

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 25, 2019

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

8:45 COUNTY COMMISSIONERS

Chairman Kimball

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) Possible executive session re: personnel
(pursuant to RCW 42.30.110(g)) to
complete employee personnel evaluation
- c) Review warrant list (9:15 a.m.)

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 18 and 19, 2019

COUNTY COMMISSIONERS (continued)

f) Consent Agenda Items (continued):

- 2) County vouchers/warrants/electronic payments as follows: _____ through _____ totaling \$ _____
- 3) Payroll action and other forms requiring Board approval

g) Action Agenda Items:

- 1) Proposal 2019 03-25 COM
Approval of current expense motor pool process and policy
- 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

DEPARTMENT OF COMMUNITY HEALTH

Meghan DeBolt

a) **Public Hearing:**

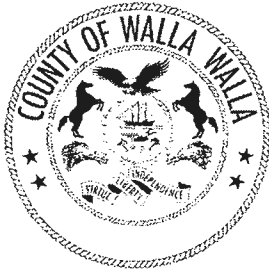
- 1) To receive comments on a
Community Development Block
Grant Proposal for Public Service
activities

9:50

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

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

March 25, 2019

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

All employee performance evals are complete and on file with personnel

Components (Main infrastructure)

Hardware

- No issues

Software

- No issues

Security/Viruses

- No issues

Other Projects

➤ **OnBase**

- Install done
- 2 migrations to occur
 - All old liberty files for PA-Dist. Ct- Sheriff
 - Sheriff files have been reviewed – not needed
 - We are starting to have some movement on the project. We are sending preliminary information to the contractor so the PRA piece can be built.
 - I have a preliminary model of how to prep and move data from our current system to the document management system (DMS-OnBase) utilizing the states retention schedule and Disposition Authority Numbers (DAN's) – this will help set up

➤ **Issues with Community Development Support**

- Vendor has agreed to reduce this year's maintenance by \$13,000
- The software vendor has yet to tell us when the support for our current card merchants will be available.
- Conference call – vendor has moved the implementation of Authorize.Net integration to the top of the project list. Expecting an estimated due date next week.
- Vendor has sent us the server specs, but we are waiting for them to tell us how to license for SQL server licensing for the public facing accounts.

➤ **Budget**

- Changes to our current inventory database is in progress – nearly complete
- Working toward a total cost prediction model for replacement/budgeting purposes

➤ **Inventory & Help Desk**

- Continue to search for a more advanced helpdesk/asset inventory system.
- Current vendor upgraded the system, but it only made changes to the interface/dashboard and nothing substantial to the functionality of the software.
- Specifically – need better network scanner to find assets on the network. Need a P.O. system to streamline RFP's/RFQ's, purchasing/receiving and assign new assets via a helpdesk ticket.
- **Social Media Backup Software**
 - Software ceased to work, vendor will not support it. They don't even sell it any more. However, they also stopped billing us.
 - We are now looking to find a replacement.
- **Backup System**
 - I have all the documents, I need for the proposal, but I got them too late to bring them to you today.
 - Also have some issues with the proposed language.
 - Being reviewed by Jesse. Document changes came a bit late from the vendor. All components are on state or GSA contract. But there are a lot of moving parts since the project involves one deployment team and two equipment suppliers.
- **Blackberry**
 - Blackberry now advises that they cannot give us what we asked for.
 - There is another vendor who does the same thing. I have queried across the state to see what products others use.
- **Physical to Virtual**
 - This has turned into a quest for SQL server licensing. In the past, all the vendors wanted us to have separate licensing for each application (i.e. TRACKiT, Eden, PACS...etc.)
 - Reminder... this is all happening because Microsoft is ending support for our current version, and because the vendors know that support is ending, are upgrading their applications are requiring the new version.
 - The good news is that it looks like we have 100% consensus from the vendors to share SQL licensing with multiple applications – not separate licensing for each application.
 - The bad news is the that licensing model has changed and of course costs more. We are trying to right size the licensing.
- **Two Factor Authentication – Law Enforcement**
 - New CJIS requirement two factor authentication.
 - Done.
 - Testing in Treasurers office for those with access to financial accounts.
- **Retention Training (email)**
 - Hope to schedule 2 more soon.
- **Public Record Requests Last 2 Weeks**
 - 5 = Requests received
 - 0 = Forwarded to departments
 - 7 = Completed
 - 0 = Pending review
 - 0 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 2 = Open/Being handled by the PRO

Definitions

DMS – Document Management System (OnBase)

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.

