

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 16, 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.

8:15 A.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 8 and 9, 2024
 - 2) Payroll action and other forms requiring Board approval
- i) **Action Agenda Items:**
 - 1) County vouchers/warrants/electronic payments as follows: 4055076 through 4055082 totaling \$95,471.80 (draws); 4257334 in the amount of \$26,674.82 (draw taxes);
_____ through _____ totaling \$ _____ ; _____ through _____ totaling \$ _____ (travel)
 - 2) Proposal 2024 01-16 EconDev – County Approval of Walla Walla County expending funds from the County’s portion of the Economic Development Sales Tax Fund for County of Walla Walla – Walla Walla Regional Airport Life Flight Hangar Project
 - 3) Proposal 2024 01-16 Fair-1 Approval of various contracts with regards to the 2024 Walla Walla Fair and Frontier Days
 - 4) Proposal 2024 01-16 Fair-2 Approval of bid award and contract for Walla Walla County Fairgrounds Asbestos Abatement Project
 - 5) Resolution – Setting date of public hearing to consider declaring certain county property as surplus



Proposal

Date: 1-16-2024

Proposal ID. 2024 01-16 EconDev – County

To: BOCC

From: Diane Harris, Clerk of the Board

Intent – Approval of funding to Port of Walla Walla – Walla Walla Regional Airport using Walla Walla County's portion of 9/10ths (Economic Development Sales Tax) funds

Topic – Approval of Walla Walla County providing funds to the Port of Walla Walla – Walla Walla Regional Airport for Life Flight Hangar project. These funds will come from the County's portion of the Economic Development Sales Tax Funds.

Summary

The Walla Walla County Commissioners received a completed application (attached) from the Port of Walla Walla – Walla Walla Regional Airport requesting funding for the Life Flight Hangar Project.

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

Cost

\$200,000

Funding

9/10ths Funds – Walla Walla County

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

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.

Conclusion/Recommendation

Approval of funding to the Port of Walla Walla – Walla Walla Regional Airport in the amount of \$200,000 from the Walla Walla County portion of the 9/10th Economic Development Funds for Life Flight Hangar Project.

Submitted By

Diane Harris, Commissioners 1/16/2024

Disposition

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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: Patrick H. Reay 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
- Taumarsen Road Improvements (Joint Project with Walla Walla County)
- Lambert Arterial Extension Project
- Lambert/C Street/Larch Street Intersection
- SE Date Improvements

Capital Improvements:

- Wastewater Plant 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 Taumarsen)
- 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.



Proposal

Date: 1/16/2024

Proposal ID. 2024 01-16 Fair-1

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – Signature for 2024 Fair Contracts

Topic –Approval of various contracts with regards to the 2024 Walla Walla Fair and Frontier Days

Summary

Following are examples of various contracts that will need to be executed for the 2024 Fair and Frontier Days. Note several of these are continuing multiple-year contracts.

All 4-H, FFA, Grange, and Open class exhibit and livestock judges, superintendents, and clerks, Beverages, Carnival, Catering, Concessions, Concerts (artists, labor and equipment), Demolition Derby (labor and equipment), Fire and Medical Services, Grounds (labor and equipment), Grounds Entertainment (artists, labor and equipment), Night and restroom cleaning crews, Parade (labor and equipment), Parking Contracts, Pavilion (labor and equipment) Rodeo (labor, stock and equipment), Security, Social Media, and website development and hosting (only for continuing contracts, not new contracts), Ticketing System (only for continuing contracts, not new contracts).

Cost

All contracts negotiated to stay within Fair budget.

Funding

11800 - Fair budget

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Recommend that the BOCC authorize Greg Lybeck, Fairgrounds Manager, to sign contracts referenced above for 2024 Fair after they are reviewed and approved by the Risk Manager and the Prosecuting Attorney's Office.

Submitted By

Disposition

Greg Lybeck Fairgrounds 1/16/2024

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied



BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



Proposal

Date: January 16, 2024

Proposal ID. 2024 01-16 Fair-2

To: Walla Walla Board of County Commissioners

From: Greg Lybeck, Fairgrounds Manager

Intent – Approval of bid award and contract for Walla Walla County Fairgrounds Asbestos Abatement Project

Topic – Rental Houses Asbestos Abatement

Summary - In preparation for demolishing the houses previously used as rentals, four of the houses were found to contain varying amounts of asbestos contaminated materials. Accordingly, bids were sought for abatement of the asbestos.

The following bids were received by the deadline of 3:00 p.m., December 29, 2023:

Tektoniks Corp.	Walla Walla, WA	\$41,329.73
Blue Mountain Environmental & Consulting Co., Inc.	Waitsburg, WA	\$61,906.66

Cost – \$41,329.73

Funding – Properties Budget 123

Alternatives Considered – N/A

Acquisition Method – N/A

Security – N/A

Access – N/A

Risk – N/A

Benefits – N/A

Conclusion/Recommendation – Recommend bid award and associated contract to Tektoniks Corp. for Walla Walla County Fairgrounds Asbestos Abatement project and approval for Board to sign contract after review by Prosecuting Attorney.

Submitted By

Disposition

Greg Lybeck Fairgrounds

☐ Approved

Name Department Date

☐ Approved with modifications

Greg Lybeck 1.16.2024

☐ 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 SETTING A
DATE OF PUBLIC HEARING TO
CONSIDER DECLARING CERTAIN
COUNTY PROPERTY AS SURPLUS

RESOLUTION NO. **24**

WHEREAS, the Board of County Commissioners of Walla Walla County, as the county legislative authority, has received from the County Fairgrounds a list of County owned houses and their contents which are proposed to be declared surplus, said list attached as "Attachment A" and by reference herein made a part hereof; and

WHEREAS, Gregory Lybeck, Fairgrounds Manager, has advised that the items listed are damaged, or in a condition that would cost the county more to repair than replace, and as such, he is proposing to dispose of said items, as none are deemed to have a resale value to the county; and

WHEREAS, pursuant to RCW 36.34, the Board of County Commissioners, as the county legislative authority, is required to set a date of public hearing to consider testimony for and against disposing of any County property; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the date of Monday, February 5, 2024, at the hour of 10:00 a.m. or as close thereto as possible, be set for a public hearing to consider declaring said County property as surplus and disposing of same, said hearing to be held in the County Commissioners' meeting room, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington. Remote Public Participation and testimony will be allowed via Webex and telephone.

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

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

BE IT FURTHER RESOLVED that the Clerk of the Board of Walla Walla County Commissioners shall give notice of said hearing in the manner prescribed by law.

Passed this 16th 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

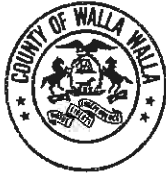
*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

“ATTACHMENT A”

County Owned Rentals:

- 203 Orchard Street, Walla Walla, WA
- 211 Orchard Street, Walla Walla, WA
- 217 Orchard Street, Walla Walla, WA
- 218 Donald Street, Walla Walla, WA
- 1204 South 4th Street, Walla Walla, WA
- 1234 South 4th Street, Walla Walla, WA
- 1310 South 4th Street, Walla Walla, WA

Contents consist of household refrigerators, stoves, A/C window units, and water heaters. The majority of these appliances are damaged or in a condition that would cost the County more to repair than replace. Those appliances that are functioning will be retained and used on the fairgrounds.



MEMO

Date: 1/16/2024

Proposal ID.

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

Intent – Declaring Certain County Property as Surplus

Topic – Requesting authority to dispose of houses and contents

Summary – On April 10, 2023, as documented in Proposal 2023 04-10 Fair-2, the Board of County Commissioners approved discontinuing the rental of certain County-owned houses located in proximity to the fairgrounds and their eventual removal.

We are requesting the authority to surplus and ultimately demolish the below-listed County-owned houses and their contents. Contents consist of household refrigerators, stoves, A/C window units, and water heaters. The majority of these appliances are damaged or in a condition that would cost the County more to repair than replace. Those appliances that are functioning will be retained and used on the fairgrounds.

- 203 Orchard Street, Walla Walla, WA
- 211 Orchard Street, Walla Walla, WA
- 217 Orchard Street, Walla Walla, WA
- 218 Donald Street, Walla Walla, WA
- 1204 South 4th Street, Walla Walla, WA
- 1234 South 4th Street, Walla Walla, WA
- 1310 South 4th Street, Walla Walla, WA

Cost – TBD for Demolition, permit fees, labor, and dump fees

Funding – Properties Budget 123

Alternatives Considered – N/A

Acquisition Method –

Security – N/A

Access – N/A

Risk – N/A

Benefits -

Conclusion/Recommendation – Recommend a hearing date be set for eventual approval for surplus / disposal of rental houses and contents.

Submitted By			Disposition
Greg Lybeck	Fairgrounds	1/16/2024	____ Approved
Name	Department	Date	____ Approved with modifications
			____ Needs follow up information
Signature			____ Denied
			
			BOCC Chairman
			Date

Additional Requirements to Proposal

____ Modification

____ Follow Up

COUNTY COMMISSIONERS (Continued)

i) Action Agenda Items (Continued):

- 6) Ordinance No. 500 – Approving a request by Walla Walla County for the adoption of updated Community Development Fee Schedules for Building, Fire, and Planning Permits, resulting in amendments to Walla Walla County Code Chapter 3.08 and Title 15
- j) Discussion/possible direction re 2024 Commissioner Committee Assignments
- k) Miscellaneous business to come before the Board
- l) Review reports and correspondence; hear committee and meeting reports
- m) Review of constituent concerns/possible updates re: past concerns
- n) Presentation by certain applicants related to Behavioral Health Services Funding Applications for 2024

DRAFT

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

ORDINANCE NO. 500

APPROVING A REQUEST BY WALLA WALLA COUNTY FOR THE ADOPTION OF UPDATED COMMUNITY DEVELOPMENT FEE SCHEDULES FOR BUILDING, FIRE, AND PLANNING PERMITS, RESULTING IN AMENDMENTS TO WALLA WALLA COUNTY CODE CHAPTER 3.08 AND TITLE 15.

WHEREAS, RCW 36.32.120 authorizes the Board of County Commissioners to establish a fee schedule to recover some portion of the cost of processing land use planning applications; and

WHEREAS, land use applications have become increasingly complicated and contentious, requiring more County staff time to perform duties required by State Law and the Walla Walla County Code; and

WHEREAS, Walla Walla County last reviewed and adjusted building and fire permit fees in 2020; and

WHEREAS, Walla Walla County last reviewed and adjusted land development application fees in 2019; and

WHEREAS, the Walla Walla County planning, building and fire permit fees do not currently compensate the County for its costs of processing applications, inspecting, and reviewing plans, or preparing detailed statements as required by chapter 43.21C RCW; and

WHEREAS, the following findings of fact and conclusions of law are hereby made:

Findings of Fact

1. The County last updated its Land Development Application fee table in 2019, with Ordinance 475. These fees are intended to cover land use planning costs.
2. The County last amended its building and fire code fee schedule in 2020, with Ordinance 482.
3. The current building, fire, and planning fees do not adequately compensate the County for its processing of applications as presented by the Community Development Director.
4. The planning fee updates are based on current staff costs, overhead/indirect costs, and the estimated time and costs for processing each type of application as shown in the December 11 and 26, 2023, Staff Reports.
5. The Board of County Commissioners reviewed the proposed fee updates in a workshop meeting on December 11, 2023.
6. Resolution No. 23-258 signed by the Board of County Commissioners on December 11, 2023, set the date and time of the Public Hearing for Tuesday, December 26, 2023, beginning at 10:00 AM.

7. A Notice of Public Hearing was issued December 13, 2023. This notice was published in the Tri-City Herald, Walla Walla Union Bulletin, and The Times (Waitsburg), and on the County website.

Conclusions of Law

1. The proposed fee schedules ensure that the Community Development Department is compensated for minimum costs associated with building, fire, and planning permit services.
2. The proposed fees will not charge applicants more than the costs of reviewing and processing applications, and preparing detailed statements as required by Chapter 43.21C RCW.

WHEREAS, the Board of County Commissioners held a public hearing on December 26, 2023, for the purpose of receiving testimony for and/or against the proposed fees; and

NOW THEREFORE,

BE IT ORDAINED, by the Walla Walla County Board of County Commissioners that, based on findings of fact and conclusions of law above, the following amendments are made to the Walla Walla County Code:

Section 1. Amendments to WWCC Chapter 3.08

Amend WWCC Chapter 3.08 to establish updated Community Development fee schedules as shown in Exhibit A, Section I.

Section 2. Deletions of Sections of WWCC Chapter 15.04 and Tables 9A-9G

The following sections as shown on Exhibit A, Section II, are deleted from Title 15, as they are being replaced with new sections in Chapter 3.08:

Section 15.04.032, Section 15.04.033, and Tables 9A-9G.

Section 3. Amendments to WWCC 15.04.031

Amend WWCC 15.04.031 as shown below.

15.04.031 - Work commencing before permit issuance.

Any person who commences work on a building, structure, site grading, plumbing, mechanical system, gas line, or other activity prior to obtaining a permit required by this code shall be subject to an investigation fee. The investigation fee shall be equal to the permit fee set forth in Chapter 3.08, resulting in a double fee ~~Tables 9A through 9G, at the end of this title.~~

Section 4. Amendment to WWCC 15.04.036

Amend WWCC 15.04.036 as shown below.

15.04.036 - Application fee.

