

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 23, 2017

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

9:15 COUNTY COMMISSIONERS

Chairman Duncan

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) Review warrant list

The county commissioners will take this time (at 9:15 a.m.) to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

RECESS.

9:30 COUNTY COMMISSIONERS

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

- d) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- e) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' sessions of January 17 and 18, 2017
 - 2) Resolution _____ - Approving A revised Interlocal Agreement for Walla Walla County Emergency Management Department
 - 3) Resolution _____ - Approving a Quotation for services with Everbridge, Inc., for the provision of emergency notification services

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING A
REVISED INTERLOCAL
AGREEMENT FOR WALLA WALLA
COUNTY EMERGENCY
MANAGEMENT DEPARTMENT



RESOLUTION NO.

WHEREAS, RCW Chapter 39.34 authorizes local governmental units to enter into agreements; and

WHEREAS, further, RCW 38.52.070 directs local governments to establish and organize an emergency management organization and provides for a local emergency management organization in which two or more political subdivisions may join for the establishment and operation thereof; and

WHEREAS, currently Walla Walla County and the cities of College Place, Prescott, Waitsburg, and Walla Walla participate and partner in said emergency management organization, for the benefit, safety, and welfare of citizens of the county; and

WHEREAS, pursuant to Walla Walla County Resolutions 04 332 and 09 326, Interlocal Agreements for Walla Walla County Emergency Management Department were approved; and

WHEREAS, Walla Walla County and the cities of College Place, Prescott, Waitsburg, and Walla Walla desire to continue the current local emergency management organization, and a slightly revised Interlocal Agreement for Walla Walla County Emergency Management has been prepared and presented for approval; and

WHEREAS, said agreement has been reviewed by the Board of County Commissioners and the County Prosecuting Attorney; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that said Interlocal Agreement for Walla Walla County Emergency Management Department, dated January 17, 2017, be approved and adopted, said agreement to remain in full force and effect for a period of five (5) years from date of adoption by the Walla Walla County Board of Commissioners.

“Passed this 23rd day of January, 2017 by Board members as follows: ___ Present or ___ Participating via other means, and by the following vote: ___ Aye ___ Nay ___ Abstained ___ Absent.”

Attest:

Connie R. Vinti, Clerk of the Board

James L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



Walla Walla County

Emergency Management Department

27 N. 2nd Avenue
Walla Walla, Washington 99362
Phone: (509) 524-2900 • Fax: (509) 524-2910
www.wwemd.info

LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

Memo

To: Walla Walla County Board of Commissioners
From: Liz Jessee
Date: 1/19/2017
Re: Adoption of Emergency Management Interlocal Agreement

Please adopt the enclosed Interlocal Agreement for Walla Walla County Emergency Management Department at your earliest opportunity. The agreement will replace the Interlocal Agreement dated December 13, 2009.

As discussed at the January 17, 2017, Emergency Management Executive Board (EMEB) meeting, the existing agreement required a minimal number of revisions. A quorum was present and EMEB unanimously agreed to move forward with adoption of the revised agreement.

Changes made and included in the attached revision are:

Page 3, Section 2(A) Waitsburg City Administrator added to Emergency Management Executive Board.

Page 4, Section 2(D) Quorum changed from five (5) members to six (6) members.

Page 5, Section 3. Added Local Emergency Planning Committee

Page 7, WITHDRAWAL OR CANCELLATION changed to:

Any participating party to this agreement shall have the right to withdraw from this agreement by providing six-month written notice, which shall be effective at 11:59 PM on December 31st of the year in which the notice of withdrawal is tendered. Notice shall be delivered to the Director. Withdrawal by Walla Walla County shall constitute cancellation of this agreement in its entirety. Withdrawal by any other party will not trigger a termination of this Agreement for the other parties.

If you have any questions or concerns about the Interlocal Agreement as revised, please contact me.

INTERLOCAL AGREEMENT FOR WALLA WALLA COUNTY
EMERGENCY MANAGEMENT DEPARTMENT

THIS AGREEMENT was revised and entered into this January 17, 2017, by and between the County of Walla Walla, a Municipal corporation of the State of Washington, hereinafter referred to as "County" and the Cities of College Place, Prescott, Waitsburg, and Walla Walla, Municipal corporations of the State of Washington, hereinafter referred to as "Cities".

