

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, FEBRUARY 21, 2023**

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

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

**8:15 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) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
  - 2) Review vouchers/warrants/electronic payments
- h) **Consent Agenda Items:**
  - 1) Resolution – Minutes of County Commissioners' proceedings for February 13 and 14, 2023
  - 2) Payroll action and other forms requiring Board approval
- i) **Action Items:**
  - 1) County vouchers/warrants/electronic payments as follows: \_\_\_\_\_ through \_\_\_\_\_ totaling \$ \_\_\_\_\_ (draws); \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ (draw taxes); \_\_\_\_\_ through \_\_\_\_\_ totaling \$ \_\_\_\_\_ and \_\_\_\_\_ through \_\_\_\_\_ totaling \$ \_\_\_\_\_ (travel)
  - 2) Decision on funding for HVAC replacement for Public Works Wiring Closet located at 990 Navion Lane (Continued from February 13, 2023 meeting)
  - 3) Resolution – Approving of out of state travel for Facilities Maintenance employee (Pesqueira)
- j) Miscellaneous business to come before the Board

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

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
FACILITIES MAINTENANCE  
EMPLOYEE (PESQUEIRA)

RESOLUTION NO. **23**

**WHEREAS**, Rob Grandstaff, Facilities Maintenance Director, and Norrie Gregoire, Director of Corrections has requested approval for out of state travel for county employee, Jose Pesqueira, to attend the Western Detention Equipment Training Program in San Diego, California on June 5-9, 2023; and

**WHEREAS**, advanced authorization for out of state travel is required; and

**WHEREAS**, pursuant to County policy, employee Travel Authorization forms have been submitted for review and consideration; now therefore

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

**BE IT FURTHER RESOLVED** that additional time required to travel to and from said training, if necessary, is also approved.

*Passed this 21<sup>st</sup> day of February, 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: February 8, 2023

To: Board of County Commissioners

From: Norrie Gregoire, Director of Corrections & Rob Grandstaff Director of Facilities

**Intent** – Seeking formal BOCC approval.

**Topic** – Facilities and Corrections is requesting for Jose Pesqueira to attend training for the maintenance and repair of the correctional locks in the County. Correctional locks are unique from other locksets. Jose is a locksmith but lacks training for these specific locks. There are approximately 167 security locks at both JJC and the Jail that require repair and preventative maintenance at both facilities.

**Summary** – Facilities and Corrections proposes that Jose from Facilities participate in training provided by Western Detention.

**Cost** – Estimated cost for training: \$3,975.00\*

\*Please see attached travel authorization for details.

**Funding** – Corrections and Facilities proposes that a blending of funds from the Law and Justice Building (300000), Law and Justice Corrections/Professional Services/Jail Lock (10811- new line), and JJC Professional Services (10700) pay for this project and training.

**Alternatives Considered** – Few area locksmiths are able to work on these high security devices and they may lack certifications to work on them. We are most fortunate to have Jose who is locksmith, but needs training and certifications to work on these locks.

**Acquisition Method** – N/A

**Security** – N/A

**Access** – N/A

**Risk** – Jose will be trained to work on correctional locks that will minimize the risk to the County

**Benefits** – With this investment, the County would have Jose trained in preventative maintenance and lock repair becoming self-sufficient for the vast majority of all future correctional lock maintenance and repair requirements.

**Conclusion/Recommendation** – Recommend formal approval of the Walla Walla County Corrections and the Facilities Department request to send Jose for security lock maintenance and repair.

BOCC Comments: Travel isn't paid from Law & Justice Building fund, so funding from travel will be paid ½ from Facilities Maintenance and the other ½ from Corrections Professional Services Jail Lock budget line.

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## Class Brochure

Western Detention Products, Inc. in conjunction with Southern Folger Detention Company is excited to invite you to attend one of our product training sessions at the Handlery Hotel San Diego in Southern California.



We offer training three times a year, so you can choose which session will work best for your schedule.

Session 1: June 5-8, 2023

Session 2: September 18-21, 2023

Session 3: December 4-7, 2023

**REMEMBER:** The hotel and location for this training is:

Handlery Hotel San Diego  
950 Hotel Circle North, San Diego, CA 92108  
Direct: 800-676-6567  
[www.handlery.com](http://www.handlery.com)



### Shuttle Services

Shuttle service from San Diego International

EZ RIDE SHUTTLE 800-777-0585 OR 658-531-8171

SEA BREEZE SHUTTLE 619-297-7463



3711 E Deer Park-Milan Rd  
Deer Park WA 99006  
Ph: 888-745-0530  
Fax: 509-292-2449  
[matt@westerndetention.com](mailto:matt@westerndetention.com)



### Detention Equipment Training Program

Located at the Handlery Hotel  
San Diego



- Customized to meet your hardware training needs!
- Three full days of intensive, hands-on maintenance training.
- Parts manual provided.

## Class Brochure

### The Western Detention Way



Here at Western Detention, we're known for our great customer service and quick delivery. Often people ask me how we get their orders out the door so fast. Our secrets are a warehouse full of products, a full-service lock shop, and the horsepower to ship your orders fast. It's no surprise that our passion for precision and speed makes you the winner every time.

#### CLASS

Each session is divided into two categories:

- General Detention Hardware Knowledge
- Facility Specific Maintenance

The purpose of the *General Detention Hardware Knowledge* session is to expose you to a wide variety of detention equipment and the purpose of each one. This will give you valuable knowledge of the available hardware and what

products could better meet the needs of your facility in the future.

During the *Facility Specific Maintenance* portion of training, you will learn how to maintain and repair locks and hardware in your facility. As part of your training, you will receive parts manuals which will assist you long after class is over.

#### REGISTRATION

For registration information, call Matt Knox at 888-745-0530.

#### FEE

The cost for the class is \$1935.00 per person for 2023. This includes a Certificate of Completion. The hotel stay and travel must be made separately.

#### GENERAL INFORMATION

The **recommended** hotel and location for this training is:

Handlery Hotel San Diego  
 950 Hotel Circle North, San Diego, CA 92108  
 Direct: 800-676-6567  
[www.handlery.com](http://www.handlery.com)

The rate is \$119 per night for June, \$125 per night in September and \$109 per night in December plus taxes & fees. We have blocked rooms for you under our name, but you need to call or follow the emailed link and make your own reservation. Contact the hotel direct and please tell them you are with the Western Detention Products group.

While the above hotel has an on-site restaurant there are a variety of restaurants in the area to choose from.

#### AGENDA

##### Monday

Afternoon-Arrive in San Diego, CA  
 CHECK IN Handlery Hotel San Diego

##### Tuesday

8:00am Training begins  
 10:15-10:30am Break  
 12:30-1:00pm Lunch is provided  
 1:00pm Training Continues  
 2:30-2:45pm Break  
 2:45pm Training Continues  
 4:00pm Day 1 Concludes

##### Wednesday

8:00am Training begins  
 10:15-10:30am Break  
 12:30-1:00pm Lunch is provided  
 1:00pm Training Continues  
 2:30-2:45pm Break  
 2:45pm Training Continues  
 4:00pm Day 2 Concludes

##### Thursday

8:00am Training begins  
 10:15-10:30am Break  
 12:30-1:00pm Lunch is provided  
 1:00pm Training Continues  
 2:30-2:45pm Break  
 2:45pm Training Continues  
 4:00pm Day 3 Concludes

##### Friday

Depart for home!



**WALLA WALLA COUNTY**  
**Employee Travel Authorization**

Date of Request 2-10-2023

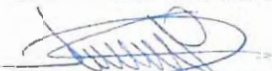
<b>Employee Attending:</b> Jose Pesqueira	<b>Estimate of Cost (Includes all costs even prepaid)</b>	
	<b>Transportation</b>	
	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$894.00
	<input checked="" type="checkbox"/> Private Vehicle <u>100</u> miles @ <u>.585</u>	\$ 58.50
<b>Meeting/Training:</b> Start time/date: <u>6.5.23</u> End time/date: <u>6.9.23</u>	<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus	\$ 75.00
<b>Location:</b> City: <u>San Diego</u> State: <u>CA</u>	<b>Lodging</b> Incidental Expense Allowance	
<b>Title of Meeting/Training:</b> (Attach agenda/training brochure) <u>Corrections Locksmith</u>	<u>4</u> night(s) @ * \$184.12 (minus \$200)	
<b>Departure Date:</b> <u>6.5.23</u> <b>Time:</b> <u>TBD</u>	<b>Meals</b>	
<b>Return Date:</b> <u>6.9.23</u> <b>Time:</b> <u>TBD</u>	Breakfast(s) <u>4</u> @ \$ 18.00	\$72.00
	Lunch(s) <u>1</u> @ \$ 20.00	\$20.00
	Dinner(s) <u>4</u> @ \$ 36.00	\$144.00
<b>Place of Lodging:</b> <u>Handlery Hotel</u>	<b>Registration/Tuition</b>	
	Cancel Date:	
<b>Phone Number:</b> <u>800-676-6567</u>	<b>Total Expenses</b>	
	\$ \$3,975.00	

Credit Card Use: ☒ Yes☐ No

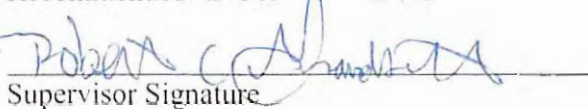
Date Needed: \_\_\_\_\_

\* The hotel room is \$119.00 plus tax & \$50.00 deposit per night so I asked for a total cost, but \$200.00 will be returned

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.