An application fee, as established in Chapter 3.08~~shown on Table 9A~~, shall be required to be paid at the time of submittal for all building permit applications requiring plan review. The application fee shall be paid at the time of permit application. A permit fee deposit, as established in Chapter 3.08~~shown on Table 9A~~, shall be required at time of submittal for building permit applications requiring plan review. The permit fee deposit shall be applied toward the final building permit fee at the time of permit issuance and full payment by the applicant. If a permit application is withdrawn or expires after approval, the application fee and the permit fee deposit is non-refundable. Application fees must be paid when an application is accepted by the community development department as substantially complete. An application is considered vested once the application fee is paid.

Section 5. Amendment to WWCC 15.04.050

Amend Section 15.04.050 as shown below.

15.04.050 - Permit fees.

Permit Fees. The fee for permits required by the Walla Walla building code shall be as defined in Chapter 3.08 ~~this title~~ or as otherwise adopted by the board of county commissioners and ~~prescribed in Tables 9-A through 9-G, at the end of this title.~~

The value of building construction costs shall be based on the building valuation data in the Building Safety Journal magazine published by the International Code Council. Valuation data will be updated semi-annually based on the tables published by the International Code Council.

~~Exceptions:~~

~~The building official may make adjustments to the published square footage costs to reflect actual local or regional construction costs when such differences can be substantiated with verifiable data.~~

Section 6. Amendment to WWCC 15.04.060

Amend WWCC 15.04.060 as shown below.

15.04.060 - Moving dwellings and accessory buildings.

A. Any dwelling or accessory building proposed to be moved into Walla Walla County must be structurally sound. Structural defects must be corrected.

After relocation, the dwelling must be in substantial conformance with fire and life safety requirements of the current building code. This may include, but is not limited to:

1. Smoke alarms installed and interconnected where technically feasible;
2. Egress windows;
3. Stair landings, railings and guardrails;
4. Fire rated assemblies; and
5. Minimum requirements for sanitation, ventilation, heat and light.

Some requirements may be considered and modified on a case-by-case basis at the discretion of the building official where deemed not technically feasible.

B. Procedure.

1. Dwellings must be inspected prior to relocation within or into the county. If the dwelling is within Walla Walla County, ~~or outside of Walla Walla County but within seventy road miles of the City of Walla Walla,~~ inspections will be performed by a Walla Walla County building inspector at the cost of the applicant. All dwellings outside of the County ~~the above defined area will be required to~~ must be inspected by an ICC certified building inspector or a licensed engineer, at the cost of the applicant, to verify structural integrity and compliance with all Washington state and Walla Walla county codes pertaining to a moved dwelling;
2. The county will notify the originating jurisdiction, as appropriate, if the building can be permanently relocated to a county location;
3. The homeowner must receive separate approval from the originating jurisdiction to move the building over and across public rights-of-way;
4. The homeowner must receive approval from county public works to move the building over and across county rights-of-way;
5. Prior to placement of any structure on a county land parcel, a building permit must be reviewed and approved.

C. Building Permit Fee and Procedure.

1. The owner or owner's authorized agent must submit a complete application, site plan and a PDF copy of construction details for foundation and other requirements specified in the pre-location inspection.
2. Fees are as set forth in Chapter 3.08 Tables 9-A and 9-G, ~~at the end of this title.~~

Section 7. Amendment to WWCC 15.04.100.

Amend Section 15.04.100, as shown below.

15.04.100 - Mechanical permits—Fees.

Every applicant for a mechanical permit to do work regulated by this code shall pay for each permit the fee as set forth in Chapter 3.08 Table 9-E, ~~at the end of this title.~~ Any person who commences any work without first obtaining a permit shall, if subsequently granted a permit, pay double the permit fee for work conducted, however, these provisions shall not apply to emergency work where it is not practical to obtain a permit before commencement of the work.

Section 8. Amendment to WWCC 15.04.140(C) and(D).

Amend Section 15.04.40(C) and (D) as shown below.

C. Every applicant for a fireworks sale stand shall first obtain a permit and pay the fee established in Chapter 3.08 Table 9-B, ~~at the end of this title.~~ Fireworks may be offered for sale by permittees, and may be discharged only between the hours of nine a.m. and eleven p.m. on July 1st, 2nd and 3rd, between the hours of nine a.m. on July 4th and twelve a.m. on July 5th. Fireworks may be offered for sale by permittees between the

hours of nine a.m. and eleven p.m. on December 29th and 30th, and between the hours of nine a.m. on December 31st and one a.m. on January 1st and may be discharged only between the hours of nine a.m. on December 31st and one a.m. on January 1st.

D. Every applicant for a fire operational permit shall first obtain a permit and pay the fee established in Chapter 3.08 Table 9-G. Operational permits are issued on an annual basis based on the month each permit is issued. The annual renewal fee shall be equal to the operational fees shown in Chapter 3.08 Table 9-G.

Section 9. Amendment to WWCC 15.04.142(D).

Amend Section 15.04.142(D) as shown below.

D. Fees for residential burns shall be as set forth in Chapter 3.08 Table 9-G, ~~at the end of this title. Permits will be valid for the calendar year in which they are issued.~~ A single residential burn permit may be issued for up to two land parcels, if under the same ownership.

Section 10. Amendment to WWCC 15.04.160.

Amend Section 15.04.160 as shown below.

15.04.160 - Plumbing permits—Fees.

Every applicant for a plumbing permit to do work regulated by this code shall pay for each permit, the fee as set forth in Chapter 3.08 Table 9-D, ~~at the end of this title.~~ Any person who commences any work without first obtaining a permit shall, if subsequently permitted to obtain a permit, pay double the permit fee for work conducted, however, these provisions shall not apply to emergency work where it is not practical to obtain a permit before commencement of the work.

Section 11. Amendment to WWCC 15.04.440.

Amend Section 15.04.440 as shown below.

15.04.440 - Fees.

Fees shall be assessed in accordance with Chapter 3.08 Table 9-C, ~~at the end of this title.~~

Section 12. Amendment to WWCC 15.08.050.

Amend Section 15.08.050 as shown below.

15.08.050 - Installation permit fees.

A. Fees for installation of manufactured homes and commercial coaches shall be as specified in Chapter 3.08 Table 9-A, ~~at the end of this title.~~

B. An investigation fee equal to the normal placement fee shall be added to the cost of the permit if a manufactured home or commercial coach is moved onto a site and/or set up before the installation permit has been requested, reviewed and approved.

Section 13. Amendment to WWCC 15.08.070(C).

Amend Section 15.08.070(C) as shown below.

15.08.070 Temporary installation during construction.

- C. The temporary installation permit shall not be issued until the fee specified in ~~Table 9-B Chapter 3.08 at the end of this title~~ has been paid and the building permit for the permanent dwelling or commercial structure has been obtained.

Section 14. Amendment to WWCC 15.08.075.

Amend Section 15.08.075(I) as shown below.

15.08.075 Installation standards for recreational vehicles used as primary residence.

- I. An installation permit that meets the criteria of this subsection must receive approval by the building official prior to occupancy. The building official may require and perform such inspections as necessary to determine compliance with this subsection. Fees for installation of recreational vehicles shall be as specified in Chapter 3.08. Table 9-B, ~~at the end of this title.~~

Section 15. Effective Date. This ordinance is effective immediately upon adoption.

Section 16. Savings and Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 17. Publication. This ordinance will be published by an approved summary consisting of the title.

PASSED by the Walla Walla County Board of County Commissioners in regular session at Walla Walla, Washington, then signed by its membership and attested by its Clerk in authorization of such passage this 16th day of January 2024.

Approved this 16th Day of January 2024.

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*

Approved as to form:

Jesse D. Nolte, Chief Civil Deputy Prosecuting Attorney

Exhibit A:

Section I. Amendments to WWCC Chapter 3.08

CHAPTER 3.08 ~~LAND DEVELOPMENT~~ COMMUNITY DEVELOPMENT APPLICATION FEES

3.08.010 Applicability.

The ~~planning~~ Community Development Department shall require filing fees in the amounts established ~~below herein for building, fire, planning, and other development permit applications and related services.~~ the following applications:

Application	Fee
~~Accessory Dwelling Unit~~	\$285.00
Appeal of Administrative Decision	\$998.00
Appeal of Hearing Examiner Decision	\$532.00
Reconsideration of Hearing Examiner Decision	\$745.00
Binding Site Plan: 4 lots or less	\$713.00
Binding Site Plan Alteration	\$482.00
Binding Site Plan, Minor Revision	\$367.00
Binding Site Plan: 5 or more lots	\$1,425.00
Boundary Line Adjustment	\$285.00
Code Interpretation	No Fee
Comprehensive Plan Amendment: (\$3,250.00 will be returned if application does not continue to final docket)	\$3,750.00
Conditional Use Permit	\$1,425.00
Administrative Conditional Use Permit Amendment/Extension	\$190.00
Conditional Use Permit – Amendment/Extension – Hearing Examiner	\$1,425.00
Coordinated Water System Plan Amendment	No Fee
Critical Areas Permit	\$143.00
Development Agreement	\$713.00
Environmental Impact Statement	Actual Cost
Final Plat	\$570.00
Final Plat Alteration	\$1,343.00
Flood Plain Permit	\$313.00
Forest Practices Moratorium	\$190.00
Home Occupation – Type 1	\$143.00
Home Occupation – Type 2	\$330.00

Innocent Purchaser	\$285.00
Large Lot Subdivision	\$713.00
Legal Lot Determination	\$283.00
Pre Application Meeting	No Fee
Preliminary Plat: 15 lots or less	\$1,425.00
Preliminary Plat: 16 to 50 lots	\$1,705.00
Preliminary Plat: more than 50 lots	Enter into a Memorandum of Understanding with Walla Walla County that includes cost recovery provisions and timelines for review
Preliminary Plat - Major Revision	\$1,343.00
Preliminary Plat - Minor Revision	\$367.00
Planned Unit Development	\$1,425.00
Quarry in designated mineral lands	\$428.00
Rezone - Site Specific/Area wide	\$1,425.00
Shoreline Exemption	\$143.00
Shoreline Management Substantial Development Permit	\$1,425.00
Shoreline C.U.P.	\$1,657.00
Shoreline Variance	\$1,657.00
Short Plat	\$713.00
SEPA Checklist - Non-Exempt Short Plat	\$267.00
Final Short Plat Alteration	\$482.00
Short Plat Affidavit of Correction	\$367.00
Site Development Permit	\$570.00
Temporary Mobile Home Placement (medical hardship)	See building fee table 9B in Title 15
Variance - Hearing Examiner	\$1,425.00
Variance - Administrative	\$428.00
Variance - Administrative - Side and Rear Yard Adjustment	\$277.00
Winery/Brewery Permit	\$315.00
Zoning Code Text Amendment	\$1,425.00
All Other Development Applications (example: SEPA)	\$570.00
Technology Fee	3.0%
Renewal Fee	\$35.00

3.08.020 Refunds.

A. All planning and land use fees are nonrefundable except in cases when the processing of an application was terminated prior to the incurring of substantial administrative expenses. Refunds shall be made at the direction of the planning director.

B. The director may authorize the refunding of not more than eighty percent of the building or fire permit fee paid when no work has been done.

C. Building and Fire Plan Review fees are nonrefundable if review has begun. The director may authorize refunding of not more than eighty percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any review is done.

D. The director may authorize refunding of any fee, under provisions of this code, which was erroneously paid or collected.

3.08.030 Transcription costs.

When an application for writ of review in Superior Court is made from any decision involving the application types listed in ~~Section 3.08.010~~ this Chapter, the cost of transcription of all records ordered certified by a court for review shall be borne by the appellant.

3.08.040 Action.

No action or review shall be taken ~~on proceedings before the planning commission~~ until application fees have been paid in full.

3.08.050 Double fee for work commencing before permit approval.

Double fees will be charged for all work or use commencing before approval or issuance of a permit, where any permit or approval is required by the County's Development Regulations, which include Titles 15, 16, 17, and 18. These penalty fees are necessary to recoup investigation and processing costs which exceed typical permit processing, review, and inspection costs. ~~actions which have resulted from a violation of the zoning ordinance, Shoreline Management Program, subdivision and short plat ordinances, or county SEPA ordinance.~~

3.08.060 Posting of fees.

The schedule of fees shall be posted in the office of the Community Development Department ~~director of planning~~ and may be altered or amended only by the board of county commissioners.

3.08.065 Publication costs.

Publication costs for legal notices shall be borne by the applicant in addition to other costs and fees which apply. Failure to pay publication costs may result in a suspension of application processing.

3.08.070 Severability.

If any provision of this chapter or its application, any person or legal entity or circumstances, is held invalid, the remainder of the chapter or application of the provisions to other persons or legal entities or circumstances shall not be affected.

