERITAGE RD	MC CANN, MARILYN A & RICHARD G	\$0.00	\$35.00
4/14/2023	CO Residential Burn Permit	350724330052			
FRB23-0193	RESIDENTIAL BURN	373 TRACY RD	PORTER, ROBERT J	\$0.00	\$35.00
4/14/2023	CO Residential Burn Permit	380718330006			
FRB23-0194	RESIDENTIAL BURN	3850 OLD MILTON HWY	FACKENTHALL, JOHANNES & CHELANE	\$0.00	\$35.00
4/17/2023	Residential Burn Permit	350611330033			
FRB23-0195	RESIDENTIAL BURN	2994 BARNEY RD	FULGHAM ROBERT & NAOMI	\$0.00	\$35.00
4/17/2023	CO Residential Burn Permit	330612120001			
FRB23-0196	RESIDENTIAL BURN	4024 OLD MILTON HWY	REESE, DAVID L	\$0.00	\$35.00
4/17/2023	CO Residential Burn Permit	350614220023			
FRB23-0197	RESIDENTIAL BURN	3343 MORRISON LN	BROWN, WESLEY R & KAREN SUE	\$0.00	\$35.00
4/17/2023	CO RESIDENTIAL BURN PERMIT	360604520004			
FRB23-0198	RESIDENTIAL BURN	882 LOVERS LN	GARBE, KATHLEEN	\$0.00	\$35.00
4/17/2023	CO Residential Burn Permit	330611510433			
FRB23-0199	RESIDENTIAL BURN	150 VALLEY DR	COBB WILLIAM F & CHARLOTTE	\$0.00	\$35.00
4/18/2023	CO Residential Burn Permit	300936530016			
FRB23-0200	RESIDENTIAL BURN	8683 MILL CREEK RD	WALTERS, JASON H	\$0.00	\$35.00
4/18/2023	CO Residential Burn Permit	370602140012			
FRB23-0201	RESIDENTIAL BURN	960 BRICKNER RD	STEFFEN, DONALD R & SHARRON	\$0.00	\$35.00
4/18/2023	CO	350735310080			

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Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
	RESIDENTIAL BURN PERMIT				
FRB23-0202 4/19/2023	RESIDENTIAL BURN CO Residential Burn Permit	67 RUSSET RD 350726590004	STONE, GENE & JANICE	\$0.00	\$35.00
FRB23-0203 4/19/2023	RESIDENTIAL BURN CO Residential Burn Permit	2329 WALLULA AVE 350727310012	WOHR, ROBERT	\$0.00	\$35.00
FRB23-0204 4/19/2023	RESIDENTIAL BURN CO Residential Burn Permit	94 FIVE MILE RD 370718240016	LAIZURE, DAN L & DONNA G	\$0.00	\$35.00
FRB23-0205 4/19/2023	RESIDENTIAL BURN CO Residential Burn Permit	7812 MILL CREEK RD 370735310019	ZIER WAYNE P	\$0.00	\$35.00
FRB23-0207 4/20/2023	RESIDENTIAL BURN CO Residential Burn Permit	132 RUSSET RD 350726523122	OLTMAN, JONAS & JESSICA	\$0.00	\$35.00
FRB23-0208 4/21/2023	RESIDENTIAL BURN CO Residential Burn Permit	827 ELECTRIC AVE 350725521918	VOLKERS, BRIDGET	\$0.00	\$35.00
FRB23-0209 4/21/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	10 SULLYS DR 310931580002	DUCHEK, ZOE A & PERKINS, PATRI	\$0.00	\$35.00
FRB23-0210 4/21/2023	RESIDENTIAL BURN CO Residential Burn Permit	10825 E HIGHWAY 12 370826110026	ENDICOTT, GEORGE & PATRICIA M	\$0.00	\$35.00
FRB23-0211 4/21/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN PERMIT	2890 WILLIAMS RD 360605514403	SEIBOLD, KEN	\$0.00	\$35.00
FRB23-0212 4/21/2023	RESIDENTIAL BURN CO RESIDENTIAL BURN	16206 E HIGHWAY 124 370910340052	KOCK ROBERT G & BERNADETTE P	\$0.00	\$35.00
FRB23-0213 4/24/2023	RESIDENTIAL BURN Residential Burn Permit	26 LEWIS PEAK RD 370824210009	ISELY, LARK & DIANE	\$0.00	\$35.00
FRB23-0215 4/24/2023	RESIDENTIAL BURN CO Residential burn permit	5175 BISCUIT RIDGE RD 380707440018	GRIMES, CARLEEN F	\$0.00	\$35.00

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Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
FRB23-0216	RESIDENTIAL BURN	762 W SUNSET DR	SCHWARTZENHAUER, DALE D & CIND	\$0.00	\$35.00
4/25/2023	CO Residential Burn Permit	300936540019			
FRB23-0217	RESIDENTIAL BURN	1801 HERITAGE RD	SHINSTINE, LAWRENCE T & ANGELINE	\$0.00	\$35.00
4/25/2023	CO Residential Burn Permit	350724340007			
FRB23-0218	RESIDENTIAL BURN	1001 BLALOCK DR	GWINN, STEVEN D & JUDY D	\$0.00	\$35.00
4/26/2023	CO Residential burn permit	350726523133			
FRB23-0219	RESIDENTIAL BURN	315 W SUNSET DR	GRADWOHL, MICHAEL A	\$0.00	\$35.00
4/26/2023	CO Residential Burn Permit	300936530004			
<b>RESIDENTIAL BURN</b>			<b>Totals:</b>	<b>\$0.00</b>	<b>\$2,065.00</b>
B23-0161	SIDING WINDOWS	3307 FIDDLER CT	FENTON THOMAS	\$0.00	\$109.50
4/5/2023	RESIDENTIAL Up to 2k sq ft Siding Replacement	350611310063	NOT APPLICABLE		
B23-0178	SIDING WINDOWS	471 YELLOWHAWK ST	BREN, THEODORE JR & LYNDA	\$0.00	\$264.00
4/17/2023	RESIDENTIAL Replace 10 Windows & > 2000ft Siding	360732513204	TBD		
<b>SIDING WINDOWS</b>			<b>Totals:</b>	<b>\$0.00</b>	<b>\$373.50</b>
B23-0152	SOLAR ARRAY	5621 PETTYJOHN RD	GRANT NANCY C	\$0.00	\$211.00
4/20/2023	RESIDENTIAL 9.62 kW Roof Mount Solar Array	350903110001	HOT SOLAR SOLUTIONS LLC		
B23-0151	SOLAR ARRAY	1998 SMITH ACCESS RD	CRAWFORD, KENNETH C & COLLEEN	\$0.00	\$211.00
4/21/2023	RESIDENTIAL 10.8 kW Roof Mount Solar Array	350602140059	ELLENSBURG SOLAR LLC		
<b>SOLAR ARRAY</b>			<b>Totals:</b>	<b>\$0.00</b>	<b>\$422.00</b>
B23-0162	SPECIAL EVENT	510 E BOEING AVE	WALLA WALLA PORT OF	\$0.00	\$92.70
4/7/2023	TENT	360714110001	SANDY'S U-RENT		

# WW Permits Issued

## Walla Walla County

Date Range Between 4/1/2023 and 4/26/2023

Permit No. Date Issued Zoning	Type Sub-Type Permit Description	Site Address Parcel No.	Owner Contractor	Valuation	Fees Paid
	800 sf Special Event Tent 04-06 thru 04-10-23				
SPECIAL EVENT			Totals:	\$0.00	\$92.70
102 Permits Issued from 4/1/2023 and 4/26/2023			Total Valuation:		\$2,933,220.52
			Total Fees Paid:		\$44,232.83



**11:00 FACILITIES MAINTENANCE**

**Robert Grandstaff**

- a)** Department update and miscellaneous

## Walla Walla County Facilities Department

310 W Poplar St, Walla Walla, WA 99362

Update April 26, 2023

**Maintenance:** It's always busy in Maintenance. The work order process continues to be managed and prioritized with available staff. Over 100 WOs were closed in April so far. Several are pending and in progress projects. More than a week ago we had an air balancer come through to assist on some long-term issues at JJC and the Jail. We have identified areas we can improve in. A report will be coming soon. That visit was very helpful. We have also been working with the gas company and Western States to improve conditions for the existing generator at the Jail.

**Facilities Building Technicians:** Our buildings continue to be cleaned and maintained regularly by our technicians. They continue to do a great job. The yearly paper distribution has been completed for the different departments.

**Grounds:** Genny and Jose have fertilized the lawns and Genny will mow for the second time this year, so grounds work has returned to full time. Snow equipment is being returned to the fairgrounds storage until needed again, hopefully next Fall.

### 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.
  - A vendor has visited the site and has taken measurements for filing solutions. They are working with a manufacturer and will propose a filing solution. (Update- They have been unable to find a solution that will accommodate all the files in the existing copy room. They are looking at other options.)
  - A moving company has been contacted to aid in developing a plan for moving files and furniture.
  - The vendor has visited the site and looked at the scope of work. They are finalizing their proposal. The occupants have chosen their preferred carpet colors. The final product and costs will be submitted to the Board for your approval.
- ❖ **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. A report is being prepared and will be presented by McKinstry. The scope of work exceeds the available funding, so the work will be prioritized to meet what funding is available. I have informed our grant advisor as to our progress. (Update- I sent an updated report to the awarding agency).
- ❖ **Courthouse safety and security** is an ongoing discussion. The following tasks are in progress:
  - The electrician is scheduled next month to perform the work to accommodate a single point of entry.
  - A handrail fabricator is working on their proposal to submit regarding upgrade to the Courthouse handrail.
- ❖ **Jail HVAC:** The air balancer has visited the site and is preparing their report.
- ❖ **Proposed 911 Location:** The Environmental and Historic Preservation Form has been completed and submitted. There is a meeting on April 26<sup>th</sup> to meet with Steve Ruley to discuss the project site needs.
- ❖ **Auditor and Elections:** DHS visited our campus on March 23<sup>rd</sup>. They evaluated the election space, and we are still waiting for their report.
- ❖ **Other projects:**
  - The Annex Building flooring is having some issues on the First Floor in particular. I will be proposing a possible solution for your consideration.
  - I have also had an evaluation of the sidewalks completed around the Courthouse. I will be presenting a report on those findings soon.

