

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, MAY 18, 2020**

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Pursuant to the Governor's proclamation dated March 23, 2020 the Commissioner Meeting will be held via phone and internet. Following is the website to attend and listen to the meeting and the phone number to call to take part in the meeting. Any questions please email us [wwcocommissioners@co.walla-walla.wa.us](mailto:wwcocommissioners@co.walla-walla.wa.us)

Call in **1-408-418-9388** access code: 961 791 637

Meeting link: <https://wwco.webex.com/wwco/j.php?MTID=mcdbbf8846f39a0b3cc1214814b9517f7>

**The agenda will include only necessary action items until further notice.**

**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
  - 3) Review travel warrant list
- f) **Public Hearing:**
  - 1) To receive public comment on amending Sheriff's Office Civil fees set by RCW 36.18.040, pursuant to RCW 36.18.040(3)

**(Please note you can participate in this public hearing by attending via the call in or meeting link information on the first page of this agenda.)**

- g) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' proceedings for May 11 and 12, 2020 and special meeting of May 15, 2020
  - 2) Payroll action and other forms requiring Board approval

## COUNTY COMMISSIONERS (continued)

### **h) Action Agenda Items:**

1) County vouchers/warrants/electronic payments as follows: 4219295 totaling \$23,947.94 (draw taxes)

i) Miscellaneous business to come before the Board

j) Review reports and correspondence; hear committee and meeting reports

k) Review of constituent concerns/possible updates re: past concerns

a) **Action Agenda Items:**

- 1) Execute Washington Office of Superintendent of Public Instruction Contract Intake Form for health inspections for a summer feeding program for children at risk of hunger
- 2) Proposal 2020-05-18 DCH-1  
Approval to proceed with review by Human Resources for temporary coverage for SNAP-Ed Coordinator position
- 3) Proposal 2020-05-18 DCH  
Approval to sign Memorandum of Understanding for Interdisciplinary MPO Regional Team for Step-It-Up Walkability Action Institute

a) COVID-19 update and miscellaneous

**10:30**

**COUNTY COMMISSIONERS acting as the BOARD OF HEALTH**

- a)** Review and possible action re Dr. Jecha, Walla Walla County Public Health Officer's recommendation to the Board of Health for Walla Walla County COVID-19 Variance Request to move to Safe Start Phase 2
  
- b)** Miscellaneous or unfinished business to come before the Board

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: 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))

10:45

**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))

**11:00**

**COUNTY COMMISSIONERS**

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

**Written Department updates only provided by:**

**COMMUNITY DEVELOPMENT**

**Lauren Prentice**

**COUNTY FAIRGROUNDS**

**Bill Ogg**

**PUBLIC WORKS DEPARTMENT**

**Tony Garcia**





## Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

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To: Board of County Commissioners  
From: Lauren Prentice, Director  
Date Prepared: May 15, 2020  
Agenda Date: May 18, 2020  
RE: Department Update