3.08.100 Preapplication and Miscellaneous Planning Fees

<u>TYPE</u>	<u>FEE</u>
<u>Application/Project Change</u>	<u>\$150</u>
<u>Informal Technical Review Committee or Staff Consultation (30 minutes)</u>	<u>No Cost</u>
<u>Pre-application Meeting (fees will be applied to application fees if submitted within one year)</u>	<u>\$295</u>
<u>Revision Review (charged after first round, if requested revisions are not made and additional reviews are required)</u>	<u>\$150</u>
<u>Technology Fee</u>	<u>3.0%</u>
<u>Work or operations commencing before permit approval and issuance</u>	<u>Double Fee</u>
<u>Zoning Confirmation Letter</u>	<u>\$150</u>

3.08.110 Planning Application Fees

<u>TYPE</u>	<u>FEE</u>
<u>Accessory Dwelling Unit</u>	<u>\$620</u>
<u>Appeal of Administrative Decision</u>	<u>\$1,500 + actual Hearing Examiner costs over \$975</u>
<u>Appeal of Hearing Examiner Decision</u>	<u>\$520</u>
<u>Binding Site Plan</u>	<u>\$1,300</u>
<u>Binding Site Plan Alteration</u>	<u>\$980</u>
<u>Binding Site Plan, Minor Revision</u>	<u>\$750</u>
<u>Boundary Line Adjustment</u>	<u>\$770</u>
<u>Code Interpretation</u>	<u>No Fee</u>
<u>Comprehensive Plan Amendment (\$8,000 will be returned if application is not placed on Final Docket)</u>	<u>\$12,000</u>
<u>Conditional Use Permit or Amendment</u>	<u>\$3,100 + actual Hearing Examiner costs over \$1,150</u>
<u>Coordinated Water System Plan Amendment</u>	<u>No Fee</u>
<u>Critical Areas Permit</u>	<u>\$850</u>
<u>Development Agreement</u>	<u>\$3,500 + actual Hearing Examiner costs over \$1,150</u>
<u>Final Plat</u>	<u>\$795</u>

<u>Final Plat Alteration</u>	<u>\$2,770</u>
<u>Floodplain Permit</u>	<u>\$800</u>
<u>Home Occupation - Type 1</u>	<u>\$480</u>
<u>Home Occupation - Type 2</u>	<u>\$900</u>
<u>Innocent Purchaser</u>	<u>\$900</u>
<u>Large Lot Subdivision</u>	<u>\$1,310</u>
<u>Legal Lot Determination</u>	<u>\$650</u>
<u>Medical Hardship (AC) Temporary Mobile Home Placement, planning approval</u>	<u>\$440</u>
<u>Preliminary Plat: 15 lots or less</u>	<u>\$3,100 + actual Hearing Examiner costs over \$1,150</u>
<u>Preliminary Plat: 16 to 50 lots</u>	<u>\$3,500 + actual Hearing Examiner costs over \$1,150</u>
<u>Preliminary Plat: more than 50 lots</u>	<u>Enter into a Memorandum of Understanding with Walla Walla County that includes cost recovery provisions and timelines for review.</u>
<u>Preliminary Plat - Major Revision</u>	<u>\$3,500 + actual Hearing Examiner costs over \$1,150</u>
<u>Preliminary Plat - Minor Revision</u>	<u>\$750</u>
<u>Preliminary Plat - Planned Unit Development</u>	<u>\$3,500 + actual Hearing Examiner costs over \$1,150</u>
<u>Quarry in designated mineral lands (administrative CUP)</u>	<u>\$790</u>
<u>Reconsideration of Hearing Examiner Decision</u>	<u>\$1,700 + actual Hearing Examiner costs over \$1,150</u>
<u>Rezone - Site Specific or Area-wide</u>	<u>\$3,500 + actual Hearing Examiner costs over \$1,150</u>
<u>Shoreline Conditional Use Permit or Variance</u>	<u>\$3,500 + actual Hearing Examiner costs over \$1,150</u>
<u>Shoreline Exemption</u>	<u>\$785</u>
<u>Shoreline Exemption – Fish Habitat</u>	<u>No Fee</u>
<u>Shoreline Substantial Development Permit</u>	<u>\$3,100 + actual Hearing Examiner costs over \$1,150</u>
<u>Short Plat</u>	<u>\$1,310</u>

<u>Short Plat, Affidavit of Correction</u>	<u>\$750</u>
<u>Final Short Plat Alteration</u>	
<u>SEPA Checklist Review</u>	<u>\$1,900</u>
<u>SEPA Checklist Review, Non-Exempt Short Plat</u>	<u>\$700</u>
<u>SEPA Environmental Impact Statement</u>	<u>Actual Cost</u>
<u>Site Development Permit</u>	<u>\$1,200</u>
<u>Type 1, other</u>	<u>\$750</u>
<u>Type 2, other</u>	<u>\$1,200</u>
<u>Type 3, other</u>	<u>\$3,100 + actual Hearing Examiner costs over \$1,150</u>
<u>Variance - Hearing Examiner</u>	<u>\$3,100 + actual Hearing Examiner costs over \$1,150</u>
<u>Variance - Administrative</u>	<u>\$900</u>
<u>Variance – Administrative, Side and Rear Yard Adjustment</u>	<u>\$700</u>
<u>Winery/Brewery Permit</u>	<u>\$825</u>
<u>Zoning Code Text Amendment</u>	<u>\$7,500</u>

3.08.200 Building and Fire Application, Inspection, and Review Fees

<u>TYPE</u>	<u>DESCRIPTION</u>	<u>FEE</u>
<u>Base Application Fee</u>		<u>\$75</u>
<u>Compliance/safety permits and inspections (building evaluations, changes in use without remodeling)</u>		<u>\$175 + \$75 per hour for research, inspection, and review.</u>
<u>Inspection Fee</u>		<u>\$125</u>
<u>Permit Fee Deposit</u>		<u>Estimated Plan Review Fee</u>
<u>Plan Review</u>		<u>65% of Permit Fee</u>
<u>Project Change/Revision, building location only</u>		<u>\$200</u>
<u>Project Change/Revision, all others</u>		<u>5% of Permit Fee, \$200 minimum</u>
<u>Re-reviews</u>	<u>After first two re-reviews.</u>	<u>\$75 + actual/hourly cost</u>
<u>Re-inspection Fee</u>	<u>Per incident after first two failed inspections of same type.</u>	<u>\$125</u>
<u>Re-located building pre-inspection (within Walla Walla County)</u>		<u>\$175 + \$75 per hour</u>
<u>Staff Hourly Rate</u>		<u>\$75</u>

<u>Special projects/plan review/inspection/overtime, including outside professional plan services by contract reviewers</u>		<u>Actual Cost, \$100/hour minimum rate</u>
<u>State Surcharge</u>		<u>As adopted by Washington State Building Code Council</u>
<u>Stop Work Order (permitted project)</u>	<u>First Incident (by contractor or project)</u>	<u>\$350</u>
<u>Stop Work Order (permitted project)</u>	<u>Repeat Offense, per incident</u>	<u>Double Fee</u>
<u>Stop Work Order, work commencing before permit issuance</u>		<u>Double Fee</u>
<u>Technology Fee</u>		<u>3% of Permit Fee</u>
<u>Temporary Certificate of Occupancy, initial issuance (up to 90 days), residential</u>		<u>\$225</u>
<u>Temporary Certificate of Occupancy, renewal (up to 180 days), residential</u>		<u>5% of Permit Fee, \$75 minimum</u>
<u>Temporary Certificate of Occupancy, initial issuance (up to 90 days), nonresidential/commercial</u>		<u>\$500</u>
<u>Temporary Certificate of Occupancy, renewal (up to 180 days), nonresidential/commercial</u>		<u>5% of Permit Fee, \$75 minimum</u>

3.08.210 Building and Fire Fees, New Construction

The following fees apply to new construction, including additions. Fees are based on the most recent Building Valuation Data (BVD) published by the International Code Council, which is published twice a year.

<u>VALUATION</u>	<u>FEE</u>
<u>\$1.00 - \$500.00 =</u>	<u>\$27.50</u>
<u>\$501.00 - \$2,000.00 =</u>	<u>\$27.50 for the first \$500.00 plus \$3.57 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.</u>
<u>\$2,001.00 - \$25,000.00 =</u>	<u>\$81.02 for the first \$2,000.00 plus \$16.38 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.</u>
<u>\$25,001.00 - \$50,000.00 =</u>	<u>\$458.35 for the first \$25,000.00 plus \$11.82 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.</u>

<u>\$50,001.00 - \$100,000.00 =</u>	<u>\$753.19 for the first \$50,000.00 plus</u> <u>\$8.19 for each additional \$1,000.00, or fraction thereof,</u> <u>to and including \$100,000.00.</u>
<u>\$100,001.00 - \$500,000.00</u> <u>=</u>	<u>\$1,162.69 for the first \$100,000.00 plus</u> <u>\$6.55 for each additional \$1,000.00, or fraction thereof,</u> <u>to and including \$500,000.00.</u>
<u>\$500,001.00 -</u> <u>\$1,000,000.00 =</u>	<u>\$3,783.49 for the first \$500,000.00 plus</u> <u>\$5.56 for each additional \$1,000.00, or fraction thereof,</u> <u>to and including \$1,000,000.00.</u>
<u>\$1,000,001.00 and up =</u>	<u>\$6,562.24 for the first \$1,000,000.00 plus</u> <u>\$4.27 for each additional \$1,000.00, or fraction thereof.</u>

3.08.220 Building and Fire Fees, Miscellaneous and Flat Permit Fees

<u>TYPE</u>	<u>VALUATION</u>	<u>FEE</u>
<u>Building shell only</u>	<u>BVD, deducted</u> <u>by 20%</u>	<u>(See Valuation Fee Scale)</u>
<u>Communications, meteorological</u> <u>tower, new</u>	<u>BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Communications, meteorological</u> <u>tower, modifications</u>		<u>\$500</u>
<u>Demolition</u>		<u>\$150 + \$75 per inspection after</u> <u>first one</u>
<u>Foundation replacement</u>	<u>BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Pole buildings and pre-engineered</u> <u>steel buildings</u>	<u>BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Mechanical, new construction</u>		<u>15% of Permit Fee</u>
<u>Mechanical, over-the-counter</u>		<u>\$200 + \$75 per inspection after</u> <u>first two</u>
<u>Plumbing, new construction</u>		<u>15% of Permit Fee</u>
<u>Plumbing, over-the-counter</u>		<u>\$200 + \$75 per inspection after</u> <u>first two</u>
<u>Re-roof, residential</u>		<u>\$200 + \$75 per inspection after</u> <u>first two</u>
<u>Re-roof,</u> <u>nonresidential/commercial</u>	<u>Project Cost</u> <u>or BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Re-siding, residential</u>		<u>\$200 + \$75 per inspection after</u> <u>first two</u>
<u>Re-siding,</u> <u>nonresidential/commercial</u>	<u>Project Cost</u> <u>or BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Remodel, repair, alteration (not</u> <u>including additions)</u>	<u>Project Cost</u> <u>or BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Sign, building mounted</u>		<u>\$150 + \$75 per inspection after</u> <u>first one</u>

<u>Sign, free standing</u>	<u>Project Cost or BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Solar array, residential, ground mounted</u>		<u>\$370</u>
<u>Solar array, residential, roof mounted</u>		<u>\$250</u>
<u>Solar array, nonresidential/commercial</u>	<u>Project Cost or BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Swimming pools, hot tubs</u>		<u>\$200 + \$75 per inspection after first two</u>
<u>Temporary Structure, not otherwise listed</u>		<u>\$225</u>
<u>Tenant Improvements, nonresidential/commercial</u>	<u>Project Cost or BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Wind turbine foundation</u>	<u>Project Cost or BVD</u>	<u>(See Valuation Fee Scale)</u>
<u>Window replacement</u>		<u>\$200 + \$75 per inspection after first two</u>

3.08.230 Building and Fire Fees, Factory Built Structures

TYPE	FEE
Installation in Mobile/Manufactured Home Park, all types	\$225
Placement of Factory Built Structure (e.g. manufactured home, commercial coach)	\$990
Temporary Placement, nonresidential/commercial	\$300
Temporary Placement, residential	\$225
Temporary Placement, medical hardship	\$525
Title Elimination certificate, within one year of Final Inspection	No Charge.
Title Elimination certificate, all others with permit	\$50
Title Elimination certificate, Compliance Permit	\$175 + \$75 per hour for research, inspection, and review.

3.08.240 Building and Fire Fees, Fire Permits

TYPE	VALUATION	FEE
Burn Permit, annual		\$35
Burn Permit, 3 years		\$70
Fire System Permits/Review (eg. Fire Alarms, Fire Suppression Systems, onsite Fire Supplies)	Project Cost	(See Valuation Fee Scale)

Fireworks Displays		\$150 + \$75 per inspection after first one
Fireworks Stands		\$225
Operational/Other Fire Permits		\$150 + \$75 per inspection after first one

3.08.250 Building and Fire Fees, Grading/Fill Permits

Grading/Fill Permit fees are based on quantity of materials, plus the base application fee and plan review fees.

<u>QUANTITY</u>	<u>PERMIT FEE</u>
<u>50 cubic yards (38.2 m³) or less</u>	<u>\$29</u>
<u>51 to 100 cubic yards (40 m³ to 76.5 m³)</u>	<u>\$47</u>
<u>101 to 1,000 cubic yards (77.2 m³ to 764.6 m³)</u>	<u>\$46.80 for the first 100 cubic yards, plus \$21.06 for each additional 100 cubic yards or fraction thereof.</u>
<u>1,001 to 10,000 cubic yards (765.3 m³ to 7,645.5 m³)</u>	<u>\$236.34 for the first 1,000 cubic yards, plus \$17.55 for each additional 1,000 cubic yards or fraction thereof.</u>
<u>10,001 to 100,000 cubic yards (7,646.3 m³ to 76,455 m³)</u>	<u>\$3394.29 for the first 10,000 cubic yards, plus \$76.05 for each additional 10,000 yards or fraction thereof.</u>
<u>100,001 cubic yards (76,456 m³) or more</u>	<u>\$1,078.74 for the first 100,000 cubic yards, plus \$40.95 for each additional 10,000 cubic yards or fraction thereof.</u>

3.08.260 Building and Fire Fees, Renewal of Expired Building Permits

Renewal of expired building permits will be based on the percentage of work completed. The following renewal fees will only apply where no additional plan review is needed, and the code cycle has not changed. In all other cases, new fees will be charged.

