

A G E N D A

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, FEBRUARY 10, 2020

PLEASE NOTE: ALL TIMES ARE TENTATIVE AND AT THE DISCRETION OF THE CHAIRMAN WITH THE EXCEPTION OF ADVERTISED BID OPENINGS AND PUBLIC HEARINGS.

10:00

COUNTY COMMISSIONERS

Chairman Tompkins

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) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) 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.*

e) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms
- 2) Review warrant list

f) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' proceedings for February 3 and 4, 2020
- 2) Resolution _____ - Adopting Articles of Association and Bylaws for the Eastern Washington Council of Governments
- 3) Resolution _____ - Calling for bids for designation of the county legal newspaper for county printing and advertising
- 4) Execute Acknowledgement of Receipt form for report from County Treasurer of all refunds for year 2019 (pursuant to RCW 84.69.020)
- 5) Payroll action and other forms requiring Board approval

g) Action Agenda Items:

- 1) County vouchers/warrants/electronic payments as follows: 4216448 through 4216632 totaling \$469,343.62, 4216633 through 4216642 totaling \$2,375.98 (travel), and 4216643 through 4216644 totaling \$23,022.75 (special run)

COUNTY COMMISSIONERS (continued)

- h)** Miscellaneous business to come before the Board
- i)** Review reports and correspondence; hear committee and meeting reports
- j)** Review of constituent concerns/possible updates re: past concerns

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Bid Opening:

- 1) Emulsified Asphalt
- 2) Hot Mix Asphalt
- 3) Chemical Vegetation Control Products
- 4) Aggregate for Bituminous Surface Treatment

b) Department update and miscellaneous

Walla Walla County Public Works
990 Navion Lane
Walla Walla, WA 99362



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 6 February 2020

Re: Director's Report for the Week of 3 February 2020

Board Action: 10 February 2020

Bid Openings:

- In the Matter of a Bid Opening – Emulsified Asphalt
- In the Matter of a Bid Opening – Hot Mix Asphalt
- In the Matter of a Bid Opening – Chemical Vegetation Control Products
- In the Matter of a Bid Opening - Aggregate for Bituminous Surface Treatment

ENGINEERING:

- Mill Creek Road MP 1.1 to MP 3.96: Consultant is preparing acquisition documents.
- Middle Waitsburg Road MP 6.1 to MP 7.92 Acquisition documents have been sent to WSDOT for review.
- Fredrickson Bridge: Working on project design.
- Peppers Bridge Road: Project at 60% design level.
- Lower Waitsburg Road: Working on field survey.
- Port Kelly Road & Dodd Road Railroad Crossing: The Railroad has notified us that they have completed their work, we will do a walkthrough with them later this month.

MAINTENANCE/FLEET MANAGEMENT:

- Road crews working on bridge repairs and water issues due to the rain and melting snow.
- Routine vehicle maintenance and repairs.
- Prepping for chip seal season.
- Bids are out for Hot Mix & Emulsified Asphalt, Chemical Vegetation Control Products, Chip Rock and for two (2) three Axle Pup Trailers.

ADMINISTRATION:

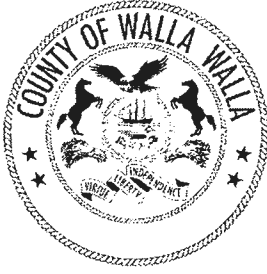
- Attended a Law School for Public Works training presented by the Washington Counties Risk Pool.
- Met with the Corps of Engineers to get an update on the Mill Creek GI Study (draft report is out for public comment) – Public meeting is scheduled for Wednesday 12 February at 5:30 at the Courtyard by Marriot hotel.
- Had my regularly scheduled Budget and Finance review and Systems update meetings with staff.
- Completed monthly update meetings (over the past two weeks) with my Road Operations Crew (North, South, Sign/Veg and Garage).
- Participated in a phone call with Emergency Management Department to discuss rain/snow and waterway flows Countywide.

10:30

TECHNOLOGY SERVICES DEPARTMENT

Chad Goodhue

- a) Department update and miscellaneous



WALLA WALLA COUNTY
Technology Services Department

Chad R Goodhue | Technology Services Director |

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362
(509) 524-2590
cgoodhue@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

February 10th, 2020

To: **Walla Walla County Board of Commissioners**

Re: Technology Services Update

Issues/Information for the Board.

