

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, JANUARY 9, 2017**

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**(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 3 and 4, 2017
  - 2) Resolution \_\_\_\_\_ - Walla Walla County Commissioners' Committee Assignments for 2017
  - 3) County vouchers/warrants/electronic payments as follows: 4182126 through 4182260 totaling \$478,158.38 (2016 expenditures)
  - 4) Payroll action and other forms requiring Board approval

DRAFT

**IN THE MATTER OF WALLA WALLA COUNTY  
COMMISSIONERS' COMMITTEE ASSIGNMENTS  
FOR 2017**

**WHEREAS**, in accordance with RCW 36.32.100, James L. Duncan was elected chairman of the Board of County Commissioners for Walla Walla County for 2017; and

**WHEREAS**, Commissioners James L. Duncan, James K. Johnson and Todd L. Kimball are duly appointed to serve on the below designated committees for 2017 pursuant to the authority listed:

**TODD L. KIMBALL**

Emergency Management Executive Board	Interlocal
Emergency Medical Services Dept. Advisory Committee	Bylaws
Emergency Medical Services & Trauma Care Council	Bylaws
Blue Mountain Resource Conservation and Development District	Member County
Emergency Management Executive Board	Interlocal Agreement
Greater Columbia Behavioral Health Regional Support Network (alternate)	Statute
Snake River Salmon Recovery Board	Interlocal Agreement
Valley Transit	Statute
Walla Walla Fair and Frontier Days Board	County entity Bylaws
Work Force Development Council Regional Board	Statute
Walla Walla Valley Metropolitan Planning Organization Policy Board – as designated	Interlocal Agreement
Walla Walla Watershed Management Partnership Board	Bylaws
Work Source Employers Committee	Standing Committee

**JAMES K. JOHNSON**

County Law Library (ex-officio trustee)	Statute
Emergency Management Executive Board	Interlocal Agreement
LEOFF I Disability Board (alternate)	Statute
Lodging Tax Advisory Committee Chair	Statute
Regional Shorelines Master Plan update (team leader)	Interlocal Agreement
Snake River Salmon Recovery Board (alternate)	Interlocal Agreement
Valley Transit	Statute
Veterans Administration Hospital Task Force (alternate)	Standing Committee
Walla Walla Fair and Frontier Days Board	County entity Bylaws
Walla Walla Watershed Management Partnership Board (alternate)	Bylaws
WA Counties Insurance Fund	Member County
Walla Walla Valley Metropolitan Planning Organization Policy Board – as designated	Interlocal Agreement
WA State Association of Counties (WSAC) Board of Trustees (Eastern WA delegate)	WSAC Member County
WA State Association of Counties (WSAC) Legislative Steering Committee (delegate)	WSAC Member County

**JAMES L. DUNCAN**

Emergency Management and Communications Advisory Board	Standing Committee
Emergency Management Executive Board	Interlocal Agreement
Executive Alliance	Standing Committee
Greater Columbia Behavioral Health Regional Support Network	Statute

LEOFF I Disability Board	Statute
Southeast Washington Aging and Long Term Care Council of Governments	Interlocal Agreement
Veterans Administration Hospital Task Force	Standing Committee
WA Counties Risk Pool Board (alternate)	Interlocal Agreement
Walla Walla Fair and Frontier Days Board	County entity Bylaws
Walla Walla Valley Metropolitan Planning Organization Policy Board – as designated	Interlocal Agreement
Washington State Association of Counties (WSAC) Legislative Steering Committee (alternate)	WSAC Member County
WESCOM (Walla Walla Emergency Services Communications) Executive Committee	Standing Committee

and

**WHEREAS**, it has further been determined that each county commissioner will informally serve as board liaison to county offices and departments, as outline don the attached “Attachment A”, which is by this reference made a part hereof; now therefore

**BE IT HEREBY RESOLVED** that the above named Walla Walla County Commissioners shall serve on the above listed committees for the year 2017.

