

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 8, 2024

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

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

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

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

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

1:15 P.M. COUNTY COMMISSIONERS

Chairman Kimball

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

- a) Roll call and establish a quorum
- b) Silence cell phones
- c) 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 January 2 and 3, 2024
 - 2) Resolution –
 - 3) Payroll action and other forms requiring Board approval
- i) **Action Agenda Items:**
 - 1) County vouchers/warrants/electronic payments as follows: _____ through _____ totaling \$ _____ ; _____ through _____ totaling \$ _____ (travel)
 - 2) Authorize Chair to sign Personal Services Contract Amendment between Walla Walla County and Blue Mountain Heart to Heart
 - 3) Proposal 2024 01-08 Jail Approval for Jail Commander to sign agreements related to individual patient care
 - 4) Resolution – Approving out of state travel for certain Sheriff Office Employees
 - 5) Resolution – Approving out of state travel to Nevada for County Treasurer Gordon Heimbugner and Chief Deputy Treasurer Lisa Stober

**PERSONAL SERVICES CONTRACT
Amendment**

THIS CONTRACT AMENDMENT of the November 23, 2020 (effective dates January 1, 2021 – December 31, 2023) Contract is made and entered into by and between WALLA WALLA COUNTY, a political subdivision, with its principal offices at 314 WEST MAIN STREET, 2ND FLOOR – ROOM 203, PO BOX 1506, WALLA WALLA, WA, 99362, by and for the Walla Walla County Corrections Department (hereinafter "COUNTY"), and BLUE MOUNTAIN HEART TO HEART, with its principal offices at 5 W. Alder, Suite 333, Walla Walla, WA 99362, (hereinafter "CONTRACTOR").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

The parties executed a Personal Services Contract for jail health services on November 23, 2020 (the 2021 - 2023 Contract). The 2021 - 2023 Contract states that the Contract may be amended and modified as set forth in a Contract Amendment signed by the authorized representatives of both parties. The parties amended the Contract and added an additional Scope of Work, Exhibit C (services at the Juvenile Justice Center), and modified the original Exhibit B (Fee Schedule) on December 13, 2021. The parties agree to amend and modify the 2021 – 2023 Contract as delineated in the new Exhibit C (Scope of Work at the Juvenile Justice Center) and the revised Exhibit B (Fee Schedule) as attached. The parties agree to amend the original Exhibit A (Personal Services Contract) Section 3(a)(9) to read as follows: "Make recommendations to the WWCCD Jail Commander regarding the provision of medical and behavioral health services in WWCCD and issues related thereto." The parties agree to amend the original Exhibit A (Personal Services Contract) Section 4(b) to read as follows: "For COUNTY: Jail Commander, Steven Barker. 300 W. Alder, Walla Walla, WA 99362".

The parties hereby agree to a two-year renewal period to expire on December 31, 2025 as allowed per Section 2 of the original agreement.

All other terms and conditions of the 2021- 2023 Contract remain in full force and effect.

DATED: _____

**WALLA WALLA COUNTY BOARD OF
COMMISSIONERS**

Chair

Member

Chairman

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

Attest: _____
Clerk of the Board

Approved as to Form:

Deputy Prosecuting Attorney, Walla Walla County



Presiding Superior Court Judge



Superior Court Judge

DATED: _____

CONTRACTOR
Blue Mt. Heart to Heart



Everett Maroon, BMH2H Executive Director

**PERSONAL SERVICE CONTRACT
FEE SCHEDULE
Exhibit B**

<u>PROVIDER TYPE</u>	<u>HOURLY RATE</u>	<u>APPROX HRS PER WEEK</u>
On-Site Registered Nurse Services (Jail/JJC):	\$51.18/hour	40 hours per week
Case Manager Services (Jail):	\$44.12/hour	40 hours per week
Physician Assistant Services (Jail/JJC Prescriber):	\$65.50/hour	10 hours per week
Supervising Physician (Jail/JJC):	\$115.38/hour	1 hour per week
Executive Director (Jail/JJC):	\$64.17/hour	3.5 hours per week
Medical Assistant (Jail/JJC):	\$36.02/hour	8.75 hours/week
Mental Health Counselor (Jail/JJC):	\$51.18/hour	20 hours per week

On-Call Phone Services: BMH2H provides on-call phone services at a rate of \$2.75 per hour, Monday – Friday, 1700 – 0600 and from 1700 Friday – 0600 Monday. On-call phone services shall total \$310.75 per calendar week totaling \$16,159 annually. If provider determines that On-Site Medical Services are necessary Monday – Friday, between the hours of 1700 – 0600, or from 1700 Friday – 0600 Monday, contractor shall bill a rate of \$150 per hour for on-site afterhours response from a qualified medical professional.

It is estimated and agreed upon that the following hours per week are required to adequately provide Health Services at the Walla Walla County Jail/Corrections Department and medical services at the Juvenile Justice Center. The hours listed below provide an estimated framework and are subject to change based on Average Daily Population at the jail and juvenile detention and are subject to revision as mutually agreed upon by the County and BMH2H:

On-Site Registered Nurse (Jail/JJC) [38 Jail + 2 JJC = 40 hours per week]	40 hours per week	\$106,454.40 annually
Case Manager (Jail)	40 hours per week	\$91,769 annually
Physician Assistant (Jail/JJC Prescriber) [8 Jail + 2 JJC = 10 hours per week]	10 hours per week	\$34,060 annually
Supervising Physician (Jail/JJC)	1 per week	\$6,000 annually
Executive Director (Jail/JJC)	3.5 hours per week	\$11,678.94 annually

Medical Assistant (Jail/JJC)		
[28 Jail + 5 JJC = 33 hours per week]	33 hours per week	\$61,810.32 annually

Mental Health Counselor (Jail/JJC)		
[15 Jail + 5 JJC = 20 hours per week]	20 hours per week	\$53,227.20 annually

Total projected hourly rate compensation for health services at Jail and JJC = *\$364,999.86

The County and BMH2H agree that a *10% Indirect Rate will be assessed to the total hourly rates for each monthly invoice. The Indirect Rate will not be applied to any supply or equipment costs invoiced by BMH2H.

The 10% Indirect Rate estimated figure of \$36,499.98 = \$401,499.84 for hourly direct service rates based on aforementioned Provider Type.

On-Call afterhours telephonic response coverage adds an additional \$16,159 annually not including in-person afterhours response which shall be billed at a rate of \$150 per hour with a one-hour minimum when BMH2H qualified medical professional responds onsite at either the jail or detention.

Exhibit C

Scope of Work

Services at the Walla Walla County Juvenile Justice Center

The CONTRACTOR shall perform the following services at the Walla Walla County Juvenile Justice Center:

- a. The CONTRACTOR shall provide the following services:
 - (1) All the services set forth herein in accordance with a schedule agreed upon by the COUNTY and CONTRACTOR.
 - (2) Designate in advance and make available twenty-four (24) hours per day licensed registered nurse(s) and/or licensed physician(s) or physician's assistant(s) for consult with Juvenile Justice Center personnel for detained youth medical issues, emergency or non-emergency, which may require CONTRACTOR or an appropriate authorized representative or employee of CONTRACTOR to physically respond to the Juvenile Justice Center facility.
 - (3) Be solely responsible for the practice, direction, and management of medical services by CONTRACTOR, CONTRACTOR'S employees, or authorized representatives within the Walla Walla County Juvenile Justice Center.
 - (4) Coordinate and provision medical tele-health services as needed.
 - (5) Make recommendations to the Juvenile Detention Manager, Court Services Manager, or Director of Court Services regarding the provision of medical services at the Juvenile Justice Center and issues related thereto.
 - (6) All services provided shall be performed under current licensure with the State of Washington, including written documentation of affiliation with a licensed State of Washington medical physician.
 - (7) Compensate all personnel performing services under this Contract and pay any and all taxes, fees, or costs related thereto.
 - (8) Procure all permits and licenses necessary to perform the services herein prior to commencement of this Contract and thereafter maintain such continuously throughout the term of this Contract.

(9) Provide training to Juvenile Justice Center staff as needed, particularly within the first month of starting contracted services.

- b. Exhibit B – Fee Schedule (modified by mutual agreement of the parties), is attached hereto and incorporated herein by reference.
- c. The CONTRACTOR agrees to provide its own labor and materials. Unless otherwise provided in this Contract, no material, labor, or facilities will be furnished by the COUNTY.
- d. The CONTRACTOR shall perform the work specified in this Contract according to standard industry practice.
- e. The CONTRACTOR shall complete its work in a timely manner and in accordance with the schedule agreed by the parties.
- f. The CONTRACTOR shall confer with the COUNTY from time to time during the progress of the work. The CONTRACTOR shall prepare and present status reports and other information that may be pertinent and necessary, or as may be reasonably requested by the COUNTY.
- g. CONTRACTOR shall not drive or use vehicles as part of its delivery of services under this Contract. CONTRACTOR'S travel to and from the Juvenile Justice Center facility shall not be compensated or be part of the services delivered under this contract.



Proposal

Date: 01/03/2024

Proposal ID. 2024 01-08 Jail

To: WWBOCC

From: Steve Barker, Jail Commander

Intent – Signature Authority for certain Agreements

Topic –Approval/authority to sign agreements related to individual patient care

Summary

Walla Walla County Corrections is currently housing an individual who has significant medical needs related to a condition of hemophilia. The medication to maintain him in good health (through local pharmacies) costs in excess of \$50,000.00 per month with his current prescription requiring dosing on M/W/F. The proposed contract with Oregon Health Sciences University (OHSU) will bring the cost of his medications down to approximately \$40,000.00 per month as they are a 340B pharmacy that receives wholesale pricing and can pass on the savings to us.

Cost

The cost involved with this case will be \$40-\$45 K per month. The county will save approximately \$10K per month by entering into the contract.

Funding

03500 - Corrections

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Recommend that the BOCC authorize Steve Barker, Jail Commander, to sign agreements related to individual patient care after they are reviewed and approved by the Risk Manager and the Prosecuting Attorney's Office.

Submitted By

Disposition

Steve Barker Corrections 1/3/2024

☐ Approved

Name Department Date

☐ Approved with modifications



01/03/24

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
AUTHORIZATION FOR OUT OF
STATE TRAVEL FOR CERTAIN
WALLA WALLA COUNTY
SHERIFF'S OFFICE EMPLOYEES

RESOLUTION NO. **24**

WHEREAS, the Walla Walla County Sheriff's Office has requested approval for out of state travel for certain Sheriff's Office employees to attend the following trainings:

- Undersheriff Joe Klundt and Chief Deputy Richard Schram travel to San Antonio, Texas to attend the FBI LEEDA 32nd Annual Executive Training Conference from April 28 – May 1, 2024
- Detectives Jimmy Greco, Tom Beyer (Beyer travel paid by Task Force) and Dan Teel travel to Coeur d'Alene, Idaho to attend the Washington State Narcotics Investigators Association (WSNIA) from April 7-11, 2024;

WHEREAS, said trainings will benefit the citizens of Walla Walla County; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form for above trainings has 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 trainings, if necessary, is also approved.

Passed this 8th day of January, 2024 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

Gunner Fulmer, Commissioner, District 3

Jennifer R. Mayberry, Commissioner, District 1

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

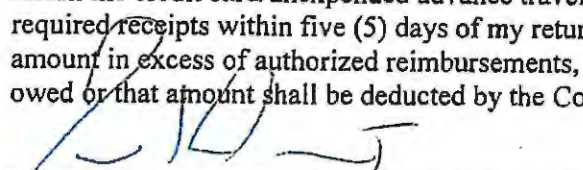
**WALLA WALLA COUNTY
Employee Travel Authorization**

Date of Request 12/27/2023

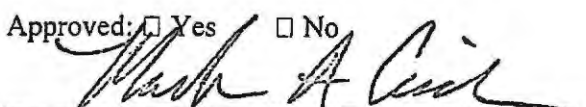
Employee Attending: Undersheriff Joe Klundt	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
	☒ Air ☐ Bus/Train ☐ County Vehicle	\$
	☐ Private Vehicle _____ miles @ _____	\$
Meeting/Training: Start time/date: 4/28/24 End time/date: 5/1/24	☐ Rental Car ☐ Cab/Bus	\$
Location: City: San Antonio State: TX	Lodging	
Title of Meeting/Training: FBI Leeda Conference (Attach agenda/training brochure)	4 night(s) @ \$	\$1189.23 <i>688.02</i>
Departure Date: 4/27/2024 Time:	Meals	
Return Date: 5/2/2024 Time:	Breakfast(s) 2 @ \$	\$
	Lunch(s) 2 @ \$	\$
	Dinner(s) @ \$	\$
Place of Lodging: Grand Hyatt San Antonio	Registration/Tuition	
	Cancel Date: 4/27/2024	\$ 425
Phone Number: 210-224-1234	Total Expenses	
		\$ 1614.23

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/27/2024 *1113.02*

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: 12-27-23Recommended: ☐ Yes ☐ No_____
Supervisor Signature

Date : _____

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

 Elected Official/Department Head
Date: 12/27/23

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 12/27/2023

Employee Attending: Chief Richard Schram	Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Start time/date: 4/28/24 End time/date: 5/1/24	Transportation	
Location: City: San Antonio State: TX	☒ Air ☐ Bus/Train ☐ County Vehicle ☐ Private Vehicle _____ miles @ _____	\$ 600.00 \$
Title of Meeting/Training: FBI Leeda Conference (Attach agenda/training brochure)	☐ Rental Car ☐ Cab/Bus	\$
Departure Date: 4/27/2024 Time:	Lodging 4 _____ night(s) @ \$	\$1189.23
Return Date: 5/2/2024 Time:	Meals	
	Breakfast(s) 2 _____ @ \$	\$ 28
	Lunch(s) 2 _____ @ \$	\$ 32
	Dinner(s) _____ @ \$	\$ 58
Place of Lodging: Grand Hyatt San Antonio	Registration/Tuition	
Phone Number: 210-224-1234	Cancel Date: 4/27/2024	\$ 425
	Total Expenses	
	\$ 2,332.23	

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/27/2024

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

Signature of Employee

Date: _____

Recommended: ☐ Yes ☐ No

Supervisor Signature

Date: 12-27-23
 Out-of-State Travel: ☐ Yes ☐ No
 (Attach Resolution)
Approved: ☐ Yes ☐ No

Elected Official/Department Head

Date: 12/27/23



Mark Crider
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

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

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

Joe Klundt	<i>Undersheriff</i>
Richard L. Schram	<i>Chief Criminal Deputy</i>
Lora D. Edelman	<i>Acting Chief Civil Deputy</i>

Memorandum

Date: December 27, 2023

To: Board of County Commissioners

From: Mark Crider, Sheriff

RE: Out of state travel: Joe Klundt & Richard Schram

Undersheriff Joe Klundt and Chief Deputy Richard Schram are requesting travel to attend the FBI LEEDA 32nd Annual Executive Training Conference, April 28 thru May 1st, 2024 in San Antonio, Texas. I believe that attending this conference will benefit our agency with the conference's relevant educational sessions and networking opportunities with colleagues from across the nation. This event attracts 500 or more like-minded police leaders offering the best format for idea-exchange.

All topics to be covered are important to law enforcement today and will be presented by nationally known, highly respected subject matter experts. FBI-LEEDA provides enormous value for the money. The registration fee is \$425.00 for FBI-LEEDA Member Delegates, which Joe and Richard are. The registration fees cover all meals and events – including a full breakfast, lunch and dinner for the entire conference, and networking events.

FBI-LEEDA guarantees that the 32nd Annual Executive Education Conference will offer a world-class education that is unparalleled in our field. For the benefits that I expect to derive from this conference, the information Joe and Richard justify the costs will bring back to Walla Walla County, and I hope you will support their attendance.

Sincerely,

A handwritten signature in blue ink that reads "Mark A. Crider".

Mark Crider, Sheriff

Recommendation:

The Walla Walla County Board of Commissioners approve this out of state travel request.



Current Training Session Topics

The complete list of Conference training sessions is in development. Additional topics and speakers will be announced soon.

- **Uncommon Valor – Special Honored Guest Presentation**
- **Remarks from FBI Leadership**
- **Officer Wellness – Part 1: Focus on Financial Health**
- **Officer Wellness – Part 2: Focus on Physical and Mental Health**
- **Covenant School Shooting in Nashville, Tennessee**
- **Allen Premium Outlets: Mass Casualty Shooting Response**
- **De-Escalation, Trauma, Resiliency and Vicarious Trauma**
- **ForceMetrics – Intelligence Leg Policing for Law Enforcement Leaders: Data-Driven Leadership Decisions**
- **Law Enforcement Legal Issues**
- **FBI-LEEDA Trilogy Refresher**
- **Media Public Relations Refresher**
- **Concerns of Police Services**

Preliminary Agenda

Venue – Grand Hyatt San Antonio River Walk

updated: 12/8/23

Sunday, April 28

Attire – Business Casual

12:00 pm Check-In / Registration
6:00 pm

Republic Room

12:00 pm FBI-LEEDA Store
6:00 pm

Texas Ballroom
Foyer

6:00 pm **Vendor Appreciation Reception**
8:00 pm Partner Exhibition

Texas Ballroom
Foyer

Monday, April 29

Attire – Business Casual (Education); Casual (Evening Outdoor Event)

7:00 am 4:00 pm	Check-In / Registration	Republic Room
7:00 am 8:15 am	Breakfast – Attendees (included with attendee badge)	Texas Ballroom / Foyer
7:00 am 3:00 pm	Partner Exhibition	Texas Ballroom / Foyer
8:00 am 4:00 pm	FBI-LEEDA Store	Texas Foyer
8:30 am 11:45 am	<u>Opening Ceremonies</u> Welcome and Recognition	Texas Ballroom
Training Sessions		
11:45 am 12:45 pm	Lunch (included with attendee badge)	Texas Ballroom
12:45 pm 4:00 pm	Training Sessions	Texas Ballroom
6:00 pm 9:00 pm	Welcome Reception Featuring the Mark Odom Band Delegates, guests and vendors invited (included with attendee badge)	LDR Grotto

Tuesday, April 30

Attire – Business Casual

7:00 am 11:00 am	Check-In / Registration	Republic Room
7:00 am 8:15 am	Breakfast (included with attendee badge)	Texas Ballroom / Foyer

7:00 am 1:00 pm	Partner Exhibition	Texas Ballroom / Foyer
8:00 am 3:00 pm	FBI-LEEDA Store	Texas Foyer
8:30 am 11:30 am	Training Sessions	Texas Ballroom
11:30 am 12:00 pm	Annual Business Meeting and Board Election Results	Texas Ballroom
11:30 am 1:00 pm	Lunch (included with attendee badge)	Texas Ballroom
1:00 pm 2:00 pm	Training Sessions	Texas Ballroom
2:00 pm 6:00 pm	Afternoon Open – Explore San Antonio	
6:00 pm 9:00 pm	Networking Event and Dinner Delegates, guests, and vendors (included with attendee badge)	Buckhorn Saloon / Texas Ranger Museum

Wednesday, May 1

Attire – Business Casual (Education); Business (Evening Event)

7:00 am 8:15 am	Breakfast (included with attendee badge)	Texas Ballroom / Foyer
7:00 am 9:30 am	Check-In / Registration	Republic Room
8:30 am 11:30 am	Training Sessions	Texas Ballroom
11:30 am 12:45 pm	Lunch (included with attendee badge)	Texas Ballroom
1:00 pm 2:00 pm	Training Session	Texas Ballroom

6:30 pm **Closing Reception & Banquet**
8:30 pm

Texas Ballroom

Registration Info

Register Now!

*The FBI-Law Enforcement Executive Development Association, Inc. is a private 501 (c)(3) nonprofit organization
and is not a part of the Federal Bureau of Investigation or acting on behalf of the FBI.*

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WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 12/27/2023

Employee Attending: ** James Greco, Tom Beyer, Dan Teel ** Tom is being paid for by Task Force	Estimate of Cost (Includes all costs even prepaid) Transportation ☐ Air ☐ Bus/Train ☒ County Vehicle \$ ☐ Private Vehicle _____ miles @ _____ \$ ☐ Rental Car ☐ Cab/Bus \$
Meeting/Training: Start time/date: 4/7/24 End time/date: 4/11	
Location: City: Coeur D' Alene State: ID	Lodging
Title of Meeting/Training: WA ST. Narcotics Investigators ASSOC. (Attach agenda/training brochure)	5 night(s) @ \$ 170.55 * 2 Meals
Departure Date: 4/6/24 Time:	Breakfast(s) 5 @ \$ 14 for 2 ppl \$ 140
Return Date: 4/11/24 Time:	Lunch(s) 5 @ \$ 16 for 2 ppl \$ 160
	Dinner(s) 5 @ \$ 29 for 2 ppl \$ 290
Place of Lodging: Coeur d'Alene Resort	Registration/Tuition
	Cancel Date: 495*2 \$ 990
Phone Number: 201-645-5937	Total Expenses \$ 2,635.30

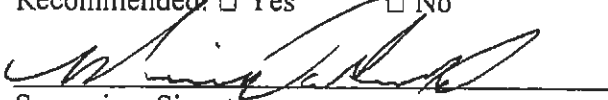
Credit Card Use: ☒ Yes ☐ No Date Needed: 4/6/2024

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

Signature of Employee _____

Date: _____

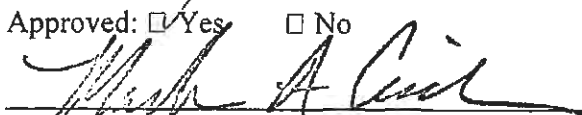
Recommended: ☐ Yes ☐ No


 Supervisor Signature

Date : 12/27/23

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

Approved: ☒ Yes ☐ No


 Elected Official/Department Head

Date: 12/27/23



Mark Crider
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

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

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

Joe Klundt *Undersheriff*
Richard L. Schram *Chief Criminal Deputy*
Lora Edelman *Acting Chief Civil Deputy*

Memorandum

Date: December 13, 2023

To: Board of County Commissioners

From: Mark Crider, Sheriff

RE: Out of state travel: Det. Dan Teel, Det. Tom Beyer & Det. James Greco

James Greco, Tom Beyer and Dan Teel are requesting travel to attend the Washington State Narcotics Investigators Association (WSNIA) Conference, April 7- April 11, 2024 in Coeur d' Alene, Idaho. I believe that attending this conference will benefit our agency with the conference's relevant educational sessions and networking opportunities with colleagues from across the nation.

Currently Detectives Beyer and Greco are members in good standing with the Washington State Narcotics Investigators Association. They have attended WSNIA conferences in the past, with several conferences being held in Vancouver Washington. Det. Teel has been recently appointed to the Detectives Office, and will require this training as part of his new assignment. The cost this year, as in years past, for Det. Beyer to attend will be covered by the Walla Walla Regional Drug Task Force. Due to the growing number of members, the conference has again been moved this year to Coeur d' Alene, Idaho to accommodate the size of the conference.

WSNIA continues to provide the most pertinent training in illegal narcotics investigations, including recent trends and legal updates. Training is provided by highly respected and certified presenters, all of which have extensive knowledge and experience in their respective fields. This knowledge has been brought back to the Sheriff's Office and shared with all personnel, which includes drafting policies and procedures. Most recently, training acquired from WSNIA assisted in drafting and implementing policy with regards to handling narcotic cases involving suspected Fentanyl.

The registration fee is \$495.00 per person for current WSNIA members. Lodging per person is \$527.65, and per diem per person is \$265.00. For the benefits that I expect to derive from this conference, I believe that the costs are justified by the information which will be brought back to Walla Walla County.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark A. Crider".

Mark Crider, Sheriff
Recommendation:

The Walla Walla County Board of Commissioners approve this out of state travel request.

Sunday, April 7	Monday, April 8 (Bays 4, 5, 6) 0800 – 0930 Registration and Vendor Show 0900 – 0930 Opening Ceremony and Remarks. 0930 - 1030 Leadership in Law Enforcement, "Where Do We Go from Here." Sheriff Mark Lamb, Pinal County Arizona. 1030 – 1130 Joe Bozanko, DEA Special Testing Lab 1130– 1300; Lunch Break	Tuesday, April 9 (0800 – 1200) - Overdose Investigations: Why they matter– Det. Kevin Kingsley, WSP / DEA Group and Matt Croft, WRCTC and NW HIDTA. Bay 6 - The Art of an Undercover. Sgt. Epi Sevillo, California DOJ (Ret.). Bay 5 - Narcotics Case Debriefs - Thunder God, Det. Luke Brandeberry, Kent PD & Tacoma DEA, and Operation Warlord, Whatcom County S.O. Bay 2 - UC Rescue / Combat First Aid; Brian Lewis, Chelan County S.O., Jen Foreman, Combat First Aid Inc. (8-hour class) Bay 1 - Social Media Intelligence and Investigative Solutions. Dan Finan, King County Sheriff's Office. Bay 3 - De-Escalation & Tactical Communications; Use of Force Reporting; Testifying about the Force Encounter; David R. Demurjian, Attorney/Police Defense Use of Force Expert. Bay 4 - Photo Analysis (Geolocating) – Jackie Poon, SFC, WAARNG Instructor. Casco Bay	Wednesday, April 10 (0800 – 1200). - Narcotics Case Debriefs - Thunder God, Det. Luke Brandeberry and Tacoma DEA, and Operation Warlord, Whatcom County S.O. Bay 2 - Cell Phone Investigations – Intel Analyst Aaron Edens, San Mateo County Sheriff's Office Bay 3 - Overdose Investigations: Why they matter– Det. Kevin Kingsley, WSP / DEA Group and Matt Croft, WRCTC and NW HIDTA Bay 6 - Turn It Up a Notch: Using Technology for Better Investigations and Legal Update; King County PA Gary Ernsdorff Bay 1 - Social Media Intelligence and Investigative Solutions. Dan Finan, King County Sheriff's Office. Bay 5 - The Art of the Buy Bust – Det. Jose Rivera, Fresno PD Bay 4 - Cryptocurrency and Basic Seizure. Rhett Jordan, WRCTC North Cape - Photo Analysis (Geolocating) – Jackie Poon, SFC, WAARNG Instructor. Casco Bay	Thursday, April 11th 0800 – 1200 (Bays 1, 2, 3) 0800 – 0830 WSNIA Business Meeting / Raffle Drawing 0830 – Noon The Simon Theory of the Psychological Garbage Can, which is based on the First Responder Lifestyle. Psychologists Susan Simons, Board Certified Expert in Traumatic Stress. 1200 – Final AR-15 Giveaway, Name Tag Draw and Summit Close
1400 – 1900 (Bays 1, 2, 3) Summit Pre-registration and Vendor Show (Bays 4, 5, 6) 1900 – 2100 Family Under Fire. A night with Sgt. John Mattingly, his wife Nikki and Psychologists Susan Simons of Under the Badge. Spouses and Significant Others Encouraged to attend. 2000 - Hospitality Suite	1300 – 1800 (Bays 4, 5, 6) 1300 – 1500 Deputy Jeremy Mason, Jacksonville County SO – Officer involved shooting, officer wellness. 1500– 1530 Break 1530 – 1545 WSNIA Lobbyist Ann Anderson and Board Member, Lt. Dave Hayes – Update on legislative session and what the future holds. 1545 – 1600 WSNIA Award Ceremony 1600 – 1800 Vendor Show Event – Raffles 2000 - Hospitality Suite	1330 – 1730 - Turn It Up a Notch: Using Technology for Better Investigations and Legal Update; King County PA Gary Ernsdorff Bay 2 - Investigating the PLUG: Social Media Drug Traffickers – Tim Gooler, Santa Rosa PD. Bay 3 - Your Analyst Does What? Innovative Analytical Unit Practices – Spokane County RIG9, Analyst Supervisor Mark Voigtlaender and Analyst Dustin Baunsgard Casco Bay - Human Trafficking and Child Exploitation Case Debriefs – "Half-wall" Sgt. Chad DeVore, Det. Mike Rexach, Det. Alex Grotzsky and Financial Analyst Mikaela Weber, King County Sheriff's Office, "Master" Sgt. Dan McDonald WSP/HSI and AUSA Alison Gregoire. Bay 6 - Cyber Hygiene for LE – Conan Beach, HSI, Tucson Arizona. Bay 5 - Art of the Buy Bust – Det. Jose Rivera, Fresno PD Bay 4 - Cryptocurrency and Basic Seizure (limit 30). Rhett Jordan, WRCTC North Cape - UC Rescue / Combat First Aid; Brian Lewis, Chelan County S.O., Jen Foreman, Combat First Aid Inc. (8-hour class) Continued Bay 1 Det. Jeremy Brown Memorial Corn Hole Tournament: No Hospitality Suite	1330 - 1730 - Cell Phone Investigations. Intel Analyst Aaron Edens, San Mateo County Sheriff's Office Bay 3 - The Art of an Undercover. Epi Sevillo, California DOJ. Bay 5 - Your Analyst Does What? Innovative Analytical Unit Practices – Spokane County RIG9, Analyst Supervisor Mark Voigtlaender and Analyst Dustin Baunsgard Casco Bay - Investigating the PLUG: Social Media Drug Traffickers – Tim Gooler, Santa Rosa PD. Bay 2 - Human Trafficking and Child Exploitation Case Debriefs – "Half-wall" Sgt. Chad DeVore, Det. Mike Rexach, Det. Alex Grotzsky and Financial Analyst Mikaela Weber, King County Sheriff's Office, "Master" Sgt. Dan McDonald WSP/HSI and AUSA Alison Gregoire. Bay 6 - Cyber Hygiene for LE – Conan Beach, HSI, Tucson Arizona. Bay 1 - De-Escalation & Tactical Communications; Use of Force Reporting; Testifying about the Force Encounter; David R. Demurjian, Attorney/Police Defense Use of Force Expert. Bay 4 1730 – Dept. of Commerce, Byrne Grant TF Mtg. 2000 – Hospitality Suite	Updated 11/9/2023

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 12/27/2023

Employee Attending: Undersheriff Joe Klundt	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
	☒ Air ☐ Bus/Train ☐ County Vehicle ☐ Private Vehicle _____ miles @ _____	\$ \$
Meeting/Training: Start time/date: 4/28/24 End time/date: 5/1/24	☐ Rental Car ☐ Cab/Bus \$	
Location: City: San Antonio State: TX	Lodging	
Title of Meeting/Training: FBI Leeda Conference (Attach agenda/training brochure)	4 night(s) @ \$	\$1189.23
Departure Date: 4/27/2024 Time:	Meals	
Return Date: 5/2/2024 Time:	Breakfast(s) 2 @ \$	\$
	Lunch(s) 2 @ \$	\$
	Dinner(s) @ \$	\$
Place of Lodging: Grand Hyatt San Antonio	Registration/Tuition	
	Cancel Date: 4/27/2024	\$ 425
Phone Number: 210-224-1234	Total Expenses	
		\$ 1614.23

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/27/2024

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]
 Signature of Employee

Date: 12-27-23

Recommended: ☐ Yes ☐ No

 Supervisor Signature

Date : _____

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

Approved: ☒ Yes ☐ No

[Signature]
 Elected Official/Department Head

Date: 12/27/23

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL TO
NEVADA FOR COUNTY
TREASURER GORDON
HEIMBIGNER AND CHIEF DEPUTY
TREASURER LISA STOBER }

RESOLUTION NO. 24

WHEREAS, Walla Walla County Treasurer Gordon Heimbigner has requested approval for out of state travel to allow his attendance and that of Chief Deputy Treasurer Lisa Stober at the Government Investment Officers Association conference in Las Vegas, Nevada, March 13-15, 2024; and

WHEREAS, conference costs are covered by the county's investment pool fees, with no Current Expense Fund monies expended; and

WHEREAS, approval of the request at this time will allow Mr. Heimbigner to monitor air fare and hotel rates and make reservations at the most favorable rates; now therefore

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

BE IT FURTHER RESOLVED that travel reimbursements shall be at the "high cost area" rate.

