

# A G E N D A

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, JANUARY 8, 2018

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**(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)**

**9:15 COUNTY COMMISSIONERS**

**Chairman Johnson**

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 2 and 3, 2018 and special meeting of January 3, 2018
- 2) Resolution \_\_\_\_\_ - Approving out of state travel to Oregon for County Treasurer Gordon Heimburger and Chief Deputy Treasurer Lisa Stober

# Memo

**To:** Board of County Commissioners;  
**From:** Gordon Heimbigner  
**Date:** December 18, 2017  
**Re:** Out of State Travel for Investment Conference

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I would like to request approval for out of state for myself and Lisa Stober to attend the Government Investment Officers Association conference March 21-23, 2018 in Las Vegas.

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

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

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

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

RESOLUTION NO.

**WHEREAS**, Walla Walla County Treasurer Gordon Heimbigner has requested approval for out of state travel to allow his attendance and that of Chief Deputy Treasurer Lisa Stober at the Government Investment Officers Association conference in Las Vegas, Nevada, March 21 through 23, 2018; and

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

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

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

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

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

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

*"Passed this 8th day of January, 2018 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 K. Johnson, Chairman, District 1

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

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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of Walla Walla County, Washington*

**COUNTY COMMISSIONERS (continued)**

**e) Consent Agenda Items (continued):**

- 3) Resolution \_\_\_\_\_ - Approving out of state travel to Nevada for County Treasurer Gordon Heimbigner and Chief Deputy Treasurer Lisa Stober
  - 4) County vouchers/warrants/electronic payments as follows: \_\_\_\_\_ through \_\_\_\_\_ totaling \$ \_\_\_\_\_
  - 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

# Memo

**To:** Board of County Commissioners;  
**From:** Gordon Heimbigner  
**Date:** January 3, 2018  
**Re:** Out of State Travel for Investment Conference

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I would like to request approval for out of state for myself and possibly Lisa Stober to attend Government Portfolio Advisors Educational Seminar and Open House on January 31, 2018 in Portland, OR.

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

Educational session #1, "How Does GPA Transact On Your Behalf", is very timely. The new contract allows for the use of GPA to execute transactions at my requests if we decide to implement that part of the contract. This will allow me to see how it works and to discuss with other entities on the benefits and process.

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

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



RESOLUTION NO.

**WHEREAS**, Walla Walla County Treasurer Gordon Heimbigner and possibly Chief Deputy Treasurer Lisa Stober will be attending the Government Portfolio Advisors Educational Seminar and Open House on January 31, 2018, in Portland, Oregon; and

**WHEREAS**, attendance costs are to be covered by the county's investment pool fees, with no Current Expense Fund monies expended; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that out of state travel for County Treasurer Gordon Heimbigner and Chief Deputy Treasurer Lisa Stober be approved as outlined above.

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

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

*"Passed this 8th day of January, 2018 by Board members as follows: \_\_\_ Present or \_\_\_ Participating via other means, and by the following vote: \_\_\_ Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_ Absent."*

Attest:

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Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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of Walla Walla County, Washington*

**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

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File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

January 8, 2018

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

**Other Projects**

- **Judges/Clerks Case Management and Document Management Systems**
  - Clerks moved over to OnBase
  - Security certificates have been purchased.
  - Non-disclosure agreements are signed
  - As far as we know, we are caught up with what the state needs us to do.
  - Next steps are in about a month.
  - Judges – need to attach monitor arm to the Judges benches. Tom will let us know probably next week when they may have some time.
- **OnBase**
  - Clerk is converted, BoCC in progress
  - Pushing Techline (contractor) get moving
    - OnBase has loaded our software onto our servers and we are ready for them to look at our filing structure (Tech Services) so we can test the system
- **Health re-arraigning personnel**
  - Done
- **Old Health Building Door/Security**
  - Almost complete
  - We have the programming instructions
- **Website Redesign**
  - In progress
  - All site mapping is complete
  - Website team met and submitted some changes to the vendor for second round of approval. This version will have some county context to it so it starts looking like it belongs to the county



- **County Wireless**
  - We requested some statistics, so we can see what our overall usage is like. I would like to know what our available headroom is since we have put so many things in the cloud lately.
- **County Logo - FYI**
  - To convert what we have to vector format is probably around \$500 est. But I am looking to see if there is a company that can use laser to digitize our original seal “embosser” (?) to get the most accurate graphic possible.
- **Jail – WiFi**
  - Have not heard when this project is to start.
- **Old Email Server**
  - Need to offload to a search appliance/software so we don’t lose what we have.
  - Jesse needs a better way to search through records as well
  - I have requested a demo – Tuesday 9AM
    - The demo was not successful
- **PRO Certification**
  - No time and weather got bad. Spring will be our next opportunity
- **Public Record Requests Last 2 Weeks**
  - 3= Requests received
  - 0 = Forwarded to departments
  - 11= Completed
  - 0= Pending Closure
  - 0 = Litigation hold
  - 0 = Pending 3<sup>rd</sup> party notice
  - **5** = Open/Being handled by the PRO

