

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, OCTOBER 28, 2019**

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**(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)**

**9:00 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 9:00 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 9:10 a.m.

**RECESS.**

**9:10 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.*

**9:15 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))

- 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 job description approval form – 4-H STEM Assistant for the WSU Extension office
  - 2) Revised job description approval form – Community Development Department Director
  - 3) Revised job description approval form – Building Official/Fire Marshal for the Community Development Department
- d) 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))

10:00

COUNTY COMMISSIONERS

a) **Action Agenda Items:**

- 1) Review submitted Employee Payroll Action Forms

b) **Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' sessions of October 14 and 15, 2019 and special meetings of October 14 and 15, 2019
- 2) Resolution \_\_\_\_\_ - Reappointment of Mike Dobbins to the Walla Walla County Water Conservancy Board
- 3) Resolution \_\_\_\_\_ - Approving out of state travel for Fairgrounds employee (Heiser)
- 4) Resolution \_\_\_\_\_ - Reappointment To the Walla Walla Fair and Frontier Days Board of Directors (Barron)
- 5) Payroll action and other forms requiring Board approval

g) **Action Agenda items:**

- 1) County vouchers/warrants/electronic payments as follows: 4213488 through 4213760 totaling \$997,709.46 and 4213067 totaling \$22,939.02 (draw taxes)

g) **Action Agenda Items (continued):**

- 2) Resolution \_\_\_\_\_ - Approving Interagency Agreement for CPWI Prevention Services with Washington State Health Care Authority and Walla Walla County (K3948)
- 3) Proposal 2019 10-28 COMM Approval of revised application for Community Outreach Funds and formalizing parameters for use of funds

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

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

IN THE MATTER OF THE  
REAPPOINTMENT OF MIKE  
DOBBINS TO THE WALLA  
WALLA COUNTY WATER  
CONSERVANCY BOARD



RESOLUTION NO.

**WHEREAS**, pursuant to RCW 90.80 and Walla Walla County resolution 99 302, initial appointments to the Walla Walla County Water Conservancy Board were made, with subsequent reappointments to same; and

**WHEREAS**, pursuant to statute, one person who is not a water right holder must be appointed to the Board; and

**WHEREAS**, pursuant to Walla Walla County Resolutions 01 278, 07 291, and 13 124, Mike Dobbins was reappointed to said Board as the one member who is not a water right holder; and

**WHEREAS**, the current term of Mike Dobbins on said Board expires in October, 2019; and

**WHEREAS**, Mr. Dobbins has agreed to be reappointed to said Board and the remaining members of the Board support his reappointment; and

**WHEREAS**, written confirmation has been provided by Mr. Dobbins that he is not a water right holder; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners, as the county legislative authority, that Mike Dobbins be reappointed to the Walla Walla County Water Conservancy Board.

**BE IT FURTHER RESOLVED** that, pursuant to statute, the term of appointment shall be for six years, said term to expire October, 2025.

*Passed this 28<sup>th</sup> day of October, 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 APPROVING  
OUT OF STATE TRAVEL FOR  
FAIRGROUNDS EMPLOYEE  
(HEISER)



**RESOLUTION NO. 19**

**WHEREAS**, fairgrounds employee, Linda Heiser traveled to Portland, OR to attend the Saffire Summit Conference, October 14-19, 2019; and

**WHEREAS**, inadvertently prior approval was not requested due to all travel expenses being paid by the Walla Walla Fair and Frontier Days Foundation; and

**WHEREAS**, pursuant to County policy, an employee Travel Authorization form was submitted for review and consideration; now therefore

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

**BE IT FURTHER RESOLVED** that additional time required to travel to and from said event, if necessary, is also approved.