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

BE IT FURTHER RESOLVED that any personal travel costs shall be the responsibility of Mr. Heimbigner and/or Ms. Stober.

*Passed this 8th day of **January, 2024** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

Gunner Fulmer, Commissioner, District 3

Jennifer R. Mayberry, Commissioner, District 1

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

Memo

To: Board of County Commissioners;
From: Gordon Heimbigner 
Date: December 08, 2023
Re: Out of State Travel for Investment Conference

I would like to request approval for out of state for myself and Lisa Stober to attend the Government Investment Officers Association conference March 13-15, 2024 in Las Vegas.

This conference is paid for entirely by the Investment Pool, so there is no Current Expense impact.

I am asking this far in advance so I can monitor airfare and try to get it at the lowest rate possible.

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 12/08/2023

Employee Attending: <u>Lisa Stuber</u>	Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Start time/date: <u>3/13/2024</u> End time/date: <u>3/15/2024</u>	Transportation	
Location: City: <u>Las Vegas</u> State: <u>NV</u>	☒ Air ☐ Bus/Train ☐ County Vehicle ☐ Private Vehicle _____ miles @ _____	\$ <u>\$ 850.00</u>
Title of Meeting/Training: <u>GIOA Conference</u> (Attach agenda/training brochure)	☐ Rental Car ☒ Cab/Bus	\$ <u>40.00</u>
Departure Date: <u>3/12/2024</u> Time: _____	Lodging <u>3</u> night(s) @ <u>\$205</u>	
Return Date: <u>3/15/2024</u> Time: _____	Meals	
	Breakfast(s) _____ @ \$ <u>17</u>	\$ <u>\$ 38.00</u>
	Lunch(s) <u>2</u> @ \$ <u>19</u>	\$ <u>\$ 66.00</u>
	Dinner(s) <u>2</u> @ \$ <u>33</u>	\$ <u>\$ 66.00</u>
Place of Lodging: <u>Park MGM</u>	Registration/Tuition	
Phone Number: _____	Cancel Date: _____	\$ <u>\$ 300.00</u>
	Total Expenses <u>\$1909.00</u>	

Credit Card Use: ☐ Yes ☒ No Date Needed: _____

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

Lisa Stuber
 Signature of Employee

Date: 12/8/23

Recommended: ☒ Yes ☐ No

 Supervisor Signature

Date: _____

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

Approved: ☒ Yes ☐ No

[Signature]
 Elected Official/Department Head

Date: 12/08/2023

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 12/08/2023

Employee Attending: <i>Gordon Helmbigner</i>	Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Start time/date: <i>3/13/2024</i> End time/date: <i>3/15/2024</i>	Transportation	
Location: City: <i>Las Vegas</i> State: <i>NV</i>	☒ Air ☐ Bus/Train ☐ County Vehicle ☐ Private Vehicle _____ miles @ _____	\$ <i>\$850.00</i>
Title of Meeting/Training: <i>GIOA Conference</i> (Attach agenda/training brochure)	☐ Rental Car ☒ Cab/Bus	\$ <i>.40.00</i>
Departure Date: <i>3/12/2024</i> Time: _____	Lodging	
Return Date: <i>3/15/2024</i> Time: _____	<i>3</i> night(s) @ <i>\$205</i>	\$ <i>615.00</i>
Place of Lodging: <i>Park MGM</i>	Meals	
Phone Number: _____	Breakfast(s) _____ @ \$ <i>17</i>	\$ _____
	Lunch(s) <i>2</i> @ \$ <i>19</i>	\$ <i>38.00</i>
	Dinner(s) <i>2</i> @ \$ <i>33</i>	\$ <i>66.00</i>
	Registration/Tuition	
	Cancel Date: _____	\$ <i>300.00</i>
	Total Expenses	
	\$ <i>1909.00</i>	

Credit Card Use: ☐ Yes ☒ No Date Needed: _____

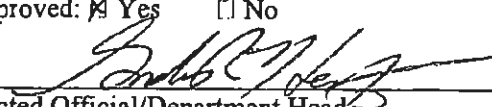
I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts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

Signature of Employee

Date: _____

Recommended: ☐ Yes ☐ No_____
Supervisor Signature

Date: _____

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


 Elected Official/Department Head
Date: 12/08/2023



GIOA CONFERENCE PRELIMINARY AGENDA 2024



Park MGM

Tuesday, March 12, 2024

4:00 PM-6:00 PM EARLY REGISTRATION FOR GOVERNMENT ATTENDEES ONLY
PRESIDIO 1

Wednesday, March 13, 2024

Pre-Conference (FOR GOVERNMENT ATTENDEES ONLY)

8:15 AM-9:00 AM REGISTRATION / PRESIDIO 1
BUFFET BREAKFAST / GRIFFITH 1-6

CONCURRENT SESSIONS: 9:00 AM-10:30 AM (CPE 1.5 Credit-Finance)

FANTASTIC FUNDAMENTALS OF INVESTMENT PROGRAMS SESSION 1 / PRESIDIO 2-3

Topics Covered Will Include: Roles and responsibilities of investment officers, staff and elected officials, investment policy best practices, cash flow analysis/modeling, debt issuance, public sector versus private sector, investment terms and concepts, and GIOA's \$25,000 Pyramid!

Speakers: Laura Glenn, CFA, Director, Investment Advisory Services, Public Trust Advisors

Moderator: Rick Phillips, GIOA Founder, President, FHN Main Street Advisors

CORPORATE SECURITIES AND ASSET-BACKED SECURITIES IN YOUR PORTFOLIO / PRESIDIO 4-5

-Corporate Securities Segment: This portion of the session will provide a current outlook of the credit markets, touching on topics related to recession risk, potential ratings downgrades, rate expectations, and effects on credit spreads.

-Asset-Backed Securities Segment: This portion of the session will provide an overview of the ABS market. I will also demonstrate how AAA rated ABS investors may receive a comparable spread/yield on ABS as they would with an issuer's single A rated unsecured bond. The presentation will include insights from both an ABS underwriter and frequent ABS issuer.

Corporate Speaker: Hans Mikkelsen, Head of US Credit Strategy, TD Securities

ABS Speakers: TBA

Moderator: Katie Davis, TD Securities

10:30 AM-10:45 AM REFRESHMENT BREAK / BALBOA

CONCURRENT SESSIONS: 10:45 AM-NOON (CPE 1.5 Credits-Finance)

FANTASTIC FUNDAMENTALS OF INVESTMENT PROGRAMS SESSION 2 / PRESIDIO 3

Topics Covered Will Include: The Federal Reserve, primary economic indicators to watch, interest rate forecasting/modeling, and a financial markets overview.

Speakers: Dan Krieter, CFA, Director FI Strategy, BMO Capital Markets

Moderator: TBA

MARKET IMPACTS OF POST-COVID MACRO THEMES – PRESIDIO 5

This presentation will discuss 3 to 5 macro themes that have either emerged in the post-Covid period or intensified in response to the pandemic. These trends impact the markets for labor, goods, services, and capital. Political, fiscal, and monetary policies will play an important role in both shaping and responding to these themes. The trajectory of inflation, economic growth, and interest rates will all be impacted by how conditions evolve through time.

Speaker: Chris Aherns, Managing Director, Stifel

Moderator: TBA



GIOA CONFERENCE PRELIMINARY AGENDA 2024



NOON-1:30 PM LUNCH / GRIFFITH 1-6
Diamond Sponsor Introductions

CONCURRENT SESSIONS: 1:30 PM-2:45 PM (CPE 1.5 Credits-Finance)

FANTASTIC FUNDAMENTALS OF INVESTMENT PROGRAMS SESSION 3 / PRESIDIO 3

Topics Covered Will Include: Portfolio structures, strategies, diversification, performance measurement, and achieving “sleep-adjusted returns”.

Speaker: Rick Phillips, GIOA Founder, President, FHN Main Street Advisors

Moderator: Arthur Whitten, Assistant Director of Treasury Services, Washington State University

MUNICIPAL MARKETS UPDATE / PRESIDIO 5

This session will provide an overview of the state of the short-term municipal markets and associated credit outlook for municipalities. Specifically, the presentation will discuss funding costs for issuing municipalities and fiscal policy's impact on municipal finances.

Speaker: Kyle Stewart, CFA, Senior Portfolio Manager, Federated Hermes, Inc.

Moderator: TBA

2:45 PM-3:00 PM REFRESHMENT BREAK / BALBOA

CONCURRENT SESSIONS: 3:00 PM-4:00 PM (CPE 1 Credit-Finance)

FANTASTIC FUNDAMENTALS OF INVESTMENT PROGRAMS SESSION 4 – PRESIDIO 3

Topics Covered Will Include: Day-to-day management of a public investment program, working with broker/dealers, benefits and costs of utilizing an investment advisor, and best practices of investment reporting.

Speaker: TBA

Moderator: Arthur Whitten, Assistant Director of Treasury Services, Washington State University

GSE/FEDERAL AGENCY MARKETS OVERVIEW – PRESIDIO 5

Many public fund investment programs allocate large portions of their portfolios to the federal agency market. This session will discuss issuance trends, auctions and reverse inquiries, spreads, and bullet versus callable strategies in the GSE space.

Speaker: Wells Fargo

Moderator: TBA

CONCURRENT SESSIONS: 4:00 PM-4:50 PM (CPE 1 Credit-Finance)

FANTASTIC FUNDAMENTALS OF INVESTMENT PROGRAMS SESSION 5 / PRESIDIO 3

Topics Covered Will Include: Supranationals' yield enhancement and credit diversification, how supranationals may be a fit for your portfolio, issuance trends, spreads, and a perspective from a public fund investor who has visited projects funded by supranational debt issuance.

Speakers: Scott Cantor, Senior Financial Analyst, World Bank; Mike Baumgartner, Spokane County Treasurer

Moderator: Arthur Whitten, Assistant Director of Treasury Services, Washington State University

UTILIZING BLOOMBERG FOR THE GOVERNMENT INVESTMENT OFFICER / PRESIDIO 5

A Bloomberg system can be a valuable tool for a government investment program. GIOA Board members will discuss and present some of the best functions, screens, and features they use to manage their portfolios.

Speakers: GIOA Board Members

Moderator: TBA

Pre-Conference Concludes



GIOA CONFERENCE PRELIMINARY AGENDA 2024



**3:00 PM-4:00 PM EARLY REGISTRATION FOR CORPORATE ATTENDEES
PRESIDO 1**

**5:30 PM-7:30 PM WELCOME RECEPTION NOMAD POOLSIDE
FOR ALL ATTENDEES
(ENTRANCE ON CONFERENCE LEVEL)**

Join us for a casual evening poolside with scrumptious food and drinks.
Mingle and meet up with friends, both old and new.

Thursday, March 14, 2024—All Attendees

**7:45 AM-8:30 AM REGISTRATION-PRESIDIO 1
BUFFET BREAKFAST / GRIFFITH 1-6**

All General Sessions in PRESIDIO 2-5

8:30 AM-8:45 AM

WELCOME AND OPENING REMARKS, RECOGNITION OF CGIP AND INVESTMENT POLICY CERTIFICATION

Rick Phillips, GIOA Founder, President, FHN Main Street Advisors

Hubie White, GIOA President, Chief Investment Officer, City and County of San Francisco

8:45 AM-9:45 AM (CPE 1 Credit-Economics)

HOW DID THE PLANE LAND? FED, THE ECONOMY/INTEREST RATES IN AN ELECTION YEAR

The presentation will focus on how the Fed navigated the inflation scare of 2022-23, how it guided the economy, what the prospects are for a tumultuous 2024 with the Fed potentially cutting rates and the possibility of a recession in a Presidential election year. The speakers will discuss the outlook on interest rates and current best practices for investing.

Speakers: Matt Hornbach, Managing Director, Morgan Stanley Investment Management, Brian Buck, Executive Director, Morgan Stanley

Moderator: Rick Phillips, GIOA Founder, President, FHN Main Street Advisors

9:45 AM-10:00 AM REFRESHMENT BREAK / BALBOA

10:00 AM-11:00 AM (CPE 1 Credit-Finance)

PUBLIC SPEAKING FOR FINANCE FOLKS

Speaker: TBA

Moderator: Hubie White, GIOA President, Chief Investment Officer, City and County of San Francisco

11:00 AM-11:15 AM REFRESHMENT BREAK / BALBOA



GIOA CONFERENCE PRELIMINARY AGENDA 2024



11:15 AM-12:15 PM (CPE 1 Credit-Finance)

CASH IS BACK!: MONEY FUND TRENDS, TIPS & HOW STATE AND LOCAL GOVERNMENTS ARE INVESTING CASH

Money fund expert Peter Crane will discuss the latest cash investment trends and news, with a focus on recent changes in regulations and investment options.

Fitch's State & Local Government Investment Pool Indices track data on pools across the country and together make up more than \$400 billion in AUM. This session will brief participants on the state of short-term markets and explore investing trends of particular interest to state and local treasurers, government investment officers, LGIPs (local government investment pools) and other public sector investors. Participants will gain insight into Fitch's views on interest rates, economic outlook, credit trends, and how this translates into asset allocation strategies, maturity positioning, and yields.

Speaker: *Peter Crane, President, Crane Data; Jae Giarratano, Senior Director, Global Head of Fund & Asset Managers, Business Relationship Management, Fitch Ratings*

Moderator: TBA

12:15 PM-1:30 PM LUNCH / GRIFFITH 1-6

1:30 PM-2:45 PM (CPE 1.5 Credits-Economics)

THE INTERSECTION OF GEOPOLITICS AND MACRO ECONOMICS

Everyone is affected by the geopolitical events unfolding. At its simplest, geopolitics can impact the price of oil, gas, energy, cobalt, etc. At its more complex levels, geopolitics shapes international relations, global trade, and our economy. It affects the Federal Reserve and therefore interest rates. What is going on globally affects your communities and understanding that can better help you shape your portfolios and plans for the future.

Speaker: *Major General (Ret.) James A. "Spider" Marks, Advisory Board Member, Academy Securities; Peter Tchir, Head of Macro Strategy, Academy Securities*

Moderator: TBA

2:45 PM-3:15 PM REFRESHMENT BREAK / BALBOA

3:15 PM-4:30 PM (CPE 1.5 Credits-Finance)

PRACTICAL PORTFOLIO POSITIONING FOR THE NEXT ERA

Analyzing the economic environment is one thing, managing a portfolio is another. Let's combine both elements in this session to determine the best way to position a portfolio in the aftermath of the most aggressive Fed tightening cycle since the 1970s.

Speaker: *Ellis Phifer, Managing Director - Fixed Income Capital Markets, Raymond James*

Moderator: TBA

EVENING RECEPTION – 70s and 80s NIGHT!

5:30 pm-8:00 pm

Bring your favorite 70s or 80s costume to have fun with your colleagues!

Join us for food, drinks, and dancing in Park MGM's speakeasy club, ON THE RECORD.





GIOA CONFERENCE PRELIMINARY AGENDA 2024



Friday, March 15, 2024—All Attendees

8:30 AM-9:00 AM CONTINENTAL BREAKFAST / GRIFFITH 1-3

PEER-TO-PEER SESSION / GRIFFITH 1-3

9:00 AM-10:00 AM (CPE 1 Credit-Personal Development)

PEER-TO-PEER DISCUSSION FOR GOVERNMENT ATTENDEES

Always a popular session! Take this opportunity to discuss what you've learned at the GIOA Conference with your peers from around the country. We will be chatting about best practices and other important information to take back home. Make sure to bring your Investment Policy and investment reports for reference.

Moderator: *Hubie White, GIOA President, Chief Investment Officer, City and County of San Francisco*

PEER-TO-PEER SESSION / GRIFFITH 1-3

9:00 AM-10:00 AM (CPE 1 Credit-Personal Development)

PEER-TO-PEER DISCUSSION FOR CORPORATE ATTENDEES

New this year! Take this opportunity to discuss your perspective on working with government investment programs and trends you are seeing in the marketplace.

Moderator: *Laura Glenn, CFA, Director Investment Advisory Services, Public Trust Advisors; GIOA Corporate Liaison*

GIOA CONFERENCE CONCLUDES

SEE YOU NEXT YEAR AT THE PARK MGM!
MARCH 12-14, 2025

Thank you, Diamond Sponsors!



NORTHCROSS



BMO



StoneX

COUNTY COMMISSIONERS (Continued)

i) Action Agenda Items (Continued):

- 6) Resolution – Approving out of state travel for County Commissioner Gunner Fulmer
- 7) Proposal 2024 01-08 Maint Authorization to sign an office relocation agreement for the carpet replacement project at the Public Safety Building
- 8) Proposal 2024 01-08 EconDev – Port-1 Approval of Port of Walla Walla expending funds from the Port's portion of the Economic Development Sales Tax Fund for Walla Walla Community College – Farm to Fork Facility Expansion Project
- 9) Proposal 2024 01-08 EconDev – Port-2 Approval of Port of Walla Walla expending funds from the Port's portion of the Economic Development Sales Tax Fund for Port of Walla Walla – Walla Walla Regional Airport Life Flight Hangar Project

j) Miscellaneous business to come before the Board

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

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COUNTY COMMISSIONER GUNNER
FULMER

RESOLUTION NO. 24

WHEREAS, Walla Walla County Commissioner Gunner Fulmer will be traveling to Washington, D.C. to attend the NACO (National Association of Counties) Legislative Conference, February 10-13, 2024 to participate as an appointed committee member on the Justice and Public Safety Steering Committee; and

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

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

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

BE IT FURTHER RESOLVED that any personal travel costs shall be the responsibility of Mr. Fulmer.

*Passed this 8th day of **January, 2024** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

Gunner Fulmer, Commissioner, District 3

Jennifer R. Mayberry, Commissioner, District 1

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

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 1/4/24

Employee Attending: Gunner Fulmer		Estimate of Cost (Includes all costs even prepaid)	
		Transportation	
		☒ Air ☐ Bus/Train ☐ County Vehicle	\$ approx.
		☐ Private Vehicle _____ miles @ _____	\$ 900
		☐ Rental Car ☒ Cab/Bus	\$ approx. 200
Meeting/Training: Start time/date: 8 AM 2/10/24 End time/date: 2/13/24 6:30 PM		Lodging	
Location: City: Washington DC State: _____		Meals	
Title of Meeting/Training: (Attach agenda/training brochure)		Registration/Tuition	
Departure Date: 2/9/24 Time: 10:00 AM		Cancel Date:	
Return Date: 2/14/24 Time: 1:30 PM		Total Expenses	
Place of Lodging: Washington Hilton			
Phone Number: 1-844-208-9670			

Credit Card Use: ☒ Yes ☐ No Date Needed: _____

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck. I have read and reviewed the training reimbursement policy No. 40.06.0 and agree to its terms and conditions.

Signature of Employee _____ Date: _____

Recommended: ☐ Yes ☐ No

Supervisor Signature _____ Date : _____

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

Approved: ☐ Yes ☐ No

Elected Official/Department Head _____ Date: _____



Dear Hon. Gunner Fulmer,

As president of the National Association of Counties (NACo), it is my pleasure to confirm your nomination as a Justice and Public Safety Steering Committee member and offer my congratulations!

National Committee membership is a serious responsibility that takes commitment, but it is also a rewarding experience. NACo's strength is in our committees, and your active participation will add to that strength. The expertise and engagement of our steering committee members like you is a major reason why Congress and federal agencies often look to NACo for feedback on legislative policy decisions being made in Washington D.C. This nomination to a NACo steering committee also presents a great opportunity to share information and learn from your county colleagues.

As a member of the Justice and Public Safety Steering Committee, it is important to stay informed of legislative and regulatory action relevant to your committee. Your NACo committee liaison is Brett Mattson (bmattson@naco.org) will send regular email correspondence to committee members, and you are responsible for reviewing the information supplied and responding accordingly.

As a member of a NACo steering committee, you are expected to participate in our monthly conference calls and attend both NACo's Legislative Conference and Annual Conference. Monthly conference calls are a great way to stay up to date on developments from Capitol Hill and provide a platform to discuss county issues with your colleagues across the nation. Please note the following dates and locations for the upcoming conferences:

- NACo's 2024 Legislative Conference, February 10 – 13, 2024 in Washington, DC
- NACo's 2024 Annual Conference, July 12-15, 2024, in Hillsborough County/Tampa, Fla.

Again, congratulations on your nomination to the Justice and Public Safety Steering Committee. This promises to be an exciting year, and I look forward to working closely with you to further the goals of our nation's counties.

With respect,

Mary Jo McGuire
President

Conference Schedule

All times listed in Eastern Standard Time.

Friday, Feb. 9

Pre-Conference

Dinner

Saturday, Feb. 10

Lunch
Dinner

Sunday, Feb. 11

Dinner

For purposes of travel planning, check out the schedule at a glance.
Stay tuned for the full schedule of events and workshops coming soon!

8:00 a.m. – 5:00 p.m.

FEMA Just-in-Time Recovery Management Training

This session is limited to the first 75 attendees to RSVP through the conference registration. There is no cost to participate, but please only register if you plan to attend so we can host as many attendees as possible.

9:00 a.m. – 10:00 a.m.

CIO Technology Speed Sharing

10:30 a.m. – 5:00 p.m.

CIO Forum

5:30 p.m. – 7:00 p.m.

CIO Forum Reception

8:00 a.m. – 9:30 a.m.

First-Time Attendee Orientation (Open to first-time attendees only)

9:30 a.m. – 4:30 p.m.

Policy Steering Committee Meetings

- Agriculture and Rural Affairs
- Health
- Public Lands
- Human Services and Education
- Finance, Pensions and Intergovernmental Affairs
- Transportation
- Community, Economic and Workforce Development
- Telecommunications and Technology
- Environment, Energy and Land Use
- Justice and Public Safety

5:00 p.m. – 8:00 p.m.

Affiliate & State Association Meetings/Receptions

7:00 a.m. – 7:45 a.m.

Non-Denominational Worship Service

8:00 a.m. – 9:45 a.m.

GIS Subcommittee Meeting

8:00 a.m. – 9:45 a.m.

Immigration Reform Task Force (IRTF) Meeting

8:00 a.m. – 9:45 a.m.

Arts & Culture Commission Meeting

8:00 a.m. – 9:45 a.m.

Resilient Counties Advisory Board Breakfast

9:00 a.m. – 11:00 a.m.	Large Urban County Caucus (LUCC) Meeting
10:00 a.m. – 12:00 p.m.	Rural Action Caucus (RAC) Meeting
10:00 a.m. – 12:00 p.m.	IT Standing Committee Meeting
12:00 p.m. – 1:30 p.m.	Membership Standing Committee Meeting
12:00 p.m. – 1:30 p.m.	Healthy Counties Advisory Board Lunch
2:00 p.m. – 4:00 p.m.	Western Interstate Region (WIR) Meeting
2:00 p.m. – 4:00 p.m.	Veterans and Military Services Committee Meeting
2:00 p.m. – 4:00 p.m.	International Economic Development (IED) Task Force Meeting
2:00 p.m. – 3:00 p.m.	Programs and Services Committee Meeting
2:00 p.m. – 4:00 p.m.	Gulf States, Counties and Parishes Caucus Meeting
2:00 p.m. – 4:45 p.m.	Workshops, topics including: ▪ Immigration law ▪ Earmarks and grants ▪ Transportation ▪ Waters of the U.S. (WOTUS) ▪ Infrastructure ▪ Intergovernmental partnership
3:15 p.m. – 4:45 p.m.	Board of Directors Forum
6:00 p.m. – 10:00 p.m.	Football Watch Party
8:00 a.m. – 9:00 a.m.	Central Region Caucus Meeting
8:00 a.m. – 9:00 a.m.	Northeast Region Caucus Meeting

Monday, Feb. 12

8:00 a.m. – 9:00 a.m.

South Region Caucus Meeting

8:00 a.m. – 9:00 a.m.

West Region Caucus Meeting

9:30 a.m. – 11:30 a.m.

General Session

11:45 a.m. – 1:30 p.m.

Affiliate & State Association Lunches

12:30 p.m. – 2:30 p.m.

Board of Directors Meeting

1:30 p.m. – 2:45 p.m.

Workshops, topics including:

- Policy priorities
- Solutions for counties from NAC

3:30 p.m. – 5:00 p.m.

Policy Summits:

- Counties Ready for 2024: NACo Summit on Election Administration
- County Artificial Intelligence Sur the NACo AI Exploratory Commi
- Disasters & Resiliency: NACo Summit on County Finances and Property Insurance

Lunch & dinner

5:00 p.m. – 7:00 p.m.

State Association and Affiliate Meetings and Receptions

6:30 p.m. – 9:00 p.m.

LUCC/RAC/Board of Directors Dinner Reception
Open to members of LUCC, RAC and the Board of Directors

NOT GUNNER

Tuesday, Feb. 13

8:00 a.m. – 9:30 a.m.

Military Communities Network Breakfast

9:00 a.m. – 11:30 a.m.

Federal Agency Expo & Breakfast

Learn more about last year's federal agency participants [here](#).

11:30 a.m. – 11:45 a.m.

All-Conference Photo

12:00 p.m. – 5:00 p.m.

Capitol Hill Day of Action

12:00 p.m. – 5:00 p.m.

Open House at NACo HQ

Lunch & dinner

4:30 p.m. - 6:30 p.m.

Closing Reception on Capital Hill

Wednesday Feb. 14th - Fly home
Lunch

1919 Connecticut Ave., NW
Washington DC 20009



Proposal

Date: January 2, 2024

Proposal ID. 2024 01-08 Maint

To: BOCC

From: Robert Grandstaff

Intent To seek authorization to sign an office relocation agreement for the carpet replacement project at the Public Safety Building.

Topic Engage moving services.

Summary:

The carpet replacement project at the Public Safety Building will require personnel to move offices and equipment. Some items will be stored for the duration of the project in rental containers on site. Other items will be relocated to adjoining spaces within the building envelope.

The cost of using DES contractor for the office relocation services is estimated at \$52,279.00 This is within my estimated \$232,357.86 for the entire project (relocation and flooring).

Cost ROM \$52,279.23

Funding

Alternatives Considered- Considered local resources and public bidding, however the local manpower for this scope of work typically exceeds local resources.

Acquisition Method Department of Enterprise Services Master Contract 01920

Benefits Required for carpet replacement.

Conclusion/Recommendation Recommend authorizing Rob Grandstaff, Facilities Maintenance Manager, to execute agreement related to office relocation services at the Public Safety Building once reviewed and approved by the Risk Manager and Prosecuting Attorney.