WITNESSETH:

WHEREAS, RCW 38.52.070 directs local governments to establish and organize an emergency management organization and provides for a local emergency management organization in which two or more political subdivisions may join for the establishment and operation thereof, and

WHEREAS, the Board of County Commissioners of Walla Walla County, Washington, has agreed to manage the joint operation of an emergency management organization as provided by RCW 38.52.070. and

WHEREAS, the declared purposes of this agreement are to provide for the preparation and carrying out of plans, including mock or practice drills, for the protection of persons and property within this county in the event of a disaster, and to provide for the coordination of the emergency functions of this county with all other public agencies and affected private persons, corporations, and organizations, and

WHEREAS, any expenditures made in connection with such emergency management activities, including mutual aid activities, and mock or practice drills, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of Walla Walla County and its participating, incorporated cities and towns, and

WHEREAS, the term "emergency management" denotes activities relating to mitigation, preparedness, response and recovery of or from natural and technological hazards that have the potential to severely affect people, property, the environment and the economic vitality of Walla Walla County and the Cities.

WHEREAS, these functions are to include, but are not limited to, fire fighting, law enforcement, emergency medical, radiological, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions,

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS TO BE PERFORMED BY THE PARTIES, IT IS AGREED AS FOLLOWS:

1. CONTINUATION:

- (A) There will continued to be a joint local organization for emergency management, to be composed of Walla Walla County, Washington, and its participating incorporated cities and town, which is known as the "Walla Walla County Emergency Management Department." The Department is under the supervision of the Walla Walla Board of County Commissioners.
- (B) This joint organization shall continue its existence upon approval of this agreement by the Board of Walla Walla County Commissioners. Thereafter any incorporated city or town within Walla Walla County may become a participating member upon the adoption of a resolution by its legislative body to that effect and agreeing to the provisions hereof and the deposit with the Director of Walla Walla County Emergency Management of a duly executed copy of this agreement.
- (C) If a political subdivision declines to contribute its fair and equitable share to said joint emergency management organization, in accordance with RCW 38.51.070 (l) it is directed to otherwise establish its own emergency management organization as required by said RCW and to comply with statutory guidelines for its operation.
- (D) The operation of said joint organization shall be conducted through county administrative offices. There is to be continued a special pooled fund to be administered by the Treasurer of Walla Walla County, which fund is known as the "Walla Walla County Emergency Management Fund," into which are deposited all funds received for the account of this joint organization and from which shall be paid all-proper claims as allowed by the Board of Walla Walla County Commissioners in accordance with RCW. 36.22.050 and any other applicable statutes.
- (E) The participating members' contributions to the Emergency Management Fund shall be based in proportion to the assessed property valuations of the Emergency Management budget that is not reimbursed by the Federal or State Government. The charges shall be payable annually or semi-annually, within ten days of the beginning of each calendar half. In the event of an emergency resulting in the necessity of carrying out of emergency functions for the preservation and protection of lives and/or property, the cost of emergency functions above and beyond the permanent staff and facilities of the Emergency Management Department shall be borne by the participating member or members affected by such emergency and promptly remitted to the Emergency Management Fund, provided that the Director shall obtain approval of the executive head of the affected political subdivision at the earliest opportunity. If in any case the Emergency Management Executive Board cannot agree upon the proper division of cost,

the matter shall be referred to the State Emergency Management Council for arbitration. Its decision shall be binding.

- (F) An annual budget shall be prepared by the Director, subject to the approval of the EMEB, for final adoption by the Walla Walla County Commissioners.
- (G) The Emergency Management Department may accept gifts, grants, or loans of money, equipment or services from any lawful source and perform all functions authorized by law to be performed by departments of emergency management.
- (H) Each party to this agreement shall to the extent of the law, indemnify and hold harmless each of the other parties, their officers, agents, contractors, servants, and employees and any and all claims of third parties from any and all liability for such losses, expenses, damages, personal injury or death arising out of assistance rendered pursuant to this agreement. All such claims and related rights are hereby expressly waived.