Thank you,

Rob Grandstaff

- a) Department update and miscellaneous



**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](mailto:cgoodhue@co.walla-walla.wa.us)

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

May 1<sup>st</sup>, 2023

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

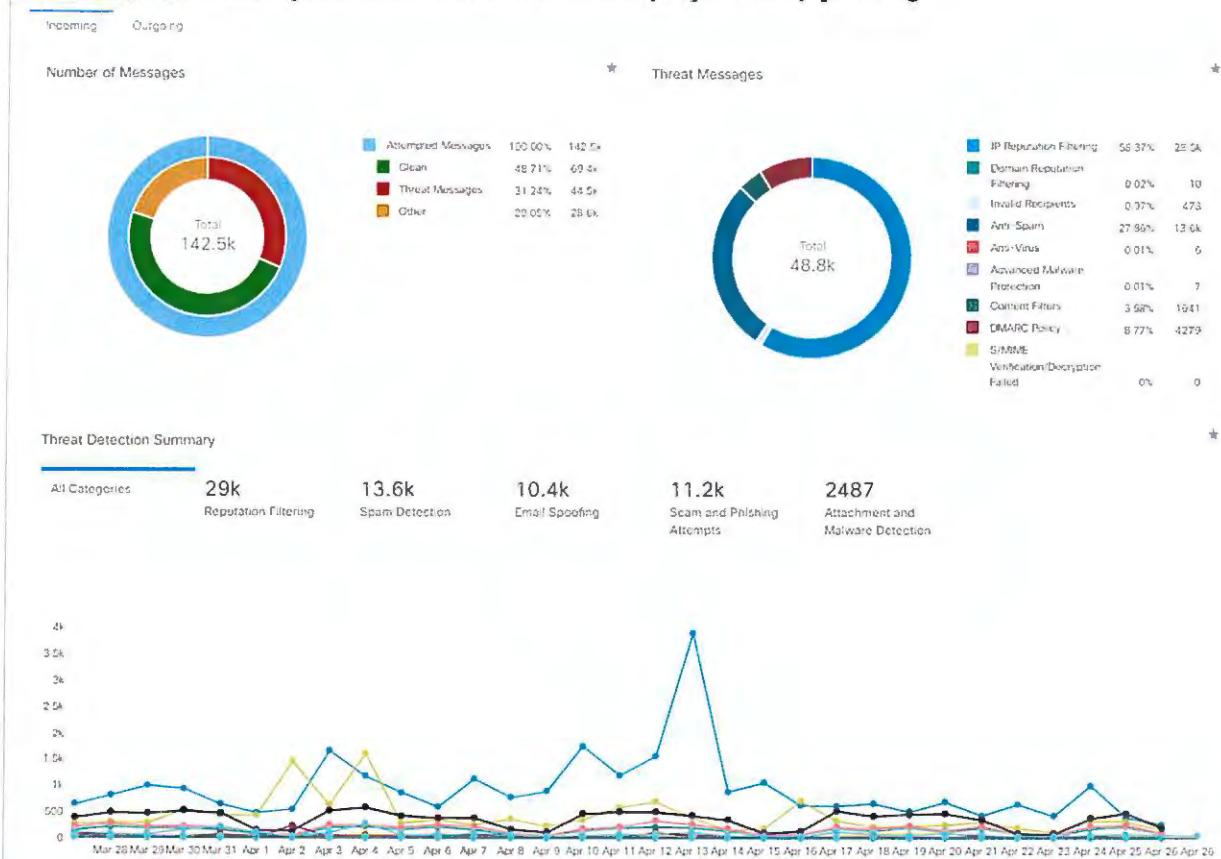
Re: Technology Services Update

**Issues/Information for the Board.**

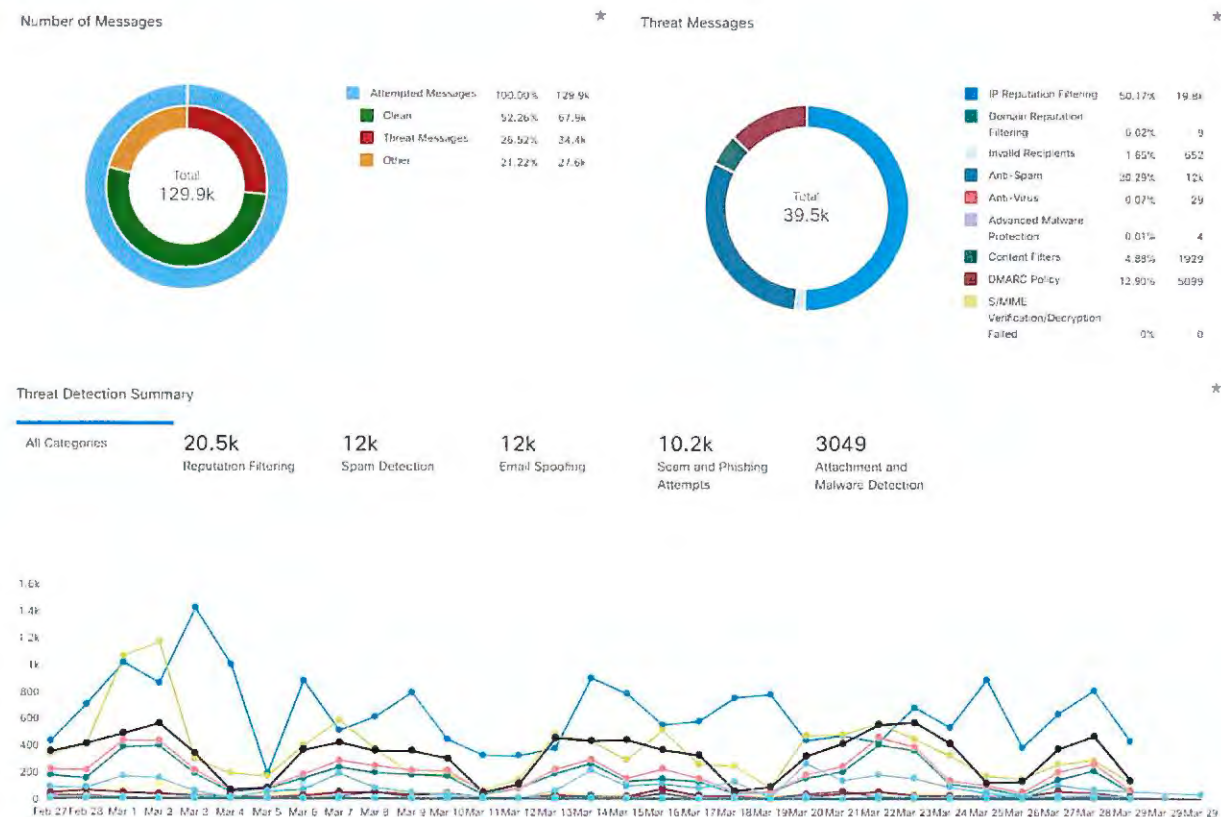
- List of current projects and activities:

<ul style="list-style-type: none"><li>▪ <b>Website –</b></li><li>▪ Waiting for the final revision</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Courthouse notification system</b></li><li>▪ This has been purchased, installed and configured. This will be ready to roll out within the next couple of weeks.</li><li>▪ We are having some difficulties rolling out the clients to the computers and are actively working with the vendor to complete this.</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Community Health Department –</b></li><li>▪ Working on HIPAA processes and procedures – Still in progress</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Cameras and Server Upgrade</b></li><li>▪ Several cameras have been replaced in the JJC and Corrections Departments. We are currently waiting on a new batch of Cameras that are delayed due to supply chain issues and hope to have all of them installed and fully functioning in the June time frame.</li></ul>
<ul style="list-style-type: none"><li>▪ <b>FMS Replacement</b></li><li>▪ TS will be reaching out to County across Washington to get copies of recent RFP for ERP solutions so that we can make some decisions on whether we write our own RFP or hire a company to do it for us.</li></ul>
<ul style="list-style-type: none"><li>▪ <b>BAT – Broadband Action Team</b></li><li>▪ Meetings are still moving forward, we are finishing the last of the worksheets, bringing additional stakeholders and looking at current infrastructure/resources.</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Public Works</b></li><li>▪ We have installed card access in Public Works to mimic the features and functions of the rest of the Courthouse facilities to maximize security.</li></ul>
<ul style="list-style-type: none"><li>▪ <b>County</b></li><li>▪ TS will identify ¼ of the County machines that will need to be replaced in 2024 as part of the annual computer replacement scheme. This will be completed as part of the budget process.</li></ul>
<ul style="list-style-type: none"><li>▪ <b>Staffing</b></li><li>▪ Succession planning and work flow I would like to look at budget costs of hiring another tech to start succession planning and to help clean up back logs of outstanding tickets.</li></ul>

## Current – Significant uptick in malicious email activity, specifically phishing



## Previous Month



## Components (Main infrastructure)

## Other Projects

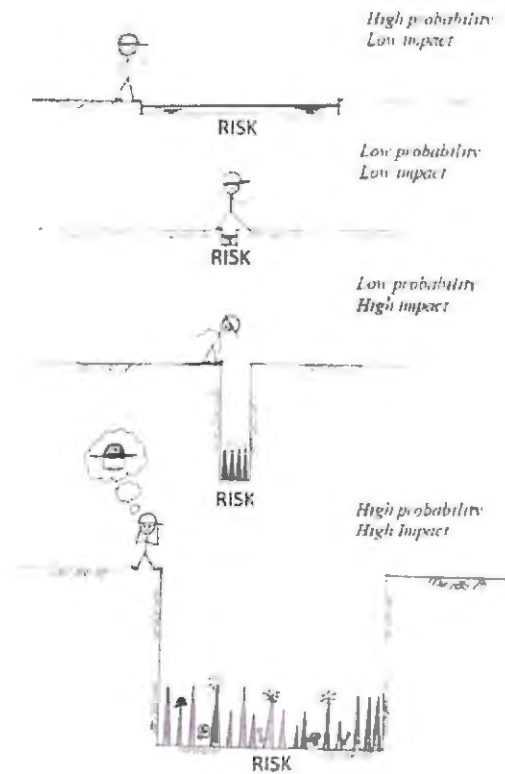
### Next Request Portal Information

YTD 2022= 270

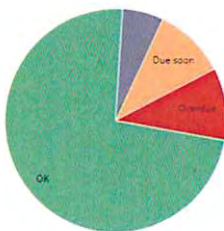
LYTD 2021= 226

New requests for the month: 52

Requests closed for the month: 49



#### Current



Mar 26, 2023 - Apr 24, 2023



12.3

AVERAGE DAYS TO CLOSE

#### Closed



2158

CLOSED REQUESTS



14.9

AVERAGE DAYS TO CLOSE



10221

DOCUMENTS DOWNLOADED



47

CLOSED

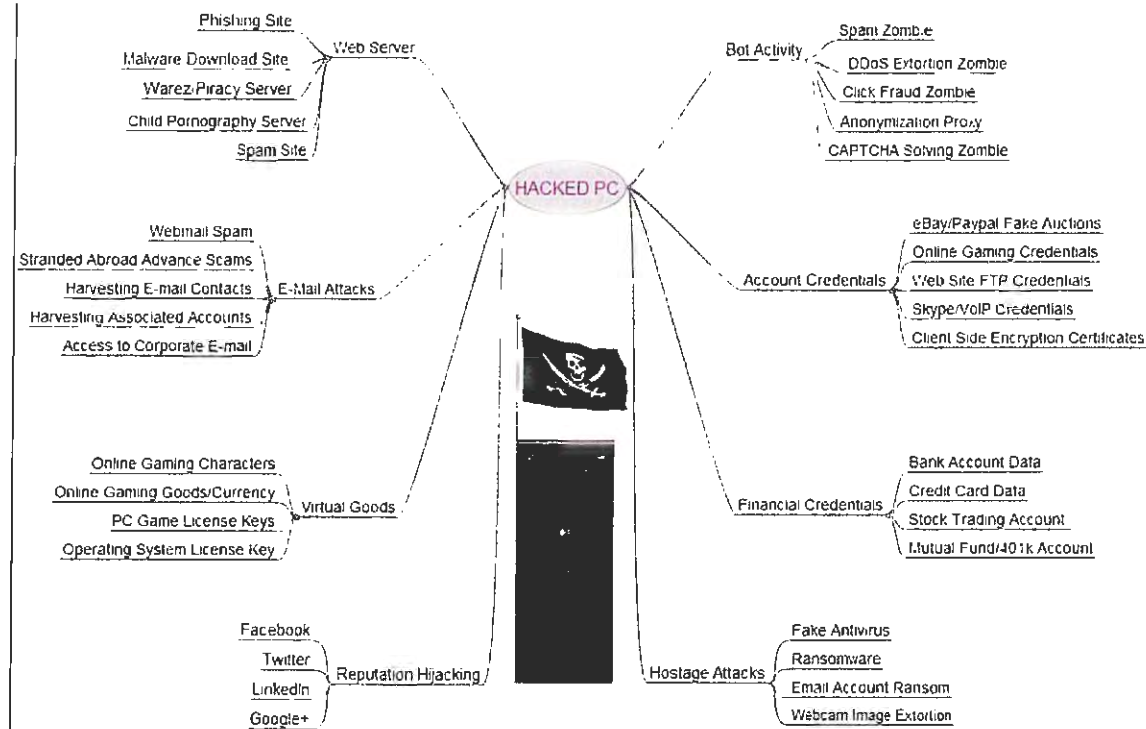


4

MEDIAN DAYS TO CLOSE

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) Office update and miscellaneous**



**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**

**1:30 PUBLIC WORKS DEPARTMENT**

**Tony Garcia**

**a) Consent Agenda Items:**

- 1) Resolution – Signing a local agency A&E Professional Services Consultant Agreement for On-Call Civil Engineering Design Services with Anderson Perry & Associates, Inc.
- 2) Resolution – Signing a Project Prospectus for Bridge Guardrail Safety Improvements

**b) Department update and miscellaneous**

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

IN THE MATTER OF SIGNING A  
LOCAL AGENCY A&E  
PROFESSIONAL SERVICES  
CONSULTANT AGREEMENT FOR  
ON-CALL CIVIL ENGINEERING  
SERVICES WITH ANDERSON  
PERRY & ASSOCIATES, INC.

RESOLUTION NO. **23**

**WHEREAS**, civil engineering design services are required for various projects; and

**WHEREAS**, at times Walla Walla County does not have the staff available to complete design on unplanned projects that may occur during the year; and

**WHEREAS**, Walla Walla County does not have the staff or equipment to perform some of the required testing; and

**WHEREAS**, a consultant has been selected to provide On-Call Civil Engineering Design Services for a period of one year; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners they do hereby enter into said term agreement for on-call civil engineering design services with Anderson Perry & Associates, Inc. and the Chair of the Board shall sign the same in the name of the Board.

*Passed this 1<sup>st</sup> day of May, 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 SIGNING A  
PROJECT PROSPECTUS FOR  
BRIDGE GUARDRAIL SAFETY  
IMPROVEMENTS

}

RESOLUTION NO. **23**

**WHEREAS**, Construction Funds are available for the Bridge Guardrail Safety Improvements; and

**WHEREAS**, Bridge Guardrail Safety Improvements qualifies for said funds; and

**WHEREAS**, a Project Prospectus has been prepared as part of an application for said construction funds to improve Bridge Guardrail Safety Improvements; and

**WHEREAS**, Walla Walla County agrees to comply with the regulations, policies and procedures set forth in the Project Prospectus; now therefore

**BE IT HEREBY RESOLVED**, by this Board of Walla Walla County Commissioners, that they do hereby enter into said Project Prospectus and the Chair of the Board shall sign same in the name of the Board.

*Passed this 1<sup>st</sup> day of May, 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 Public Works  
990 Navion Lane  
Walla Walla, WA 99362**



To: Board of County Commissioners

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

Date: 26 April 2023

Re: Director's Report for the Week of 24 April 2023

**Board Action: 1 May 2023**

**Consent Agenda Items:**

In the Matter of Signing a Local Agency Agreement A&E Professional Services Consultant Agreement for On-Call Civil Engineering Design Services with Anderson Perry & Associates, Inc.

In the Matter of Signing a Project Prospectus for Bridge Guardrail Safety Improvements.

**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: Placing sidewalk and rock for road grade.
- Five Mile Bridge: Consultant completed geotechnical drilling for foundation design.

**MAINTENANCE/FLEET MANAGEMENT:**

- South Crew – Blading roads and crack sealing.
- North Crew – Shouldering work, blade roads and scrubbing in area 7 for chip seal.
- Vegetation & Signs – Sign maintenance and vegetation spraying as weather allows.
- Garage – Routine services and repairs, patrol car up-fits and prepping equipment for summer projects.
- Update – Umatilla County's mountain road closures.

**ADMINISTRATION:**

- Conducted our weekly Road Operations, Staff, Fiscal, and Engineering meetings.
- Attended our quarterly Labor Management Meeting.
- Conducted our quarterly Washington State Association of County Engineers (WSACE) Eastern District Meeting hosted by Adams County.
- Conducted our monthly Finance Review Meeting.
- Attended our monthly WSACE Board of Director's Meeting via Zoom as the Eastern Washington Counties Representative.

**a) Action Agenda Items:**

- 1) Proposal 2023 05-01 DCH-1 Approval for Staff Sharing Agreements related to vaccines
- 2) Proposal 2023 05-01 DCH-2 Approval of Subaward for Strengthening Families Curriculum with Blue Mountain Action Council
- 3) Resolution – Adopting revised Walla Walla County Veterans' Relief Program Guidelines

**b) Department update and miscellaneous**



# Proposal

Date: April 21, 2023

Proposal ID: 2023 05-01 DCH-1

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Gain Approval for Staff Sharing Agreements related to vaccines

Topic: Vaccine Staff Agreement

## **Summary**

The Department of Community Health is seeking to build capacity to vaccinate in the community and seeking approval from the Board of Walla Walla County Commissioners to enter into staff sharing agreements with several agencies in our area. Vaccine rates for routine childhood immunizations rates have decreased by 13% in 2021 and children need to be up to date on immunizations to attend pre-school, kindergarten, school or childcare. The Department of Community Health is committed to boosting childhood immunizations rate and one innovative solution is to have other agencies share their nurse staffing to administer vaccines with our department managing administrative process. We also ask that the Administrative Director or Health Officer be approved to sign these agreements after legal approval.