Signature of Employee

Date: 2-10-2023Recommended: ☒ Yes☐ No


Supervisor Signature

Date: 2-10-2023
 Out-of-State Travel: ☐ Yes   ☒ No  
 (Attach Resolution)
Approved: ☐ Yes   ☒ No
 \_\_\_\_\_  
 Elected Official/Department Head

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

## 2.7 Key and Lock Control

### I. Purpose and Scope

This detention standard enhances facility safety and security by requiring that keys and locks be properly controlled and maintained.

This detention standard applies to the following types of facilities housing ICE/ERO detainees:

- Service Processing Centers (SPCs);
- Contract Detention Facilities (CDFs); and
- State or local government facilities used by ERO through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours.

*Procedures in italics are specifically required for SPCs and CDFs.* IGSA facilities must conform to these procedures or adopt, adapt or establish alternatives, provided they meet or exceed the intent represented by these procedures.

For all types of facilities, procedures that appear in italics with a marked (\*\*) on the page indicate optimum levels of compliance for this standard.

Various terms used in this standard may be defined in standard “7.5 Definitions.”

### II. Expected Outcomes

The expected outcomes of this detention standard are as follows (specific requirements are defined in “V. Expected Practices”).

1. All staff shall be trained in the proper care and handling of keys and locks.
2. Keys shall be accounted for and controlled.
3. Locks and locking devices shall be continually inspected, maintained and inventoried.
4. All firearms shall be stored in secure gun lockers before their carriers enter the facility.

### III. Standards Affected

This detention standard replaces “Key and Lock Control” dated 12/2/2008.

### IV. References

American Correctional Association, *Performance-based Standards for Adult Local Detention Facilities*, 4th Edition: 4-ALDF-2D-01, 7B-10.

### V. Expected Practices

#### A. Proper Care and Handling of Keys and Locks

All staff shall be trained in and held responsible for adhering to proper procedures for the care and handling of keys, including electronic key pads where used. Initial training shall be completed before staff is issued keys, and key control shall be among the topics covered in subsequent annual training. Ordinarily, such training shall be done by the security officer (key control officer), as described below.

1. *An employee who leaves the facility with a key ring shall return it immediately upon realizing his/her mistake or when instructed to by the facility. Such an act shall constitute unauthorized possession of facility property as well as a breach of security procedures.*
2. *An employee who loses, misplaces, or otherwise cannot account for a key or key ring shall immediately alert the shift supervisor and promptly submit a written report.*
3. *Under no circumstances shall staff allow a detainee to handle facility keys.*
4. *Key rings, including those for gun lockers, shall be securely fastened to a belt with a metal clip or other approved device. Fastening keys to a holster or belt loop is prohibited.*
5. *Employees shall not refer to key numbers or other*



*means of key identification within earshot of a detainee.*

6. *Employees shall neither throw nor slide keys to one another.*
7. *Locks should not be forced. If a key fails to operate a lock, a supervisor shall be notified immediately.*
8. *If a key breaks inside a lock, the employee shall maintain visual oversight of the lock until the problem is repaired. If the key breaks inside a padlock, the padlock itself shall be removed and taken to the control center. In every instance, the employee shall submit a memorandum on the incident to the facility administrator.*
9. *Facilities shall use key covers for large security keys to prevent detainees or other unauthorized persons from observing and duplicating them.*

## **B. Security Officer (Key Control Officer)**

Each facility administrator shall establish the position of security key control officer, or at a minimum, shall assign a staff member the collateral security officer duties, as described herein.

### **1. Major Duties and Responsibilities of the Security Key Control Officer**

The security key control officer shall have a written position description that includes duties, responsibilities and a chain of command

*The security key control officer:*

- a. *reports directly to the Chief of Security;*
- b. *conducts physical security surveys of all buildings and provides the Chief of Security written recommendations regarding deficiencies and needed corrective actions;*
- c. *plans and implements adequate preventive maintenance/replacement locks and other security devices;*
- d. *identifies technical problems or malfunctions in*

*electronic/automated and manually operated security systems and immediately repairs them or coordinates prompt repairs with the facility maintenance department;*

- e. *overhauls, adjusts and replaces worn parts on locking devices and systems;*
- f. *maintains, adjusts and services machines used in the lock shop;*
- g. *is trained in operation of gas/oxygen-cutting tools and end-saw equipment in case of an emergency;*
- h. *conducts routine tests on emergency-exit doors;*
- i. *checks the keys to all emergency exits every 30 days and all other keys needed in emergencies quarterly, and documents the results; and*
- j. *reviews all major work orders and in-house designs, plans and specifications with the facility maintenance department for compliance with security requirements.*

*The facility maintenance supervisor, or equivalent, shall consult with the Chief of Security or equivalent and security officer before proceeding with new construction and renovation projects involving door hardware.*

### **2. Required Locksmith Training**

*All security key control officers shall successfully complete an approved locksmith-training program.*

*The security key control officer shall complete an approved locksmith training program.*

*This training shall be supplemented with additional training in Occupational Safety and Health Administration standards and the National Fire Prevention Association's life safety codes. Manufacturer's instructions, user manuals, product orientations and demonstrations also provide useful guidance and shall be housed in a secure location.*

### **3. Administrative Responsibilities**

*The security key control officer is responsible for all*

*administrative duties, including record keeping, concerning keys, locks and related security equipment.*

*The security key control officer or equivalent:*

- a. maintains a record keeping system that cross-references keys in the control center and lock shop, alphabetically and numerically, to facilitate quick identification of the key or key ring needed for a particular lock;*
- b. maintains accurate inventories of padlocks in use, master keys for cabinets, key blanks and all keys currently in use; and*
- c. maintains, for the historical record, a collection of reference material on locking devices and systems, including devices and systems previously used in the facility.*

#### 4. Supervision and Training

The security key control officer shall train and direct employees in key control, including electronic key pads where used.

*The security key control officer is responsible for training an assistant security officer in all duties related to the position. The security officer must be proficient in all phases of security and be able to demonstrate proper equipment use to other employees.*

### C. Lock Shop Operation

#### 1. Inventories

The security key control officer shall maintain inventories of all keys, locks and locking devices in the lock shop.

*Lock shop inventories shall include, at a minimum, the following:*

- a. A secure master-key cabinet containing at least one pattern key (never issued), and one or more spare keys. The cabinet shall be kept locked; except when in immediate use. The contents shall be itemized on an inventory form;*

- b. All key blanks, identified by model number and manufacturer's name, inventoried in a bound ledger or electronic database;*
- c. All unassigned padlocks; and*
- d. An inventory of assigned padlocks, with locations identified alphabetically or numerically.*

#### 2. Compromised Keys and Locks

The facility administrator or Chief of Security shall establish procedures for handling compromised keys and locks.

*Note: Compromised keys shall be cut into pieces until irretrievably destroyed. The facility shall document the type of key or lock, the number of keys or locks compromised and the date, time and method of destruction.*

#### 3. Safe Combinations

The security key control officer shall implement procedures for protecting the integrity of all safe combinations.

*Note: The combination for each safe shall be changed at least every 12 months and any time a staff member with access to a combination is assigned to another post. The combination to a safe shall be sealed in an envelope bearing across the flap the date and signature of the person who deposited and sealed the combination inside the envelope. Any person(s) authorized to open the envelope shall be listed, by name and title, on the front of the envelope. Envelopes containing safe combinations shall be stored in the lock shop.*

#### 4. Keying, Authorized and Non-Authorized Locks

- a. Either deadbolts or deadlocks shall be used in detainee-accessible areas.*
- b. Locks not authorized for use in detainee-accessible areas include, but are not limited to: snap-, key-in-knob, thumb-turn, push-button, rim-latch, barrel or slide bolt and removable-core-type locks (including padlocks). Any such*

locks in current use shall be phased out and replaced with mortise lock sets and standard cylinders.