2. EMERGENCY MANAGEMENT EXECUTIVE BOARD (EMEB):

- (A) Membership. In accordance with RCW. 38.52.070, the Walla Walla County Emergency Management Executive Board (EMEB) shall consist of the County Commissioners, the mayors of each participating incorporated city, the Walla Walla City Manager, the College Place City Administrator, and the Waitsburg City Administrator for a total of ten voting members. The Chair of the Board of County Commissioners shall serve as Chair of the EMEB. The Director shall be an ex- officio, non-voting member and shall serve as Vice-Chair. Mayors may appoint another council member to represent their jurisdiction.
- (B) Powers and Duties. The EMEB shall perform all duties imposed by statute upon executive heads of emergency management departments. It shall review and recommend for adoption emergency management and mutual aid plans and agreements and such resolutions and rules and regulations as are necessary to implement such plans and agreements. It shall do all things herein provided and/or reasonably necessary to the accomplishments of the purposes hereof.
- (C) EMEB Chair Powers and Duties. In the event of a disaster declared by the Governor of the State of Washington as provided by law, the EMEB Chair shall be empowered and may designate staff to:
 - (1) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster provided the following procedures are followed. When the EMEB Chair determines it is necessary to request the assistance of a party or parties to this agreement, under the terms of this agreement, the EMEB Chair is authorized to do so. The EMEB Chair shall specify the personnel, vehicles and the equipment needed and the EMEB Chair, through the agency's commanding officer or the authorized subordinates shall take the following actions:

- (a) Immediately determine if apparatus and personnel can be spared in response to the request.
 - (b) Determine the apparatus and personnel to be most effectively dispatched in response to the request.
 - (c) Determine if existing mutual aid agreements can provide needed resources.
 - (d) Identify the exact mission to be assigned in accordance with the detailed plans and procedures of operation drawn in accordance with this agreement.
 - (e) Immediately dispatch available apparatus, equipment and personnel that, in the judgment of the commanding officer or the authorized subordinates who received the request, should be sent, taking into consideration the vehicles and equipment requested by the EMEB Chair's request for aid.
 - (f) In the event no agency commanding officer or authorized subordinate is available, the EMEB Chair may authorize an agency, personnel, vehicles and equipment as needed to address a declared emergency.
 - (g) Such rules, actions and regulations must be confirmed at the earliest practicable time by the EMEB
- (2) Within the constraints above, require the services of any county or city officer or employee to command the aid of as many citizens as he/she considers necessary in the execution of his /her duties such persons being entitled to all privileges, benefits and immunities as are provided by State law for registered emergency workers.
- (3) Execute all of the special powers conferred upon him/her by this agreement or by resolution adopted pursuant thereto, by powers conferred upon him/her by statute, or by agreements approved by the EMEB or by other lawful authorities.
- (D) Quorum and Meetings. Six (6), or more, of the members of the EMEB shall constitute a quorum. Any meeting in which a budget is to be adopted or a financial obligation is to be assessed to a member thereof shall require a quorum. The EMEB shall meet on a quarterly basis to review the Emergency Management organization and plans. Meeting dates and times will be published by the Emergency Management Department prior to each meeting. Other meetings of the EMEB shall be called by the Chair or Vice-Chair or by a majority of the members of the EMEB. Any EMEB member may call emergency meetings with adequate notice to all members.
- (E) Division, Services and Staff. The EMEB shall prescribe divisions and services, assign functions, duties and powers as it deems appropriate. Insofar as possible, the form of

organization, titles and terminology shall conform to the recommendations of the federal government and the Emergency Management Division of the State of Washington.

3. EMERGENCY MANAGEMENT COUNCIL (EMC) / LOCAL EMERGENCY PLANNING COMMITTEE (LEPC):

- (A) The Emergency Management Council (EMC) may be composed of representatives and users from organizations such as:
- (1) All Law Enforcement Agencies within the County
 - (2) All Fire Departments and Districts
 - (3) All Hospitals
 - (4) County Coroner
 - (5) County and City Public Works Departments
 - (6) County Health Officer
 - (7) All City/County Ambulances
 - (8) City and County Building Officials
 - (9) County Emergency Medical Services Director
 - (10) Valley Transit
 - (11) Volunteer Organizations such as American Red Cross, Amateur Radio, Civil Air Patrol, Salvation Army etc.
 - (12) Utility Company Representatives
 - (13) Tier Two Facility Representatives (facilities which store hazardous materials which meet the Emergency Planning & Community Right-to-Know Act (EPCRA), Title III of the Superfund Amendments and Reauthorization Act (SARA) reporting requirements)
 - (14) Other Representatives as Designated by the EMC / LEPC
- (B) The EMC shall assist and cooperate with the Director of Emergency Management in the development of emergency plans, exercises, and training operations. The EMC shall meet bi-annually, unless the Emergency Management Director calls additional or less frequent meetings.
- (C) The Emergency Management Communications Advisory Board (EMCAB), made up of public safety agencies including fire and law enforcement, shall provide advisory services to Walla Walla County Emergency Management Department. The advisory council will assist, advise and cooperate with the Director of EMD in the development of budget, plans, exercises, training and special projects related to mitigation, preparedness, response and recovery. Advice and recommendations from the advisory council will be forwarded by the Director of Emergency Management to the EMEB for final decision.

