

# A G E N D A

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, FEBRUARY 26, 2018

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

**9:15 COUNTY COMMISSIONERS**

**Chairman Johnson**

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Review warrant list

The county commissioners will take this time (at 9:15 a.m.) to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

**RECESS.**

**9:30 COUNTY COMMISSIONERS**

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

***PLEASE NOTE:*** If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.

- d) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
- e) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' sessions of February 20 and 21, 2018
  - 2) Resolution \_\_\_\_\_ - Updating appointments to the Walla Walla County Solid Waste Advisory Committee

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

**IN THE MATTER OF UPDATING  
APPOINTMENTS TO THE WALLA  
WALLA COUNTY SOLID WASTE  
ADVISORY COMMITTEE**

**RESOLUTION NO.**

**WHEREAS**, pursuant to RCW 70.95.165, counties shall establish a solid waste advisory committee to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies or ordinances prior to their adoption; and

**WHEREAS**, pursuant to Walla Walla County Resolution 08 177, Walla Walla County and the City of Walla Walla entered into an Interlocal Agreement for the Continued Coordination of Regional Pollution Prevention and Waste Prevention Programs Between the City of Walla Walla and Walla Walla County to provide for the continued implementation of the 1994 Walla Walla County Solid Waste Management Plan and Moderate Risk Waste Management Plan, and various related local and regional pollution prevention and waste prevention programs; and

**WHEREAS**, pursuant to past Walla Walla County resolutions, appointments to the Solid Waste Advisory Committee (SWAC) have been continually updated, and

**WHEREAS**, the City of Walla Walla, as part of duties undertaken by the City, has presented information relative to various reappointments to be made to the Walla Walla County Solid Waste Advisory Committee and has requested the Board of County Commissioners make the appointments; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the following persons shall be appointed or reappointed to the Walla Walla County Solid Waste Advisory Committee:

- 1) Councilmember Steve Moss, City of Walla Walla representative, reappointed to serve a two year term effective January 1, 2018 through December 31, 2019; and
- 2) Kevin Tureman, representing the Walla Walla County Board of Commissioners, reappointed to serve a three year term effective January 1, 2018 through December 31, 2020; and
- 3) Paul Hartwig, City of College Place representative (Public Works Director), shall be reappointed, said term effective January 1, 2018 through December 31, 2020; and
- 4) Sandy Shelin, Environment representative, shall be reappointed, said term effective January 1, 2018 through December 31, 2020; and
- 5) Derrick Dietrich (Basin Disposal, Inc.), representing Waste/Recycling, shall be reappointed, said term effective January 1, 2018 through December 31, 2020.

*"Passed this **26th day of February, 2018** by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent."*

Attest:

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

\_\_\_\_\_  
James K. Johnson, Chairman, District 1

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

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

*Constituting the Board of County Commissioners  
of Walla Walla County, Washington*

**COUNTY COMMISSIONERS (continued)**

- e) Consent Agenda Items (continued):**
- 3) Resolution \_\_\_\_\_ - Appointment of Steve Hoffman to Position 5 on the Walla Walla County Emergency Medical Services Department Advisory Committee
  - 4) Resolution \_\_\_\_\_ - Setting public hearings to consider adding or removing Comprehensive Plan and Development Regulations amendment applications to the 2018 County Comprehensive Plan and Development Regulations Amendments Final Docket
  - 5) County vouchers/warrants/electronic payments as follows: 4194973 through 4195214 totaling \$818,387.33
  - 6) Payroll action and other forms requiring Board approval
- f) Miscellaneous business to come before the Board**
- g) Review reports and correspondence; hear committee and meeting reports**
- h) Review of constituent concerns/possible updates re: past concerns**

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

IN THE MATTER OF THE  
APPOINTMENT OF STEVE HOFFMAN  
TO POSITION 5 ON THE WALLA  
WALLA COUNTY EMERGENCY  
MEDICAL SERVICES DEPARTMENT  
ADVISORY COMMITTEE



RESOLUTION NO.