## **Cost**

No Cost

## **Funding**

No Cost

## **Alternatives Considered**

## **Acquisition Method**

N/A

## **Security**

N/A



**Access**

N/A

**Risk**

No risk to budget.

**Benefits**

This will benefit the community by having residents up to date on vaccines which will lessen the impact if there is an outbreak such as measles, whooping cough, etc.

**Conclusion/Recommendation**

Recommend the BOCC approve the Department of Community Health to enter into staff sharing agreements and allow Administrative Director or Health Officer to sign agreements once approved by legal.

---

Submitted By

Nancy Wenzel, DCH

Disposition

\_\_\_\_ Approved

Name          Department          Date

\_\_\_\_ Approved with modifications

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

Name          Department          Date

\_\_\_\_ Denied

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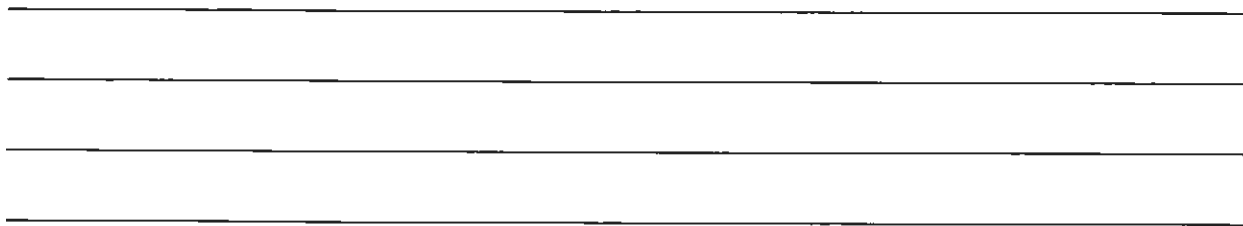
BOCC Chairman  
Date

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Additional Requirements to Proposal

\_\_\_\_ Modification

\_\_\_\_ Follow Up



## SHARED STAFF AGREEMENT

THIS Staff Sharing Agreement (the "Agreement") is made and entered into as of the \_\_\_ day of **May 2023** (the "Effective Date"), between Walla Walla County acting as the Local Board of Health ("County") and Providence Health & Services – WA d/b/a Providence St. Mary Medical Center ("Providence") for utilization of Providence's staff to provide vaccination services. The term of this agreement shall be for a one-year term, which shall renew automatically for subsequent one-year terms unless written notice is given pursuant to this Agreement.

NOW THEREFORE, it is agreed as follows:

### **SECTION 1.0 SERVICES**

Providence will provide, at no charge, the following basic services (the "Services"):

Vaccination services by its authorized medical providers at Walla Walla County Department of Community Health vaccination events.

Vaccinations Records and forms will be maintained by the County.

### **SECTION 2.0 GENERAL.**

- (a) Compliance With Laws, Rules and Regulations: County and Providence shall comply with all applicable statutes, ordinances, rules, regulations, orders and requirements.
- (b) Indemnification: **Mutual Indemnity.** To the extent of its comparative liability, each party agrees to indemnify, defend and hold the other party, its elected and appointed officials, officers, 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 are alleged or proven to be caused by an act or omission, negligent or otherwise, of its elected and appointed officials, officers, employees, agents or volunteers.
- (c) A Party shall not be required to indemnify, defend, or hold the other Party harmless if the claim, damage, loss or expense for personal injury, for any bodily injury, sickness, disease or death or for any damage to or destruction of any property (including the loss of use resulting therefrom) is caused by the sole act or omission of the other Party.
- (d) In the event of any concurrent act or omission of the parties, negligent or otherwise, each party shall pay its proportionate share of any damages awarded based upon

comparative liability. The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity claims against each other until after liability to the claimant and damages, if any, are adjudicated. If any claim is resolved by voluntary settlement and the parties cannot agree upon apportionment of damages and defense costs, they shall submit apportionment to binding arbitration.

- (e) The parties agree all indemnity obligations shall survive the completion, expiration or termination of this Agreement.
- (f) Insurance: County shall maintain in full force and effect a policy or policies of commercial general liability (CGL) insurance and professional liability insurance with coverage of at least One Million Dollars (\$1,000,000) per occurrence limit or claim. Such limits may be achieved through the use of umbrella liability insurance otherwise meeting the requirements of this Agreement or through any commercially reasonable self-insurance program.

Providence shall maintain in full force and effect a policy or policies of commercial general liability (CGL) insurance and professional liability insurance with coverage of at least One Million Dollars (\$1,000,000) per occurrence limit or claim. Such limits may be achieved through the use of umbrella liability insurance otherwise meeting the requirements of this Agreement or through any commercially reasonable self-insurance program.

- (g) No Partnership: This Agreement shall not be interpreted or construed to create an association, joint venture or partnership between County and Providence or to impose any partnership obligation or liability upon them. No party to this Agreement shall have any right, power or authority to enter into any agreement or undertaking for or on behalf of, to act as or be an agent or representative of, or to otherwise bind any other party.
- (h) Medicare/Medicaid Disclosure: County and Providence hereby acknowledge and agree that it is not a purpose of this Agreement or any of the transactions contemplated herein to exert influence in any manner over the reason or judgment of any party with respect to the referral of residents or business of any nature whatsoever. It is the intent of the parties hereto that any referral that may be made directly or indirectly by Providence to County's business, and vice versa, shall be based solely upon the medical judgment and discretion of a patient's physician while acting in the best interest of the patient. County and Providence hereby agree that the terms of this agreement do not take into account the volume or value of referrals or business that may otherwise be generated between the parties for which payment may be made in whole or in part under Medicare, Medicaid or other Federal health care programs.

- (i) Entire Agreement: This Agreement is the final and complete expression of County and Providence relating in any manner to the sharing of staff and other matters set forth in this Agreement. No prior agreements or understanding pertaining to the same shall be valid or of any force or effect and the covenants and agreements of this Agreement shall not be altered, modified or added to except in writing signed by both County and Providence.
- (j) Severability: Any provision of this Agreement which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof and the remaining provisions hereof shall nevertheless remain in full force and effect.
- (k) Default and Termination: Any failure of either party to comply with the terms of this Agreement shall constitute a default and, in addition to all other rights and liabilities, shall entitle the non-defaulting party to terminate this Agreement if not cured within five (5) days' written notice by the defaulting party (unless a shorter period of time is specified elsewhere in this Agreement).

Either party may terminate this Agreement at any time, with or without cause, with five (5) days' written notice.

- (l) Counterparts: This Agreement may be executed in counterparts, each of which, when combined, shall be deemed one single, binding agreement.

**COUNTY:**

**PROVIDENCE:**

WALLA WALLA COUNTY

PROVIDENCE HEALTH & SERVICES – WA  
PROVIDENCE ST. MARY MEDICAL CENTER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Proposal

Date: April 11, 2023

Proposal ID: 2023 05-01 DCH-2

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Subaward approval for Strengthening Families Curriculum

Topic: Blue Mountain Action Council Subaward

## **Summary**

Strengthening Families Program for College Place will be a Sole Source Contract.

The Strengthening Families Program: For Parents and Youth 10-14 is an evidence-based program backed by the National Institute of Drug Abuse (NIDA). This seven week program is for adults with youth between the ages of 10-14 years old and is adapted from Dr. Karol Kumpfer's Strengthening Families Program in Canada.

The overall goal of this program is to increase protective factors (e.g. improve family relationships) and decrease risk factors (e.g. peer pressure), thereby leading to a decrease in misuse/abuse of drugs, alcohol, and/or tobacco/nicotine.

As stated on the Strengthening Families website, <https://www.extension.iastate.edu/sfp10-14/training> (April 20, 2023) "professional training by Iowa State University National Trainers is required in order to be certified to facilitate the Strengthening Families Program: For Parent and Youth 10-14 (SFP 10-14)." The seven-week program must be facilitated by a minimum of three (3) certified trainers.

As of April 2023, within a 50-mile radius, there are a total of five (5) certified trainers in Walla Walla County. Two trainers are with the Walla Walla County Department of Community Health: Courtney Fuller and Beth Rowlette. Three trainers are with the Blue Mountain Action Council, Commitment to Community: Carrie Givens, Delia Gutierrez, and Amanda Trejo-Perez.

**Cost**

There is no cost to the county as this will be grant funding.

**Funding**

Health Care Authority, CPWI Grant

**Alternatives Considered**

No other alternatives, this is being offered as a sole source provider.

**Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

No know risk.

**Benefits**

This will benefit the community by improving youth, family and community relationships while decreasing youth substance abuse (drugs, alcohol, and tobacco/nicotine).

**Conclusion/Recommendation**

Recommend the BOCC approve and sign subaward offered to Blue Mountain Action Council for Strengthening Families curriculum.

---

Submitted By

Disposition

Nancy Wenzel, DCH

\_\_\_\_ Approved

Name

Department

Date

\_\_\_\_ Approved with modifications

<hr/>			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied
			<hr/>
			BOCC Chairman
			Date

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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**Service Agreement #23-02**

between

**WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH**

and

**BLUE MOUNTAIN ACTION COUNCIL**

The Agreement is entered into by and between Walla Walla County Department of Community Health, hereinafter "County," and BLUE MOUNTAIN ACTION COUNCIL, hereinafter "Contractor," for Substance Abuse Block Grant (SABG) services related to the CPWI Prevention and Education Program as outlined in the attached Statement of Work. The rights and obligations of both parties are governed by the General Terms and Conditions, and the following Exhibits, copies of which are attached hereto and incorporated herein by this reference as fully as if set forth herein:

Exhibit A – Statement of Work

Exhibit B – Budget

Exhibit C – Expenditure Report Form

Exhibit D – HCA Contract K5543 and Amendment 2

Exhibit E – Confidential Information Security Requirements (Attachment 1 of K5543)

Exhibit F – Data Security Requirements (Attachment 4 of K5543)

Exhibit H - K5543 Subrecipient Requirements (Section 7)

**Performance Period:** The terms of this Agreement shall commence on May 1, 2023 and shall, unless terminated or renewed as provided elsewhere in the Agreement, terminate on June 30, 2023.

**Compensation:** Payment to Contractor for services rendered under this Agreement shall be as set forth in Exhibit B – Budget. The amount of payment for the performance period of this Agreement shall not exceed \$ 15,000.00.

By their signatures below, the parties agree to the terms and conditions of this Agreement and all documents incorporated by reference. The parties signing below certify that they are authorized to sign this Agreement.

**IN WITNESS WHEREOF, the parties hereto have signed this Agreement.**

**COUNTY:**

**CONTRACTOR:**

\_\_\_\_\_  
Chair/Vice-Chair                      Date  
Walla Walla County Board of Commissioners  
c/o Department of Community Health  
314 W. Main  
P.O. Box 1753  
Walla Walla, WA 99362  
Phone: (509) 524-2650 Fax: (509) 524-2642

\_\_\_\_\_  
Authorized By    Date

\_\_\_\_\_  
Print Name & Title of Person Signing

Telephone Number / Email Address: 509-529-4980

Mailing Address (Street address required in addition to PO Box.): 8 E. Cherry St.

Walla Walla, WA 99362-1946

Social Security or Business Tax ID#: 91-0793597

CFDA# (if applicable): 93.959

UBI#: 600 182 918

## GENERAL TERMS AND CONDITIONS

1. **Definitions.** For the purposes of this Agreement, including all documents incorporated by reference, terms that are defined in Washington Administrative Code (WAC) shall have meanings defined therein. Additionally, the words and phrases listed below, as used in the Agreement, shall each have the following definitions:
  - 1.1. “Agreement” means this County and Contractor Agreement regarding General Terms and Conditions and any documents incorporated by reference.
  - 1.2. “CFR” means Code of Federal Regulations. All references in this Agreement and any Agreement to CFR chapters or sections shall include any successor, amended, or replacement regulation. The CFR may be accessed at <http://www.gpoaccess.gov/cfr/index.html>.
  - 1.3. “Debarment” means an action taken by a Federal official to exclude a person or business entity from participating in transactions involving certain federal funds.
2. **Background Checks.** In accordance with RCW 43.20A.710, RCW 43.43.832, RCW 74.34, and RCW 71A.10.020, when applicable, Contractor’s staff, subcontractors or volunteers who have unsupervised access to children or vulnerable adults are required to have a background check, and all persons convicted of crimes listed in RCW 43.43.830 and RCW 43.43.842 are prohibited from having access to clients.
3. **Billing and Payment for Contractor Services:** County shall pay Contractor for services on a reimbursement basis, pursuant to terms set forth in Exhibit B- Budget. No payment shall be made for any service that is not identified within this Agreement.
  - 3.1. Contractor shall submit claims for reimbursement by the tenth (10<sup>th</sup>) working day following the end of the month; if no reimbursement is required, submit the billing request with no expenditures (a “no activity” report). County agrees to make payment with County warrants, as approved by the Auditor of County, within forty-five (45) working days following receipt of Contractor’s approved claim for reimbursement, contingent on the availability of funds.
    - 3.1.1. Claims for reimbursement shall be submitted to the Department of Community Health via eCivis, the Department of Community Health’s grant management software.
    - 3.1.2. Submitting a Final Payment Request will signify that the Contractor certifies under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the County of Walla Walla and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status and the claim is just, due and unpaid obligation against the County of Walla Walla and that I am authorized to authenticate and certify to said claim.
    - 3.1.3. Payment shall be based upon itemized billings supported by accompanying documentation, including Exhibit C Expenditure Report Form.
    - 3.1.4. County shall compensate Contractor no more often than monthly for Contractor’s service. No payment shall be made in the month services are rendered unless otherwise approved by County.
  - 3.2. In the event Contractor fails to perform any substantial obligation under this Agreement and said failure has not been cured, County may, upon written notice, withhold all monies due and payable to Contractor, without penalty, until such failure to perform is cured or otherwise adjudicated.
4. **Compliance with Applicable Law.** At all times during the term of this Agreement, Contractor shall comply with all applicable federal, state, and local laws, regulations, and rules, including but not limited

to, nondiscrimination laws and regulations.