4. DIRECTOR OF EMERGENCY MANAGEMENT POWERS AND DUTIES:

- (A) The Director shall be responsible for the Walla Walla County Emergency Management Department and the coordination and development of the overall emergency management activities. The Director shall report to the Board of County Commissioners for general management of the Department and to the Chair of the EMEB during emergency situations. The Director shall employ staff to carry out the day-to-day functions of the Department.
- (B) Subject to the directions of the EMEB, the Director is hereby empowered and directed to:
 - (1) Employ and supervise staff per Walla Walla County employment contracts and policies.
 - (2) Direct coordination and cooperation between divisions, services jurisdiction, and to resolve questions of authority and responsibility that may arise between them.
 - (3) Designate and direct staff in accomplishing the following:
 - (a) Coordinate the efforts of the emergency management organization for the accomplishment of the purposes of this agreement.
 - (b) Prepare and maintain a Comprehensive Emergency Management Plan (CEMP) for Walla Walla County and its participating cities and towns, conforming to the state emergency management plans and programs.
 - (c) Represent the emergency management organization in all dealings with public or private agencies during a disaster or emergency as well as during the recovery phase.
 - (d) Keep and maintain an inventory of all goods, supplies and equipment of the Emergency Management Department or in its custody including federal excess property on loan to the department, with said inventory to specify the location of each item listed thereon.

5. SERVICES TO BE PROVIDED TO PARTICIPATING JURISDICTIONS:

The Walla Walla County Department of Emergency Management shall provide service, equipment and personnel to participating political jurisdictions to assist them in effecting emergency operational plans and programs, to include the following:

- (A) Provide an emergency management organization to coordinate operational activities and to minimize death, injury and damages for periods before, during and after an enemy attack, natural disaster or man-caused disaster.
- (B) Provide a Comprehensive Emergency Management Plan (CEMP) that provides guidance, policies and lists responsibilities for mitigation, response, preparedness and recovery from a disaster.

- (C) Coordinate local emergency management planning with the Federal Government, State of Washington, neighboring counties, military organizations and other support agencies.
- (D) Coordinate with and assist jurisdictions and agencies in preparing, updating and executing mutual aid agreements.
- (E) Provide for the effective utilization of resources within or from outside these jurisdictions to minimize the effects of disaster and to request assistance as needed through established emergency management channels.
- (F) Recruit, register and identify emergency workers and provide for compensation coverage for volunteers who suffer injury or equipment loss as a result of emergency management duty.
- (G) Establish and maintain training and public information programs.
- (H) Identify protection measures for the population against the hazards of radioactivity, chemical stockpile disposal and release of hazardous materials through the development of relocation and shelter in place programs.
- (I) Provide emergency disaster control and coordination through the designated Emergency Coordination Center.
- (J) Develop a system for warning the general public and to provide for information and guidance to the general public.
- (K) Ensure that local communications systems can be utilized to the maximum extent practicable during emergencies and that a capability can be maintained for communicating with the State Emergency Operations Center.
- (L) Provide support for search and rescue operations.
- (M) Provide normal office procedures, correspondence and inventories.

6. DURATION:

This agreement shall remain in full force and effect for a period of five (5) years from date of adoption by the Walla Walla County Board of Commissioners. This agreement shall be deemed to be in force unless notice is received from any party at least six (6) months prior to a requested termination date.

7. WITHDRAWAL OR CANCELLATION:

Any participating party to this agreement shall have the right to withdraw from this agreement by providing six-month written notice, which shall be effective at 11:59 PM on December 31st of the year in which the notice of withdrawal is tendered. Notice shall be delivered to the Director. Withdrawal by Walla Walla County shall constitute cancellation of this agreement in its entirety. Withdrawal by any other party will not trigger a termination of this Agreement for the other parties.

PROPERTY DISPOSAL UPON WITHDRAWAL OR AGREEMENT CANCELLATION:

- (A) No real property ownership or acquisition is anticipated. Property, for purpose of this section, refers to personal property only.
- (B) Federal or State-owned properties shall be disbursed in accordance with appropriate federal or state guidelines.
- (C) Items loaned to the Emergency Management Department by a participating member shall be returned to that member upon that member's withdrawal from this agreement, upon this agreement's cancellation, or upon the expiration of this agreement.