- c. Grand master-keying systems are not authorized.
- d. A master-keying system may be used only in housing units where detainees have individual room keys. The number of doors shall be kept to a minimum and the unit officer's key must override all functions of such locks.
- e. After removing the facility number and key cuts, the security key control officer shall cut up and dispose of worn or discarded keys and locks.
- f. Entrance/exit door locks of housing units, work areas, chapels, gyms and other areas with room capacity of 50 or more people shall meet the standards specified in the Occupational Safety and Environmental Health Manual (Chapter 3) and in the National Fire Protection Association Life Safety Code (#101). Specifically, the doors shall be equipped with prison type locking devices modified to function when pressure is applied from inside the room. Panic-hardware is an acceptable alternative to the prison-type-locking device.
- g. Individual doors to areas with room capacity of 50 or more people shall have no more than one lock each. Padlocks shall not be used on exit doors or intermediate doors along the exit route.
- h. Padlocks and/or chains may not be used on cell doors.
  - 1) *Padlocks and hasps may be used only where specified below:*
    - a) *fence-gates in areas without ceilings;*
    - b) *freezer-door interiors whose lock -release systems include panic-release device(s); and*
    - c) *vehicle roll-up door walk-through exit(s).*
  - 2) *Entrances and exits from the secured perimeter shall be controlled by sally ports, with all*

*doors and gates interlocking electronically. (Controls shall be set such that only one door can unlock at a time, canceling the electrical control of other doors until the unlocked door is returned to its secure position.)*

- 3) *Under no circumstances may prison-type security keys and/or blanks—active, non-active, or discarded—be used or distributed for presentation purposes.*

## 5. Preventive Maintenance

The security key control officer, or designee, shall implement a preventive maintenance program.

*The security key control officer shall perform preventive maintenance services, including but not limited to the following:*

- 1) *adjust and service all cellblock-locking mechanisms in the Special Management Unit and in housing units with secure rooms, annually at a minimum;*
- 2) *adjust and service vehicle-gates for changing (i.e., hot/cold) weather conditions twice a year, in the spring and early fall;*
- 3) *adjust and service front-entrance and other gate operations at least once a year;*
- 4) *lubricate all other locks quarterly, per manufacturers' instructions;*
- 5) *perform maintenance checks on locks and locking systems, taking corrective action as necessary; and*
- 6) *once every five years, at least:*
  - a) *steam-clean vehicle-gates; and*
  - b) *clean locking mechanisms of front-entrance gates, other gates and cellblock locking mechanisms using steam or other means.*

*The facility maintenance supervisor is responsible for door-hardware installation and maintenance (e.g., closures, hinges, pulls, kick plates, etc.), and for providing certain support*



*services (e.g., welding, electrical-work) to the security officer, as needed.*

## 6. Preventive Maintenance Documentation

The security key control officer shall maintain all preventive maintenance records.

*The security key control officer's preventive maintenance files shall include:*

- a. date;*
- b. location of lock or locking mechanism;*
- c. type of maintenance performed;*
- d. rationale for changing key combination(s); and*
- e. signature of service provider.*

## D. Key Cabinet

### 1. Location

An operational keyboard large enough to accommodate all facility key rings, including keys in use, shall be located in a secure area.

*This operational keyboard shall be located in the control center. An electronic key control box may be placed outside the control center if in a secure unit.*

### 2. Basic Construction

*The key cabinet shall be constructed so that keys are visible only when being issued. Keys may never be seen by detainees or visitors.*

*Small, closet-type space in the control center may be used instead of a cabinet, as long as:*

- a. access limitations are the same as for a key cabinet;*
- b. all other key/lock standards are met; and*
- c. the space is used solely for key control.*

*In the key cabinet:*

- a. keys in vertical rows shall be arranged in alphabetical order,*
- b. keys in horizontal rows shall be arranged in*

*numerical order.*

- c. the label identifying the letter or number of the key ring that belongs on a particular hook shall be visible even when the key ring is on the hook, and*
- d. any hook without an assigned key ring shall be tagged with a metal chit that indicates "hook not in use."*

## 3. Key Rings

The security officer shall implement procedures for identifying every key ring and every key on each key ring, and for preventing keys from being removed from key rings, once issued.

*All key rings shall be heavy-gauge wire that has been welded or brazed to prevent removal of keys from the ring.*

*Two metal tags of unequal size shall be attached to each key ring:*

- a. the larger tag shall identify the key ring with a number/letter corresponding to the hook number/letter; and*
- b. the smaller tag shall identify the number of keys on the key ring.*

## 4. Emergency Keys

Emergency keys shall be on hand for every area to or from which entry or exit might be necessary in an emergency.

- a. Emergency keys may be kept in a separate key cabinet or in a readily identified area of the regular-issue key cabinet. A separate key cabinet located in the control center is recommended for the emergency keys.*
- b. The emergency key cabinet shall contain a hook for each key ring. If an emergency key ring is kept outside the main emergency key cabinet (e.g., in a tower), a metal tag providing the key ring's location shall hang on the hook intended for that key ring in the main emergency key*

cabinet.

- c. *The emergency keys shall be cut precisely to manufacturer's specifications.*
- d. *Emergency keys shall not be rotated in and out of the lock shop.*

## E. Issue of Key Rings

### 1. Chit System

Facilities shall use a chit system or other standard system for the issuance and accountability of key distribution. A key chit is a tag (usually metal) that identifies the person who has drawn a set of keys.

*The chit shall be labeled with the officer's first initial and last name. All key rings shall be issued as needed (e.g., at the beginning of a shift, etc.) with the exchange of a chit for a key and with the chit placed on the hook from which the key was removed.*

*An employee who reports to work without chits must obtain temporary chits from the control room officer, which he/she can exchange for keys according to standard procedure.*

- a. *The control room officer shall maintain accountability for the issued chits.*
- b. *At the end of the shift, the employee shall personally return the temporary chits to the control room officer.*

*At shift rotation, to obtain keys from an officer on post, the relief officer must first exchange his/her key chit at the control room center for the key chit of the employee being relieved. The relief officer shall take his/her key chit to the employee being relieved and exchange the key chit for the appropriate ring of keys. The officer shall then count the keys on his/her ring, immediately reporting any discrepancies to the shift supervisor. If the relief officer needs to gain access to any location while heading from the control enter to his/her post, the control room officer may issue him/her a second set of keys. In such a case, the officer shall return the extra set of keys to the control room officer at the*

*end of the relief shift.*

## 2. Restricted Keys

The facility administrator shall establish rules and procedures for authorizing use of restricted keys.

*The control room officer must have authorization from the shift supervisor to issue a restricted key.*

### a. Pharmacy

Pharmacy keys shall be strictly controlled.

Ordinarily, such controls include:

- 1) maintaining pharmacy keys in a restricted keys cabinet in the control room, and issuing them only to authorized pharmacy staff; and
- 2) maintaining a second set of pharmacy keys in the lock shop.

In the event of a non-medical emergency that necessitates entry into the pharmacy by anyone other than authorized pharmacy staff, the highest-ranking supervisor on duty may authorize immediate entry to the pharmacy. The supervisor shall then document the reasons for entry and sign the authorization.

Such documentation shall not impede the immediate provision of emergency medical care to a detainee by medical staff.

### b. ICE and EOIR Offices

Keys to ICE and the Executive Office for Immigration Review (EOIR) office and courtroom areas shall similarly be restricted and controlled. In the event that a key is authorized for emergency withdrawal, a copy of the restricted key form is to be provided to ICE.

## 3. 24-Hour Issue Keys

No key or key ring may be issued on a 24-hour basis without the facility administrator's written authorization.

*A key chit identifying the borrower of the key ring shall be placed on the appropriate hook in the key cabinet, along with a metal tag marked "24-hour*



issue.”

*Individual authorizing record forms shall be used to record the following information about each set of 24-hour-issue keys: the key ring identifiers (number and title), the number of keys on the ring, the individual key numbers and the door each key unlocks. Each record must bear the signatures of the authorizing facility administrator, Chief of Security and the employee to whom the keys are issued.*

#### 4. Security Keys

*Key rings used but not issued on a 24-hour basis because of the attached security keys shall be kept in a dedicated glass-front, lockable box in the control center. Identical boxes may be kept and used in different departments, provided staff members are authorized to receive 24-hour keys. The key to every such box shall be issued on a 24-hour basis.*

*The staff member removing keys from the box shall place his/her chit on the hook in place of the key ring, and shall return the keys and reclaiming the chit at the end of the shift. The individual to whom the keys were issued shall personally return the keys to the box, without exception.*

*Security keys may not be taken off facility property (except for bus, van and other authorized-vehicle keys). As a rule, security keys shall not be issued on a 24-hour basis.*

#### 5. Key Accountability

The facility administrator shall establish written policy and implementation procedures to ensure key accountability.