5. **Confidentiality.** Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by County or acquired by Contractor in performance of this Agreement, except upon the prior written consent of Walla Walla County Prosecuting Attorney, or an order entered by a court after having acquired jurisdiction over County. Contractor shall immediately give to County notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless County, its officials, agents or employees from all loss or expense, including, but not limited to settlements, judgments, setoffs, attorneys' fees, and costs resulting from Contractor's breach of this provision. The parties to this Agreement shall comply with applicable Federal and State laws and regulations governing privacy, confidentiality or security of patient information, including without limitation Chapter 70.02 RCW, Medical Records – Health Care Information Access and Disclosure; Chapter 42.17 RCW, Disclosure – Campaign Finances – Lobbying – Records; and the Health Insurance Portability and Accountability Act, including but not limited to the “HIPAA Privacy Rule,” 45 CFR Parts 160 and 164.
6. **Conflict of Interest.** Contractor shall, in all matters concerning this Agreement, avoid any actions that may constitute a conflict of interest.
7. **Debarment Certification.** Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in transactions by any Federal department or agency.
8. **Disputes.** Except in the event of a dispute arising from County’s decision to terminate this Agreement for default, County and Contractor agree to first attempt resolution of disputes informally, by a mutually negotiated process.
9. **Entire Agreement.** This Agreement, including all documents incorporated by reference, contains all terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of the Agreement shall be deemed to exist or bind the parties.
10. **Execution and Amendment.** This Agreement shall be binding on the parties only upon execution by authorized representatives of County and Contractor. This Agreement may be altered only by a written amendment executed by authorized representatives of County and Contractor.
11. **Financial Certification.** Within 60 days of the execution of the Contract, Contractor shall submit to the County, Contractor Certification Documentation form including the Contractor status as Non-Profit, Corporation, Governmental, Individual or Other Entity. The applicable financial certification documents must also be submitted to the County once every 12 months:
  - 11.1. W-9 Form, Request for Taxpayer Identification
  - 11.2. Last Audited Financial Statements, or Form 990; or Form 990T; or Form 1120 for Corporations; or Schedule C from 1040 for individuals.
12. **Indemnification and Hold Harmless.** Contractor will indemnify, hold harmless and defend the County from all claims, costs, damages or expenses including reasonable legal expenses arising out of the negligence or wrongful acts of the Contractor, its subcontractors, its successors or assigns, or its agents, servants, or employees. In the case of negligence of both County and Contractor any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party. Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, its subconsultants, its officers, and its agents.
13. **Industrial Insurance Waiver:** With respect to the performance of this agreement and as to claims against the County, its officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its

employees and agrees that the obligations to indemnify, defend and hold harmless provided in this agreement extend to any claim brought by or on behalf of any employee of the Contractor. This waiver is mutually negotiated by the parties to this agreement.

14. **Independent Status/Contractor.** Contractor's services shall be furnished as an independent contractor and nothing herein contained shall be construed to create a relationship of employer-employee or master-servant. All payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by Contractor as an independent contractor. It is understood and agreed that County is not responsible for payroll deductions of any kind, including but not limited to, Federal Taxes, FICA and/or employee benefits.
15. **Inspection.** During the term of this Agreement and for one (1) year following termination or expiration of this Agreement, Contractor shall provide reasonable access to Contractor's place of business, Contractor records, and client records, to County and to any authorized agent of the state of Washington or the federal government in order to monitor, audit, and evaluate Contractor's performance and compliance with applicable laws, regulations, and this Agreement. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payroll, and records of matters covered by this Agreement.
16. **Insurance.** Contractor shall maintain and keep current General Liability Insurance, at a minimum of \$1,000,000 each occurrence, \$2,000,000 general aggregate. 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 any 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. Within one (1) week following execution of this Agreement, Contractor shall submit a Certificate of Insurance and endorsement, executed by a duly authorized representative of each insurer and showing compliance with the insurance requirements specified in this Agreement. Contractor shall assure that updated Certificates of Insurance and endorsements are provided to County for the duration of this Agreement. Contractor shall notify County forty-five (45) days before cancellation or reduction in Contractor insurance coverage.
  - 16.1. **Professional Liability Insurance:** In the event that services delivered under this Agreement, either directly or indirectly include the provision of professional services, Professional Liability Insurance, including coverage for losses caused by errors and omissions, with minimum limits of \$1,000,000 each occurrence and \$2,000,000 aggregate. For the purposes of this Agreement, "Professional Services" shall mean any services provided by a physician, psychologist or other licensed professional.

*The County may in its sole discretion accept, in writing, Professional Liability policies issued on a "Claims-Made" basis. Each policy and all renewals must have a Retroactive Date of, or prior to, the effective date of this Agreement. For each "Claims-Made" policy accepted by the County, a Supplemental Extended Reporting Period (SERP) shall be purchased, at Provider's sole expense, with an extended reporting period of not less than three (3) years in the event the policy is cancelled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or there is any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) policy during the term of this Agreement or thereafter. The Provider agrees Provider's insurance obligation shall survive the completion or termination of this Agreement for a minimum period of three years.*
  - 16.2. **Auto Liability Insurance:** In the event that services delivered pursuant to this agreement involve the use of vehicles or the transportation of clients, automobile liability insurance shall be required for any owned or leased vehicle used in the performance of these contract services. If Contractor-owned personal vehicles are used, a Business Automobile Policy covering at a minimum Code 2 "owned autos only" must be secured. If Contractor employee's vehicles are used, Contractor

must also include under the Business Automobile Policy Code 9, coverage for “non-owned autos.” The minimum limit for automobile is \$1,000,000 per occurrence, using a combined single limit for bodily injury and property damage.

- 16.3. **Worker’s Compensation Insurance:** If applicable, Contractor shall show proof of Worker’s Compensation coverage by providing its State Industrial Account Identification Number. Provision of this number will be Contractors assurance that coverage is in effect.

17. **Licensure.** Contractor shall obtain and maintain continuously for the duration of this Agreement, all licenses, certifications and/or registrations required for carrying out the contracted services.

18. **Non-Discrimination.** Contractor shall not unlawfully discriminate against any employee, applicant for employment, recipient of services or programs, or applicant for services or programs, on the basis of race, creed, color, sex, age, marital status, national origin, Vietnam era or disable veteran status, or the presence of any sensory, mental or physical handicap. Contractor shall comply with the Americans with Disabilities Act.

- 18.1. **In Employment.** Contractor shall not discriminate against any employee or employment because of race, color, sex, religion, national origin, creed, marital status, age Vietnam era or disable veteran status, or the presence of any sensory, intellectual, or physical disability, or the use of any trained dog guide or service animal by a person with a disability. Contractor shall take affirmative action to ensure that employees are employed and treated during employment without discrimination. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; or recruitment or selection for training, including apprenticeships and volunteers.

- 18.2. **In Services.** Contractor shall not discriminate against any person eligible for services or participation in the program because of race, color, sex, religion, national origin, creed, marital status, age, Vietnam Era or disabled veterans, status or the presence of any sensory, intellectual or physical disability, or the use of any trained dog guide or service animal by a person with a disability, or the use of any trained dog guide or service animal by a person with disabilities.

19. **Notice, Venue and Choice of Law.** Any notices, payments and communications permitted or required between County and Contractor shall be given or made by personal delivery or by mailing the same to the other party at the addresses on the first page of this Agreement, or such address as either party may in writing hereinafter indicate. In the event litigation should arise concerning the enforcement, construction, or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the County of Walla Walla. This Agreement shall be governed by the laws of the State of Washington.

20. **Order of Precedence.** In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence, in the following order, to:

- 19.1 Applicable federal and State of Washington statutes and regulations;
- 19.2 General Terms and Conditions contained in this Agreement;
- 19.3 Special Terms and Conditions contained in this Agreement;
- 19.4 Exhibits, if any, as indicated on page one (1) of this Agreement;
- 19.5 Any other material incorporated herein by reference.

21. **Ownership of Material.** Material created by Contractor and paid for by County as a part of this Agreement shall be owned by County and shall be “work made for hire” as defined by Title 17 USCA, Section 101. This material includes, but is not limited to: books; computer programs; documents; films; pamphlets; reports; sound reproductions; studies; surveys; tapes; and/or training materials. Material which Contractor uses to perform this Agreement, but which is not created for or paid for by County, is owned by Contractor.

22. **Records.** The parties to this Agreement shall comply with all Federal and State laws and regulations governing privacy, confidentiality or security of records, including without limitation, the Washington Uniform Healthcare Information Act, Chapter 70.02 RCW, Medical Records – Health Care Information Access and Disclosure; Chapter 42.17 RCW, Disclosure – Campaign Finances – Lobbying – Records; and the Health Insurance Portability and Accountability Act, including but not limited to the “HIPAA Privacy Rule,” 45 CFR Parts 160 and 164.

22.1. Financial Records. Contractor shall have a system of accounting and internal controls in compliance with generally accepted accounting principles and standards, and shall maintain sufficient books, records, documents, reports, and other evidence to accurately document all costs incurred in relationship to contracted services.

22.2. Clinical/Consumer Service Records. The Contractor shall comply with all state and federal requirements, including HCA Data and Confidentiality Requirements, regarding the maintenance and content of records relating to services provided to individual clients under this Agreement.

23. **Right to Review and Record Retention.** This Agreement may be subject to review by any Federal or State auditor. County or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by County. Such review may occur with or without notice, and may include, but is not limited to, on-site inspection by County Agents or employees, inspection of all records or other materials which County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after Agreement termination, and shall make them available for review, upon request, within Walla Walla County, State of Washington

24. **Severability.** The provisions of this Agreement are severable. If any court holds any provision of this Agreement, including any provision of any document incorporated by reference, invalid, that invalidity shall not affect the other provisions of the Agreement.

## 25. Subcontracting

25.1. Contractor may, without prior notice to County, subcontract with agencies specifically identified in the Statement of Work. For subcontracts with an agency, person, partnership, corporation, or governmental entity **not** identified in the Statement of Work, Contractor shall obtain written approval from County at least forty (40) days prior to the proposed effective date of a new or amended subcontract.

25.1.1. Contractor shall be responsible for the acts and omissions of its subcontractors.

25.1.2. For the purpose of this Agreement, vendors used regularly by Contractor are not subcontractors.

25.1.3. A personal services contract between Contractor and an individual does not require prior approval by County.

25.2. All subcontracts entered into by Contractor for performance of services defined herein shall be in writing and shall contain language substantially as provided in the following sections of this agreement:

- |                                  |   |
|----------------------------------|---|
| • Accounting                     | • Insurance                             |
| • Background Checks              | • Licensure and Bonding                 |
| • Compliance with Applicable Law | • Non-discrimination in Client Services |
| • Confidentiality                | • Records                               |
| • Conflict of Interest           | • Record Maintenance and Retention      |
| • Definitions                    |   |

- Debarment Certification
- Indemnification and Hold Harmless
- Independent Audit
- Inspection
- Reporting
- Treatment of Property
- Subcontracting
- Subrecipient

25.3. County reserves the right to inspect and approve any subcontract document. In the event of subcontract inspection by County, approval will be assumed unless County informs Contractor that the subcontract is disapproved within forty (40) calendar days of receipt of the subcontract document by County.

## 26. Subrecipients

- 26.1. General. If Contractor is a subrecipient of federal awards as defined by the Office of Management and Budget's (OMB's) Uniform Guidance and this Agreement, Contractor shall:
- 26.1.1. Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;
  - 26.1.2. Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;
  - 26.1.3. Prepare appropriate financial statements, including a schedule of expenditures of federal awards;
  - 26.1.4. Incorporate the OMB's Uniform Guidance audit requirements into all agreements between the Contractor and its subcontractors who are subrecipients;
  - 26.1.5. Comply with any future amendments to the OMB's Uniform Guidance and any successor or replacement Circular or regulation;
  - 26.1.6. Comply with the applicable requirements of the OMB's Uniform Guidance and any future amendments to the OMB's Uniform Guidance, and any successor or replacement Circular or regulation; and
  - 26.1.7. Comply with the Omnibus Crime Control and Safe Streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E, and G, and 28 C.F.R. Part 35 and Part 39. (See [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr) for additional information and access to the aforementioned Federal laws and regulations.)
- 26.2. Single Audit Act Compliance. If Contractor is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, Contractor shall:
- 26.2.1. Submit to County the data collection form and reporting package specified in the OMB's Uniform Guidance, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;
  - 26.2.2. Follow-up and develop corrective action for all audit findings; in accordance with the OMB's Uniform Guidance, and prepare a "Summary Schedule of Prior Audit Findings."

26.3. **Overpayments.** If it is determined by County, or during the course of the required audit, that Contractor has been paid unallowable costs under this Agreement, County may require Contractor to reimburse County in accordance with the OMB's Uniform Guidance.

27. **Survivability.** The terms and conditions contained in the Agreement that, by their sense and context, are intended to survive the expiration of the Agreement shall so survive. Surviving terms include, but are not limited to: Confidentiality, Disputes, Indemnification and Hold Harmless, Inspection, Records, Right to Review and Record Retention, Ownership of Material, Termination for Default, Termination Procedure.

28. **Termination.** The terms and conditions of this Agreement shall remain in full force and effect during the specified Agreement period unless specifically terminated, or modified by mutual assent of the parties hereto, regardless of the termination or modification of any contract or subcontract of which this Agreement is a part. Termination of this Agreement by either party in accord with the terms herein shall not constitute a breach of contract.

28.1. **Termination for Convenience.** Either County or Contractor may terminate this Agreement for convenience, in whole or in part, whenever either determines such termination to be in its best interest. Such termination shall require notice of thirty (30) calendar days. When the Agreement is terminated in accordance with this paragraph, Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work.

28.2. **Termination Due to Change in Funding.** If the funds County relied upon to establish this Agreement are withdrawn, reduced, or limited, or if additional or modified conditions are placed on such funding, County may terminate this Agreement by providing written notice to Contractor. Termination shall be effective on the date specified in the notice of termination.