8. SAVINGS CLAUSE:

If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction or governmental administrative agency having authority over its provisions, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions of this Agreement will continue in full force and effect.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF APPROVING
A QUOTATION FOR SERVICES
WITH EVERBRIDGE, INC. FOR
PROVISION OF EMERGENCY
NOTIFICATION SERVICES**



RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County Resolution 12 075, Walla Walla County approved an agreement, Everbridge Inc. Service Agreement and Quotation 00003673, with contractor Everbridge to provide emergency notification services; and

WHEREAS, said agreement has expired, and Liz Jessee, Emergency Management Department Director, wishes to continue to utilize the services available; and

WHEREAS, Quotation Q-00194-3 has been offered to the County by Everbridge and Ms. Jessee has requested and recommended approval; and

WHEREAS, said Quotation has been reviewed by the Prosecuting Attorney's office; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they shall approve the Everbridge Inc. Quotation Q-00194-3, and authorize Liz Jessee, Emergency Management Department Director, to sign same.

"Passed this 23rd day of January, 2017 by Board members as follows: ___ Present or ___ Participating via other means, and by the following vote: ___ Aye ___ Nay ___ Abstained ___ Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



Walla Walla County

Emergency Management Department

27 N. 2nd Avenue
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Phone: (509) 524-2900 • Fax: (509) 524-2910
www.wwemd.info

LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

Memo

To: Board of Walla Walla County Commissioners
From: Liz Jessee
Date: January 19, 2017
Re: Contract between Walla Walla County and Everbridge, Inc.

I am requesting your permission to sign a Quotation for renewal of our Everbridge, Inc. Emergency Notification System (ENS). When we first acquired the system in 2012, Commissioner Duncan (then Emergency Management Director) was given the opportunity to renew the service at the same price for four (4) additional years. This clause expired with our 2016 renewal. I was able to secure a quotation from Everbridge for the same pricing as 2012 and, with some reluctance on the part of Everbridge, I was able secure holding the price for two (2) additional years. The only increase in cost for the ENS is the addition of iPAWS capability; another alert and notification component authorized by FEMA which gives us the ability to reach out to citizens who aren't subscribed to the system.

Please let me know if you have any questions or concerns.



155 North Lake Avenue, Suite 900
Pasadena, CA 91101 USA

tel: +1 818-230-9700
fax: +1-818-230-9505

www.everbridge.com

Quotation

Prepared for:

Liz Jessee
Walla Walla County, WA
PO Box 478
Walla Walla WA 99362-0216
United States
Ph: (509) 524-2902
Fax:
ljesssee@co.walla-walla.wa.us

Quote #: Q-00194-3
Date: 12/12/2016
Expires On: 1/24/2017
Confidential

Salesperson: Jamie DiCesare
Phone:
Email: jamie.dicesare@everbridge.com

Contract Summary Information:

Contract Period:	12 Months
Contract Start Date:	1/25/2017
Contract End Date:	1/24/2018
Contract Option Years (in months)	24 Months

Contact Summary:

Household Count:	25,000
Employee Count:	1,000

Qty	Description	Price
1	Everbridge Mass Notification (MN) with Unlimited Domestic Minutes	USD 15,000.00
1	Everbridge IPAWS Notification	USD 1,200.00

Pricing Summary:

List Price:	USD 18,768.76
Total Discount Amount: (Only valid if executed by 1/24/2017)	USD 2,568.76
Year One Fees*:	USD 16,200.00
One-time Implementation and Setup Fees:	USD 0.00
Total Year One Fees Due:	USD 16,200.00

1. Additional rates apply for all international calls.
2. Quote subject to the terms and conditions of the service agreement, including any amendments, executed between Everbridge, Inc. and the customer listed above.
3. Subject to sales taxes where applicable.
4. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override negotiated language of the Everbridge Inc. Service Agreement.

(*Year One Fees are the total of the first year annual subscription fees and any one-time fees, i.e., Professional Services.)

Supplemental Notes:

This quote includes the two additional option years.

Authorized by Everbridge:

Signature:		Date:	_ / _ / _
Name (Print):		Title:	

To accept this quote, sign, date and return:

Signature:		Date:	_ / _ / _
Name (Print):		Title:	

155 North Lake Avenue, Suite 900
 Pasadena, CA 91101 USA
 Tel: +1-818-230-9700
 Fax: +1-818-230-9505

THANK YOU FOR YOUR BUSINESS!

IPAWS- CMAS/WEA Addendum

This addendum is incorporated by reference into the Agreement as applicable based on the particular products and services described on the Quote.

