AGENDA
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 22, 2019

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

9:15 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) 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 April 15 and 16, 2019
   2) Resolution _________ - Approving out of state travel for Fairgrounds Manager (Ogg)
   3) Resolution _________ - Appointment to the County Horticultural Pest and Disease Board (Mason)
   4) Resolution _________ - Formalizing an appointment to the Walla Walla County Rural Library District Board of Trustees (Hawkins)
WHEREAS. Bill Ogg, Fairgrounds Manager, is requesting approval for out of state travel to Costa Mesa, CA to attend the International Association of Fairs and Expositions Management Conference, May 3-5, 2019; and

WHEREAS, pursuant to County policy, an employee Travel Authorization form has been submitted for review and consideration;

WHEREAS, Mr. Ogg has advised that no County funds will be used for associated travel costs; now therefore

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

BE IT FURTHER RESOLVED that additional time required to travel to and from said event, if necessary, is also approved.

Passed this 22nd day of April, 2019 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

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request: 4-15-2019

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<tr>
<th>Employee Attending:</th>
<th>Estimate of Cost (Includes all costs even prepaid)</th>
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<td></td>
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<td>End time/date:</td>
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<td>□ Dinner(s) @ $</td>
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<tr>
<td>CA</td>
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<td>(Attach agenda/training brochure)</td>
<td>(Attach Resolution)</td>
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<tr>
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<th>Return Date:</th>
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<td>5 AM</td>
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<td>6 PM</td>
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<td>□ Lunch(s) @ $</td>
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Credit Card Use: □ Yes □ No Date Needed: NA

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

Signature of Employee

Recommended: □ Yes □ No

Date: 4-15-19

Supervisor Signature

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

Approved: □ Yes □ No

Date: ____________________

Elected Official/Department Head
FRIDAY, MAY 3, 2019

12:00 PM - 5:00 PM
Registration

4:30 PM
Pre-Event Social Half-Hour

5:00 PM - 7:00 PM
Wine, Money & Chocolate
- Presented by Lora Newman (Zero2Sixty Performance Coaching)

Join us for a unique, fun, and enlightening evening (with wine and chocolate) offering tips and training around empowering your leadership. Discover where you hold yourself back in communicating the needs of your organization and learn what creates time and energy leaks.

- Identify your unique strengths and challenges around decision making and leadership
- Uncover blind spots that stifle leadership, revenue, and decisions
- Empowering tips for greater results in your organization
- Enjoy wine and yummy chocolates while you learn

This event is interactive and includes fun and entertaining prizes (as well as a selection of wines and decadent chocolate!)

Lora Newman is the founder/CEO of Zero2Sixty Performance Coaching, LLC, a national company currently serving clients across the U.S. and three countries. Lora has been helping business leaders bust through the barriers holding them back in business and in life for nearly two decades. She holds a B.S. in Psychology and an M.S. in Counseling. She is a graduate of Coach U Coaching School, and a member of the International Association of Women in Business Coaching. She holds dual certifications in EAGALA (Equine Assisted Growth and Learning Association) as a Certified Professional and a Certified Corporate Professional.
hop aboard the boat "Legacy" for a light lunch and whale-watching tour (alcoholic beverages will be for sale at your own expense). The Legacy should leave the dock at 1:30 PM sharp and we will be back at the dock by 3:30 PM (tipping the crew is encouraged).

If the weather isn't cooperative, we will do a tour of the harbor and show off all the great celebrity mansions. If time permits before loading the buses, there are some shops to visit and maybe a walk on the pier.

OC Fairgrounds: Heroes Hall, Centennial Farm & Farm-to-Table Dinner
Once back on the buses, we'll be doing a driving tour around the OC Fair & Event Center and giving you a bit of background about the facilities.

We will depart the buses at Heroes Hall (the veterans museum and education center), where we will have some bubbly and seasonal fruit, along with some light hors d'oeuvres, while being entertained by the USO singers from Vanguard University. There will be some time to view Heroes Hall and hear a bit about it.

We will then walk just a few steps away, over to Centennial Farm, where you will get to see a fully functioning educational farm, be entertained by the Pacific Symphony Youth Quartet, and finally sit down to a full farm-to-table banquet buffet served with award-winning wine from the on-site Orange County Wine Society.

EVENTS ARE SUBJECT TO CHANGE

SUNDAY, MAY 5, 2019

8:30 AM - 10:00 AM

Breakfast & Committee Meetings

Organizational Succession Planning – Are You Ready for the Future?
- Presented by Kathy Kramer (OC Fair & Event Center, CA)

With pending retirements, labor shortages, and gaps in the talent pool, Organizational Succession Planning is one of the most critical issues facing organizations today. Recent surveys indicate that less than 50% of organizations have a plan in place to ensure they are prepared for this exodus of talent. This workshop will share the organizational succession planning
It is no longer enough to be a leader; now, organizations are looking for thought leaders — visible, recognized, and respected authorities with the ability to build a following around their ideas. But how do you do that?

In this popular, well-researched, and highly engaging presentation, Denise shares what she learned working with hundreds of aspiring thought leaders as well as through her own inspiriting “accidental thought leadership” journey. She helps audiences understand and identify their unique motivations for building a following around their ideas and she shares what every leader and individual needs to know to build visibility for themselves, their team, and their ideas.

This workshop focuses on the 7 steps to unlocking a whole new level of professional accomplishment and achievement as well as career and personal satisfaction.

Session Outcomes:
- Learn how to build a thought leadership reputation
- Build a following for your ideas
- Hone and codify your best ideas
- Embrace and lead change initiatives
- Be more discoverable

Make Your Dinner with Friends Plans
WHEREAS, pursuant to RCW 15.09.030 and Walla Walla County resolution 18 160, Jim Petersen and Tom Waliser, as members of the Walla Walla County Horticultural Pest and Disease Board, were reappointed to said Board, with appointment terms to expire April 7, 2020, and Cheryl Clemmens was appointed to said board, with appointment term to expire June 25, 2020; and

WHEREAS, subsequently, the vacancy left by the resignation of Lee E. Rogers had not been filled at that time; and

WHEREAS, pursuant to Walla Walla County the Walla Walla County Horticultural Pest and Disease Board has recommended and requested that applicant Shirley Mason be appointed to fill the current board vacancy; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that, in accordance with RCW 15.09.030, Shirley Mason shall be appointed to the Walla Walla County Horticultural Pest and Disease Board, with the term of appointment to be April 22, 2019 through April 22, 2021.

Passed this 22nd day of April, 2019 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

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
WHEREAS, pursuant to Walla Walla County Resolution 18 021, Doug Case was appointed to a first term on the Walla Walla County Rural Library District Board of Trustees, said term to expire January 1, 2023; and

WHEREAS, on December 10, 2018, Mr. Case submitted a letter of resignation from said Board; and

WHEREAS, the vacancy was publicly advertised and the Walla Walla County Rural Library District Board of Trustees reviewed the applications received; and

WHEREAS, the Board of County Commissioners of Walla Walla County, as the appointing authority pursuant to RCW 27.12, interviewed the applicants on April 15, 2019 and April 16, 2019 during open, public sessions of the Board, and subsequently a motion was approved to appoint Marilyn Hawkins to fill the vacant position on said Board of Trustees; and

WHEREAS, pursuant to said statute, terms of appointment are for five years, with vacancies in unexpired terms to be filled in the manner in which members of the board are regularly chosen; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby formally appoint Marilyn Hawkins to fill Mr. Case’s unexpired term on the Walla Walla County Library Board of Trustees, said appointment to be effective immediately and expire on January 1, 2023.

BE IT FURTHER RESOLVED that, pursuant to an Attorney General Opinion, AGO 59-60 No. 66, Ms. Hawkins is eligible for appointment to serve for two full consecutive five year terms, which would be in addition to the months served as the appointee to the unexpired term, provided all parties concur.

Passed this 22nd day of April, 2019 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

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
COUNTY COMMISSIONERS (continued)

e) Consent Agenda Items (continued):

5) Redesignating the Port of Walla Walla as the County's Associate Development Organization (pursuant to RCW 43.330.080) and executing Associate Development Organization Affirmation/Designation form as requested by the state Department of Commerce

6) Formalizing signature of Proclamation honoring Nancy Walters for her years of service to the traffic safety program and Every 15 Minutes Program

7) County vouchers/warrants/electronic payments as follows: _______ through ________ totaling $_______

and _______ through ________ in the amount of $_______ (ER&R)

8) Payroll action and other forms requiring Board approval

f) Action Agenda Items:

1) Resolution ________ - Proposition for City of College Place Annexation by the Walla Walla County Rural Library District

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
Associate Development Organization Certification/Designation Form
(For use by County officials.)

affirms/designates the

Walla Walla Port of Walla Walla
(Name of County) (Name of ADO)

as the Associate Development Organization to coordinate economic development services for the county under contract with the Washington State Department of Commerce. Consistent with statutory requirements:

1. [ ] The prospective ADO is a non-profit organization.

OR

[ ] A public entity that has formed an authority or committee with full operating authority to carry out the duties of the ADO. It is important to recognize that this group would have its own authority and budget, not just the power to recommend actions/plans/expenses.

2. Economic development is the primary mission of the prospective ADO, and not just a secondary activity. This can be demonstrated with a written mission statement in a brochure, web-page, newsletter, etc. It may also be documented in the organization's by-laws.

3. For economic interests in the county, this organization serves as a networking tool and resource hub for business retention, expansion, and relocation in Washington.

