

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 12, 2019

(PLEASE NOTE EARLIER START TIME THIS DATE)

9:15 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) 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

Chairman Kimball

- 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 November 4 and 5, 2019
 - 2) Payroll action and other forms requiring Board approval
- f) **Action Agenda Items:**
 - 1) County vouchers/warrants/electronic payments as follows: 4213792 in the through 4213993 totaling \$2,117,998.95

COUNTY COMMISSIONERS (continued)

- g)** Miscellaneous business to come before the Board
- h)** Review reports and correspondence; hear committee and meeting reports
- i)** Review of constituent concerns/possible updates re: past concerns

9:45

TECHNOLOGY SERVICES

- 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

November 12, 2019

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

N/A

Components (Main infrastructure)

Hardware

- There was a power glitch at the Annex that took down the backup system. It's back up, but we need to address the backup power. Need to address with Ron as I talked with him previously about this.

Software

- No issues

Security/Viruses

- No issues

Other Projects

- **OnBase**
 - Problems on various levels.
 - Clerk – Has officially moved to Imagesoft
 - Costs for new support will be comparable – Hyland controls costs
 - Recommending customer care bundle for \$5000 which includes updates, health checks, etc.
- **SQL Server licensing**
 - Will be ordered this week.
 - Instructions left for distribution for costs.
 - Eden distribution was approved.
- **Budget & Inventory**
 - Done with inventory.
 - Working with Sysaid on reporting issues so we can export and get projected costs inside the software.
 - Now have a sandbox (test site) set up so we can try to get reports
 - No change
 - Should look at upgrading to a better more robust system to automate inventory and cost predictions.
- **Case Management System – District Court**
 - New state court system is being planned by the state.

- Similar to the clerks state system
- No project timeline yet. Could be a few years.
- **Contracts**
 - Right now, we do not comply with the IT portions of 3 of the state contracts
 - I made another attempt to correct language with WaTech, still waiting to hear back.
 - I made another attempt to correct language with HCA contract for the Jail, still waiting to hear back.
 - WSAC (Derrick) is engaged and working on the issue with the State contractors.
- **Social Media Backup Software**
 - Found one that I am particularly interested in. Has great search capabilities and is the most affordable. \$4,200 to install and \$640 per year.
- **Retention Training (email)**
 - November enrollment is low.
 - Will set up off-hours training for Sheriff Deputies as needed.
 - May need help to emphasize everyone needs to take this training.
- **Public Record Requests Last 2 Weeks**
 - 9= Requests received
 - 0 = Forwarded to departments
 - 11 = Completed
 - 0 = Pending review
 - 0 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 4 = Open

Some of these are waiting for legal review or guidance, or response by other departments

Definitions

DMS – Document Management System (OnBase)

OCIO = Office of the Chief Information Officer

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

Norrie Gregoire

- a) Department update and miscellaneous

10:15

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

a) Public Hearing:

- 1) To consider the 2020 assessment
for the Mill Creek Flood Control
Zone District

b) Action Agenda Item:

- 1) Resolution _____ - 2020
assessment for the Mill Creek
Flood Control Zone District

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF THE 2020
ASSESSMENT FOR THE MILL
CREEK FLOOD CONTROL ZONE
DISTRICT**



RESOLUTION NO. 19

WHEREAS, the 2020 preliminary Mill Creek Flood Control Zone District Budget, as submitted, included the sum of \$150,000 to be raised by Assessment within the District; and

WHEREAS, following proper advertising, a public hearing was held concerning said Budget and Assessment; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners, acting as the Supervisors of the Mill Creek Flood Control Zone District, that the County Treasurer be and is hereby instructed, in accordance with R.C.W. 86.09.409, to make an assessment against all properties within the Mill Creek Flood Control Zone District boundary, based on their assessed valuations, and with all properties considered to be equally benefited, to raise the sum of \$150,000 for 2020.

*Passed this 12th day of **November, 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*

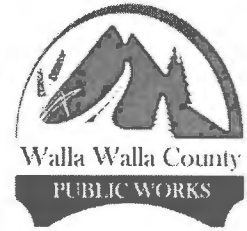
10:20

PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Department update and miscellaneous

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



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 6 November 2019

Re: Director's Report for the Week of 4 November 2019

Board Action: 12 November 2019

Hearing:

In the Matter of the 2020 Assessment for the Mill Creek Flood Control Zone District

Resolutions:

In the Matter of Adopting the 2020 Assessment for the Mill Creek Flood Control Zone District

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Paved the remainder of Mill Creek Road this week. Guardrail and striping are planned for the following week.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Consultant is working on appraisal and acquisition documents.
- Port Kelley Road & Dodd Road Railroad Crossing: Railroad portion of project is scheduled to begin this month.
- Misc.: Working on survey for upcoming projects.

MAINTENANCE/FLEET MANAGEMENT:

- South, North District and Vegetation/Signs – Working on routine maintenance activities.
- Garage – Working on routine maintenance.
- Miscellaneous – Working on end of year evaluations.

ADMINISTRATION:

- Chose a candidate for the mechanic position opening – Anticipated start date is 13 November.
- Maintenance Tech I interviews scheduled for 12 November.
- Conducted monthly Foremen's meeting.
- Finalizing 2020 Business Plan.
- Working on end of year evaluations department wide.

10:30

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))

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) 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))

11:00

FACILITIES MAINTENANCE

Ron Branine

- a) Department update and miscellaneous



Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: November 12th, 2019

Resolutions/Proposals:

Update:

- JJC gas smell issue. It has been almost 2 weeks with the new exhaust layout, and we haven't heard of any more issues. We are going to officially close this ongoing work order as complete and hope it doesn't reoccur.
- Remodel is going well. RFI's are getting turned in to the Architect and quickly turned back over to the requester with answers. There has been no more Change Orders given to me for review by the Contractor requesting additional funds except what has already been discussed.
- After many work orders to replace the 150 watt sodium bulbs in the dayroom at JJC, (The life expectancy of those bulbs were being reduced because of the fixture style and the immense heat put off in an encapsulated shell), we replaced the sodium bulbs with LED. The quote from an electrician was over 10k and we accomplished it for \$600.00 and that was with a scissor lift rental included. The payback will be very quick because of the lower energy usage not to mention reducing the amount of maintenance required for constant bulb replacement.

ADMINISTRATION:

11:15

COUNTY COMMISSIONERS

- a) Miscellaneous business to come before the Board.
- b) **Public Hearing (continued from October 28, 2019 and November 4, 2019):**
 - 1) To consider formation of two irrigation districts near Walkley Road – **Hearing begins at 11:30 a.m.**
- c) Discussion and possible direction to staff re above

- 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.