**WHEREAS**, pursuant to Walla Walla County Resolution No. 04 177, the establishment of a Walla Walla County Emergency Medical Services Advisory Committee was approved; and

**WHEREAS**, the "Walla Walla County Emergency Medical Services Department Advisory Committee By-laws and Rules of Procedures" were approved by the Board of County Commissioners, pursuant to Walla Walla County Resolution No. 04 202, and further approved as slightly revised pursuant to Walla Walla County Resolution 07 181; and

**WHEREAS**, said bylaws define the make-up of the Committee under III Membership and Officers, and provides that Position 5 shall be one person representing Fire Protection Districts 1, 2, 3, 6, 7, 8, and cities of Waitsburg and Prescott, with the condition that Position 5 representative may change upon the recommendation of the Committee and upon approval of the Board of County Commissioners; and

**WHEREAS**, a vacancy in Position 5 was created upon the retirement of Chief Larry Hector, and via a letter dated February 6, 2018, the Committee formally requested and recommended the appointment of Steve Hoffman of Fire Protection District 3 to fill Position 5 on the Committee; and

**WHEREAS**, the Walla Walla County Board of Commissioners has reviewed and considered the request; now therefore

**BE IT RESOLVED** by this Board of Walla Walla County Commissioners that they shall approve the appointment of Steve Hoffman to Position 5 on the Walla Walla County Emergency Medical Services Department Advisory Committee, effective immediately.

*"Passed this 26th day of February, 2018 by Board members as follows: \_\_\_ Present or \_\_\_ Participating via other means, and by the following vote: \_\_\_ Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_ Absent."*

Attest:

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

\_\_\_\_\_  
James K. Johnson, Chairman, District 1

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

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

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**WALLA WALLA COUNTY  
EMERGENCY MEDICAL SERVICES**



February 6, 2018

James K. Johnson, Chair  
Board of County Commissioners  
314 West Main Street  
Second Floor – Room 203  
P.O. Box 1506  
Walla Walla, WA 99362

Chairman Johnson,

In accordance with the Walla Walla County Emergency Medical Services (EMS) Advisory Committee By-Laws, this letter is to request formal appointment of Steve Hoffman from Walla Walla County Fire Protection District #3 to Position 5 on the EMS Advisory Committee.

Position 5 represents Fire Protection Districts 1, 2, 3, 6, 7, 8, as well as, the cities of Waitsburg and Prescott. This position was recently left vacant when former committee member, Chief Larry Hector retired. Chief Hector was a member of the committee for several years and was a wonderful representative for these agencies.

At the EMS Advisory Committee meeting on January 10, 2018 the committee unanimously approved recommending Mr. Hoffman to replace Chief Hector as the Position 5 representative.

Please consider this recommendation from our committee. If you have any questions or need any additional information please contact Heather Lee at 509-524-2701.

Sincerely,

A handwritten signature in black ink that reads "David Winter". The signature is written in a cursive style.

David Winter, Chairman  
EMS Advisory Committee

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

IN THE MATTER OF SETTING PUBLIC HEARINGS TO CONSIDER ADDING OR REMOVING COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS AMENDMENT APPLICATIONS TO THE 2018 COUNTY COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS AMENDMENTS FINAL DOCKET



RESOLUTION NO.

**WHEREAS**, Walla Walla County received eight non-County applications for the 2018 County Comprehensive Plan and Development Regulations amendment cycle from members of the public, and the County presented a proposal, constituting the 2018 Preliminary Docket; and

**WHEREAS**, pursuant to Walla Walla County Planning Commission Resolution 18-01, adopted after public hearings held on February 7, 2018, the Planning Commission recommended the following applications be included in the 2018 Final Docket for further review and analysis:

- CPA18-001, Walla Walla County: 2038 Population Projections and Allocations
- CPA17-005/REZ17-005/ZCA17-005, City of College Place #1: Martin Field UGA Removal, Re-designation, Map and Text Amendments
- CPA17-006/REZ17-006, City of College Place #2: SR-125 Corridor UGA Expansion and Technical Map Corrections
- CPA17-008/REZ17-008, City of Walla Walla: South – 3rd and Langdon UGA Removal
- CPA17-007/REZ17-007, City of Walla Walla: North – Lower and Middle Waitsburg UGA Expansion
- CPA17-004/REZ17-004, Sheryl Cox: Walla Walla Community College Area UGA Expansion; and