4. This organization has/will have the capacity during the period under contract with Commerce to carryout work activities as detailed in RCW 43.330.080

This designation is effective on the date signed below, and shall remain in effect for the 2019-2021 biennium (07/01/2019-06/30/2021). Please provide documentation of the County executive or governing body's action designating the above-identified organization as the ADO.

Signature
Chair, Board of County Commissioners
Title

Todd L. Kimball
Print Name
April 22, 2019
Date

PLEASE SUBMIT THIS FORM AND DOCUMENTATION TO:
Diana Divens, Contracts Coordinator
Office of Economic Development and Competitiveness
Washington State Department of Commerce
Post Office Box 42525
Olympia, WA 98504-2525
360-725-4187

Revised (04/04/19)
PROCLAMATION

PROCLAMATION HONORING NANCY WALTERS FOR HER 22 YEARS OF DEDICATED SERVICE TO THE TRAFFIC SAFETY AND EVERY 15 MINUTES PROGRAM

WHEREAS, Nancy Walters has over 22 years of service to the citizens of the Walla Walla County in presenting the “Every 15 Minutes Program” to the County’s high school aged drivers.

WHEREAS, Nancy Walters has dedicated herself to educating the County’s young drivers of the negative effects of alcohol and distracted driving to the high school seniors of the County of Walla Walla High Schools.

WHEREAS, Nancy Walters, having been a victim of a drunk driver that claimed the life of her loving husband and young daughter, has dedicated the past 22 years by spearheading the local chapter of the Traffic Safety Commission. Nancy Walters has also sponsored dozens of “Every 15 Minutes Programs” to the areas young drivers showing the tragic results of distracted driving.

WE THE BOARD OF COMMISSIONERS OF THE COUNTY OF WALLA WALLA,

wish to extend our deepest gratitude to Nancy Walters for the dedicated and caring efforts you’ve consistently put forth on behalf of Walla Walla County to improve the lives of our communities’ young adults and to maintain the integrity of the Washington State Traffic Safety Program.

NOW, THE BOARD OF COMMISSIONERS OF THE COUNTY OF WALLA WALLA

PROCLAIM: by virtue of the authority vested in the board by the laws of the great state of Washington and the County of Walla Walla, do hereby commend Nancy Walters for her 22 years of selfless service, outstanding work, loyalty and exceptional commitment to the Traffic Safety Programs and Every 15 Minutes Programs.

Dated this 18th day of April 2019, at Walla Walla County, Washington.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Attest:
Diane L. Harris, Clerk of the Board
March 20, 2019

Walla Walla County Commissioners
County Public Health and Legislative Building
314 West Main Street
P.O. Box 1506
Walla Walla, WA 99362

Dear Walla Walla County Commissioners,

On March 12, 2019 the College Place City Council passed Ordinance No. 19-012, which authorizes the City Council to initiate the submittal of a ballot proposition to the voters of the city to authorize annexation of the City into the Walla Walla County Rural Library District.

The Walla Walla County Rural Library District Board of Trustees approved working with the city of College Place on this measure to authorize annexation at the January 14, 2019 regularly scheduled meeting.

We are submitting this letter to you to notify you of our concurrence in the annexation and request that you call an election as per RCW 21.12.370.

Minutes from the District’s January board meeting and the City of College Place Ordinance No. 19-012 are attached for your information.

Please contact Rhonda Gould at the District office if you have questions at 509-527-3284.

Thank you for your consideration.

Sincerely,

[Signature]

Austin Archer
Chair
Board of Trustees

[Signature]

Rhonda K. Gould
Executive Director
Board Chair Austin Archer called the regular board meeting to order at the Service Center at 5:02 PM. Trustees present were: Trustees Adams, Dahlin, and MacDonald. Staff present was: Executive Director Rhonda Gould. Guest present was: College Place Mayor Harvey Crowder.

Public Comments

There were no public comments.

Adoption of Agenda

Trustee Adams moved to adjust and adopt the agenda to accommodate Mayor Crowder; Trustee Dahlin seconded. Motion passed.

Unfinished Business

College Place proposal—Mayor Crowder stated that two priorities for College Place residents are a library and summer recreation for kids. He would like to know the interest of the board in annexing College Place into the District. Timing is good for a special election as the population is anticipated to be over 10,000 in the next two years, there is much anticipated commercial and residential development, and property taxes will decrease significantly in 2019. There is a possibility—vote was taken; all in favor. Executive Director Gould was asked to obtain yearly financial information from College Place for comparison.

Financial Reports

The financial reports were reviewed. The 2019 budget has not been released by the County as of this evening.

Financial Action—Vouchers

Trustee Dahlin moved to approve the January 14, 2019 General Fund vouchers numbering 1 through 66 in the amount of $89,573.09. Trustee Adams seconded. Motion passed.

Sub-committee Reports

Building—Touchet—The open house and community listening session was not well attended but ED Gould and Branch Manager Rebekah Shaw received valuable input from residents. The feedback will be compiled and distributed to the board. ED Gould viewed the Grange Hall after residents indicated
that with the bypass the location of the library on the north side of town is not such an issue. Dennis Gisi will attend the February board meeting.

Personnel - Heather Shanks has been hired as the Prescott branch manager. Terri Jeffrey has submitted her resignation as Burbank branch manager; the position has been posted.

Unfinished Business

Prescott property—the house did not sell after a third listing on Bid4Assets. Ed Gould was instructed to discuss the situation with the County Treasurer and contact the potential buyer who has indicated interest previously.

New Business

The policy revisions were not ready for the board to review; they will be included on the February board agenda.

Announcements

The February board meeting will be held in Touchet.

Adjournment

The meeting was adjourned at 5:45 PM.

Next meeting

Regular Board Meeting, Monday, February 11, 2019, Touchet Library, 5:00 PM.

Board Chair, Austin Archer

Trustee
AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON ("CITY") REQUESTING AN ELECTION REGARDING ANNEXATION BY THE WALLA WALLA COUNTY RURAL LIBRARY DISTRICT.

WHEREAS, RCW 27.12.360 authorizes the City Council to initiate the submittal of a ballot proposition to the voters of the City to authorize annexation of the City to the Walla Walla County Rural Library District ("District"); and

WHEREAS 27.12.360 requires annexation to be initiated by an ordinance stating the City's intent to join the District and finding that the public interest will be served thereby; and

WHEREAS, the State Librarian has been notified and the Mayor recommends that the City Council adopt Ordinance No. 19-012, proposing that the City be annexed to the District; and

WHEREAS, if the District concurs in the annexation, notification thereof shall be transmitted to the Walla Walla County Board of County Commissioners to call for an election per RCW 27.12.370; and

Now therefore, the City Council of the City of College Place do hereby Ordain as follows:

Section 1: The City of College Place hereby declares its intent to join and be annexed to the Walla Walla County Rural Library District effective January 1, 2020, subject to voters’ approval after election in accordance with RCW 27.12.370. After consideration of the options for providing library service to City residents, the City Council finds that the public interest will be best served by annexation to the said District and requests that the Walla Walla County Board of County Commissioners place the election on a future date to submit a ballot proposition to the voters of College Place, asking if the City shall be annexed to the Walla Walla County Rural Library District.

Section 2: The City Council hereby requests that the Board of Trustees of the District concur in the proposed annexation of the City by the District. The Administrator is directed to provide to the District any and all documents as may be required, and to take such action as may be required including but not limited to approving and executing agreements, to facilitate and effect the annexation.

Section 3: The City shall enter into an agreement with the Board of Trustees of the District for the purpose of assuring quality library services to residents of the City and to provide for a City Library Board to coordinate with, and provide input to, the Board of Trustees as to library operations and facilities within the City.
Section 4: The City hereby further declares that if and when it is annexed into the District, the District's property tax levy rate shall be separate and in addition to the City's regular property tax levy rate in each year subject to limitations established by state law.

Section 5: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6: This ordinance shall be in full force and effect immediately after its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this 12th day of March, 2019.

Harvey R. Crowder, Mayor

Attest:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney
RESOLUTION NO. 69

IN THE MATTER OF A PROPOSITION FOR CITY OF COLLEGE PLACE ANNEXATION BY THE WALLA WALLA COUNTY RURAL LIBRARY DISTRICT

WHEREAS, the Walla Walla County Rural Library District during their regularly scheduled January 14, 2019 meeting approved working with the City of College Place regarding annexation into the Walla Walla County Rural Library District; and

WHEREAS, pursuant to City of College Place Ordinance No. 19-012, the City of College Place Council approved requesting an election regarding annexation by the Walla Walla County Rural Library District; and

WHEREAS, on March 21, 2019, the Board of County Commissioners received a letter from the Walla Walla County Rural Library District concurring in the proposed annexation; and

WHEREAS, pursuant to RCW 27.12.370 the county legislative authority shall by resolution call a special election to be held in such city or town at the next special election date and shall cause notice of such election to be given as provided for in RCW 29A.52.355; and

WHEREAS, if a majority of the persons voting on the proposition shall vote in favor thereof, the city or town shall thereupon be annexed and shall be a part of such library district; now therefore

BE IT HEREBY RESOLVED by the Board of Walla Walla County Commissioners that it is hereby found and determined to be necessary to submit to the qualified electors of Walla Walla County, for their approval or rejection at the election to be held therein on August 6, 2019, the proposition of whether or not the City of College Place be annexed to and be a part of Walla Walla County Rural Library District.