10:00

COUNTY CORRECTIONS DEPARTMENT

Norrie Gregoire

a) **Action Agenda Items:**

- 1) Proposal 2019 03-25 CORR-1
Approval of application to the
Washington State Department of
Commerce - Office of Crime
Victims Advocacy for a program
training grant for CASA (Court
Appointed Special Advocates)

b) Department update and miscellaneous



MEMO

Date: March 19, 2019

Proposal ID. 2019 03-25 CORR-1

To: Board of County Commissioners

From: Norrie Gregoire, Director of County Corrections

Intent – Approval to apply for grant funding for program training for Court Appointed Special Advocates (CASA) staff from the Office of Crime Victims Advocacy through the Department of Commerce

Summary

Please see attached Grant Questionnaire dated 3-14-19. This is a one time training grant offered by the Office of Crime Victims Advocacy Training Bank Grant Program. This will be to apply for funds for Kati and CASA staff to attend three trainings. The money expires on 6/30/19 and all trainings are prior to that date.

Cost

None – This grant is specifically to cover the costs of the identified training opportunities for members of the CASA program

Funding

10700 will support administration of the grant

Alternatives Considered

None

Acquisition Method

Security

N/A

Access

Risk

If we don't apply and receive the grant, then we will have to pay for staff to attend the trainings.

Benefits

This grant will support the ongoing efforts of CASA to its stated mission to provide culturally sensitive best interest advocacy to children within the court system who have experienced abuse or neglect.

Conclusion/Recommendation

Request and recommend approval to apply for grant.



Submitted By

Disposition

Norrie Gregoire, Corrections Dept. 03-25-19

Approved

Name Department Date

Approved with modifications

Needs follow up information

Signature

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up

Walla Walla County
GRANT QUESTIONNAIRE

Date: March 14th, 2019

Office/Department: Court Services
Contact Person: Norrie Gregoire

1) Name of Grant/Program: Office of Crime Victims Advocacy-Training Bank Grant Program

2) New Grant Renewing Grant Term (# of years) -1

3) Is the grant unchanged, and does not require Current Expense funding?
(If Y, please skip to number 24) Y_____ N_____

4) How will this grant benefit the county's citizens?
This grant is needed to provide program staff with the resources to attend important training in their unique field of child advocacy. The CASA program is appointed by the Superior Court judges to provide advocacy to children under the age of twelve, who have been removed from their families by Child Protective Services and ordered into the Dependency process. The CASA program delivers this advocacy primarily through the appointment of specially-trained community volunteers who conduct independent investigations and present objective reports to the court. To be effective as program staff, we need to be well-versed in current child welfare practices and policies and able to serve as subject-matter (near) experts to our volunteers who rely on us for training and on-going support. The better educated we are as staff the better we can serve the children in our community.

5) Is this a program grant or an equipment grant?
Program training grant

6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?
This is a one-time only grant to cover costs associated with training for program staff.

7) If this is a new grant how will the grant support a current program OR how will the program change?
This grant will support the on-going efforts of CASA to its stated mission to provide culturally sensitive best interest advocacy to children within the court system who have experienced abuse or neglect.

8) Does this grant require up front funds? Y_____ N__**X**_____
If so, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?

