

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, JANUARY 22, 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 January 16 and 17, 2018
  - 2) Resolution \_\_\_\_\_ - Approving out of state travel for County Commissioner James K. Johnson
  - 3) Resolution \_\_\_\_\_ - Reappointment of Doug Case to the Walla Walla County Rural Library Board of Trustees

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

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
COUNTY COMMISSIONER JAMES  
K. JOHNSON



RESOLUTION NO.

**WHEREAS**, Walla Walla County Commissioner James K. Johnson will be traveling to Washington, DC with a contingent of local elected and appointed officials to meet with state senators and representatives regarding county and state related issues, said travel covering the period February 5 through 8, 2018; and

**WHEREAS**, pursuant to County policy, an Employee Travel Authorization form has been submitted; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that out of state travel for County Commissioner James K. Johnson approved as outlined above.

**BE IT FURTHER RESOLVED** that additional time related to said travel to or from said event, if needed, is also approved.

*"Passed this 22nd day of January, 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*

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

IN THE MATTER OF THE  
REAPPOINTMENT OF DOUG  
CASE TO THE WALLA WALLA  
COUNTY RURAL LIBRARY  
BOARD OF TRUSTEES



RESOLUTION NO.

**WHEREAS**, pursuant to RCW 27.12.190, the Board of County Commissioners appoints members to the county rural library board of trustees; and

**WHEREAS**, pursuant to Walla Walla County Resolution 17 125, Doug Case was appointed to fill an unexpired term on the Walla Walla County Rural Library Board of Trustees; and

**WHEREAS**, Mr. Case wishes to be reappointed as Trustee and the Walla Walla County Rural Library District Board of Trustees has recommended and requested that reappointment; and

**WHEREAS**, pursuant to the governing statute, terms of appointment are for five years; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby reappoint of Doug Case to serve a first full term on the Walla Walla County Library Board of Trustees, said appointment to be effective as of January 1, 2018 and to expire on January 1, 2023.

*"Passed this 22nd day of January, 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

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Todd L. Kimball, Commissioner, District 2

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

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**COUNTY COMMISSIONERS (continued)**

**e) Consent Agenda Items (continued):**

- 4) Resolution \_\_\_\_\_ - Reappointment to the Walla Walla County Board of Equalization
- 5) Resolution \_\_\_\_\_ - Setting a date of public hearing to consider amendments to the 2018 Walla Walla County Budget
- 6) County vouchers/warrants/electronic payments as follows: 4194020 through 4194181 totaling \$446,236.39
- 7) 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 A  
REAPPOINTMENT TO THE  
WALLA WALLA COUNTY  
BOARD OF EQUALIZATION



RESOLUTION NO.

**WHEREAS**, pursuant to RCW 84.48.010, the county legislative authority shall form a board for the equalization of assessment of the property of the county; and

**WHEREAS**, RCW 84.48.014 provides that the board of equalization of each county shall consist of not less than three nor more than seven members and that such members shall be appointed by a majority vote of the legislative body and shall be selected based upon the qualifications established by rule by the Department of Revenue and shall not be a holder of any elective office nor be an employee of any elected official; and

**WHEREAS**, the county legislative authority may itself constitute said board or may appoint members to serve on the board; however, the Board of Commissioners of Walla Walla County has deemed it to be in the best interest of the citizens of the county of Walla Walla to form a separate three member board of equalization; and

**WHEREAS**, pursuant to Walla Walla County Resolution 15 117, Sarah Swanson Michelson was appointed to serve on the Board of Equalization through year 2017; and

**WHEREAS**, the Board of County Commissioners wishes to reappoint Ms. Michelson to serve as a member of the Board of Equalization, and she has agreed to be reappointed; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that Sarah Swanson Michelson be reappointed to the Walla Walla County Board of Equalization.

**BE IT FURTHER RESOLVED** that the term of said appointment shall be for three years, pursuant to statute, and shall be for the years 2018, 2019, and 2020, or until said appointment is voided.