Submitted By

Disposition

☐ Approved

Robert Grandstaff Facilities Dept. January 2, 2024

☐ Approved with modifications

Name Department Date

☐ Needs follow up information

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



Washington State Department of
Enterprise Services

MASTER CONTRACT

No. 01920

OFFICE RELOCATION SERVICES

REGIONS 1,2 & 5 CATEGORIES A&B

For Use by Eligible Purchasers

By and Between

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

and

NORTHWEST MOVERS CENTRAL, LLC

Dated March 1, 2021

MASTER CONTRACT
No. 01920
OFFICE RELOCATION SERVICES

REGIONS 1,2 & 5 CATEGORIES A&B

This Master Contract ("Master Contract") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Northwest Movers Central LLC, a Washington Limited Liability Company ("Contractor") and is dated and effective as of March 1, 2020.

RECITALS

- A. Pursuant to Legislative direction codified in RCW chapter 39.26, Enterprise Services, on behalf of the State of Washington, is authorized to develop, solicit, and establish master contracts for Office Relocation Services for general use by Washington state agencies and certain other entities (eligible purchasers).
- B. Pursuant to its statutory authority, Enterprise Services is establishing a Master Contract for Office Relocation Services that is designed to enable eligible purchasers to procure specified office relocation services from the awarded Contractor in a cost-effective, efficient manner using the terms and conditions of the Master Contract.
- C. On behalf of the State of Washington, Enterprise Services, as part of a competitive governmental procurement, issued Competitive Solicitation No. 01920 dated January 6, 2020.
- D. Enterprise Services evaluated all responses to the Competitive Solicitation and identified Contractor as an apparent successful bidder.
- E. Enterprise Services has determined that entering into this Master Contract will meet the identified needs and be in the best interest of the State of Washington.
- F. The purpose of this Master Contract is to enable eligible purchasers to purchase Office Relocation Services as set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

- 1. **TERM.** The term of this Master Contract is seventy two months (72) months, commencing March 1, 2021 and ending February 28, 2027.
- 2. **ELIGIBLE PURCHASERS.** This Master Contract may be utilized by any of the following types of entities ("Purchaser"):
 - 2.1. **WASHINGTON STATE AGENCIES.** All Washington state agencies, departments, offices, divisions, boards, and commissions.

- 2.2. WASHINGTON STATE INSTITUTIONS OF HIGHER EDUCATION (COLLEGES). Any the following institutions of higher education in Washington:
- State universities – i.e., University of Washington & Washington State University;
 - Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University
 - Evergreen State College;
 - Community colleges; and
 - Technical colleges.
- 2.3. MCUA PARTIES. Any of the following types of entities that have executed a Master Contract Usage Agreement with Enterprise Services:
- Political subdivisions (e.g., counties, cities, school districts, public utility districts) in the State of Washington;
 - Federal governmental agencies or entities;
 - Public-benefit nonprofit corporations (i.e., § 501(c)(3) nonprofit corporations that receive federal, state, or local funding); and
 - Federally-recognized Indian Tribes located in the State of Washington.

3. SCOPE – INCLUDED GOODS/SERVICES AND PRICE.

- 3.1. CONTRACT SCOPE. Pursuant to this Master Contract, Contractor is authorized to provide only those Office Relocation Services set forth herein for the prices set forth in *Exhibit A – Prices*. Contractor shall not represent to any Purchaser under this Master Contract that Contractor has contractual authority to sell any Office Relocation Services beyond those set forth in *Exhibit A – Prices*.
- 3.2. STATE’S ABILITY TO MODIFY SCOPE OF MASTER CONTRACT. Subject to mutual agreement between the parties, Enterprise Services reserves the right to modify the Office Relocation Services included in this Master Contract; *Provided*, however, that any such modification shall be effective only upon thirty (30) days advance written notice; and *Provided further*, that any such modification must be within the scope of this Master Contract.
- 3.3. ECONOMIC ADJUSTMENT. The Contract Prices set forth herein are firm and fixed for two (2) years from the effective date of this Master Contract. Beginning twenty four (24) months after the effective date of this Master Contract and for every biennial anniversary thereafter, Contractor may request a biennial price adjustment. Requests for price adjustments must be made in writing and be received at least thirty (30) days prior to the adjustment date (the annual anniversary of the effective date of the Master Contract). In the event Contractor fails to timely request a price adjustment, Enterprise Services, at its sole discretion, may allow an untimely adjustment; *Provided*, however, that such adjustment will not be effective for any time prior to Enterprise Services’ price adjustment. Price adjustments will be made in accordance with the percentage change in the United States Department of Labor, Bureau of Labor and Statistics (BLS) Produce Price Index (PPI), Commodity Group Commercial and Other Goods Moving Services Item Code PCU48421048421022 for Used household and office goods moving. The percentage difference between the PPI issued at the effective date of the Master Contract, and the PPI issued on January 1, 2023 will determine the maximum allowable adjustment of original contract prices. Thereafter the percentage difference between the PPI

issued on January 1, 2023 and the PPI issued on January 1, 2025 will determine the maximum allowable adjustment of contract prices. No retroactive contract price adjustments will be allowed. The economic adjustment shall be calculated as follows:

$$\text{New Price} = \text{Old Price} \times (\text{Current Period Index} / \text{Base Period Index}).$$

Only final PPI data will be used to adjust contract pricing. This Master Contract will use seasonally unadjusted indexes. If an index becomes unavailable, Enterprise Services shall substitute a proxy index. If there is not a direct substitute, the next higher aggregate index available will be used.

- 3.4. **PRICE CEILING.** Although Contractor may offer lower prices to Purchasers, during the term of this Master Contract, Contractor guarantees to provide the Office Relocation Services at no greater than the prices set forth in *Exhibit A – Prices* (subject to economic adjustment as set forth herein).
- 3.5. **MASTER CONTRACT INFORMATION.** Enterprise Services shall maintain and provide information regarding this Master Contract, including scope and pricing, to eligible Purchasers.
4. **CONTRACTOR REPRESENTATIONS AND WARRANTIES.** Contractor makes each of the following representations and warranties as of the effective date of this Master Contract and at the time any order is placed pursuant to this Master Contract. If, at the time of any such order, Contractor cannot make such representations and warranties, Contractor shall not process any orders and shall, within three (3) business days notify Enterprise Services, in writing, of such breach.
 - 4.1. **QUALIFIED TO DO BUSINESS.** Contractor represents and warrants that it is in good standing and qualified to do business in the State of Washington, that it is registered with the Washington State Department of Revenue and the Washington Secretary of State, that it possesses and shall keep current all required licenses and/or approvals, and that it is current, in full compliance, and has paid all applicable taxes owed to the State of Washington.
 - 4.2. **SUSPENSION & DEBARMENT.** Contractor represents and warrants that neither it nor its principals or affiliates presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any governmental contract by any governmental department or agency within the United States.
 - 4.3. **PERFORMANCE & DELIVERY OF SERVICES.** Contractor represents and warrants that in performing this Master Contract, Contractor shall:
 - (a) Perform its obligations in a timely, professional, and workmanlike manner consistent with standards in the profession;
 - (b) Meet or exceed the performance and operational standards and specifications in this Master Contract;
 - (c) Provide all contractual requirements in good quality with no material defects;
 - (d) Not interfere with the State's operations;
 - (e) Obtain and maintain all necessary licenses, permits, or other authorizations necessary for the performance of the Master Contract;
 - (f) Cooperate with the State and any third party to achieve the objectives of the Master Contract;

- (g) Return to the State any State-furnished equipment or other resources in the same condition as when provided when no longer required for the Master Contract;
- (h) Comply with all State physical and IT security policies and standards which will be made available upon request;
- (i) Comply with all State fire, access, safety, and other security requirements while on State premises; and
- (j) Provide the State priority in performance of this Master Contract except as mandated by federal disaster response requirements.

Notwithstanding any provision to the contrary, any breach under this paragraph is considered a material breach.

- 4.4. WAGE VIOLATIONS. Contractor represents and warrants that, during the term of this Master Contract and the three (3) year period immediately preceding the award of the Master Contract, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW chapters 49.46, 49.48, or 49.52.
- 4.5. PAY EQUALITY. Contractor represents and warrants that, among its workers, similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Master Contract and any Purchaser hereunder similarly may suspend or terminate its use of the Master Contract and/or any agreement entered into pursuant to this Master Contract.
- 4.6. EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS. Contractor represents and warrants, as previously certified in Contractor's Bidder's Certification, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this Contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

- 4.7. **SMALL BUSINESS.** Contractor represents and warrants, as previously certified in Contractor's Bidder Certification, that Contractor qualifies as a Washington Small Business pursuant to RCW 39.26.010.
- 4.8. **PROCUREMENT ETHICS & PROHIBITION ON GIFTS.** Contractor represents and warrants that it complies fully with all applicable procurement ethics restrictions including, but not limited to, restrictions against Contractor providing gifts or anything of economic value, directly or indirectly, to Purchasers' employees.
- 4.9. **WASHINGTON'S ELECTRONIC BUSINESS SOLUTION (WEBS).** Contractor represents and warrants that it is registered in Washington's Electronic Business Solution (WEBS), Washington's contract registration system and that, all of its information therein is current and accurate and that throughout the term of this Master Contract, Contractor shall maintain an accurate profile in WEBS.
- 4.10. **STATEWIDE PAYEE DESK.** Contractor represents and warrants that it is registered with the Statewide Payee Desk, which registration is a condition to payment.
- 4.11. **MASTER CONTRACT PROMOTION; ADVERTISING AND ENDORSEMENT.** Contractor represents and warrants that it shall use commercially reasonable efforts both to promote and market the use of this Master Contract with eligible Purchasers and to ensure that those entities that utilize this Master Contract are eligible Purchasers. Contractor understands and acknowledges that neither Enterprise Services nor Purchasers are endorsing Contractor's Office Relocation Services or suggesting that such Office Relocation Services are the best or only solution to their needs. Accordingly, Contractor represents and warrants that it shall make no reference to Enterprise Services, any Purchaser, or the State of Washington in any promotional material without the prior written consent of Enterprise Services.
- 4.12. **MASTER CONTRACT TRANSITION.** Contractor represents and warrants that, in the event this Master Contract or a similar contract, is transitioned to another contractor (e.g., Master Contract expiration or termination), Contractor shall use commercially reasonable efforts to assist Enterprise Services for a period of sixty (60) days to effectuate a smooth transition to another contractor to minimize disruption of service and/or costs to the State of Washington.

5. USING THE MASTER CONTRACT – PURCHASES.

- 5.1. **ORDERING REQUIREMENTS.** Eligible Purchasers shall order Office Relocation Services from this Master Contract, consistent with the terms hereof and by using any ordering mechanism agreeable both to Contractor and Purchaser but, at a minimum, including the use of a purchase order. When practicable, Contractor and Purchaser also shall use telephone orders, email orders, web-based orders, and similar procurement methods (collectively "Purchase Order"). All order documents must reference the Master Contract number. The terms of this Master Contract shall apply to any Purchase Order and, in the event of any conflict, the terms of this Master Contract shall prevail. Notwithstanding any provision to the contrary, in no event shall any 'click-agreement,' software or web-based application terms and conditions, or other agreement modify the terms and conditions of this Master Contract.
- 5.2. **PLANNING.** Contractor will accept full responsibility for all planning, implementation, control, and completed performance for any and all moves requested by the Purchaser under the Purchase Order. This requires that the Contractor reserve and hold in readiness, sufficient personnel and equipment to perform each segment of an entire move on dates scheduled. Contractor must notify the Purchaser if they intend to utilize a subcontractor prior to the

execution of each move. Contractor shall cause any such subcontractor to comply with all applicable requirements set forth herein. Contractor must perform an on-site project assessment at Purchaser's request. Contractor will respond within two (2) business days to schedule the site visit. There will be no charge for conducting a site visit. Contractor must provide a written cost estimate within two (2) business days following the site visit. There will be no charge for providing a cost estimate. Cost estimates sheet must include at minimum, number and type of crew members required to complete the project, hourly wage, cost for any additional equipment/tools/materials if needed, truck size/rate, and estimated time.

5.3. EQUIPMENT AND MATERIALS. Contractor must provide any special equipment and tools required to conduct the move according to the prices in Exhibit A – Prices. Contractor must provide the following materials necessary to perform the Office Relocation Services at no extra charge:

- Tags, seals, diagrams or any items associated with move identification coding
- Dollies (hard rubber wheels maintained free of grease and dirt)
- Rolling Racks/Bins
- Personal Computer transporters
- Rigging equipment
- Ramps of various sizes
- Wall/corner protective materials/pads

5.4. RECEIPT AND INSPECTION OF GOODS AND/OR SERVICES. Office Relocation Services purchased under this Master Contract are subject to Purchaser's reasonable inspection and approval at Purchaser's destination. Purchaser reserves the right to reject and refuse acceptance of Office Relocation Services that are not in accordance with this Master Contract and Purchaser's Purchase Order. If there are any apparent defects in the goods or services at the time of delivery, Purchaser promptly will notify Contractor. At Purchaser's option, and without limiting any other rights, Purchaser may require Contractor to repair or pay for diminution in value, normal wear and tear, at Contractor's expense, any or all of the damaged goods and services, at Purchaser's option, Purchaser may note any damage to the goods and services on the receiving report, decline acceptance, and deduct the cost of rejected goods and services from final payment. Payment for any goods under such Purchase Order shall not be deemed acceptance of the goods.

5.5. ON SITE REQUIREMENTS. While on Purchaser's premises, Contractor, its agents, employees, or subcontractors shall comply, in all respects, with Purchaser's physical, fire, access, safety, and other security requirements. Contractor's representatives are required to check with the Purchaser's designated representative for permission and/or direction to accomplish all work.

5.6. CONTRACTOR'S PERSONNEL. Contractor's personnel providing services under this Master Contract shall be in permanent employment status. Upon Purchaser's request, Contractor's personnel assigned to a move must be listed on a roster by name and submitted to respective Purchaser's representative prior to the beginning of each move. Purchaser representative reserves the right to reject and bar from the facility any Contractor's employee. Contractor's employees might have to pass a security background check before providing Office Relocation Services for certain Purchasers and provide results of the background check upon Purchaser's request. All Contractor's employees who provide such services at Department of Corrections (DOC) facilities must pass a security background check to be cleared for access to a DOC

facility. Contractor shall submit required personnel information with adequate time for completion of a security background clearance, generally five (5) business days ahead of a scheduled site visit. Some DOC facilities may require security clearance to be updated every 90 days. Contractors' employees who provide service at a DOC facility may be required to attend a security briefing before working inside a facility for the first time. The briefing will cover tool control, key control, association with offenders, staff escorts, use of cell phones, pagers, cameras, tobacco products, alcohol, and weapons.

5.7. **TREATMENT OF ASSETS.** All furniture, equipment and records must be protected against theft, loss, or damage, including inclement weather conditions, during loading and unloading. As applicable, Contractor will take appropriate measures to protect the entrances, corners, walls, stairwells, elevators and grounds. Select equipment and records may be designated "security items" by the Purchaser. Contractor must specifically identify such designated items and take appropriate measures to protect and preserve such property to comply with the reasonable requests of the Purchaser. If any Purchaser property is lost, destroyed, or damaged, Contractor immediately shall notify Purchaser and shall take all reasonable steps to protect the property from further damage. Contractor shall be responsible for damages as a result of any loss or damage to property of Purchaser which results through no fault of the Purchaser, and the Purchaser has the right to withhold monies from the Contractor equivalent to the costs of the loss or damage sustained until the damaged property is restored, at Contractor's expense, to its pre-move condition either by repair or replacement. Any damaged or lost property will be at current replacement value. The Purchaser will not be liable for any deductible through any claim.

5.8. **SERVICES PERFORMANCE.** Contractor shall:

- (a) Provide sufficient staff of supervisory and labor personnel required to perform all phases of the move in an orderly, timely, and efficient manner. The supervisor shall remain onsite during the entire duration of the move and will be answerable to the Purchaser for all facets of job progression.
- (b) Ensure drivers are licensed to operate the class, weight and size of vehicle to which the driver is assigned.
- (c) Ensure trucks used to transfer furniture, equipment, and records are enclosed and labeled with the Contractor's logo.

5.9. **OVERNIGHT STORAGE.** CONTRACTOR WILL PROVIDE THE OPTION FOR OVERNIGHT STORAGE ON THE TRUCK UP TO A maximum of three (3) nights. At Purchaser's request, Contractor will provide a secured location to park the truck for overnight storage. Purchaser may elect to have the truck parked overnight on-site at Purchaser's location. Contractor will ensure the truck is in the condition to protect contents being stored from inclement weather conditions.

6. INVOICING & PAYMENT.

6.1. **CONTRACTOR INVOICE.** Contractor shall submit to Purchaser's designated invoicing contact properly itemized invoices. Such invoices shall itemize the following:

- (a) Master Contract No. 01920
- (b) Contractor name, address, telephone number, and email address for billing issues (i.e., Contractor Customer Service Representative)
- (c) Contractor's Federal Tax Identification Number

- (d) Date(s) of delivery
- (e) Invoice amount; and
- (f) Payment terms, including any available prompt payment discounts.

Contractor's invoices for payment shall reflect accurate Master Contract prices. Invoices will not be processed for payment until receipt of a complete invoice as specified herein. Contractor will only be paid for hours actually worked. Purchaser's representative must be provided with work logs and certified payroll records for all Contractor's personnel engaged in any move upon request by the Purchaser or Enterprise Services. Contractor shall provide Purchaser with invoices for the Office Relocation Services that breakdown the total cost into the number of hours per labor element, number of crew members, and charges for materials and equipment in accordance with the rates as set forth in *Exhibit A – Prices*.

- 6.2. **PAYMENT.** Hourly rate will be paid to the Contractor from the time of check-in to the Purchaser's location and end at Purchaser's final destination at completion and acceptance of services rendered. Contractors may charge Purchasers up to 1 hour of Driver Labor Rate plus Truck Hourly Rate for travel time from Contractor's site to Purchaser's site. Payment is the sole responsibility of, and will be made by, the Purchaser. Payment is due within thirty (30) days of invoice. If Purchaser fails to make timely payment(s), Contractor may invoice Purchaser in the amount of one percent (1%) per month on the amount overdue or a minimum of \$1. Payment will not be considered late if a check or warrant is mailed within the time specified.
- 6.3. **OVERPAYMENTS.** Contractor promptly shall refund to Purchaser the full amount of any erroneous payment or overpayment. Such refunds shall occur within thirty (30) days of written notice to Contractor; *Provided*, however, that Purchaser shall have the right to elect to have either direct payments or written credit memos issued. If Contractor fails to make timely payment(s) or issuance of such credit memos, Purchaser may impose a one percent (1%) per month on the amount overdue thirty (30) days after notice to the Contractor.
- 6.4. **NO ADVANCE PAYMENT.** No advance payments shall be made for any products or services furnished by Contractor pursuant to this Master Contract.
- 6.5. **NO ADDITIONAL CHARGES.** Unless otherwise specified herein, Contractor shall not include or impose any additional charges including, but not limited to, charges for shipping, handling, payment processing, toll charges or parking fees.
- 6.6. **TAXES/FEES.** Contractor promptly shall pay all applicable taxes on its operations and activities pertaining to this Master Contract. Failure to do so shall constitute breach of this Master Contract. Unless otherwise agreed, Purchaser shall pay applicable sales tax imposed by the State of Washington on purchased Office Relocation Services. Contractor, however, shall not make any charge for federal excise taxes and Purchaser agrees to furnish Contractor with an exemption certificate where appropriate.

7. CONTRACT MANAGEMENT.

- 7.1. **CONTRACT ADMINISTRATION & NOTICES.** Except for legal notices, the parties hereby designate the following contract administrators as the respective single points of contact for purposes of this Master Contract. Enterprise Services' contract administrator shall provide Master Contract oversight. Contractor's contract administrator shall be Contractor's principal

contact for business activities under this Master Contract. The parties may change contractor administrators by written notice as set forth below.

Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Danny Pratt
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Tel: (360) 407-8135
Email: Danny.Pratt@des.wa.gov

Contractor

Attn: Robert Schmidt
8500 Durango St. SW
Lakewood, WA 98499
Tel: (206) 255-5476
Email: robs@olympicmovers.net

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

- 7.2. CONTRACTOR CUSTOMER SERVICE REPRESENTATIVE. Contractor shall designate a customer service representative (and inform Enterprise Services of the same) who shall be responsible for addressing Purchaser issues pertaining to this Master Contract.
- 7.3. LEGAL NOTICES. Any legal notices required or desired shall be in writing and delivered by U.S. certified mail, return receipt requested, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Legal Services Manager
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Email: greg.tolbert@des.wa.gov

Contractor

Attn: Jill Ihly
935 Poplar St. SE
Olympia, WA 98501
Email: jihly@bekins.net

Notices shall be deemed effective upon the earlier of receipt when delivered, or, if mailed, upon return receipt, or, if emailed, upon transmission to the designated email address of said addressee.

8. CONTRACTOR SALES REPORTING; VENDOR MANAGEMENT FEE; & CONTRACTOR REPORTS.

- 8.1. MASTER CONTRACT SALES REPORTING. Contractor shall report total Master Contract sales quarterly to Enterprise Services, as set forth below.
- (a) Master Contract Sales Reporting System. Contractor shall report quarterly Master Contract sales in Enterprise Services' Master Contract Sales Reporting System. Enterprise Services will provide Contractor with a login password and a vendor number. The password and vendor number will be provided to the Sales Reporting Representative(s) listed on Contractor's Bidder Profile.
 - (b) Data. Each sales report must identify every authorized Purchaser by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its

individual subsections). The "Miscellaneous" option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized Purchasers specified herein during the term of the Master Contract. If there are no Master Contract sales during the reporting period, Contractor must report zero sales.

- (c) Due dates for Master Contract Sales Reporting. Quarterly Master Contract Sales Reports must be submitted electronically by the following deadlines for all sales invoiced during the applicable calendar quarter:

FOR CALENDAR QUARTER ENDING	MASTER CONTRACT SALES REPORT DUE
March 31:	April 30
June 30:	July 31
September 30:	October 31
December 31:	January 31

- 8.2. VENDOR MANAGEMENT FEE. Contractor shall pay to Enterprise Services a vendor management fee ("VMF") of 1.5 percent on the purchase price for all Master Contract sales (the purchase price is the total invoice price less applicable sales tax).

- (a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:

Amount owed to Enterprise Services = Total Master Contract sales invoiced (not including sales tax) x .015.

- (b) The VMF must be rolled into Contractor's current pricing. The VMF must not be shown as a separate line item on any invoice unless specifically requested and approved by Enterprise Services.
- (c) Enterprise Services will invoice Contractor quarterly based on Master Contract sales reported by Contractor. Contractors are not to remit payment until they receive an invoice from Enterprise Services. Contractor's VMF payment to Enterprise Services must reference this Master Contract number, work request number (if applicable), the year and quarter for which the VMF is being remitted, and the Contractor's name as set forth in this Master Contract, if not already included on the face of the check.
- (d) Failure to accurately report total net sales, to submit a timely usage report, or remit timely payment of the VMF, may be cause for Master Contract suspension or termination or the exercise of other remedies provided by law. Without limiting any other available remedies, the Parties agree that Contractor's failure to remit to Enterprise Services timely payment of the VMF shall obligate Contractor to pay to Enterprise Services, to offset the administrative and transaction costs incurred by the State to identify, process, and collect such sums, the sum of \$200.00 or twenty-five percent (25%) of the outstanding amount, whichever is greater, or the maximum allowed by law, if less.

- (e) Enterprise Services reserves the right, upon thirty (30) days advance written notice, to increase, reduce, or eliminate the VMF for subsequent purchases, and reserves the right to renegotiate Master Contract pricing with Contractor when any subsequent adjustment of the VMF might justify a change in pricing.

- 8.3. ANNUAL MASTER CONTRACT SALES REPORT. Contractor shall provide to Enterprise Services a detailed annual Master Contract sales report. Such report shall include, at a minimum: Product description, part number or other Product identifier, per unit quantities sold, and Master Contract price. This report must be provided in an electronic format that can be read by Microsoft (MS) Excel.

9. RECORDS RETENTION & AUDITS.

- 9.1. RECORDS RETENTION. Contractor shall maintain books, records, documents, and other evidence pertaining to this Master Contract and orders placed by Purchasers under it to the extent and in such detail as shall adequately reflect performance and administration of payments and fees. Contractor shall retain such records for a period of six (6) years following expiration or termination of this Master Contract or final payment for any order placed by a Purchaser against this Master Contract, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- 9.2. AUDIT. Enterprise Services reserves the right to audit, or have a designated third party audit, applicable records to ensure that Contractor has properly invoiced Purchasers and that Contractor has paid all applicable vendor management fees. Accordingly, Contractor shall permit Enterprise Services, any Purchaser, and any other duly authorized agent of a governmental agency, to audit, inspect, examine, copy and/or transcribe Contractor's books, documents, papers and records directly pertinent to this Master Contract or orders placed by a Purchaser under it for the purpose of making audits, examinations, excerpts, and transcriptions. This right shall survive for a period of six (6) years following expiration or termination of this Master Contract or final payment for any order placed by a Purchaser against this Master Contract, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- 9.3. OVERPAYMENT OF PURCHASES OR UNDERPAYMENT OF FEES. Without limiting any other remedy available to any Purchaser, Contractor shall (a) reimburse Purchasers for any overpayments inconsistent with the terms of this Master Contract or orders, at a rate of 125% of such overpayments, found as a result of the examination of the Contractor's records; and (b) reimburse Enterprise Services for any underpayment of fees, at a rate of 125% of such fees found as a result of the examination of the Contractor's records (e.g., if Contractor underpays the Vendor Management Fee by \$500, Contractor would be required to pay to Enterprise Services $\$500 \times 1.25 = \625).

10. INSURANCE.

- 10.1. REQUIRED INSURANCE. During the Term of this Master Contract, Contractor, at its expense, shall maintain in full force and effect the insurance coverages set forth in *Exhibit B – Insurance Requirements*. All costs for insurance, including any payments of deductible amounts, shall be considered incidental to and included in the prices for goods/services and no additional payment shall be made.

- 10.2. **WORKERS COMPENSATION.** Contractor shall comply with applicable workers compensation statutes and regulations (e.g., RCW Title 51, Industrial Insurance). If Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, Enterprise Services may terminate this Master Contract. This provision does not waive any of the Washington State Department of Labor and Industries (L&I) rights to collect from Contractor. In addition, Contractor waives its immunity under RCW Title 51 to the extent it is required to indemnify, defend, and hold harmless the State of Washington and its agencies, officials, agents, or employees.

11. CLAIMS.

- 11.1. **ASSUMPTION OF RISKS; CLAIMS BETWEEN THE PARTIES.** Contractor assumes sole responsibility and all risks of personal injury or property damage to itself and its employees and agents in connection with its operations under this Master Contract. Enterprise Services has made no representations regarding any factor affecting Contractor's risks. Contractor shall pay for all damage to any Purchaser's property resulting directly or indirectly from its acts or omissions under this Master Contract, even if not attributable to negligence by Contractor or its agents.
- 11.2. **THIRD-PARTY CLAIMS; INDEMNITY.** To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless Enterprise Services and any Purchaser and their employees and agents from and against all claims, demands, judgments, assessments, damages, penalties, fines, costs, liabilities or losses including, without limitation, sums paid in settlement of claims, attorneys' fees, consultant fees, and expert fees (collectively "claims") arising from any act or omission of Contractor or its successors, agents, and subcontractors under this Master Contract, except claims caused solely by Enterprise Services or any Purchasers' negligence. Contractor shall take all steps needed to keep Purchaser's property free of liens arising from Contractor's activities, and promptly obtain or bond the release of any such liens that may be filed.

12. **DISPUTE RESOLUTION.** The parties shall cooperate to resolve any dispute pertaining to this Master Contract efficiently, as timely as practicable, and at the lowest possible level with authority to resolve such dispute. If, however, a dispute persists and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree, either party may resort to court to resolve the dispute.

13. SUSPENSION & TERMINATION; REMEDIES.

- 13.1. **SUSPENSION & TERMINATION FOR DEFAULT.** Enterprise Services may suspend Contractor's operations under this Master Contract immediately by written cure notice of any default. Suspension shall continue until the default is remedied to Enterprise Services' reasonable satisfaction; *Provided*, however, that, if after thirty (30) days from such a suspension notice, Contractor remains in default, Enterprise Services may terminate Contractor's rights under this Master Contract. All of Contractor's obligations to Enterprise Services and Purchasers

survive termination of Contractor's rights under this Master Contract, until such obligations have been fulfilled.

13.2. **DEFAULT.** Each of the following events shall constitute default of this Master Contract by Contractor:

- (a) Contractor fails to perform or comply with any of the terms or conditions of this Master Contract including, but not limited to, Contractor's obligation to pay vendor management fees when due;
- (b) Contractor breaches any representation or warranty provided herein; or
- (c) Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary.

13.3. **REMEDIES FOR DEFAULT.**

- (a) Enterprise Services' rights to suspend and terminate Contractor's rights under this Master Contract are in addition to all other available remedies.
- (b) In the event of termination for default, Enterprise Services may exercise any remedy provided by law including, without limitation, the right to procure for all Purchasers replacement Office Relocation Services. In such event, Contractor shall be liable to Enterprise Services for damages as authorized by law including, but not limited to, any price difference between the Master Contract price and the replacement or cover price as well as any administrative and/or transaction costs directly related to such replacement procurement – e.g., the cost of the competitive procurement.

13.4. **LIMITATION ON DAMAGES.** Notwithstanding any provision to the contrary, the parties agree that in no event shall any party or Purchaser be liable to the other for exemplary or punitive damages.