**WHEREAS**, pursuant to Walla Walla County Planning Commission Resolution 18-01, adopted after public hearings held on February 7, 2018, the Planning Commission recommended the following applications not be included in the 2018 Final Docket for further review and analysis:

- ZCA17-003, Perry Dozier: Water Bottling Zoning Code Amendments
- ZCA17-004, Abeja Winery: Type III Winery Zoning Code Amendments; and

**WHEREAS**, the Board of County Commissioners reviewed the Planning Commission's recommendations and background materials for all amendment requests in an open public meeting on February 20, 2018, and, subsequent to discussion, approved motions to set public hearings to hear public testimony and consider whether the following applications should be included or excluded in the 2018 Final Docket: CPA17-008/REZ17-008 – City of Walla Walla; CPA17-007/REZ17-007 - City of Walla Walla; ZCA17-003 – Perry Dozier; and ZCA17-004 – Abeja Winery; now therefore

**BE IT HEREBY RESOLVED** that the following public hearings will be held in Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main – Room 203, Walla Walla, to consider the amendment applications prior to establishing the Final Docket for the 2018 Walla Walla County Comprehensive Plan and Development Regulations.

- ZCA17-004, Abeja Winery: Type III Winery Zoning Code Amendments  
Monday, March 12, 2018, at 4:30 PM or as close thereto as possible
- CPA17-008/REZ17-008, City of Walla Walla: South – 3rd and Langdon UGA Removal  
Monday, March 12, 2018, at 5:15 PM or as close thereto as possible
- CPA17-007/REZ17-007, City of Walla Walla: North – Lower and Middle Waitsburg UGA Expansion  
Monday, March 12, 2018, at 6:00 PM or as close thereto as possible
- ZCA17-003, Perry Dozier: Water Bottling Zoning Code Amendments  
Monday, March 12, 2018, at 7:00 PM or as close thereto as possible

**BE IT FURTHER RESOLVED** that required notice of said hearings shall be done by the Walla Walla County Community Development Department.

*“Passed this **26th day of February, 2018** by Board members as follows: \_\_\_ Present or \_\_\_ Participating via other means, and by the following vote: \_\_\_ Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_ Absent.”*

**Attest:**

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

\_\_\_\_\_  
James K Johnson, Chairman, District 1

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

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

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9:40

**TECHNOLOGY SERVICES DEPARTMENT**

**Kevin Gutierrez**

- a) Department update and miscellaneous





**WALLA WALLA COUNTY**  
**Technology Services Department**

Kevin G. Gutierrez  
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590

kgutierrez@co.walla-walla.wa.us

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File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

February 26, 2018

To: Walla Walla County Board of Commissioners

Re: Department Update

**Issues/Information for the Board.**

- N/A

**Components (Main infrastructure)**

**Hardware**

- No issues

**Software**

- No issues

**Security/Viruses**

- No issues

**Other Projects**

- **Judges/Clerks Case Management and Document Management Systems**
  - Changed mounts for Judges bench computers, one is installed.
- **OnBase**
  - The OnBase technician has been off work. Nothing new to report.
- **Website Redesign**
  - Reviewing webpages and documents. Most can be migrated as is. Community Development may take some work. Still waiting to hear from Sheriff
  - WSU wants to link to WSU website – we will not have copies of that site for historic value or public records concerns. Commissioner decision.
  - Public Works – not being migrated
  - Fair – moving to Saffire
  - Can link to the 3 sites
- **Public Records Grant**
  - Making application for a two-pronged project (Organizing the file room)
    - Manage/destroy existing records that we know can go away to make room for more records. Move older records to storage while maturing per retention schedules.
    - Verify existing scans and produce/input metadata to move the records into OnBase
  - Grants must be submitted by 2/28/18 – this is round 1 of 3. There will be 1 more round during each of the next two years. We can reapply each year.
  - Applying for up to \$45,000. No matching funds are needed. We have 1 year to spend the money if we are successful.
- **County Logo -**