*The control room officer shall conduct a key ring audit upon reporting for duty, accounting for each key ring in the control center logbook, and shall immediately report discrepancies in the record to the shift supervisor.*

*The control room officer shall also identify broken or bent keys. All keys (regular-issue and emergency) shall be checked and counted daily.*

*To ensure accountability, keys shall be issued only on the assigned key rings.*

#### 6. Request for Key Change

*Key-change requests shall be submitted, in writing, to the facility administrator. Upon facility administrator approval, only the security officer may add or remove a key from a ring.*

#### 7. Split Key Ring

*The splitting of key rings into separate rings is not authorized.*

### F. Gun-Locker Keys

Officers shall store all their weapons in individual lockers before entering the facility.

The facility administrator shall develop and implement site-specific procedures for controlling gun-locker access.

In all facilities, gun lockers shall:

1. be placed in locations where officers can continuously observe them, in person or on a video-monitor, and not in any area that has detainee or public access;
2. be used to store the weapons of all on-duty officers, except those whose assignments require them to carry weapons; and
3. not be used for long-term storage. (A staff member may arrange with the facility firearms control officer for long-term storage of a weapon in the armory.)

Chits and logbooks are useful for maintaining accountability for gun locker keys and gun locker use.

**COUNTY COMMISSIONERS (Continued)**

- k) Review reports and correspondence; hear committee and meeting reports
- l) Review of constituent concerns/possible updates re: past concerns

**a) Action Agenda Items:**

- 1) Resolution – Bid award for 4WD Diesel Powered Chip Spreader
- 2) Resolution – Bid award for Emulsified Asphalt
- 3) Resolution – Bid award for Hot Mix Asphalt

**b) 2022 Bridge Report**

**c) Department update and miscellaneous**

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

IN THE MATTER OF A BID AWARD  
FOR ONE NEW 4WD DIESEL-  
POWERED CHIP SPREADER

RESOLUTION NO. **23**

**WHEREAS**, as advertised, a bid opening was held on February 13, 2023 for a new 4WD Diesel-Powered Chip Spreader, the following bids were opened and read publicly:

- |  |                         |
|--|-------------------------|
| 1) PacWest Machinery<br>Spokane Valley, WA | Total Bid: \$455,545.54 |
| 2) Pape Machinery<br>Milton Freewater, OR  | Total Bid: \$460,262.37 |

and;

**WHEREAS**, PacWest Machinery submitted the lowest responsive, responsible bid; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the bid be awarded to PacWest Machinery of Spokane Valley, WA for the bid price of \$455,545.00.

*Passed this 21<sup>st</sup> day of **February, 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 A BID AWARD  
FOR CRS-2P EMULSIFIED  
ASPHALT

RESOLUTION NO. **23**

**WHEREAS**, as advertised, a bid opening was held on February 13, 2023 for furnishing Walla Walla County with CRS-2P Emulsified Asphalt from May 13, 2023 through August 31, 2023, and the following bids, were opened and read publicly:

Ergon Asphalt & Emulsion Pasco, WA	CRS-2P	\$589.00/Ton
Idaho Asphalt Hauser, ID	CRS-2P	\$648.00/Ton
Albina Asphalt Vancouver, WA	CRS-2P	\$705.00/Ton

and,

**WHEREAS**, Ergon Asphalt & Emulsion submitted the lowest responsive, responsible bid; now therefore

**BE IT HEREBY RESOLVED**, by this Board of Walla Walla County Commissioners that the contract to furnish Walla Walla County with CRS-2P Emulsified Asphalt be awarded to Ergon Asphalt & Emulsion for \$589.00/Ton.

*Passed this 21<sup>st</sup> day of February, 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 A BID AWARD  
FOR HOT MIX ASPHALT FOR 2023

RESOLUTION NO. **23**

**WHEREAS**, as advertised, a bid opening was held on February 13, 2023 for furnishing Walla Walla County with Hot Mix Asphalt from April 1st, 2023 through November 15th, 2023, the following bids were opened and read publicly:

- |  |         |             |
|--|---------|-------------|
| 1) Humbert Asphalt, Inc.<br>Milton-Freewater, OR | Hot Mix | \$67.25/Ton |
| 2) Central Manufacturing, Inc.<br>Moses Lake, WA | Hot Mix | \$74.00/Ton |

and;

**WHEREAS**, Humbert Asphalt, Inc. submitted the lowest responsive, responsible bid; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the bid to furnish Walla Walla County with Hot Mix Asphalt be awarded to Humbert Asphalt, Inc. of Milton-Freewater, OR for \$67.25/Ton.

Passed this 21<sup>st</sup> day of February, 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

# Bridge Report



## Walla Walla County

### PUBLIC WORKS

### 2022

#### Commissioners

District 1

**Jennifer R. Mayberry**

District 2

**Todd L. Kimball**

District 3

**Greg A. Tompkins**



# Walla Walla County

## Bridge Report

### Summary of Bridges by Type

	Concrete	Steel	Timber	Total
Total	140	23	15	178
<i>Structurally Deficient:</i>	15	2	2	19
<i>Functionally Obsolete:</i>	1	0	0	1

NUMBER OF BRIDGES REPLACED WITH CORRUGATED METAL PIPE	0
NUMBER OF BRIDGES REPLACED WITH FEDERAL FUNDS	0
NUMBER OF BRIDGES REPLACED WITH STATE FUNDS	0
NUMBER OF BRIDGES REPLACED WITH LOCAL FUNDS	1
NUMBER OF BRIDGES SELECTED FOR FEDERAL / STATE FUNDING	6
NUMBER OF BRIDGES SELECTED FOR LOCAL FUNDING	2

# **Walla Walla County**

## **Bridge Report**

### **Summary of Bridges by Type and Length**

	<i>Bridge Length (Ft)</i>						<i>Sub-Total</i>	<i>Grand</i>
	<i>0 - 20</i>	<i>21 - 50</i>	<i>51-100</i>	<i>101 - 150</i>	<i>151 - 200</i>	<i>201-250</i>	<i>&gt; 20 Ft</i>	<i>Total</i>
<i>Concrete</i>	50	34	22	20	13	1	90	140
<i>Steel</i>	12	10	1	0	0	0	11	23
<i>Timber</i>	10	5	0	0	0	0	5	15
<i>Total</i>	72	49	23	20	13	1	106	178

# Walla Walla County

## Bridge Report

LIST OF STRUCTURALLY DEFICIENT (SD) OR FUNCTIONALLY OBSOLETE (FO) BRIDGES GREATER THAN 20 FT.

BRIDGES FUNDED

Bridge Name	Road Name	Feature Crossing	Built	Length	Width	Type	Sufficiency
							Rating
SEVEN MILE	SEVEN MILE RD	MILL CREEK	1930	116	17	CONCRETE	24.16 SD
MEINBURG	MEINBURG RD	COPPEI CREEK	1971	40	23	STEEL	29.59 SD
SUB STATION	LOWER HOGEYE RD	WHISKEY CREEK	1916	40	22	CONCRETE	30.04 SD
GANGUET	SOUTH FORK COPPEI RD	SOUTH FORK COPPEI CF	1920	21	22	CONCRETE	33.30 SD
OVER PASS	BYRNES RD	UP RR	1920	24	27	CONCRETE	34.46 SD
RUSSELL CREEK	PLAZA WAY	RUSSELL CREEK	1920	29	33	CONCRETE	34.86 SD
DELL SHARPE	PETTYJOHN RD	TOUCHET RIVER	1914	115	22	CONCRETE	34.95 SD
KOOSKOOSKIE	MILL CREEK RD	MILL CREEK	1981	154	36	CONCRETE	37.27 SD
WALLULA	WALLULA AVE	MILL CREEK	1947	80	29	CONCRETE	38.94 SD
DE RUWE	LYONS FERRY RD	FIELDS GULCH	1973	40	33	CONCRETE	39.70 SD
REESE STATION	BYRNES RD	NINE MILE CANYON	1916	45	22	CONCRETE	43.29 SD
GROVER	PICKARD RD	DRY HOLLOW	1964	25	28	WOOD	45.39 SD
CORDINER	THIEL RD	WOODWARD CANYON	1953	24	24	WOOD	48.73 SD
HARVEY	SMITH SPRINGS RD	DRY HOLLOW	1926	26	27	CONCRETE	59.27 SD
PINE CREEK #2	STATELINE RD (2)	PINE CREEK	1964	60	25	STEEL	59.41 SD
PLUCKER	TOUCHET NORTH RD	TOUCHET RIVER	1983	196	35	CONCRETE	60.23 SD
SAXTON	SMITH SPRINGS RD	DRY HOLLOW	1926	26	27	CONCRETE	60.44 SD
LAST CHANCE	LAST CHANCE RD	MILL CREEK	1977	80	30	CONCRETE	61.26 SD
FIVE MILE	FIVE MILE RD	MILL CREEK	1953	120	29	CONCRETE	69.57 SD