BE IT FURTHER RESOLVED that the Walla Walla County Auditor is hereby requested to publish the notice of the closing of the registration books for such special election as required by law, and to assume jurisdiction for calling and conducting such a mail ballot election, including the giving of notice thereof, pursuant to RCW 29A.52.355.
BE IT FURTHER RESOLVED that the proposition to be submitted to the qualified electors of the City of College Place at such election shall be substantially as follows:

Annexation of City of College Place into Walla Walla County Rural Library District

Shall the City of College Place be annexed to and be a part of the Walla Walla County Rural Library District?

Yes ( )
No ( )

Passed this 22nd day of April, 2019 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

________________________________________
James K. Johnson, Commissioner, District 1

________________________________________
Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington
a) 2019 Budget update
a) **Action Agenda Items:**
   1) Proposal 2019 04-22 CORR
      Approval to apply for grant with
      Washington State Department of
      Commerce Office of Crime Victims
      Advocacy for Victims of Crime Act
      (VOCA) funds

b) **Consent Agenda Items:**
   1) Resolution ________ - Approving
      out of state travel for Juvenile Justice
      Center Employees (Bieren & Kinney)

c) Department update and miscellaneous
MEMO

Date: April 8, 2019

To: Board of County Commissioners
From: Norrie Gregoire, Director of Corrections

Intent – Gain BOCC approval to apply for Services for Victims and Survivors – Office of Crime Victims Advocacy.

Summary
The Court Services/CASA (Court Appointed Special Advocate) Department are requesting approval to submit a grant application that includes the funding to continue covering the salary of a current employee and additional funds to hire another staff position in order to build the CASA program to the level necessary to achieve the goal of a CASA for every child. Additional information is provided in the attached grant questionnaire.

Cost
$87,500 in kind (approximately) – 2 years

Funding
$350,000 (approximately) – 2 years

Alternatives Considered
N/A

Acquisition Method
N/A

Security
N/A

Access
N/A
**Risk**

N/A

**Benefits**

If awarded these funds, this will provide additional funds and support to the CASA program.

**Conclusion/Recommendation**

Recommend the BOCC approve Court Services/CASA request to apply for the funds.

---

**Submitted By**

Norrie Gregoire, Director of Corrections

**Disposition**

___ Approved

___ Approved with modifications

___ Needs follow up information

___ Denied

---

BOCC Chairman

Date

---

**Additional Requirements to Proposal**

___ Modification

___ Follow Up
Walla Walla County
GRANT QUESTIONNAIRE

Date: 04/08/2019 Office/Department: Court Services/CASA
Contact Person: Norrie Gregoire

1) Name of Grant/Program: Services for Victims and Survivors-Office of Crime Victims Advocacy, Department of Commerce

2) New Grant X Renewing Grant X Term (# of years) 2

We previously applied for and were awarded this grant for 2017-2019. The grant requires that a competitive application be completed for each subsequent funding cycle; it is not automatically renewed. We are requesting to submit a grant application that includes the funding to continue covering the salary of a current employee and additional funds to hire another staff position in order to build the CASA program to the level necessary for achieving its goal of a CASA for every child.

3) Is the grant unchanged, and does not require Current Expense funding? (IF Y, please skip to number 24) Y___ N___ X___

4) How will this grant benefit the county’s citizens?

This grant is critical for maintaining the momentum of the previous year and for continuing to build the capacity of the Court Appointed Special Advocates (CASA) program which serves children in our community who have experienced abuse and neglect. The CASA program delivers advocacy primarily through the appointment of specially-trained community volunteers who conduct independent investigations and present objective reports to the court. While we have experienced notable success in the past year, seeing an increase in the number of new volunteers, we are still only able to serve roughly 50% of the children in our program with a with a designated advocate. That translates to an average of 65-70 children placed onto a waitlist.

It is our mission to provide culturally sensitive advocacy and one strategy to ensure this is to have a diverse staff and a diverse volunteer base. This grant will allow the CASA program to continue paying the salary of the Volunteer Coordinator hired last year as a result of this funding and additionally hire a Spanish-fluent employee to serve as the second Volunteer Coordinator who will build relationships with the Latino communities, local businesses and organizations to build our volunteer base and increase the diversity of the advocates. It is also the goal of the CASA program to provide every child involved in dependency proceedings in Walla Walla and Columbia Counties with an assigned advocate who can be their voice in court and speak up for their best interest throughout their time in foster care and in a dependency. Together this team will be responsible for recruiting, training and coaching volunteers so that every child has a consistent and strong voice for them.

5) Is this a program grant or an equipment grant?

This is a program grant.
6) Is this a “one-time only grant” or is it renewable? If renewable, how long is grant anticipated to last?

This is a 24-month grant that is eligible for on-going re-application. The Office of Crime Victim Advocacy (OCVA) estimates that approximately $7,000,000 will be available for the Services for Victims and Survivors Initiative, which is an increase in $2,000,000 from the previous grant cycle. The monies originate from federal fines and property seizures and are placed into a fund specific for programs serving victims of crime. CASA first became eligible to apply for this funding in 2017, and since that time thirteen Washington programs have applied for VOCA funding. All but one were awarded their full grant requests.

According to sources at the OCVA, they understand that funding fluctuations have negative impacts on communities, and they do their best to mitigate those. This grant is the same federal resource that provides the Walla Walla Police Department with funding for their Crime Victim Services program. Based upon the historical funding of programs through VOCA, we have no information that suggests this funding won’t be approved with each subsequent application however it is not guaranteed.

7) If this is a new grant how will the grant support a current program OR how will the program change?

This grant will provide the financial means to maintain the salary for one full-time employee and the funds to hire one new full-time employee. We believe these two positions are critical for expanding and sustaining the capacity of the CASA program.

In the current Court Services budget, there are only two permanent full-time employees who are responsible under RCW 13.34.100 for advocating for the 65+ children currently without a designated guardian ad litem. These two positions additionally train, coach and supervise 25 current volunteers and manage the CASA program, which includes maintaining compliance with local and federal requirements. This leaves little-to-no opportunity for community networking, marketing, recruiting and retaining the volunteer numbers necessary to advocate for children at the level intended by the legislature.

We made significant strides in the last year, increasing the number of new volunteers over a twelve-month period compared to previous years. Unfortunately, we also experienced the loss of numerous volunteers due to varying personal reasons. The result of all of these factors is that we continue to hover around the 50% capacity mark for providing a child with a CASA. It is important to share that our volunteers average five years of service with us with many staying on for seven to ten years. It is also important to state that our volunteers remain on a case until its final resolution, which is often close to two years. We have to maintain a steady stream of new volunteers throughout each year in order to achieve our goal and obligation.

These two positions will be the powerful force dedicated to building community relationships, increasing community awareness of the CASA program and focused recruiting, training and supporting new volunteers that will come from a diverse pool of applicants. We have recently utilized grant monies to hire a consultant who will be building a strategic recruitment plan and this grant is needed to provide the CASA program with the staffing to execute it.

8) Does this grant require up front funds?

Initial funds are required up front to cover the costs relating to advertising for one new position. The source of funds would be our CASA Private Contributions fund within the 12453 budget.
9) How many employees (new or current) will be paid by the grant? N 1 C 1
   a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?

   This grant would not be able to pay unemployment

10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security,
    FICA, PERS, etc.? Y X N If so, what?

   This grant requires a 20% cash or in-kind match and we are using the monetary value of a
current full-time CASA Supervisor paid from the 10700 fund as our match as this position directly
benefits the service proposed in the application.

11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or
    increases in any personnel benefits? Y X N

12) What fund would support a cash match (if required)?
    No cash match is required.

13) If required what is the TOTAL cost of the match over the life of the grant? $72,000 in-kind

14) What fund would support the administration of the grant? _ 10700

15) Will the grant allow for the County cost allocation plan to be funded? Y N X

   This grant won't use the county cost allocation plan, but will pay 6% of overall department
costs for the support of the two positions in the areas of office supplies, communications, utilities,
repair/maintenance, and ER&R and Tech Services payments in conjunction with the current Juvenile
Justice Center's cost-centering plan between the 10700 fund and all grants, using the percentage of
staff FTEs. All travel and training costs for these positions will be covered by this grant.

16) Would the grant require the county to provide office space and/or additional equipment to administer
    the program? If so, what are the requirements?

   This position would require a dedicated desk, computer and phone, similar to those used by the
current employees in the program and the Juvenile Justice Center where the program is housed.
There is currently desk space available that has a phone and computer that meet these requirements.

17) Would the program require use of a county vehicle or personal vehicle? Y X N

18) If so, would the grant provide for the cost of the automobile and/or liability insurance?
    Y X N The grant will contribute to the ER&R Fund

19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology
    services assistance, new BARS numbers.) Y X N If so, what activities?

   We will need BARS numbers and tech services assistance in setting up computer and email
access for this new position.
20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? **Y** __ **N** _ **X** If so, what obligations?

21) Does this grant project include any activities that may fall outside the county’s standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.)? **No**

22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? **Y** __ **N** _ **X** If so, what is the funding source for consultant fees?

23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department’s or office’s existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.

   Until other funding sources are identified, these two positions would be grant-dependent, and the employment would end. The CASA program would revert back to having only two full-time, permanent positions.

24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet.