<u>PROGRESS/TYPE</u>	<u>% OF PERMIT FEE</u>
<u>1. No progress after issuance</u>	<u>100%</u>
<u>2. Footing inspection approved</u>	<u>95%</u>
<u>3. Foundation inspection approved</u>	<u>90%</u>
<u>4. Underfloor inspection approved</u>	<u>85%</u>
<u>5. Framing inspection approved</u>	<u>60%</u>
<u>6. Plumbing and mechanical inspections approved</u>	<u>50%</u>
<u>7. Insulation inspection approved</u>	<u>40%</u>
<u>8. Sheetrock inspection approved</u>	<u>30%</u>
<u>9. All inspections but Final approved</u>	<u>20% of Permit Fee, or 2x Hourly Inspection Fee, whichever is less</u>

Renewal of expired over-the-counter permits within 180 days of issuance	50%
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Section II. Deletions to WWCC Chapter 15.04:

15.04.032 Refunds.

~~The building official may authorize refunding of any fee, under provisions of this code, which was erroneously paid or collected. The building official may authorize refunding of not more than eighty percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The building official may authorize refunding of not more than eighty percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any review is done. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee or applicant not later than one hundred eighty days after the date of fee payment. (Ord. 346 § 5, 2007)~~

15.04.033 Renewal of expired permits.

~~Renewal of expired permits shall be allowed under the following conditions:~~

- ~~A. For over the counter permits, renewals of expired permits will be charged one half of the original permit fee.~~
- ~~B. For all other permits, fees shall be based on the percentage of progress completed and inspected as prescribed in Table 9-B. Progress completed is defined as the completion and passing of each required inspection as listed on the project's permit inspection card.~~

~~(Ord. No. 384, § III(Exh. A), 8-23-2010)~~

TABLES 9A—9F BUILDING AND CONSTRUCTION RELATED FEES

**Table 9-A
Building Permits**

Permit Activity	Valuation/Description	Fee
Application fee		\$50.00
Permit fee deposit		\$150.00
New construction (all except as noted below)	Building valuation data	\$1.00 — \$500.00 = \$23.50
		\$501.00 — \$2,000.00 = \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
		\$2,001.00 — \$25,000.00 = \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
		\$25,001.00 — \$50,000.00 = \$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
		\$50,001.00 — \$100,000.00 = \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
		\$100,001.00 — \$500,000.00 = \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
		\$500,001.00 — \$1,000,000.00 = \$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
		\$1,000,001.00 and up = \$5,608.75 for the first \$1,000,000.00 plus

		\$3.65 for each additional \$1,000.00, or fraction thereof.
Remodel, repair, alteration (all except as noted below)	Contract amount or building valuation data	(Fee scale above)
Pole/pre-engineered steel building (noncommercial)		
2 sides or less	\$12.50 per square foot	(Fee scale above)
3 sides or greater	\$18.50 per square foot	(Fee scale above)
One/two-family dwellings (R3 and U)	Building valuation data	(Fee scale above)
Basement, finished	50% of value data	(Fee scale above)
Covered patio, porch, carport, deck, etc.	\$20.00 per square foot	(Fee scale above)
Garage, shop, storage	\$25.00 per square foot	(Fee scale above)
Elevated deck/patio, uncovered	\$10.00 per square foot	(Fee scale above)
Commercial tenant improvements	Contract amount	(Fee scale above)
Building shell only	50% of building valuation data	(Fee scale above)
Re-siding	Buildings up to 2,000 sf	\$100.00
Re-siding	Buildings over 2,000 sf	\$150.00
Window replacement	Per window	\$10.00 window/minimum \$100.00
Residential re-roofing	10 squares or less	\$150.00
	Over 10 squares	\$150.00 + \$15.00 per square
Commercial re-roofing	10 squares or less	\$150.00
	Over 10 squares	\$150.00 + \$15.00 per square
Foundation replacement	Per lineal foot	\$1.00 per lineal ft./minimum \$50.00
Manufactured home/commercial coach	Per installation	\$600.00
Hot tub/swimming pool/enclosures	Per installation	\$100.00
Demolition	5,000 sf or less	\$50.00
	Over 5,000 sf	\$75.00
Sign	100 sf or less	\$100.00
	Over 100 sf	\$150.00
Metrological or communications tower	Per installation	\$500.00
Solar array	Per installation	\$150.00
Wind turbine foundation	Per installation	\$1,000.00

Table 9-B
Misc. Permits/Service Fees

Permit Activity	Valuation/Description	Fee
Compliance/safety (title eliminations, building evaluations, changes in use (without remodeling))	Per site visit	\$100
Title elimination certificate	Each	\$25.00
Relocated building/pre-inspection	Per site visit	\$100.00 (Plus 50¢/mile if in adjacent county)
Re-inspection fee	Per incident	\$100.00
Permit renewal (expired) (No plan review required unless code cycle change)		Cost based on percentage of work completed
1. No progress after issuance	Each	Full building permit fee (100%)
2. Footing insp. approved		—— 95%
3. Foundation insp. approved		—— 90%
4. Underfloor insp. approved		—— 85%
5. Framing insp. approved		—— 60%
6. Plumb./mech.insp. approved		—— 50%
7. Insulation insp. approved		—— 40%
8. Sheetrock insp. approved		—— 30%
9. Final		—— 20% or 2× inspection fee, whichever is greater
Permit renewal of expired over the counter permits within 180 days after expiration date	Each	One half of original fee
Stop work (no permit)		
Owner	Per incident	\$100
Contractor	Per incident	Double permit fee
Special projects/plan review/inspection/overtime, including outside professional services by contract reviewers	Per hour	actual cost (\$100.00/hr. minimum rate)
Fire suppression systems	Contract amount	(Fee scale above)

Fire and smoke alarms	Per system contract amount	(Fee scale above)
Temporary MH/Commercial coach/RV installation (Residential)	Per structure	\$100.00
	180 days extension	\$150.00
Temporary MH/Commercial coach/RV installation (Commercial)	Per structure	\$300.00
	180 days extension	\$150.00
Temporary medical hardship mobile home	At time of issuance	\$100.00
Permanent RV installation in mobile home park	At time of issuance	\$300.00
Temporary structure	Per structure—180 days	\$50.00
Fireworks stand	Per stand/activity	\$100.00
Temp. certificate of occupancy		NC
Initial issuance/90 day max.		
Renewal/180 day max.	5% of bldg. permit fee	\$35 minimum
Technology fee		3% of all building permit fees
State surcharge	Per building permit	\$4.50 \$2.00 each additional unit for multifamily

**Table 9-C
Grading Permits**

Cut and Fill Quantities	Fee
50 cubic yards (38.2 m ³) or less	\$25
51 to 100 cubic yards (40 m ³ to 76.5 m ³)	\$40
101 to 1,000 cubic yards (77.2 m ³ to 764.6 m ³)	\$40 for the first 100 cubic yards, plus \$18.00 for each additional 100 cubic yards or fraction thereof.
1,001 to 10,000 cubic yards (765.3 m ³ to 7,645.5 m ³)	\$202 for the first 1,000 cubic yards, plus \$15.00 for each additional 1,000 cubic yards or fraction thereof.
10,001 to 100,000 cubic yards (7,646.3 m ³ to 76,455 m ³)	\$337 for the first 10,000 cubic yards, plus \$65.00 for each additional 10,000 yards or fraction thereof.
100,001 cubic yards (76,456 m ³) or more	\$922 for the first 100,000 cubic yards, plus \$35.00 for each additional 10,000 cubic yards or fraction thereof.

**Table 9-D
Plumbing Permits**

Permit Activity	Unit Fee
Plumbing fee for new residential construction	15 % of building permit fee
Plumbing fee for new commercial construction	15 % of building permit fee
Over the counter plumbing permit only fee for residential	\$100.00
Over the counter plumbing permit only fee for commercial	\$200.00

**Table 9-E
Mechanical Permits**

Permit Activity	Unit Fee
Mechanical fee for new residential construction	15 % of building permit fee
Mechanical fee for new commercial construction	15 % of building permit fee
Over the counter mechanical permit only fee for residential	\$100.00
Over the counter mechanical permit only fee for commercial	\$200.00

**Table 9-F
Plan Review Fees**

Permit Activity	Fee
Residential and commercial buildings or modifications (all)	65% of the building permit fee
Grading and fill	65% of the building permit fee

**Table 9-G
Fire Operational/Construction Permits**

Permit Activity	Fee
Burn permit, residential per calendar year	\$35.00

Applications for other fire operational/construction permits shall be charged at the rate of thirty-five dollars per hour.

(Ord. No. 456, § III(Exh. A, § XI,) 10-24-2016; Ord. No. 482, § III, 1-21-2020)

a) Consent Agenda Items:

- 1) Resolution – Setting a date of public hearing to consider the request by Steve Dahlke for the vacation of a portion of the right of way of Mill Creek Road in the vicinity of the Blue Creek Road intersection, situated in the Northwest Quarter of Section 26, Township 7 North, Range 37 E, W.M.

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A DATE OF PUBLIC HEARING TO CONSIDER THE REQUEST BY STEVE DALKE FOR THE VACATION OF A PORTION OF THE RIGHT OF WAY OF MILL CREEK ROAD IN THE VICINITY OF THE BLUE CREEK ROAD INTERSECTION, SITUATED IN THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 7 NORTH, RANGE 37 EAST, W.M.

RESOLUTION NO. 24

WHEREAS, a petition has been received requesting the vacation of a portion of the right of way for MILL CREEK ROAD, situated in the Northwest Quarter of Section 26, Township 7 North, Range 37 East, Willamette Meridian; and,

WHEREAS, the petitioner has paid the \$600 petition fee for all costs and expenses incurred in the examination of said petition; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that a public hearing date be set for February 5th, 2024, in the Commissioner's Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington at the hour of 1:30 P.M., or as soon thereafter as such hearing may be held.

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

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

Meeting link:

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

BE IT FURTHER RESOLVED, that the County Engineer be and is hereby ordered to make an examination and if necessary a survey of the proposed right of way vacation and to make a report to this Board as required by law. Said right of way being described as follows:

A portion of Mill Creek Road right-of-way lying in the Northwest quarter of Section 26, Township 07 North, Range 36 East, W.M., Walla Walla County, Washington, described as follows:

That portion of Mill Creek Road as shown per the right of way plans for the Blue Creek Bridge Project, CRP15-01, file 05-B-122, records of the Walla Walla County Engineer's office, lying Westerly of the following described line;

Beginning at a point 30.00 feet distance perpendicular to said Mill Creek Road centerline, said point being at station 12+50, offset 30' left per said right of way plans; Thence Northerly 30.00 feet distance and parallel to said centerline to a point of intersection of the extension of the North line of Parcel B of that survey recorded in Book 4, Page 131, records of said County and State, said point being at approximate station 21+27.17 per said plans and terminus of said described line. The area of vacation to be extended to said North line of Parcel B.

Set Public Hearing Date – Steve Dalke Request for Vacation

Containing 0.37 acres, more or less, and subject to easements, reservations, covenants and restrictions, of record and in view. The intent of this road vacation is to retain 30.00 feet of right of way width lying Westerly of said Mill Creek Road centerline established per said plan as listed on Exhibit B.

Passed this 16th 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, Assistant 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*