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**Definitions**

**JLARC=Joint Legislative Audit and Review Committee**  
**ACCIS =Association of County, City Information Systems (managers)**  
**API = Application Program Interface**  
**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/Proposal**  
**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.**

**EO = Elected Official**

**DH = Department Head**

**WAPRO – Washington Association of Public Records Officers**

**10:00**

**COUNTY CORRECTIONS DEPARTMENT**

**Norrie Gregoire**

- a) Department update and miscellaneous

10:15

**PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

- a) **Public Hearing:**
  - 1) To consider Franchise application of Falcon Video Communications, dba Charter Communications, for a cable system
  
- b) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Application of Falcon Video Communications, dba Charter Communication, for a franchise to construct, operate, and maintain a cable system within the county road right of way, in Walla Walla County, Washington
  
- c) Department update and miscellaneous

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

IN THE MATTER OF THE APPLICATION OF FALCON VIDEO COMMUNICATIONS L.P., DBA CHARTER COMMUNICATIONS FOR A FRANCHISE TO CONSTRUCT, OPERATE, AND MAINTAIN A CABLE SYSTEM WITHIN THE COUNTY ROAD RIGHT OF WAY, IN WALLA WALLA COUNTY, WASHINGTON



RESOLUTION NO.

**WHEREAS**, Falcon Video Communications, L.P., dba Charter Communications, has requested a franchise to construct, operate, and maintain a cable system within the public right of way; and

**WHEREAS**, any significant modification or any extensions of said system shall be approved by Public Works Department prior to construction; and

**WHEREAS**, January 8, 2018 was the date set for holding a public hearing to consider said application; and

**WHEREAS**, the Notice of Hearing was advertised and posted as prescribed by law; and

**WHEREAS**, said Hearing was held on the date advertised; now therefore

**BE IT HEREBY RESOLVED**, by this Board of Walla Walla County Commissioners, that Franchise No. 441 be granted to Falcon Video Communications, L.P., dba Charter Communications.

*Passed this 8<sup>th</sup> day of **January, 2018** 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 K. Johnson, Chairman, District 1

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

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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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: 4 January 2018

Re: Director's Report for the Week of 1 January 2018

**Board Action: 8 January 2018**

**Hearings:**

**In the Matter of the Application of Falcon Video Communications, DBA Charter Communication for a Franchise to Construct, Operate, and Maintain a Utility System within the County Road Right of Way, in Walla Walla County**

**Resolutions:**

**In the Matter of Adopting the Application of Falcon Video Communications, DBA Charter Communication for a Franchise to Construct, Operate, and Maintain a Utility System within the County Road Right of Way, in Walla Walla County**

**ENGINEERING:**

- Mill Creek FH: In condemnation. Expect court date in 2018.
- Blue Creek Bridge: On hold waiting for Mill Creek ROW completion.
- Pflugrad Bridge: Acquiring ROW. Working on environmental permits.
- Mill Creek Road MP 1.1 to MP 3.96: ROW plans revised. Will start staking portions of the right of way for negotiations and acquisitions.
- City of Prescott Stormwater: Survey complete.
- Mud Creek: In design. Plans sent to WSDOT for approval relocating intersection. Also sent cost estimates to FEMA.
- Whitman Drive W.: In design.
- Stormwater: To be completed in the spring.
- Middle Waitsburg Road: Waiting for completed funding agreement from WSDOT.
- Scenic Loop Road: Delayed survey to 2018.

**MAINTENANCE/FLEET MANAGEMENT:**

- Crews removing debris and cleaning ditches from last Friday's weather event.
- Scott Canyon Road, 7-mile bridge and Biscuit Ridge Road will require flood repair from winter storm last week.

**ADMINISTRATION:**

- Conducted monthly Foremen's meeting.
- Conducted Labor Management meeting.
- Quarterly counseling underway.

**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))

10:45

**HUMAN RESOURCES/RISK MANAGER**

**Shelly Peters**

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))



**11:15**

**FACILITIES MAINTENANCE**

**Tom Byers**

- a) Department update and miscellaneous

**11:30 COUNTY COMMISSIONERS**

- a) Executive session re: personnel (pursuant to RCW 42.30.110(g)) – follow-up to performance evaluation
- b) 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.*