**ATTACHMENT A**

**Walla Walla County Board of Commissioners  
Board liaisons by office and department  
for year 2017**

**TODD L. KIMBALL**

- Emergency Medical Services
- Fairgrounds
- WSU Extension

**JAMES K. JOHNSON**

- Community Development
- Facilities Maintenance
- Human Resources/Risk Management
- Public Works

**JAMES L. DUNCAN**

- County elected officials (as chair)
- Community Health
- Corrections (to include Juvenile Justice Center/Court Services as part)
- Emergency Management (as chair, assignment will change yearly)
- Technology Services

**COUNTY COMMISSIONERS (continued)**

- f) Action Agenda Items:**
  - 1) Proposal 2017 01-09 COMM -  
Approval of 2017 County Holidays
- g) Miscellaneous business to come  
before the Board**
- h) Review reports and correspondence;  
hear committee and meeting reports**
- i) Review of constituent concerns/possible  
updates re: past concerns**



# MEMO

**Date:** 12/08/16

**Proposal ID.** 2016 12-12 COM

**To:** BOCC

**From:** Diane Harris, Administrative Assistant

**Intent** – Approval of 2016 County Holidays

**Topic** – 2017 County Holidays pursuant to WW County PPOM Policy No. 30.10.0

## Summary

The Walla Walla County Personnel Policies and Operations Manual (PPOM) Policy No. 30.10.0 states that “It is the policy of Walla Walla County to observe such holidays each year as may be approved by the Board of County Commissioners”. Pursuant to this policy following is the listing of 2017 County “Holidays”:

January 1, 2017 – New Year’s Day (Observed Monday, January 2, 2017)

January 16, 2017 – Martin Luther King Day

February 20, 2017 - Presidents’ Day

May 29, 2017 – Memorial Day

July 4, 2017 – 4<sup>th</sup> of July

September 4, 2017– Labor Day

November 11, 2017– Veteran’s Day (Observed Friday, November 10, 2017)

November 23, 2017 – Thanksgiving Day

November 24, 2017 – Day after Thanksgiving

December 25, 2017 – Christmas Day

One Personal Holiday – One day upon mutual agreement of employee and supervisor. (Corrections Union and Commissioned Deputy’s Union)

Two Personal Holidays – Two days upon mutual agreement of employee and supervisor (Courthouse Union, Road Crew-Public Works Union and Non-Represented employees including department heads.)

## Cost

N/A

## Funding

N/A

## Alternatives Considered

N/A

## Acquisition Method

N/A

**Security**

N/A

**Access**

**Risk**

**Benefits**

**Conclusion/Recommendation**

Approval will formalize Walla Walla County Holidays pursuant to the Walla Walla County Personnel Policies and Operation Manual.

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Submitted By

Diane Harris, Commissioners 1-5-17

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Disposition

Approved

Name      Department      Date

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Approved with modifications

Needs follow up information

Signature

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Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

Modification

Follow Up

10:00

**FAIRGROUNDS**

**Perry Dozier**

- a) Fairgrounds update and miscellaneous

**10:15**

**COUNTY CORRECTIONS DEPARTMENT**

**Mike Bates**

a) Department update and miscellaneous



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 9, 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.
  - Judges can have whatever they want on the desktop for documents
    - Superior Court – Case Management System (SC-CMS) with Odyssey DMS or SC-CMS with OnBase delivering the documents to the desktop.
    - Rest of the county will use OnBase DMS – complete with searching, tracking of PRA requests and updated redaction capability.
    - I am pretty sure the Clerk wants to stay with OnBase as well.
- **Budget /Assets**
  - I have 43 devices from Comprehensive to surplus.
  - Storage is cleaned out so in good shape for now
- **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%.
- **Camera's**
  - Probably going to have to start over.
  - Sent another message to Walla Walla Electric to remind them that we have not received the estimate yet.
- **O-365**
  - Almost done.
  - There are some new retention features that should help make managing email easier.
  - Testing features