N 75°58'54" E
PROPERTY LINE

EXHIBIT B
DALKE RIGHT OF WAY
VACATION EXHIBIT MAP

HATCHED AREA BEING VACATED

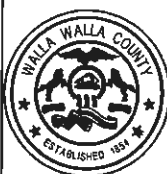
ROBERT STEVEN & HEA-KYUNG DALKE
37-07-26-22-0011
PARCEL B, R.O.S. BK. 4, P. 131

NOTE

MILL CREEK RD CENTERLINE AND
STATIONING BASED ON BLUE
CREEK BRIDGE PROJECT
CRP15-01

N 63°47'03" E
PROPERTY LINE

ROBERT STEVEN & HEA-KYUNG DALKE
37-07-26-22-0013
PARCEL C, R.O.S. BK. 4, P. 131

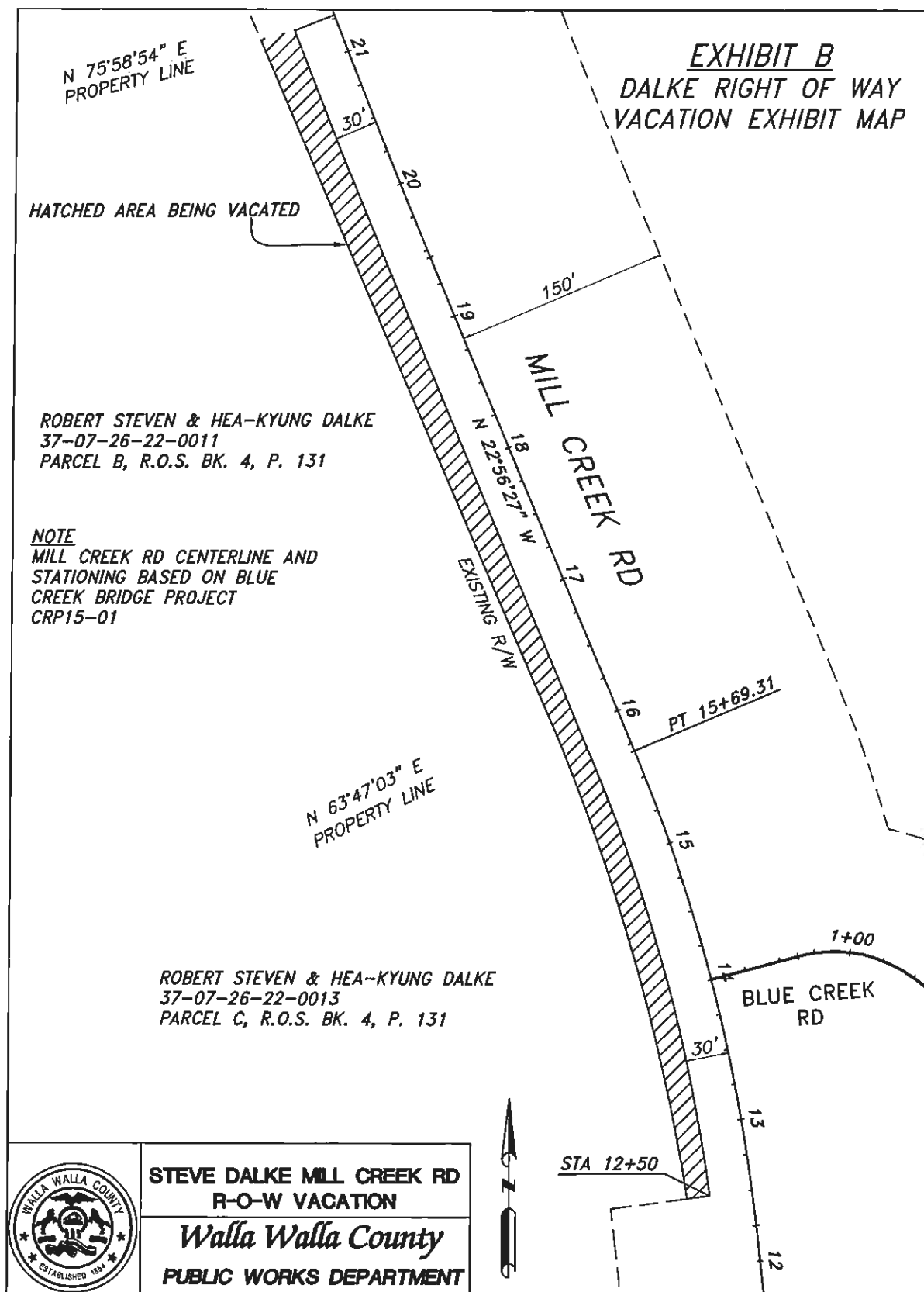


STEVE DALKE MILL CREEK RD
R-O-W VACATION
Walla Walla County
PUBLIC WORKS DEPARTMENT



STA 12+50

BLUE CREEK RD



**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: 10 January 2024

Re: Director's Report for the Week of 8 January 2024

Board Action: 16 January 2024 @ 10:15 A.M.

Consent Agenda:

In the Matter of Setting a Date of Public Hearing to Consider the Request by Steve Dalke for the Vacation of a Portion of the Right of Way of Mill Creek Road in the Vicinity of the Blue Creek Road Intersection, Situated in the Northwest Quarter of Section 26, Township 7 North, Range 37 East, W.M.

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: Working on design.
- Five Mile Bridge: Reviewing preliminary hydraulic report and plans.

MAINTENANCE/FLEET MANAGEMENT:

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

ADMINISTRATION:

- Conducted our weekly Staff and Engineering meetings and monthly Foreman's meeting.
- Conducted interviews for our Mechanic open position.
- Attended this month's Mill Creek Coalition meeting.
- Working on end of year evaluations.

a) Action Agenda Items:

- 1) Revised Job Description Approval Form – Part-time Senior Office Assistant/Receptionist for the Auditor's Office
- 2) New Position Approval Form – Breastfeeding Peer Counselor for the Department of Community Health

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))**

Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

Approval Form

Position: Part-time Senior Office Assistant/Receptionist Date: 01/16/2024

Department: Auditor's Office

Pay Range: 2

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

☐ Regular Full Time

☐ Additional

☐ Contract

☐ Regular Part Time

☐ Replacement

☐ Temporary/Intermittent

This updated job description replaces the previous Part-time Office Assistant/Receptionist position. Major changes:

1. "Senior" added to job title.
2. Pay grade "2" added to job description

HR-Approved Job Description Attached.

Reviewed:



HR/Risk Manager

Date 1/10/2024

Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Senior Office Assistant/Receptionist

DEPARTMENT: Auditor's Office

REPORTS TO: Auditor, Chief Deputy Auditor, Supervisor of Elections, and
Elections/Voter Registration Coordinator

PAY GRADE: 2, Part-time, up to 24 hours/week (could be up to 40 hours/week during
election season,); Benefits Do Not Apply, Courthouse Union.

JOB SUMMARY: Perform specialized clerical, data entry and typing duties for one or more office procedures or functions and other related work. This is specialized office work that issues ballots, answers phone calls, filing, data entry of new voter registration applications, signature checking and ballot processing according to regulations set by the Secretary of State, and in accordance with State Law. This position requires considerable contact with the public, the application of human relations skills, and accurate work within a rapid pace of work environment. Supervision is provided by the Auditor, Chief Deputy, Election Supervisor and Voter Registration Coordinator.

SUPERVISORY RESPONSIBILITIES: Supervision is not a responsibility of this position.

ESSENTIAL FUNCTIONS:

- Issues ballots, data entry, answering multi-line phone calls, ballot processing, filing.
- Enters data with accuracy into Voter Registration Data Base.
- Interacts with public to meet Voter Registration and Election requests/needs.

EXAMPLE OF DUTIES:

- Filing, phones, data entry.
- Operates various office equipment including computers, adding machines, copy machines and related equipment.
- Refers callers to proper sources.
- Maintains various departmental, fiscal and other office records according to standard procedures.
- Answers inquiries from the public and provides forms and documents.
- Assist in other Auditor's Offices functions as need arises.

EQUIPMENT TO BE USED: Work normally requires the operation of a variety of office equipment including but not limited to: adding machines, copy machines, computer terminals, calculators, and other assigned equipment where both speed and accuracy are necessary to contribute to proper operations and efficient service to the general public.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed in an office setting. Must be able to lift up to fifty (50) pounds and sit for extended periods of time. Physical abilities required for this position are ones typically related to office operations; manual dexterity

and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Knowledge of general office practice and procedures.
- Knowledge of business English, spelling and arithmetic.
- Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- Ability to work independently.
- Ability to establish effective working relationships with other employees.
- Ability to understand and apply guidelines to varied operational requirements, and to follow oral and written instructions.
- Ability to communicate with the public in a pleasant and courteous manner.
- Ability to learn and follow office methods, rules and policies.
- Ability to maintain a neat and orderly work area.

EDUCATION AND EXPERIENCE: High school diploma or equivalent. One (1) year of general clerical experience applicable to the work of the position or substituting, on a month for month basis, any combination of experience, education and training which would provide the level of knowledge and ability required.

LICENSES AND OTHER REQUIREMENTS: Valid driver's license required. Ability to obtain adopted certification standards.

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

Walla Walla County

☒ New Position

☐ Revised Job Description

☐ Job Description

Approval Form

Position: Breastfeeding Peer Counselor Date: 01/16/2024

Department: Community Health

Pay Range: 2, Part-time (10 Hours a week), FLSA non-exempt; benefits do not apply

Union (Identify): _____ Non-Bargaining: X

☐ Regular Full Time

☐ Additional

☐ Contract

☐ Regular Part Time

☐ Replacement

☐ Temporary/Intermittent

Necessary qualifications:

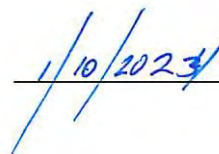
A WIC Breastfeeding Peer Counselor is a paraprofessional support person who gives basic breastfeeding information and encouragement to WIC pregnant and breast/chestfeeding clients.

Reviewed:



HR/Risk Manager

Date



Approved:

Chair

Commissioner

Commissioner

BUDGET NOTES:

**Walla Walla County
Position Description**

JOB TITLE: Breastfeeding Peer Counselor

DEPARTMENT: Community Health

REPORTS TO: WIC Coordinator

PAY GRADE: 2, Part-time (10 Hours a week), FLSA non-exempt; benefits do not apply

JOB SUMMARY: A WIC Breastfeeding Peer Counselor is a paraprofessional support person who gives basic breastfeeding information and encouragement to WIC pregnant and breast/chestfeeding clients.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Completes breastfeeding support training to become a peer counselor.
- Continues to participate in ongoing breastfeeding training and education as assigned.
- Makes routine periodic contacts with all pregnant and breast/chestfeeding WIC clients.
- Provides basic breastfeeding information and support to WIC clients about the benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding. Helps WIC clients prevent and handle common breastfeeding concerns.
- Counsels WIC clients by telephone either from the WIC office or from home. Counsels clients in person in the WIC clinic or by a hospital visit as assigned and approved by supervisor.
- Is available by phone to WIC clients both during and outside usual WIC clinic hours.

EXAMPLE OF DUTIES:

- Must respect WIC clients by following strict federal, state, and local confidentiality protocols and laws.
- Keeps accurate records of all contacts made.
- Refers clients according to clinic-established protocols to:
 - WIC Breastfeeding Coordinator
 - WIC Certifier
 - WIC Nutritionist
 - Lactation consultant
 - Healthcare provider
 - Social service agencies or programs in the community
- Attends WIC staff meetings and All Staff meetings whenever possible.
- May attend and assist with prenatal and breastfeeding classes or support groups.

- May assist WIC staff in promoting the Breastfeeding Peer Counseling Program through special projects and duties as assigned.

EQUIPMENT TO BE USED: General office equipment that includes telephone system, computers, copiers, fax machines, scanners, etc. and driving of vehicles.

WORKING ENVIROMENT/PHYSICAL ABILITIES: Most work can be done indoors with a possibility of remote work as approved by Telework policy. Requires ability to lift thirty (30) pounds and may require travel. Requires manual dexterity and visual acuity to operate a personal computer. Use of cleaning agents to keep WIC area clean.

KNOWLEDGE AND ABILITIES:

- Has breastfed at least one baby (does not have to be currently breastfeeding)
- Spanish/English proficiency
- Competent in Microsoft office functions
- Is enthusiastic about breastfeeding and wants to help other parents enjoy a positive experience.
- Can work 6-10 hours per week.
-

EDUCATION AND EXPERIENCE: High school diploma or equivalent. Previous work with infants, children, and families desirable.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Maintain a current driver's license.
- Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program.
- Completes all state and local required breastfeeding support training
- Observes other Breastfeeding Peer Counselors, WIC staff, and breastfeeding experts helping WIC clients breastfeed.

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

HUMAN RESOURCES/RISK MANAGEMENT BOCC Update 1/16/2024
--

Employment Information: 21 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. Traffic Safety Coordinator- CHD- opened 1/4/23

5. Juvenile Detention Officer – JJC – OUF – 2 position - opened 12/22/22

6. Maintenance Technician I – PW – OUF – opened on 3/14/22
7. Public Works Technician IV – PW – OUF – opened on 1/20/23
8. Mechanic I or II – PW – OUF – 9/20/2023
9. Public Works Technician II or III – PW – OUF – opened on 8/25/23
10. Accounting Tech III – PW – OUF – opened on 11/16/23
11. Administrative Services Supervisor- PW- OUF – 1/5/24

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. Legal Assistant I, II or III- PA- OUF – opened 1/9/24

18. PT Noxious Weed Coordinator – WSU – OUF – opened 1/3/24

19. Residential Appraiser/Analyst I or II – Assessor's -OUF- opened 1/5/24

20. Senior Office Assistant/Receptionist- Clerk's- Closing 1/11/24 – opened 1/4/24

OUF = Opened until filled

Positions Filled:

Update:

10:45 PROSECUTING ATTORNEY

Gabriel Acosta/Jesse Nolte

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

12:00 P.M. RECESS

1:15 COUNTY COMMISSIONERS

- a) Public comment period (time limitations may be imposed)
- b) **Public Hearing:**
 - 1) To consider declaring certain county property as surplus
- c) **Action Agenda Items:**
 - 1) Resolution – Declaring certain county property as surplus and disposing of same

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF DECLARING
CERTAIN COUNTY PROPERTY
AS SURPLUS AND DISPOSING
OF SAME

}

RESOLUTION NO. **24**

WHEREAS, the Board of County Commissioners of Walla Walla County, as the county legislative authority, has received from the County Technology Services (Central Services) Department a listing of various used equipment items, which are and have been the property of the County and which are proposed to be declared surplus, said list attached as "Attachment A" and by reference herein made a part hereof, and

WHEREAS, Chad Goodhue, Technology Services Department Director, has advised that the equipment as listed is either past end of technical life, damaged, no longer supported technically, or in a condition that would cost the county more to repair than replace, and as such, he is proposing to recycle suitable items and dispose of the other items, as none are deemed to have a resale value to the county; and

WHEREAS, pursuant to Walla Walla County Resolution No. 24 003, a public hearing date of January 16, 2024 was set to consider declaring said County property as surplus and disposing of same; and

WHEREAS, the Board of County Commissioners, as the county legislative authority, held a properly advertised public hearing on January 16, 2024 for the purpose of hearing testimony in favor of or in opposition to disposing of the aforementioned property; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they deem it in the best interests of Walla Walla County to declare said property as surplus and direct the Technology Services Department Director to dispose of the items as proposed.