# Walla Walla County

## Bridge Report

Sufficiency Ratings of NBIS Bridges (Greater than 20')

BRIDGES FUNDED

Bridge Name	Road Name	Feature Crossing	Built	Length	Width	Type	Sufficiency
							Rating
SEVEN MILE	SEVEN MILE RD	MILL CREEK	1930	116	17.3	CONCRETE	24.16 SD
MEINBURG	MEINBURG RD	COPPEI CREEK	1971	40	23	STEEL	29.59 SD
SUB STATION	LOWER HOGEYE RD	WHISKEY CREEK	1916	40	22.1	CONCRETE	30.04 SD
GANGUET	SOUTH FORK COPPEI RD	SOUTH FORK COPPEI CR	1920	21	22.2	CONCRETE	33.3 SD
OVER PASS	BYRNES RD	UP RR	1920	24	26.8	CONCRETE	34.46 SD
RUSSELL CREEK	PLAZA WAY	RUSSELL CREEK	1920	29	33	CONCRETE	34.86 SD
DELL SHARPE	PETTYJOHN RD	TOUCHET RIVER	1914	115	22	CONCRETE	34.95 SD
KOOSKOOSKIE	MILL CREEK RD	MILL CREEK	1981	154	35.5	CONCRETE	37.27 SD
WALLULA	WALLULA AVE	MILL CREEK	1947	80	28.9	CONCRETE	38.94 SD
DE RUWE	LYONS FERRY RD	FIELDS GULCH	1973	40	33.2	CONCRETE	39.7 SD
REESE STATION	BYRNES RD	NINE MILE CANYON	1916	45	22.4	CONCRETE	43.29 SD
GROVER	PICKARD RD	DRY HOLLOW	1964	25	27.7	WOOD	45.39 SD
CORDINER	THIEL RD	WOODWARD CANYON	1953	24	23.6	WOOD	48.73 SD
DRY CREEK #2	BISCUIT RIDGE RD	DRY CREEK	1977	26	29.2	CONCRETE	58.69
HARVEY	SMITH SPRINGS RD	DRY HOLLOW	1926	26	27.3	CONCRETE	59.27 SD
DRY CREEK #1	BISCUIT RIDGE RD	DRY CREEK	1977	26	29.2	CONCRETE	59.32
PINE CREEK #2	STATELINE RD (2)	PINE CREEK	1964	60	25	STEEL	59.41 SD
PLUCKER	TOUCHET NORTH RD	TOUCHET RIVER	1983	196	35.2	CONCRETE	60.23 SD
SAXTON	SMITH SPRINGS RD	DRY HOLLOW	1926	26	27	CONCRETE	60.44 SD
LAST CHANCE	LAST CHANCE RD	MILL CREEK	1977	80	30	CONCRETE	61.26 SD
DRY CREEK #3	BISCUIT RIDGE RD	DRY CREEK	1977	26	29.2	CONCRETE	63.75
KEN NOBLE	SMITH SPRINGS RD	COLVILLE GULCH	1922	21	22	CONCRETE	64.25
HUSSEY	HUSSEY ST	MILL CREEK	1976	65	27	CONCRETE	64.81
BUSSELL	OLD MILTON HWY	WALLA WALLA RIVER	1975	140	36.8	CONCRETE	65.09
CUNDIFF	SMITH SPRINGS RD	DRY HOLLOW	1932	20	27.4	CONCRETE	67.02
BUCKLEY	BUCKLEY RD	DRY CREEK	1992	119	29.1	CONCRETE	67.51
WINNETT CANYON	LYONS FERRY RD	WINNETT CANYON	1988	30	37.7	CONCRETE	68.14
FIVE MILE	FIVE MILE RD	MILL CREEK	1953	120	29	CONCRETE	69.57 SD
COLLINS	LOWER WAITSBURG RD	DRY CREEK	1980	85	31.1	CONCRETE	70.49
SKYROCKET	SKYROCKET RD	WHETSTONE CREEK	1992	65	33.8	CONCRETE	71.59
WHETSTONE	SMITH SPRINGS RD	WHETSTONE CREEK	1973	50	31	CONCRETE	71.72
KLICHER MOUNTAIN	KLICHER MTN RD	BLUE CREEK	1976	80	19.5	CONCRETE	72.8
McFEELY	McFEELY RD	WINNETT CANYON	1951	24	26	WOOD	74.43
HANSON	OLD MILTON HWY	YELLOWHAWK CREEK	1990	80	38.7	CONCRETE	75.97
PAUL SCHOOL	HARVEY SHAW RD	DRY CREEK	1966	141	30.7	CONCRETE	77.51
McENTYRE	SCOTT RD	SOUTH FORK DRY CREEK	2010	38	29.7	WOOD	79.4
VALLEY GROVE	VALLEY GROVE RD	DRY CREEK	2003	122	39.1	CONCRETE	80.37
HAWLEY	CUMMINS RD	TOUCHET RIVER	1995	144	35.2	CONCRETE	80.42
HARVEY SHAW	HARVEY SHAW RD	TOUCHET RIVER	2005	150	44	CONCRETE	81.21
HELLBERG	RAINVILLE RD	BURLINGAME DITCH	2005	22	36	STEEL	81.23
EVANS	SAPOLIL RD	DRY CREEK	2006	120	34	CONCRETE	81.71
DOWLING	PEPPERS BRIDGE RD	YELLOWHAWK CREEK	1989	82	36	CONCRETE	83.43
HADLEY STATION	SPRING VALLEY RD	DRY RUN	2008	26	38	STEEL	84.03
FROG HOLLOW	FROG HOLLOW RD	BURLINGAME DITCH	2002	22	36	STEEL	85.81
LOCHER	LOCHER RD	BURLINGAME DITCH	2002	21	0	STEEL	86.4
YELLOWHAWK	OLD MILTON HWY	YELLOWHAWK CREEK	1920	44	34	CONCRETE	86.49
CUMMINS	BYERLEY RD	WALLA WALLA RIVER	1997	159	24.2	CONCRETE	87.1
SAND PIT	SAND PIT RD	PINE CREEK	1992	75	33.8	CONCRETE	87.17
DRUMHELLER	SUDBURY RD	DRY CREEK	1973	140	32.9	CONCRETE	88.05
HUGHES FARM	LOWER DRY CREEK RD	MUD CREEK	1991	26	37.4	CONCRETE	89.24
3RD N COPPEI	NORTH FORK COPPEI RD	NORTH FORK COPPEI CR	1997	27	24	CONCRETE	90.79
4TH N COPPEI	NORTH FORK COPPEI RD	NORTH FORK COPPEI CR	1997	25	24	CONCRETE	90.79
5TH N COPPEI	NORTH FORK COPPEI RD	NORTH FORK COPPEI CR	1997	27	24	CONCRETE	90.79
HART	HART RD	TOUCHET RIVER	1965	152	30.8	CONCRETE	91.56
McKAY	MCKAY GRADE RD	SOUTH FORK RUSSELL C	1996	28	28	CONCRETE	91.77
LUCKENBILL	LUCKENBILL RD	TOUCHET RIVER	1998	140	34.6	CONCRETE	92.19
TALBOTT	TALBOTT RD	DRY CREEK	1997	144	28.1	CONCRETE	93.64
NINTH ST	PLAZA WAY	COTTONWOOD CREEK	1982	78	36.9	CONCRETE	94.13