28.3. **Termination for Default.** County may terminate this Agreement for default, in whole or in part, by written notice to Contractor, if County has a reasonable basis to believe that Contractor has:

- Failed to meet or maintain any requirement for contracting with County;
- Failed to perform under any provision of this Agreement;
- Violated any law, regulation, rule, or ordinance applicable to the services provided under this Agreement;
- Become insolvent or declared bankrupt, committed any act of bankruptcy or insolvency, or made an assignment for the benefit of creditors, and/or
- Otherwise breached any provision or condition of this Agreement.

28.3.1. Before County may terminate this Agreement for default, County shall provide Contractor with written notice of Contractor's noncompliance with this Agreement and provide Contractor a reasonable opportunity to correct said noncompliance. If Contractor has not corrected its noncompliance within the period of time specified in the written notice of noncompliance, County may then terminate this Agreement.

28.3.2. County may terminate this Agreement for default without written notice and without opportunity for correction if County has a reasonable basis to believe that Contractor has failed to ensure the health or safety of any client for whom services are being provided under this Agreement, or that Contractor has violated any law, regulation, rule or ordinance applicable to the services provided under this Agreement.

28.3.3. If the Agreement is terminated for default, Contractor shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to County resulting from such default shall be deducted from any money due or coming due to Contractor. Contractor shall be liable for actual, incidental, and consequential damages, including the reasonable cost of procuring similar



services actually procured by the County from another source to fully execute the Contractor's duties under this Agreement.

**29. Termination Procedure.** The following provisions apply in the event this Agreement is terminated:

- 29.1. Contractor shall cease to perform any services required by the Agreement as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination which are related to the transfer of clients, distribution of property, and termination of services
- 29.2. County shall be liable for and shall pay for only those services authorized and provided through the date of termination. County may pay an amount agreed to by the parties for partially completed work and services if work products are useful to or usable by County.
- 29.3. If this Agreement is terminated for default, County may withhold a sum from the final payment to Contractor that County determines necessary to protect County against loss or additional liability. County shall be entitled to all remedies available at law, in equity or under this Agreement. If it is later determined that Contractor was not in default, Contractor shall be entitled to all remedies available at law, in equity, or under this Agreement.
- 29.4. The rights and remedies provided to County in this paragraph are in addition to any other rights and remedies provided at law, in equity, and/or under this Agreement, including consequential damages and incidental damages. The Contractor may request dispute resolution as provided in this Agreement.

**30. No Third-Party Beneficiary:** The parties do not intend by this Agreement to assume any contractual obligations to anyone other than each other. This Agreement is not entered into with the intent that it shall benefit any other entity or person(s) except those expressly described herein, and no other such entity or person(s) shall be entitled to be treated as a third party beneficiary to the agreement.

**31. Waiver.** Waiver of any breach or default of this Agreement on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Waiver shall not be construed to be a modification of the terms of the contract unless stated to be such in writing, signed by an authorized representative of County. County's failure to insist upon the strict performance of any provision of this Agreement or to exercise any right based upon breach thereof or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Agreement.

**Exhibit A  
STATEMENT OF WORK**

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Contractor Name:	Blue Mountain Action Council		
Agreement Number:	23-02	Contract Period:	01/01/2023 – 6/30/2023

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**1. Program**

- 1.1. The Contractor will provide the Strengthening Families (SF) curriculum to families within the College Place Public School district boundaries for the Commitment to Communities Program.
  - 1.1.1. What: One (1) session in English or Spanish between May 1, 2023 and June 30, 2023, contingent upon funding.
  - 1.1.2. Who: Commitment to Community Neighborhood Organizers trained in Strengthening Families
  - 1.1.3. Target Audience: Parents and Youth in College Place
  - 1.1.4. Strengthening Families is an evidence-based program that was identified by the Community Coalition to address Goal 5: Decrease Family Management Problems by increasing attitudes of family management practices.
  - 1.1.5. The Strengthening Families program is for parents and youth ages 10-14. The family skills training intervention was designed to help school success and reduce youth substance abuse while increasing family management skills.

**2. Reporting**

- 2.1. The Contractor shall report on all requirements as identified in the HCA Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System or Minerva. The Contractor reserves the right to add reporting requirements based on requirements of grants.
- 2.2. Prevention Activity Data Reports: The Contractor shall:
  - 2.2.1. Ensure that prevention activities are reported in the HCA Minerva in accordance with the requirements and timelines set forth.
  - 2.2.2. Ensure accurate and unduplicated reporting.
  - 2.2.3. Ensure proper training of staff and designated staff for back-up Minerva data entry to meet report due dates.
  - 2.2.4. If special circumstances arise and the Contractor is unable to enter the data by the reporting deadline(s), the Contractor shall ensure any requests for extensions to reporting deadlines are requested in writing and sent directly to the Contractor via email five (5) working days before the report due date.
  - 2.2.5. The maximum extension request permitted is ten (10) working days.
  - 2.2.6. Invoices submitted with active data entry extensions will be denied and may be re-submitted by Contractor once data for the month(s) in question is complete.
  - 2.2.7. Ensure all required demographic information is provided for individual participant; population reach; aggregate; environmental and mentoring or 1-to-1 services in Minerva.

2.2.8. Complete prevention reporting, according to the Schedule/Due Dates below:

Reporting Period	Report(s)	Report Due Dates	Reporting System
Monthly	Prevention activity data input for all active services including community coalition coordination staff hours and efforts, services, participant information, training, evaluation tools and assessments.	15 <sup>th</sup> of each month for activities from the previous month	Minerva
As Requested	As required by SAMHSA, HCA, or the Contractor.	As Requested	Minerva or as required

2.3. The Contractor will comply with monitoring and reporting requirements, which may include, at minimum, on-site visits, monthly budget and progress reports, file and data review.

### 3. Requirements

#### 3.1. Background Checks.

3.1.1. When providing services to youth, the Contractor shall ensure that requirements of WAC 388-06-0170 are met

#### 3.2. Services and Activities to Ethnic Minorities and Diverse Populations.

3.2.1. All services and activities provided by the Contractor under this Contract shall be designed and delivered in a manner sensitive to the needs of all diverse populations.

### 4. Outcome Measures

4.1. The Contractor shall report on all required evaluation tools (i.e., pre/post- tests) identified in Minerva that measure primary program objective.

4.2. Special situations and exceptions regarding evaluation tools identified in the Minerva include, but are not limited to, the following:

4.2.1. The Contractor may negotiate with the Agreement Manager or designee to reduce multiple administrations of surveys to individual participants.

4.2.2. Participants in recurring program groups in which the majority of participants are younger than ten (10) years old on the date of that group's first service.

#### 4.3. Performance Work Statement/Evaluation.

4.3.1. The Contractor shall ensure program results show positive outcomes for at least half of the

participants in each program group as determined by Activity Log with individual participant sessions.

- 4.3.2. "Positive outcomes" means that at least half of the participants in a group report positive improvement or maintenance as determined by the program measurable objective between pre and post-tests.
- 4.3.3. Positive outcomes will be determined using the pre-test and post-test data reported in Minerva.
- 4.3.4. Evaluation of Minerva data will occur on the 15th of the month following the final date of service for each group.
- 4.3.5. The Contractor shall use the following protocol for evaluation:
  - 4.3.5.1. Matched pre-test and post-test pairs will be used in the analysis.
  - 4.3.5.2. To allow for normal attendance drop-off, a 20% leeway will be given for missing post-tests.
  - 4.3.5.3. If there are missing post-tests for entered pre-tests in excess of 20% of pre-tests, missing post-test will be counted as a negative outcome.
  - 4.3.5.4. Different groups, as determined by Activity Logs, receiving the same program will be clustered by school district.
  - 4.3.5.5. In cases where multiple providers are serving the same school district, groups will be clustered by school district and provider.
  - 4.3.5.6. The results of one (1) provider in a given school district will not impact another provider in the same district.
  - 4.3.5.7. In cases where the survey instrument selected for a given program includes more than one scale, the scale that is most closely aligned with the measurable objective linked to the program in Minerva will be used.
  - 4.3.5.8. Results for groups, as determined by Activity Logs, with services that span two (2) contracting periods will be analyzed in the contracting period that the post-test was administered.
  - 4.3.5.9. If fewer than half of the participants in a group, as determined by Activity Log, within a given school district, report positive change in the intended outcome:
    - 4.3.5.9.1. The Contractor shall submit a Performance Improvement Plan (PIP) for the non-compliant program to the County within forty-five (45) days of notice by HCA.
    - 4.3.5.9.2. Reimbursement for the CSAP Category row on the Expenditure Report for that program will be held until the PIP is approved by the County.
    - 4.3.5.9.3. If a second group, as determined by Activity Log, within that same school district has fewer than half of the participants report positive change in the intended outcome, then the following steps will be taken:
      - 4.3.5.9.3.1. In cases where there is no active non-compliant program, the Contractor shall discontinue implementation of that program within

the specified geography.

- 4.3.5.9.3.2. In cases where the same programs as the non-compliant program are active and continuing in the same school district, those groups, as determined by Activity Logs, will be allowed to complete the expected number of sessions. No new groups, as determined by Activity Logs, will be started.
- 4.3.5.9.3.3. Following the conclusion of all groups, as determined by Activity Logs, completing the program, results will be reviewed for those groups.
- 4.3.5.9.3.4. If the results do not show positive change for each group, as determined by Activity Logs, the Contractor shall take the following action:
  - 4.3.5.9.3.4.1. In cases where the program is being delivered by a single provider in the specified geography, the Contractor shall discontinue implementation of that program in the specified geography.
  - 4.3.5.9.3.4.2. In cases where the program is being delivered by multiple providers in the specified geography, the Contractor shall discontinue implementation of that program by the underperforming provider in the specified geography.
- 4.3.5.9.3.5. A program that resulted in the need for a PerformanceImprovement Plan and Plan during this contract period will not carry that record forward.
- 4.3.5.9.3.6. Implement and monitor prevention programs and reporting to assure compliance with these guidelines.

**Exhibit B  
BUDGET**

---

Contractor:	Blue Mountain Action Council		
Agreement Number:	23-02	Contract Period:	01/01/2023 – 3/14/2023

---

Line Item/Description	Original Award	Total Award
Professional Services C2C Trainers Strengthening Families	\$15,000.00	\$15,000
TOTAL:	\$15,000.00	\$15,000

Funded By: Substance Abuse Block Grant Prevention (SABG)

Allowable Expenditures:

- Salary and Benefits of C2C Trainers.
  - Indirect Costs: time related to planning and coordination, including purchasing materials, recruitment of participants, and data entry.
  - Direct Costs: time spent actually delivering the program.
- Food costs are generally unallowable during program implementation except within the following parameters:
  - Light refreshment costs for training events and meetings lasting longer than two hours are allowable.
    - Ensure that light refreshment costs do not exceed \$3.00 per person.
    - Meals may be provided for participants using SABG and DMA funds only if:
      - The training is four (4) hours or more in duration; or
      - The program is a recurring, direct service in the family domain, lasting two (2) hours or more in duration and must be approved in the strategic plan.
- Training:
  - The Agency shall ensure training paid for by the Contractor that requires travel follows state travel reimbursement guidelines and rates assessable at: [www.ofm.wa.gov/policy/10.90.htm](http://www.ofm.wa.gov/policy/10.90.htm)
  - The Agency shall bill for training events on the Budget and Expenditure Worksheet.

## Expenditure Report Form (ERF)

### INSTRUCTIONS TO VENDOR OR CLAIMANT:

Upload an electronic copy of this completed ERF to your eCivis portal every month along with any other backup documentation for your monthly financial report (reimbursement request) in eCivis. Please submit a financial report each month, even if you are not requesting a reimbursement.

**STATEMENT FOR SERVICES** - Claim payment for materials, merchandise or services. Show complete

#### Submit this form to Contractor:

County of Walla Walla, Washington  
Department of Community Health  
PO Box 1753  
Walla Walla, WA 99362

#### CLAIMANT

Blue Mountain Action Council  
8 E Cherry St  
Walla Walla, WA 99362-1946

*Vendor's Certificate.* I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the County of Walla Walla and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status and the claim is just, due and unpaid obligation against the County of Walla Walla and that I am authorized to authenticate and certify to said claim.

BY: /s/

Authorizing Official (electronic signature)

(TITLE)

(DATE)

Program:

CPPC Strengthening Families

Agreement Number:

23-02

Reporting Period:

LINE ITEM DESCRIPTION		AMOUNT THIS INVOICE
Professional Services C2C Trainers		
TOTAL PAYMENT REQUESTED WITH THIS ERF:		\$0.00
PREPARED BY	TELEPHONE NUMBER	DATE
FOR COUNTY FINANCE USE ONLY		
VENDOR NUMBER		UBI NUMBER
FUND Code Distribution		
ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL
		\$0.00
		WARRANT NUMBER

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

IN THE MATTER OF ADOPTING  
REVISED WALLA WALLA COUNTY  
VETERANS' RELIEF PROGRAM  
GUIDELINES

RESOLUTION NO. **23**

**WHEREAS**, RCW 73.08.035 mandates that the legislative authority for each county must establish a veterans' advisory board to advise the county legislative authority on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent veterans and their families; and

**WHEREAS**, the Walla Walla County Board of Commissioners, the legislative authority for the county, has authorized the Department of Community Health to serve as the county department responsible for this program; and

**WHEREAS**, members of the Walla Walla County Veterans' Advisory Board have reviewed program guidelines and proposed revisions; and

**WHEREAS**, members of the Walla Walla County Veterans' Advisory Board met on April 6, 2023, and voted to unanimously request the Board of Walla Walla County Commissioners approve the updated Veterans' Relief Program Guidelines; and

**WHEREAS**, with input from the Department of Community Health and discussion among the Board of Walla Walla County Commissioners on May 1, 2023 the Board approved revisions to the guidelines; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby adopt the revised Walla Walla County Veterans' Relief Program Guidelines.

*Passed this 1<sup>st</sup> day of May, 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*





# MEMO

Date: April 18, 2023

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Approval of Updates to the Veteran's Relief Advisory Board (VRAB) Guidelines and Logo Approval

Topic: Veteran's Relief Fund

## **Summary**

The Veteran's Relief Advisory Board (VRAB) presented and approved proposed guidelines at their meeting on April 6, 2023. The proposed guidelines have also been reviewed and approved by our legal department. The updates are minor, and an overview of charges is included with this memo.

