

A G E N D A

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, APRIL 11, 2016

(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 April 4 and 5, 2016
 - 2) Resolution _____ - Approving out of state travel for County Commissioner James K. Johnson
 - 3) Resolution _____ - Approving out of state travel for County Emergency Management Director Liz Jessee

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, the National Association of Counties (NACo) is sponsoring its 13th Annual County Leadership Institute (CLI), "The Art and Practice of Public Leadership", to be held in Washington, DC June 5-9, 2016; and

WHEREAS, NACo and CLI work to enhance the capabilities of county officials to identify and implement innovative solutions to complex challenges facing county government; and

WHEREAS, the CLI accepts one participant from each state to attend, and the Washington State Association of Counties (WSAC), whose membership includes elected county commissioners, council members and executives from all of Washington's 39 counties, sought nominations for participation, and Walla Walla County Commissioner James K. Johnson was selected as the Washington state attendee; and

WHEREAS, WSAC will pay for four nights lodging and registration, which includes most meals and public transportation, and the participant is responsible for travel costs and other incidentals not covered by WSAC; 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 be 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.

BE IT FURTHER RESOLVED that Walla Walla County will pay for training related costs and any personal costs during this travel shall be the responsibility of Mr. Johnson.

*"Passed this **11th day of April, 2016** 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

Perry L. Dozier, 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 APPROVING
OUT OF STATE TRAVEL FOR
COUNTY EMERGENCY
MANAGEMENT DIRECTOR LIZ
JESSEE**



RESOLUTION NO.

WHEREAS, the Forest Service, Oregon Department of Forestry, and Bureau of Land Management are sponsoring a two day workshop at the La Grande Ranger District Office in La Grande, Oregon, on April 14 and 15, 2016 for emergency managers and federal, state and local agency representatives to learn about and develop a joint information system and standard procedures for establishing a joint information system when an emergency incident occurs; and

WHEREAS, Liz Jessee, Walla Walla County Emergency Management Director, has requested authorization to attend the workshop; and

WHEREAS, wildfire activity on private, state, and federal lands in counties through the United States has significantly increased, and Walla Walla County experienced "The Blue Creek Fire" in 2015, which burned over 6,000 acres and resulted in a County-declared emergency; and

WHEREAS, the workshop is being presented by members of the Portland National Incident Management Organization and will provide training to ensure a coordinated flow of information to the community and community leaders during an incident, including the use of social media tools, followed by a training exercise involving a simulated incident; 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 Emergency Management Director Liz Jessee be 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 **11th day of April, 2016** 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

Perry L. Dozier, Commissioner, District 2

James L. Duncan, Commissioner, District 3

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of Walla Walla County, Washington*

COUNTY COMMISSIONERS (continued)

e) Consent Agenda Items (continued):

- 4) Resolution _____ - Updated appointments and designations relative to Walla Walla County's membership in the Washington Counties Risk Pool
- 5) County vouchers/warrants/electronic payments as follows: 4173491 through 4173701 totaling \$544,927.56
- 6) Payroll action and other forms requiring Board approval

f) Action Agenda Items:

- 1) Resolution _____ - Designation of county legal newspaper for County printing and advertising for 2016-2017

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF UPDATED
APPOINTMENTS AND
DESIGNATIONS RELATIVE TO
WALLA WALLA COUNTY'S
MEMBERSHIP IN THE
WASHINGTON COUNTIES RISK
POOL



RESOLUTION NO.

WHEREAS, several Washington counties agreed to the creation of the Washington Counties Risk Pool ("Pool"), organized and operating under Chapters 48.62 and 39.34 RCW, to provide to its member counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services; and

WHEREAS, the Pool's Interlocal Agreement and Bylaws, and policies of its Board of Directors, require appointees and/or designees from each member county for the positions of Director/Alternate Director, County Risk Manager, County Safety Officer, and County Claims Administrator; and

WHEREAS, pursuant to previous Walla Walla County resolutions, designations must be revised/updated as previous appointee Sheila Eslinger, who served as Human Resources/Risk Manager is no longer with the county; and

WHEREAS, Shelly Peters has been hired to replace Ms. Eslinger, and will serve as the county's Human Resources/Risk Manager; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that Sheila Eslinger is no longer a representative of Walla Walla County relevant to the Washington Counties Risk Pool.

BE IT FURTHER RESOLVED that Shelly Peters, Human Resources/Risk Manager for Walla Walla County, be appointed to serve in the following positions: 2nd Alternate Director, Risk Manager, and Claims Administrator to represent the county.

BE IT FURTHER RESOLVED that these designations are effective as of April 4, 2016 and shall supersede any prior conflicting action(s), and that the Clerk of the Board shall provide a copy of this resolution to the Washington Counties Risk Pool.