- 9) How many employees (new or current) will be paid by the grant? **0**
 a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?
- 10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Y_____ N **X** If so, what?
- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? **N/A**
- 12) What fund would support a cash match (if required)? **N/A**
- 13) If required what is the TOTAL cost of the match over the life of the grant? **N/A**
- 14) What fund would support the administration of the grant? **10700**
- 15) Will the grant allow for the County cost allocation plan to be funded? **N/A**
- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements? **No**
- 17) Would the program require use of a county vehicle or personal vehicle? Y **X**
Indirectly, as it is presumed that staff would utilize a county vehicle to travel to selected trainings.
- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance? Y_____ N **X** **This coverage is already in place and usage would not fall outside the standard usage of a county vehicle.**
- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_____ N **X**
- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y_____ N **X** If so, what obligations?

- 21) Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.?)
No

22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Y_____ N__**X**__ If so, what is the funding source for consultant fees?

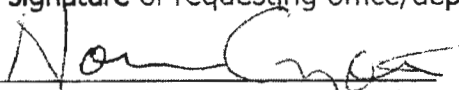
23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.

After the grant expires, no direct impact will occur to the program. This grant is specifically to cover the costs of the identified training opportunities for members of the CASA program.

24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet.

Please feel free to submit additional information as needed.

Official signature of requesting office/department:


Elected Official/Department Head

3/15/2019
Date

FOR COMMISSIONERS' OFFICE USE ONLY

Approved by: _____ Date _____
Chair, Board of County Commissioners

- Copies to: 1) Requesting Office/Department
2) Susan Dombrosky, Auditor's office
3) Commissioners' File

a) **Action Agenda Items:**

- 1) Resolution _____ - Bid award for Hot Mix Asphalt for 2019

b) **Consent Agenda Items:**

- 1) Resolution _____ - Use of County roads for the Whitman College Cycling Club Blues Omnium Bicycle Race
- 2) Resolution _____ - Setting a date of public hearing to consider amending Walla Walla County Code Title 3, Chapter 3.22 Revising the Public Works Fee Schedule
- 3) Resolution _____ - Setting a public hearing date for the City of Waitsburg for a franchise to construct, operate and maintain a sewer and water utility system within the county road right of way, in Walla Walla County, Washington

c) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A BID AWARD
FOR HOT MIX ASPHALT FOR 2019

}

RESOLUTION NO. 19

WHEREAS, as advertised, a bid opening was held on March 11, 2019 for furnishing Walla Walla County with Hot Mix Asphalt from April 1, 2019 through November 15, 2019, and the following bids were opened and read publicly; and

WHEREAS, bids were received from Humbert Asphalt Inc, and Central Manufacturing, Inc.; and

WHEREAS, Humbert Asphalt Inc. submitted the lowest responsive, responsible bid on Exhibit "A"; and

WHEREAS, Section 5 of the Specifications indicated this Board may use an adjusted rate to award the bid to the actual lowest cost to the county; now therefore

BE IT HEREBY RESOLVED, that the Hot Mix Asphalt be awarded as described on Exhibit "A" by this Board of Walla Walla County Commissioners; and

BE IT FURTHER RESOLVED, by this Board of Walla Walla County Commissioners that the bid to furnish Walla Walla County with Hot Mix as described in Exhibit "A" be awarded to Humbert Asphalt Inc. of Milton Freewater, Oregon.

*Passed this 25th day of **March, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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of Walla Walla County, Washington*

Exhibit "A"

**2019 Hot Mix Asphalt
(Approximate 3,000 Tons)
Bid Results**

Central Manufacturing, Inc. Bid: **\$67.00/Ton**
Moses Lake, WA

Adjusted Rate: 16.4miles x \$2.74 = \$44.94
\$44.94 + \$67.00/Ton = \$111.94
Adjusted Rate: \$111.94

Humbert Asphalt Inc. Bid: **\$68.00/Ton**
Milton Freewater, OR

Adjusted Rate: 12.1miles x \$2.74 = \$33.15
\$33.15 + \$68.00/Ton = \$101.15
Adjusted Rate: \$101.15

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF USE OF
COUNTY ROADS FOR THE
WHITMAN COLLEGE CYCLING
CLUB BLUES OMNIUM BICYCLE
RACE