*"Passed this 22nd day of January, 2018 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent."*

Attest:

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Connie R. Vinti, Clerk of the Board

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James K. Johnson, Chairman, District 1

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Todd L. Kimball, Commissioner, District 2

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

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

IN THE MATTER OF SETTING A  
DATE OF PUBLIC HEARING TO  
CONSIDER AMENDMENTS TO  
THE 2018 WALLA WALLA  
COUNTY BUDGET



RESOLUTION NO.

**WHEREAS**, subsequent to the establishment of the budgets and adoption of the 2018 Walla Walla County Budget, Walla Walla County Commissioners have determined it is necessary to amend the budget, as a project funded for 2017 through the Community Outreach Fund was delayed, meaning payments must be made from the 2018 Budget and necessitating an amendment; and

**WHEREAS**, it is necessary to hold a public hearing to consider these matters; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that a public hearing shall be set for Monday, February 5, 2018 at the hour of 9:30 a.m., in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington to consider amending the 2018 budget as follows:

<b><u>FUND 15100 – COMMUNITY OUTREACH</u></b>	
Revenue	\$100,000.00
Expenditures	\$100,000.00

**BE IT FURTHER RESOLVED** that, upon further review of the 2018 Budget at the time of the above-referenced hearing, if other amendments are proposed and necessary for accounting purposes, those amendments will be made a part of the hearing without further advertising.

*“Passed this **22nd day of January, 2018** by Board members as follows: \_\_\_ Present or \_\_\_ Participating via other means, and by the following vote: \_\_\_ Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_ Absent.”*

Attest:

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Connie R. Vinti, Clerk of the Board

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James K. Johnson, Chairman, District 1

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Todd L. Kimball, Commissioner, District 2

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

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9:45

**TECHNOLOGY SERVICES DEPARTMENT**

**Kevin Gutierrez**

- a) Department update and miscellaneous
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**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

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

January 22, 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**
  - Next steps are in about a month.
  - Judges – need to attach monitor arm to the Judges benches. Tom will let us know probably next week when they may have some time.
- **OnBase**
  - Clerk is converted, BoCC in progress
  - Pushing Techline (contractor) get moving
    - Vendor now has some sample data to look at. This will help them develop a migration schema.
    - Once the migration into OnBase is complete, we will load the client software on our PC's to test and start learning.
- **Door/Camera/Security at 310 W. Poplar**
  - Everything is installed.
  - I know that has been discussion about the door access.
  - All that is left is to program the call numbers.
  - Shall we continue? – Left un-activated, the door keys and cameras still work.
- **Website Redesign**
  - Third review is complete and changes to the layout has been given back to the vendor.
  - Once the templates are completed, we will begin working directly with departments to determine what gets moved to the new site.
- **County Wireless**
  - We requested some statistics, so we can see what our overall usage is like. I would like to know what our available headroom is since we have put so many things in the cloud lately.
  - I have not received the reports yet



- **County Logo - FYI**
  - An early version of the official seal was found in commissioner's office. The detail is very good. The seal has three colors; black, white and gold. Now I think we have a good chance to create the graphic we need. Sample below.
- **Jail – WiFi**
  - Project is in progress.
- **Phishing Test**
  - 2.4% failure – slight improvement
- **Tech Refresh**
  - 50 PC's have arrived. Next we will start building images.
- **Old Email Server**
  - Need to offload to a search appliance/software so we don't lose what we have.
    - Have not had time to research
- **PRO Certification**
  - 2018 training is being listed. Still all on the west side
  - We were able to catch a webinar on 1/17 (recent PRA court cases) that is part of the requirements for certification.
- **Public Record Requests Last 2 Weeks**
  - 9= Requests received
  - 0 = Forwarded to departments
  - 6= 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**

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**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**

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

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10:00

COUNTY CORRECTIONS DEPARTMENT

Norrie Gregoire

- a) Department update and miscellaneous
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**a) Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Setting a date of public hearing to consider declaring certain equipment and miscellaneous used parts and tools as surplus
- 2) Resolution \_\_\_\_\_ - Signing a Title VI Non-Discrimination Agreement between Washington State Department of Transportation and Walla Walla County

**b) Department update and miscellaneous**

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

IN THE MATTER OF SETTING A  
DATE OF PUBLIC HEARING TO  
CONSIDER DECLARING CERTAIN  
EQUIPMENT AND MISCELLANEOUS  
USED PARTS AND TOOLS AS  
SURPLUS

}

RESOLUTION NO.