- Considering retention training
- Will be easier since the new version of outlook has more flexibility
- **Public Record Requests Last 2 Weeks**
  - 3 = Requests received
  - 2 = Forwarded to departments
  - 3 = Completed
  - 0 = Pending Closure
  - 6 = Litigation hold
  - 5 = pending 3<sup>rd</sup> party notice
  - 20 = Open/Being handled by the PRO
- **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
- **Projects Lined Up So Far**
  - Fire Wall for fairgrounds – ordered
  - Annex Network gear – ordered
  - OnBase – Server and licenses and professional services – Ordered (3-6 month project)
  - OnBase – Scheduling project kickoff for week of 1/9/17 -
  - Inventory

**More-**

Website upgrade – unfunded (Est. \$19,000 w/ 3 year financing) \$2,200 year maintenance (ADA Compliant) after more research will make a proposal.

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**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.**

10:30

**PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

**a) Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Revising rental rates for equipment owned by the Equipment and Rental Revolving Fund (ER&R)
- 2) Execute contract for Dodd Road MP 0.00 to MP 6.34 project with Inland Asphalt Company

**b) Department update and miscellaneous**

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

**IN THE MATTER OF REVISING  
RENTAL RATES FOR EQUIPMENT  
OWNED BY THE EQUIPMENT  
RENTAL AND REVOLVING FUND**



**RESOLUTION NO.**

**WHEREAS**, the Equipment Rental and Revolving Fund (ER&R) was established according to the Revised Code of Washington (RCW) to provide a stable and dependable method of owning, maintaining, repairing and replacing County equipment; and

**WHEREAS**, the County Engineer has determined it is necessary to revise certain equipment rates owned by the Equipment Rental and Revolving Fund to operate the fund as designed; and

**WHEREAS**, the Board of Walla Walla County Commissioners has reviewed the rates as determined by the County Engineer; and

**WHEREAS**, the County Engineer will continue to monitor the ER&R Fund and equipment rental rates and recommend revisions as appropriate; now therefore

**BE IT HEREBY RESOLVED**, by this Board of Walla Walla County Commissioners that rental rates for certain equipment owned by the Equipment Rental and Revolving Fund be set as shown on Attachment A, effective January 1, 2017.

*Passed this 9<sup>th</sup> 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*

Attachment "A"  
2017 Equipment Rates

Vehicle Category	Description	Regular Rate	Proposed New Rate
01	Athey Loaders	\$65.00	\$80.00
02	Backhoe Tampers	\$11.88	
03	Backhoes	\$50.00	
04	Trucks - Boom	\$349.30	
07	Chipspreaders	\$115.00	
08	Clam Shells	\$7.92	
09	Computers	\$199.46	
11	Conveyors	\$120.27	
12	Copiers	\$0.07	
13	Distributors	\$100.00	
14	Dozers	\$109.48	
15	Trucks - 2 CY Dump	\$20.00	
16	Trucks - 5 CY Dump	\$45.00	
17	Forklifts	\$19.00	
18	Front End Loaders	\$65.00	
19	Trucks - 8-12 CY Dump	\$44.00	
20	Graders	\$51.50	
21	Hand Compactors	\$43.99	
22	Jack Hammers	\$25.08	
23	GPS - Leica	\$30.70	
24	Light Plants	\$30.00	
25	Mowers	\$80.00	\$75.00
26	Paint Stripers	\$90.00	\$100.00
27	Pavement Breakers	\$11.88	
28	Pickups - 3/4 Ton	\$14.50	\$13.00
29	Plotters	\$2.65	
30	Pumps	\$84.11	
31	Radio Systems	\$0.25	
34	Sanders	\$25.00	
35	Rollers - Patching	\$41.00	
36	Snow Plows	\$5.00	
37	Trucks - Spray	\$27.00	
38	Spray Units	\$4.10	
39	Sprayers	\$6.37	
40	Generators	\$2.00	
41	Brooms - Truck Mount	\$110.00	
43	Trailers - Rock Hauling	\$20.00	
44	Total Stations - Leitz & Wild	\$6.20	
45	Water Tanks	\$11.88	
46	Weed Burners	\$3.47	
47	Welders - 300 Amp	\$15.00	
48	Levels - Laser	\$16.10	
49	Total Stations - Robotic	\$17.15	
50	Saws - Circular	\$18.27	
51	Hammers - Chipping	\$274.23	
52	Other Departmental Vehicles	\$0.00	
53	Air Compressor	\$15.00	
54	Brooms - Self Propelled	\$43.18	
55	Front End Loader - Crusher	\$104.70	
56	Pickups - CR View Van	\$40.00	