}

RESOLUTION NO. 19

WHEREAS, the Whitman College Cycling Club is hosting the Blues Omnium Bicycle Race; and

WHEREAS, said event will be held on Saturday, April 6, 2019 beginning at 7:30 AM and ending around 6:00 PM; and

WHEREAS, the event organizers have agreed to notify emergency services prior to the event for the necessary safety and emergency services information; and

WHEREAS, the event organizers shall provide traffic control, signage and flaggers in accordance with the approved Special Event Permit; and

WHEREAS, the event organizers have provided a certificate of insurance naming Walla Walla County as additional insured and have agreed to include Walla Walla County in their registration/release waiver; and

WHEREAS, the event organizers shall provide a news release to the local newspapers announcing the event date; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that permission be granted to the race organizers to use Lower Waitsburg Road, Ferris Road, Middle Waitsburg Road and Valley Grove Road on Saturday, April 6, 2018.

*Passed this 25th day of **March, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, 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 SETTING A
DATE OF PUBLIC HEARING TO
CONSIDER AMENDING WALLA
WALLA COUNTY CODE TITLE 3,
CHAPTER 3.22, REVISING THE
PUBLIC WORKS FEE SCHEDULE



RESOLUTION NO. **19**

WHEREAS, the Walla Walla County Department of Public Works is requesting and recommending to the Board of Walla Walla County Commissioners to consider amendments to Walla Walla County Code as follows: Title 3 – Revenue and Finance, Chapter 3.22 Public Works Fee Schedule; and

WHEREAS, it is necessary to hold a public hearing to consider the proposed amendments; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a hearing to consider amending Walla Walla County Code Title 3, Chapter 3.22, Revising the Public Works Schedule be set for 10:15 a.m., Monday, April 8, 2019 in the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 W. Main, Walla Walla, Washington.

BE IT FURTHER RESOLVED that the Clerk of the Board of County Commissioners is hereby instructed to proceed with advertising as prescribed.

Passed this 25th day of **March, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, 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 SETTING A PUBLIC HEARING DATE FOR THE CITY OF WAITSBURG FOR A FRANCHISE TO CONSTRUCT, OPERATE, AND MAINTAIN A SEWER AND WATER UTILITY SYSTEM WITHIN THE COUNTY ROAD RIGHT OF WAY, IN WALLA WALLA COUNTY, WASHINGTON



RESOLUTION NO.

WHEREAS, City of Waitsburg has requested a franchise to construct, operate, and maintain a sewer and water utility system within the public right of way in Walla Walla County; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that a public hearing date be set for April 15, 2019 in the Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington, at the hour of 10:15 a.m. or as soon thereafter as such hearing may be held.

Passed this 25th day of **March, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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of Walla Walla County, Washington*

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



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 21 March 2019

Re: Director's Report for the Week of 18 March 2019

Board Action: 25 March 2019

In the Matter of Use of County Roads for the Blues Omnium Bicycle Race

In the Matter of Setting a Date of Public Hearing to Consider Amending Walla Walla County Code Title 3, Chapter 3.22 Revising the Public Works Fee Schedule

In the Matter of Setting a Public Hearing Date for the City of Waitsburg for a Franchise to Construct, Operate and Maintain a Sewer and Water Utility System within the County Road Right of Way, in Walla Walla County

In the Matter of a Bid Award – Hot Mix Asphalt

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: The contractor will be able to resume work as soon as weather allows.
- Whitman Dr. W.: Project is on ad. Bid opening will be April 8th.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way documents.
- Mud Creek: Working on right of way documents. Working on coordination with FEMA.
- Peppers Bridge Road: Working on survey as weather allows.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on road design and right of way plans.
- Port Kelly Rd & Dodd Rd Railroad Crossing: Preparing plans and specifications.
- Miscellaneous: Surveying County stockpiles as weather allows.

MAINTENANCE/FLEET MANAGEMENT:

- North Crew – Routine maintenance on roads.
- South Crew – Routine maintenance on roads.
- Prepping for 2019 chip seal.
- Diligently working to determine which roads we can lift load restrictions. We have provided an updated list on our website and the Union Bulletin.
- Crews are gearing up to kick into chip seal prep work.