- 1 IPAWS Authorization: Client represents and warrants to Everbridge that any employee, agents, or representatives of Client who access IPAWS-OPEN using Client's credentials provided by FEMA (each, an "IPAWS User"), are authorized by FEMA to use IPAWS-OPEN, have completed all required training, and Client has executed an IPAWS Memorandum of Agreement ("MOA") with FEMA. Client shall contact Everbridge immediately upon any change in Client or any IPAWS User's right to access IPAWS-OPEN. Client shall only access IPAWS-OPEN using its designated credentials and FEMA issued digital certificate ("Digital Certificate"). Client acknowledges and agrees that Everbridge shall not have access to its credentials and that Client assumes full responsibility for maintaining the confidentiality of any credentials issued to it. Client shall be solely responsible for any and all claims, damages, expenses (including attorneys' fees and costs) that arise from any unauthorized use or access to IPAWS-OPEN.
- 2 Credentials: Client shall load and maintain within its Everbridge account Organization, its Digital Certificate, COG ID, and Common Name. Client authorizes and requests Everbridge to use the foregoing stored information to connect Client to IPAWS-OPEN.
- 3 Messaging: Client acknowledges and agrees that: (i) upon submission of messages to IPAWS-OPEN, Everbridge shall have no further liability for the distribution of such message, and that the distribution through IPAWS-OPEN, including, but not limited to, delivery through the Emergency Alert System or the Commercial Mobile Alert System, is in no way guaranteed or controlled by Everbridge; (ii) Everbridge shall not be liable as a result of any failure to receive messages distributed through IPAWS-OPEN; (iii) IPAWS may include additional features not supported through the Everbridge system, and Everbridge shall not be required to provide such additional features to Client; and (iv) Client shall be solely responsible and liable for the content of any and all messages sent through IPAWS-OPEN utilizing its access codes.
- 4 Term: Client acknowledges and agrees that access to IPAWS-OPEN shall be available once Client has provided Everbridge with the Digital Certificate and any other reasonably requested information to verify access to the system. Upon termination of the Agreement access to IPAWS-OPEN shall immediately terminate. In addition, Everbridge may immediately terminate, without liability, access to IPAWS-OPEN, if Client breaches this Addendum, the MOA, or FEMA changes the IPAWS-OPEN system so that it materially change the business terms and/or feasibility for Everbridge to provide such access.

COUNTY COMMISSIONERS (continued)

- e) **Consent Agenda Items (continued):**
 - 4) County vouchers/warrants/electronic payments as follows: 4182790 through 4182792 totaling \$3,888.63 (2016 expenditures), and 4182793 through 4182935 totaling \$404,917.48 (2017 expenditures)
 - 5) Payroll action and other forms requiring Board approval

- f) Miscellaneous business to come before the Board

- g) Review reports and correspondence; hear committee and meeting reports

- h) Review of constituent concerns/possible updates re: past concerns

9:45

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

- a) Department update and miscellaneous



WALLA WALLA COUNTY
Technology Services Department

Kevin G. Gutierrez
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590

kgutierrez@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

January 23, 2017

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

- N/A

Components (Main infrastructure)

Hardware

- No issues

Software

- No issues

Security/Viruses

- No issues

Network

- No issues

Other Projects

- **Judges/Clerks Case Management and Document Management Systems**
 - Should start in spring.
 - Had a kickoff meeting with the vendor
 - We are to have a follow up meeting week of 1/23
 - Server ordered, waiting for delivery
- **Budget /Assets**
 - N/A
- **New World**
 - Data conversion for jail data is still not done.
- **Security Training**
 - Went from 22% prone to being tricked to a little over 5%.
 - Last campaign... 0% !!
- **Camera's**
 - No answer to my last email to WWE
- **O-365**
 - Should be complete this week.
 - Moving last of the past user .pst files
- **Public Record Requests Last 2 Weeks**
 - 6 = Requests received
 - 5 = Forwarded to departments
 - 4 = Completed
 - 0 = Pending Closure
 - 6 = Litigation hold

- 3 = pending 3rd party notice
- 18 = Open/Being handled by the PRO
- **Search Computer**
 - Rebuilding the search computer – apparent corrupt files.
 - Indexing will take about 100 hours
 - Also built a linux based computer to test some search engines
 - Corrupt search computer files could be the result of maxing out the index file size
 - Linux is more stable and the apps do not have the same file size limitations that Windows apps have.
- **Temporary help needed –**
 - 30 days to 6 months (intermittent – may not have a set schedule) not to exceed 520 hrs. < \$8,000 – not in 2017 budget
 - Can release as soon as we are caught up
 - Will create a proposal for the BoCC