13.5. **GOVERNMENTAL TERMINATION.**

- (a) **Termination for Withdrawal of Authority.** Enterprise Services may suspend or terminate this Master Contract if, during the term hereof, Enterprise Services' procurement authority is withdrawn, reduced, or limited such that Enterprise Services, in its judgment, would lack authority to enter into this Master Contract; *Provided*, however, that such suspension or termination for withdrawal of authority shall only be effective upon twenty (20) days prior written notice; and *Provided further*, that such suspension or termination for withdrawal of authority shall not relieve any Purchaser from payment for Office Relocation Services already ordered as of the effective date of such notice. Except as stated in this provision, in the event of such suspension or termination for withdrawal of authority, neither Enterprise Services nor any Purchaser shall have any obligation or liability to Contractor.
- (b) **Termination for Public Convenience.** Enterprise Services, for public convenience, may terminate this Master Contract; *Provided*, however, that such termination for public convenience must, in Enterprise Services' judgment, be in the best interest of the State of Washington; and *Provided further*, that such termination for public convenience shall only be effective upon sixty (60) days prior written notice; and *Provided further*, that such termination for public convenience shall not relieve any Purchaser from payment for Office Relocation Services already ordered as of the effective date of such notice. Except as stated in this provision, in the event of such

termination for public convenience, neither Enterprise Services nor any Purchaser shall have any obligation or liability to Contractor.

- 13.6. **TERMINATION PROCEDURE.** Regardless of basis, in the event of suspension or termination (in full or in part), the parties shall cooperate to ensure an orderly and efficient suspension or termination. Accordingly, Contractor shall deliver to Purchasers all Office Relocation Services that are complete (or with approval from Enterprise Services, substantially complete) and Purchasers shall inspect, accept, and pay for the same in accordance with this Master Contract and the applicable Purchase Order. Unless directed by Enterprise Services to the contrary, Contractor shall not process any orders after notice of suspension or termination inconsistent therewith.

14. GENERAL PROVISIONS.

- 14.1. **TIME IS OF THE ESSENCE.** Time is of the essence for each and every provision of this Master Contract.
- 14.2. **COMPLIANCE WITH LAW.** Contractor shall comply with all applicable law.
- 14.3. **INTEGRATED AGREEMENT.** This Master Contract constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- 14.4. **AMENDMENT OR MODIFICATION.** Except as set forth herein, this Master Contract may not be amended or modified except in writing and signed by a duly authorized representative of each party.
- 14.5. **AUTHORITY.** Each party to this Master Contract, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Master Contract and that its execution, delivery, and performance of this Master Contract has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- 14.6. **NO AGENCY.** The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Master Contract. Neither party is an agent of the other party nor authorized to obligate it.
- 14.7. **ASSIGNMENT.** Contractor may not assign its rights under this Master Contract without Enterprise Services' prior written consent and Enterprise Services may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor provides written notice to Enterprise Services within thirty (30) days, Contractor may assign its rights under this Master Contract in full to any parent, subsidiary, or affiliate of Contractor that controls or is controlled by or under common control with Contractor, is merged or consolidated with Contractor, or purchases a majority or controlling interest in the ownership or assets of Contractor. Unless otherwise agreed, Contractor guarantees prompt performance of all obligations under this Master Contract notwithstanding any prior assignment of its rights.
- 14.8. **BINDING EFFECT; SUCCESSORS & ASSIGNS.** This Master Contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

- 14.9. PUBLIC INFORMATION. This Master Contract and all related documents are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56.
- 14.10. ASSIGNMENT OF ANTITRUST RIGHTS REGARDING PURCHASED GOODS/SERVICES. Contractor irrevocably assigns to Enterprise Services, on behalf of the State of Washington, any claim for relief or cause of action which the Contractor now has or which may accrue to the Contractor in the future by reason of any violation of state or federal antitrust laws in connection with any Office Relocation Services provided in Washington for the purpose of carrying out the Contractor's obligations under this Master Contract, including, at Enterprise Services' option, the right to control any such litigation on such claim for relief or cause of action.
- 14.11. FEDERAL FUNDS. To the extent that any Purchaser uses federal funds to purchase Office Relocation Services pursuant to this Master Contract, such Purchaser shall specify, with its order, any applicable requirement or certification that must be satisfied by Contractor at the time the order is placed or upon delivery.
- 14.12. SEVERABILITY. If any provision of this Master Contract is held to be invalid or unenforceable, such provision shall not affect or invalidate the remainder of this Master Contract, and to this end the provisions of this Master Contract are declared to be severable. If such invalidity becomes known or apparent to the parties, the parties agree to negotiate promptly in good faith in an attempt to amend such provision as nearly as possible to be consistent with the intent of this Master Contract.
- 14.13. WAIVER. Failure of either party to insist upon the strict performance of any of the terms and conditions hereof, or failure to exercise any rights or remedies provided herein or by law, or to notify the other party in the event of breach, shall not release the other party of any of its obligations under this Master Contract, nor shall any purported oral modification or rescission of this Master Contract by either party operate as a waiver of any of the terms hereof. No waiver by either party of any breach, default, or violation of any term, warranty, representation, contract, covenant, right, condition, or provision hereof shall constitute waiver of any subsequent breach, default, or violation of the same or other term, warranty, representation, contract, covenant, right, condition, or provision.
- 14.14. SURVIVAL. All representations, warranties, covenants, agreements, and indemnities set forth in or otherwise made pursuant to this Master Contract shall survive and remain in effect following the expiration or termination of this Master Contract, *Provided*, however, that nothing herein is intended to extend the survival beyond any applicable statute of limitations periods.
- 14.15. GOVERNING LAW. The validity, construction, performance, and enforcement of this Master Contract shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
- 14.16. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Master Contract, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- 14.17. ATTORNEYS' FEES. Should any legal action or proceeding be commenced by either party in order to enforce this Master Contract or any provision hereof, or in connection with any alleged dispute, breach, default, or misrepresentation in connection with any provision herein contained, the prevailing party shall be entitled to recover reasonable attorneys' fees and

costs incurred in connection with such action or proceeding, including costs of pursuing or defending any legal action, including, without limitation, any appeal, discovery, or negotiation and preparation of settlement arrangements, in addition to such other relief as may be granted.

- 14.18. **FAIR CONSTRUCTION & INTERPRETATION.** The provisions of this Master Contract shall be construed as a whole according to their common meaning and not strictly for or against any party and consistent with the provisions contained herein in order to achieve the objectives and purposes of this Master Contract. Each party hereto and its counsel has reviewed and revised this Master Contract and agrees that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be construed in the interpretation of this Master Contract. Each term and provision of this Master Contract to be performed by either party shall be construed to be both a covenant and a condition.
- 14.19. **FURTHER ASSURANCES.** In addition to the actions specifically mentioned in this Master Contract, the parties shall each do whatever may reasonably be necessary to accomplish the transactions contemplated in this Master Contract including, without limitation, executing any additional documents reasonably necessary to effectuate the provisions and purposes of this Master Contract.
- 14.20. **EXHIBITS.** All exhibits referred to herein are deemed to be incorporated in this Master Contract in their entirety.
- 14.21. **CAPTIONS & HEADINGS.** The captions and headings in this Master Contract are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Master Contract nor the meaning of any provisions hereof.
- 14.22. **ELECTRONIC SIGNATURES.** A signed copy of this Master Contract or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Master Contract or such other ancillary agreement for all purposes.
- 14.23. **COUNTERPARTS.** This Master Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Master Contract at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Master Contract.

EXECUTED as of the date and year first above written.

STATE OF WASHINGTON
Department of Enterprise Services

By: 
Elena McGrew
Its: Acting Enterprise Procurement Manager

NORTHWEST MOVERS CENTRAL
a Washington Limited Liability Company

By: 
Robert Schmidt
Its: Vice President Sales & Marketing

EXHIBIT A

PRICES FOR GOODS/SERVICES

Category A – All-inclusive moving services to include overnight storage and services required for the assembling/disassembling of complex furniture and office systems.

Category B – Core moving services with the option for overnight storage only. This category will not include services for the assembling/disassembling of complex furniture and office systems.

Region 1 Eastern	(Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman)
Region 2 North Central	(Okanogan, Chelan, Douglas, Kittitas, Grant)
Region 3 Northwest	(Pierce, King, San Juan, Skagit, Snohomish, Whatcom, Island counties)
Region 4 Olympic	(Kitsap, Clallam, Jefferson, Grays Harbor, Mason)
Region 5 South Central	(Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin)
Region 6 Southwest	(Thurston, Lewis, Pacific, Wahkiakum, Cowlitz, Clark, Skamania)

Permanent Employee: refers to an employee who works for and paid directly by the company, including any benefits provided by the company. Permanent employees do not have a predetermined end date to employment.

Medium Truck: refers to any truck with a box length of 14-17 feet (650-850 cubic feet)

Large Truck: refers to any truck with a box length of 18-24 feet (900-1400 cubic feet)

Overnight storage rate must include up to a 24 hour maximum.

Prevailing wage is only applicable to Category A. If cost indicates 150% markup over the prevailing wage, and the current prevailing wage is \$20/hr, the Contractor will be able to charge no more than \$50/hr for services under the resulting contract. All labor categories are for journey level workers.

Contractors may charge Purchasers up to 1 hour of Driver Labor Rate plus Truck Hourly Rate for travel time from Contractor's site to Purchaser's site. Any incurred travel related expenses such as parking fees, tolls, ferry fares, or similar, are to be reimbursed by Purchaser at the direct cost incurred by Contractor. Contractors will be required to provide all the receipts for such incurred expenses in order to get reimbursed.

CATEGORY A - RELOCATION SERVICES	PERMANENT EMPLOYEE LABOR HOURLY RATES (During Business Hours)					PERMANENT EMPLOYEE LABOR HOURLY RATES (After-Hours/Weekends)					TRUCK HOURLY RATES (not including driver)		TRUCK OVERNIGHT STORAGE		PREVAILING WAGE LABOR RATES	
	Helper (Mover) Hourly Rate	Packer Hourly Rate	Furniture Technician Hourly Rate	Supervisor Hourly Rate	Driver Hourly Rate	Helper (Mover) Hourly Rate	Packer Hourly Rate	Furniture Technician Hourly Rate	Supervisor Hourly Rate	Driver Hourly Rate	Medium Capacity Truck Hourly Rate	Large Capacity Truck Hourly Rate	Medium Capacity Truck 24 hr. Rate	Large Capacity Truck 24 hr. Rate	Carpenter Prevailing Wage Percent Markup	Electrician Prevailing Wage Percent Markup
Region #1 - Eastern (Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman)	\$58.00	\$61.00	\$64.00	\$69.00	\$64.00	\$73.00	\$76.00	\$79.00	\$84.00	\$79.00	\$20.00	\$20.00	\$125.00	\$125.00	50.0%	50.0%
Region #2 - North Central (Okanogan, Chelan, Douglas, Kittitas, Grant)	\$58.00	\$61.00	\$64.00	\$69.00	\$64.00	\$73.00	\$76.00	\$79.00	\$84.00	\$79.00	\$20.00	\$20.00	\$125.00	\$125.00	50.0%	50.0%
Region #5 - South Central (Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin)	\$56.50	\$59.50	\$62.50	\$68.00	\$62.50	\$73.00	\$76.00	\$79.00	\$84.00	\$79.00	\$20.00	\$20.00	\$125.00	\$125.00	50.0%	50.0%

CATEGORY B - MOVING SERVICES ONLY	PERMANENT EMPLOYEE LABOR HOURLY RATES (During Business Hours)				PERMANENT EMPLOYEE LABOR HOURLY RATES (After-Hours/Weekends)				TRUCK HOURLY RATES (not including driver)		TRUCK OVERNIGHT STORAGE	
	Helper (Mover) Hourly Rate	Packer Hourly Rate	Supervisor Hourly Rate	Driver Hourly Rate	Helper (Mover) Hourly Rate	Packer Hourly Rate	Supervisor Hourly Rate	Driver Hourly Rate	Medium Capacity Truck Hourly Rate	Large Capacity Truck Hourly Rate	Medium Capacity Truck 24 hr. Rate	Large Capacity Truck 24 hr. Rate
Region #1 - Eastern (Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman)	\$58.00	\$61.00	\$64.00	\$64.00	\$73.00	\$76.00	\$79.00	\$79.00	\$20.00	\$20.00	\$125.00	\$125.00
Region #2 - North Central (Okanogan, Chelan, Douglas, Kittitas, Grant)	\$58.00	\$61.00	\$64.00	\$64.00	\$73.00	\$76.00	\$79.00	\$79.00	\$20.00	\$20.00	\$125.00	\$125.00
Region #5 - South Central (Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin)	\$56.50	\$59.50	\$62.50	\$68.00	\$73.00	\$76.00	\$79.00	\$79.00	\$20.00	\$20.00	\$125.00	\$125.00

Packing Material and Supply Price List		
Item Description	UOM	Price
1.5 Cubic Foot Carton	Each	\$ 1.60
3.0 Cubic Foot Carton	Each	\$ 2.40
4.5 Cubic Foot Carton	Each	\$ 3.80
Bubble Wrap	Foot	\$ 1.00
Shrink Wrap	Roll	\$ 25.00

Additional Items/Equipment Percent Markup	
	% Markup
Additional Packing Material/Supplies (items not included above)	55%
Specialty Equipment/Tools	20%

INSURANCE REQUIREMENTS

1. **INSURANCE OBLIGATION.** During the Term of this Master Contract, Contractor shall possess and maintain in full force and effect, at Contractor's sole expense, the following insurance coverages:
 - a. **COMMERCIAL GENERAL LIABILITY INSURANCE.** Commercial general liability insurance (and, if necessary, commercial umbrella liability insurance) covering bodily injury, property damage, products/completed operations, personal injury, and advertising injury liability on an 'occurrence form' that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) under the most recent version of form CG 00 01 in the amount of not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate. This coverage shall include blanket contractual liability coverage. This coverage shall include a cross-liability clause or separation of insured condition.
 - b. **WORKERS' COMPENSATION INSURANCE.** Contractor shall comply with applicable Workers' Compensation or Industrial Accident insurance providing benefits as required by law.
 - c. **EMPLOYERS' LIABILITY (STOP GAP) INSURANCE.** Employers' liability insurance (and, if necessary, commercial umbrella liability insurance) with limits not less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 bodily injury by disease policy limit.
 - d. **COMMERCIAL AUTOMOBILE LIABILITY INSURANCE.** 'Symbol 1' commercial automobile liability coverage (and, if necessary, commercial umbrella liability insurance) including coverage for all owned, hired, and non-owned vehicles. The combined single limit per accident shall not be less than \$1,000,000.
 - e. **CRIME INSURANCE/EMPLOYEE DISHONESTY.** Employee dishonesty and (when applicable) inside/outside money and securities, including computer fraud coverages for State of Washington and/or Purchaser-owned property in the care, custody, and control of Contractor. Coverage limits shall not be less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.

The insurance coverage limits set forth herein are the minimum. Contractor's insurance coverage shall be no less than the minimum amounts specified. Coverage in the amounts of these minimum limits, however, shall not be construed to relieve Contractor from liability in excess of such limits. Contractor waives all rights against the State of Washington for the recovery of damages to the extent such damages are covered by any insurance required herein.

2. **INSURANCE CARRIER RATING.** Coverages provided by the Contractor must be underwritten by an insurance company deemed acceptable to the State of Washington's Office of Risk Management. Insurance coverage shall be provided by companies authorized to do business within the State of Washington and rated A- Class VII or better in the most recently published edition of Best's Insurance Rating. Enterprise Services reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

3. **ADDITIONAL INSURED.** Commercial General Liability, Commercial Automobile Liability, and Pollution Liability Insurance shall include the State of Washington and all authorized Purchasers (and their agents, officers, and employees) as Additional Insureds evidenced by copy of the Additional Insured Endorsement attached to the Certificate of Insurance on such insurance policies.
4. **CERTIFICATE OF INSURANCE.** Prior to execution of the Master Contract, Contractor shall furnish to Enterprise Services, as evidence of the insurance coverage required by this Master Contract, a certificate of insurance satisfactory to Enterprise Services that insurance, in the above-stated kinds and minimum amounts, has been secured. In addition, no less than ten (10) days prior to coverage expiration, Contractor shall furnish to Enterprise Services an updated or renewed certificate of insurance, satisfactory to Enterprise Services, that insurance, in the above-stated kinds and minimum amounts, has been secured. Failure to maintain or provide proof of insurance, as required, will result in contract cancellation. **All policies and certificates of insurance shall include the Master Contract number stated on the cover of this Master Contract.** All certificates of Insurance and any related insurance documents shall be delivered to Enterprise Services by U.S. mail, postage prepaid, or sent via email, and shall be sent to the address or email address set forth below or to such other address or email address as Enterprise Services may specify in writing:
- US Mail: Contracts & Procurement – Master Contract Insurance Certificate
Master Contract No. 01920 – Office Relocation Services
Attn: Danny Pratt
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-141
- Email: Dany.pratt@des.wa.gov
- Note:* For Email notice, the Email Subject line must state:
Master Contract Insurance Certificate – Master Contract No. 01920 – Office Relocation Services
5. **PRIMARY COVERAGE.** Contractor's insurance shall apply as primary and shall not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above including, at a minimum, the State of Washington and/or any Purchaser. All insurance or self-insurance of the State of Washington and/or Purchasers shall be excess of any insurance provided by Contractor or subcontractors.
6. **SUBCONTRACTORS.** Contractor shall include all subcontractors as insureds under all required insurance policies. Alternatively, prior to utilizing any subcontractor, Contractor shall cause any such subcontractor to provide insurance that complies with all applicable requirements of the insurance set forth herein and shall furnish separate Certificates of Insurance and endorsements for each subcontractor. Each subcontractor must comply fully with all insurance requirements stated herein. Failure of any subcontractor to comply with insurance requirements does not limit Contractor's liability or responsibility.
7. **WAIVER OF SUBROGATION.** Contractor waives all rights of subrogation against the State of Washington and any Purchaser for the recovery of damages to the extent such damages are or would be covered by the insurance specified herein.

8. **NOTICE OF CHANGE OR CANCELLATION.** There shall be no cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage, either in whole or in part, without at least sixty (60) days prior written Legal Notice by Contractor to Enterprise Services. Failure to provide such notice, as required, shall constitute default by Contractor. Any such written notice shall include the Master Contract number stated on the cover of this Master Contract.
9. **EXTENDED REPORTING PERIOD.** If any required insurance coverage is on a claims-made basis (rather than occurrence), Contractor shall maintain such coverage for a period of no less than three (3) years following expiration or termination of the Master Contract.

December 28, 2023



Rob Grandstaff
rograndstaff@co.walla-walla.wa.us
(509) 301-5243

RE: Facility Relocation

Hi Rob,

I wanted to thank you for the opportunity to assist County of Walla Walla with the upcoming facility refresh.

Every effort has been made to address each of the project requirements and plan everything down to the smallest detail. What follows is a ROM quote for relocating your current space to multiple locations. As a certified mover of OMA (Office Moving Alliance), the following proposal is an accurate reflection of the scope of your move. Based on our initial visit and site survey, we calculate a realistic number of crew resources and amount of equipment needed to ensure that we complete the move on time and within budget.

We sincerely hope you will select Bekins Northwest to facilitate your move. Meanwhile, if I can be of any further assistance, please contact me any time. I'll be following up with you shortly to review and see if you have any questions. The following Labor and Transportation quote is based on the information obtained during site walk-through December 20, 2023.

Respectfully,

Robert Schmidt
VP / Sales & Marketing
Bekins Northwest



COMPANY HISTORY

In 1903, upon hearing of opportunities in a booming seaport town located in the Northwest corner of America, Daniel Bekins purchased 15 horses and 6 moving vans, loaded them into freight cars, and with his family, set out for the port of Seattle.



Daniel Bekins was quite successful in Seattle's early days, firmly establishing the company as a leader in moving services and starting a series of branch outlets throughout the Northwest. In 1935, with the tough years of the depression darkening the future outlook, Daniel Bekins turned management of the company over to his five sons: Glenn, Stanley, Claude, Fred and Bruce. They ran the company together until 1954 when Stanley assumed control of Canadian operations and Glenn took over the Colorado operation. Claude, Fred and Bruce led Bekins Northwest until Bruce's death in 1976. Claude and Fred both retired in 1984 after 53 and 49 years of service respectively.

As has been tradition at Bekins Moving & Storage Co., family members in management positions have worked up through the ranks. Owner/GM Paul Bekins worked on the trucks moving offices while earning a degree in finance from the University of Washington. He moved to the Bekins accounting office in 1981; to operations management in 1982; spent two years in office moving sales; left to run an office moving division for a competitor for a few years; then returned early in 1988 to serve as president of Bekins Moving & Storage Co.

The past 114 years have certainly been successful and challenging. Bekins Moving & Storage Co. has grown from a startup Seattle company to one of the largest moving companies in the Northwest with ten offices in two states. Bekins Moving & Storage Co. has divisions that handle office moving, records management and archival storage, residential moving, corporate employee relocations, electronics distribution and warehousing, and international relocations.

Bekins Moving & Storage Co. has always been an active participant in our home communities. In 1962, Bekins was selected as the official mover for the World's Fair in Seattle and, in 1974 became the official carrier for the World's Fair in Spokane, Expo '74. In 1990, Bekins served as official transportation vendor to the 1990 Goodwill Games in Seattle. We are also the official mover for the Seattle Seahawks.

The consistent, positive growth of the company reflects the traditions of the Bekins family and their insistence on superior quality and excellence in service.

Federal Way Lakewood Moses Lake Olympia Seattle Spokane Tacoma Tri-Cities Yakima Walla Walla

1100 Columbia Parkland Trail | Richland, WA | 99352
phone: (509) 547-9788 | toll free: (877) 547-7174 | fax: (509) 579-0449
www.bekins.net





SOW:

Phased removal of building contents to facilitate flooring refresh.
Move vendor to supply materials (described below) to prepare each phase for movement.
County staff will be responsible for all packing services in preparation. Personal content will be excluded from movers scope.
Content moved will be staged either within the building or in supplied storage containers provided by move vendor.
Upon completion of flooring removal and installation, move vendor will return to site and place content as directed.
Any disassembly required to facilitate movement will be performed by move vendor. All reassembly during placement is included.
Project oversight will be provided and a single POC project manager will be assigned by move vendor.

Caveats:

All proposed labor and equipment costs below are based on "Day Time / Weekday" rates.
Project site @ origin main building is identified as 204 Alder Street and is street level load only.
Further assumptions include "exclusive use" of access at the project site and work area free of obstruction.
The proposal is presented as a "Time & Materials" Proposal.

Schedule Implementation:

1/11/24 – Deliver (86) crates & labels. / Conduct pre move meeting.
1/12-15/24 – Deliver and place storage containers.
1/16/24 – 1st phase removal of 212, 221, 227, 203, 236, Sheriff's training room, Shelving
1/19/24 – 1st phase reset
1/23/24 – 2nd phase removal of 102, 131, 132, 133, 239, 138
1/26/24 – 2nd phase reset
1/30/24 – 3rd phase removal of 109, 108, 107, 106, 105, 103, 202, 204, 205, 206, 207, 208, 209
2/2/24 – 3rd phase reset
2/6/24 – 4th phase removal of 110, 111, 112, 123, 122, 230, 229, 228, 226, 210
2/9/24 – 4th phase reset
2/13/24 – 5th phase removal of 214, 215, 216, 217, 218, 219, 220, 125, 119
2/16/24 – 5th phase reset
2/20/24 – 6th phase removal of 222, 223, 224, 225, 203
2/23/24 – 6th phase reset
Week of 3/4/24 – pick up packing material and remove storage containers from site.

COST/TIME ESTIMATE -



Materials

2.0 cubic foot crates for packaging at \$3.85ea
 Machine carts at \$14.50/wk. rental
 Speed Packs at \$10.50/wk. rental
 Panel Carts at \$16.65/wk. rental
 Anti-static bags at \$1.75/each
 Shrink wrap at \$120.00 per case

Move Phases

Estimated at 6 crew / 2 trucks for 96 hours

192 man-hours at \$88.00 per hour (Truck & Driver)	\$16,896.00
384 man-hours at \$56.50 per hour (Crew).....	\$21,696.00
48 Supervisor/Move Management hours at \$68.00 per hour.....	\$3,264.00
18 man-hours at \$62.50 (Installer)	\$1,125.00
Equipment Rental per week (7 weeks total).....	\$2,317.70
Material delivery & Pick Up Fixed Flat Rate each instance	\$361.25
Replacement Value Protection \$30,000 per phase	\$1,890.00
10.5% Fuel Surcharge (<i>calculated on driver @ truck rate only</i>)	\$1,774.08
Storage Container Rental (2) 20' Containers / (2) month rental.....	\$2,955.20

Total Estimated Project Charges \$52,279.23



LETTER OF AUTHORIZATION For Services by Bekins Northwest

This letter is to authorize **BEKINS NORTHWEST, (BEKINS)** to perform moving services for _____, (**THE COMPANY**) on _____ as per estimate dated _____.

THE COMPANY appoints _____ as our representative in charge of all aspects of this relocation of our offices.

In order to establish **BEKINS** level of liability, please select your company's choice of coverage by completing below. (Any moving claims must be submitted in writing to Bekins Northwest within 60 days of final move date).

A) **No additional coverage other than the \$.60 per pound provided.** We release the shipment to **BEKINS** at a maximum liability level of \$.60 per pound per article. There is no premium charge.
Initial Here _____

B) **Additional protection packages***

Replacement cost coverage at \$10.50 per \$1,000 declared value, with zero deductible, for \$ _____ worth of existing assets, at a total cost of \$ _____ to be paid to **BEKINS**.

Initial Here _____

Replacement cost coverage at \$8.00 per \$1,000 declared value, with a \$500.00 deductible, for \$ _____ worth of existing assets, at a total cost of \$ _____ to be paid to **BEKINS**.

Initial Here _____

***Replacement coverage requires a \$300.00 minimum premium for zero deductible and \$210.00 minimum premium for \$500.00 deductible coverage.**

Please remember to consider your own in-house coverage options before purchasing additional protection.

Billing information:

Address _____

Contact name/phone# _____

All Bekins invoices are submitted via email:

Please provide email address to receive invoices: _____

Payment terms are Net 30. A service charge of 1.9% will be added to invoices not paid within 30 days of invoice date.

Please sign below:

Name and Title

Date

Federal Way Lakewood Moses Lake Olympia Seattle Spokane Tacoma Tri-Cities Yakima Walla Walla

1100 Columbia Parkland Trail | Richland, WA | 99352
phone: (509) 547-9788 | toll free: (877) 547-7174 | fax: (509) 579-0449
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Proposal

Date: 1-3-2024

Proposal ID. 2024 1-08 EconDev Port - 1

To: BOCC

From: Diane Harris, Clerk of the Board

Intent – Approval of Port of Walla Walla expending funds

Topic – Approval of Port of Walla Walla expending funds from the Port's portion of the Economic Development Sales Tax Funds for Walla Walla Community College – Farm to Fork Facility Expansion Project

Summary

The Port of Walla Walla during their regularly scheduled meeting on December 28, 2023 approved the Walla Walla Community College's (WWCC) grant application for the Farm to Fork Facility Expansion Project. This request is for \$200,000 from the Port of Walla Walla's portion of the Economic Development Sales Tax Fund.

Pursuant to the current interlocal between the Port and County of Walla Walla regarding the Economic Development Sales Tax funds the County must approve the Port of Walla Walla expending these funds.

Port of Walla Walla – 9/10ths funds - \$200,000

Cost

\$200,000

Funding

9/10ths Funds – Port of Walla Walla

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of the Port of Walla Walla expending \$200,000 out of their portion of the 9/10ths Economic Development Funds for the Walla Walla Community College – Farm to Fork Facility Expansion Project

Submitted By

Disposition

Diane Harris, Commissioners 1/3/2024

___ Approved

Name Department Date

___ Approved with modifications

___ Needs follow up information

Signature

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up

SENT VIA EMAIL ON 12-29-2023

December 29, 2023

Jenny Mayberry, Commissioner District #1
Todd Kimball, Commissioner District #2
Gunner Fulmer, Commissioner District #3
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

**RE: Economic Development Sales Tax Fund Grant – Walla Walla Community College –
Farm to Fork Facility Expansion Project**

Dear Commissioners:

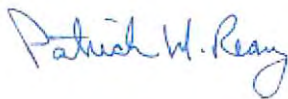
On December 28, 2023, the Port of Walla Walla Commissioners approved a \$200,000 Non-Economic - Economic Development Sales Tax Fund (EDSTF) grant to Walla Walla Community College – Farm to Fork Facility Expansion Project. Attached is the staff report and EDSTF application for your review and records.

Consistent with our Interlocal Economic Development Agreement dated May 31, 2005, the Port is submitting this EDSTF application for Walla Walla County Board of Commissioner's consideration and concurrence.

The Port hereby certifies that this application complies with RCW 82.14.370 and the funds will be allocated from the Port's 2/3rd share of EDSTF account.

If you have any questions or need any additional information, please do not hesitate to call or email me.