*"Passed this **16th 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*

“Attachment A”

Name	Qty	AssetTag	Type/Description	Manufacturer	Serial
SHE5761		5761	Workstation	Hewlett-Packard	MXL3512CD2
TRE6018		6018	Workstation	Hewlett-Packard	MXL432177Z
6032		6032	Laptop	HP	5CG4481Z3R
SHE5773		6310	Workstation	Hewlett-Packard	MXL5071MGC
FAIR6330		6330	Workstation	HP	MXL5461557
PHD6406		6406	Workstation	HP	5CG7122WQP
6409		6409	Laptop	HP	5CG7293QVW
6560		6560	Laptop	HP	5CD6254N8P
CHD6967		6967	Laptop	Microsoft Corporation	35138171353
CHD6968		6968	Laptop	Microsoft Corporation	35131171353
DCO7002		7002	Workstation	HP	2UA80117G7
FAIR7011		7011	Workstation	HP	2UA80117G6
7016		7016	Workstation	HP	2UA80117GJ
CTS7020		7020	Workstation	HP	2UA80117G3
7021		7021	Workstation	hp	2ua80117gc
7029		7029	Workstation	HP	
JAI7037		7037	Workstation	HP	2UA80117FV
SHE7046		7046	Workstation	HP	2UA80117GY
WSU7048		7048	Workstation	HP	2UA80117G9
7058		7058	Laptop	HP	5CG8104STV
EMD7060		7060	Laptop	HP	5CG8230S4R
FAIR7064		7064	Workstation	HP	MXL8221HVY
7256		7256	Laptop	HP	5CG9230P9H
64-2830		64-2830	Laptop		ZZGEG9021ZZ3330
DCOPC02		64-3670	Workstation	AG-Data	603562
JAI64-4044		64-4044	Laptop	Hewlett-Packard	CNU8520C51
DHS64-4872		64-4872	Workstation	Hewlett-Packard	MXL250152D
Jail Phone			Workstation		J8XJN81
JUVI 2			Workstation		
JUVI 1			Workstation		
		64-2496	Cisco 2800		
		5348	Cisco 2921		
		64-3668	Cisco 3550		
		64-3668	Cisco Catalyst 3550		
		64-3404	Cisco VG224		
		64-4150	fi=6670 Scanner		
		6758	HP Color LaserJet		

		64-4964	HP DeskJet		
		64-3057	HP LaserJet		
		7439	HP LaserJet		
		64-4938	HP LaserJet		
	1		HP LaserJet		
		64-4639	HP LaserJet		
		64-0572	HP LaserJet		
		8151	HP LaserJet Pro		
		5523	HP Monitor		
		5533	HP Monitor		
		6058	HP Monitor		
		5659	HP Monitor		
		6510	Monitor		
		5524	Monitor		
		69-4660	Sony Monitor/TV		
	1		"POE" Switch		
	1		Abadon Printer (75087760)		
	10		Actii Cameras		
	2		AMX NX-3200		
	1		Broken Cisco Desk Phones		
	1		Brother Laser Printer		
	1		Dell Monitor		
	1		Desktop "Labled 'Slave'"		
	1		d-Link Ethernet Switch		
	31		HicVision Cameras		
	1		HP Printer (HN=PHDPRT05)		
	1		HP Printer (SN=JPLLC12920)		
	2		HP Toner Cartridge		
	1 Box		JAVs Audio (Power supplies, HDMI scalers, audio converters)		
	2		Keyboards		
	1		Medium-Sized Server Rack		
	1		Metal Cart		
	6		Modems		
	1 Box		More Cables (ethernet, video)		
	2		Motorolla Flip Phones		
	5		NetGear PoE Switches		
	1 Box		Old Cables (ethernet, video)		
	1		PDU		
	1		Phaser 4510 Printer		
	2		Sharp Toner Cartridge		
	1		Sony Camera		
	2		Sound Bars		
	6		UPS		

a) Community Health Advisory Board (CHAB) update by Don Schwerin, Chairman

b) Action Agenda Items:

- 1) Resolution – Approving out of state travel for Department of Community Health Employee (Rawlings)
- 2) Resolution – Approving out of state travel for Department of Community Health Employee (Vaupel)
- 3) Resolution – Approving out of state travel for Department of Community Health Employees (Wenzel, Jones & Garza)
- 4) Proposal 2024 01-16 DCH-1 Approval for Administrative Director to execute Professional Services Agreement for Workforce Development with Nash Consulting
- 5) Proposal 2024 01-16 DCH-2 Authorization to submit for two (2) Housing Preservation Program Applications

c) Public Hearing (1:45 p.m.):

- 1) To hear comments related to a Community Development block grant closeout report and to review the final project performance on 20-6221C-126

To: Walla Walla County Board of Health
From: Don Schwerin, chair, Community Health Advisory Board
Prepared: 10 January 2024
Board of Health Meeting Date: 16 January 2024
RE: Monthly report

Last July the County sent a team to Baltimore to a SAMSHA (Substance Abuse and Mental Health Services Administration) Policy Academy. The meeting subtitle was Behavioral Health **Crisis Mapping**. Commissioner Fulmer was on the team along with Nancy Wenzel, Community Health Director, Maria Knight, CH Behavioral Health Manager, and Alayna Brinton, CHAB.

Maria reported this month on Crisis Mapping for the county. It is a work in progress. To report that that mapping should remain in progress is not a criticism but a discovery. Behavioral Health Crisis Mapping is complicated and the process of compiling a crisis map may be more important than any final paper. Any thorough process would reasonably stumble on the multiple sources of funding, a mix of public authorities and NGOs, inconsistent lines of accountability, and holes in coverage.

An example of complication comes from our September report where we reported on ESD 123's Early Intervention:

Within the labels and acronyms is a network of federal, state and local entities. ESD 123's Early intervention comes under the Federal Individuals with Disabilities Education Act (IDEA). Washington's DCYF in turn runs the ESIT program and partners with the Superintendent of Public Instruction (OSPI) to help implement Early Intervention. ESD 123 itself is a creature of state law and local school boards. And Walla Walla County Department of Community Health partners with ESD 123 to achieve its objectives under its Children and Youth with Special Health Care Needs (CYSHC).

Probably no part of the county's administration is shared so broadly – and enthusiastically – by its citizens as behavioral health. Non-profit raising of funds and delivery of services is a major part of how behavioral health is done in Walla Walla County, plus schools are central to delivering behavioral health to youth. Alongside our non-profits and schools, moreover, are entities trying to make a business of providing services, training behavioral health care professionals, and meeting the community's needs by billing insurance providers, a pattern much like the broader medical health industry.

Behavioral health is unlike any other area of county government. It is not like public works, emergency management, law enforcement, fire protection, IT, finance. It is not even like other areas within the Department of Community Health; e.g., compare food safety with mental health. Where is the cause-effect engineering for behavioral health? Where are the performance metrics? Where, indeed, is the unambiguous problem statement?

We heard reports this month from tobacco, alcohol, cannabis, opioid, and suicide behavioral health specialists. Each problem is different. Each funding matrix is different. Each set of community partners is different. Actual delivery of services is different. Each delivery mechanism, however, is pretty much the same: communicate (talk and text) and promote inter-personal trust. This is not a surprise or a shortcoming – we are talking about people.

What is the Board of Health to do? We can agree that sound behavioral health is a priority for this community to thrive. And we can see that we as a community are committed to promoting behavioral health. We spend a lot money on trying to deliver behavioral health, and we have impressive volunteer effort committed to making it happen.

In the October report,

CHAB's note to the County Board of Health is to set ambitious but clear and measurable goals, and monitor progress. That is the outcome side. The input side is to advocate for Walla Walla County's share of state funding... And for process, take pride in being a good community partner.

For the new year, CHAB further supports the Board's commitment to good data both in defining community problems and in tracking progress. The community is served by a truth-telling scorekeeper, especially when the game itself is messy.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COMMUNITY HEALTH
DEPARTMENT EMPLOYEE
(RAWLINGS)

}

RESOLUTION NO. **24**

WHEREAS, the Department of Community Health requests out of state travel approval for Community Health Department employee, Cody Rawlings, to attend the National Association of City and County Health Official Preparedness Summit, March 25 – 28, 2024 in Cleveland, Ohio; and

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

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted; and

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

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

Passed this 16th 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*

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 3/24-28/24		TA#	
Funding Source: WFD LHJ Funding			
Employee Attending: Cody Rawlings		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: NACHO, Public Health, Healthcare and Emergency Management		Transportation	
Start time/date: 03/25/2024 08:00 AM		☒ Air ☐ Bus/Train ☐ County Vehicle \$ 1,000.00 ☐ Private Vehicle _____ miles @ \$ 0.00 \$ 0.00	
End time/date: 03/28/2024 12:00 PM		☒ Rental Car ☐ Cab/Bus \$ 100.00	
Location: City: Cleveland State: OH		Lodging	
Title of Meeting/Training: (Attach agenda/training brochure) Public Health, Healthcare and Emergency Management NACHO		night(s) 4.00 @ \$ 209.00 \$ 836.00 Meals	
Departure Date: 03/24/2024 Time: TBD		Breakfast(s) 5 @ \$ 17.00 \$ 85.00	
Return Date: 03/29/2024 Time: TBD		Lunch(s) 3.00 @ \$ 19.00 \$ 57.00	
		Dinner(s) 5.00 @ \$ 33.00 \$ 165.00	
Place of Lodging: Doubletree by Hotel Cleveland Downtown - Lakeside		Registration/Tuition: 1.00 @ \$ 750.00 \$ 750.00	
Cancel Date: 12/24		Cancel Date: \$	
Phone Number: 1-216-241-5100		Total Expenses \$ 2,993.00	

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

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Cody Rawlings

Digitally signed by Cody Rawlings
Date: 2024.01.03 12:08:35 -08'00'

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: Rick Dawson

Digitally signed by Rick Dawson
Date: 2024.01.03 12:59:09 -08'00'

Date: 1/3/2024

Approved by Director: Nancy Wenzel

Digitally signed by Nancy Wenzel
Date: 2024.01.03 15:15:16 -08'00'

Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation

Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges

MARCH 25-28, 2024 CLEVELAND, OH

PREPAREDNESS
SUMMIT



About the Preparedness Summit

About the 2024 Conference Theme

A successful working relationship between the public health, healthcare, and emergency management sectors is critical to public health and medical emergency mission success. Most recently, the COVID-19 pandemic highlighted the vital importance of collaboration among public health, emergency management and healthcare. Across these sectors, the strengths of existing relationships vary and the language each sector speaks is different—making collaboration more difficult. Also, how each sector employs various response systems such as ICS was evident.

At the same time, challenges faced by our communities grow—with multiple emergencies occurring simultaneously and the impacts of each compounding. How can public health, emergency management, and healthcare work to strengthen their partnerships in support of communities? The time is now to talk about it, examine response systems, and take steps to deepen relationships.

The theme of the 2024 Preparedness Summit, **"Public Health, Healthcare, and Emergency Management: Aligning to Address Cascading Challenges,"** will provide an opportunity for sectors to come together, align missions, and discover better ways to work as true partners. By investing in these partnerships now, we can build connections that enhance our individual and collective capabilities and readiness for ongoing and future response and recovery.

About the Preparedness Summit

The Preparedness Summit is the first and longest running national conference on public health preparedness. Since its beginning in 2007, the National Association of County and City Health Officials (NACCHO) has taken a leadership role in convening a wide array of partners to participate in the Summit; presenting new research findings, sharing tools and resources, and providing a variety of



What 2023 Preparedness Summit attendees had to say about the experience:

"The summit provided a plethora of information and tools to help public health professionals do their job. I offered opportunities to network with and learn from professionals."

"I felt this year's Preparedness Summit was a breath of fresh air. I believe the future of public health and health care preparedness lies in greater

Have Questions? Chat with Pat!

opportunities for attendees to learn how to implement model practices that enhance the nation's capabilities to prepare for, respond to, and recover from disasters and other emergencies.

Over the last decade, the nature of threats to our national health security have changed significantly. As professionals in the public health preparedness space, we can expect these threats to continue to evolve. It is imperative that we adapt our public health practices to meet the demands of an ever-evolving threat environment. But how do we, as preparedness leaders, help our communities become more prepared to respond to and recover from uncharted catastrophic events? We can start doing so by discovering new and creative solutions to address events like pandemic diseases, the opioid crisis, active shooter emergencies, and cybersecurity threats.

Each year, the Preparedness Summit will feature experts from the healthcare and emergency management fields in addition to public health preparedness professionals to address the gaps between these life-saving industries in an effort to work more collaboratively and efficiently in the face of emerging threats. Reaching across these sectors will leverage diversity of thought and advance the capacity of our communities to respond to and recover from emergency events. We hope that this conference will provide an opportunity to build stronger partnerships and encourage us to find innovative solutions with our allies.

[Subscribe to the Preparedness Summit e-newsletter](#) to get the latest news on the 2024 Preparedness Summit.

collaboration, and communication. By ensuring aspects of both public health and medical preparedness are represented in each session we can build stronger partnerships and create a more resilient nation."

"The 2023 Preparedness Summit was a valuable learning experience and I plan to incorporate the lessons and practices I observed into our health department program. Networking with organizations and agencies was an important aspect of...the event...as it allowed attendees to exchange ideas, learn from each other's experiences, and build relationships that can be beneficial in future emergencies."

"I really appreciated the thoughtfulness that the conference planners put into this summit."