   **Please feel free to submit additional information as needed.**

Official signature of requesting office/department:

[Signature]

Elected Official/Department Head 4/9/2015

FOR COMMISSIONERS’ OFFICE USE ONLY

Approved by: ____________________________

Chair, Board of County Commissioners  ____________________________

Date

Copies to: 1) Requesting Office/Department
          2) Susan Dombrosky, Auditor’s office
          3) Commissioners’ File
IN THE MATTER OF APPROVING OUT OF STATE TRAVEL FOR JUVENILE JUSTICE CENTER EMPLOYEES (BIEREN AND KINNEY)

WHEREAS, Walla Walla County Corrections Director, Norrie Gregoire, has requested out of state travel approval for two detention officers, Brian Bieren, and Tyler Kinney, who transported a detained youth to Intermountain Hospital, a psychiatric hospital in Boise, ID; and

WHEREAS, notice was received from said hospital on April 10, 2019 that a placement had become available and said youth needed to arrive for admission on April 12, 2019; and

WHEREAS, this late notice from said hospital did not allow for advance approval of out of state travel; and

WHEREAS, the youth was transported following a court appearance in Walla Walla County Superior Court on April 12, 2019 at 1:30 p.m.; now therefore

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

Passed this 22nd day of April, 2019 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

______________________________
James K. Johnson, Commissioner, District 1

______________________________
Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
COUNTY COMMISSIONERS, acting as the MILL CREEK FLOOD CONTROL ZONE DISTRICT SUPERVISORS

a) **Consent Agenda Items:**

1) Resolution ________ - Amendment Number 1 to the agreement between the Department of the Army and Mill Creek Flood Control Zone District for the Mill Creek, WA Feasibility Study
IN THE MATTER OF AMENDMENT NUMBER 1 TO THE AGREEMENT BETWEEN THE DEPARTMENT OF THE ARMY AND MILL CREEK FLOOD CONTROL ZONE DISTRICT FOR THE MILL CREEK, WASHINGTON, FEASIBILITY STUDY

WHEREAS, pursuant to Walla Walla County Resolution No. 18224, the Mill Creek Flood Control Zone District entered into an Agreement with the Department of the Army for the Mill Creek, Washington, Feasibility Study; and

WHEREAS, the Department of the Army has offered Amendment Number 1 to the Agreement, for additional funding from the Department of the Army; and

WHEREAS, the Mill Creek Flood Control Zone District is supervised by the Walla Walla County Board of County Commissioners and the Walla Walla County Engineer, pursuant to RCW 86.15.050 and RCW 86.15.060; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners acting as the Mill Creek Flood Control Zone District Supervisors approve Amendment Number 1 to the Agreement between the Department of the Army and Mill Creek Flood Control Zone District for the Mill Creek, Washington, Feasibility Study and that the Chair of the Board shall sign same.

Passed this 22nd day of April, 2019 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

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
AMENDMENT NUMBER 1
TO THE
AGREEMENT
BETWEEN THE DEPARTMENT OF THE ARMY
AND
MILL CREEK FLOOD CONTROL ZONE DISTRICT
FOR THE
MILL CREEK, WA FEASIBILITY STUDY

This Amendment Number 1 is entered into this _____ day of _____, __, by and between the Department of the Army (hereinafter the “Government”), represented by the District Commander for Walla Walla District (hereinafter the “District Commander”) and the Mill Creek Flood Control Zone District (hereinafter the “Non-Federal Sponsor”), represented by the Board of County Commissioners.

WITNESSETH, THAT:

WHEREAS, the Government and the Non-Federal Sponsor entered into an agreement on September 4, 2018 (hereinafter referred to as the “Agreement”) to conduct the Mill Creek, WA feasibility study (hereinafter the “Study”, as defined in Article I.A. of the Agreement); and

WHEREAS, notwithstanding Section 105(a) of the Water Resources Development Act of 1986 (33 U.S.C. 2215(a)), which specifies the cost-sharing requirements generally applicable to feasibility studies, Title IV, Division B of the Bipartisan Budget Act of 2018, Public Law 115-123, enacted February 9, 2018 (hereinafter “BBA 2018”), authorizes the Government to complete the Study at full Federal expense to the extent that appropriations provided under the Investigations heading of the BBA 2018 are available and used for such purpose.

NOW, THEREFORE, the Government and the Non-Federal Sponsor agree to amend the Agreement as follows:

1. Delete the “and” at the end of the second WHEREAS clause and insert after the second WHEREAS clause the following:

“WHEREAS, notwithstanding Section 105(a) of the Water Resources Development Act of 1986 (33 U.S.C. 2215(a)), which specifies the cost-sharing requirements generally applicable to feasibility studies, Title IV, Division B of the Bipartisan Budget Act of 2018, Public Law 115-123, enacted February 9, 2018 (hereinafter “BBA 2018”), authorizes the Government to complete the Study at full Federal expense to the extent that appropriations provided under the Investigations heading of the BBA 2018 are available and used for such purpose; and”

2. Insert as the last Article the following:

“ARTICLE XI – COMPLETION OF STUDY USING FUNDING PROVIDED IN BBA 2018
Notwithstanding any other provisions of this Agreement, the Government and Non-Federal Sponsor agree to the following terms and conditions for completion of the Study:

A. Subject to using all non-BBA 2018 Federal Investigations funds previously provided for the Study, with such funds subject to cost sharing as provided in this Agreement, the Government may complete the Study at full Federal expense to the extent BBA 2018 funds are available for such purpose. As of the effective date of Amendment Number 1 to this Agreement, the amount of available BBA 2018 funds is estimated at $2,000,000. Any costs funded with BBA 2018 funds shall not be included in the calculation of shared study costs for cost-sharing purposes.

B. The Non-Federal Sponsor shall not be entitled to reimbursement for any costs it incurs in performing its responsibilities for the Study.

C. In the event that there are insufficient BBA 2018 funds to complete the Study, such completion shall be subject to cost-sharing as otherwise provided for in this Agreement.”

3. All other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment Number 1, which shall become effective upon the date it is signed by the District Commander for the Walla Walla District.

DEPARTMENT OF THE ARMY

BY: Christian N. Dietz
Lieutenant Colonel, U.S. Army
District Commander

DATE: __________________________

MILL CREEK FLOOD CONTROL ZONE DISTRICT

BY: Todd L. Kimball
Chairman
Walla Walla County Board of Commissioners

DATE: __________________________
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

______________________________
Todd L. Kimball
Chair, Board of County Commissioners
Walla Walla County, Washington

DATE: ___________________________
a) Consent Agenda Items:
   1) Resolution __________ - Signing an agreement for on-call environmental services with PBS Engineering and Environmental Inc
   2) Resolution __________ - Signing an agreement for on-call geotechnical engineering services with Shannon & Wilson, Inc
   3) Resolution __________ - Signing an agreement for on-call material testing services with Intermountain Materials Testing
   4) Resolution __________ - Signing an agreement for on-call civil engineering design services with Anderson Perry & Associates, Inc
   5) Resolution __________ - Signing an agreement for on-call archaeological consultant services with Plateau Archaeological Investigations, LLC
   6) Resolution __________ - Signing Interlocal Agreement between Port of Walla Walla, Walla Walla County, and the City of Prescott for the 2019 Roadway Maintenance Project
   7) Execute Contract with Total Site Services, LLC for Whitman Drive West Road Improvement Project

b) Department update and miscellaneous
IN THE MATTER OF SIGNING AN AGREEMENT FOR ON-CALL ENVIRONMENTAL SERVICES WITH PBS ENGINEERING AND ENVIRONMENTAL INC

RESOLUTION NO.

WHEREAS, environmental services are required for various public works projects; and

WHEREAS, Walla Walla County does not have the personnel, expertise or equipment available to provide environmental services for projects; and

WHEREAS, a consultant has been selected to provide On-Call Environmental Services for a period of one year; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners they do hereby enter into an agreement for on-call environmental services with PBS Engineering and Environmental Inc. and the Chair of the Board shall sign the same in the name of the Board.

Passed this 22nd day of April, 2019 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

______________________________  ________________________________
James K. Johnson, Commissioner, District 1  Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
IN THE MATTER OF SIGNING AN AGREEMENT FOR ON-CALL GEOTECHNICAL ENGINEERING SERVICES WITH SHANNON & WILSON, INC

WHEREAS, geotechnical engineering services are required for various public works projects; and

WHEREAS, Walla Walla County does not have the personnel, expertise or equipment available to provide geotechnical engineering services for projects; and

WHEREAS, a consultant has been selected to provide On-Call Geotechnical Engineering Services for a period of one year; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners they do hereby enter into an agreement for on-call geotechnical services with Shannon & Wilson, Inc. and the Chair of the Board shall sign the same in the name of the Board.

Passed this 22nd day of April, 2019 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

_________________________________________
James K. Johnson, Commissioner, District 1

_________________________________________
Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington
IN THE MATTER OF SIGNING AN AGREEMENT FOR ON-CALL MATERIAL TESTING SERVICES WITH INTERMOUNTAIN MATERIALS TESTING

WHEREAS, material testing services are required for various public works projects; and

WHEREAS, Walla Walla County does not have the personnel, expertise or equipment available to provide material testing for projects; and

WHEREAS, a consultant has been selected to provide On-Call Material Testing Services for a period of one year; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners they do hereby enter into an agreement for on-call material testing services with Intermountain Materials Testing and the Chair of the Board shall sign the same in the name of the Board.

Passed this 22nd day of April, 2019 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

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
IN THE MATTER OF SIGNING AN AGREEMENT FOR ON-CALL CIVIL ENGINEERING DESIGN SERVICES WITH ANDERSON PERRY & ASSOCIATES, INC

WHEREAS, civil engineering design services are required for various public works projects; and

WHEREAS, at times Walla Walla County does not have the staff and equipment available to complete design on unplanned projects that may occur during the year; and

WHEREAS, a consultant has been selected to provide On-Call Civil Engineering Design Services for a period of one year; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby enter into an agreement for on-call civil engineering design services with Anderson Perry & Associates, Inc. and the Chair of the Board shall sign same in the name of the Board.