Sincerely,



Patrick H. Reay
Executive Director

cc: Port Commissioners
Dr. Chad Hickox, President WWCC

Port of Walla Walla **Staff Report**

TO: Port of Walla Walla Commission

FROM: Patrick H. Reay, Executive Director
Paul Gerola, Economic Development Director

SUBJECT: Economic Development Sales Tax Fund (EDSTF) Grant Application
Walla Walla Community College – Farm to Fork Facility Expansion Project

DATE: December 28, 2023

PROJECT LOCATION: Walla Walla Community College - Farm to Fork Facility Expansion Project

JURISDICTION: Port of Walla Walla

PURPOSE: Action Item

STAFF RECOMMENDED ACTION: Staff recommends approval of an Economic Development Sales Tax Fund (EDSTF) grant under the “Non-Economic Development Project” criteria in the amount of \$200,000 to the Walla Walla Community College – Farm to Fork Facility Expansion Project.

PROPOSED MOTION: I move that we approve an Economic Development Sales Tax Fund grant under the “Non-Economic Development Project” criteria in the amount of \$200,000 to Walla Walla Community College - Farm to Fork Facility Expansion Project and to authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence.

BACKGROUND: Port of Walla Walla in partnership with the Walla Walla County Board of Commissioners manages the Economic Development Sales Tax Fund for Walla Walla County. The Port and County have two (2) separate fund accounts which each jurisdiction manages separately. Currently, the account fund balance of the Port’s managed fund is approximately \$3 million. Enclosed as Attachment A-1 is the EDSTF Report with a summary of current projects and remaining fund balance. The Port Commission can award and distribute funds for projects that are listed in the approved Port of Walla Walla Economic Development Plan or projects listed within the Walla Walla County Comprehensive Plan in Appendix G. The Walla Walla Community College - Farm to Fork Facility Expansion Project is listed in both the Port’s 2023 Economic Development Plan (Section 4.32) and Walla Walla County Comprehensive Plan in Appendix G.

DISCUSSION/ANALYSIS: Walla Walla Community College is requesting grant funds to expand the Farm to Fork facility. Walla Walla Community College (WWCC) is seeking funds to support Warrior Acres Farm development and the Farm to Fork initiative with a new 48 x 72 ft. shop building. Warrior Acres Farm currently includes 18 raised beds, a 1/8-acre fenced teaching pasture, small greenhouse, and indoor facilities for production of microgreens and herbs. The WWCC Foundation also purchased a 17-acre pasture east of campus in Fall 2021, known as the Foundation Pasture. The Foundation Pasture is currently leased by our animal science instructor and used for cattle grazing, calving, and animal science instruction. Farm to Fork is an interdisciplinary initiative created to provide agriculture and culinary arts students with certificate, associate, and bachelor's programs with collaborative experiences while studying at WWCC. A component of Farm to Fork is the production of vegetables, herbs, and livestock on campus to be harvested, prepared, and served at the Titus Creek Bistro, Capstone Kitchen, and other campus events. Another component of Farm to Fork is the formation of a competitive student BBQ team (Pit Warriors). Student produced vegetables and meat will be prepared and entered in regional and national BBQ competitions. The BBQ team is expected to begin shadowing BBQ teams at competitions in Winter 2024 and to enter first competition in Spring 2024. Additional plans for Warrior Acres and Farm to Fork include development of value-added products such as BBQ and hot sauce plus working with the WWCC Food Pantry to provide fresh vegetables, eggs, and meat to WWCC students in need.

Spring 2024 plans include a survey of the Foundation Pasture to identify areas best suited for a new building and then begin managing the remaining pasture with goals to increase soil organic matter, enhance soil biotic activity, and optimize water use efficiency. We are requesting funds to build a shop that is 48 x 72 ft. with cement floors, multiple roll-up doors (1 pair of doors to allow for truck and trailer to drive through shop), windows to supplement lighting, and ventilation with big fans to manage summer heat. This shop would allow us to bring our recently purchased production equipment (tractor, no-till drill, manure spreader, chipper-shredder for composting, and disc plus packer-roller) and our other equipment and resources on campus (UTV equipped with Raven precision application technology, low-stress cattle handling facilities, and related viticulture equipment) together into one location. With all resources in one location, operations will be more efficient and assist in continuous improvement of the WWCC Warrior Acres Farm and the Farm to Fork initiative to enhance the learning environment for many Workforce students in our service region.

Enclosed as Attachment A-2 is the Walla Walla Community College's EDSTF application for the Farm to Fork Facility Expansion Project.

The project would be funded as a "Non-Economic Development Project" (Non-EDP) criterion as outlined in the Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), under Section 8. Below is Section 8 of Principle Guidelines. Also, enclosed in Attachment A-3 are the Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF). The Walla Walla Community College project does qualify under the Non-EDP criteria.

Section 8 - Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF)

Public infrastructure projects that cannot identify the creation of new direct family-wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes are encouraged to apply for an EDSTF loan. If the applicant is requesting an EDSTF grant, and an EDSTF grant is awarded, the applicant will be restricted in applying for an EDSTF grant for 5 years from the date of the award. However, during this 5-year restricted period, the applicant has a public infrastructure project that can demonstrate the creation of new direct family-wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes, their application would be considered for funding.

The Walla Walla Community College's past economic development projects that were funded by the Port's Economic Development Sales Tax Fund (EDSTF) included the following:

- October 2001 - WWCC – Enology & Viticulture Building Project \$250K Grant
- March 2003 - WWCC – Culinary Project \$200K Grant
- February 2006 - WWCC – Allied Health Building Project \$100K Grant
- November 2008 - WWCC – Water Resource Building – Phase 2 Project \$200K Grant

The Walla Walla Community College has not utilized the "Non-Economic Development Project (Non-EDP)" criteria on any of the above-mentioned projects. The proposed Farm to Fork Project is also listed within the Walla Walla County Comprehensive Plan in Appendix G:

"Expand and Improve Professional Technical facilities in response to emerging needs for highly skilled workers in the Walla Walla region. "

LEGAL REVIEW: No legal review of the grant application.

FISCAL IMPACT: If the grant requested is approved, then the funds available from the Port's Economic Development Sales Tax Funds will be expended by \$200,000. Enclosed as Attachment A-1 is the EDSTF Report with a summary of current projects and remaining fund balance.

ALTERNATIVE(S)

1. Do not fund the Walla Walla Community College - Farm to Fork Facility Expansion Project with an Economic Development Sales Tax Fund grant request.
2. Fund the Walla Walla Community College - Farm to Fork Facility Expansion Project with an Economic Development Sales Tax Fund loan, rather than the requested grant.
3. Fund the request at a different funding level and combination of grants/loans.

ATTACHMENTS

Attachment A-1	EDSTF Report
Attachment A-2	Walla Walla Community College EDSTF application
Attachment A-3	Principle Guidelines for EDSTF

Walla Walla County - .09 Economic Development Sales Tax Fund - 2019

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2016 Revenues	\$ 45,605	\$ 53,499	\$ 40,582	\$ 42,944	\$ 50,922	\$ 45,512	\$ 47,682	\$ 58,654	\$ 52,164	\$ 50,038	\$ 54,824	\$ 48,374	\$ 590,799
2017 Revenues	\$ 44,768	\$ 57,367	\$ 40,679	\$ 41,022	\$ 51,111	\$ 47,731	\$ 57,354	\$ 59,908	\$ 50,145	\$ 58,675	\$ 57,655	\$ 53,520	\$ 619,934
2018 Revenues	\$ 54,150	\$ 61,097	\$ 47,021	\$ 44,898	\$ 69,109	\$ 47,960	\$ 62,399	\$ 64,824	\$ 58,945	\$ 60,632	\$ 65,032	\$ 59,545	\$ 695,611
2019 Revenues	\$ 41,628	\$ 68,857	\$ 48,202	\$ 50,065	\$ 58,212	\$ 57,876	\$ 63,667	\$ 69,774	\$ 64,161	\$ 65,422	\$ 65,831	\$ 64,544	\$ 718,239

Fund Balance on 12/31/18	\$ 4,045,738	
2019 Sales Tax Received	\$ 718,239	
2019 Sales Tax Loan Repayment	\$ 42,800	Project #27
2019 YTD Balance	\$ 4,806,776	
2019 Fund Disbursement YTD	\$ 3,000,000	Project #30
Present Fund Balance	\$ 1,806,776	
Less Future Project Commitments	\$ 250,000	Project #31
Available Fund Balance	\$ 1,556,776	Updated: 12/26/23

#	Project Fund Allocations	Amount	Type	Disbursed	Year
1	October 2001 - Walla Walla Community College - Enology & Viticulture Building	\$ 250,000	Grant	Yes	2002
2	January 2002 - Walla Walla County - Fairground Exhibition Center Rehabilitation	\$ 200,000	Grant	Yes	2002
3	May 2002 - Port of Walla Walla - Cliffstar Project	\$ 200,000	Grant	Yes	2002
4	May 2002 - Port of Walla Walla - Cliffstar Project	\$ 200,000	Grant	Yes	2002
5	March 2003 - City of Walla Walla - Downtown Walla Walla Improvements	\$ 200,000	Grant	Yes	2003
6	March 2003 - Walla Walla Community College - Culinary Project	\$ 200,000	Grant	Yes	2003
7	October 2003 - City of Prescott - Fire Station Improvements	\$ 20,000	Grant	Yes	2004
8	March 2004 - City of College Place - Whitman Road Extension Project	\$ 200,000	Grant	Yes	2007
9	March 2004 - City of Waitsburg - Main Street Enhancement Project	\$ 100,000	Grant	Yes	2008
10	July 2005 - Port of Walla Walla - Key Technology Avery Expansion	\$ 200,000	Grant	Yes	2005
11	July 2005 - Port of Walla Walla - Key Technology Avery Expansion (Loan Paid Off)	\$ 200,000	Loan	Yes	2005
12	January 2006 - Port of Walla Walla - Railex Project	\$ 400,000	Grant	Yes	2006
13	February 2006 - Walla Walla Community College - Allied Health Building	\$ 100,000	Grant	Yes	2007
14	August 2006 - City of Walla Walla - Isaacs Avenue Improvements	\$ 200,000	Grant	Yes	2007
15	October 2007 - Walla Walla Community College - Water Resource Building - Phase 1	\$ 50,000	Grant	Yes	2007
16	November 2008 - Walla Walla Community College - Water Resource Building - Phase 2	\$ 200,000	Grant	Yes	2010
17	August 2009 - Walla Walla Watershed Management Partnership	\$ 12,500	Grant	Yes	2009
18	August 2010 - City of Walla Walla - Dell Avenue Industrial Area - Water Line Upgrade	\$ 97,507	Grant	Yes	2010
19	April 2012 - Port of Walla Walla - Dodd Road Industrial Park Waterline - Project Pet	\$ 100,000	Grant	Yes	2012
20	August 2012 - City of College Place - College Avenue/Rose Street Reconstruction Project	\$ 200,000	Grant	Yes	2013
21	September 2012 - City of Walla Walla - Alder Street Improvements	\$ 200,000	Grant	Yes	2015
22	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Road Extension - Railex Road to Raindance	\$ 200,000	Grant	Yes	2013
23	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Dodd Road/WGBP Water System Infrastructure	\$ 200,000	Grant	Yes	2014
24	March 2014 - Walla Walla County - Human Service Building- (Loan Paid in full in 2017)	\$ 200,000	Loan	Yes	2014
25	February 2015 - City of Prescott - Pedestrian Improvements & Other	\$ 199,028	Grant	Yes	2015
26	September 2015 - Port of Walla Walla - Alder Street Office - Ingeniux	\$ 200,000	Grant	Yes	2015
27	September 2015 - Port of Walla Walla - City of WW & City of CP Fiber Projects	\$ 400,000	Loan	Yes	2015
28	July 2016 - City of Walla Walla - Memorial Pool Reconstruction Project	\$ 200,000	Grant	Yes	2017
29	March & July 2017 - City of Waitsburg - Main Street Bridge Replacement Project	\$ 150,000	Grant	Yes	2017
30	October 2018 - Port of Walla Walla - Wallula Dodd Water System (WDWS) Improvement Project	\$ 3,000,000	Grant	Yes	2019
31	February 2019 - City of Walla Walla - Spokane Street Improvement Project	\$ 250,000	Grant	No	
32					
33					
34					
35					
Total Fund Allocations to Date		\$ 8,529,035			

The Port has established on its website information on the Economic Development Sales Tax Fund. Information includes the background on the EDSTF, Port and Walla Walla County Interlocal Agreement, Historical Use of Funds, EDSTF Application, EDSTF Guiding Principles, and Walla Walla County's Comprehensive Plan - Appendix G (Projects that are eligible to receive EDSTF). Here is the link to the Port's website for information. www.portwallawalla.com/economic-development/economic-development-sales-tax-fund. Note: Eligible projects are those listed in Appendix G of the County of Walla Walla Comprehensive Plan and projects that can clearly demonstrate the tangible creation and/or retention of family wage jobs.

Prepared by: Port of Walla Walla (509) 525-3100

Updated: 12/26/2023 8:46 AM

Walla Walla County - Port's Economic Development Sales Tax Fund - 2024

Revenues	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2022 Revenues	\$ 79,775	\$ 88,301	\$ 70,735	\$ 71,931	\$ 86,526	\$ 83,627	\$ 88,014	\$ 95,822	\$ 86,274	\$ 92,499	\$ 93,978	\$ 86,990	\$ 1,024,473
2023 Revenues	\$ 85,761	\$ 92,455	\$ 69,070	\$ 72,055	\$ 86,369	\$ 86,055	\$ 88,599	\$ 98,146	\$ 84,962	\$ 99,915	\$ 103,517	\$ -	\$ 966,903
2024 Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance on 12/31/23	\$ 3,598,010												
2024 Sales Tax Received	\$ -												
2024 Sales Tax Loan Repayment	\$ -												
2024 YTD Balance	\$ 3,598,010												
2024 Fund Disbursement YTD	\$ -												
Present Fund Balance	\$ 3,598,010												
Less Future Project Commitments	\$ 600,000												
Available Fund Balance	\$ 2,998,010												
							Projects 33, 34 & 40						
							Updated: 12/26/23						

#	Project Fund Allocations	Amount	Funding	Disbursed	Year	Type
1-18	*** 18 Archived EDSTF Projects from October 2001 - August 2010 (Grants & Loans) ***	\$ 3,030,007				
19	April 2012 - Port of Walla Walla - Dodd Road Industrial Park Waterline - Project Pet	\$ 100,000	Grant	Yes	2012	EDP
20	August 2012 - City of College Place - College Avenue/Rose Street Reconstruction Project	\$ 200,000	Grant	Yes	2013	EDP
21	September 2012 - City of Walla Walla - Alder Street Improvements	\$ 200,000	Grant	Yes	2015	EDP
22	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Road Extension - Railex Road to Raindance	\$ 200,000	Grant	Yes	2013	EDP
23	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Dodd Road/WGBP Water System Infrastructure	\$ 200,000	Grant	Yes	2014	EDP
24	March 2014 - Walla Walla County - Human Service Building- (Loan Paid in full in 2017)	\$ 200,000	Loan	Yes	2014	EDP
25	February 2015 - City of Prescott - Pedestrian Improvements & Other	\$ 199,028	Grant	Yes	2015	Non-EDP
26	September 2015 - Port of Walla Walla - Alder Street Office - Ingeniux	\$ 200,000	Grant	Yes	2015	EDP
27	September 2015 - Port of Walla Walla - City of WW & CP Fiber Projects (Loan Paid in full in 5-21)	\$ 400,000	Loan	Yes	2015	EDP
28	July 2016 - City of Walla Walla - Memorial Pool Reconstruction Project	\$ 200,000	Grant	Yes	2017	Non-EDP
29	March & July 2017 - City of Waitsburg - Main Street Bridge Replacement Project	\$ 150,000	Grant	Yes	2017	EDP
30	October 2018 - Port of Walla Walla - Wallula Dodd Water System (WDWS) Improvement Project	\$ 3,000,000	Grant	Yes	2019	EDP
31	February 2019 - City of Walla Walla - Spokane Street Improvement Project	\$ 250,000	Grant	Yes	2021	EDP
32	March 2020 - City of College Place - Southwest Wastewater Sewer Trunk Line Project	\$ 200,000	Grant	Yes	2021	EDP
33	December 2020 - City of Walla Walla - Heritage Square Redevelopment Project	\$ 200,000	Grant	No		Non-EDP
34	December 2020 - Walla Walla County - Historical Courthouse Upgrade Project	\$ 200,000	Grant	No		Non-EDP
35	August 2021 - City of Waitsburg - Millrace Grade Improvement Project	\$ 80,000	Grant	Yes	2021	EDP
36	February 2022 - Walla Walla County-Fairgrounds Arena Expansion (Viewing Platforms)	\$ 200,000	Grant	Yes	2022	Non-EDP
37	February 2022 - Walla Walla County-Fairgrounds Arena Expansion (Viewing Platforms)	\$ 200,000	Loan	Yes	2022	Non-EDP
38	March 2022 - Prescott Joint Parks & Recreation - Prescott Pool Repairs and Upgrades Project	\$ 100,000	Grant	Yes	2022	Non-EDP
39	September 2022 - City of Waitsburg - Sewer System Relining Project	\$ 200,000	Grant	Yes	2022	Non-EDP
40	October 2022 - City of College Place - Lions Park Renovation Project	\$ 200,000	Grant	No		Non-EDP
41		\$ -				
42		\$ -				
43		\$ -				
44		\$ -				
45		\$ -				
48		\$ -				
49		\$ -				
50		\$ -				
Total Fund Allocations to Date		\$ 10,109,035				

The Port has established on its website information on the Economic Development Sales Tax Fund. Information includes the background on the EDSTF, Port and Walla Walla County Interlocal Agreement, Historical Use of Funds, EDSTF Application, EDSTF Guiding Principles, and Walla Walla County's Comprehensive Plan - Appendix G (Projects that are eligible to receive EDSTF). Here is the link to the Port's website for information. www.portwallawalla.com/economic-development/economic-development-sales-tax-fund. **Note:** Eligible projects are those listed in Appendix G of the County of Walla Walla Comprehensive Plan and projects that can clearly demonstrate the tangible creation and/or retention of family wage jobs. EDP=Economic Development Project, Non-EDP=Non-Economic Development Project

Walla Walla County

Economic Development Sales Tax Fund

SECTION I.

APPLICATION FOR FUNDING

Applicant:	Walla Walla Community College (WWCC)		
Project Title:	Farm to Fork Facility Expansion		
Contact:	Dr. Alan Raeder		
Title:	Instructor - Agriculture Systems; Coordinator - Farm to Fork		
Telephone:	(509) 394-6420		
Cell:	(509) 628-6244		
E-Mail:	alan.raeder@wwcc.edu		
Mailing Address:	500 Tausick Way		
City:	Walla Walla, WA	Zip Code:	99362
Total Project Financing			
Total Project Cost:	\$ 300,000		
Amount secured to date:	\$ 100,000		
The total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined	\$ 0		
Loan Information			
Amount of loan request:	\$ 0		
Loan term requested (Maximum term is 10 years):	1 ☒ YRS		Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With the acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit, and revenue to repay the loan, regardless of the project which prompted the application for funding. The maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line Item #4.</i>			
Grant Information			
Amount of Grant request: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line Item #4)</i>	\$ 200,000		
Amount of Local Public Match: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line Item #5)</i>	\$ 100,000		

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.

Signature of Responsible Official: Chad E. Hickox Date: 12/20/2023

Print or Type Name and Title: Chad E. Hickox, President, Walla Walla Community College

SECTION II. IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

- 1. Describe the entire public facilities project, including the parts that you are not asking to fund.**
(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

Walla Walla Community College (WWCC) is seeking funds to support Warrior Acres Farm development and the Farm to Fork initiative with a new 48 x 72 ft. shop building. Warrior Acres Farm currently includes 18 raised beds, a 1/8-acre fenced teaching pasture, small greenhouse, and indoor facilities for production of microgreens and herbs. The WWCC Foundation also purchased a 17-acre pasture east of campus in Fall 2021, known as the Foundation Pasture. The Foundation Pasture is currently leased by our animal science instructor and used for cattle grazing, calving, and animal science instruction. Farm to Fork is an interdisciplinary initiative created to provide agriculture and culinary arts students of the certificate, associate, and bachelor's programs with collaborative experiences while studying at WWCC. A component of Farm to Fork is the production of vegetables, herbs, and livestock on campus to be harvested, prepared, and served at the Titus Creek Bistro, Capstone Kitchen, and other campus events. Another component of Farm to Fork is the formation of a competitive student BBQ team (Pit Warriors). Student produced vegetables and meat will be prepared and entered in regional and national BBQ competitions. The BBQ team is expected to begin shadowing BBQ teams at competitions in Winter 2024 and to enter first competition in Spring 2024. Additional plans for Warrior Acres and Farm to Fork include development of value-added products such as BBQ and hot sauce plus working with the WWCC Food Pantry to provide fresh vegetables, eggs, and meat to WWCC students in need.

Spring 2024 plans include a survey of the Foundation Pasture to identify areas best suited for a new building and then begin managing the remaining pasture with goals to increase soil organic matter, enhance soil biotic activity, and optimize water use efficiency. We are requesting funds to build a shop that is 48 x 72 ft. with cement floors, multiple roll-up doors (1 pair of doors to allow for truck and trailer to drive through shop), windows to supplement lighting, and ventilation with big fans to manage summer heat. This shop would allow us to bring our recently purchased production equipment (tractor, no-till drill, manure spreader, chopper-shredder for composting, and disc plus packer-roller) and our other equipment and resources on campus (UTV equipped with Raven precision application technology, low-stress cattle handling facilities, and related viticulture equipment) together into one location. With all resources in one location, operations will be more efficient and assist in continuous improvement of the WWCC Warrior Acres Farm and the Farm to Fork initiative to enhance the learning environment for many Workforce students in our service region.

- 2. Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.**

We have been growing the WWCC Warrior Acres Farm and Farm to Fork programming incrementally; if funded, this project would allow WWCC to grow this programming and collaborative effort exponentially.

WWCC has allocated financial support, space (1500 sq. ft. indoors), and release time for faculty to lead Warrior Acres Farm and Farm to Fork efforts. If this requested facility is funded, indoor space will be reallocated to indoor microgreens and year-round vegetable production in support of the college Bistro and Capstone Kitchen. Faculty have performed due diligence by touring established and recently constructed facilities that are privately owned to gauge size, scope, and suitability to support farm and instructional needs.

- 3. Does this project qualify as economic development and does it create or retain family wage jobs? (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)**

This project would not directly qualify as economic development, but does support training of students that will have enhanced economic mobility and impact on our community following completion of a related certificate, associates degree, or baccalaureate degree. The multiplier effect of their increased earnings and future wage progression will have a positive impact on the region.

4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full-Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
			\$
			\$
			\$
			\$
			\$
			\$

Projected annual gross payroll for all job classifications? _____

How many of these positions are part-time or seasonal work? _____

5. Is this project listed in the Walla Walla County Comprehensive Plan? Yes ☒ No ☐

Walla Walla County Comprehensive Plan - Chapter 11 Economic Development Element – Appendix G

6. Does your organization have an active interest and involvement in economic development?
Please explain?

Yes. WWCC programs are aligned with the region's economic base and prepare students with the skills required to meet labor market demand and pursue entrepreneurial activities that advance economic development. WWCC will be the catalyst that transform's our students' lives and the communities we serve. WWCC inspires all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services. In the pursuit of our vision and execution of our mission, economic development within WWCC's service region is intrinsic to the strategic plan of the college.

7. Will this project upgrade existing public infrastructure or build new public infrastructure?
Please explain?

This project would build new public infrastructure in support of the Port of Walla Walla Economic Development Plan for Walla Walla County, year 2023, section 4, item 32 (4.32). Additionally, it aligns with Appendix G of the Walla Walla County Comprehensive Plan which states "Expand and improve Professional Technical facilities" in response to emerging needs for highly skilled workers in the Walla Walla region.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
Private donations to WWCC Foundation specifically for this expansion.	Secured	\$ 100,000.00
		\$
		\$
		\$
		\$
		\$
		\$
Total Project Cost		\$ 100,000.00

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	03/2024
All Required Permits Obtained	07/2024
Design Engineering	03/2024
Land/Right-of-Way Acquisition	10/2021
Final Bid Documents	05/2024
Award Construction Contract	06/2024
Begin Construction	09/2024
Complete Construction	01/2025
Construction Project Operational	01/2025

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment \$ _____

Increase in local property tax revenue: \$ _____

Increase in local sales tax revenue: \$ _____

Other: Enhancement of number and quality of graduates of impacted programs to include, at minimum, Ag Business, Animal Science, Ag Systems, Culinary Arts, Enology & Viticulture, and Irrigation.

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

Yes. Projected maintenance and operating cost of this structure will be funded by WWCC. Cost will be minimal, yet included in the budget planning process so it is fully funded annually.

Application Submission Process

1. PDF Application Form: Download and save the "EDSTF Application Form". Open the "EDSTF Form" file in your PDF reader software application. Complete the application. At the end of the application is a "Submit By Email" button. Please review your completed application before clicking on the "Submit By Email" button.
2. Print PDF Application Form: Print the "EDSTF Form" and complete the application. Scan the completed application form into one (1) PDF file and email the PDF file as a file attachment to pr@portwallawalla.com.

Submit By Email

Resubmit

ATTACHMENT A
Principle Guidelines
Economic Development Sales Tax Fund (EDSTF)

**Some provisions within these principle guidelines are requirements under RCW
82.14.370 - Sales and use tax for public facilities in rural counties.**

1. Public infrastructure projects must be listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element – Appendix G). Public infrastructure project listed in the approved County Comprehensive Plan does not guarantee the public infrastructure project will receive funding.
2. At the beginning of each fiscal year, the Port will notify the jurisdictions of the available funding in the EDSTF and will transmit the application form and these principle guidelines.
3. The Port Commission will maintain discipline in using the EDSTF for strategic economic development opportunities. Public infrastructure projects that create, retain and/or expand family wage jobs (defined as \$25,000 per year plus a benefits package), encourage private sector capital investment, and new taxes are the primary goal of the EDSTF.
4. Cap any one jurisdiction from receiving more than a \$200,000 grant and a \$200,000 loan in any one fiscal year. Exceptions will be made for extraordinary job creating opportunities, private sector capital investments, and new taxes. Exceptions will also be made if a jurisdiction has projects that would allow the funding to be distributed countywide. For example, a jurisdiction may have a qualifying project in Burbank and during that same fiscal year, they may have a qualifying project in Waitsburg. In order to help disburse the EDSTF countywide, both qualifying applications would be considered.
5. Applications require a 50% local public match to the amount of the EDSTF request. 10% local public match will be required for the City of Prescott and City of Waitsburg due to their size and access to local public matching dollars. Local public match is defined as publicly-appropriated local funds. Funds appropriated from the state, federal, other funding sources, and in-kind match do not qualify as a local public match. Private sector funds directly allocated to the public infrastructure project will be considered as a local public match.

Example: If the EDSTF request is \$200,000, the applicant is required to secure \$100,000 in the local public match. In the case for the City of Prescott and City of Waitsburg, if the EDSTF request is \$200,000, the applicant is required to secure \$20,000 in the local public match.
6. Each public infrastructure project approved for EDSTF will need to enter into a performance contract and/or inter-local agreement guaranteeing performance.
7. Public infrastructure projects that can substantiate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes will have the best chance in securing an EDSTF grant and/or loan.

8. Public infrastructure projects that cannot identify the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes are encouraged to apply for an EDSTF loan. If the applicant is requesting an EDSTF grant, and an EDSTF grant is awarded, the applicant will be restricted in applying for an EDSTF grant for 5 years from the date of award. However, during this 5-year restricted period, the applicant has a public infrastructure project that can demonstrate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes, their application would be considered for funding.
9. Public infrastructure-related projects that can substantiate the retention of existing family wage jobs (defined as \$25,000 per year plus a benefits package) are encouraged to apply for EDSTF grant and/or loan. To substantiate job retention, the applicant must fully demonstrate that a specific business would have a reduction in its labor force without the public infrastructure improvement.
10. Projects approved for funding must start drawing down the appropriated funds for the proposed public infrastructure project within 1 year from the date the application is approved. All appropriated funds must be fully expended within 2 years from the date the application is approved. If the applicant cannot meet said deadlines, the application must resubmit their application for consideration. All existing approved public infrastructure projects will have priority funding over the new resubmitted application.

Approved by the Port Commission on the 25th day of September 2014

Concurrence by the Walla Walla County Commissioners on the 20th day of October 2014

Appendix G

Projects Eligible to Receive Economic Development Sales Tax Funds

Projects of Regional Significance

- All Transportation projects in Walla Walla County listed in the six year Transportation Improvement Plan (TIP) as adopted by any state or local government.
- Businesses recruited to Walla Walla County that need public infrastructure facilities constructed to facilitate job creating opportunities, private sector capital investments, and new taxes.
- Four-laning of U.S. Highway 12 including interchanges and frontage roads.
- Acquisition and rehabilitation of rail lines in Walla Walla County.
- All projects listed in the most currently adopted Port of Walla Walla Economic Development Plan.

Walla Walla County

Walla Walla County Campus Buildings

- Remodeling, replacement, repair of existing County owned buildings.
- Acquisition of additional property to expand County Campus.
- Utility Improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

Walla Walla County-Burbank Annex

- Acquisition of property for potential Burbank Annex
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.
- Construction of building(s) to house County services.