## **Cost**

N/A

## **Funding**

N/A

## **Alternatives Considered**

N/A

## **Acquisition Method**

N/A

## **Security**

N/A

## **Access**

N/A

**Risk**

N/A

**Benefits**

The changes will improve clarify and bring guidelines up to date with current financial considerations and trends.

**Conclusion/Recommendation**

Recommend the BOCC approve the updated guidelines.

---

Submitted By			Disposition
Nancy Wenzel, DCH			____ Approved
Name	Department	Date	____ Approved with modifications
			____ Needs follow up information
Name	Department	Date	____ Denied
			BOCC Chairman
			Date

---

Additional Requirements to Proposal

\_\_\_\_ Modification

\_\_\_\_ Follow Up

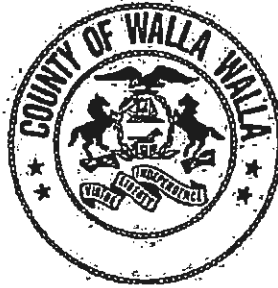
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## **2023 Proposed Guidelines Amendments**

- raise annual cap of housing application fees to \$200 (currently at \$100) – p. 13
- food voucher for those with dietary restrictions such as those with diabetes, lactose intolerance, gluten intolerance, etc. – p. 13
- gas assistance up to \$50 a month unless there is a demonstrated need beyond the monthly maximum – p. 13
- gas assistance – must provide valid Washington State license, registration and insurance of driver – p. 13
- raise annual cap of auto repair to \$1,200 (currently at \$600) – p. 14
- auto repair - must provide valid Washington State license, title, registration and insurance in the Veteran's name – p. 14
- add haircuts for employment – p. 14
- civil and criminal penalties and fines are excluded – p. 14
- remove "unless public transit is not available" under auto repair – p. 14
- increase annual hall rental to \$1,600 (currently at \$800) – p. 14
- request additional information such as number of veterans served and description of events on attachment I "Statement for Services" – p. 24

# WALLA WALLA COUNTY



## VETERANS' RELIEF PROGRAM GUIDELINES

Revised \_\_\_\_\_, 2023

Approved this

Attest:

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

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

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

\_\_\_\_\_  
Gunner Fulmer, District 3

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

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## **INTRODUCTION AND ORGANIZATION**

In accordance with RCW 73.08.010 the legislative authority of each county is required to establish a Veterans' Assistance Program to address the needs of local indigent veterans and their families. This program approved by the county legislative authority is fully or partially funded by the veterans' assistance fund authorized by RCW 73.08.080. Taxes are to be levied and collected as prescribed by law for the purpose of creating the veterans' assistance fund and expenditures from the veterans' assistance fund, and interest earned on balances from the fund, may be used only for those purposes as outlined within the statutes.

The County Legislative authority has authorized the Walla Walla County Department of Community Health (DCH) to administer the Veterans' Assistance Program in accordance with RCW 73.08.010. As required by statute, DCH has created a Veterans' Relief Advisory Board and shall consult with, and solicit recommendations from, a Veterans' Advisory Board established under RCW 73.08.035, to the extent feasible and consistent with the statute, and subcontract as necessary, to facilitate the effective use of assistance funds through efficient model programs that benefit veterans and family members experiencing financial hardships.

### **1. PURPOSE**

The purpose of the Walla Walla County Veterans' Relief Program is to provide emergency assistance to all local eligible indigent veterans and family members pursuant to RCW 73.08.010.

### **2. MEMBERSHIP**

- a. The Veterans' Relief Advisory Board (VRAB) is comprised of 7-15 members.
- b. Advisory Board Members must be residents of Walla Walla County.
- c. Advisory Board Members of the Veterans' Advisory Board shall submit formal application in response to solicitation of the county legislative authority and be approved for appointment to the Board.
- d. Advisory Board Members must be veterans from a local branch of nationally recognized veterans' service organizations or the veterans' community at large, or both, to serve on the board.
- e. No less than a majority of the board members shall be members from nationally recognized veterans' service organizations and only veterans with an honorable, or general under honorable condition, discharge, as indicated on their DD214, are eligible to serve as Advisory Board Members.
- f. Advisory Board Membership is voluntary.
- g. The term of membership shall be three (3) years and veterans may reapply for consecutive terms via an in person, verbal request to the Advisory Board at least one month prior to their term expiring. Advisory Board Members may only be reappointed by a majority vote of the Board of County Commissioners.

### **3. ELECTION OF OFFICERS**

- a. The officers of the Advisory Board shall consist of a Chair and Vice-Chair and such other officers as the Advisory Board may approve and appoint.
- b. The officers shall be elected from the membership for terms of one (1) year, computed from the date of their election. However, any officer may be removed at any time for just cause by a vote of the majority of the Advisory Board entered on record.

- c. A call for election of officers shall take place at the October and November meetings each year.
- d. The election of officers shall take place at the December meeting each year.
- e. The term of office of the Chair and Vice Chair shall commence on January 1 of each year.

#### **4. OFFICERS**

##### **a. CHAIRPERSON**

- i. The Chairperson shall preside over the meetings of the Advisory Board and may exercise all powers usually incidental to the office, including the full rights as a member of the Advisory Board (including, but not limited to: voting, seconding motions, making motions on discussions).
- ii. The Chairperson shall have full power to create standing committees or temporary committees.

##### **b. VICE-CHAIRPERSON**

- i. The Vice-Chairperson shall, in the absence of the Chairperson, perform all the duties incumbent upon the Chairperson. If the Chairperson and the Vice-Chairperson are both absent from a meeting, the members of the Advisory Board shall elect a temporary Chairperson who shall have full powers of the Chairperson for the duration of that meeting.

#### **5. COMMITTEES**

- a. Committees may be formed to assist with program planning to assure the effective use of assistance funds through efficient model programs that benefit veterans and family members experiencing hardships.
- b. Committees shall be comprised of at least three members, one of which must be an Advisory Board member who shall serve as Committee Chair.
- c. In addition to Advisory Board members, committees may be comprised of community partners, DCH staff and/or contractors.
- d. Committees may be established only by majority vote of the Advisory Board and must have clear purpose and mission.
- e. Committees may be charged with such duties, examinations, investigations, and inquiries relative to subjects of interest to the Advisory Board, as it may by resolution or motion determine.
- f. Appeal Committee: Shall be comprised of the Director of DCH, the Chair and Vice-chair of the Veteran's Relief Advisory Board and one (1) member-at-large.
- g. No temporary or standing committee shall have the power to commit the Advisory Board to the endorsement of any plan or program without its submission to and adoption by the Advisory Board.

#### **6. MEETINGS**

- a. All meetings will be held in an accessible public venue, virtually or via telephone and announced at least two weeks in advance of any meeting.
- b. The regular meeting shall be held monthly, unless otherwise determined by a quorum of the Advisory Board.



- c. Community Stakeholders are urged to attend the public Veterans' Relief Advisory Board meetings.
- d. The meetings of the Advisory Board shall be open to the public with the exception of executive sessions held pursuant to RCW 42.30.110 as it exists or is amended.

## **7. QUORUM**

- a. A simple majority of the membership of the Advisory Board shall constitute a quorum for the transaction of business. Any action taken by a simple majority of those present, when those present constitute a quorum, shall be deemed to be the action of the Advisory Board except in matters relating to the amendment of these Guidelines and the recommendation to the Board of County Commissioners for approval of final plans and budgets.
- b. Recommendations to the Board of County Commissioners for approval of amendments to these Guidelines and final plans and budgets shall be by the affirmative vote of two-thirds (2/3) of the membership.

## **8. ABSENCE OF MEMBERS**

- a. Advisory Board members unable to attend a regularly scheduled meeting of the Advisory Board shall so notify the Chair, Vice Chair or DCH staff in advance. Failure to notify the above-mentioned individuals of an absence will be deemed unexcused. The Board will vote on excused absence(s) during roll call at the beginning of each meeting.
- b. Three unexcused absences within one calendar year may be construed as a neglect of duty; the position may be declared vacant, the member so notified, and the Board of County Commissioners called upon for action.

## **9. MINUTES**

- a. County staff shall keep minutes of each meeting for its formal record. Minutes shall include record of decisions made and action by the Advisory Board in the conduct of its business. Minutes shall not include extensive descriptions of discussions leading to decisions or actions, or other work products generated in the conduct of Advisory Board business.

## **10. VOTING**

- a. Only appointed members of the Advisory Board may vote.
- b. Voting by phone or remote attendance will be permitted.
- c. Voting by proxy is not permitted at meetings of the Advisory Board or its committees.

## **11. AMENDMENTS**

- a. The Guidelines may be amended in the following manner:
- b. At any regular meeting of the Advisory Board the proposed amendment shall be submitted in writing and shall be read at that meeting.
- c. The proposed amendment shall then be tabled to the next regular meeting for action.
- d. County staff shall send a copy of the proposed amendment to all members of the Advisory Board and to the Board of County Commissioners in a reasonable time prior to the meeting, at which time it shall be acted upon. A two-thirds (2/3) majority shall be sufficient to recommend amendment or alteration of these Guidelines.
- e. Said recommendation must then be approved by the Board of County Commissioners.
- f. Any amendment or modification of these Guidelines may be initiated by the Board of County Commissioners and upon a written, signed statement of amendment or modification, the

**Guidelines shall be so changed.**

## PROGRAM POLICIES

The following policies have been established to meet the criteria set by RCW 73.08.010 and purpose of providing emergency assistance to all eligible, local indigent veterans and their family members.

### FINANCIAL POLICIES

1. The DCH shall cause to be prepared in consultation with the Advisory Board, an annual revenue and expenditure budget. The Walla Walla County Commissioners shall annually adopt the revenue and expenditure budget for the Veterans Relief Fund (VRF) under fund 121 in the County Budget.
2. DCH will provide, at minimum, an annual report to the Board of County Commissioners and the Advisory Board, which is to include revenues collected, funds expended, and number of veterans served. Other information may be added as determined necessary.
3. DCH will provide a quarterly revenue and expenditure report to the Advisory Board.
4. **Revenue**
  - a. Revenues of the VRF shall be generated from a property tax levy authorized by RCW 73.08.080 and estimated interest income.
  - b. The levy rate shall continue to be established by the Board of County Commissioners.
5. **Expenditures**
  - a. Expenditures shall be driven by available resources for budgetary purposes.
  - b. If contractors are used for vouchers, the contractors are responsible for processing of payments to vendors, ensuring expenditures do not exceed the balance of the issued voucher.
  - c. OCH is responsible for reviewing all contractor expenditures and processing payment. DCH is responsible for ensuring expenditures do not exceed the balance in the VRF by establishing monthly amount of services based on funding available, cash flow analysis, reconciliation of the account and any recommendations within the limits of the law.
6. **Administration**
  - a. As required by RCW 73.08.080, administration costs will be identified as a separate line item, justified in the annual budget proposal, and deducted from the VRF quarterly.

### ELIGIBILITY POLICIES

In accordance with RCW 73.08.005, the following eligibility requirements must be met:

1. **Service Requirements.** The definition of a "Veteran" is as defined by RCW 73.08.005 (5) as it exists or is hereafter amended and the following additional definition:
  - a. A current member honorably serving in the armed forces reserve or national guard who has served for at least one hundred eighty (180) days.
  - b. An exception may be made for Veterans with a General Discharge (under honorable conditions) when there is a work-related or health need.

## **2. Family Member Eligibility.**

Family members entitled to apply for assistance shall be defined as the spouse or domestic partner, surviving spouse, surviving domestic partner, and dependent children of a living or deceased veteran, or a servicemember who was killed in the line of duty regardless of the number of days served.

## **3. Residency Requirements.**

- a. Applicants must have been a resident of the Walla Walla County for at least sixty (60) days.
- b. An exception can be made (1) if the Veteran has been discharged from military service in the last 90 days and the Veteran has moved to Walla Walla County during that 90-day period or (2) the Veteran can show intent to establish residency in Walla Walla County such as enrollment in SSVF or HUD-VASH.
- c. Applicants must present proof of residency. See Attachment C.

## **4. Indigence/Income Requirements.**

A person who is defined as such by the county legislative authority using one or more of the following definitions:

- a. Receiving one of the following types of public assistance: Temporary assistance for needy families, aged, blind, or disabled assistance benefits, pregnant women assistance benefits, poverty-related veterans' benefits, food stamps or food stamp benefits transferred electronically, refugee resettlement benefits, Medicaid, medical care services, or supplemental security income;
- b. Receiving an annual income, after taxes, of up to two hundred (200%) or less of the current federally established poverty level with review every six months. See Attachment A; or
- c. Unable to pay reasonable costs for shelter, food, utilities, and transportation because his or her available funds are insufficient.

Federal Poverty Guidelines as defined annually by Health and Human Services (Attachment A), shall serve as the federal establishment of poverty level. In extraordinary circumstances and when warranted, the program administrator may request DCH to waive the income guidelines or the amount paid for assistance (See procedure guidelines for waivers).

## **REFERRAL TO OTHER RESOURCES POLICY**

To maximize dollars and provide for as many needs as possible, applicants, when appropriate, will be referred to other community resources for services.

## **APPEAL AND RESOLUTION POLICY**

Applicants who have been denied assistance will be provided with an explanation from the administrator of the program. If the applicant needs assistance with an appeal application, this will be provided by the program administrator. Assistance includes but is not limited to, help with preparing the written appeal and/or other procedural steps as needed.

### **1. Appeal to DCH:**

- a. If the applicant is not satisfied with the explanation, they may appeal in writing to the DCH within fifteen (15) days.
- b. A decision will be issued from the DCH within five (5) business days from the date of receiving the appeal(s).

**2. Appeal to Advisory Board:**

- a. Applicants may file an appeal of a decision of the DCH to the Advisory Board.
- b. DCH staff shall assist Applicants desiring to file an appeal by providing forms and procedures.
- c. Written appeal shall be filed in writing to the Advisory Board within ten (10) working days of receipt of the initial decision of DCH.
- d. The Advisory Board's Appeal Committee will review the appeal and make a decision in regard to the appeal within five (5) business days. See Section 5.f Committees for details on the Appeal Committee.

## PROGRAM PROCEDURES

### APPLICATION PROCEDURES

Veterans may apply for assistance as many times as necessary during the calendar year as emergency needs and maximum allotments allowed.