- For BoCC review. Would like to go over the results so that we can submit all changes at once.
- **Fair WiFi**
  - RFP for Maintenance Shop and Exhibitors office connectivity is on Bill Oggs desk.
  - WiFi for rental buildings is another project to come
- **Tech Refresh**
  - 50 PC's have arrived. We have deployed 33.
- **Old Email Server**
  - Need to offload to a search appliance/software so we don't lose what we have.
    - Still to do
- **Updated Information with EMD for Coop plan**
- **PRO Certification**
  - 2018 training is being listed. Still all on the west side
  - More training coming up in Lynwood and other locations on the Westside.
- **Public Record Requests Last 2 Weeks**
  - 9= Requests received
  - 0 = Forwarded to departments
  - 8= Completed
  - 0= Pending Closure
  - 0 = Litigation hold
  - 0 = Pending 3<sup>rd</sup> party notice
  - 9 = Open/Being handled by the PRO

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**Definitions**

**JLARC=Joint Legislative Audit and Review Committee**

**ACCIS =Association of County, City Information Systems (managers)**

**API = Application Program Interface**

**CITRIX = A product used for remote access to our network**

**PAV=Potential Archival Value**

**CJIS = Criminal Justice System Information Systems**

**AOC=Administrative Office of the Courts**

**PRO=Public Records Officer**

**USB=Universal Serial Bus**

**DOL=Department of Licensing**

**NDA=Non-disclosure agreement**

**RFP=Request for Pricing/Proposal**

**GIS=Geographic Information Systems**

**EOL=End of Life**

**JCDA=Joint Community Development Agency**

**W7=Windows 7**

**W10=Windows 10**

**OS=Operating System**

**JAVS=(Jefferson Audio Video Systems) – Courtroom Recording System**

**AV=Audio/Visual**

**WiFi=Wireless network connectivity (Wireless Fidelity)**

**FTP = File Transfer Protocol (file transfer server)**

**CAD=Computer Aided Dispatch (hosted at the city)**

**CAT5=Category 5 Ethernet cable (for data and voice)**

**ADA=Americans with Disabilities Act**

**ECM=Enterprise Content Management**

**NWS=New World Systems**

**DOMAIN = A group of computers administered or managed with the same rules and policies and with a common IP range.**

**IP address = Internet protocol address. A unique string of numbers assigned to each computer to allow communications over network or domain.**

**EO = Elected Official**

**DH = Department Head**

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

9:50

COUNTY CORRECTIONS DEPARTMENT

Norrie Gregoire

- a) Department update and miscellaneous

**10:00**

**PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

- a) Department update and miscellaneous

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

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To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 21 February 2018

Re: Director's Report for the Week of 19 January 2018

**Board Action: 26 February 2018**  
**Update Only**

**ENGINEERING:**

- Mill Creek FH: Extending 2-year agreements due to condemnation delays.
- Blue Creek Bridge: Extending 2-year agreements due to condemnation delays.
- Pflugrad Bridge: Negotiating ROW.
- Mill Creek Road MP 1.1 to MP 3.96: Answering property owner concerns.
- Mud Creek: Awaiting WSDOT approval. Finalizing plans and working on specifications.
- Whitman Drive W.: Consultant to design with construction this fall.
- Middle Waitsburg Road: To be surveyed this summer.
- Scenic Loop Road: Delayed survey to 2018.
- Stormwater: Havstad to be completed in the spring.

**MAINTENANCE/FLEET MANAGEMENT:**

- South crews preparing for chip seal activities.
- North crews ditching and shoulder work.
- Vegetation/Signs working on facility maintenance and installing new bridge signs.
- Garage working on routine maintenance.

**ADMINISTRATION:**

- Public Works Technician II/III out to ad.
- Conducted monthly crew meetings.
- Attended TAC meeting.

**10:10**

**PROSECUTING ATTORNEY**

**Jim Nagle/Jesse Nolte**

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

10:25

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

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



**10:35 COUNTY COMMISSIONERS**

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

**12:00 RECESS**

**1:30 COUNTY COMMISSIONERS**

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

**- A D J O U R N -**

*Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.*

*Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.*