ADMINISTRATION:

- Attended the Mill Creek Work Group Meeting to discuss the Mill Creek GI Study.
- Attended the MPO/TAC Meeting.
- Met with the Transportation Improvement Board (TIB) to discuss future potential transportation grants.
- Participated in "The Grapevine" radio show to answer questions about the Mill Creek GI Study.

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) Proposal 2019 03-25 CORR-2
Approval to offer salary above mid-range for Department of Corrections Jail Commander
 - 2) Proposal 2019 03-25 HR/RM
Approval of HRA VEBA benefits for part-time benefit eligible employees
- c) **Action Agenda Items (continued):**
 - 3) New position approval form – Records and Archive Intern for the Department of Community Health
 - 4) Revised job description approval form – Residential Appraiser/Analyst 1
- 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

FACILITIES MAINTENANCE

Ron Branine

- a) Department update and miscellaneous



Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: March 25th 2019

Resolutions/Proposals: None

Update:

- Still capturing data for the preventative maintenance plan and schedule. Getting closer on gathering all data and have started at the Fairgrounds.
- Boone Birdsell with McKinstry will be here this afternoon for a presentation on building efficiency.
- I will be plotting the yard sprinklers with Visio so we can have maps of sprinkler heads. We will be changing many of the heads out to get better coverage. Several dry areas last year I noticed when I started. We will also be installing actual sprinkler boxes instead of the homemade wooden ones currently in place. Right now, the entire system and its layout is known only to one employee. So, without a transfer of knowledge, on paper, we would be recreating the wheel at some point and there's no reason for that. It is those small things that will make the department more efficient and successful.
- I will be meeting with Comprehensive on April 12th to go through the properties we have that are leased. This will be twofold, one to see current conditions and to look at items that were called out on a Condition Assessment in 2017, the other to get information on equipment we should be adding to a PM schedule.

ADMINISTRATION:

11:15

SHERIFF

Mark Crider

- a) **Consent Agenda Items:**
 - 1) Resolution _____ - Approving out of state travel for County Sheriff Mark Crider
- b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COUNTY SHERIFF MARK CRIDER**



RESOLUTION NO. 19

WHEREAS, Walla Walla County Sheriff Mark Crider has requested out of state travel approval to attend the National Sheriff's Institute (NSI) for first term sheriffs, to be held April 14-20, 2019 in Aurora, Colorado; and

WHEREAS, advance authorization for out of state travel is required; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted; and

WHEREAS, all expenses will be reimbursed by the NSI after the training is complete; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above is approved.

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

Passed this 25th day of March, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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of Walla Walla County, Washington*

RECEIVED

MAR 20 2019

WALLA WALLA COUNTY
Employee Travel Authorization

WALLA WALLA COUNTY
COMMISSIONERS

Date of Request 3/19/19

Employee Attending: <i>Mark Crider</i>	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
Meeting/Training: Start time/date: <i>4/14/19</i> End time/date: <i>4/20/19</i>	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ <i>400.-</i>
	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ _____
Location: City: <i>Aurora</i> State: <i>CO</i>	Lodging	
	<input checked="" type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$ <i>23.-</i>
Title of Meeting/Training: <i>SEE ATTACHED</i> (Attach agenda/training brochure)	<i>6</i> night(s) @ \$ <i>155.-</i>	\$ <i>930.-</i>
	Meals	
Departure Date: <i>4/14/19</i> Time: <i>11:15A</i>	Breakfast(s) <i>6</i> @ \$ <i>19</i>	\$ <i>114.-</i>
Return Date: <i>4/20/19</i> Time: <i>11:30 P</i>	Lunch(s) <i>6</i> @ \$ <i>23</i>	\$ <i>138.-</i>
	Dinner(s) <i>6</i> @ \$ <i>34</i>	\$ <i>204.-</i>
Place of Lodging: <i>Hwyatt Regency-Aurora</i>	Registration/Tuition	
	Cancel Date:	\$ _____
Phone Number: <i>(303) 365-1234</i>	Total Expenses	
		\$ <i>2,017.-</i>

Credit Card Use: Yes No Date Needed: _____

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.