1. **Screening.** An application form "Application for Veterans' Relief Fund" (Attachment B) shall be completed by the applicant in order to determine eligibility and to verify need. Each applicant shall provide original documentation to support Veteran or Veteran family member status, monthly income and expenses, residency, and the emergent need.

Program administrator shall ensure sufficient documentation to support information provided. Examples of acceptable proof of residency, service record and income are outlined in Attachment C. If necessary, the applicant can be provided with a copy of Attachment C to facilitate receipt of required supporting documentation.

2. **Disbursement Limits.** The limits of disbursements of funds to individuals will be adjusted in the month of February each year according to the Consumer Price Index. An additional \$200 per year may be granted to applicants for each additional dependent residing in the household. In extenuating cases of hardship, the program administrator may recommend that a voucher amount exceed this established disbursement limit through the waiver processes noted below.
3. **Refusal of Service.** If Walla Walla County or service organizations suspect fraud, criminal activity or abuse of the system by the applicant, the matter will be vetted through the Advisory Board, DCH and County Prosecuting Attorney as necessary. The Advisory Board and DCH have full authority to deny or suspend service as necessary. If the applicant is found guilty of fraud or criminal activity, the applicant will be refused services in the future.
4. **Voucher Issuance.** The program administrator will issue a voucher, signed by authorized personnel to a participating vendor within the community that can supply the emergent need of the applicant. All vouchers will be non-refundable and non-transferable and will be reimbursed at actual cost of service.
5. **Voucher Delivery.** The food voucher is provided to the applicant who will deliver the voucher to the participating vendor for services.
6. **Voucher Redemption.** The vendor will return the food voucher to the DCH with their monthly billing and the DCH will process vouchers through the Walla Walla County Auditor's Office for payment according to the County Auditor's payment schedule.
7. **Waivers.**  
In extraordinary circumstances and when warranted, program administrator may request waivers from the DCH by utilizing the Waiver Request Form (Attachment J). Extraordinary circumstances may include situations where the veteran may be associated with the program administrator by way of employment, volunteer work or relationship to the program administrator. The waiver should be completed by the program administrator and submitted to DCH for approval and processing.

As a final option, Applicants may file an appeal as set forth in the Appeal and Resolution policy.

## **ELIGIBLE USE OF FUNDS**

The fund is intended to aid in emergency circumstances. Eligibility criteria can be found in Attachment D. Funding and resources available in the community will be maximized. The following are eligible uses of Veterans' Relief funds:

- 1. Rental Assistance.** To avoid eviction or to assist in obtaining temporary or permanent housing in Walla Walla County. (Veterans who are already using housing vouchers are not eligible for this assistance.)
  - a. The Rental Assistance Form - Attachment E.
  - b. Housing Status Verification Form - Attachment F.
  - c. Landlord Memorandum can be found in Attachment G.
- 2. Temporary Shelter.** Temporary shelter can be given for one to three nights at a time and not to exceed 14 days, in the situation where a veteran cannot be placed at the Christian Aid Center or other Emergency Shelter. The situation must be analyzed to see if there is a plan in place to divert the veteran from homelessness.
  - a. Emergency shelters include the Christian Aid Center and the YWCA. Veteran will be referred to Walla Walla County Coordinated Entry system.
- 3. Background check.** As needed to determine eligibility for employment or housing, including housing application fees and credit reports, not to exceed \$200 per calendar year.
- 4. Utility Assistance.** Deposit, past due and shut off notices on residences within Walla Walla County.
- 5. Food Assistance.** Local food bank referrals will be given for applicants requesting food. However, in the event that food banks cannot be used, and the need is an emergency, vouchers may be issued in amounts that shall be calculated based on the United States Department of Agriculture's (USDA) Food Plan for the amount of food needed for the household for one week. The matrix can be found in Attachment K. Households will be eligible for one voucher every one-hundred and eighty (180) days. Exceptions are evaluated on a case-by-case basis such as those with dietary restrictions, including but not limited to diabetics and those with lactose and gluten intolerance. Voucher should indicate that it is for food only, excluding tobacco and alcoholic products, household items, dog and cat food.
- 6. Transportation related expenses for work, medical appointments, etc.** Medical and work appointments should be verified over the phone or through written note from the doctor or employer. License plate number and make of vehicle shall be obtained and noted in the file on the application for funds. Program administrator will issue a receipt to the veteran along with request for repayment in the event the veteran is reimbursed for travel from an alternate veteran fund source. Verification will be noted on the application in the file. Eligible expenditures are:
  - a. License and registration fees
  - b. Insurance costs for one month, up to \$200.
  - c. Fuel vouchers to the co-op or Beeline will be issued up to \$50 a month unless there is a demonstrated need beyond the monthly maximum amount. Must have valid Washington State license, registration, and insurance in driver's name.



- d. Bus tickets
  - e. Bicycles or recycled bicycles, not to exceed \$250 per calendar year, including mandatory registration with the police department if applicable.
7. **Minor vehicle repairs related to critical access.** Vehicle repairs shall not exceed \$1,200 per year, which will enable a veteran to access critical education or employment programs with a pathway to earned income or for access to critical medical or health related transportation. Must have valid Washington State license, title, registration, and insurance in Veteran's name.
8. **Specialty equipment or fees.** Specialized equipment, tools, clothing or fees for testing may be allowed in order for the veteran to gain access to education or employment opportunities. These specialized services shall be provided in collaboration with all other funding sources to assure these expenses facilitate a pathway to education or employment. Assistance to obtain a telephone or telephone minutes can be provided to meet healthcare or housing related needs.
9. **Clothing and haircuts,** for work or employment search.
10. **County Burial of Indigent Deceased Veterans.** All indigent veterans and deceased family member of an indigent veteran who die without leaving means sufficient to defray funeral expenses, will be eligible for up to \$500 in assistance for a family member, and up to \$1,000 for a veteran. See Attachment H for the Burial Assistance form.
11. **Dental Assistance.** There is a lifetime cap of \$2000 per applicant that can be used for dental services. Only Veterans qualify for dental assistance and they must have a referral from a dentist to ensure there is a work-related or health need, including preventative dental procedures. Once the service has been used and the lifetime cap has been reached, it cannot be used again. This assistance can be given in addition to the disbursement limit.
12. **Health and welfare related expenses.**
13. **Exclusions.** Any kind of civil and criminal penalties and fines.

## **VETERANS' ORGANIZATION VOUCHER PROCEDURES**

**Hall Rental.** For a service organization to be reimbursed for hall rental, a Statement of Services (Attachment I) must be completed and submitted to the DCH. The allowable rental fee is a maximum of \$1,600 per calendar year. The requested amount cannot exceed the actual costs and the form shall contain information regarding number of veterans served and description of events and be accompanied by proper documentation such as a receipt of actual amount paid towards hall rental. A reimbursement for the previous year's rental expense is due at the end of January of the new year.

**Stand-Down Funds.** Requests for stand-down funds can be submitted utilizing a Statement of Services (Attachment I). This request must be accompanied by documentation to support allowable use of Veterans Relief funds. All stand-down requests will be provided to the advisory board for review and recommendation to DCH.

## Attachment A

## 2023 Poverty Guidelines: 48 Contiguous States (all states except Alaska and Hawaii)

Per Month

Household/ Family Size	25%	50%	75%	100%	125%	130%	133%	195%	138%	150%	175%	180%	185%	200%
1	\$304	\$608	\$911	\$1,215	\$1,519	\$1,580	\$1,616	\$1,640	\$1,677	\$1,823	\$2,126	\$2,187	\$2,248	\$2,430
2	\$411	\$822	\$1,233	\$1,643	\$2,054	\$2,136	\$2,186	\$2,219	\$2,268	\$2,465	\$2,876	\$2,958	\$3,040	\$3,287
3	\$518	\$1,036	\$1,554	\$2,072	\$2,590	\$2,693	\$2,755	\$2,797	\$2,859	\$3,108	\$3,625	\$3,729	\$3,833	\$4,143
4	\$625	\$1,250	\$1,875	\$2,500	\$3,125	\$3,250	\$3,325	\$3,375	\$3,450	\$3,750	\$4,375	\$4,500	\$4,625	\$5,000
5	\$732	\$1,464	\$2,196	\$2,928	\$3,660	\$3,807	\$3,895	\$3,953	\$4,041	\$4,393	\$5,125	\$5,271	\$5,417	\$5,857
6	\$839	\$1,678	\$2,518	\$3,357	\$4,196	\$4,364	\$4,464	\$4,532	\$4,632	\$5,035	\$5,874	\$6,042	\$6,210	\$6,713
7	\$946	\$1,893	\$2,839	\$3,785	\$4,731	\$4,921	\$5,034	\$5,110	\$5,223	\$5,678	\$6,624	\$6,813	\$7,002	\$7,570
8	\$1,053	\$2,107	\$3,160	\$4,213	\$5,267	\$5,477	\$5,604	\$5,688	\$5,814	\$6,320	\$7,373	\$7,584	\$7,795	\$8,427
9	\$1,160	\$2,321	\$3,481	\$4,642	\$5,802	\$6,034	\$6,173	\$6,266	\$6,406	\$6,963	\$8,123	\$8,355	\$8,587	\$9,283
10	\$1,268	\$2,535	\$3,803	\$5,070	\$6,338	\$6,591	\$6,743	\$6,845	\$6,997	\$7,605	\$8,873	\$9,126	\$9,380	\$10,140
11	\$1,375	\$2,749	\$4,124	\$5,498	\$6,873	\$7,148	\$7,313	\$7,423	\$7,588	\$8,248	\$9,622	\$9,897	\$10,172	\$10,997
12	\$1,482	\$2,963	\$4,445	\$5,927	\$7,408	\$7,705	\$7,882	\$8,001	\$8,179	\$8,890	\$10,372	\$10,668	\$10,964	\$11,853
13	\$1,589	\$3,178	\$4,766	\$6,355	\$7,944	\$8,262	\$8,452	\$8,579	\$8,770	\$9,533	\$11,121	\$11,439	\$11,767	\$12,710
14	\$1,696	\$3,392	\$5,088	\$6,783	\$8,479	\$8,818	\$9,022	\$9,158	\$9,361	\$10,175	\$11,871	\$12,210	\$12,549	\$13,567

Household/ Family Size	225%	250%	275%	300%	325%	350%	375%	400%	500%	600%	700%	800%	1000%
1	\$2,734	\$3,038	\$3,341	\$3,645	\$3,949	\$4,253	\$4,556	\$4,860	\$6,075	\$7,290	\$8,505	\$9,720	\$12,150
2	\$3,698	\$4,108	\$4,519	\$4,930	\$5,341	\$5,752	\$6,163	\$6,573	\$8,217	\$9,860	\$11,503	\$13,147	\$16,433
3	\$4,661	\$5,179	\$5,697	\$6,215	\$6,733	\$7,251	\$7,769	\$8,287	\$10,358	\$12,430	\$14,502	\$16,573	\$20,717
4	\$5,625	\$6,250	\$6,875	\$7,500	\$8,125	\$8,750	\$9,375	\$10,000	\$12,500	\$15,000	\$17,500	\$20,000	\$25,000
5	\$6,589	\$7,321	\$8,053	\$8,785	\$9,517	\$10,249	\$10,981	\$11,713	\$14,642	\$17,570	\$20,498	\$23,427	\$29,283
6	\$7,553	\$8,392	\$9,231	\$10,070	\$10,909	\$11,748	\$12,588	\$13,427	\$16,783	\$20,140	\$23,497	\$26,853	\$33,567
7	\$8,516	\$9,463	\$10,409	\$11,355	\$12,301	\$13,248	\$14,194	\$15,140	\$18,925	\$22,710	\$26,495	\$30,280	\$37,850
8	\$9,480	\$10,533	\$11,587	\$12,640	\$13,693	\$14,747	\$15,800	\$16,853	\$21,067	\$25,280	\$29,493	\$33,707	\$42,133
9	\$10,444	\$11,604	\$12,765	\$13,925	\$15,085	\$16,246	\$17,406	\$18,567	\$23,208	\$27,850	\$32,492	\$37,133	\$46,417
10	\$11,408	\$12,675	\$13,943	\$15,210	\$16,478	\$17,745	\$19,013	\$20,280	\$25,350	\$30,420	\$35,490	\$40,560	\$50,700
11	\$12,371	\$13,746	\$15,120	\$16,495	\$17,870	\$19,244	\$20,619	\$21,993	\$27,492	\$32,990	\$38,488	\$43,987	\$54,983
12	\$13,335	\$14,817	\$16,298	\$17,780	\$19,262	\$20,743	\$22,225	\$23,707	\$29,633	\$35,560	\$41,487	\$47,413	\$59,267
13	\$14,299	\$15,888	\$17,476	\$19,065	\$20,654	\$22,243	\$23,831	\$25,420	\$31,775	\$38,130	\$44,485	\$50,840	\$63,550
14	\$15,263	\$16,958	\$18,654	\$20,350	\$22,046	\$23,742	\$25,438	\$27,133	\$33,917	\$40,700	\$47,483	\$54,267	\$67,833

## Attachment B

## APPLICATION FORM

NAME: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_

MONTHS IN STATE: \_\_\_\_\_ MONTHS IN COUNTY: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ LEGAL DEPENDENTS AND AGES: \_\_\_\_\_

ETHNICITY: ☐ Caucasian ☐ Hispanic ☐ African-American ☐ Asian ☐ Other

BRANCH OF SERVICE: \_\_\_\_\_ SERVICE NUMBER: \_\_\_\_\_

DATE ENTERED: \_\_\_\_\_ DISCHARGE DATE: \_\_\_\_\_ TYPE OF DISCHARGE: \_\_\_\_\_

LIST BELOW ANY MONTHLY INCOME FROM THE FOLLOWING:

WELFARE	_____	UNEMPLOYMENT	_____
VA BENEFITS	_____	STATE INDUSTRIAL	_____
CHILD SUPPORT	_____	SOCIAL SECURITY	_____
ALIMONY	_____	EMPLOYMENT (SPECIFY)	_____
PART-TIME WORK	_____	OTHER (SPECIFY)	_____
SPOUSE'S INCOME	_____	TOTAL INCOME	\$ _____