Definitions

ACCIS = Association of County, City Information Systems (managers)

CITRIX = A product used for remote access to our network

PAV=Potential Archival Value

CJIS = Criminal Justice System Information Systems

AOC=Administrative Office of the Courts

PRO=Public Records Officer

USB=Universal Serial Bus

DOL=Department of Licensing

NDA=Non-disclosure agreement

RFP=Request For Pricing

GIS=Geographic Information Systems

EOL=End of Life

JCDA=Joint Community Development Agency

W7=Windows 7

W10=Windows 10

OS=Operating System

JAVS=(Jefferson Audio Video Systems) – Courtroom Recording System

AV-Audio/Visual

WiFi-Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

CAD=Computer Aided Dispatch (hosted at the city)

CAT5=Category 5 Ethernet cable (for data and voice)

ADA=Americans with Disabilities Act

ECM=Enterprise Content Management

NWS=New World Systems

DOMAIN = A group of computers administered or managed with the same rules and policies and with a common IP range.

IP address = Internet protocol address. A unique string of numbers assigned to each computer to allow communications over network or domain.

PENERATION TESTING = A process designed to have outside companies try to break into our system to identify and potential soft spots in our network.

10:00

COUNTY CORRECTIONS DEPARTMENT

Mike Bates

- a) Department update and miscellaneous

a) **Consent Agenda Items:**

- 1) Resolution _____ - Signing a Title VI Non-Discrimination Agreement between Washington State Department of Transportation and Walla Walla County
- 2) Resolution _____ - Setting a public hearing date for Mike Buckley for a franchise to construct, operate, and maintain a utility system within the County road right of way, in Walla Walla County, Washington

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING A TITLE VI NON DISCRIMINATION AGREEMENT ANNUAL REPORT BETWEEN WASHINGTON STATE DEPARTMENT OF TRANSPORTATION AND WALLA WALLA COUNTY

RESOLUTION NO.

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

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

WHEREAS, in compliance with said regulations, Walla Walla County is required to submit a Title VI Non-Discrimination Agreement Annual Report by January 31 of each year; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the Chair be authorized to sign said Title VI Non-Discrimination Agreement Annual Report.

Passed this 23rd day of January, 2017 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
PUBLIC HEARING DATE FOR MIKE
BUCKLEY FOR A FRANCHISE TO
CONSTRUCT, OPERATE, AND
MAINTAIN A UTILITY SYSTEM
WITHIN THE COUNTY ROAD RIGHT
OF WAY, IN WALLA WALLA
COUNTY, WASHINGTON



RESOLUTION NO.

WHEREAS, Mike Buckley has requested a franchise to construct, operate, and maintain a utility system within the public right of way in Walla Walla County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a public hearing date be set for February 13, 2016 in the Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, at the hour of 10:30 a.m. or as soon thereafter as such hearing may be held.

*Passed this 23rd day of **January, 2017** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Connie R. Vinti, Clerk of the Board

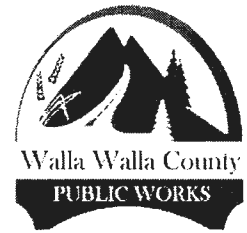
James L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

Walla Walla County Public Works
PO Box 813
Walla Walla, WA 99362



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 19 January 2017

Re: Director's Report for the Week of 16 January 2017

Board Action: 23 January 2017

Resolutions:

In the Matter of Signing a Title VI Non-Discrimination Agreement between Washington State Department of Transportation and Walla Walla County

In the Matter of Setting a Public Hearing Date for Mike Buckley for a Franchise to Construct, Operate, and Maintain a Utility System within the County Road Right of Way

ENGINEERING:

- Mill Creek FH: Attempting to complete negotiations with property owners.
- Pflugrad Bridge: Cultural survey complete. Working on design.
- Mill Creek Road MP 1.1 to MP 3.96: Acquisition will begin as time allows.
- Blue Creek Bridge: Working on acquisitions. Design almost complete.
- Second Avenue(Burbank): Scheduled to advertise soon.
- Dodd Road: Contract to begin in March.

MAINTENANCE:

- Crews addressed snow & ice issues across the County.
- Conducted Forklift classes.