ANKENY	GUY FINE RD	DRY CREEK	1992	156	35.1 CONCRETE	94.24
HUGHES	SOUTH FORK COPPEI RD	SOUTH FORK COPPEI CR	1997	29	28 CONCRETE	94.43
PFLUGRAD	BISCUIT RIDGE RD	DRY CREEK	2018	60	36.3 CONCRETE	94.58
SMITH	GREENVILLE RD	WINNETT CANYON	1986	70	35.1 CONCRETE	94.73
VAN AUSDE	VAN AUSDE LN	DRY CREEK	1999	125	31 CONCRETE	94.74
HUNGATE	FERRIS RD	SPRING VALLEY	1993	25	32.2 CONCRETE	95.97
DRY HOLLOW	LYONS FERRY RD	DRY HOLLOW	1988	45	37.7 CONCRETE	96.14
SPRING VALLEY	LOWER WAITSBURG RD	SPRING VALLEY CREEK	1985	48	33.7 CONCRETE	96.35
BROWN	BROWN RD	TOUCHET RIVER	2000	191	34.6 CONCRETE	96.7
McDONALD	MCDONALD RD	WALLA WALLA RIVER	1989	196	39 CONCRETE	96.72
WALTER	HART RD	SPRING VALLEY	2014	36	50 WOOD	97.01
KENNEDY MEMORIAL	MOJONNIER RD	WALLA WALLA RIVER	2001	200	34.2 CONCRETE	97.25
BAUMANS	WOODWARD CANYON RD	WOODWARD CANYON	1994	33	37.3 CONCRETE	97.48
GOBLE	WOODWARD CANYON RD	WOODWARD CANYON	2012	36	0 STEEL	97.57
CAMERON	POWERLINE RD	COTTONWOOD CREEK	1989	57	36 CONCRETE	97.61
RAINES	NELMS RD	WOODWARD CANYON	1994	33	37.3 CONCRETE	97.67
DUNDAS	SIMS RD	TOUCHET RIVER	1990	147	34.7 CONCRETE	97.94
JOHNSON	TOUCHET NORTH RD	TOUCHET RIVER	2007	142	34 CONCRETE	98.06
GOSE	GOSE ST	MILL CREEK	1969	117	51.9 CONCRETE	98.73
SCHOOL	SCHOOL AVE	RUSSELL CREEK	1995	26	36 CONCRETE	98.83
GARDENA	TOUCHET GARDENA RD	WALLA WALLA RIVER	2012	188	36.7 CONCRETE	98.88
TUTTLE	KENDALL RD	RUSSELL CREEK	1988	24	40 CONCRETE	98.88
BLUE CREEK	MILL CREEK RD	BLUE CREEK	2019	131	35 CONCRETE	98.97
COX YEEND	SPRING VALLEY RD	SPRING VALLEY	1995	54	35.2 CONCRETE	99.23
BLUE MOUNTAIN	LAST CHANCE RD	WALLA WALLA RIVER	1997	194	35 CONCRETE	99.37
HERRING	SMITH SPRINGS RD	COLVILLE GULCH	2004	28	34 STEEL	99.47
MILL CREEK	MILL CREEK RD	MILL CREEK	2019	171	34.6 CONCRETE	99.48
PEPPERS	PEPPERS BRIDGE RD	WALLA WALLA RIVER	1994	135	37.5 CONCRETE	99.65
McINROES	MIDDLE WAITSBURG RD	DRY CREEK	2002	84	35.2 CONCRETE	99.74
MAXSON	FOSTER RD	RUSSELL CREEK	1998	31	33.8 CONCRETE	99.76
HASSLER	MCDONALD RD	BURLINGAME DITCH	2009	25	42 STEEL	99.77
BASS SWAIN	TOUCHET NORTH RD	TOUCHET RIVER	1992	143	33.8 CONCRETE	99.8
WHITMAN	DETOUR RD	WALLA WALLA RIVER	2002	200	39 CONCRETE	99.81
LOWDEN	LOWDEN GARDENA RD	WALLA WALLA RIVER	2010	226	33.9 CONCRETE	99.86
HOOD SCHOOL	HOOD RD	COTTONWOOD CREEK	2008	61	35 CONCRETE	99.87
ARCH	LAMAR RD	WINNETT CANYON	2022	88	35 CONCRETE	99.93
PINE CREEK #1	GARDENA RD	PINE CREEK	2003	80	33.5 CONCRETE	99.93
PEMBERTON	BARNEY RD	MUDD CREEK	2017	23	0 STEEL	99.94
DUFF	S WILBUR AVE	RUSSELL CREEK	1989	24	56 CONCRETE	99.96
FILAN	MUD CREEK RD	MUD CREEK	2020	24	60 STEEL	99.96
McCOWN	McCOWN RD	COPPEI CREEK	2009	85	34.7 CONCRETE	99.96
PSHIGODA	WOODEN RD	WALKER CANYON	2001	26	35.3 CONCRETE	99.96
PETTYBONE	PETTYBONE ST N	UPPER DRY CREEK	2014	66	40 CONCRETE	99.97
THIRD STREET	THIRD ST (D)	DRY CREEK	1995	62	35.2 CONCRETE	99.97
SWEGLE	SWEGLE RD	WALLA WALLA RIVER	1995	200	35.1 CONCRETE	99.98
ALDRIDGE	SMITH RD	DRY CREEK	2008	55	34 CONCRETE	99.99
PIERRE	SOUTH FORK COPPEI RD	NORTH FORK COPPEI CR	1997	22	40 CONCRETE	99.99
SANDERS #3	SPRING VALLEY RD	DRY RUN	1998	21	33.8 CONCRETE	99.99

# Walla Walla County

## Bridge Report

Sufficiency Ratings of NON NBIS Bridges (Less than 20')