- Backup sizes have stabilized it appears
- The MIP database issue brought up by Community Health has been resolved with regard to access into Eden
- We have received the demo Meraki switches and have begun testing them. The first “access switch” will be in IS and we are working on a location for the 2nd switch
- We have started attending department staff meetings to provide additional guidance for security and awareness. These are the offices that have contacted Tech Services thus far:
 - JJC
 - Treasurer
 - Community Health
 - Community Development
 - District Court
- Coordinating with the Auditor for a site and security visit by the Secretary of States office during the week of March 30th thru April 3rd, 2020.
- Met with ImageSoft to coordinate a workflow discovery of District Court and the best way to migrate them from Liberty to On-Base
 - Migrating their Windows 7 computer to Windows 10 has broken components within their Liberty program and currently the County has no vendor to turn to for support.
- Jesse Nolte has been forwarded a copy of the Cisco Capital contract and with some discussion we have been able to come to appropriate language for the County. We should have the final contract ready to review and execute within a week.
- Gary Young attended the On-Base training held in Benton County and successfully passed the certification test.
- Windows 7 to Windows 10 upgrades continue daily and we hope to have the vast majority upgraded within the next two weeks.

Components (Main infrastructure)

Hardware

- Power Issues
 - The UPSs and peripheral equipment has been ordered
 - Tech Services is looking at options for the UPS installation
 - Currently we are testing 2 new demo switches

Software

- On-Base – I have reached out to Steve Dale with On-Base and we are looking at District Court and how we can migrate from Liberty to On-Base.

Security/Viruses

- Nothing to add at this time

Other Projects

- **OnBase**
 - Working with ImageSoft to finish migrating data from the “old servers” to the “new servers”
- **SQL Server licensing**
 - Need to schedule moves of other databases onto the new server.
- **Budget & Inventory**
 - Working with SysAid to build Inventory reports
- **Contracts**
 - Several contracts from Community Health have come through for review; Nothing outstanding
 - One contract for the JJC
- **Social Media Backup Software**
 - TS will be actively looking for a archiving solution to address social media
- **Retention Training (email)**
 - January ended better than it began for participation. We are now trying to determine who has not attended and are working on getting this training added to the on-boarding procedures
 - TS has started providing this training during the onboarding process along with basic computer use training.
- **Public Record Requests Last 2 Weeks**
 - 2 = Requests received
 - 0 = Forwarded to departments
 - 8 = Completed
 - 0 = Pending review
 - 0 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 2 = Open
 - YTD = 243 (2019 Total)
Some of these are waiting for legal review or guidance, or response by other departments
- **Service Desk Issues Last 2 Weeks**
 - 74 = Requests received
 - 50 = Open
 - 61 = Closed

Definitions

DMS – Document Management System (OnBase)

OCIO = Office of the Chief Information Officer

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.

10:45

COUNTY CORRECTIONS DEPARTMENT

Norrie Gregoire

a) Department update and miscellaneous

11:00

FACILITIES MAINTENANCE

Ron Branine

a) Action Agenda Item:

- 1) Execute Change Order Number:
Two for Walla Walla County
Courthouse Elections Department
Remodel

b) Department update and miscellaneous



Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: February 10th, 2020

Resolutions/Proposals:

Update:

- Remodel has picked back up after most of the change orders have been approved. Trim, windows and doors should be completed. Electrician has most of the change order items completed.
- Had a water leak at Old Health in the basement women's restroom late last week due to the heavy wet snow then rain event. It was caused by a plugged roof drain that I cleared after being alerted to the problem. The roof drain is now on a routine PM to be checked quarterly for right now unless it becomes more problematic, in which it will be more frequent. It was caught early enough, and that room did have a good floor drain, that there wasn't any damage and we setup fans and a dehumidifier just to be sure we are getting all the moisture out.
- The new schedule with just 1 employee working the late shift is paying off. Almost all the brass in the Courthouse has been cleaned and polished. We are also working on the decades old imbedded dirt and grime in the granite interior walls and it is making a huge visual difference.
- We did have the concrete core testing completed last week and are waiting results from that to determine next steps.

ADMINISTRATION:

11:15

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Proposal 2020 02-10 HR/RM - 1
Approve new Walla Walla County
Policy No. 30.15.0 - Paid Family
Medical Leave
 - 2) Proposal 2020 02-10 HR/RM – 2
Approval to deny claim for damages
(Larson)

11:30

COUNTY COMMISSIONERS

- a) Exit audit meeting with State Auditor's Office representatives re: 2018 County audit (accountability audit component)

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

12:00

RECESS

1:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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

a) **Active Agenda Items:**

1) Possible discussion/decision re: any pending claims against the County

b) 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))

DUE TO SCHEDULING CONFLICTS ON TUESDAY, WE ARE HOLDING THE FOLLOWING WORKSHOP ITEMS THIS AFTERNOON.

2:00 COUNTY COMMISSIONERS

- a) Workshop with Ron Branine, Facilities Maintenance and Boone Birdsell with McKinstry on space allocation and grant applications

- b) Workshop Chad Goodhue, Technology Services Director re:
 - Miscellaneous Items (2:30 p.m.)

- 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.