*"Passed this **11th day of April, 2016** 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

Perry L. Dozier, Commissioner, District 2

James L. Duncan, Commissioner, District 3

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Washington County Risk Pool Appointments and Designations

Director: Jesse Nolte

Title: Deputy Prosecuting Attorney

Alternate Director: James L. Duncan

Title: County Commissioner

2nd Alternate (optional): Shelly Peters

Title: Human Resources/Risk Manager

Risk Manager: Shelly Peters

Title: Human Resources/Risk Manager

Safety Officer: Bronwyn Berna

Title: Safety Officer

Claims Administrator: Shelly Peters

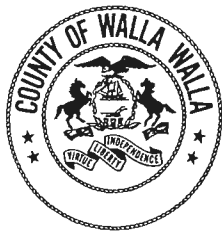
Title: Human Resources/Risk Manager

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

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

April 11, 2016

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

Network

- No issues

Other Projects

- **Budget /Assets**
 - Budget time for us is right around the corner, as well as inventory time.
 - We would normally begin inventory in March.
- **Server Replacement – VMWare**
 - Going well. Estimate completion by June 1.
- **New World**
 - Scott Bieber was going to do some negotiating with New World about timelines etc. And I know there are support issues. I think Scott was going to try to reign in New World to get on a path that would get the project completed.
- **Superior Court 1-2 Updates**
 - RFQ responses due 4/8/2016
 - Hope to have a proposal before the BoCC on the 18th.
- **Auditor Cameras – Elections**
 - Ordered 8-camera system
 - System has not been delivered, yet.
- **Health**
 - We need to work with facilities to get some wire pulled in the Health Department to accommodate some moves
 - Network connection to 1520 Kelly Place – failed attempt. Spectrum will not let us out of the contract even though they have been bought out.
- **Backup Storage/O-365**
 - Low on backup storage capacity. We purchased the item because it had some scalability.

- Looking at some options.
 - Office 365 – I am looking really hard at this. What I know right now is that email works fine and Skype works really well. We would upgrade to newest Office software such as Word, Excel etc.
 - Other offerings seem to have issues, such as SharePoint and One Drive (cloud based storage) which I am not interested in at this point anyway.
 - Issues have to do with latency in moving and accessing files.
 - Email and on-site Word, Excel etc. are not affected.
 - Right now Est. cost is \$60k per year. But that’s what we are putting way anyway to get ready for Microsoft upgrades. So rather than get behind on versions we move to more of a “subscription” for virtually the same price.
 - We no longer would have to upgrade our backup storage
 - Note – With Superior Court planning to record video as well, storage for those files may accelerate depletion of available storage. I have asked for some estimates from a vendor so I can assess if we still need to add storage.
 - No longer have to deal with upgrading Exchange or buy the access licenses.
 - First year savings est. \$41,000 after that it would cost us no more than it would to stay current had we not stopped paying for subscription advantage
 - Backup storage (\$14,000)
 - Exchange 2016 upgrades (\$27,000)
 - Microsoft Office 2016 (\$59,000 w/tax)
 - It appears we may have the money right now.
 - I have some time scheduled at ACCIS in April with a few counties now using O-365 email pertaining to searching etc.
 - Plan on having a proposal to the BoCC by June.
- **Public Record Requests Last 2 Weeks**
 - 6 = Requests received
 - 2 = Forwarded to departments
 - 3 = Completed
 - 6 = Being handled by the PRO
 - **Tracking and reporting/responding**
 - Still taking a lot of time.
 - **Search Tool Replacement**
 - Continued looking for a search tool. No longer looking at an Enterprise Search Tool
 - Now looking e-Discovery software.
 - The requests are getting more complex and which increases the chance of mistakes, which then leads to potential exposure to fines, etc.
 - e-Discovery Software is more sophisticated and will save time in the long run, because the processes are part of the bundles (Search, categorize, review, redact, review and package and search email and documents at the same time, even if email is in the cloud .) and are tracked.
 - More and more attorneys are using Public Records Requests as a means or “free” e-Discovery. e-Discovery tools are poised to better track information.
 - Example, our attorneys ask - where did the record come from, who had it? These are not normal public records questions, but it must be a concern since the questions are being asked.
 - Estimates range from \$50k to infinity it seems. It depends on what modules we want. Right now, based solely on phone calls to vendors a decent package is running about \$150k. This is not a quote. Just some estimates. I have seen packages run \$200k and more.

Definitions

CITRIX = A product used for remote access to our network
PAV=Potential Archival Value

AOC=Administrative Office of the Courts
PRO=Public Records Officer
USB=Universal Serial Bus
DOL=Department of Licensing
RFP=Request For Pricing
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.

10:00

COUNTY FAIRGROUNDS

Daryl Hopson

- a) Fairgrounds update and miscellaneous

10:15

COUNTY CORRECTIONS DEPARTMENT

Mike Bates

- a) Department update and miscellaneous

- 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)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

10:35

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

FACILITIES MAINTENANCE

Tom Byers

- a) Department update and miscellaneous

11:00 COUNTY COMMISSIONERS

- a) Miscellaneous or unfinished business to come before the Board
- b) Possible discussion/decisions regarding three applications for funding from the County Community Outreach Fund

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.