Mark A Crider

Signature of Employee

Date: 3/19/19

Recommended: Yes No

Supervisor Signature

Date : _____

Out-of-State Travel: Yes No
(Attach Resolution)

Approved: Yes No

Elected Official/Department Head

Date: _____



Mark A. Crider
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office (509) 524 - 5400
Fax (509) 524 - 5480
Dispatch (509) 527 - 3265
Toll Free (866) 527 - 3268
Email: sheriff@co.walla-walla.wa.us

Joe Klundt *Undersheriff*
Richard L. Schram *Chief Criminal Deputy*
Ron Varner *Chief Civil Deputy*

Memorandum

Date: March 18, 2019

To: Board of County Commissioners

From: Mark Crider, Sheriff

A handwritten signature in blue ink that reads "Mark A. Crider".

RE: Out of state travel: Mark Crider

As sheriff, I am requesting approval for out of state travel for Myself. I will be traveling to Aurora Colorado for the National Sheriff's Institute (NSI). This is an exclusive class limited to first term sheriffs. The week long training includes:

- Providing the sheriff with a greater understanding of his/her role as a community leader
- Providing the sheriff opportunities to assess and evaluate leadership styles and skills in the areas of bargaining, interpersonal communications and personnel management.
- Understanding how organization ethics assist in managing staff; to familiarize the sheriff with key legal issues that impact on the office of the executive leader.
- Providing the sheriff with an understanding of the media and how to effectively communicate and work with the media
- And overall, providing the sheriff with the administrative oversight necessary to effectively manage all areas of responsibility.

The training is scheduled for April 15-19, 2019. All Expenses will be reimbursed by NSI after the training has been completed

Recommendation:

The Walla Walla County Board of Commissioners approve this out of state travel request.



National Institute of Corrections

National Sheriffs' Association

Monday		
8:00 am	Module 1: Welcome and Introductions	
9:30 am	Module 2: The Sheriff as Leader	
12:15 pm	Lunch	
1:15 pm	Module 3: Defining Your Leadership Direction	
5:00 pm	Adjourn	
5:30 pm	Evening Session: The Office of Sheriff and the NSA	
Tuesday		
8:00 am	Module 4: Self-Awareness	
12:00 pm	Lunch	
12:45 pm	NIC Information Center and Library Visit	
1:15 pm	Module 5: Developing Your Executive Team	
4:30 pm	Adjourn	
Wednesday		
8:00 am	Module 6: Power, Influence and Conflict	
12:00 pm	Lunch	
12:45 pm	Module 7: Ethics	
3:15 pm	NIC Overview	
4:30 pm	Adjourn	
Thursday		
8:00 am	Module 8: External Environment and Public Partnerships	
12:00 pm	Lunch	
12:45 pm	Module 8: External Environment and Public Partnerships	
1:30 pm	Module 9: Leading Change	
4:30 pm	Adjourn	

Friday

8:00 am	Graduation Pictures	
8:30 am	Module 9: Leading Change	
12:00 pm	Lunch	
12:45 pm	Module 10: Leadership Development Plan	
4:30 pm	Graduation	
5:00 pm	Adjourn	

11:30

JOINT FINANCIAL UPDATE

**Karen Martin
Gordon Heimbigner**

- a) 2019 Budget update

12:00 RECESS

1:30 COUNTY COMMISSIONERS

- a) Presentation by Boone Birdsell with McKinstry on process for a free condition assessment for Walla Walla County owned buildings for energy savings and capital equipment planning

2:00

COUNTY FAIRGROUNDS

Bill Ogg

- a) Workshop re fairgrounds maintenance positions reorganization

2:15

COUNTY COMMISSIONERS

- a) Miscellaneous 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.