BRIDGES FUNDED

Bridge Name	Road Name	Feature Crossing	Built	Length	Width	Type	Sufficiency Rating
PAXTON	S 3RD AVE	RUSSELL CREEK	1949	18	20.90	WOOD	20.21
BERNEY #2	BERNEY DR	YELLOWHAWK CREEK	1925	19	20.90	CONCRETE	24.02
SIMON C P	SCENIC LOOP RD	DRY RUN	1935	10	24.40	CONCRETE	30.56
LEVIN	RESER RD	RESER CREEK	1923	7	22.80	CONCRETE	36.24
SCENIC LOOP	SCENIC LOOP RD	UPPER RUSSELL CREEK	1935	10	29.50	CONCRETE	40.52
MARBACH CORNER	LUCKENBILL RD	DRY RUN	1955	15	28.80	WOOD	41.89
NOTDOT	McCOWN RD	DITCH	1950	12	21.00	CONCRETE	43.06
DAVIS	SCHOOL AVE	YELLOWHAWK CREEK	1954	18	29.50	STEEL	48.75
SIMONS	SCENIC LOOP RD	SPRING	1925	10	38.80	CONCRETE	49.78
ZUGER	LOWER WAITSBURG RD	DRY RUN	1935	12	24.10	CONCRETE	53.41
WEAVER	LOWDEN GARDENA RD	IRRIGATION DITCH	1923	10	27.60	CONCRETE	55.19
MILL CR BRANCH	SEVEN MILE RD	DRY RUN	1930	20	17.80	CONCRETE	55.91
LENFESTY	LOWDEN GARDENA RD	MUD CREEK	1922	16	27.40	CONCRETE	56.23
SCHAEFFER	LOWDEN GARDENA RD	MUD CREEK	1923	10	26.00	CONCRETE	56.27
WAITSBURG CEMETERY	WILSON HOLLOW RD	WILSON HOLLOW CREEK	1917	11	27.20	CONCRETE	57.32
PHILLIPS	WOODWARD CANYON RD	WOODWARD CANYON	1959	18	23.70	WOOD	57.45
COLLARD	SUDBURY RD	DRY RUN	1926	10	27.00	CONCRETE	61.39
THIEL STATION	SUDBURY RD	SPRING	1926	10	27.00	CONCRETE	61.43
ED COCHRAN	SMITH SPRINGS RD	CATTLE PASS	1926	6	25.50	CONCRETE	62.31
VALLEY CHAPEL	VALLEY CHAPEL RD	BURLINGAME DITCH	1953	17	27.00	STEEL	62.32
ERWIN C P	SMITH SPRINGS RD	CATTLE PASS	1932	12	27.00	CONCRETE	62.6
BENSON C P	SMITH SPRINGS RD	CATTLE PASS	1932	8	27.10	CONCRETE	62.72
ANDERSON C P	SMITH SPRINGS RD	CATTLE PASS	1932	8	27.30	CONCRETE	64.23
MEINBURG C P	WILSON HOLLOW RD	CATTLE PASS	1930	8	23.00	CONCRETE	65.42
DITCH HOUSE	LOWDEN GARDENA RD	BURLINGAME DITCH	1923	18	27.60	CONCRETE	67.02
SANDERS #1	SPRING VALLEY RD	DRY RUN	1974	18	29.00	CONCRETE	67.17
SANDERS #2	SPRING VALLEY RD	DRY RUN	1974	10	29.30	CONCRETE	67.17
MARTIN	LOWER WAITSBURG RD	SPRING VALLEY	1953	17	0.00	STEEL	67.41
DEPPING	DEPPING RD	RUSSELL CREEK	1925	12	51.40	CONCRETE	67.88
SPRING CREEK	SPRING CREEK RD	SPRING CREEK	1953	10	0.00	STEEL	68.29
COCHRAN	LUCKENBILL RD	DRY RUN	1923	4	25.00	CONCRETE	69.1
MUD CREEK	SUDBURY RD	MUD CREEK	1924	12	33.50	CONCRETE	69.7
JOHNSON SOUTH	TOUCHET NORTH RD	CATTLE PASS	1934	10	31.50	CONCRETE	69.81
VAN VOORST C P	TOUCHET NORTH RD	CATTLE PASS	1935	8	31.50	CONCRETE	69.81
DUNN	HARVEY SHAW RD	DRY RUN	1933	9	25.00	CONCRETE	70.36
ED KELLY	HARVEY SHAW RD	DRY RUN	1933	9	25.00	CONCRETE	70.36
MUNNS	HARVEY SHAW RD	DRY RUN	1933	11	25.00	CONCRETE	70.36
FRENCHTOWN	OLD HWY 12	DRY WASH	1920	8	58.50	CONCRETE	70.73
STAR SCHOOL	MANUEL HOLLOW RD	DRY RUN	1950	18	26.00	WOOD	71.07
NINE MILE CANYON	NINE MILE RD	NINE MILE CANYON	1961	6	22.00	STEEL	71.14
RUSSELL SIDING C P	BERGEVIN SPRINGS RD	DRY RUN	1925	6	25.00	CONCRETE	71.15
ANGELL	LOWER WAITSBURG RD	DRY RUN	1971	12	35.80	CONCRETE	71.38
RESER	RESER RD	RUSSELL CREEK	1953	14	0.00	STEEL	71.51
HEADGATE	BEET RD	BURLINGAME DITCH	1983	18	39.50	CONCRETE	71.86
LAMAR C P	LAMAR RD	DRY RUN	1936	7	25.00	CONCRETE	72.14
MAGNOLIA	MAGNOLIA DR	SIDE DRAINAGE	1981	13	46.50	CONCRETE	72.15
SARANTO	TOUCHET GARDENA RD	DRY RUN	1936	6	38.00	CONCRETE	74.03
BERGER	MILL CREEK RD	CATTLE PASS	1947	8	0.00	CONCRETE	74.4
WOODS C P	TOUCHET NORTH RD	CATTLE PASS	1935	7	31.50	CONCRETE	74.84
WOODS NORTH C P	TOUCHET NORTH RD	CATTLE PASS	1935	7	31.50	CONCRETE	74.84
BOLLES	BOLLES RD	DRY RUN	1932	5	29.80	CONCRETE	74.87
DODD C P	TOUCHET NORTH RD	CATTLE PASS	1934	7	31.60	CONCRETE	75.04
GRANT C P	TOUCHET NORTH RD	CATTLE PASS	1934	7	31.60	CONCRETE	75.04
STROHMAIER C P	TOUCHET NORTH RD	CATTLE PASS	1934	10	31.60	CONCRETE	75.04
DIVIDE	BYRNES RD	DRY RUN	1920	4	32.20	CONCRETE	75.11
GRANDVIEW	GRANDVIEW AVE	GARRISON CREEK	1997	14	39.60	CONCRETE	75.11
FREDRICKSON	FREDRICKSON RD	BURLINGAME DITCH	1961	16	20.00	WOOD	78.99
PAST RAINES	WOODWARD CANYON RD	WOODWARD CANYON	1952	12	22.50	WOOD	79.72
STONECIPHER	STONECIPHER RD	SPRING	1936	10	31.60	WOOD	80.76

BERRYMAN STATION	PETTYJOHN RD	DRY RUN	1950	18	23.80	WOOD	82.97
WINANS	COCHRAN RD	DRY RUN	1968	14	36.20	CONCRETE	83.48
HARSHAW	HARSHAW RD	DRY RUN	1932	10	25.00	CONCRETE	86.5
ESTES	WOODWARD CANYON RD	IRRIGATION DITCH	2003	15	40.00	STEEL	88.58
MIKE THOMAS	SMITH SPRINGS RD	SPRING BRANCH	2006	13	58.50	STEEL	88.61
NORTH HART	HART RD	MILL RACE	1986	19	35.10	CONCRETE	89.51
GAS PLANT	LYONS FERRY RD	LYONS FERRY DRAINAGE	1977	19	33.40	CONCRETE	96.73
MAUZEY	ABBOTT RD	YELLOWHAWK CREEK	1964	18	58.20	STEEL	96.76
DAGUE	DAGUE RD	SPRING FED	1971	19	30.10	WOOD	96.96
GARDENA SOUTH	TOUCHET GARDENA RD	OVERFLOW CHANNEL	2012	19	0.00	STEEL	98.88
YOX	YOX RD	DRY RUN	2004	17	30.00	STEEL	98.99
BELZEY	TOUCHET NORTH RD	DRY RUN	2010	19	0.00	STEEL	99.8
CORKRUM	MIDDLE WAITSBURG RD	SPRING VALLEY CREEK	2011	16	55.70	WOOD	99.86

# Walla Walla County

## Bridge Report

### County Bridges with Posted Weight Restrictions

BRIDGE NAME	TYPE 3 (25-TON)	TYPE 3S2 (36-TON)	TYPE 3-3 (40 TON)	SU4 (27-TON)	SU5 (31-TON)	SU6 (34.75-TON)	SU7 (38.75-TON)
BUSSELL						32	32
COLLINS							37
CORDINER					28	29	32
DE RUWE							37
DRUMHELLER							37
DRY CREEK #1	23	35		19	19	19	21
DRY CREEK #2	23	35		19	19	18	20
DRY CREEK #3	23	35		19	19	18	20
FROG HOLLOW							37
GROVER	21	34		14	14	14	19
HADLEY STATION							33
HARVEY					29	30	33
HELLBERG						33	30
HUSSEY						33	33
LAST CHANCE		31	36	24	24	22	21
LOCHER							37
MARBACH CORNER	15	24	29				
MCENTYRE							37
MEINBURG	3	3	3	3	3	3	3
PAXTON	15	23	28				
PINE CREEK #2					28	27	28
PLUCKER							37
SAXTON					29	30	33
SEVEN MILE		36	36			36	36
SKYROCKET						30	29
WHETSTONE						30	30



# ***Walla Walla County***

## ***Bridge Report***

### **SUMMARY OF CHANGES**

Arch Bridge on Lamar Rd was built in 1922. The existing bridge was removed and replaced in 2022.

Removed Bridge



New Bridge



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



To: Board of County Commissioners

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

Date: 14 February 2023

Re: Director's Report for the Week of 13 February 2023

**Board Action: 21 February 2023**

**Consent Agenda**

**In the Matter of a Bid Award – 4WD Diesel Powered Chip Spreader**

**In the Matter of a Bid Award – Emulsified Asphalt**

**In the Matter of a Bid Award – Hot Mix Asphalt**

**Miscellaneous Item:**

2022 Bridge Report

**MILL CREEK FLOOD CONTROL ZONE DISTRICT:**

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

**ENGINEERING:**

- Peppers Bridge Road: Working on final right of way acquisition.
- Fishhook Park Road: Working on design and right of way plans.
- Dell Sharpe Bridge: Working on right of way acquisition.
- Lower Waitsburg Road: Working on design and right of way mapping.
- Wallula/Gose: Held preconstruction meeting with contractor. The contractor would like to begin work around the first of March (weather permitting).
- Five Mile Bridge: Held project kick-off meeting with consultant Anderson Perry and Associates.

**MAINTENANCE/FLEET MANAGEMENT:**

- North Crew – Routine snow and Ice, grading and rock gravel roads.
- South Crew – Routine snow and ice, work on Mill Creek wetland levee bank, grading gravel roads.
- Vegetation & Signs – Routine snow and ice, sign maintenance and getting ready for spray season.
- Garage – Routine services and repairs, patrol vehicle up-fit, repairs on water tanker and build/prep equipment for summer projects.

**ADMINISTRATION:**

- Conducted our weekly Road Operations, Staff, and Engineering meetings.
- Conducted interviews for our Maintenance Tech. I openings.
- Met with Liaison Commissioner Fulmer to discuss the Air Conditioner replacement effort.
- Attended this month's Traffic Safety Coalition meeting.
- Attended a Mill Creek Work Group Committee meeting at the Community College.