LIST BELOW YOUR MONTHLY EXPENSES FOR THE ITEMS INDICATED:

RENT	_____	VEHICLE	_____
FUEL	_____	CREDIT CARDS	_____
FOOD	_____	MEDICAL	_____
ELECTRICITY	_____	WATER	_____
OTHER (SPECIFY)	_____	OTHER (SPECIFY)	_____
		TOTAL EXPENSES	\$ _____

Does applicant qualify as indigent (per Attachment A/B to Guidelines)? Yes No

BRIEFLY DESCRIBE ASSISTANCE NEEDED: \_\_\_\_\_

I the undersigned swear or affirm under penalty of perjury that the answers to the questions hereon are true and correct and I understand that should they be proven false upon investigation, I may forfeit my right to assistance under the Veteran's Assistance Act of the State of Washington and incur such other penalties as may be prescribed by law. I further agree to release any information regarding my case that may be in possession of other social service agencies and aid in the processing of this request.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

TOTAL GRANTED: \_\_\_\_\_ VOUCHER#: \_\_\_\_\_ VENDOR: \_\_\_\_\_

ASSISTANCE DENIED (SPECIFY REASON): \_\_\_\_\_

**COPY OF DISCHARGE VERIFICATION (DD214 or OTHER) & PICTURE I.D. MUST BE ON FILE OR ATTACHED TO APPLICATION**

EXAMPLES OF ACCEPTABLE PROOF OF RESIDENCY, SERVICE RECORD  
AND INCOME DOCUMENTATION

SERVICE RECORD

- A. Form DD214
- B. Veterans Administration Verbal Verification 1-800-827-1000
- C. National Guard Letter of ..., NB22
- D. Report of Separation (or equivalent form)

WALLA WALLA COUNTY RESIDENT- 60 DAYS

- A. Rental agreement or receipts
- B. Bills, e.g. utilities, telephone
- C. Mail from official government source, e.g. tax forms

FAMILY RELATIONSHIP

- A. Birth certificate
- B. Marriage license
- C. Death certificate of veteran
- D. Adoption papers
- E. Public assistance documents

INCOME

- A. Pay stubs
- B. Income tax return
- C. Social Security statements
- D. VA Assistance statements
- E. Disability verification
- F. DSHS grant verification
- G. Unemployment record
- H. L&I disability award letter
- I. Letter from person who hired the veteran for odd jobs
- J. Letter from person who has supported the veteran last month

EXPENSES

- A. Utility Bills
- B. Rental Agreements
- C. Invoices or statements

**Walla Walla County Veterans' Relief Fund**

**Eligibility Criteria**

**UTILITIES (GAS-ELECTRIC-WATER):**

- FINAL NOTICE or PAST DUE NOTICE is needed to show the amounts due and usage
- Next step is the need to call the company and determine two (2) things:
  1. Dates of service for the amount owing
  2. When was the last payment made
- If the amount of the bill is more than the assistance being rendered, the client must come up with the difference to ensure full amount owing is paid.

**PRESCRIPTIONS:**

- Original prescription must be in hand
- Counsel takes place to determine if the veteran has applied for medical assistance and if a veteran has signed up at the VA hospital
- There is assistance from SonBridge.

**FOOD:**

- Veteran must access any of the qualifying food banks.
- Counsel client to see if application has been made for food stamps.

**TRANSPORTATION:**

- Verified doctor's appointments for any out-of-county travel
- Verified job or job search status.
- Homeless living in vehicle
- Relocation to another area

**RENT:**

- Housing status will be determined by the Housing Status Verification Form, Attachment F
- Forms must be sent to landlord accepting the amount of services qualified for
- When all forms have been turned in, a check or voucher is then issued.
- Household will be referred to Walla Walla Coordinated Entry system

**EXCEPTIONS**

- If a veteran's need exceeds the prescribed limit, program administrator can request an exception to the dollar limit.

**BURIAL:**

- The applicant is entitled to the burial assistance as prescribed by the RCW 73.08.070

**CLOTHING:**

- Scope and purpose of clothing services shall be specific to employment or obtaining work
- Clothing must be purchased at preferred locations to include thrift stores and discount department stores, e.g. Walmart, Bi-Mart, online stores or equivalent.

**OTHER:**

- Applications are also offered for vision care through the Lions Club
- Prescription discount program
- Hygiene
- Household and furniture vouchers
- Blankets

**Services may be refused at any time due to poor conduct.**

To be eligible for services, clients must conduct themselves in an appropriate, safe manner. They are required to treat the staff with courtesy and respect. If a person should become vulgar or violent, they are asked to leave.

WALLA WALLA COUNTY VETERANS' RELIEF FUND  
RENTAL ASSISTANCE FORM

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Landlord's Tax ID Number or Social Security Number \_\_\_\_\_

NOTE TO LANDLORD: If applicant is behind in rent, please state the amount of the past due rent.  
If any of these amounts is a deposit or late charges, please identify this in your statement below.

STATEMENT OF LANDLORD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) Owner of Property      ~ OR ~      ( ) Manager of Property

Owner's Name, if different from Manager \_\_\_\_\_

Landlord's Signature \_\_\_\_\_

- If the rent request is approved, payment will be processed within 3 weeks. -

**WALLA WALLA COUNTY VETERANS'RELIEF FUND**  
**Housing Status Verification**

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

SITUATION		REQUIRED DOCUMENTATION
Individual/household is at risk and facing potential eviction	Nonpayment of rent or other lease violation	<input type="checkbox"/> Pay or vacate notice or eviction notice. <b>AND</b> <input type="checkbox"/> Copy of lease naming individual or household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit.
	Nonpayment of utilities (see program guidelines for eligibility)	<input type="checkbox"/> Copy of lease naming individual or household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit. <b>AND</b> <input type="checkbox"/> Utility shut off notice identifying the individual or household member, indicating that utility will be shut off or disconnected if payment is not received, and is signed and dated by utility company representative and/or included utility company contact information. <b>AND</b> <input type="checkbox"/> Statement from case manager indicating that without VRF assistance the individual/household will lose their housing and become homeless.
Individual/household is homeless or will be within 14 days	Lacks a fixed, regular and adequate nighttime residence or losing housing within 14 days	<input type="checkbox"/> Letter signed and dated from provider of temporary residence that includes a statement verifying the applicant's current living situation and the date when the household must vacate the temporary housing. <b>OR</b> <input type="checkbox"/> Telephone call to provider of temporary housing that is documented, signed, and dated by the case manager making the call (complete a Third-Party Oral Verification form. Equivalent case notes may be substituted.). <b>OR</b> <input type="checkbox"/> Current HMIS record from homeless housing program, including dates of stay. <b>OR</b> Self-declaration signed and dated by applicant stating why they are homeless (complete Self-Declaration form). **Self-declaration of housing status should be used rarely and only when written third party verification cannot be obtained. **
	Exiting an institution	<input type="checkbox"/> Letter signed and dated by hospital/institution representative that included a statement verifying current hospital/institution stay of individual and indicating individual has no housing to return to upon discharge.
	Fleeing domestic violence, sexual assault, stalking, etc.	<input type="checkbox"/> Signed and dated self-declaration from individual (complete Self-Declaration form).



## MEMORANDUM OF AGREEMENT FOR HOUSING ASSISTANCE

Property Owner/  
Manager  
(Landlord)      \_\_\_\_\_      \_\_\_\_\_  
Name/Company      Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Tenant      \_\_\_\_\_      \_\_\_\_\_  
Name(s)      Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

Agency      Veterans' Relief Program  
Walla Walla County Department of Community Health  
314 West Main, Walla Walla, WA 99362  
Phone: 509-524-2650

Total Amount of One Month's Rent: \$ \_\_\_\_\_ Unit Size: Studio \_\_\_\_\_ IBR \_\_\_\_\_ 2+BR \_\_\_\_\_

Total Amount of Assistance Paid to Landlord from Agency: \$ \_\_\_\_\_

Total Due from the Tenant: \$ \_\_\_\_\_

The above-named Landlord agrees to house the above-named Tenant for a period of \$30 days from \_\_\_\_\_, 20\_\_\_\_. Eviction of tenant from the dwelling will not occur before \_\_\_\_\_, 20\_\_\_\_ based on this Agreement. In return for housing this tenant and based on this signed Agreement, the Agency will pay the sum of \$ \_\_\_\_\_ to be applied to one month's rent due to the Landlord. The balance of the one month's rent is due from the Tenant as noted above. Payment of assistance from the Agency is contingent on the Landlord having received and signed this completed "Memorandum of Agreement for Housing Assistance".

By granting rent assistance, it is understood that the Agency is in no way liable or obligated for any further rent payments or damages to the Landlord. Tenant is responsible for the remaining balance.

Signed \_\_\_\_\_  
Landlord, Owner or Manager      Date

Signed \_\_\_\_\_  
Agency Staff- Authorized Signature      Date

WALLA WALLA COUNTY VETERANS' RELIEF FUND  
BURIAL ASSISTANCE FORM

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Is a completed application for Veterans' Relief Fund attached? ☐ Yes ☐ No

Does the applicant qualify for Veterans' Relief Fund? ☐ Yes ☐ No

Proof of death verified? ☐ Yes ☐ No

Any other funding available? ☐ Yes ☐ No

Justification of Application, including documentation: (To be completed by Veterans' Relief Fund Administrator or Post Implementation Officer)

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Submitted by: \_\_\_\_\_  
Veterans' Relief Fund Administrator or Post Implementation Officer  
Signature

Department of Community Health Action:

Authorization Signature

Date

## Attachment I

County of Walla Walla, Washington  
Department of Community Health  
P.O. Box 1753  
Walla Walla, WA 99362

## STATEMENT FOR SERVICES

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

DATE	DESCRIPTION OF EVENT	# OF VETERANS SERVED	BILLED AMOUNT
		Total	

*I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered for the labor performed as described herein, and the claim is a just, due and unpaid obligation against County of Walla Walla, and that I am authorized to authenticate and certify to said claim*

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**Federal Identification number**

WALLA WALLA COUNTY VETERANS' RELIEF FUND  
WAIVER REQUEST

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

THIS IS A REQUEST TO WAIVE THE FOLLOWING CRITERIA:

AMOUNT OF ASSISTANCE \_\_\_\_\_ INCOME LIMIT \_\_\_\_\_

OTHER \_\_\_\_\_

Please attach completed application.

Justification of Wavier:

(To be completed by the applicant, or Veterans' Relief Fund Administrator).

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Veterans' Relief Fund Administrator

Decision by Department of Community Health \_\_\_\_\_

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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



U.S. DEPARTMENT OF AGRICULTURE

**Official USDA Food Plans: Cost of Food at Home at Three Levels,  
U.S. Average, January 2023<sup>1</sup>**

Age-sex groups	Weekly cost <sup>2</sup>			Monthly cost <sup>2</sup>		
	Low-cost plan	Moderate-cost plan	Liberal plan	Low-cost plan	Moderate-cost plan	Liberal plan
<b>Individuals <sup>3</sup></b>						
<b>Child:</b>						
1 year	\$35.90	\$40.70	\$49.20	\$155.50	\$176.30	\$213.30
2-3 years	\$37.70	\$45.40	\$55.20	\$163.40	\$196.80	\$239.30
4-5 years	\$38.90	\$48.20	\$58.20	\$168.80	\$208.70	\$252.10
6-8 years	\$54.70	\$66.10	\$77.30	\$237.20	\$286.30	\$334.70
9-11 years	\$58.70	\$76.10	\$88.50	\$254.30	\$329.70	\$383.40
<b>Male:</b>						
12-13 years	\$68.30	\$84.90	\$99.70	\$295.80	\$367.90	\$431.90
14-18 years	\$69.50	\$87.30	\$100.60	\$300.90	\$378.20	\$436.00
19-50 years	\$68.70	\$86.20	\$104.90	\$297.50	\$373.40	\$454.70
51-70 years	\$64.70	\$81.00	\$97.10	\$280.30	\$350.90	\$420.60
71+ years	\$63.90	\$79.00	\$97.00	\$277.00	\$342.40	\$420.50
<b>Female:</b>						
12-13 years	\$58.40	\$70.00	\$86.30	\$253.20	\$303.50	\$373.80
14-18 years	\$58.50	\$69.80	\$86.40	\$253.70	\$302.30	\$374.40
19-50 years	\$59.60	\$72.80	\$93.00	\$258.10	\$315.30	\$403.10
51-70 years	\$58.10	\$72.00	\$86.40	\$251.90	\$311.90	\$374.30
71+ years	\$57.70	\$71.20	\$85.40	\$250.10	\$308.50	\$370.00

<sup>1</sup> The Food Plans represent a nutritious diet at three different cost levels. The nutritional bases of the Food Plans are the 1997-2005 Dietary Reference Intakes, 2005 Dietary Guidelines for Americans, and 2005 MyPyramid food intake recommendations. In addition to cost, differences among plans are in specific foods and quantities of foods. Another basis of the Food Plans is that all meals and snacks are prepared at home. For specific foods and quantities of foods in the Food Plans, as well as the methodology used to update the monthly costs of the Food Plan market baskets, see *The Low-Cost, Moderate-Cost, and Liberal Food Plans, 2007*. All three Food Plans are based on 2001-02 data and updated to current dollars by using the Consumer Price Index for specific food items. Reevaluation of the Thrifty Food Plan, 2021 begins the process to address the three other USDA Food Plans: the Low-Cost, Moderate-Cost, and Liberal Food Plans.

<sup>2</sup> All costs are rounded to nearest 10 cents. Monthly costs are calculated by multiplying the weekly costs by 4.333.

<sup>3</sup> The costs given are for individuals in 4-person households. For individuals in other size households, the following adjustments are suggested: 1-person—add 20 percent; 2-person—add 10 percent; 3-person—add 5 percent; 4-person—no adjustment; 5- or 6-person—subtract 5 percent; 7- (or more) person—subtract 10 percent. To calculate total foods costs for a household, (1) sum the food costs for each individual in the household and then (2) apply the appropriate adjustment factor based on household size.

This file may be accessed at: <https://www.fns.usda.gov/cnpp/usda-food-plans-cost-food-reports-monthly-reports>.  
Issued February 2023.

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))

**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

## 2:30 COUNTY COMMISSIONERS

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

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

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

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