Health, Human Services and Planning Building

- Construction of new building(s) on County Campus
- Acquisition of additional property
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

Fairgrounds

- Construction of new buildings.
- Remodeling and expansion of existing county-owned buildings.
- Property acquisition to expand fairground property.
- Site improvements including, but not limited to, parking areas and associated vehicular circulation routes, landscaping, fencing, and pedestrian facilities.
- Utility improvements including new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, street lighting.
- Other projects listed in the long-term planning, capital facilities, and strategic plans.

Miscellaneous

- Projects listed in the capital facilities section of the county's comprehensive plan.

City of College Place

Projects in Process:

- Myra Road Improvements (Dalles Military to SR 125)
- College Avenue/Rose Street Intersection Improvements
- Rose Street Improvements
- SW 4th Street to Homestead Acres Development

Street Upgrade & Extension Projects:

- SW Davis Transportation Improvements
- SW 12th Transportation Improvements
- Taumarson Road Improvements (Joint Project with Walla Walla County)
- Lambert Arterial Extension Project
- Lambert/C Street/Larch Street Intersection
- SE Date Improvements

Capital Improvements:

- Wastewater Plan Improvements & Facility Plan
- Regional Stormwater Facility & Plan
- Well Development at Eastside Booster Station
- Westside Elevated Water Reservoir
- Water System Consolidation Project (Region Water System)

Property Acquisition:

- WWU Plant Services Property for Public Works Relocation
- Lot north and adjacent to City Hall
- Property Acquisition for New City Park

Economic Development:

- West Whitman business Incubator building
- Martin Airfield Industrial Park
- Old Milton Highway Industrial Park

City of Walla Walla

Street Upgrades & Extension Projects

- Myra Road (Garrison Creek to Hwy 125)
- E. Isaacs Avenue Rehabilitation/Safety Improvement Project (E. Main to Wilbur)
- Myra Road (Hwy 125 SE to Taumarson)
- 13th Avenue Renovation (Rose to Pine-2013)
- Melrose Street (Wilbur to Airport Way)
- Rose Street Improvements (Myra to 2nd)
- Dell Avenue – Warehouse District

- Portland Avenue (Blue to Wilbur)
- Plaza Way Improvements (Hwy 125 to Stone)

Utility Facility & Expansion Projects

- LT2 - Mill Creek Water Treatment Plant Upgrade (Future capacity/improve quality)

Community Upgrades & Extension Projects

- Alder Street Signal upgrade and sidewalk Improvements
- Mixed-use downtown parking structure
- Farmer's Market/Crawford Park Expansion

City of Waitsburg

- Weller library renovation.
- Main Street Bridge Replacement.
- Touchet River Levee repairs/improvements.
- Main Street Tourism Kiosk.
- Installation of Public Art.
- Continued water/sewer line rehabilitation & improvements.
- ADA access to City Facilities (City Hall, Library, Pool).
- City wide pedestrian improvements.

City of Prescott

- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of a wastewater treatment plant.
- Expansion of City Hall and Fire Department.
- Main Street Improvements.
- Expansion of Prescott City Library.
- Improvements to the Prescott Joint Park & Recreation District.
- Flood Water Diversion – WWGG & Hermans.
- Arterial Improvement & Street improvements.
- Ivy Cemetery Improvements.
- Downtown Renewal.
- Composting Program.
- Water System Study, analysis and update.

Community of Touchet

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

Community of Lowden

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water,

sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.

- Construction of new buildings.

Port of Walla Walla

Ady Industrial Site

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

Attalia Industrial Site

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

Avery Street Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

Burbank Industrial Park

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Remodeling and expansion of existing port-owned buildings.
- Construction of new buildings and tear down existing buildings.
- High dock and barge slip repairs and expansions including equipment and cranes for on/off load of barges.
- Land acquisition to enlarge industrial park.
- Cargill Pond improvements.

Burbank Business Park

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Cott/Cliffstar Building

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of the Port owned Cott/Cliffstar building.
- Construction of new buildings.
- Acquisition of additional property to expand Industrial site.

Crown Cork & Seal Building

- Utility improvements involving new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of former Crown Cork & Seal Building.
- Construction of new buildings.
- Acquisition of additional property to expand.

- ADA access & building entryway improvements.
- 13th Ave new fencing and motorized access gates.
- Interior subdivision of space.

Dell Avenue/Warehouse District

- Utility improvements including water extensions, sewer, roadways, parking lots, streetscape improvements, fiber optics, gas, power street lighting, and warehouse district entrance improvements.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.
- Tear down remaining homes.
- Establish back lot fencing and landscaping.

Dodd Road Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Upgrade rail spur development into the industrial park.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.
- Development of a transload facility.
- Tear down remaining home.

Isaacs Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Remodeling of manufacturing plant and offices located at 3301 and 3303 E. Isaacs Avenue.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.

Melrose Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Demolishing of old sawmill infrastructure to ready site for development.
- Construction of new buildings.
- Acquisition of additional property to expand the industrial park

Sudbury Business Park (in partnership with the City of Walla Walla)

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Waitsburg Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Construction of buildings.
- Acquisition of additional property to expand the industrial park.

Walla Walla Regional Airport & Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail, fencing and street lighting.
- Construction of new buildings.
- Remodeling and expansion of existing port-owned buildings.
- Remodel of former terminal building.

Walla Walla Gap Business Park

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Walla Walla Industrial Site

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Land leveling to make property suitable for development.
- Barge slip improvements and repairs.
- Rail spur development into industrial park.
- Construction of new buildings.
- Acquisition of additional property to expand industrial park.

2nd Ave Parking Lot

- Utility improvements.
- Construction of new buildings.

Other

- Acquisition of land and/or buildings throughout Walla Walla County for economic development that will facilitate job creating opportunities, private sector capital investments, and new taxes.

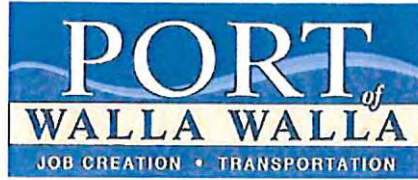
Walla Walla Community College

- Expand the Enology and Viticulture facilities on the campus and at the airport to accommodate the addition of an Applied Baccalaureate in Enology and Viticulture and a program in hard cider production, which requires additional classroom and laboratory facilities and production capacity. The result will expand program capacity, improve the existing program, facilitate the creation of new programs, lead to the enrollment of more students, and enhance the Walla Walla wine and hospitality cluster.
- Expand and renovate the Craik Building to support the creation of the Precision in Agriculture program, which will serve a critical role in increasing the competitiveness of the local and regional agricultural economy.
- Expand and improve the Fort Walla Walla Amphitheater, which will provide the infrastructure to support our Performing Arts programs and enhance tourism in the Walla Walla region as a result of attracting and presenting additional performances and events.

- Improve access to the campus by changing roadway infrastructure and entrances in cooperation with the city and county. Traffic flow is a problem for students, faculty, and staff, and will impact neighboring businesses unless this potential problem is addressed.
- Expand and improve Professional Technical facilities in response to emerging needs for highly skilled workers in the Walla Walla region. Examples of such programs are John Deere Agriculture Technology, Water Management, Diesel Technology, Outdoor Power Equipment Technology, Turf Management, Culinary Arts, and Automotive and Alternative Fuel Technology (e.g. compressed natural gas and biofuels).
- Improve and expand Energy Systems educational facilities on the WWCC campus.
- Construct a new, state-of-the-art STEM (Science, Technology, Engineering, and Math) building on the WWCC campus. STEM provides cornerstone education and training to individuals across a broad range of workforce education programs that is critical to preparing individuals for success in the 21st century workforce and transfer to high skills baccalaureate degrees.

Valley Transit

- Farmer's Market and Transfer Center Joint Development Project.
- Satellite Transfer Centers in Waltsburg, Prescott, Vista Hermosa, and Burbank for Village Van service.
- Opticom traffic signal priority control system.



PORT OF WALLA WALLA

ECONOMIC DEVELOPMENT PLAN

FOR

WALLA WALLA COUNTY

YEAR 2023

Port of Walla Walla
310 A Street
Walla Walla, WA 99362
(509) 525-3100
www.portwallawalla.com

Reviewed at Economic Development Informational Meeting on January 24, 2023
Approved by Port Commission on January 26, 2023

- 4.13. US Highway 12 Four Laning - Phase 7 - Continue to coordinate with WSDOT and the US Highway 12 Coalition on the construction of Phase 7 of US Highway 12. Estimated Total Project Cost \$165M and completion estimated Spring 2023.
- 4.14. US Highway 12 Four Laning - Phase 8 - Continue to coordinate with WSDOT and the US Highway 12 Coalition on the design, environmental, and right-of-way acquisitions of Phase 8 of US Highway 12. Estimated cost \$34M.
- 4.15. US Highway 12 Four Laning - Phase 8 - Secure State and/or Federal funding for Phase 8 of US Highway 12. Estimated Total Project Cost \$202M.
- 4.16. Continue to work with WSDOT, City of Walla Walla, and County of Walla Walla on the US Highway 12 at the Clinton/Wilbur Intersections. Estimated cost \$40-50M.
- 4.17. Continue to participate and partner in the funding of the Mill Creek Channel Rehabilitation Project.
- 4.18. Secure funding for the infrastructure improvements to all Port's Industrial/Business Parks.
- 4.19. Support local agencies in securing funding for their infrastructure improvements.
- 4.20. Support local educational institutions' educational programs and facility development. Educational attainment is critical to developing a strong labor force that can innovate and generate new economic opportunities locally and attract employers to the region. An educated labor force can sustain living wage jobs, generate returns for businesses, and contribute to a resilient community.
- 4.21. Manage the Economic Development Sales Tax Fund with the County to encourage new job creation opportunities, private capital investment, and support legislation that expands and/or continues the program.
- 4.22. Continue to participate and work with the local government jurisdictions and Walla Walla Valley Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO).
- 4.23. Work with our economic partners in securing funds for the "Regional Signage Program".
- 4.24. Continue discussion involving a partnership/development with Walla Walla University on creating an Innovation and Incubator Campus (ICC) adjacent to the university in the City of College Place.
- 4.25. Consider opportunities to acquire business park locations in the City of College Place, City of Prescott, Touchet, and Lowden, if supported and feasible.
- 4.26. Retain and promote rail infrastructure investments in Walla Walla County.
- 4.27. Continue to support the development of "renewable energy projects" in Walla Walla County.
- 4.28. Support Fort Walla Walla Museum's effort in securing funds for the Museums Services and Facilities Enhancement Project.
- 4.29. Work on securing funding for the Warehouse District Concept (Dell Ave neighborhood).
- 4.30. Support remediation, land use planning, and redevelopment of the Tausick Way landfill site.
- 4.31. Support additional parking improvements in downtown districts located in incorporated cities in Walla Walla County, if initiated and supported by the local city jurisdiction.
- 4.32. Support Walla Walla Community College on its capital projects and buildings that support workforce development at the WWCC campus.



Proposal

Date: 1-3-2024

Proposal ID. 2024 1-08 EconDev Port - 2

To: BOCC

From: Diane Harris, Clerk of the Board

Intent – Approval of Port of Walla Walla expending funds

Topic – Approval of Port of Walla Walla expending funds from the Port's portion of the Economic Development Sales Tax Funds for Walla Walla Regional Airport – Life Flight Hangar Project.

Summary

The Port of Walla Walla during their regularly scheduled meeting on December 28, 2023 approved the Walla Walla Regional Airport grant application for the Life Flight Hangar Project. This request is for \$200,000 from the Port of Walla Walla's portion of the Economic Development Sales Tax Fund.

Pursuant to the current interlocal between the Port and County of Walla Walla regarding the Economic Development Sales Tax funds the County must approve the Port of Walla Walla expending these funds.

Port of Walla Walla – 9/10ths funds - \$200,000

Cost

\$200,000

Funding

9/10ths Funds – Port of Walla Walla

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of the Port of Walla Walla expending \$200,000 out of their portion of the 9/10ths Economic Development Funds for the Walla Walla Regional Airport – Life Flight Hangar Project.

Submitted By		Disposition
Diane Harris, Commissioners 1/3/2024		☐ Approved
		☐ Approved with modifications
Name	Department	Date
		☐ Needs follow up information
Signature		☐ Denied
		BOCC Chairman
		Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

SENT VIA EMAIL ON 12-29-2023

December 29, 2023

Jenny Mayberry, Commissioner District #1
Todd Kimball, Commissioner District #2
Gunner Fulmer, Commissioner District #3
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Economic Development Sales Tax Fund Grant – Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project

Dear Commissioners:

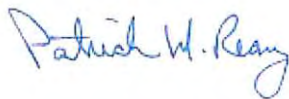
On December 28, 2023, the Port of Walla Walla Commissioners approved a \$200,000 Economic Development Project - Economic Development Sales Tax Fund (EDSTF) grant to the Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project. Attached is the staff report and EDSTF application for your review and records.

Consistent with our Interlocal Economic Development Agreement dated May 31, 2005, the Port is submitting this EDSTF application for Walla Walla County Board of Commissioner's consideration and concurrence.

The Port hereby certifies that this application complies with RCW 82.14.370 and the funds will be allocated from the Port's 2/3rd share of EDSTF account.

If you have any questions or need any additional information, please do not hesitate to call or email me.

Sincerely,



Patrick H. Reay
Executive Director

cc: Port Commissioners

Walla Walla County - Port's Economic Development Sales Tax F

Revenues	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
2022 Revenues	\$ 79,775	\$ 88,301	\$ 70,735	\$ 71,931	\$ 86,526	\$ 83,627	\$ 88,014	\$ 95,822	\$ 86,274	\$ 92,499
2023 Revenues	\$ 85,761	\$ 92,455	\$ 69,070	\$ 72,055	\$ 86,369	\$ 86,055	\$ 88,599	\$ 98,146	\$ 84,962	\$ 99,915
2024 Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance on 12/31/23	\$ 4,450,356									
2024 Sales Tax Received	\$ -									
2024 Sales Tax Loan Repayment	\$ -									
2024 YTD Balance	\$ 4,450,356									
2024 Fund Disbursement YTD	\$ -									
Present Fund Balance	\$ 4,450,356									
Less Future Project Commitments	\$ 775,000									
Available Fund Balance	\$ 3,675,356									
						Projects 34, 40, 41 & 42				
						Updated: 12/29/23				

#	Project Fund Allocations	Amount	Funding	Disbursed
1-18	*** 18 Archived EDSTF Projects from October 2001 - August 2010 (Grants & Loans) ****	\$ 3,030,007		
19	April 2012 - Port of Walla Walla - Dodd Road Industrial Park Waterline - Project Pet	\$ 100,000	Grant	Yes
20	August 2012 - City of College Place - College Avenue/Rose Street Reconstruction Project	\$ 200,000	Grant	Yes
21	September 2012 - City of Walla Walla - Alder Street Improvements	\$ 200,000	Grant	Yes
22	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Road Extension - Railex Road to Raindance	\$ 200,000	Grant	Yes
23	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Dodd Road/WGBP Water System Infrastructure	\$ 200,000	Grant	Yes
24	March 2014 - Walla Walla County - Human Service Building- (Loan Paid in full in 2017)	\$ 200,000	Loan	Yes
25	February 2015 - City of Prescott - Pedestrian Improvements & Other	\$ 199,028	Grant	Yes
26	September 2015 - Port of Walla Walla - Alder Street Office - Ingeniux	\$ 200,000	Grant	Yes
27	September 2015 - Port of Walla Walla - City of WW & CP Fiber Projects (Loan Paid in full in 5-21)	\$ 400,000	Loan	Yes
28	July 2016 - City of Walla Walla - Memorial Pool Reconstruction Project	\$ 200,000	Grant	Yes
29	March & July 2017 - City of Waitsburg - Main Street Bridge Replacement Project	\$ 150,000	Grant	Yes
30	October 2018 - Port of Walla Walla - Wallula Dodd Water System (WDWS) Improvement Project	\$ 3,000,000	Grant	Yes
31	February 2019 - City of Walla Walla - Spokane Street Improvement Project	\$ 250,000	Grant	Yes
32	March 2020 - City of College Place - Southwest Wastewater Sewer Trunk Line Project	\$ 200,000	Grant	Yes
33	December 2020 - City of Walla Walla - Heritage Square Redevelopment Project	\$ 200,000	Grant	Yes
34	December 2020 - Walla Walla County - Historical Courthouse Upgrade Project	\$ 200,000	Grant	No
35	August 2021 - City of Waitsburg - Millrace Grade Improvement Project	\$ 80,000	Grant	Yes
36	February 2022 - Walla Walla County-Fairgrounds Arena Expansion (Viewing Platforms)	\$ 200,000	Grant	Yes
37	February 2022 - Walla Walla County-Fairgrounds Arena Expansion (Viewing Platforms)	\$ 200,000	Loan	Yes
38	March 2022 - Prescott Joint Parks & Recreation - Prescott Pool Repairs and Upgrades Project	\$ 100,000	Grant	Yes
39	September 2022 - City of Waitsburg - Sewer System Relining Project	\$ 200,000	Grant	Yes
40	October 2022 - City of College Place - Lions Park Renovation Project	\$ 200,000	Grant	No
41	December 2023 - Walla Walla Community College - Farm to Fork Expansion Project	\$ 200,000	Grant	No
42	December 2023 - Port of Walla Walla/Walla Walla Regional Airport - Life Flight Hangar Project	\$ 200,000	Grant	No
43		\$ -		
44		\$ -		
45		\$ -		
48		\$ -		
49		\$ -		
(1) 2023 - Project 34 was disbursed \$25K of its \$200K Allocation				
Total Fund Allocations to Date		\$ 10,509,035		

The Port has established on its website information on the Economic Development Sales Tax Fund. Information includes the background on the EDSTF, Port and Walla Walla County Historical Use of Funds, EDSTF Application, EDSTF Guiding Principles, and Walla Walla County's Comprehensive Plan - Appendix G (Projects that are eligible to receive EDSTF). Here is for information. www.portwallawalla.com/economic-development/economic-development-sales-tax-fund. **Note:** Eligible projects are those listed in Appendix G of the County of v Plan and projects that can clearly demonstrate the tangible creation and/or retention of family wage jobs. EDP=Economic Development Project, Non-EDP=Non-Economic Developm

Port of Walla Walla

Staff Report

TO: Port of Walla Walla Commission

FROM: Patrick H. Reay, Executive Director

SUBJECT: Economic Development Sales Tax Fund (EDSTF) Grant Application
Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project

DATE: December 28, 2023

PROJECT LOCATION: Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project

PURPOSE: Action Item

STAFF RECOMMENDED ACTION: Staff recommends approval of an Economic Development Sales Tax Fund (EDSTF) grant for \$200,000 to Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project.

PROPOSED MOTION: Motion to approve an Economic Development Sales Tax Fund grant for \$200,000 Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project and to authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence and request \$200,000 grant from the Walla Walla County of the Economic Development Sales Tax Fund.

BACKGROUND: Port of Walla Walla in partnership with the Walla Walla County Board of Commissioners manages the Economic Development Sales Tax Fund for Walla Walla County. The Port and County have two (2) separate fund accounts which each jurisdiction manages separately. Currently, the account fund balance of the Port's managed fund is approximately \$3 million. See Exhibit 2. The Port Commission can award and distribute funds for projects that are listed on the approved Port of Walla Walla Economic Development Plan or projects listed within the Walla Walla County Comprehensive Plan in Appendix G: Projects of Regional Significance.

DISCUSSION/ANALYSIS: Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project. See project description contained within the Grant Application. See Exhibit 1.

The project would be funded utilizing the economic criteria of the Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), Section 7. Enclosed as Attachment A-3 are the Principle Guidelines for EDSTF.

Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), Section 7.

Public infrastructure projects that can substantiate the creation of new direct family-wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes will have the best chance of securing an EDSTF grant and/or loan.

LEGAL REVIEW: No legal review of the grant application.

FISCAL IMPACT: The grant requested will lower the available Economic Development Sales Tax Funds by \$200,000 within the Port's portion and \$200,000 from the County's portion, if awarded by the Board of County

Commissioners. See Attachments Exhibit 2 for summary of current and remaining fund balances if project grant application is approved and funds dispersed.

ALTERNATIVE(S):

1. Do not fund Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project with an Economic Development Sales Tax Fund grant request.
2. Fund Port of Walla Walla – Walla Walla Regional Airport – Life Flight Hangar Project with an Economic Development Sales Tax Fund loan, rather than the requested grant.
3. Fund the request at a different funding level.

EXHIBIT

- Exhibit 1: Port of Walla Walla – Walla Walla Regional Airport - 9/10ths Economic Development Grant Application
- Exhibit 2: 9/10ths Economic Development Sales Tax Fund Balance Spreadsheet
- Exhibit 3: Attachment A – Principle Guidelines for Economic Development Sales Tax Fund (EDSTF)

Walla Walla County

Economic Development Sales Tax Fund

SECTION I.

APPLICATION FOR FUNDING

Applicant:	Port of Walla Walla - Walla Walla Regional Airport		
Project Title:	Life Flight Hangar Project		
Contact:	Patrick H. Reay		
Title:	Executive Director		
Telephone:	(509) 525-3100		
Cell:			
E-Mail:	pr@portwallawalla.com		
Mailing Address:	310 A Street		
City:	Walla Walla	Zip Code:	99362
Total Project Financing			
Total Project Cost:	\$ 2,400,000		
Amount secured to date:	\$ 2,000,000		
The total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined	\$		
Loan Information			
Amount of loan request:	\$		
Loan term requested (Maximum term is 10 years):	1	YRS	Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With the acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit, and revenue to repay the loan, regardless of the project which prompted the application for funding. The maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4.</i>			
Grant Information			
Amount of Grant request: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4)</i>	\$ 200,000		
Amount of Local Public Match: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #5)</i>	\$ 2,000,000		

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.

Signature of Responsible Official: _____ **Date:** 12/20/2023

Print or Type Name and Title: Patrick H. Reay, Executive Director

SECTION II. IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

- 1. Describe the entire public facilities project, including the parts that you are not asking to fund.**
(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

Life Flight Network (LFN), a nonprofit air medical transport service, provides ICU-level care and life-saving transport to seriously ill or injured patients from the scene of an emergency or from one hospital to another with rotor-wing (helicopters) and fixed-wing aircraft. Life Flight Network is an integral part of the local emergency medical system and has been in business for over 44 years.

Life Flight Network expanded to Walla Walla in 2020, due to a local need for faster access to critical care transport. As populations grow, need exists to rapidly transport critically ill and injured patient to higher acuity hospitals. Response times from larger cities increases the mortality of citizens who live in remote portions of Washington, prompting LFN to establish a base in Walla Walla. Currently, sixteen (16) employees work out of the Walla Walla base. Four pilots, two aircraft mechanics, five flight paramedics, and five flight nurses.

The Port of Walla Walla will construct and own a hangar facility that will house the Life Flight operations at the Walla Walla Regional Airport. The facility is a public facility by definition and ownership. The Port has remediated and removed (demo) the original terminal facility in preparation for the construction of the new LFN 7,680 SQFT hangar with crew quarters.

- 2. Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.**

Walla Walla Airport is developing this aviation site for hangars with access to a newly reconstructed apron. There are no current hangars at the airport which will meet the needs of LFN. Construction is necessary for continued operations at the airport.

The Port and its federal FAA funding partner commenced in 2022 on a \$14 million project to reconstruct the airport's general aviation apron, which includes the apron in front of the developable land for hangars. Upon completion of this project, the Life Flight hangar & crew quarters hangar facility will be the first anchor aviation business in this area. The airport has a long wait list for hangar space and this new area will allow for expansion.

The hangar will be constructed at the Walla Walla Regional Airport on a parcel of ground that has been previously used for aviation purposes and is currently undergoing cleanup of the site. The parcel abuts a reconstructed general aviation ramp for aircraft ingress and egress into the new hangar. The parcel is reserved through the FAA master plan process for aeronautical use.

The Port has remediated and removed (demo) the original terminal facility in preparation for the construction of the new LFN 7,680 SQFT hangar with crew quarters.

- 3. Does this project qualify as economic development and does it create or retain family wage jobs? (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)**

Retention of this Life Flight hangar & crew quarters base for rotor-wing operations allows our Walla Walla County population access to emergency lifesaving hospitals throughout the state. Future LFN expansion for a fixed-wing aircraft and crew base will additionally meet population growth in Walla Walla County and expand the transportation area to longer distance critical care hospitals available to our population. Current positions such as aviators can advance to training positions, aviation compliance evaluator, aviation training manager, customer service manager, assistant and/or chief pilot, assistant and/or director of operations. Mechanics can advance to lead, regional maintenance manager, quality manager, assistant and/or director of maintenance. Flight nurses & paramedics can advance as managers, customer service and directors. All of the positions at LFN exceed the family wage thresholds. See #4 below.

4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full-Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
Pilots	4	4	\$ 45.00
Mechanics	1	2	\$ 40.00
Flight Nurses	4	5	\$ 50.00
Flight Paramedics	4	5	\$ 35.00
			\$
			\$

Projected annual gross payroll for all job classifications? \$1,750,000

How many of these positions are part-time or seasonal work? 0

5. Is this project listed in the Walla Walla County Comprehensive Plan? Yes ☒ No ☐

Walla Walla County Comprehensive Plan - Chapter 11 Economic Development Element – Appendix G

6. Does your organization have an active interest and involvement in economic development?
Please explain?

The Port of Walla Walla is the designated ADO for Walla Walla County. Sole mission of the Port is economic development.

7. Will this project upgrade existing public infrastructure or build new public infrastructure?
Please explain?

This project will construct a hangar with living quarters for the Life Flight staff. By having the employees located in the same facility as the Life Flight helicopter and potentially a future fixed-wing airplane, allows for faster response and service to those in need.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
CERB Loan (Local Funds)	Secured	\$ 1,800,000.00
0.9ths EDSTF - Port	Pending	\$ 200,000.00
0.09ths EDSTF - County	Pending	\$ 200,000.00
Port of Walla Walla	Secured	\$ 200,000.00
		\$
		\$
		\$
Total Project Cost		\$ 2,400,000.00

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	September 2023
All Required Permits Obtained	March 2024
Design Engineering	October 2023
Land/Right-of-Way Acquisition	August 2023
Final Bid Documents	December 2023
Award Construction Contract	December 2023
Begin Construction	March 2024
Complete Construction	December 2024
Construction Project Operational	December 2024

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment \$ 5,500,000.00

Increase in local property tax revenue: \$ 0.00

Increase in local sales tax revenue: \$ 185,000.00

Other: Life Flight has purchased a new helicopter to be based in Walla Walla. Once hangar project is completed, a fixed-wing

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

The proposed project will be owned and maintained by the Port of Walla Walla and the airport tenant (Life Flight) will be responsible for ongoing maintenance of the hangar facility.

Application Submission Process

1. **PDF Application Form:** Download and save the "EDSTF Application Form". Open the "EDSTF Form" file in your PDF reader software application. Complete the application. At the end of the application is a "Submit By Email" button. Please review your completed application before clicking on the "Submit By Email" button.
2. **Print PDF Application Form:** Print the "EDSTF Form" and complete the application. Scan the completed application form into one (1) PDF file and email the PDF file as a file attachment to pr@portwallawalla.com.

Submit By Email

Reset Form

ATTACHMENT A
Principle Guidelines
Economic Development Sales Tax Fund (EDSTF)

**Some provisions within these principle guidelines are requirements under RCW
82.14.370 - Sales and use tax for public facilities in rural counties.**

1. Public infrastructure projects must be listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element – Appendix G). Public infrastructure project listed in the approved County Comprehensive Plan does not guarantee the public infrastructure project will receive funding.
2. At the beginning of each fiscal year, the Port will notify the jurisdictions of the available funding in the EDSTF and will transmit the application form and these principle guidelines.
3. The Port Commission will maintain discipline in using the EDSTF for strategic economic development opportunities. Public infrastructure projects that create, retain and/or expand family wage jobs (defined as \$25,000 per year plus a benefits package), encourage private sector capital investment, and new taxes are the primary goal of the EDSTF.
4. Cap any one jurisdiction from receiving more than a \$200,000 grant and a \$200,000 loan in any one fiscal year. Exceptions will be made for extraordinary job creating opportunities, private sector capital investments, and new taxes. Exceptions will also be made if a jurisdiction has projects that would allow the funding to be distributed countywide. For example, a jurisdiction may have a qualifying project in Burbank and during that same fiscal year, they may have a qualifying project in Waitsburg. In order to help disburse the EDSTF countywide, both qualifying applications would be considered.
5. Applications require a 50% local public match to the amount of the EDSTF request. 10% local public match will be required for the City of Prescott and City of Waitsburg due to their size and access to local public matching dollars. Local public match is defined as publicly-appropriated local funds. Funds appropriated from the state, federal, other funding sources, and in-kind match do not qualify as a local public match. Private sector funds directly allocated to the public infrastructure project will be considered as a local public match.

Example: If the EDSTF request is \$200,000, the applicant is required to secure \$100,000 in the local public match. In the case for the City of Prescott and City of Waitsburg, if the EDSTF request is \$200,000, the applicant is required to secure \$20,000 in the local public match.
6. Each public infrastructure project approved for EDSTF will need to enter into a performance contract and/or inter-local agreement guaranteeing performance.
7. Public infrastructure projects that can substantiate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes will have the best chance in securing an EDSTF grant and/or loan.