57	Pickups - 1/2 Ton	\$16.50	
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Attachment "A"  
2017 Equipment Rates

Vehicle Category	Description	Regular Rate	Proposed New Rate
58	Pickups - Flatbed	\$16.50	
59	Rollers - Rubber/Steel	\$65.00	\$60.00
60	SUV/Sedans	\$22.30	
61	Trailers - Utility Under 10 Ton	\$20.00	
62	Trailers - Utility 10-30 Ton	\$40.00	
63	Trailers - Utility Over 30 Ton	\$46.44	
65	Trucks - Tractor	\$60.00	
67	Trucks - Sign w/Bucket	\$22.50	
68	Trucks - Service	\$45.00	
69	Trucks - Sewer Jet	\$75.00	
70	Trucks - Water	\$60.00	
72	ATV	\$10.00	\$12.00
73	Pull Grader	\$11.57	\$15.00
74	Skid Steer Loader	\$45.00	
75	Snowblower Attachment	\$92.56	
76	Levels - Digital	\$6.00	
77	Pressure Washer	\$0.86	
78	Saw - Concrete	\$6.50	
79	Line Striper	\$6.50	
80	Printer/Copier, Color	\$696.29	
81	Sedans	\$0.00	
82	Drill	\$5.26	
83	Traffic Counters	\$20.00	
84	Network	\$1,944.62	
85	Grader Compactor	\$7.50	\$6.00
86	Printer/Copier, Black & White	\$362.65	
94	Crack Sealer	\$35.00	
98	Binding Machine	\$3.79	

Other Departmental Vehicle Monthly Rates:	Regular Rate	New Rate
Court Services	\$2,410.13	\$2,410.13
Health Department	\$1,333.16	\$1,601.22
Commissioners	\$289.93	\$396.65
Assessor	\$917.42	\$935.77
Coroner	\$550.00	\$550.00
Community Development	\$880.00	\$897.60
Facilities	\$250.00	\$250.00
County Corrections	\$1,883.73	\$1,973.44
Sheriff	\$29,380.07	\$30,737.70
Motor Pool Rate	\$0.22	\$0.22

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

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To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 5 January 2017

Re: Director's Report for the Week of 2 January 2017

**Board Action: 9 January 2017**

**Resolutions:**

**In the Matter of Revising Rental Rates for Equipment Owned by the Equipment Rental and Revolving Fund**

**Miscellaneous:**

**In the Matter of Signing the Contract for the Dodd Road Project**

**ENGINEERING:**

- Mill Creek FH: Attempting to complete negotiations with property owners. Provided owner files to PA's office.
- Pflugrad Bridge: Cultural survey complete; waiting for report.
- Mill Creek Road MP 1.1 to MP 3.96: Acquisition will begin as time allows.
- Blue Creek Bridge: Working on minor design adjustments. Acquiring ROW.
- Second Avenue(Burbank): Scheduled for construction in Spring 2017. Met with Port tenants to discuss project impacts.
- Dodd Road: Signing contract 9 January.

**MAINTENANCE:**

- Crews addressed snow & ice issues across the County.

**ADMINISTRATION:**

- Conducted monthly Foreman's meeting.

**10:45**

**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 - Assistant to the Appraisers (part-time) for the Assessor's Office
  - 2) Revised job description approval form – Fairgrounds Manager
  - 3) New position approval form - Office Assistant I (part-time) for the Treasurer's Office
- 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**

- 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.*