**8:45 DEPARTMENT OF COMMUNITY HEALTH/  
BOARD OF HEALTH**

**Dr. Kaminsky  
Nancy Wenzel**

**a) Public Hearing:**

- 1) To consider adopting an ordinance amending Walla Walla County Section 8.16.040 related to sewage disposal regulations

**b) Direction and possible action/direction from the Board regarding above**

# Backup Information for Public Hearing



## MEMO

Date: January 27, 2023

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Environmental Health Setting Public Hearing

Topic: Environmental Health Sewage Disposal Regulations

### Summary

On September 26, 2022, the Walla Walla Board of County Commissioners signed proposal 2022-09-26 DCH-1 authorizing the Department of Community Health to work with the Prosecuting Attorney to develop an ordinance and set a public hearing for BOCC review of a draft ordinance modifying Walla Walla County Code Section 8.16.040.

As a recap, septic permitting is governed by state statutes and the Washington Administrative Code. Local Health Jurisdictions (which includes the Walla Walla County Board of Health) are responsible for enforcing these statutes at the local level, through the Local Health Officer. As required by the statutes, the Local Health Officer oversees the staff employed by the Department of Community Health.

WAC 246-272A-0200(1) has certain permit requirements that must be submitted by a septic applicant.

Because of the complexity of these requirements, the WAC allows for the Local Health Officer to "develop" the information above. "(3) The local health officer may develop the information required in subsection (1) of this section if authorized by local regulations."

Accordingly, Walla Walla County Code 8.16.040 authorizes the Local Health Officer, through staff, to develop the information required by the WAC.

Essentially, this WAC section, and Walla Walla County Code's adoption of it, allows the Local Health Officer, through the County Community Health staff, to design septic systems for private applicants. Typically, septic systems must be designed by either licensed engineers or licensed septic design professionals. However, WAC 246-272A-0230(1)(b) allows Local Health Officers (through their appropriately certified staff) to

design septic systems. "(b) If the local health officer performs the soil and site evaluation, the health officer is allowed to design a system."

The Department of Community Health along with the Prosecuting Attorney is submitting the draft ordinance for review and a request to set the public hearing.

**Cost**

N/A

**Funding**

N/A

**Alternatives Considered**

N/A

**Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

**Conclusion/Recommendation**

Recommend the BOCC set a public hearing to review draft ordinance that will amend Walla Walla County Code 8.16.040-WAC246-272A-200 Permit Requirements.

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Submitted By

Disposition

Nancy Wenzel, DCH

\_\_\_\_ Approved

Name Department Date

\_\_\_\_ Approved with modifications

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

Name Department Date

\_\_\_\_ Denied

\_\_\_\_\_  
BOCC Chairman

Date

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### Additional Requirements to Proposal

\_\_\_\_ Modification

\_\_\_\_ Follow Up

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# Proposal

Date: September 21, 2022

Proposal ID: 2022 09-26 DCH-1

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Environmental Health Septic Design Proposal

Topic: Environmental Health Septic Design Proposal

## **Summary**

Septic permitting is governed by state statutes and the Washington Administrative Code. Local Health Jurisdictions (which includes the Walla Walla County Board of Health) are responsible for enforcing these statutes at the local level, through the Local Health Officer. As required by the statutes, the Local Health Officer oversees the staff employed by the Department of Community Health.

WAC 246-272A-0200(1) has certain permit requirements that must be submitted by a septic applicant. These requirements are:

- (1) Prior to beginning the construction process, a person proposing the installation, repair, modification, connection to, or expansion of an OSS, shall report the following and obtain a permit from the local health officer:
  - (a) General information including:
    - (i) Name and address of the property owner and the applicant at the head of each page of submission;
    - (ii) Parcel number and if available, the address of the site;
    - (iii) Source of drinking water supply;
    - (iv) Identification if the property is within the boundaries of a recognized sewer utility;
    - (v) Size of the parcel;
    - (vi) Type of permit for which application is being made, for example, new installation, repair, expansion, modification, or operational;
    - (vii) Source of sewage, for example, residence, restaurant, or other type of business;
    - (viii) Location of utilities;
    - (ix) Name of the site evaluator;
    - (x) Name, signature and stamp of the designer;
    - (xi) Date of application; and

(xii) Name and signature of the fee simple owner, the contract purchaser of the property or the owner's authorized agent.

(b) The soil and site evaluation as specified under WAC 246-272A-0220.

(c) A dimensioned site plan of the proposed initial system, the reserve area and those areas immediately adjacent that contain characteristics impacting design including:

(i) Designated areas for the proposed initial system and the reserve area;

(ii) The location of all soil logs and other soil tests for the OSS;

(iii) General topography and/or slope;

(iv) Drainage characteristics;

(v) The location of existing and proposed encumbrances affecting system placement, including legal access documents if any component of the OSS is not on the lot where the sewage is generated; and

(vi) An arrow indicating north.

(d) A detailed system design meeting the requirements under WAC 246-272A-0230, 246-272A-0232, 246-272A-0234, and 246-272A-0238 including:

(i) A drawing showing the dimensioned location of components of the proposed OSS, and the system designed for the reserve area if reserve site characteristics differ significantly from the initial area;

(ii) Vertical cross-section drawings showing:

(A) The depth of the soil dispersal component, the vertical separation, and depth of cover material; and

(B) Other new OSS components constructed at the site.

(iii) Calculations and assumptions supporting the proposed design, including:

(A) System operating capacity and design flow;

(B) Soil type; and

(C) Hydraulic loading rate in the soil dispersal component; and

(e) Any additional information as deemed necessary by the local health officer.

Because of the complexity of these requirements, the WAC allows for the Local Health Officer to "develop" the information above. "(3) The local health officer may develop the information required in subsection (1) of this section if authorized by local regulations."

Accordingly, Walla Walla County Code 8.16.040 authorizes the Local Health Officer, through staff, to develop the information required by the WAC.

Essentially, this WAC section, and Walla Walla County Code's adoption of it, allows the Local Health Officer, through the County Community Health staff, to design septic systems for private applicants. Typically, septic systems must be designed by either licensed engineers or licensed septic design professionals. However, WAC 246-272A-0230(1)(b) allows Local Health Officers (through their appropriately certified staff) to

design septic systems. "(b) If the local health officer performs the soil and site evaluation, the health officer is allowed to design a system."

The Department of Community Health (DCH) request approval to work with the Prosecuting Attorney to amend our Walla Walla County Code 8.16.040 – Amends WAC 246-272A-0200—Permit Requirements. The proposed change that we request would remove our Environmental Health staff as septic designers for septic systems except for repairs of failing septic systems that meet criteria for a basic gravity type septic system. We would also like to put in clarifying criteria for repairs if there are unusual site situations that would be better suited for a licensed engineer or licensed on-site sewage treatment system designer.

DCH has reviewed our staffing, training options/length and county risk and we feel this is a strategic move to balance our workload and risk. Design of septic systems is time-consuming, and the current number of septic system applications is stretching staff. Most local health jurisdictions do not design septic systems as a matter of practice.

### **Cost**

We do not charge for our design service, but we do charge \$900 for the septic application review and permitting. It would be best to allow local businesses to provide design services instead of the County continuing in this role and implementing an hourly design fee. We do not have staffing available to adequately maintain a design program. There is also additional risk to the county to be the designer of septic systems. We feel we would continue designing simple, basic repairs on failing systems due to homeowners not always having funding and because raw sewage is a public health risk. This would be a part of our foundational public health response if the system is a gravity system on a conforming lot.

### **Funding**

No further funding would be needed.

### **Alternatives Considered**

The only other alternative is no change and which we would need to increase fees and staffing for septic work.

### **Acquisition Method**

N/A

### **Security**

N/A

**Access**

N/A

**Risk**

There may be upset builders and homeowners if a design fee adds to the cost of new homes. We will follow other local health jurisdictions and provide a non-formal list of engineers and licensed designers in our area who will do septic design work.

**Benefits**

DCH will not need to implement hourly design fees. DCH may be able to fulfill regulatory duties with existing staffing models. Reduced risk to the county.

**Conclusion/Recommendation**

Recommend the BOCC allow DCH to work with the Prosecuting Attorney to develop an ordinance and set a public hearing for BOCC review of a draft ordinance modifying Walla Walla County Code Section 8.16.040.

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Submitted By

Nancy Wenzel, DCH

Disposition

☒ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Name Department Date

☐ Denied

 9-26-22

BOCC Chairman

Date

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
  - 1) Proposal 2023 02-21 HR/RM Approving revisions to Walla Walla County Personnel Policies and Operations Manual Policy Number 10.12.0 – Work Schedules
- d) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))



**9:15 PROSECUTING ATTORNEY**

**Gabriel Acosta/Jesse Nolte**

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

**9:30 COUNTY COMMISSIONERS**

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

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

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

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