8. Public infrastructure projects that cannot identify the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes are encouraged to apply for an EDSTF loan. If the applicant is requesting an EDSTF grant, and an EDSTF grant is awarded, the applicant will be restricted in applying for an EDSTF grant for 5 years from the date of award. However, during this 5-year restricted period, the applicant has a public infrastructure project that can demonstrate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes, their application would be considered for funding.
9. Public infrastructure-related projects that can substantiate the retention of existing family wage jobs (defined as \$25,000 per year plus a benefits package) are encouraged to apply for EDSTF grant and/or loan. To substantiate job retention, the applicant must fully demonstrate that a specific business would have a reduction in its labor force without the public infrastructure improvement.
10. Projects approved for funding must start drawing down the appropriated funds for the proposed public infrastructure project within 1 year from the date the application is approved. All appropriated funds must be fully expended within 2 years from the date the application is approved. If the applicant cannot meet said deadlines, the application must resubmit their application for consideration. All existing approved public infrastructure projects will have priority funding over the new resubmitted application.

Approved by the Port Commission on the 25th day of September 2014

Concurrence by the Walla Walla County Commissioners on the 20th day of October 2014

Appendix G

Projects Eligible to Receive Economic Development Sales Tax Funds

Projects of Regional Significance

- All Transportation projects in Walla Walla County listed in the six year Transportation Improvement Plan (TIP) as adopted by any state or local government.
- Businesses recruited to Walla Walla County that need public infrastructure facilities constructed to facilitate job creating opportunities, private sector capital investments, and new taxes.
- Four-laning of U.S. Highway 12 including interchanges and frontage roads.
- Acquisition and rehabilitation of rail lines in Walla Walla County.
- All projects listed in the most currently adopted Port of Walla Walla Economic Development Plan.

Walla Walla County

Walla Walla County Campus Buildings

- Remodeling, replacement, repair of existing County owned buildings.
- Acquisition of additional property to expand County Campus.
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

Walla Walla County-Burbank Annex

- Acquisition of property for potential Burbank Annex
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.
- Construction of building(s) to house County services.

Health, Human Services and Planning Building

- Construction of new building(s) on County Campus
- Acquisition of additional property
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

Fairgrounds

- Construction of new buildings.
- Remodeling and expansion of existing county-owned buildings.
- Property acquisition to expand fairground property.
- Site improvements including, but not limited to, parking areas and associated vehicular circulation routes, landscaping, fencing, and pedestrian facilities.
- Utility improvements including new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, street lighting.
- Other projects listed in the long-term planning, capital facilities, and strategic plans.

Miscellaneous

- Projects listed in the capital facilities section of the county's comprehensive plan.

City of College Place

Projects in Process:

- Myra Road Improvements (Dalles Military to SR 125)
- College Avenue/Rose Street Intersection Improvements
- Rose Street Improvements
- SW 4th Street to Homestead Acres Development

Street Upgrade & Extension Projects:

- SW Davis Transportation Improvements
- SW 12th Transportation Improvements
- Taumarson Road Improvements (Joint Project with Walla Walla County)
- Lambert Arterial Extension Project
- Lambert/C Street/Larch Street Intersection
- SE Date Improvements

Capital Improvements:

- Wastewater Plan Improvements & Facility Plan
- Regional Stormwater Facility & Plan
- Well Development at Eastside Booster Station
- Westside Elevated Water Reservoir
- Water System Consolidation Project (Region Water System)

Property Acquisition:

- WWU Plant Services Property for Public Works Relocation
- Lot north and adjacent to City Hall
- Property Acquisition for New City Park

Economic Development:

- West Whitman business incubator building
- Martin Airfield Industrial Park
- Old Milton Highway Industrial Park

City of Walla Walla

Street Upgrades & Extension Projects

- Myra Road (Garrison Creek to Hwy 125)
- E. Isaacs Avenue Rehabilitation/Safety Improvement Project (E. Main to Wilbur)
- Myra Road (Hwy 125 SE to Taumarson)
- 13th Avenue Renovation (Rose to Pine-2013)
- Melrose Street (Wilbur to Airport Way)
- Rose Street Improvements (Myra to 2nd)
- Dell Avenue – Warehouse District

- Portland Avenue (Blue to Wilbur)
- Plaza Way Improvements (Hwy 125 to Stone)

Utility Facility & Expansion Projects

- LT2 - Mill Creek Water Treatment Plant Upgrade (Future capacity/improve quality)

Community Upgrades & Extension Projects

- Alder Street Signal upgrade and sidewalk Improvements
- Mixed-use downtown parking structure
- Farmer's Market/Crawford Park Expansion

City of Waitsburg

- Weller library renovation.
- Main Street Bridge Replacement.
- Touchet River Levee repairs/improvements.
- Main Street Tourism Kiosk.
- Installation of Public Art.
- Continued water/sewer line rehabilitation & improvements.
- ADA access to City Facilities (City Hall, Library, Pool).
- City wide pedestrian improvements.

City of Prescott

- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of a wastewater treatment plant.
- Expansion of City Hall and Fire Department.
- Main Street improvements.
- Expansion of Prescott City Library.
- Improvements to the Prescott Joint Park & Recreation District.
- Flood Water Diversion – WWGG & Hermans.
- Arterial Improvement & Street improvements.
- Ivy Cemetery Improvements.
- Downtown Renewal.
- Composting Program.
- Water System Study, analysis and update.

Community of Touchet

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

Community of Lowden

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water,

sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.

- Construction of new buildings.

Port of Walla Walla

Ady Industrial Site

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

Attalia Industrial Site

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

Avery Street Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

Burbank Industrial Park

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Remodeling and expansion of existing port-owned buildings.
- Construction of new buildings and tear down existing buildings.
- High dock and barge slip repairs and expansions including equipment and cranes for on/off load of barges.
- Land acquisition to enlarge industrial park.
- Cargill Pond improvements.

Burbank Business Park

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Cott/Cliffstar Building

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of the Port owned Cott/Cliffstar building.
- Construction of new buildings.
- Acquisition of additional property to expand industrial site.

Crown Cork & Seal Building

- Utility improvements involving new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of former Crown Cork & Seal Building.
- Construction of new buildings.
- Acquisition of additional property to expand.

- ADA access & building entryway improvements.
- 13th Ave new fencing and motorized access gates.
- Interior subdivision of space.

Dell Avenue/Warehouse District

- Utility improvements including water extensions, sewer, roadways, parking lots, streetscape improvements, fiber optics, gas, power street lighting, and warehouse district entrance improvements.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.
- Tear down remaining homes.
- Establish back lot fencing and landscaping.

Dodd Road Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Upgrade rail spur development into the industrial park.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.
- Development of a transload facility.
- Tear down remaining home.

Isaacs Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Remodeling of manufacturing plant and offices located at 3301 and 3303 E. Isaacs Avenue.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.

Melrose Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Demolishing of old sawmill infrastructure to ready site for development.
- Construction of new buildings.
- Acquisition of additional property to expand the industrial park

Sudbury Business Park (In partnership with the City of Walla Walla)

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Waitsburg Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Construction of buildings.
- Acquisition of additional property to expand the Industrial park.

Walla Walla Regional Airport & Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail, fencing and street lighting.
- Construction of new buildings.
- Remodeling and expansion of existing port-owned buildings.
- Remodel of former terminal building.

Wallula Gap Business Park

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Wallula Industrial Site

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Land leveling to make property suitable for development.
- Barge slip improvements and repairs.
- Rail spur development into industrial park.
- Construction of new buildings.
- Acquisition of additional property to expand industrial park.

2nd Ave Parking Lot

- Utility improvements.
- Construction of new buildings.

Other

- Acquisition of land and/or buildings throughout Walla Walla County for economic development that will facilitate job creating opportunities, private sector capital investments, and new taxes.

Walla Walla Community College

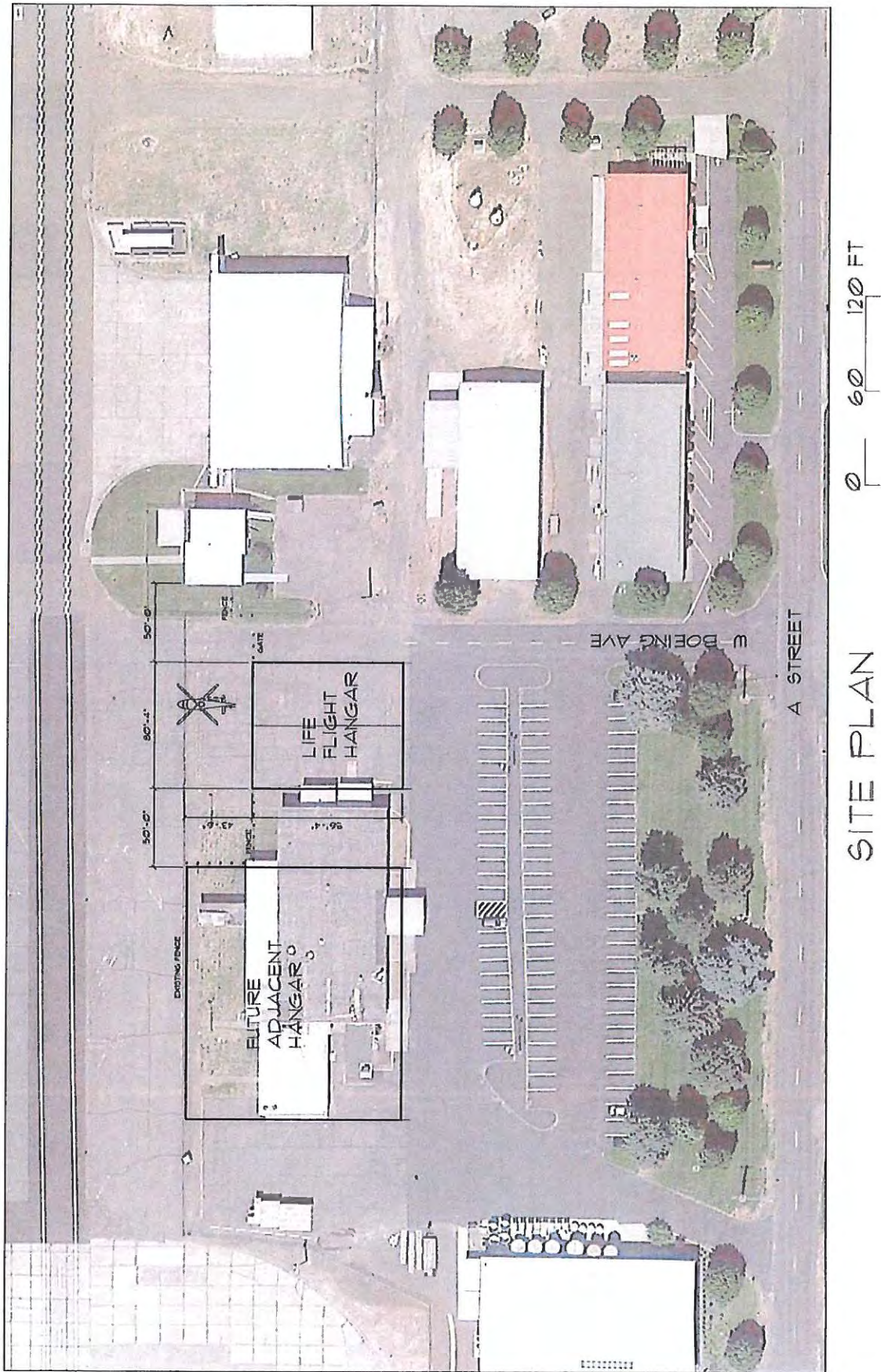
- Expand the Enology and Viticulture facilities on the campus and at the airport to accommodate the addition of an Applied Baccalaureate in Enology and Viticulture and a program in hard cider production, which requires additional classroom and laboratory facilities and production capacity. The result will expand program capacity, improve the existing program, facilitate the creation of new programs, lead to the enrollment of more students, and enhance the Walla Walla wine and hospitality cluster.
- Expand and renovate the Craik Building to support the creation of the Precision in Agriculture program, which will serve a critical role in increasing the competitiveness of the local and regional agricultural economy.
- Expand and improve the Fort Walla Walla Amphitheater, which will provide the infrastructure to support our Performing Arts programs and enhance tourism in the Walla Walla region as a result of attracting and presenting additional performances and events.

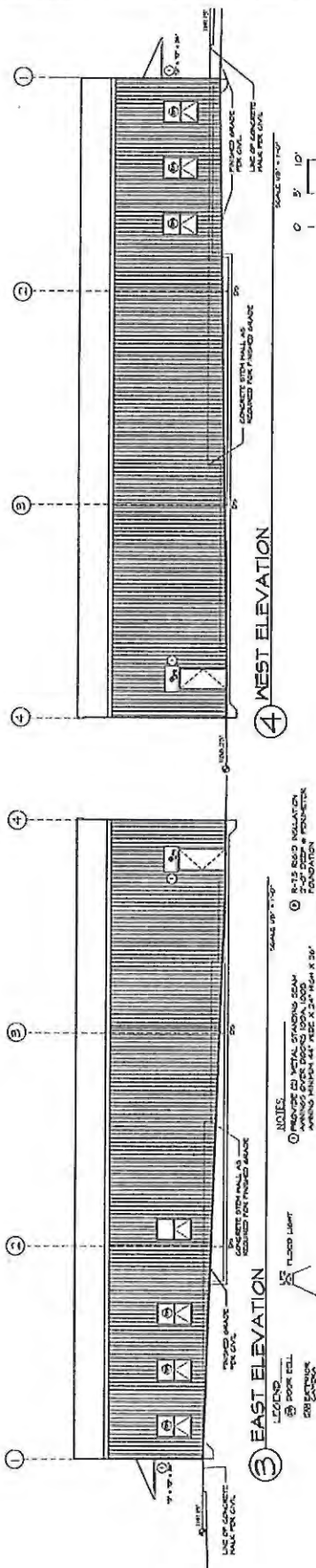
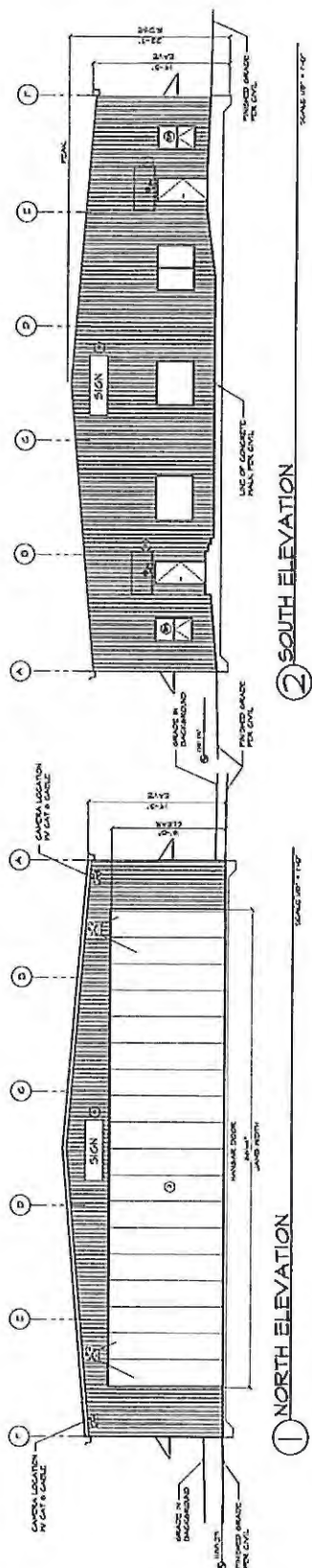
- Improve access to the campus by changing roadway infrastructure and entrances in cooperation with the city and county. Traffic flow is a problem for students, faculty, and staff, and will impact neighboring businesses unless this potential problem is addressed.
- Expand and improve Professional Technical facilities in response to emerging needs for highly skilled workers in the Walla Walla region. Examples of such programs are John Deere Agriculture Technology, Water Management, Diesel Technology, Outdoor Power Equipment Technology, Turf Management, Culinary Arts, and Automotive and Alternative Fuel Technology (e.g. compressed natural gas and biofuels).
- Improve and expand Energy Systems educational facilities on the WWCC campus.
- Construct a new, state-of-the-art STEM (Science, Technology, Engineering, and Math) building on the WWCC campus. STEM provides cornerstone education and training to individuals across a broad range of workforce education programs that is critical to preparing individuals for success in the 21st century workforce and transfer to high skills baccalaureate degrees.

Valley Transit

- Farmer's Market and Transfer Center Joint Development Project.
- Satellite Transfer Centers in Waitsburg, Prescott, Vista Hermosa, and Burbank for Village Van service.
- Opticom traffic signal priority control system.

ARON MORE ARCHITECT 10000 PULMONO RD SUITE 100 SAN JOSE, CA 95131 (408) 434-1480 Email: aron@morearchitect.com				WALLA WALLA AIRPORT LIFE FLIGHT NETWORK CREW QUARTERS AND HANGAR	SITE PLAN	DATE: 10/20/2014 DRAWN BY: JAC CHECKED BY: JAC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">NO.</th> <th style="width: 10%;">DATE</th> <th style="width: 80%;">REVISIONS</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	NO.	DATE	REVISIONS																												SHEET 110
NO.	DATE	REVISIONS																																				





Al.O.

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Walla Walla County - Port's Economic Development Sales Tax Fund - 2024

Revenues	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2022 Revenues	\$ 79,775	\$ 88,301	\$ 70,735	\$ 71,931	\$ 86,526	\$ 83,627	\$ 88,014	\$ 95,822	\$ 86,274	\$ 92,499	\$ 93,978	\$ 86,990	\$ 1,024,473
2023 Revenues	\$ 85,761	\$ 92,455	\$ 69,070	\$ 72,055	\$ 86,369	\$ 86,055	\$ 88,599	\$ 98,146	\$ 84,962	\$ 99,915	\$ 103,517	\$ -	\$ 966,903
2024 Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Fund Balance on 12/31/23 \$ 3,598,010

2024 Sales Tax Received \$ -

2024 Sales Tax Loan Repayment \$ -

2024 YTD Balance \$ 3,598,010

2024 Fund Disbursement YTD \$ -

Present Fund Balance \$ 3,598,010

Less Future Project Commitments \$ 600,000

Projects 33, 34 & 40

Available Fund Balance \$ 2,998,010

Updated: 12/26/23

#	Project Fund Allocations	Amount	Funding	Disbursed	Year	Type
1-18	*** 18 Archived EDSTF Projects from October 2001 - August 2010 (Grants & Loans) ****	\$ 3,030,007				
19	April 2012 - Port of Walla Walla - Dodd Road Industrial Park Waterline - Project Pet	\$ 100,000	Grant	Yes	2012	EDP
20	August 2012 - City of College Place - College Avenue/Rose Street Reconstruction Project	\$ 200,000	Grant	Yes	2013	EDP
21	September 2012 - City of Walla Walla - Alder Street Improvements	\$ 200,000	Grant	Yes	2015	EDP
22	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Road Extension - Railex Road to Raindance	\$ 200,000	Grant	Yes	2013	EDP
23	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Dodd Road/WGBP Water System Infrastructure	\$ 200,000	Grant	Yes	2014	EDP
24	March 2014 - Walla Walla County - Human Service Building- (Loan Paid in full in 2017)	\$ 200,000	Loan	Yes	2014	EDP
25	February 2015 - City of Prescott - Pedestrian Improvements & Other	\$ 199,028	Grant	Yes	2015	Non-EDP
26	September 2015 - Port of Walla Walla - Alder Street Office - Ingeniux	\$ 200,000	Grant	Yes	2015	EDP
27	September 2015 - Port of Walla Walla - City of WW & CP Fiber Projects (Loan Paid in full in 5-21)	\$ 400,000	Loan	Yes	2015	EDP
28	July 2016 - City of Walla Walla - Memorial Pool Reconstruction Project	\$ 200,000	Grant	Yes	2017	Non-EDP
29	March & July 2017 - City of Waitsburg - Main Street Bridge Replacement Project	\$ 150,000	Grant	Yes	2017	EDP
30	October 2018 - Port of Walla Walla - Wallula Dodd Water System (WDWS) Improvement Project	\$ 3,000,000	Grant	Yes	2019	EDP
31	February 2019 - City of Walla Walla - Spokane Street Improvement Project	\$ 250,000	Grant	Yes	2021	EDP
32	March 2020 - City of College Place - Southwest Wastewater Sewer Trunk Line Project	\$ 200,000	Grant	Yes	2021	EDP
33	December 2020 - City of Walla Walla - Heritage Square Redevelopment Project	\$ 200,000	Grant	No		Non-EDP
34	December 2020 - Walla Walla County - Historical Courthouse Upgrade Project	\$ 200,000	Grant	No		Non-EDP
35	August 2021 - City of Waitsburg - Millrace Grade Improvement Project	\$ 80,000	Grant	Yes	2021	EDP
36	February 2022 - Walla Walla County-Fairgrounds Arena Expansion (Viewing Platforms)	\$ 200,000	Grant	Yes	2022	Non-EDP
37	February 2022 - Walla Walla County-Fairgrounds Arena Expansion (Viewing Platforms)	\$ 200,000	Loan	Yes	2022	Non-EDP
38	March 2022 - Prescott Joint Parks & Recreation - Prescott Pool Repairs and Upgrades Project	\$ 100,000	Grant	Yes	2022	Non-EDP
39	September 2022 - City of Waitsburg - Sewer System Relining Project	\$ 200,000	Grant	Yes	2022	Non-EDP
40	October 2022 - City of College Place - Lions Park Renovation Project	\$ 200,000	Grant	No		Non-EDP
41		\$ -				
42		\$ -				
43		\$ -				
44		\$ -				
45		\$ -				
48		\$ -				
49		\$ -				
50		\$ -				
Total Fund Allocations to Date		\$ 10,109,035				

The Port has established an its website information on the Economic Development Sales Tax Fund. Information includes the background on the EDSTF, Port and Walla Walla County Interlocal Agreement, Historical Use of Funds, EDSTF Application, EDSTF Guiding Principles, and Walla Walla County's Comprehensive Plan - Appendix G (Projects that are eligible to receive EDSTF). Here is the link to the Port's website for information. www.portwallawalla.com/economic-development/economic-development-sales-tax-fund. Note: Eligible projects are those listed in Appendix G of the County of Walla Walla Comprehensive Plan and projects that can clearly demonstrate the tangible creation and/or retention of family wage jobs. EDP=Economic Development Project, Non-EDP=Non-Economic Development Project

a) Action Agenda Items:

- 1) Resolution – Signing the United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances
- 2) Resolution – Use of County Roads for the Walla Walla Multi-Sports Onion Man Triathlon

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING THE
UNITED STATES DEPARTMENT OF
TRANSPORTATION (USDOT)
STANDARD TITLE VI/NON-
DISCRIMINATION ASSURANCES

RESOLUTION NO. **24**

WHEREAS, Walla Walla County is a recipient of Washington State Department of Transportation (WSDOT) Federal Funds; and

WHEREAS, Federal Regulations 23 CFR 200.9(b) (7), 49 CFR 21.3, and 49 CFR 21.7 requires that WSDOT insure that all local agencies receiving United States Department of Transportation (USDOT) funds administered by WSDOT are in compliance with these regulations; and

WHEREAS, in compliance with said regulations, Walla Walla County is required to sign the USDOT Standard Title VI/Non-Discrimination Assurances; now therefore

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

Passed this 8th day of January, 2024 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

Gunner Fulmer, Commissioner, District 3

Jennifer R. Mayberry, Commissioner, District 1

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF USE OF
COUNTY ROADS FOR THE
WALLA WALLA MULTI-SPORTS
ONION MAN TRIATHLON

RESOLUTION NO. **24**

WHEREAS, said triathlon will be held Saturday, May 18, 2024, between the hours of 9:00 am and 2:00 pm; and

WHEREAS, the event organizers have agreed to notify emergency services prior to the event for the necessary safety and emergency services information; and

WHEREAS, the event organizers shall provide traffic control, signage and flaggers in accordance with the approved Special Event Permit; and

WHEREAS, the event organizers have provided a certificate of insurance naming Walla Walla County as additional insured and have agreed to include Walla Walla County in their registration/release waiver; and

WHEREAS, the event organizers have provided a news release to the local newspapers announcing the event date; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that permission be granted to Walla Walla Multi-Sports to use the following County roads on Saturday, May 18, 2024: Reservoir Road from the Corps office to North Tausick Way; from North Tausick Way to the Walla Walla Community College entrance to Isaacs Avenue; along the Isaacs Avenue bike path to Mill Creek Road, 5 Mile Road, Russell Creek Road, Berney Drive, Scenic Loop Road; from there, reversing the course for the return trip.

*Passed this 8th day of **January, 2024** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

Gunner Fulmer, Commissioner, District 3

Jennifer R. Mayberry, Commissioner, District 1

*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 Morales, P.E. – Public Works Director/County Engineer

Date: 3 January 2024

Re: Director's Report for the Week of 1 January 2024

Board Action: 8 January 2024

Consent Agenda:

In the Matter of Signing the United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances

In the Matter of Use of County Roads for the Walla Walla Multi-Sports Onion Man Triathlon

MILL CREEK FLOOD CONTROL ZONE DISTRICT:

- Continuing Authorities Program (CAP) 205 project: **In the design phase** – The Corps of Engineers has awarded the Design Contract to a consultant (Shannon & Wilson). Once the design is roughly 60-70% complete, we'll be able to start the right of way acquisition phase.

ENGINEERING:

- Dell Sharpe Bridge: Working on right of way.
- Seven Mile Bridge: Working on right of way and environmental documents.
- Lower Waitsburg Rd: Working on right of way.
- Lyons Ferry Road: Working on design.
- Mill Creek Rd MP 6.5 to MP 8.0: Working on design.
- Wallula Bridge: Reviewing hydraulic permit.

MAINTENANCE/FLEET MANAGEMENT:

- South Crew – Snow and ice as needed, cleaning ditches and culverts.
- North Crew – Snow and ice as needed, cleaning ditches and culverts.
- Vegetation & Signs – Snow and ice as needed and sign maintenance.
- Garage – Services and repairs.

ADMINISTRATION:

- Conducted our weekly Staff meeting.
- Attended this month's Elected Official/Department Head meeting.
- Working on end of year evaluations.
- Attended our quarterly Southeast Rural Arterial Program (RAP) meeting with the County Road Administration Road (CRAB)

a) Action Agenda Items:

- 1) Proposal 2024 01-08 HR/RM-1 Approval to engage with an external accounting firm to conduct a comprehensive review of Corrections payroll and scheduling records for the last three (3) years
- 2) Proposal 2024 01-08 HR/RM-2 Approval to transfer the Segregation/GIS Specialist position and its current occupant from Technology Services office to Assessor Office
- 3) Proposal 2024 01-08 HR/RM-3 Approval to discontinue Correction Officers' Sign-On Bonuses
- 4) Revised Job Description Approval Form – Property Segregation Specialist for Assessor Office
- 5) Revised Job Description Approval Form – Administrative Deputy Jail Commander for Corrections Department
- 6) Revised Job Description Approval Form – Operations Deputy Jail Commander for Corrections Department

b) Department update and miscellaneous

c) Active Agenda Items:

- 1) Possible discussion/decision re: any pending claims against the County

d) Possible closed session for collective bargaining negotiations pursuant to RCW 42.30.140(4)(a-b)

e) Possible executive session re: qualifications of an applicant for employment and/or review the performance of a public employee (pursuant to RCW 42.30.110(1)(g))



Proposal

Date: 1/8/2024

Proposal ID#: 2024 01-08 HR/RM-1

To: BOCC

From: Joshua Griffith, HR/Risk Manager

Action Item: Approval to engage with an external accounting firm to conduct a comprehensive review of Corrections payroll and scheduling records for the last three years.

Summary: HR/Risk department seeks approval to engage an external accounting firm to conduct a comprehensive review of Corrections payroll and scheduling records for the last three years. The purpose of this review is to ensure the accuracy of our payroll and scheduling processes, identify and investigate any errors made during this period, and verify the overall integrity of our payroll and scheduling processes.

The objective of this external review is to enhance transparency, accuracy, and compliance in our payroll and scheduling processes.

Scope of Work:

The accounting firm will be tasked with generating a report which examines the following aspects of the Corrections payroll and scheduling:

1. Payroll Records: Thoroughly review payroll transactions for accuracy, compliance with policies, and proper documentation. Document and investigate any errors made in payroll records over the past three years.
2. Scheduling Procedures: Verify the accuracy and efficiency of our scheduling processes to identify any potential areas for improvement. Document and investigate any errors made in scheduling records over the past three years.

Cost: Upon approval, HR will seek initial cost estimates and return to the Board to request additional funding for professional fees.

Conclusion/Recommendation: It is recommended that the Board approve this proposal and direct the HR/Risk Department to engage an external accounting firm to conduct a comprehensive review of Correction's payroll and scheduling records for the last three years.

Submitted By:

Disposition

Name

Department

☐ Accepted

Joshua Griffith

HR/Risk Department

☐ Not Accepted

BOCC Chairman: _____

Date: _____



Proposal

Date: 1/8/2024

Proposal ID#: 2024 01-08 HR/RM-2

To: BOCC

From: Joshua Griffith, HR/Risk Manager, Chad Goodhue, Director Technology Services, Byron Burres, Walla Walla County Assessor

Action Item: Approval to transfer the Segregation/GIS Specialist position and its current occupant from Technology Services office to the Assessor Office.

