

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, MARCH 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) **Bid Opening:**
  - 1) County legal newspaper
- f) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' sessions of March 19 and 20, 2018
  - 2) County vouchers/warrants/electronic payments as follows: 4195847 through 4196048 totaling \$982,154.78
  - 3) Payroll action and other forms requiring Board of approval

**COUNTY COMMISSIONERS (continued)**

- g) Action Agenda Items:**
  - 1) Proposal 2018 03-26 Fair -  
Approval of temporary clerical  
assistance
- 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**

9:45

**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

March 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**
  - Judge Wolframs is deployed
  - Waiting on Judge Lohrmanns desk hardware to be procured.
- **OnBase**
  - Search piece is now working
  - They are handing off the project to a migrator. I have asked for a conference call.
  - Techline (OnBase support) may have been sold to **Konica Minolta (copier company)**
    - We are not sure how all this affects our current contracts.
- **Website Redesign**
  - Migration nearly complete.
  - Two main holdups...
    - Large number of documents in Community Development and BoCC
    - Health Dept didn't pay for the domain name so that website died. However, we own the server, so we were able to get the vendor access another way.
- **Public Records Grant**
  - Waiting on response
- **County Logo -**
  - Proposal to come. Connie is working in some fashion with the Archives.
- **Fair WiFi**
  - Awarded and contract was delivered for signature
  - Project completion April 30.
    - Note – Storms across the united states has shipments delayed.
- **Tech Refresh**
  - 50 PC's only 5 left to deploy.
- **Brought up a virtual server for NetMotion**

- Testing is beginning
- Servers set up and communication is set up
- This is going to be a little slow because of other projects and service desk needs but we are working with NetMotion when we can.
- **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**
  - Met with Shelly – Her interpretation for certification for PRO should follow trainings (categories) listed in the new law.
- **Public Record Requests Last 2 Weeks**
  - 4= Requests received
  - 0 = Forwarded to departments
  - 5= Completed
  - 0= Pending Closure
  - 0 = Litigation hold
  - 0 = Pending 3<sup>rd</sup> party notice
  - 4 = 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**

**10:00**

**COUNTY CORRECTIONS DEPARTMENT**

**Norrie Gregoire**

- a) Department update and miscellaneous

10:15

**PUBLIC WORKS DEPARTMENT**

Randy Glaeser

a) **Bid Opening:**

- 1) Hot Mix Asphalt
- 2) Emulsified Asphalt (CRS-2P)

b) **Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Signing a Local Agency Agreement and Project Prospectus for an application for Federal Highway Safety Improvement Program Funds for Middle Waitsburg Road from M.P. 6.10 to M.P. 7.92
- 2) Execute Agreement for Aggregate for Bituminous Surface Treatment 2018 with Koncrete Industries, Inc.
- 3) Sign letter of intent by County re Mill Creek Flood Control Zone District serving as a sponsor to initiate a study partnership with the U.S. Army Corps of Engineers to address flood risk concerns in the Mill Creek Channel

c) Department update and miscellaneous

10:25

**COUNTY COMMISSIONERS acting as the MILL CREEK  
FLOOD CONTROL ZONE SUPERVISORS**

a) **Consent Agenda Items:**

- 1) Execute Joint Aquatic Resources Permit Application (JARPA) Mill Creek Fish Passage – Park Street Bridge to Otis Street Bridge



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

IN THE MATTER OF SIGNING A  
LOCAL AGENCY AGREEMENT AND  
A PROJECT PROSPECTUS FOR AN  
APPLICATION FOR FEDERAL  
HIGHWAY SAFETY IMPROVEMENT  
PROGRAM FUNDS FOR MIDDLE  
WAITSBURG ROAD FROM M.P. 6.10  
TO M.P. 7.92



RESOLUTION NO.

**WHEREAS**, Federal Highway Safety Improvement Program (HSIP) funds are available; and

**WHEREAS**, Middle Waitsburg Road from M.P. 6.10 to M.P. 7.92 is listed on the Six Year Transportation Improvement Program and has been selected to receive HSIP funds; and

**WHEREAS**, a Local Agency Agreement and Project Prospectus have been prepared as part of an application for said funds to improve Middle Waitsburg Road from M.P. 6.10 to M.P. 7.92; and

**WHEREAS**, Walla Walla County agrees to comply with the regulations, policies and procedures set forth in the Local Agency Agreement as a condition of payment of federal funds obligated; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby enter into said Local Agency Agreement and Project Prospectus and the Chair of the Board shall sign same in the name of the Board.

*Passed this 26<sup>th</sup> day of **March, 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**



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 22 March 2018

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

**Board Action: 26 March 2018**

**Bid Opening:**

**In the Matter of a Bid Opening – Hot Mix Asphalt**

**In the Matter of a Bid Opening – Emulsified Asphalt**

**Resolutions:**

**In the Matter of Signing a Local Agency Agreement and a Project Prospectus for an Application for Federal Highway Safety Improvement Program Funds for Middle Waitsburg Road**

**Miscellaneous:**

**In the Matter of Signing a Contract for Aggregate for Bituminous Surface Treatment**

**ENGINEERING:**

- Blue Creek Bridge/Mill Creek FH: Once the stipulation is signed and court approves, we will request FHWA to certify Mill Creek ROW files. PS&E (plans specs and estimate) will be forwarded to FHWA for approve and request permission to advertise, hopefully about the end of April.
- Pflugrad Bridge: Property owners signed documents. Project to be advertised.
- Mill Creek Road MP 1.1 to MP 3.96: Answering property owner concerns. Updating ROW plans. Sent out Right of Entry Agreements.
- Mud Creek: WSDOT approved plans. Property being appraised.
- Whitman Drive W.: Consultant working on design. Alignment finalized and consultant is working on ROW plan.
- Middle Waitsburg Road: To be surveyed this summer.
- Scenic Loop Road: Delayed survey to late 2018.
- Stormwater: Havstad and Prescott to be completed in the summer.

**MAINTENANCE/FLEET MANAGEMENT:**

- South crews preparing for chip seal activities and repairing damage on Walkley Road.
- North crews ditching.
- Vegetation/Signs spraying when weather allows.
- Garage working on routine maintenance.

**ADMINISTRATION:**

- Attended Mill Creek Work Coalition meeting.
- Attended TAC meeting.

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))

10:45

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) New position approval form – Engineering Special Projects Intern for the County Fairgrounds
  - 2) New position approval form – Marketing and Public Relations Intern for the County Fairgrounds
  - 3) New position approval form – Social Media and Event Coordinator Intern for the County Fairgrounds
- 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))

**11:00**

**JOINT FINANCIAL UPDATE**

**Karen Martin and  
Gordon Heimbigner**

- a) 2018 Budget update

11:15

**COUNTY COMMISSIONERS**

- a) Presentation/report by Dr. Patrick Jones of Eastern Washington University re the Walla Walla Trends publication (which is sponsored by the Port of Walla Walla) and information and data compiled and made available therein on topics related to the economic viability of the County.

**12:00 RECESS**

**1:30 COUNTY COMMISSIONERS**

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

**2:00**

**WSU EXTENSION OFFICE**

**Debbie Williams**

- a) Extension office update and miscellaneous



2:30

**COUNTY COMMISSIONERS**

- a) Exit audit meeting with State Auditor's office representatives  
re: 2016 County audit (accountability audit component)
  
- b) 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.*