ADMINISTRATION:

- Quarterly counseling underway.
- Attended Mill Creek Coalition Meeting.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) New position approval form -
On-call Facilities Maintenance
Worker I for the Fairgrounds
- d) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

11:15 COUNTY COMMISSIONERS

- a) Rescheduled entrance audit meeting with representatives of the State Auditor's office regarding the 2015 County audit (accountability audit component)
- b) Update from County Facilities Maintenance Manager Tom Byers
- c) Miscellaneous or unfinished business to come before the Board

12:00 RECESS

1:30 COUNTY COMMISSIONERS

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

- A D J O U R N -

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

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



Washington State Auditor's Office

Government that works for citizens

Pat McCarthy
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Entrance Conference: Walla Walla County

About our Office

The Washington State Auditor's Office's vision is government that works for citizens. Our goal is for government that works better, costs less and earns greater public trust.

The purpose of this meeting is to share our planned audit scope so that we are focused in the most significant areas. We value and appreciate your input.

Audit Scope

Based on our preliminary planning, we will perform the following audit:

- **Accountability audit** for the fiscal year 2015

We will assess for the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- Citations
- Payroll
- Property tax reconciliation
- Property tax exemptions
- Credit cards
- Cash receipting
- JIS system
- Bail payments by credit card
- Self-Insurance

Engagement Letter

We have provided an engagement letter which documents both of our responsibilities for conducting and performing the audit. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse with a less-than-material effect on the financial statements or other issues with significance to the audit objectives. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant or immaterial effect, or errors with an immaterial effect on the financial statements. These issues are informally communicated to management.

Other Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$22,500, plus travel expenses.

Expected Communications

During the course of the audit, we will communicate with Karen Martin, Auditor on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Ms. Martin to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Deputy Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

Audit Survey

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide us feedback.

Loss Reporting

Local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at <http://portal.sao.wa.gov/saoportal/public.aspx/LossReport>.

Emerging Issues

Some of the emerging issues affecting local governments are the following:

Current GASB Pronouncements

There are several new standards:

- Statement No. 72 – *Fair Value Measurement and Application* – Describes how fair value should be defined and measured, what assets and liabilities should be measured at fair value, and what information about fair value should be disclosed in the notes to the financial statements.
- Statement No. 73 – *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68* – The requirement that any assets accumulated for a pension plan that does not meet the criteria of GASB 68 be reported as assets of the employer is effective for 2016. The remaining requirements of this statement are effective for 2017.
- Statement No. 76 – *The Hierarchy of GAAP for Local Governments* – This statement reduces the GAAP hierarchy to two categories of authoritative GAAP – (A) GASB statements and (B) GASB technical bulletins, implementation guides, and AICPA literature.
- Statement No. 77 – *Tax Abatement Disclosures* – This statement defines tax abatements and establishes requirements for note disclosures.
- Statement No. 78 – *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans* – This statement excludes non-governmental pension plans (for example, a union sponsored plan) from the requirements of GASB 68. It establishes requirements for recognition and measurement of pension expense, liabilities, note disclosures and RSI.
- GASB Statement No. 74 – *Financial Reporting for OPEB Plans* – This is the financial reporting requirements for OPEB plans. It is comparable to GASB 67 for pension plans. It is effective for 2017.
- GASB Statement No. 75 – *Accounting and Financial Reporting for OPEB* – This is the guidance for reporting OPEB by employers. It is comparable to GASB 68 for pension plans. It is effective for 2018.

Available Resources

The Washington State Auditor's Office also has many resources available throughout the year.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

Local Government Performance Center

The Performance Center is a resource for local governments that need to solve problems, reduce costs, and improve the value of their services to citizens. The Center offers training and tools to help local governments improve performance and effectiveness.

Audit Team Qualifications

Jan Jutte, CPA, Deputy State Auditor – Jan has more than 40 years of accounting and auditing experience, and has been with the Washington State Auditor's Office since 1985. She has managed or been the deputy director over virtually every state agency and local government audit within the Office.

Kelly Collins, CPA, Director of Local Audit – Kelly has been with the Washington State Auditor's Office since 1992. In her role she oversees the audit teams which perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants' Government Auditing and Accounting Committee.

Mark Rapozo, CPA, Deputy Director of Local Audit – Mark has been with the Washington State Auditor's Office since 1983. In his role as Deputy Director he assists with the statewide oversight and management of all the audits for local government. He also served as the chairman of the Local Records Committee of the Washington State Archives for 10 years.

Ginny Waltman, Audit Manager – Ginny has been with the State Auditor's Office since 1998.

Griselda Garcia, Audit Lead – Griselda has been with the State Auditor's Office since 2012.

Kelly Inman, Audit Lead – Kelly has been with the State Auditor's Office since 2016.