Passed this 22nd day of April, 2019 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

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
IN THE MATTER OF SIGNING AN AGREEMENT WITH PLATEAU ARCHAEOLOGICAL INVESTIGATIONS, LLC FOR ARCHAEOLOGICAL SERVICES

RESOLUTION NO. 19

WHEREAS, archaeological services are required for various public works projects; and

WHEREAS, Walla Walla County does not have the personnel, expertise or equipment available to provide archaeological services for projects; and

WHEREAS, a consultant has been selected to provide archaeological services for a period of two years; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners they do hereby enter into an agreement with Plateau Archaeological Investigations, LLC for archaeological services and the Chair of the Board shall sign the same in the name of the Board.

Passed this 22nd day of April, 2019 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

______________________________
James K. Johnson, Commissioner, District 1

______________________________
Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington
WHEREAS, pursuant to RCW 39.34, local governmental units are permitted to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis on mutual advantage; and

WHEREAS, it is in the best interest of Walla Walla County to work cooperatively with other governmental agencies; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners they do hereby enter into an Interlocal Agreement with the Port of Walla Walla, City of Prescott and Walla Walla County for the 2019 Road Maintenance Project and that the Chair of the Board shall sign same in the name of the Board.

Passed this 22nd day of April, 2019 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

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners of Walla Walla County, Washington
Inter-local Agreement Between the Port of Walla Walla, Walla Walla County, and the City of Prescott for the 2019 Roadway Maintenance Project

This agreement is made and entered into by and between the Port of Walla Walla (Port), County of Walla Walla (County) and the City of Prescott (City), also referred to as the “PARTNERS” for the 2019 Prescott Roadway Maintenance Project.

WHEREAS, RCW Chapter 39.34 authorizes the PARTNERS to jointly exercise powers, privileges and authority through interlocal agreement, and

WHEREAS, the PARTNERS intend to cooperatively fund improvements to the Prescott Roadway Maintenance Project, and

WHEREAS, the PARTNERS desire to outline their joint responsibilities and obligations.

NOW THEREFORE, it is mutually agreed by and between the PARTNERS:

1. The Prescott Roadway Maintenance Project improvements are a necessary element in the local transportation system to increase safety and foster economic development.

2. The parties to this agreement commit to completing the Prescott Roadway Maintenance Project through a mutually beneficial partnership that provides for an involved decision-making process and shared financial responsibility.

3. The parties agree that this Inter-local Agreement for cost-sharing, based on the benefits to each party, is necessary to establish the fair and reasonable apportionment of costs between the PARTNERS.

4. The parties agree to diligently pursue the completion of the project and to provide such support and assistance as necessary to accomplish completion of the project.

5. The design, specifications and construction for the Prescott Roadway Maintenance Project will be jointly determined by the County and the City.

6. The County Public Works Department will complete all of the road maintenance work to be performed under this agreement and as further defined in Attachment A.

7. The Port agrees to reimburse the City for up to $47,592 for the services outlined in Section 6 above.

8. The project will be funded by $61,019 in funds from the Transportation Improvement Board (TIB Funds) and $47,592 in Port Economic Development Sales Tax Funds (remaining balance of available funds for Prescott).
9. The County will invoice the City of Prescott monthly for road maintenance costs described in Attachment A as they accrue. Payment will be due within 30 days of invoicing. Maintenance costs shall not exceed the County’s engineer’s estimate for the scope of work in Attachment A unless otherwise expressly agreed in advance by the City. The City will be responsible to the County for all additional costs above $108,611.

10. Should any dispute arise concerning any provision of this agreement, or the Partner’s rights and obligations thereunder, the Partners shall meet and confer in an attempt to resolve the dispute. Prior to commencement of any legal action by any of the Partners, the Partner proposing such action shall provide to the other Partner thirty (30) days written notice of the intent to take such action; provided that such notice shall not be required where a delay in commencing an action would prejudice the interests of the Partner that intends to file suit. During the thirty (30) day notice period, the Partners shall meet and confer in an attempt to resolve the dispute. Except as specifically provided, nothing herein is intended waive or abridge any right or remedy that the Partners may have.

11. If within six months of the execution of this agreement, significant progress has not been made toward an imminent start of maintenance, Partners shall meet and confer in an attempt to complete the project in a timely manner.

12. If the agreement is not extended as set forth in Section 11, this Agreement shall expire on December 31, 2019.

13. The Director of the Walla Walla County Public Works Department, Executive Director of the Port of Walla Walla, and Mayor of the City of Prescott will be jointly responsible for administering this Agreement.

14. Executed copies of this Agreement shall be filed or posted online as required by Section 39.34.040 of the Revised Code of Washington prior to this Agreement becoming effective.

15. Any party may terminate this Agreement with 60-days’ notice to the other Parties. The County will be reimbursed for all work performed up to the date of termination.
IN WITNESS WHEREOF, the parties have executed this Lease Agreement the day and year first above written.

PORT OF WALLA WALLA, a municipal corporation

Patrick H. Reay, Executive Director

Date

TOWN OF PRESCOTT, a municipal corporation

Steve Heimbigner, Mayor

Date

Attest: For the Walla Walla Board of County Commissioners

Diane Harris, Clerk of the Board

Chair

Commissioner

Commissioner

Date
Attachment A

Roadway Maintenance Project

Costs Estimate
## Town of Prescott

### Estimate for Roadway Preservation

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<th>Width (ft)</th>
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<td>7,400</td>
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<td>$28.11</td>
<td>$200.88</td>
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### Total Costs

- **SWEEPING TOTAL:** $1,461.17
- **CHIP SEAL TOTAL:** $36,362.75
- **CRACK SEAL TOTAL:** $18,758.27
- **SCRUBBING TOTAL:** $1,100.00
- **PATCHING TOTAL:** $1,100.00
- **PAINTING TOTAL:** $5,440.00
- **GRAND TOTAL:** $108,611.11
To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 17 April 2019

Re: Director’s Report for the Week of 15 April 2019

Board Action: 22 April 2019

Resolutions:
In the Matter of Signing an Agreement for On-Call Environmental Services with PBS Engineering and Environmental Inc.
In the Matter of Signing an Agreement for On-Call Geotechnical Engineering Services with Shannon & Wilson, Inc.
In the Matter of Signing an Agreement for On-Call Civil Engineering Design Services with Anderson Perry & Associates, Inc.
In the Matter of Signing an Agreement for On-Call Archaeological Consultant Services with Plateau Archaeological Investigations, LLC.
In the Matter of Signing an Interlocal Agreement with the Port of Walla Walla, City of Prescott and Walla Walla County for the 2019 Road Maintenance Project.

Miscellaneous:
Execute Contract – Whitman Drive West
Execute Amendment Number 1 between the Department of Army and Mill Creek Flood Control Zone District Feasibility study.

ENGINEERING:
- Blue Creek Bridge/Mill Creek FH: Contractor is working on roadway excavation.
- Whitman Dr. W.: Work scheduled to begin 29 April.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way project funding estimate.
- Mud Creek: Ready to begin the right of way phase.
- Peppers Bridge Road: Working to complete survey.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on road design and right of way plans.
- Port Kelly Rd & Dodd Rd Railroad Crossing: Preparing to advertise projects.

MAINTENANCE/FLEET MANAGEMENT:
- North Crew – Continue to monitor flows in creeks and rivers and prepping roads for chip seal.
- South Crew – Continue to monitor flows in creeks and rivers. Routine maintenance.
- Vegetation/Signs – Spraying as weather permits.
- Garage – Equipment prep for chip seal and routine maintenance.
- Finalizing Reimbursable Work Agreements (College Place, Port of WW, Waitsburg, Prescott, Garfield County).

ADMINISTRATION:
- Internship position filled. Start date 23 April 2019.
- Quarterly counseling underway departmentwide.
- Conducted an After Action Review on our Snow and Ice removal efforts from earlier this year.
- Dan Mack will act as Interim Equipment Maintenance Supervisor.
a) Miscellaneous business for the Board

b) Possible executive session re: litigation 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) Proposal 2019 04-22 HR/RM Approval of claim for damages (Taruscio)

d) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))
11:00 FACILITIES MAINTENANCE

a) Department update and miscellaneous
Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: April 22nd, 2019

Resolutions/Proposals: None

Update:

• Still capturing data for the preventative maintenance plan and schedule. Getting closer on gathering all data and have started at the Fairgrounds.
• Met with Comprehensive and the Health Department to walk through county owned/leased houses. We are having another meeting the 25th to go over findings and come up with resolutions. The biggest was fascia boards needs replaced on 1 house and a fence needs repaired/replaced.
• Need approval to proceed with approximately 1700 sq. ft. of floor covering replacement at the Health Department. If we do the work in-house, the cost will be under $5,000.00 but if we hire it done, it will be close to $13,000.00. This should take a week to complete in stages so not to disturb WIC and Health Department. The floor that is there currently is peeling up causing numerous tripping hazards. We have tried re-gluing, heating and replacing, but is not working. I would like to install carpet tiles for easier maintenance and cleaning of the floor and will be a better fit overall alleviating the tripping hazards.
• I would like to send out an RFP on the Annex AC unit that serves the IT room. It went down once again last week and is guaranteed to do it again in a few months. This unit was spec’d wrong to begin with and isn’t a true 24/7 IT room AC unit. I would like to propose an IT room specific Daikin unit and will develop a Scope of Work and send out.