1. **Building Permits** – Approximately 30 building permit applications are currently open: this includes those actively under review as well as those on hold pending re-submittals by the applicant, and those under second review.
2. **Current Planning** – Approximately 75 land use applications are currently open. Our new Senior Planner, Jennifer Ballard just started her third month. We are still in the process of onboarding her. She's up to speed on TRAKIT and our other systems and she's is fully capable of doing reviews, but we're still training her on our systems (e.g. public notice requirements and other communication). Lauri Withers, Don Sims and I are sharing this responsibility. She steps in for me in TRC meetings and Intake Reviews for residential and small commercial projects. I am assigning most new land use applications to her to manage.
3. **Complaints** – We have seen a significant increase in complaints/reports over the last month or so. Due to the pandemic and Code Compliance Officer vacancy, we have prioritizing cases that include building and fire code violations, although we are attending to nuisance code violations as workload allows. We are beginning to see a seasonal shift in the type of cases that are reported. About a third of the new complaints are for tall weeds and another third are critical areas violations. Since Nina Baston's departure, Alex Edison, our Building Inspector, has stepped in to help with these investigations, but at this time he is mostly just doing drive-by inspections due to the Stay Home, Stay Healthy order.
4. **Critical Areas Violations** – We have seen an increase in reports of unpermitted activity in critical areas, some of these relate to the February flood. These cases are managed by our planning staff due to the complexity of critical areas and shoreline regulations. This was true even when we had a Code Compliance Officer.
5. **Technical Review Committee (TRC) Meetings** – In May we started holding our TRC meetings (preapplication meetings) via Cisco Webex rather than regular conference call. So far, most applicants are only calling in, but having the ability to share screens for staff members to see makes discussing maps and plans much easier. We are putting together a short guide for applicants on how to use Webex for these meetings that we will distribute along with agendas and meeting invites.
6. **Virtual/Remote Inspections** – Our Building Inspectors, Ron Bull and Alex Edison, have been exploring using their iPads to do inspections remotely. Alex Edison has been conducting most of the daily inspections since the Stay Home, Stay Healthy Proclamation. However, there have been inspections where Ron's expertise was needed. In those cases, Alex can use Facetime to get Ron's input virtually. Ron and Alex have also identified about 10 types of inspections that they think they could potentially conduct fully remotely if the contractor has a cell phone on site with a camera. We are in the process of testing this out based on recommendations from other jurisdictions. There is likely to be significant limitations to this, but it could potentially save time and distance. This would

probably be useful for reinspections, where our inspectors are just checking on a couple of corrections.

7. **Burn Permit Renewals** – In May Lauri Withers, our Permit Coordinator established a system through TRAKIT to send automatic emails to burn permit holders when their permits are expiring. This replaces our old system: Code Compliance staff sent letters via regular mail every month. There are a small number of people who have not provided email addresses, but most of them do.
8. **Quarterly Report for LSWFA Grant** – Since Nina Baston’s departure at the end of February, I have taken over the reporting for the Local Solid Waste Financial Assistance (LSWFA) grant (formerly/commonly called SWE). Our Department manages this Department of Ecology grant on behalf of the Community Health Department. In the April 30 Payment Request we requested reimbursement for County Code Compliance staff time (Nina Baston) and College Place Code Enforcement (PD). City of Walla Walla Code Enforcement staff also reported hours for the first quarter, but documentation was missing so that will be included in the next Payment Request. No reimbursement was requested by County Environmental Health.
9. **Intake Reviews** – We have started conducting our Intake Reviews via Cisco Webex. Although we are still working out the kinks, this process has continued to yield results. One of the common issues we are catching is incomplete or incorrect site plans. Last week during an Intake Review our Senior Planner identified that the property boundaries shown on a site plan for a new residence did not match the legal description in the property deed. This property is located within the unincorporated area of an urban growth area (UGA). We asked the applicant to address this discrepancy prior to our review; this led to the discovery that a boundary line adjustment was recently reviewed and approved for parcels located fully and partially within the unincorporated UGA without our review or notification. We are in the process of untangling this so we can proceed with review of the building permit as soon as possible.
10. **Building Official/Fire Marshal** – It has now been more than a year since our last Building Official left. Our new Building Official, Rob Grandstaff, starts on Monday, June 1. We are in the process of preparing his office space, etc.
11. **WSACRPD** – I have been participating in Thursday video calls with the WSAC planning director group on COVID-19. The weekly call provides good updates on the Construction Roundtable that has been meeting with the Governor and it is helpful to hear updates from County Planning Directors across the State on how their handling the pandemic.
12. **Hearing Examiner** – I am in the process of coordinating with the Hearing Examiner to schedule a couple of public hearings on land use applications via Cisco Webex. We are working on making sure that we have the technology in place and can adequately accommodate public participation and citizens who want to provide verbal testimony.
13. **Long-Range Planning** – Our Planning Consultant, LDC, has worked on research on a couple of long-range planning projects: Burbank Residential Density, Events Codes, and Electronic signs.
14. **Website** – Alex Edison and Jennifer Ballard have begun the process of reworking our Department webpages so their more user friendly.