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BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COMMUNITY HEALTH
DEPARTMENT EMPLOYEE
(VAUPEL) }

RESOLUTION NO. **24**

WHEREAS, the Department of Community Health requests out of state travel approval for Community Health Department employee, Janet Vaupel, to attend the Association of Maternal & Child Health Programs Annual Conference, April 12 – 16, 2024 in Oakland, California; and

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

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted; and

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

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

Passed this 16th 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*

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: April 12-16, 2024		TA#	
Funding Source: MCHBG			
Employee Attending: Janet Vaupel		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Association of Maternal & Child Health Programs		Transportation	
Start time/date: April 13, 9am		☒ Air ☐ Bus/Train ☐ County Vehicle \$ 401.30	
End time/date: April 16, 4pm		☐ Private Vehicle _____ miles @ \$ 0.00 \$ 0.00	
Location: City: Oakland State: CA		☐ Rental Car ☐ Cab/Bus \$	
Title of Meeting/Training: (Attach agenda/training brochure) AMCHP 2024		Lodging	
Departure Date: April 12th, 2024 Time: 1:15		night(s) 4.00 @ \$ 217.51 \$ 870.04	
Return Date: April 16, 2024 Time: 11:46 pm		Meals	
		Breakfast(s) 4.0 @ \$ 17.00 \$ 68.00	
		Lunch(s) 4.00 @ \$ 18.00 \$ 72.00	
		Dinner(s) 5.00 @ \$ 34.00 \$ 170.00	
Place of Lodging: Oakland Marriott City Center		Registration/Tuition: 1.00 @ \$ 785.00 \$ 785.00	
Cancel Date: April 11, 2024		Cancel Date: \$	
Phone Number: 510-994-4000		Total Expenses \$ 2,366.34	
MIP: 112.222.6491/6432.186.???9999.8013.YYMM.2218602			

Credit Card Use: ☒ Yes ☐ No Date Needed: When registration opens

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Janet Vaupel

Digitally signed by Janet Vaupel
Date: 2023.09.14 11:55:19 -07'00'

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: Amy Osterman Digitally signed by Amy Osterman
Date: 2023.11.01 12:01:11 -07'00'

Date: _____

Approved by Director: Nancy Wenzel Digitally signed by Nancy Wenzel
Date: 2023.12.21 08:54:23 -08'00'

Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

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Partnering with **PURPOSE**

APRIL 13-16 | OAKLAND, CA

AMCHP Annual Conference Schedule at a Glance*



Friday, April 12, 2024

2:00 PM - 5:00 PM Registration Open

2:30 PM - 5:30 PM Skills Building Workshops (*In-person only event*)

5:00 PM - 8:00 PM Board Meeting & Working Dinner

Saturday, April 13, 2024

8:30 AM - 6:00 PM Registration Open

9:00 AM - 12:00 PM ICW Meetings

10:00 AM - 11:00 PM Workforce Development & Leadership Roundtable (*In-person only event*)

9:00 AM - 12:00 PM Board Meeting

12:30 PM - 2:00 PM Skills Building Sessions Lunch

12:45 PM - 2:00 PM Student & Early Career Professionals Roundtable (*In-person only event*)

2:15 PM - 5:15 PM Skills Building Sessions (*In-person only event*)

5:30 PM - 7:30 PM Exhibit Hall Networking and Poster Reception

Sunday, April 14, 2024

7:30 AM - 5:00 PM Registration Open

8:00 AM - 9:00 AM Virtual-Only Workshops

9:30 AM - 11:30 AM Opening Plenary Session (*available virtually*)

11:45 AM - 12:45 PM Workshops

12:45 PM - 2:00 PM Lunch on Own

12:50 PM - 1:50 PM Virtual-Only Workshops

2:00 PM - 3:00 PM Workshops

3:00 PM - 4:00 PM Dessert Reception in Exhibit Hall and Poster Presentations (Group A)

4:00 PM - 5:00 PM Workshops

4:00 PM - 5:15 PM Federal Partner Town Halls

5:30 PM - 7:30 PM Evening Event - TBD

Monday, April 15, 2024

7:00 AM - 5:00 PM Registration Open
7:30 AM - 8:30 AM Networking Breakfast in Exhibit Hall & Poster Presentations (Group B)
7:30 AM - 8:30 AM Virtual-Only Workshops
8:30 AM - 10:00 AM Plenary Session #2 (*available virtually*)
10:00 AM - 11:00 AM Coffee Break in Exhibit Hall & Poster Presentations (Group B)
11:00 AM - 12:00 PM Workshops
12:00 PM - 12:30 PM Lunch Pick-up
12:30 PM - 2:30 PM Regional Meetings – Networking Lunch and Exhibit Hall Open
1:00 PM - 2:00 PM Virtual-Only Workshops & Roundtables
2:30 PM - 3:30 PM Workshops
3:30 PM - 4:30 PM Dessert Networking Reception & Poster Presentations in Exhibit Hall (Group B)
4:30 PM - 5:30 PM Workshops
6:00 PM - 8:00 PM Partnership Reception by Invitation

Tuesday, April 16, 2024

7:45 AM - 11:30 AM Registration Open
8:00 AM - 10:00 AM Continental Breakfast Plenary #3 (*available virtually*)
10:00 AM - 11:00 AM Coffee Break in Exhibit Hall & Poster Presentations (Group B)
11:00 AM - 12:00 PM Workshops
12:30 PM - 1:30 PM Virtually-Only Workshop

**This schedule is subject to change.*



BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COMMUNITY HEALTH
DEPARTMENT EMPLOYEES
(WENZEL, JONES & GARZA)

}

RESOLUTION NO. **24**

WHEREAS, the Department of Community Health requests out of state travel approval for Community Health Department employees, Nancy Wenzel, Tracy Jones and Josie Garza to attend the Government Finance Officers Association Intensive Accounting Academy, April 15 – 18, 2024 in Chicago, Illinois; and

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

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted; and

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

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

Passed this 16th 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*

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: April 14, 2024		TA#	
Funding Source: DOH Workforce			
Employee Attending: Tracy Jones, Josie Garza, Nancy Wenzel		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: GFOA Government Accounting Intense Academy		Transportation	
Start time/date: April 15, 2024 8:30 am		☒ Air ☐ Bus/Train ☐ County Vehicle \$ 2,139.00	
End time/date: April 18, 2024 4:30pm		☐ Private Vehicle _____ miles @ \$ 0.00 \$ 0.00	
Location: City: Chicago State: IL		☐ Rental Car ☒ Cab/Bus \$ 150.00	
Title of Meeting/Training: (Attach agenda/training brochure) GFOA Governmental Accounting Intense Academy		Lodging	
Departure Date: April 15, 2024 Time: tentative 5am		night(s) 15.0 @ \$ 187.00 \$ 2,805.00	
Return Date: April 19, 2024 Time: tentative 11pm		Meals	
		Breakfast(s) 15 @ \$ 19.00 \$ 285.00	
		Lunch(s) 15.00 @ \$ 22.00 \$ 330.00	
		Dinner(s) 15.00 @ \$ 38.00 \$ 570.00	
Place of Lodging: Hyatt Place, River North Chicago		Registration/Tuition: 3.00 @ \$ 1,210.00 \$ 3,630.00	
Cancel Date: April 13, 2024		Cancel Date: \$	
Phone Number: 312-755-1600		Total Expenses \$ 9,909.00	

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

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Nancy Wenzel

Digitally signed by Nancy Wenzel
Date: 2023.12.28 10:44:21 -08'00'

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: Nancy Wenzel

Digitally signed by Nancy Wenzel
Date: 2023.12.28 10:46:48 -08'00'

Date: _____

Approved by Director: Nancy Wenzel

Digitally signed by Nancy Wenzel
Date: 2023.12.28 10:45:46 -08'00'

Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1



ACCOUNTING AND FINANCIAL REPORTING

Accounting Academy: An Intensive Introduction

In-Person Training

April 15, 2024

8:30 a.m.-4:30 p.m. CT

April 16, 2024

8:30 a.m.-4:30 p.m. CT

April 17, 2024

8:30 a.m.-4:30 p.m. CT

April 18, 2024

8:30 a.m.-4:30 p.m. CT

**GFOA Training Center
203 N LaSalle St, Suite 2700
Chicago, Illinois**

 Michele Mark Levine and Susannah Filipovic

Field of Study: Accounting (governmental)

Credits: 32.00

Prerequisite: Basic understanding of private-sector accounting and financial reporting.

Status: This event has availability.

Details:

Accountants and auditors new to the public sector must immediately face the daunting challenge of familiarizing themselves with the highly specialized rules, guidelines, and practices applicable to state and local governments. This intensive four-day workshop, intended for those who already possess at least a basic knowledge of private-sector accounting, combines lecture, discussion, and exercises to help newcomers make this difficult, but essential, transition.

Who Will Benefit: Those seeking to understand accounting and financial reporting for state and local governments.

Learning Objectives:

- Those who successfully complete this seminar should obtain a solid understanding of each of the following:
- Generally accepted accounting principles (GAAP) for state and local governments
- The unique environmental factors that have led to specialized accounting and financial reporting for state and local governments
- Fund accounting
- Measurement focus and basis of accounting
- How to categorize and measure transactions and events
- Government-wide financial reporting

- Component units
- Budgetary reporting
- Elements of an annual comprehensive financial report

Member Price: \$1197.00

Non-member Price: \$1633.50

REGISTER



Proposal

Date: January 2, 2024

Proposal ID: 2024 01-16 DCH-1

To: BOCC

From: Nancy Wenzel
Administrative Director

Intent: Approval for Administrative Director to Execute Professional Services Agreement for Workforce Development with Nash Consulting

Topic: Nash Consulting

Summary

The Department of Community Health (DCH) was awarded a Workforce Development grant through the WA State Department of Health which can be used for COVID recovery initiatives. DCH was granted approval to use the funding for professional services to implement a leadership development process and employee skill building workshops.

The leadership development workshops titled Managing with Mind and Heart will play a crucial role in creating a healthy and thriving leadership culture where our leadership can adopt a consistent set of skills, mindsets and behavior. When all leaders within an organization receive training in best practices, management skills and make efforts to sustain them, it leads to numerous benefits, such as improved morale, productivity, and engagement across the organization. It also fosters greater mutual respect and trust between leaders and enhances communication and collaboration between departments and workgroups. The leadership workshops are 6 full days or a mix of full days and half days.

The employee skill building workshops focus on building strategies for a healthy team with "Common Commitments" exercise – a process resulting in a set of agreed-upon commitments that support the practices of empathy, accountability, decision-making, psychological safety, teamwork, deep respect, attention to results and more. The workshops will focus on the positive and professional workplace environment— understanding morale, adaptive and emotional IQ skills for building trust and respect, learning to listen so others feel heard, learning the mindsets and behaviors associated with receiving feedback without being defensive, building relationships while giving challenging feedback and discovering healthy ways to deal with workplace triangulation and negativity. The workshops will also cover Behavior Styles including understanding your own behavioral style, understanding your impact on others, learning the

importance of adjusting your style, recognizing stress and burnout and choosing growth opportunities. There will also be sustainability follow-up meetings.

DCH is also contracting for coaching for Director and one manager for sustainability for their professional development. The coaching includes individual coaching plans, action plans, and group work. The employees' skills workshops will be 1-3 full or half days. You can see more information here: <https://www.nashconsulting.com/>

Cost

The cost will be covered by a Workforce Development grant and program will be approximately \$57,000.00.

Funding

Funding is from DOH through the Consolidated Contract through June 30, 2024.

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

For employee skill building workshops we will likely need to close the office for 1-3 days depending on how we select delivery, but these will not be consecutive days but one day every 2 weeks or half-days. We will give advance notice to the public and minimize impact to services.

Risk

No Known Risk.

Benefits

With many new managers and staff to the Department of Community Health the goal is for these workshops to assist our leadership team to manage from the same set of leadership beliefs and practices including the Top 15 Management Skills. When management follows the same beliefs and practices amazing things occur within an organization: employees become more engaged, roadblocks and unhelpful behaviors

diminish, trust and respect are built, information is more thoroughly shared, and meetings become more effective. This management style will prepare our department for future emergencies and enhance our Incident Command training and protocols. The management leadership has 30 spots available, and we will be able to open this training to other county leadership or other local health jurisdiction leaders within our region. The staff sessions will be full and not open to other county employees.

Conclusion/Recommendation

Recommend the BOCC authorize Nancy Wenzel, Administrative Director, to sign and execute professional services agreement with Nash Consulting and any amendments.

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

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



Proposal

Date: January 2, 2024

Proposal ID: 2024 01-16 DCH-2

To: BOCC

From: Nancy Wenzel
Administrative Director

Manager: Amy Osterman

Staff: Sam Jackle

Intent: Authorization to submit for two (2) Housing Preservation Program applications

Topic: Housing Trust Fund Housing Preservation Program NOFA

Summary

Washington State Housing Trust Fund [ESSB 5200 § 1020(5)]

The Washington State Legislature appropriated \$25,000,000 from the State Building Construction Account – State in the 2023-2025 Capital Budget for MHU to award for the preservation of affordable multifamily housing which is either:

- already in the Housing Trust Fund portfolio and in need of funding to extend its useful life, or
- Which is not in the Housing Trust Fund portfolio and is at risk of losing affordability due to expiration of use restrictions

MHU has elected to offer up to \$20 million of the appropriated funds to projects already in the Housing Trust Fund portfolio and in need of funding to extend its useful life via this NOFA. The maximum award per project is \$1 million.

The county owns properties that are used for permanent supportive housing and transitional housing. These properties are in the Housing Trust Fund (HTF) portfolio and were acquired in 1993, as well as an additional property, which was acquired in 2003. These properties need significant repair work to maintain their useful life. Due to our limited capacity to maintain these properties, the Dept of Community Health is seeking approval from Commerce to transfer them to the Walla Walla Housing Authority. To support that transfer and at the request of the Walla Walla Housing Authority, the Dept of Community Health wants approval to apply for Housing Preservation Program funds that could then be included in the transfer, if approved.