**WHEREAS**, Walla Walla County has no beneficial use for certain pieces of equipment and miscellaneous used parts and tools; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that a hearing to consider declaring certain equipment and miscellaneous used parts surplus be set for 10:15 a.m., Monday, February 12, 2018 in the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 W. Main, Walla Walla, Washington.

Passed this 22<sup>nd</sup> day of **January, 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*

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

IN THE MATTER OF SIGNING A TITLE VI NON-DISCRIMINATION AGREEMENT ANNUAL REPORT BETWEEN WASHINGTON STATE DEPARTMENT OF TRANSPORTATION AND WALLA WALLA COUNTY



RESOLUTION NO.

**WHEREAS**, Walla Walla County is a recipient of Washington State Department of Transportation (WSDOT) Federal Funds; and

**WHEREAS**, Federal Regulations 23 CFR 200.9(b) (7), 49 CFR 21.3, and 49 CFR 21.7 require that WSDOT ensure that all local agencies receiving United States Department of Transportation (USDOT) funds administered by WSDOT are in compliance with these regulations; and

**WHEREAS**, in compliance with said regulations, Walla Walla County is required to submit a Title VI Non-Discrimination Agreement Annual Report by January 31 of each year; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the Chair be authorized to sign said Title VI Non-Discrimination Agreement Annual Report.

Passed this 22<sup>nd</sup> day of January, 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*

**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: 18 January 2018

Re: Director's Report for the Week of 8 January 2018

**Board Action: 22 January 2018**

**Resolutions:**

**In the Matter of Setting a Hearing to Declare Certain Equipment & Miscellaneous Used Parts and Tools Surplus**

**In the Matter of Signing a Title VI Non-Discrimination Agreement Between Washington State Department of Transportation and Walla Walla County**

**ENGINEERING:**

- Mill Creek FH: In condemnation. Expect court date in 2018.
- Blue Creek Bridge: On hold waiting for Mill Creek ROW completion.
- Pflugrad Bridge: Acquiring ROW.
- Mill Creek Road MP 1.1 to MP 3.96: ROW plans revised.
- City of Prescott Stormwater: Survey complete.
- Mud Creek: In design. Plans sent to WSDOT for approval to relocate intersection.
- Whitman Drive W.: In design.
- Stormwater: Havstad to be completed in the spring.
- Middle Waitsburg Road: To be surveyed this summer. Received formal funding agreement from WSDOT.
- Scenic Loop Road: Delayed survey to 2018.
- Railroad Safety: Received almost \$1 million in funding to improve safety at Dodd Road and Port Kelley Railroad crossings.
- Miscellaneous: Working on RAP grant due in March

**MAINTENANCE/FLEET MANAGEMENT:**

- South crew finishing flood repair on 7-mile bridge, and have started work Wallula Bridge.
- North crews doing ditch work and cleaning culverts.
- Vegetation/Signs working on bridge restriction signs.

**ADMINISTRATION:**

- Quarterly counseling underway.
- Attended TAC meeting.

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10:30

**PROSECUTING ATTORNEY**

**Jim Nagle/Jesse Nolte**

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



- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
  - 1) New position approval form -  
Fleet Services Manager/Assistant  
Chief of Road Operations for the  
Public Works Department
- d) 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))

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**11:00**

**COUNTY COMMISSIONERS**

- a) Entrance audit meeting with representatives of the State Auditor's office regarding the 2016 County audit (accountability audit component)
  
- b) Miscellaneous or unfinished business to come before the Board

**12:00**

**RECESS**

- a) Workshop on 2018 annual amendments proposed and requested to Walla Walla County Comprehensive Plan and Development Regulations

2:30

**COUNTY COMMISSIONERS**

- a) Miscellaneous or unfinished business to come before the Board
  
- b) Continued discussion re procedures related to the disposition of County Community Outreach Fund monies, and review of current application for funds

**- 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.*