ADMINISTRATION:
11:15  WSU EXTENSION  Debbie Moberg

a) Department update and miscellaneous
Walla Walla County Extension
April 22, 2019

1:30 p.m.
Update WSU Extension
  Associate Director Search
  Benton/Franklin Faculty Search
  Walla Walla Agronomist Faculty Position
  Publications
  Annual Review

WSU/Walla Walla County Extension
Area Updates and Events
  Youth
  Snap ED
  Agriculture
  Master Gardeners

County Budget 2019

County Budget 2020
  Memorandum of Agreement – Professional Services Contract

Hort Board Update

Schedule
  April 24 – Sick Leave, Seattle
  May 8-14 – Annual Leave, FL MD Graduation
  May 20-31 – Annual Leave, in town
  June 25-27 – WSU Youth & Family Unit Promotion and Tenure Meetings, Seattle
  July 1-12 – Annual Leave, local
  July 26-28 – Vacation/WA Little League State,
  November 19-22 – WSAC/Extension Conference, Spokane
WSU Extension Office – Walla Walla County
April 2019 Update

WSU Updates

Associate Director of WSU Extension Search
I am participating on the hiring committee for the Assoc. Director of Extension (Mike Gaffney is interim). Interviews will be held April 17-26.

Benton/Franklin Volunteer Development Faculty Search
I am participating on the hiring committee for the Benton/Franklin faculty position. Interviews were last month.

Walla Walla County Agronomist Position
Walla Walla County Agronomist Position is currently being considered for rehire. We should hear a confirmation in the next 60 days. WSU Extension faculty proposed refilling the position ASAP.

Publications
2018 Annual Impact Report for Walla Walla County Extension is available.
2018 Annual Impact Report for the Blue Mountain Extension Team is under review. 4-H Horse Advancement Leader Guide and the 4-H Horse Advancement Member Guide have been approved for publication and I am not working with the editor and designer. Successful 4-H Market Livestock Projects Guide has been blind reviewed, and I am working through minor revisions before it goes to the editor.

2018 Annual Review
I received a “Satisfactory” rating for my 2018 Annual Review.

WSU/Walla Walla County Extension Updates

Youth
4-H Demonstrations: 4-H youth will give presentations April 22-25 and most will sign up in May for the 4-H State Qualifier. These are a part of fair but are held in April and May because of the large participation. We had 90 youth sign up this year. Walla Walla Noon Rotary and the Exchange Club provides funds for premiums since demonstrations are not held at Fair.

Summer Youth Programs: Quilt Camp, Challenger Horse Camp, STEM Camps, and summer sessions (Science and Creative Arts) will be provided for area youth again this summer.

Fair: Moving quickly towards fair with Market Livestock weigh-ins, Fashion Review, Food & Clothing Judging, Dog Agility, Cat Show, Colt Training and other events prior to fair. We can help with online fair entries.

4-H STEM Grants: We have put our STEM equipment (12 computers, Robotics kits, and Drone kits) to use again this year all around our county. We are in four Elementary Schools (Blue Ridge, Edison, Sharpstein, and Green Park) in partnership with WWPS through the 21st Century program. We are serving youth in Touchet, Prescott, and Burbank in partnership with the Rural Libraries.

Family/Community
Food $ense or Supplemental Nutrition Assistant Program (SNAP-ED) money coming from USDA for 2018-2019 is routed through Department of Health (state level) and will include Asotin, Columbia, Benton and Franklin Counties. Walla Walla County Extension Food $ense program been serving our community utilizing County support, Federal dollars, and in-kind
match since the start up in 2004. We have reached more than 40,000 youth and their families. The WSU Food $ense program goal is to impact family nutritional habits at home through nutrition education to kids in the classroom. Since 2004, we have received more than to $2 million to serve SE Washington.

**Agriculture Programs**

The 2019 crop tour season will soon be starting and provides opportunities to view field trials and interact with Washington State University personnel and others about cereal varieties and crop management practices. Cereal breeders, extension agronomists, plant pathologists, and other scientists will be presenting information at various events. Paul Carter (Columbia County Extension Director) will answer questions at the local Cereal Grain Tours in June showcasing new wheat varieties and crop management practices. Legume Tour (peas, lentils, and chickpeas) may NOT be held this year.

**Master Gardeners/Master Food Preservers**

15 new Master Gardener volunteers have completed their 40+ hours of live training and their online training and testing. Master Gardeners have started Office Clinics and Farmers Market will start next month in Walla Walla and College Place. Master Gardeners put more than 500 volunteer hours in each year. This year has been especially busy with Snow Mold and other weather-related challenges.

Master Food Preserver Volunteers are available to help local residence safely preserve food.

**2020 County Budget**

Memoranda of Agreement for 2020 *(Discussion only)*

The annual agreement with WSU will need to be updated for 2020 so I can include in my County budget request for 2020. WSU budget challenges seem to be resolving.

**2019 County Budget**

On track with 2019 Budget for this year, always looks like we haven’t spent 50% by June 30 because we spend more money from fair time through November.

**Hort Board – Apple Maggot and Brown Marmorated Stink Bug**

Apple Maggot and Brown Marmorated Stink Bug (BMSB) will be monitored. WSU and other state entities will be collecting BMSB in our area to rear up to research control options.

**Schedule:**

April 24 – Sick Leave, Seattle
May 8-14 – Annual Leave, FL MD Graduation
May 20-31 – Annual Leave, in town
June 25-27 - WSU Youth & Family Unit Promotion and Tenure Meetings, Seattle
July 1-12 – Annual Leave, local
July 26-28 – Vacation/WA Little League State,
November 19-22 – WSAC/Extension Conference, Spokane
Washington State University Extension engages people, organizations and communities to advance knowledge, economic well-being and quality of life by fostering inquiry, learning, and the application of research. With a location in Walla Walla County since 1913, WSU Extension is the front door to the University. Extension builds the capacity of individuals, organizations, businesses and communities, empowering them to find solutions for local issues and to improve their quality of life. Extension collaborates with communities to create a culture of life-long learning. WSU is recognized for its accessible, learner-centered, relevant, high-quality, unbiased educational programs.

We leverage every dollar we receive from Walla Walla County with federal, state, grant, and private funding to maximize our reach and effectiveness. In fact, for every $1 invested by Walla Walla County, WSU Extension provides more than $2.25 in state and federal resources. Faculty and staff in the county raised an additional $80,870 in grant funding in 2017. Therefore, every dollar that Walla Walla County spends in support of WSU Walla Walla County Extension generates $2.75—a 275 percent annual return on investment. In addition, WSU provides support and expertise to Walla Walla County with researchers and specialists ready to assist in the areas of agriculture, families, food safety, emergency management, to safeguard our community’s economic wellbeing and the health of our community.

Dry Land Cropping Systems WSU Walla Walla County Extension supports dryland cropping systems in our county including wheat and legumes. The annual Cereal Seminar provides updated information to local growers. Annual variety trials provide information to local growers on varieties, diseases, and pests from research trials held in local fields. Specialists provide education and information on innovative crop production methods, soil management, pest identification and control, and new seed varieties to local farmers through field tours, workshops, seminars, and pesticide courses. Specialists are available to troubleshoot production and pest problems that threaten our economy.

Pesticide License Testing and Recertification Credits WSU Walla Walla County Extension provides local WSDA testing for Private Applicators Licenses and study materials for growers and homeowners. Last Chance Pesticide recertification credits are provided for community members to maintain their pesticide licenses.

Forage Crops, Pasture, and Livestock Management WSU Walla Walla County Extension provides research-based information to large and small scale farmers to improve their economic situations while they create quality products in an environmentally friendly manor.

Forage crops, pasture, and grazing management support can help farmers make decisions. Our area provides challenges with water issues with drought conditions being “normal” for most of our county. These challenges include limited irrigation during the growing season, water rights, livestock consuming drought stressed forages, and crop diversity options. Extension provides support to landowners raising beef, swine, lamb, goats, chickens and horses.

Women in Agriculture Program WSU Walla Walla County Extension provides annual Women in Agriculture programming through webinar technology and live training. Annual multi-state conferences offer speakers, practical advice, collaborative discussion, and networking opportunities. Subjects include financial management, marketing, record keeping, goal setting, and risk management. Local attendees network with more than 500 women simultaneously in 35 locations across 5 states.
Traditional Club 4-H  The Walla Walla County 4-H program includes more than 400 youth participating in over 5,000 projects in 40 clubs. More than 150 volunteers serve as positive adult role models to youth and give more than 8,000 hours annually. The traditional club program focuses on building life skills through responsibility, leadership, community service and mentoring. Youth involved in the 4-H program are twice as likely to plan to attend college. They are also four times more likely to give back to their communities thereby building a life pattern of civic engagement according to Tuft University research.

Special Interest 4-H  4-H serves over 150 youth in its special interest programs in addition to traditional 4-H clubs. 4-H special interest programs offer youth in Walla Walla County the opportunity to participate in the 4-H program without committing to the demands of the traditional club program. These programs also allow 4-H members to experience programs outside their traditional club offerings. Walla Walla County 4-H offers programs like Challenger Horse Camp that teaches 4-H members about community service and empathy for others as they assist youth with disabilities experience horseback riding.