Cost

No additional cost to Walla Walla County but the approximately \$60,000 the Department of Community Health has allocated for deferred repairs will be counted as match on this application.

Funding

This funding will stay with the property and owner of the property for the duration of the contract. The property owner will be required to address maintenance and repairs and follow a set schedule. The Department of Community Health proposes that the county apply for HPP funds with the intention of transferring those funds, if awarded.

Alternatives Considered

We have no other alternatives to complete the required repairs and maintenance on these properties at this time.

Security

N/A

Risk

There is no known risk to apply for this funding opportunity, however, not applying could pose some risk regarding securing sufficient funds for repairs to ensure ongoing viability of the properties.

Benefits

The projects operated out of these properties serve up to 20 vulnerable individuals that were previously experiencing homelessness and that have a severe mental health diagnosis. By acquiring HPP funding, we can ensure that the useful life of these properties is extended and that the projects can continue.

Conclusion/Recommendation

Recommend the BOCC approves the Dept of Community Health to submit a HTF Housing Preservation Program application for each of the HTF Projects that the Department of Community Health has by January 22, 2024. Recommend the BOCC authorize Nancy Wenzel to sign Affidavits and Assurances and any applications and documents for the application process.

Submitted By

Nancy Wenzel, DCH

Disposition

___ Approved

Name

Department

Date

___ Approved with modifications

___ Needs follow up information

Name

Department

Date

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



Washington State
Department of
Commerce

1:45 Public Hearing
Closeout Report

**Community Development Block Grant – Coronavirus
CONTRACT CLOSE OUT REPORT**

1. Contract Number: 20-6221C-126
2. Grantee Jurisdiction: Walla Walla County
3. Chief Administrative Official and Title: Nancy Wenzel – Administrative Director
4. CDBG Contract End Date or Project Completion Date: June 30, 2023
5. Final Public Hearing Date: January 16, 2024 at 1:45 p.m.
6. Brief project summary and results achieved: Walla Walla County partnered with the City of Walla Walla's small business relief program to ensure that small businesses outside of the city limits of the City of Walla Walla were eligible to access this much needed resources. As a result, 15 very low to low-to-moderate income businesses were able to access relief during the COVID-19 pandemic. This relief was needed due to COVID precautions that required certain businesses to close, delay work, reduce hours, etc. Blue Mountain Action Council provided subsistence payments to 70 individuals that were in need of rent, utility, or mortgage payment assistance as a result of reduced or a loss of income that resulted during the COVID-19 pandemic. Blue Mountain Action council was also able to assist 12,187 individuals that were food insecure. There was a significant number of individuals experiencing food insecurity during the COVID-19 pandemic as a result of reduced and/or a loss of income.
7. Physical address and/or service area of the project/activity(s): Walla Walla County

The chief administrative official of the grantee jurisdiction certifies that:

1. The financial information and data provided in this report is accurate as of the signature date indicated below.
2. The project was completed in accordance with the grant contract and scope of work.
3. A final public hearing was conducted to assess project performance.
4. Records supporting the information provided in this report will be maintained for a minimum of six (6) years from final close out and made available upon request.
5. The CDBG Program can use or reproduce all media material provided by the grantee.

In the event audits disclose disallowable costs, the Washington State Department of Commerce shall retain the right to recover an appropriate amount of costs after fully considering the recommendations on disallowed costs resulting from the final audit.

Signature:

Chief Administrative Official

Date

FINANCIAL SUMMARY

Budget Summary				
HUD IDIS Activity Number, Budget Code and Description (See the project A-19 invoice voucher information)		Expenditures		
IDIS Activity #	Budget Code and Description	Budget Amount	Funds Expended	Balance*
8646	05W – Food Banks	\$133,660.00	\$133,660.00	\$0.00
8252	05Q – Subsistence Payments	\$35,563.00	\$35,562.03	\$0.88
8253	18C – Microenterprise Assistance	\$37,128.00	\$37,127.12	\$0.97
		\$	\$	\$
Total CDBG		\$206,351.00	\$206,349.15	*\$1.85
Other Funding				
		\$	\$	\$
		\$	\$	\$
Total Project		\$206,351.00	\$206,349.15	\$1.85

*Any dollar amount reflected in the Total CDBG Balance column will be assumed as a de-obligation and returned to the CDBG Program.

PROGRAM INCOME

1. Will this project generate program income? 2. If "Yes" to question 1, have you submitted a Program Income Reuse Plan to your CDBG-CV project manager? For detail on program income and content of a Program Income Reuse Plan, see Section 4 CDBG Management Handbook.	☐ Yes ☒ No ☐ Yes ☐ No
--	--

BENEFICIARY SUMMARY

At CDBG-CV application, the grantee identified how each project activity would benefit low- and moderate-income (LMI) persons as well as the estimated ethnic and racial breakdown. Actual beneficiary data was required during the project.

BENEFICIARIES AT CLOSE OUT FORM

Note:

- General Administration (your admin) and planning budget codes do not require reporting.
- Totals for Lines 1, 2, and 3 should be the same.
- A separate report is required for each of your contract's activity codes

Budget Code: 05W – Food Banks

IDIS Activity Number: 8646

Project Beneficiary – Persons Served

Service Year	2021	2022	2023
New Access (i.e. first in area)	N/A	0	0
Access to services/facility is no longer substandard	N/A	3,060	9,127
Improved access (i.e. improved proximity)	N/A	0	0
1. Total Persons	N/A	3,060	9,127

Racial/Ethnic Breakdown

Service Year	2021		2022		2023	
	# by Race	# of Hispanic	# by Race	# of Hispanic	# by Race	# of Hispanic
White	-	-	2,785	692	8,384	2,082
Black/African American	-	-	67	0	202	0
Asian	-	-	58	0	175	0
American Indian/Alaskan Native	-	-	46	0	138	0
Native Hawaiian/Other Pacific Islander	-	-	12	0	36	0
American Indian/Alaskan Native and White	-	-	0	0	0	0
Asian and White	-	-	0	0	0	0
Black /African American and White	-	-	0	0	0	0
American Indian/Alaskan Native & Black/African American	-	-	0	0	0	0
Other Multi-Racial	-	-	92	0	192	0
2. Total	-	-	3,060	692	9,127	2,082

Low- and Moderate-Income Breakdown

Service Year	2021	2022	2023
Very Low Income (0-30% AMI)	-	0	0
Very Low to Low Income (31-50% AMI)	-	0	0
Low to Moderate Income (51-80% AMI)	-	1,561	4,655
Sub-Total	-	1,561	4,655
Non-LMI (81% AMI and above)	-	1,499	4,472
3. Total	-	3,060	9,127

Budget Code: 05Q – Subsistence Payments

IDIS Activity Number: 8252

Project Beneficiary – Persons Served

Service Year	2021	2022	2023
New Access (i.e. first in area)	61	13	N/A
Access to services/facility is no longer substandard	0	0	N/A
Improved access (i.e. improved proximity)	0	0	N/A
1. Total Persons	61	13	N/A

Racial/Ethnic Breakdown

Service Year	2021		2022		2023	
	# by Race	# of Hispanic	# by Race	# of Hispanic	# by Race	# of Hispanic
White	60	11	9	4	-	-
Black/African American	0	0	0	0	-	-
Asian	0	0	0	0	-	-
American Indian/Alaskan Native	0	0	0	0	-	-
Native Hawaiian/Other Pacific Islander	0	0	0	0	-	-
American Indian/Alaskan Native and White	0	0	0	0	-	-
Asian and White	0	0	0	0	-	-
Black /African American and White	0	0	0	0	-	-
American Indian/Alaskan Native & Black/African American	0	0	0	0	-	-
Other Multi-Racial	1	0	0	0	-	-
2. Total	61	11	9	4	-	-

Low- and Moderate-Income Breakdown

Service Year	2021	2022	2023
Very Low Income (0-30% AMI)	32	5	-
Very Low to Low Income (31-50% AMI)	14	4	-
Low to Moderate Income (51-80% AMI)	13	0	-
Sub-Total	59	9	-
Non-LMI (81% AMI and above)	2	0	-
3. Total	61	9	-

Budget Code: 18C

IDIS Activity Number: 8253

Project Beneficiary – Persons Served

Service Year	2021	2022	2023
New Access (i.e., first in area)	15	N/A	N/A
Access to services/facility is no longer substandard	0	N/A	N/A
Improved access (i.e., improved proximity)	0	N/A	N/A
1. Total Persons	15	N/A	N/A

Racial/Ethnic Breakdown

Service Year	2021		2022		2023	
	# by Race	# of Hispanic	# by Race	# of Hispanic	# by Race	# of Hispanic
White	13	5	-	-	-	-
Black/African American	1	0	-	-	-	-
Asian	1	0	-	-	-	-
American Indian/Alaskan Native	0	0	-	-	-	-
Native Hawaiian/Other Pacific Islander	0	0	-	-	-	-
American Indian/Alaskan Native and White	0	0	-	-	-	-
Asian and White	0	0	-	-	-	-
Black /African American and White	0	0	-	-	-	-
American Indian/Alaskan Native & Black/African American	0	0	-	-	-	-
Other Multi-Racial	0	0	-	-	-	-
2. Total	15	5	-	-	-	-

Low- and Moderate-Income Breakdown

Service Year	2021	2022	2023
Very Low Income (0-30% AMI)	4	-	-
Very Low to Low Income (31-50% AMI)	5	-	-
Low to Moderate Income (51-80% AMI)	6	-	-
Sub-Total	15	-	-
Non-LMI (81% AMI and above)	0	-	-
3. Total	15	-	-

Micro-Enterprise Breakdown

Service Year	2021	2022	2023
New Business (did not exist prior to pandemic)	0	-	-
Existing Business	15	-	-
3. Total	15	-	-

How many of the above businesses provide goods or services to meet the need of the service area?

Please provide the UEI/DUNS# for each business assisted:

Business Name	UEI/DUNS#
Eli's House Cleaning	117562813
A Ride with JLLC	122798027
Un Dulce Antojo	117043718
Shell's Got to Have It	117040836
Ziegele and Company, Inc.	843618591
Black Time Limousines, Inc.	J7MEQIMR6ZK6
Absolute Value Construction, Inc.	122773553
Bontzu Cellars	066488077
Brushes 'N Brix	117731932
Burwood Brewing Company, LLC	022458333
Elite Power Vac	092942211
The Barn B&B Walla Walla LLC	082004742
Smith Craft	117740565
Speak Dog	017798809
Elite Lawns	117753691

***Include additional businesses on a separate sheet of paper (Or feel free to add rows to the above table in word)**

BENEFICIARIES AT CLOSE OUT FORM INSTRUCTIONS:

This data is reported to HUD to document how CDBG funds are used in Washington State. HUD uses this data to report the use of CDBG funds nationally.

Budget Code and Activity Number: These are the same budget code(s) and activity numbers used on the budget summary. If in doubt, the Contract Data Sheet sent with the executed CDBG contract lists the budget code(s) and Activity Number(s). Complete columns for each year during which services were delivered under this grant.

NOTE: General Administration (Budget Code 21A) and Planning (Budget Code 20) do not require reporting.

The totals for 1, 2, and 3 should be the same number.

1. **Project Beneficiary -- Persons Served:** Choose the appropriate accomplishment and enter the total number of beneficiaries for each activity.
2. **Racial/Ethnic Breakdown:** Insert the race and ethnicity for the beneficiary served at project completion. Use the first column, labeled # by Race, to list the number of individuals by racial group. HUD has designated Hispanic as an ethnic group. A person can be identified as both a member of a racial group and an ethnic group, but cannot be designated only as an ethnic group. If an individual is also of Hispanic ethnicity, count the individual also in the second column labeled # of Hispanic. **Do not add the # by Race column and the # Hispanic columns together. # Hispanic is a subset of # by Race.**
3. **Low- and Moderate-Income Breakdown:** Enter the number of persons by income category. If the 30% and 50% breakdown are unknown, at a minimum, enter the total number of low- and moderate-income beneficiaries as a "Sub-total LMI served". The total of LMI served and non-LMI served should be the same as sections 1, 2, and 3.

The CDBG Income Limits showing 30%, 50%, and 80% levels of area median income (AMI) by county are available on our website at www.commerce.wa.gov/cdbg under Guidance Materials.

***Projects meeting LM - the Presumed Benefit Activities:** If the activity qualified as exclusively benefiting clientele in special groups presumed by HUD to be principally LMI persons, report the number of persons benefiting under the following income categories unless you have information that supports reporting them under a different income category.

Group	Income Level
Abused children	Very low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Very low income
Illiterate adults	Low income
Persons with Aids	Low income
Migrant Farm workers	Low income
Elderly	Moderate income (If to acquire, construct, convert, and/or rehabilitate senior center)

1:55 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.

**2:00 PM COUNTY COMMISSIONERS as members of the EMERGENCY MANAGEMENT
EXECUTIVE BOARD**

Meeting Link

<https://wwco.webex.com/wwco/j.php?MTID=m0f48b10ce022241f873802d121494c69>

Meeting password: uGyzys3ym48

1-408-418-9388 (United States Toll Free) Meeting Code: 2497 701 6232

Emergency Management Director T. Chris Lee

- 1) Welcome
- 2) Directors Report
- 3) Roundtable Discussion

- A D J O U R N -

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