Summary: In 2019, the Segregation/GIS Specialist was relocated from the Assessor Office to the TS to focus on GIS system updates. However, a recent evaluation reveals a shift in responsibilities, with the majority of duties now aligning with the Assessor Office's functions. The role no longer involves GIS system updates, warranting a reconsideration of its placement.

After thorough discussions between the TS and Assessor leadership, it has been acknowledged that the Segregation/GIS Specialist is better suited to the Assessor Office, given its current scope of duties.

Cost: This transfer will not result in additional costs to the County since both the TS and Assessor offices are funded by the current expense. Internally, funds for the position will have to be transferred from TS to Assessors Office which are salary and benefits (\$89,157.36), as well as the sick and Vacation buyout (\$22,337.81). Additionally, it is requested that board give guidance on how to transfer the budget funds from TS to Assessors Office (aka budget amendment or some other path.)

Funding: Current Expense

Conclusion/Recommendation: It is recommended that the Board approves transfer of the Segregation/GIS Specialist position and its current occupant from the Technology Services Department to the Assessor Office.

Submitted By:

Disposition

Name	Department
Joshua Griffith	HR/Risk Department
Chad Goodnoe	Technology Services
Byron Burres	County Assessor

☐ Accepted
☐ Not Accepted

BOCC Chairman: _____

Date: _____



Proposal

Date: 1/8/2024

Proposal ID#: 2024 01-08 HR/RM-3

To: BOCC

From: Joshua Griffith, HR/Risk Manager

Action Item: Approval to discontinue Correction Officers' Sign-On Bonuses.

Summary: I am writing to bring to your attention the successful implementation of the Corrections Sign-On and Retention Bonus agreement with the Teamsters which provided sign-on and retention bonuses for correction officers. Since entering into this Memorandum of Agreement with the Teamsters in April 2023, the impact of the provided incentives has been substantial. Through this program, we have successfully achieved full staffing in our Corrections Department. The commitment and hard work of our Correction Officers have contributed significantly to the success of this initiative.

Now, with the Corrections Department fully staffed and operational, I seek your approval to discontinue the sign-on bonuses for new hires going forward. This decision aligns with the terms outlined in the Memorandum of Agreement and reflects the positive outcomes achieved through the implementation of this program.

Additionally, I am requesting the board's permission for me to draft and send a formal letter notifying the Teamsters and relevant parties of the conclusion of the sign-on bonuses program, in adherence to the terms outlined in the Memorandum of Agreement.

I believe that this decision is in the best interest of Walla Walla County, ensuring fiscal responsibility while acknowledging the success of the program in meeting its intended purpose. Your support in this matter will be highly appreciated, and I am open to any discussion or clarification needed to move forward.

Cost: No Cost

Conclusion/Recommendation: It is recommended that the Board approve discontinue Correction Officers' Sign-On Bonuses.

Submitted By:

Disposition

Name

Department

☐ Accepted

Joshua Griffith

HR/Risk Department

☐ Not Accepted

BOCC Chairman: _____

Date: _____

Memo of Understanding between Walla Walla County Teamsters Local 839 Corrections and Walla Walla County

Background:

The Teamsters Local Union no. 839 representing the Walla Walla County Corrections bargaining group requested to meet and discuss concerns related to retention and recruiting. As a result of these discussions, and at the complete discretion of the County, the Board authorized during a general meeting the following:

The Union agrees:

- a. The language contained in this MOU is outside existing labor contract language;
- b. This MOU, or any portion of it, ends at the complete discretion of the County;
- c. Past practice rules do not apply to any portion of this MOU language;
- d. Ending this MOU language, or any portion of it, is not subject to any bargaining process;
- e. Each employee receiving any of the below identified bonuses will be responsible for any payroll taxes and Department of Retirement Systems (DRS) contributions. This will occur at time of payment through normal payroll withholding practices.

Retention Bonus:

After the full execution of this agreement, each currently employed Corrections Officer or Corrections Sergeant will be eligible to receive one-time, non-precedent setting retention payments totaling eight thousand dollars (\$8,000) in two installments, conditioned as follows: Currently employed Corrections Officers and Corrections Sergeants, still employed on December 1, 2023, shall receive a one time lump sum retention payment of four thousand dollars (\$4,000) in the next payroll period following that date. Currently employed Corrections Officers and Corrections Sergeants, still employed on December 1, 2024, shall receive a one time lump sum retention payment of four thousand dollars (\$4,000) in the next payroll period following that date.

Signing Bonus:

- a. After the full execution of this agreement, upon hire, a one-time amount of twenty thousand dollars (\$20,000) will be payable to any qualified lateral Corrections Officer, subject to the language outlined in "c" of this section. "Qualified" for purposes of lateral Corrections Officer means having a current Washington State Criminal Justice Training Commission (CJTC) Corrections Officer certification, or being eligible for, and completing, the CJTC Corrections Officer equivalency academy (WAC 135-09-310).
- b. After the full execution of this agreement, upon hire, a one-time amount of ten thousand dollars (\$10,000) will be payable to any Corrections Officer entry level hire, subject to the language outlined in "c" of this section.
- c. A two (2) year commitment is required for either a or b of this section. For purposes of payout, two (2) equal payments will be made with the 1st payment occurring after completion of probation and the 2nd payment upon completion of 2 years of service. This provision is not subject to any prorated formula.

WHEREAS, for purposes of retention and recruiting efforts, Walla Walla County and the Teamsters Local Union 839 confirms this MOU on a non-precedent setting basis as set forth in this document.

For the Union:

Teamsters Local Union No. 839

X

Secretary-Treasurer

Date Signed: 4-10-2023

X

Jesus Alvarez, Jr., Business Agent

Date Signed: 4/10/2023

Memo of Understanding between Walla Walla County Teamsters Local 839 Corrections and Walla Walla County

For the Employer: Walla Walla County
Walla Walla County by

X

Jennifer Mayberry, Chairman

Date Signed:

4/10/23

X

Gunner Fulmer, Commissioner

Date Signed:

4/10/23

X

Todd Kimball, Commissioner

Date Signed:

4/10/23

Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

Approval Form

Position: Property Segregation Specialist

Date: 01/8/2024

Department: Assessor Office

Pay Grade: 5, Full-time (37.5 hours/week); non-exempt Benefits Apply

Union (Identify): ___ Courthouse Union _____ Non-Bargaining:

☐ Regular Full Time

☐ Additional

☐ Contract

☐ Regular Part Time

☐ Replacement

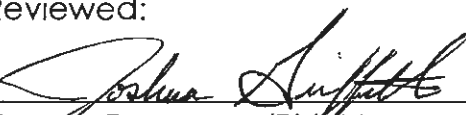
☐ Temporary/Intermittent

This updated job description replaces the previous Segregation/GIS Specialist position. By adjusting responsibility and requirements.

Please see attached job description for all changes.

HR-Approved Job Description Attached.

Reviewed:



Human Resources/Risk Manager

1/8/2024

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Property Segregation Specialist

DEPARTMENT: Assessor's Office

REPORTS TO: Assessor and Chief Deputy

PAY GRADE: 5, Full-time (37.5 hours/week); **FLSA non-exempt**, Courthouse Union; Benefits Apply

JOB SUMMARY: This position performs a variety of highly technical mapping using GIS software. Position prepares and maintains the Assessor's Parcel Layer and other maps using ESRI, and ArcGis software. Serving as the chief land and segregation and map drafting specialist, processes recorded conveyance instruments for real property, verifying legal descriptions and ownership, and prepares property segregations and combinations without supervision. Position collaborates with staff and other departments, including county and GIS departments, and provides information to the public. The Property Segregation Specialist traces chains of title, reads legal descriptions, does land area computations, and must understand real estate property law. Coordinates and fulfills all public records requests.

SUPERVISORY RESPONSIBILITIES: This position is fully responsible for the Segregation department and supervises the Segregation Assistant position and all persons involved with public records requests for the Assessor's Office.

ESSENTIAL FUNCTIONS:

- Performs technical work to build and revise the Assessor's maps and other records to reflect ownership, taxing district conveyances, acquisitions, combinations, divisions and other issues relevant to cadastral mapping.
- Maintain cartographic and tabular databases utilizing a variety software.
- Correspond with Assessor's office staff, surveyors, title companies, attorneys, county and GIS departments and the public to solve discrepancies in documentation information.
- Research ownership and legal descriptions, and locate properties from deeds for publishing and office inquiries.
- Prepares, maintains records and documentation related to database development and applications.
- Interprets annexations and applies changes to city, school district, fire district boundaries to the assessment records on maps and office software while working closely with the city and other districts to ensure accuracy.
- Coordinates, directs and fulfills all departmental public records requests.

EXAMPLE OF DUTIES:

- Provide information to the public, county and city offices on mapping and segregations.
- Use aerial photos, surveys, right of way drawings, maps and drafts (hard and computer images) to accurately build the Assessor's Parcel Layer map.
- Analyze and interpret legal descriptions.
- Develop and maintain good working relations with department staff, staff from other departments and agencies or entities.
- Perform field investigation of property descriptions as needed.
- Assist with the front counter property owner services.
- Attend and participate in staff meetings, skill improvement and training programs, conferences and seminars, and multi-agency meetings.
- Present recommendations to improve department efficiency.
- Perform other duties and projects as assigned.

EQUIPMENT TO BE USED: Operate a personal computer and Microsoft office software applications and other applications such as ESRI, ArcGIS and Sidwell Parcel Builder. Operate standard office equipment such as fax, calculator, copy machine and multi-line phone.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is conducted in the field as well as in an office setting. Manual dexterity of hands and fingers to operate computer keyboards and other related computer equipment including a mouse or other pointing device; seeing and reading of printed maps and data; hearing and speaking to communicate with others; bending and reaching to retrieve and store files; sitting and standing for extended periods of time and lifting up to twenty (20) pounds. May require travel for training purposes and commute to other departments or government agencies.

KNOWLEDGE AND ABILITIES:

- Thorough knowledge and ability in use of database, spreadsheet, and GIS software.
- Basic mathematical knowledge including algebra, geometry, and trigonometry.
- Interpersonal skills and knowledge in working with the public, as a team, and self-motivation.
- Thorough knowledge and experience in computer use and applications.
- Working knowledge of government records and legal descriptions.
- Analytical knowledge and skills to assess problems, develop and propose solutions, procedures and controls.
- Ability to work in a multi-task work environment and under date and time line requirements.
- Ability to communicate effectively orally and in writing.
- Ability to supervise Segregation assistant and oversee public records requests.
- Ability to work independently.
- Ability to perform duties to a high degree of accuracy paying particular attention to detail.

MINIMUM QUALIFICATIONS: Bachelor's degree and two (2) year's work experience that provides the knowledge and abilities to perform the duties of this job satisfactorily, including one

(1) year real estate, appraisal or title company experience dealing with legal conveyances, legal descriptions and chains of title OR Associate's degree and four (4) year's work experience utilizing GIS software. Additional related college education and work related experience may be substituted for experience on a year for year basis.

LICENSES AND OTHER REQUIREMENTS: Possess and maintain a valid driver's license.

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

Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

Approval Form

Position: Administrative Deputy Jail Commander Date: 01/8/2024

Department: Correction Department

Pay Grade: 8, Full-time (40 hours/week); FSLA Exempt; Benefits Apply;

Union (Identify): _____ Non-Bargaining: X

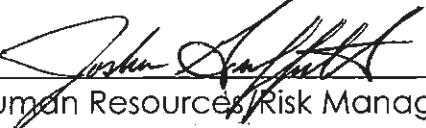
☐ Regular Full Time	☐ Additional	☐ Contract
☐ Regular Part Time	☐ Replacement	☐ Temporary/Intermittent

This updated job description replaces the previous Administrative Deputy Jail Commander position. By adjusting responsibility and requirements.

Please see attached job description for all changes.

HR-Approved Job Description Attached.

Reviewed:



Human Resources/Risk Manager

1/3/2024

Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Administrative Deputy Jail Commander

DEPARTMENT: County Corrections Department

REPORTS TO: **Jail Commander**

PAY GRADE: 8, Full-time (40 hours/week); FSLA Exempt; Benefits Apply; Non-Represented

JOB SUMMARY: This is an administrative, supervisory, and operations coordination position. Position provides direct supervision of the following positions: Jail cook, warrants clerk, **Court Sergeant**, and other administrative staff. Provides occasional supervision of Corrections Sergeants if needed and works closely with the Jail Commander to ensure the continuity of daily operations. The Administrative Deputy Commander serves as a role model for subordinates and interfaces directly with Corrections stakeholders and agency partners. The Administrative Deputy Commander reviews all written staff reports and other relevant material and submits required reports to Jail Commander. The Deputy Commander reviews all admissions, transfers, and releases to identify potential performance deficiencies and takes proper corrective action when necessary. The Deputy Commander serves as Jail Commander in the Commander's and Operation Deputy Commander's absence. The Deputy Commander serves as the PREA Compliance Manager, **Electronic Systems Access Coordinator**, and **Securus Programs Manager**, and is responsible for identifying, monitoring, and managing training deficiencies, needs, and resources.

This position provides administrative, payroll, **accounting**, and general office support to the Corrections Department Administration. Position provides accounting support for the Inmate Trust Fund, inmate ancillary services and manages all aspects of the warrant and bail processes. The work is of a confidential nature, requires a thorough knowledge of the department's purpose, policy, **function**, and practices, and is performed with minimal supervision and responsibly. There are regular and recurring duties, as well as special projects and duties as assigned.

SUPERVISORY RESPONSIBILITIES: Direct supervision of the following positions: Jail cook, warrants clerk, Court Sergeant ~~transport/chain officer and work crew supervisor~~ and other administrative staff. **This position serves as the second level supervisor of the Transport Office and Work Crew Supervisor.** In the absence of the Jail Commander and Operation Deputy Commanders this position supervises all other Corrections staff during daily operations.

ESSENTIAL FUNCTIONS:

- **Jail Training, Policies, Procedures and Standards:** Collaborates with Operations Deputy Commander to ensure necessary training and instruction is provided to all Corrections Staff on adherence to policies, procedures, and standards. Facilitates and monitors the Department's adherence to current corrections best practices; collaborates with Jail Commander to develop, write, review, and implement policies and procedures.
- **Intake/Transfer/Release:** In the absence of the Operations Deputy Commander, supervises and manages all duties related to intake, transfer, and release; communicates with other Criminal

Justice and law enforcement agencies to ensure coordinated practices and seamless communication; supervises Transport/Work Crew Officer(s) and coordinates movements between facilities.

- Jail Administration: Assists Jail Commander and ~~Director of Corrections~~ with routine personnel, budget, payroll and purchasing duties.
- Oversees medical contractors and billing.
- Coordinates with outside contractors and service providers to ensure standards, procedures and rules are followed.
- Oversees scheduling and operations of jail transports/transport chain and work crew activities.
- Maintains financial records and files pertaining to operations, expenditures, budget balances, payroll, and operations.
- Provides support with accounting services for Inmate Trust Fund, including receipting and disbursing of funds.
- Provide support for management of inmate ancillary services.
- Manages all aspects of the warrant process.
- Manages all aspects of the bail processes.
- Updates information on website as requested.
- Prepares all department payroll.
- Oversees fiscal accounting, budget, and office management for the Corrections Department.
- Prepares contract and budget documents, business correspondence, administrative files, personnel files, and correspondence on staff personnel issues.
- Review for the efficient and effective fiscal operation and management of local, state and federal operating funds within the Corrections Department.
- Research, analyze and prepare information for management on a variety of topics, for internal use or for dissemination to employees or to the public through the media.
- Supervises management of public records and responses to records requests.
- Court Detail: In the absence of the Operations Deputy Commander, supervises, coordinates, and manages staff assigned to court duty, including jury trials. Responsible for coordination of remote video court appearances, telehealth appointments, and remote attorney visits.

EXAMPLE OF DUTIES:

- In absence of Jail Commander and Operations Deputy, manages major incidents by establishing onsite supervisory presence; coordinates and directs responding emergency personnel; supervises preliminary investigations of all major and critical incidents.
- Serves as Control Room Officer as directed by the Jail Commander during staffing emergencies.
- Manages the submission of documentation for all critical incidents within required timeframes.
- **In the absence of the Operations Deputy Commander**, Identifies, prepares, facilitates, and monitors Corrections Officer staff training.
- Manages the maintenance and inventory of all assigned equipment, duty gear, radios, and vehicles.
- Enters data and extracts reports from multiple databases as directed by Jail Commander.
- Administers Securus inmate phone system, Securus Video Visitation system, kiosks, and tablet devices.
- Manages the process of employee, public, and professional community complaints per Department policy.

- Reviews daily inmate requests, kites, and grievances; responds accordingly or delegates to appropriate staff.
- Executes special assignments or projects which include research, analysis and preparation of recommendations or conclusions.
- **Acts as a Notary Public for the department.**
- Performs other duties as assigned by the Jail Commander.
- Completes all training required by statute and Department policy; maintains Criminal Justice Training Commission certifications as required.
- Receipt money, make deposits and balance accounts online.
- Process, in a timely manner, all records related to all warrants including data entry, confirming validity, storage, accessibility, composing return of service.
- Process incoming bail monies received by receipting funds and disbursing funds to the appropriate court in a timely manner.
- Enter data and extract reports as requested.
- Assist with billing processes.
- Assist in purchasing all required supplies.
- Reconcile staff leave accrual and usage, monitoring these balances on a monthly basis.
- Prepare vouchers for signature of the **Jail Commander**.
- Prepare and monitor department budgets, including budget forecasting and any amendments to budgets.
- Assist management with budget proceedings with county commissioners.
- Compose, prepare and type a variety of correspondence, memos, reports and other materials; receive, sort and distribute incoming mail.
- Execute special assignments or projects which include research, analysis and preparation of recommendations or conclusions.
- Perform other duties as assigned by the Jail Commander.

EQUIPMENT TO BE USED: Control board for monitoring movements throughout the jail. Standard office equipment including PC, or computer station and related office automation and database software, fax and photocopy machines, postage machine and multi-line phone systems will be utilized, i.e.: New World/Lexipol/PowerDMS/Cobra Banker/Milestone/OnBase/PlanIt Scheduler.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed inside a corrections facility. Position will have contact with inmates, volunteers, professionals, and stakeholders. Physical abilities required for this position are ones typically related to office operations, including manual dexterity and visual acuity to operate personal computers and other office equipment, access filing systems, and have sufficient hearing and speech ability to communicate verbally. Must be able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call 24-hour call-back for emergencies.

EDUCATION AND EXPERIENCE: Bachelor's degree in a relevant field of study (criminal justice, psychology, sociology or related); OR Associates Degree with five (5) years of increasingly responsible documented experience in corrections; OR High School Diploma/GED and eight (8) years of increasingly responsible documented experience in corrections, criminal justice, human resources, or the legal field.

KNOWLEDGE AND ABILITIES:

- A general knowledge of the corrections system, state, and local court rules.
- Knowledge of county personnel policies and Corrections union contract.
- Knowledge of accounting principles and general knowledge of human resources.
- Knowledge of principles and practices of governmental bookkeeping and accounting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work independently with a minimum of supervision.
- Ability to compile and maintain records and prepare reports.
- Must be proficient with computer, particularly word processing, data management and spreadsheets.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS: Must successfully complete CJTC Middle Management course and any prerequisites within 12 months of hire date. A valid driver's license and a driving record acceptable to the county's insurer required. Maintain current CPR, first aid certification and Notary Public License. Successfully pass independent personal and background investigation. This position is considered a confidential employee and is therefore exempt from the union contract.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile inmates, a variety of weapons, noise, exposure to biohazards, airborne pathogens, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs, and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

Approval Form

Position: Operations Deputy Jail Commander Date: 01/8/2024

Department: Correction Department

Pay Grade: 8, Full-time (40 hours/week); FSLA Exempt; Benefits Apply;

Union (Identify): _____ Non-Bargaining: X

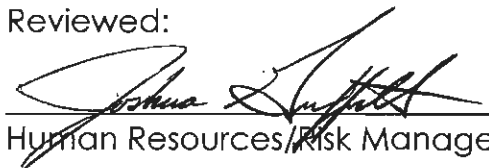
- | | | |
|--|--------------------------------------|---|
| ☐ Regular Full Time | ☐ Additional | ☐ Contract |
| ☐ Regular Part Time | ☐ Replacement | ☐ Temporary/Intermittent |

This updated job description replaces the previous Operations Deputy Jail Commander position. By adjusting responsibility and requirements.

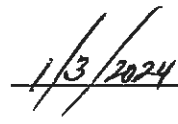
Please see attached job description for all changes.

HR-Approved Job Description Attached.

Reviewed:



Human Resources/Risk Manager



Date

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Operations Deputy Jail Commander

DEPARTMENT: County Corrections Department

REPORTS TO: Jail Commander

PAY GRADE: 8, Full-time (40 hours/week); FSLA Exempt, Benefits Apply; Non-Represented

JOB SUMMARY: This is an administrative, supervisory, and operations coordination position. Position provides direct supervision of Corrections Sergeants and works closely with the Jail Commander to ensure the continuity of daily operations. The Deputy Commander serves as a role model for subordinates and interfaces directly with Corrections stakeholders and agency partners. The Operations Deputy Commander reviews all written staff reports and other relevant material and submits required reports to the Jail Commander. The Operations Deputy Commander reviews all admissions, transfers, and releases to identify potential performance deficiencies and takes proper corrective action when necessary. The Operations Deputy Commander serves as Jail Commander in the Commander's absence. The Operations Deputy Commander serves as the facility Grievance Coordinator, serves as the Disciplinary Hearing Coordinator, serves as the Corrections Training Coordinator, and is responsible for identifying, monitoring, and managing training deficiencies, needs, and resources.

This position coordinates with the Administrative Deputy Commander for scheduling Corrections Officers to ensure the facility is always safely staffed. Position requires a thorough knowledge of the Department's purpose, policies, procedures, function, and practices. Work is performed with minimal supervision and in alignment with the Department's mission and vision. There are regular and recurring duties, as well as special projects and other duties as assigned by the Jail Commander. The Operations Deputy Commander is required to serve as a Corrections Officer during staffing emergencies.

SUPERVISORY RESPONSIBILITIES: This position supervises the Corrections Sergeants and Disciplinary Hearing Officers. This position serves as the second level supervisor to all other Corrections staff during daily operations.

ESSENTIAL FUNCTIONS:

- Jail Operations: Supervises and manages all Corrections Staff, including Shift Sergeant and In-Charge Officer, on duty during assigned shift; responsibilities include facility security, detention operations, coordinating calculated uses of force, emergency management, and staff scheduling. Serves as primary point of contact with arrest agencies, other facilities, visitors, attorneys, and inmate families.
- Jail Training, Policies, Procedures and Standards: Oversees training and instruction of all Corrections staff on adherence to policies, procedures, and standards. Facilitates and monitors the Department's adherence to current corrections best practices; collaborates with Jail Commander to develop, review, and implement policies and procedures.

- Intake/Transfer/Release: Supervises and manages all duties related to intake, transfer, and release; communicates with other criminal justice and law enforcement agencies to ensure coordinated practices and seamless communication; **second level supervisor** of Transport/Work Crew Officer(s) and coordinates movements between facilities.
- Jail Administration: Supervises **Disciplinary Hearing** Officers; reviews all uses of force, non-routine uses of restraints, and manages inmate disciplinary process. Supervises Kitchen, Work Crew/Maintenance, and Transport programs at the direction of the Jail Commander. Directly supervises Sergeants and In-Charge Officers.
- Court Detail: Supervises, coordinates, and manages staff assigned to court duty, including jury trials. Responsible for coordination of remote video court appearances, telehealth appointments, service provider appointments, and remote attorney visits.

EXAMPLE OF DUTIES:

- Manages major incidents by establishing onsite supervisory presence; coordinates and directs responding emergency personnel; supervises preliminary investigations of all major and critical incidents.
- Evaluates duty performance of Sergeants. **Coaches** and counsels Corrections Officers in cooperation with Jail Commander.
- Manages the submission of documentation for all critical incidents within **the required** timeframe.
- Identifies, prepares, facilitates, and monitors Corrections Officer staff training.
- Manages the maintenance and inventory of all assigned equipment, duty gear, radios, and vehicles.
- Manages the maintenance requests and scheduling of all routine maintenance for the physical plant.
- Enters data and extracts reports from multiple databases as directed by Jail Commander.
- Assists Administrative Deputy Commander with monthly housing billing involving multiple contracted agencies.
- In absence of Administrative Deputy Commander, administers Securus inmate phone system, Securus Video Visitation system, kiosks, and tablet devices.
- In absence of Administrative Deputy Commander, manages the process of employee, public, and professional community complaints per Department policy.
- Reviews daily inmate requests, kites, and grievances; responds accordingly or delegates to appropriate staff.
- Serves as a Corrections Officer or Shift Sergeant as directed by the Jail Commander; may be called upon to perform any task or duty required by a State certified Corrections Officer.
- Executes special assignments or projects which include research, analysis and preparation of recommendations or conclusions.
- Performs other duties as assigned by the Jail Commander.
- Completes all training required by statute and Department policy; maintains Criminal Justice Training Commission certifications as required.

EQUIPMENT TO BE USED: Control board for monitoring movements throughout the jail. Standard office equipment including PC, or computer station and related office automation and database software, fax and photocopy machines, postage machine and multi-line phone systems will be utilized, i.e.: New World/Lexipol/PowerDMS/Cobra Banker/Milestone/OnBase/PlanIt Scheduler.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed inside a corrections facility. Position will have contact with inmates, volunteers, professionals, and stakeholders. Physical

abilities required for this position are ones typically related to office operations, including manual dexterity and visual acuity to operate personal computers and other office equipment, access filing systems, and have sufficient hearing and speech ability to communicate verbally. Must be able to work long and protracted hours of the day and night depending on the complexities of unique situations. Subject to being on-call 24-hour call-back for emergencies.

EDUCATION AND EXPERIENCE: Bachelor's degree in a relevant field of study (criminal justice, psychology, sociology or related); or Associate's Degree with five (5) years of increasingly responsible documented experience in corrections; or High School Diploma/GED and eight (8) years of increasingly responsible documented experience in corrections. At least five years of supervisory experience in corrections at Sergeant level or higher.

KNOWLEDGE AND ABILITIES:

- **In-depth** knowledge of adult corrections, state and federal statutes related to jails, and local court rules.
- **In-depth** knowledge of County personnel policies and Corrections union contract.
- Ability to communicate clearly and concisely, both orally and in writing; ability to provide professional presentations to public and stakeholder groups.
- Ability to work independently with a minimum of supervision.
- Ability to compile and maintain records and prepare reports.
- Proven track record of exercising sound judgement and decision-making; ability to make effective decisions during crises; ability to recognize when participative decision-making is appropriate and warranted.
- Must be proficient with computer, particularly word processing, data management and spreadsheets.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS: Certified or ability to become certified by a department-approved instructor to use Pistols, Tasers, OC and/or other lethal/less-lethal weapons as regulated by policy and statute. Must obtain and retain Washington State Criminal Justice Training Commission professional certification as a Corrections Officer. Must successfully complete CJTC Middle Management course and any prerequisites within 12 months of hire date. Must possess a valid driver's license at the time of employment and continuously throughout employment. Must be at least twenty-one (21) years of age.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive, and hostile inmates, a variety of weapons, noise, exposure to biohazards, airborne pathogens, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs, and drug paraphernalia. This position has a high risk of civil litigation due to performance of duties.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

HUMAN RESOURCES/RISK MANAGEMENT BOCC Update 1/8/2024

Employment Information: 17 open positions

Job Openings:

1. Public Health Registered Nurse Per Diem – CHD – Opened 9/22/23
2. Program Coord. Emergency Preparedness – CHD – opened 10/26/23
3. CPWI Specialist – CHD- opened 12/5/23
4. Target Safety Coordinator- CHD- opened 1/4/23
5. Corrections Officers – Corrections – continuous advertising – 0 open positions – TBD
6. Juvenile Detention Officer – JJC – OUF – 2 position - opened 12/22/22
7. Maintenance Technician I – PW – OUF – opened on 3/14/22
8. Public Works Technician IV – PW – OUF – opened on 1/20/23
9. Mechanic I or II – PW – OUF – 9/20/2023
10. Public Works Technician II or III – PW – OUF – opened on 8/25/23
11. Accounting Tech III – PW – OUF – opened on 11/16/23
12. Building Official/Fire Marshal - Community Development – OUF - opened 09/30/22
13. Chief Civil Deputy – Sheriff – OUF - opened 10/6/22
14. PT Court Security Officer – Sheriff- opened 7/26/23
15. Deputy Prosecuting Attorney I or II - PA – OUF - opened 11/30/22
16. Rule 9 Intern PT – PA – OUF – opened 4/6/23
17. PT Noxious Weed Coordinator – WSU – OUF – opened 1/3/24

OUF = Opened until filled

Positions Filled:

1. Litter Crew Supervisor – JJC – OUF – starting 1/9/24
2. Corrections Officers – Corrections – starting 1/4/24
3. Legal Assistant I, II or III- PA- OUF – starting 1/8/24

Update:

- a)** Miscellaneous business for the Board
- b)** Possible executive session re: acquisition of real estate (pursuant to RCW 42.30.110(1)(b)), and/or litigation or potential litigation (pursuant to RCW 42.30.110(1)(i))
- c)** Possible action re: pending or potential litigation

2:15 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.