Summer Programs  What’s Cooking and Beginning Quilt Camps encourage youth to explore areas of interest while teaching basic living skills. Photography, watercolor, and STEM camps are programs for youth to explore self-interests while developing marketable skills.

Afterschool Program  Walla Walla County 4-H program partnered with the Walla Walla School District’s 21st Century program for the last four years focusing on science, technology, engineering, and math (STEM) programming in afterschool programing. Youth in the US continue to be under-educated in STEM curriculum in comparison to their global peers. The partnerships between 4-H and the 21st Century program at four elementary schools and three public libraries reached more than 328 youth and provided hands-on education in the STEM areas.

Teen Leadership  Walla Walla County 4-H program empowers youth to become true leaders. True leadership is not only about leading but encouraging others. 4-H teaches youth to be confident, endure challenges, work as a team, and communicate with others. All youth involved in the Walla Walla County 4-H program are encouraged by 4-H volunteers to become leaders.

The 4-H Teen Leadership Program engages members to interact with youth outside their 4-H projects and school districts. These members experience a higher sense of 4-H belonging, independence, generosity, and mastery. They learn how to encourage younger members in their club environments, learn program planning, organization and problem solving. Teen Leadership allows youth to become more comfortable attending regional and state events such as Teen Rally; Know your Government, Teen Leadership Summit, and Teen Conference.
Food $ense/SNAP-ED—This year the Walla Walla County Food $ense/SNAP-Ed program served more than 400 youth in 5th grades throughout 6 school districts where more than half of the students participate in the free and reduced lunch program. SNAP-ED joined 19 classrooms once a month, teaching nutrition topics such as sugar in drinks, reading nutrition labels, importance of breakfast, and making healthy nutrition choices. SNAP-Ed continued to provide healthy taste tests for students, with many students trying various fruits, vegetables, and whole grains for the first time.

Teachers saw their students make healthier snack and celebration choices as well as increase in their fruit and vegetable consumption at school.

The Walla Walla County SNAP-Ed program serves other qualified low-income audiences. In 2017-2018, SNAP-Ed taught classes at the BMAC Food Bank, BMAC Mobile Food Bank, Whitman Court, and VA Housing. At both BMAC Food Bank and Whitman Court, classes were once a month and taught clients cooking classes on various ways to utilize foods they receive in their food boxes from the food bank. The SNAP-Ed classes teach ways to stretch their food dollar and eating healthy on a budget.

Each summer, SNAP-Ed goes out to the Valle Lindo Homes to teach an 8-week series through Children’s Home Society. This summer, we also taught an 8-week series to youth at the VA Housing site. In 2017-18, SNAP-Ed taught youth how to make simple recipes and snacks and incorporated fun ways to eat fruits and vegetables. Parents received handouts and newsletters throughout the series.

The Walla Walla County SNAP-Ed program also provides programming in Asotin, Benton and Franklin Counties. The SNAP-Ed program served more than 270 youth in 14 classrooms in 6 schools, focusing on 5th grade as well as pregnant and parenting teens. Newsletter in both Spanish and English went home to parents each month.
Environmental Stewardship

- Master Gardener Volunteers contributed 1666 hours of time valued at $32,487.

Master Gardener Volunteer Program  WSU Walla Walla County Master Gardeners (MG) teach local community members to manage their gardens and landscapes in a science-based, sustainable manner. Twenty-four current volunteers address environmental and social priorities such as water conservation and water quality protection. MGs reduce the impact of invasive species and increase the public awareness of healthy living through gardening. The primary focus of the WSU MG program is to reach out to the community through office plant clinics, workshops, and community events to promote responsible and sustainable gardening practices. Integrated Pest Management (IPM) is stressed to individuals dealing with pesticide spray issues. Our focus is to find the most environmentally friendly options first and not rely on pesticides to solve all pest issues.

Plant Clinics  Plant Clinics are open to the public where Master Gardeners answer questions regarding plant and insect identification, plant disease solutions, tree health, and general lawn and garden care. Community members can walk in, email, or call in their questions. Research based information is used to assess each question brought to the clinic. In 2018, Master Gardener volunteers assisted nearly 500 people through our plant clinic.

Farmer's Market Booth  Master Gardeners interact with the community on a weekly basis at the WSU Master Gardener booth from spring through the fall. In 2018, MGs answered a broad range of gardening questions for more than 350 community members.

Outreach  Master Gardeners partner with community events throughout our county. They provide two educational programs and an educational booth at the Hospice Pond & Garden tour. They also staffed a booth at the Walla Walla County Fair delivering pest management, best IPM practices, weed management, and water use practices. They provide vegetable gardening advice to low income housing residents weekly through summer months.

Funding

Return on Investment = 275%

For every $1 spent from the Walla Walla County funds, the County Extension generates $2.75 for the county.

Walla Walla County Extension 2017
Sources of Funding

- County Inkind 35,000 4%
- County Support 204,687 26%
- 4-H Leaders Council 32,100 4%
- WSU State, Federal & Other 86,217 11%
- WSU Grants & Contracts 80,870 10%
- WSU Direct Investment 362,850 45%
Thank you to all our WSU partners.....

Dr. Michael R. Bush—Yakima County Horticulture Board Program Coordinator; Entomology, Vegetable IPM, Tree Fruit IPM
Mark Heitstuman—Livestock Management, 4-H Youth Development, Animal Sciences, Plant Science
Frank Hendrix—Animal Sciences, Irrigated Pasture, Range and Riparian Management
Ryan Higginbotham—Regional Extension Specialist—Cereal Variety Testing
Joe Jacobs—Small Business Development Center
Dr. Susan Kerr—Livestock and Dairy Regional Specialist, Animal Health, 4-H Curriculum Development, Small Ruminants
Don Llewelyn—Livestock Management, 4-H Youth Development, Animal Sciences, Plant Science
Sarah Maki Smith—Animal Sciences Regional Specialist
Ana Maria Diaz Martinez—Extension Youth and Families Specialist
Dr. Rebecca McGee—Research geneticist (plants) specializing in Legume Research
Lizann Powers-Hammond—Regional Specialist in Nutrition, Health, Wellness, Food Safety, Food Preservation, Safe Food Handling
Janet Schmidt—4-H Youth Development, Animal Sciences
Steve Van Vleet—Extension Specialist in Agriculture and Natural Resources, Managed Grazing, Integrate Invasive Plant Control, Sustainable Small Grain Production
Margaret Viebrock—Extension Specialist in Food Safety, Nutrition, Farm Family Issues
Dr. Tim Waters—Extension Specialist in Commercial Vegetables, Pest Management, Alternative Cropping Systems, Potato & Vegetable Production

WSU Walla Walla County Staff
Debbie Williams—County Director
Becki Green—Extension Coordinator
Melanie Owens—4-H Coordinator

Meike VanDonge—Food $ense/ SNAP-Ed Coordinator
Christine Monger—Office Assistant I
Jodi Guttromson—Office Assistant

Photo by Bryan Colombo
a) Department update and miscellaneous
April 22, 2019

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

Possible update from ACCIS hot t

Components (Main infrastructure)

Hardware
- RFP is out. Closes 4/25/19

Software
- No issues

Security/Viruses
- No issues

Other Projects
- OnBase
  - Feeding information to the contractor
  - Mostly about the public records processes
  - They are customizing a system that we spec’d out
  - They are having problems getting queries to work

- Issues with Community Development Support
  - Vendor has agreed to reduce this year’s maintenance by $13,000
  - The software vendor has yet to tell us when the support for our current card merchants will be available.
  - Conference call – vendor has moved the implementation of Authorize.Net integration to the top of the project list. Expecting an estimated due date next week.
  - Vendor has sent us the server specs, but we are waiting for them to tell us how to license for SQL server licensing for the public facing accounts.

- Budget
  - Changes to our current inventory database is in progress – nearly complete
  - Working toward a total cost prediction model for replacement/budgeting purposes

- Inventory & Help Desk
  - Will continue to look for a HelpDesk system but unless it is a $0 effect on our budget I will not move forward.

- Social Media Backup Software
  - Software ceased to work, vendor will not support it.
  - We are now looking to find a replacement.
Backup System
- RFP is on the street. Due 4/25

Blackberry
- Blackberry now advises that they cannot give us what we asked for.
- We are testing 3 similar products.
- Turns out, we are 1 of 3 agencies that I can find in WA state that are still using BlackBerry.
- Others use MaaS360 – SOPHOS – Mobile Iron – VMWare/AirWatch

Physical to Virtual
- This has turned into a quest for SQL server licensing. In the past, all the vendors wanted us to have separate licensing for each application (i.e. TRACKiT, Eden, PACS…etc.)
- Reminder… this is all happening because Microsoft is ending support for our current version, and because the vendors know that support is ending, are upgrading their applications are requiring the new version.
- Most of the funding is identified.