Walla Walla Fair and Frontier Days

September 2 through 6, 2020

Bill Ogg, CFE  
General Manager



Walla Walla Board of County Commissioners

Department Head Report

May 18, 2020

- A. Fairgrounds Department Staffing
  - 1. Four Staff given two weeks notice of lay off May 8 as per direction of BOCC.
  - 2. Compensatory time hours accumulated over time has been reduced to be minimal and within policy.
  - 3. No additional compensatory or over time has been accumulated.
  - 4. Weekly staff Meetings have continued with full staff physically at work or available via phone participating.
  
- B. Expand Fairgrounds Facility Usage:
  - 1. Event Reports: Fairgrounds rentals lost to date: \$31,747. Potential additional loss if all rental events scheduled March 13 through May 25 are canceled: \$54,840. Please see attached sheet.
  - 2. Future Events: Awaiting direction if events may resume as currently scheduled after May 25.
  
- C. Walla Walla Fair 2020:
  - 1. Ticket Sales Report: YTD gross sales \$282,465. Note people continue to purchase tickets in this time of uncertainty. Testimony of their interest in having the Fair. See attached sheet.
  - 2. Recognize BOCC direction to revisit a decision regarding the 2020 until June 8. I remain an advocate that the potential economic and social benefit begs to wait until even later if necessary to make that decision.
  
- D. Fairgrounds Physical Plant Improvement and Maintenance
  - 1. Repairs for spectator deck over Rodeo Chutes progressing.
  - 2. Only basic grounds care can be performed following reduction in staff.
  
- E. Sponsorships:
  - 1. All previous sponsors have indicated interest in continued support. Most have agreed to prior agreements with a few requesting patience to determine their level of 2020 sponsorship but none have declined.
  
- F. Fair Board:
  - 1. Monthly meetings continue via conference calls. Consensus is intention to host the annual Fair and reopen the Fairgrounds for events as soon as allowed.



**02/01/20 to 5/11/20**

	Comp Tickets	Tickets Sold	Total Revenue
Concert	54	3004	132,942.00
Demo		1138	28,484.00
All Rodeos		2678	62,171.50
Friday Rodeo		834	19,839.31
Saturday Rodeo		996	22,265.33
Sunday Rodeo		848	20,066.85
Gate (allocated from events + 4 Gate Admission Tickets)			44,660.50
Total Ticket Fees			14,207.00
		<b>6824</b>	<b>\$ 282,465.00</b>

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



To: Board of County Commissioners

From: Tony Garcia, P.E. Public Works Director

Date: 13 May 2020

Re: Director's Report for the Week of 11 May 2020

**Board Action: 18 May 2020**

**Update Only**

**ENGINEERING:**

- Flood Damage Repair:
  - Working on documentation to obligate approved Federal Highway Administration (FHWA) Emergency Relief (ER) funds (approximately \$1,050,000). Working on inputting information into FEMA Grants Portal.
- Mill Creek Road MP 1.1 to MP 3.96 (Five Mile to Seven Mile): Reviewing right of way acquisition documents.
- Middle Waitsburg Road: Consultant is working on right of way acquisition documents.
- Peppers Bridge Road: Working on plan sheet production and cultural resource survey.
- Blue Creek Bridge/Mill Creek FH: Contractor is working on punch list items to complete contract. Contractor is implementing COVID-19 Job Site Requirements.

**MAINTENANCE/FLEET MANAGEMENT:**

- Finalizing chip seal prep.
- Vegetation crews spraying as weather allows.
- Garage crews working on routine vehicle maintenance.

**ADMINISTRATION:**

- Coordinating efforts with the State to secure a temporary bridge at Seven Mile to provide interim access to local residents.
- Working with FEMA and FHWA to obtain some reimbursement from our flood recovery costs.
- Coordinating with the Corps of Engineers to rehab Mill Creek levee and concrete channel to pre-flood conditions. Also finalizing the draft report of the Mill Creek GI Study.
- Attended a web meeting with Washington State Association of County Engineers (WSACE) related to COVID-19.
- Had a phone call with Jane Wall (Director of WSACE) to discuss potential visit from State Legislators.
- All Public Works staff continuing to follow proper social distancing and performing additional cleaning and disinfecting throughout all facilities and vehicles.

**- 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.*