Retention Training (email)
- April – 6 classes scheduled (Full)
- May – Will likely offer 6-8 more classes

Public Record Requests Last 2 Weeks
- 8 = Requests received
- 0 = Forwarded to departments
- 9 = Completed
- 0 = Pending review
- 0 = Pending Closure
- 0 = Litigation hold
- 0 = Pending 3rd party notice
- 3 = Open/Being handled by the PRO

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Definitions
DMS – Document Management System (OnBase)
DAN - Disposition Authority Numbers (Secretary of State retention schedule)
JLARC=Joint Legislative Audit and Review Committee
ACCIS =Association of County, City Information Systems (managers)
API = Application Program Interface
CJIS = Criminal Justice System Information Systems
PRO=Public Records Officer
NDA=Non-disclosure agreement
EOL=End of Life
WiFi=Wireless network connectivity (Wireless Fidelity)
FTP = File Transfer Protocol (file transfer server)
ADA=Americans with Disabilities Act
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.
a) Department update and miscellaneous
12:00 RECESS

1:30 COUNTY COMMISSIONERS

a) Continued discussion re request by City of Walla Walla re: Economic Development Sales Tax Fund application for $250,000 Grant from the Walla Walla County portion of the 9/10ths economic development sales tax collections for the Spokane Street Improvement Project

b) Possible direction/action re above

c) Miscellaneous 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.
February 27, 2019

Honorable James K. Johnson, Commissioner
Honorable Greg Tompkins, Commissioner
Honorable Todd Kimball, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Economic Development Sales Tax Fund Grant – City of Walla Walla - Spokane Street Improvement Project

Dear Honorable Commissioners:

Please find attached the City of Walla Walla’s application for $250,000 from the County’s EDSTF. We are very happy to report that the Port of Walla Walla Commissioners approved a $250,000 Economic Development Sales Tax Fund (EDSTF) grant to the City of Walla Walla for the Spokane Street Improvement Project.

We very much look forward to meeting with you on Monday, March 25 to provide a project overview, the benefits to our local economy and answer questions. We appreciate your consideration in funding this worthy project.

Best regards,

Nabil Shawa
City Manager

cc: Patrick H. Reay, Executive Director
    Ki Bealey, Public Works Director

www.wallawallawa.gov
## Walla Walla County Economic Development Sales Tax Fund

### SECTION I. APPLICATION FOR FUNDING

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>City of Walla Walla</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td>Spokane Street Improvement Project</td>
</tr>
<tr>
<td>Contact:</td>
<td>Nabil Shawa</td>
</tr>
<tr>
<td>Title:</td>
<td>City Manager</td>
</tr>
<tr>
<td>Telephone:</td>
<td>(509) 527-4522</td>
</tr>
<tr>
<td>Fax:</td>
<td><a href="mailto:nsha@wallawalla.us">nsha@wallawalla.us</a></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>15 N 3rd Avenue, Walla Walla, WA 99362</td>
</tr>
</tbody>
</table>

Total Project Cost: $2,880,200

Amount secured to date: $2,380,200

Total Project Financing: $0

The total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined $250,000

<table>
<thead>
<tr>
<th>Loan Information</th>
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<tbody>
<tr>
<td>Amount of loan request:</td>
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<tr>
<td>Loan term requested (Maximum term is 10 years):</td>
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</table>

**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: [Signature]

Date: 1/4/2019

Print or Type Name and Title: Nabil Shawa, City Manager
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.

The Project includes:

1) replacement of the Spokane Street bridge spanning Mill Creek;
2) streetscape improvements on Spokane Street from Alder Street to Main Street;
   a. replacement of concrete sidewalk, curb, gutter;
   b. installation of brick pavers;
   c. downtown street lights;
   d. street trees;
   e. storm sewer main and storm water pretreatment facilities;
   f. electrical and irrigation systems; and,
   g. asphalt concrete paving.

Additionally, the project will realign parking on Spokane Street allowing for improved pedestrian accessibility and business access. The project will also be coordinating with improvements to Heritage Square Park and the Penrose hotel to improve access and connectivity with the downtown Walla Walla area.

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

- RFP for 30%-design of Plans, Specifications & Engineer's Estimate (PS&E), and preparation of Federal Highways Bridge Program grant
- Selection of Anderson Perry and Associates, Inc. for 30% PS&E, and grant preparation
- Acceptance of Bridge Grant
- Selection of Anderson Perry and Associates, Inc., for full design and environmental for Spokane Street Bridge Replacement project
- SEPA Determination of Non-Significance
- Cultural Resources Approval
- JARPA Submittal
- NEPA Approval
- 95% PS&E

Port of Walla Walla - Economic Development Sales Tax Fund Application – Page 2 of 7 – Updated 2018
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.).

Yes

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.

<table>
<thead>
<tr>
<th>Job Description</th>
<th>Number of Jobs Created (in FTEs)</th>
<th>Number of Jobs Retained* (in FTEs)</th>
<th>Hourly Wage and/or Annual Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penrose Hotel Employees</td>
<td>125</td>
<td>$32,000 avg.</td>
<td>$</td>
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</table>

Projected annual gross payroll for all job classifications? $4,000,000

How many of these positions are part-time or seasonal work?
The developer reports 125 FTEs and does not report part-time positions.

5. Is this project listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element- Appendix G)? No ☐ Yes ☒

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

Yes, the City of Walla Walla actively recruits retail and funds tourism economic expansion.

City of Walla Walla 2040 Comprehensive Plan

➢ Economic Development Policy 2.1: Provide the infrastructure needed for business and industries to locate in Walla Walla, including utilities, transportation connections, and suitable land capacity.

➢ Economic Development Policy 6.2: Encourage Downtown’s continued revitalization through appropriate development, redevelopment, and rehabilitation.

➢ Economic Development Policy 8.2: Maintain and improved the built environment of sidewalks, parks, paths and other public amenities that visitors will enjoy and utilize.
7. **Will this project upgrade existing public infrastructure or build new public infrastructure? Please explain?**

   Yes, the project includes replacement of the Spokane Street bridge, street paving, sidewalk, lighting and landscape improvements.

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

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge grant</td>
<td>Awarded</td>
<td>$1,755,200</td>
</tr>
<tr>
<td>City Funds</td>
<td>Budgeted</td>
<td>$625,000</td>
</tr>
<tr>
<td>Port EDST Funds</td>
<td>Requested</td>
<td>$250,000</td>
</tr>
<tr>
<td>County EDST Funds</td>
<td>Seeking</td>
<td>$250,000</td>
</tr>
<tr>
<td>Port of Walla Walla-Economic Development (Page 4 of 7 - Updated 2018)</td>
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</table>

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

<table>
<thead>
<tr>
<th>Activities</th>
<th>Estimated Completion Date (Month/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Engineering Report</td>
<td>Mar 2017</td>
</tr>
<tr>
<td>All Required Permits Obtained</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>Design Engineering</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>Land/Right-of-Way Acquisition</td>
<td>N/A</td>
</tr>
<tr>
<td>Final Bid Documents</td>
<td>Feb 2019</td>
</tr>
<tr>
<td>Award Construction Contract</td>
<td>Mar 2019</td>
</tr>
<tr>
<td>Begin Construction</td>
<td>May 2019</td>
</tr>
<tr>
<td>Complete Construction</td>
<td>Oct 2019</td>
</tr>
<tr>
<td>Construction Project Operational</td>
<td>Oct 2019</td>
</tr>
</tbody>
</table>

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

   Private sector capital investment  
   Approximate $50,000,000

   Increase in local property tax revenue:  
   Approximately $218,000 annually for County, City & Port property taxes.
Increase in local sales tax revenue: £294,000 local sales tax from construction. The occupants of the 132 upscale rooms will certainly drive sales tax revenue, but that's a bit difficult to forecast.

Other: Lodging tax — somewhere in the range of $200K to 300K annually.

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

Yes, all project improvements will be constructed within the public Right-of-Way. The City maintains facilities within the Right-of-Way. The new facilities will not require an operating cost beyond existing routine maintenance.

Return Completed Application To:
Port of Walla Walla
310 A. Street, Walla Walla, WA 99362
509-525-3100
February 20, 2019

James K. Johnson, Commissioner
Greg Tompkins, Commissioner
Todd Kimball, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Economic Development Sales Tax Fund Grant – City of Walla Walla - Spokane Street Improvement Project

Dear Commissioner:

On February 14, 2019, the Port of Walla Walla Commissioners approved a $250,000 Economic Development Sales Tax Fund (EDSTF) grant to the City of Walla Walla for the Spokane Street Improvement Project. Enclosed is the EDSTF application for your review.

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

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

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

Sincerely,

Patrick H. Reay
Executive Director

Enc. City of Walla Walla EDSTF Spokane Street Improvement Project

cc: Port Commissioners
Nabiel Shawa, City Manager, City of Walla Walla
File
October 19, 2018

Nabiel Shawa
City Manager, City of Walla Walla
15 N. Third Avenue
Walla Walla, WA 99362

RE: The Penrose Walla Walla Hotel & Spa

Dear Nabiel:

I am writing to give you a brief update on The Penrose Walla Walla project. First, it is a pleasure working with you, the dedicated city staff, city council and the phenomenal community of Walla Walla as we design and develop The Penrose Walla Walla. As architect and development leader for The Penrose, I can say that we look forward to deepening our connections and involvement in the community as this project continues.

As you know, the building is listed on the National Register of Historic Places, and our plan includes a complete renovation of the historic structure along with a significant addition. We are leasing the adjacent parking parcel as well.

The Penrose is now in for building permit review, involving a 132-room hotel with restaurant and bar with terrace on Mill Creek, including 5,000 square feet of event/meeting spaces, rooftop pool and satellite food and beverage service. We currently estimate that with the 132-room project that there will be approximately 125 FTE employees, with an average annual pay at roughly $32,000. Construction costs are projected to exceed $21,000,000. We anticipate start of construction in late spring 2019 and completion in the fall/winter of 2020.

Thanks again for all your support and assistance with this project and we look forward to working with you as The Penrose Walla Walla Hotel & Spa proceeds.

Sincerely,

Stephen J. Day, AIA
For Penrose Hotel, LLC