*Passed this 28<sup>th</sup> day of October, 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*

**WALLA WALLA COUNTY  
Employee Travel Authorization**

Date of Request 10-15-19

<b>Employee Attending:</b> Linda Heiser	<b>Estimate of Cost (Includes all costs even prepaid)</b>	
	<b>Transportation</b>	
	<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$
	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$
<b>Meeting/Training:</b> Start time/date: Oct 15, 2019 End time/date: 10-18	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
<b>Location:</b> City: Portland State: OR	<b>Lodging</b>	
<b>Title of Meeting/Training:</b> Saffire Summitt (Attach agenda/training brochure)	_____ night(s) @ \$	\$
<b>Departure Date:</b> 10-14-19 <b>Time:</b> Noon	<b>Meals</b>	
<b>Return Date:</b> 10-19-19 <b>Time:</b> 3PM	Breakfast(s) _____ @ \$	\$
	Lunch(s) _____ @ \$	\$
	Dinner(s) _____ @ \$	\$
<b>Place of Lodging:</b> Courtyard Portland City Center	<b>Registration/Tuition</b>	
	Cancel Date:	\$
<b>Phone Number:</b> 1-503-505-5000	<b>Total Expenses</b>	
		\$

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.

\_\_\_\_\_  
Signature of Employee Date: \_\_\_\_\_

Recommended:  Yes  No  
  
 \_\_\_\_\_  
 Supervisor Signature Date: 10-15-19

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

Approved:  Yes  No  
 \_\_\_\_\_  
 Elected Official/Department Head Date: \_\_\_\_\_



Join us as we share ideas, gain best practices from industry leaders and have a whole lot of fun along the way.

## Events

Filter [X] [Calendar] [Star] [Close]

View: [List] [Grid]

TODAY  
OCT  
15  
TUE



**Registration**  
8:00 AM - 3:00 PM  
Courtyard Portland City Center

TODAY  
OCT  
15  
TUE



**One-on-One Meetings**  
9:00 AM - 3:00 PM  
Courtyard Portland City Center

MORE >

TODAY  
OCT  
15  
TUE



**Welcome & Opening Remarks - Jeremy Emerson**  
3:00 PM  
Courtyard Portland City Center

MORE >

TODAY  
OCT  
15  
TUE



**Welcome & Opening Remarks - Jeremy Emerson**  
Oct 15, 2019  
3:00 PM  
[Courtyard Portland City Center](#)

MORE >

TODAY  
OCT



**Technology and the Consumer Experience - Antonio Zea**  
4:30 PM - 5:30 PM

MORE >



BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF  
REAPPOINTMENT TO THE  
WALLA WALLA FAIR AND  
FRONTIER DAYS BOARD OF  
DIRECTORS (BARRON)



RESOLUTION NO. **19**

**WHEREAS**, pursuant to the Walla Walla Fair and Frontier Days Bylaws, the term of appointment for Walla Walla Fair and Frontier Days Director Charles "Charlie" Barron expires after the September Board meeting; and

**WHEREAS**, in accordance with the bylaws, the Walla Walla Fair and Frontier Days Board of Directors has recommended reappointment of Director Barron; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby reappoint Charles "Charlie" Barron to a third three year term of appointment on the Walla Walla Fair and Frontier Days Board of Directors, said term to expire immediately following the September, 2022 Board meeting.

*Passed this 28<sup>th</sup> day of October, 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 APPROVING  
INTERAGENCY AGREEMENT  
FOR CPWI PREVENTION  
SERVICES WITH WASHINGTON  
STATE HEALTH CARE  
AUTHORITY AND WALLA WALLA  
COUNTY (K3948) }

**RESOLUTION NO. 19**

**WHEREAS**, the Washington State Health Care Authority has made contracted Community Prevention and Wellness Initiative (CPWI) funds available to Walla Walla County for behavioral health prevention services: and

**WHEREAS**, the contract benefits the citizens of Walla Walla County; and

**WHEREAS**, the County Prosecuting Attorney and Technology Services Director have reviewed said contract; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said contract, and authorize County Director of Community Health, Meghan DeBolt, to sign the same and any amendments to the source contract and sub-contracts that are approved under the Scope of Work.

*Passed this 28<sup>th</sup> day of October, 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*

	<b>INTERAGENCY AGREEMENT for CPWI Prevention Services</b>	HCA Contract Number: K3948 Contractor/Vendor Contract Number:
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**THIS CONTRACT** is made by and between Washington State Health Care Authority (HCA) and Contractor.

<b>CONTRACTOR NAME</b> Walla Walla County		<b>CONTRACTOR DOING BUSINESS AS (DBA)</b>		
<b>CONTRACTOR ADDRESS</b>	Street PO Box 1753	<b>City</b> Walla Walla	<b>State</b> WA	<b>Zip Code</b> 99362-1595
<b>CONTRACTOR CONTACT</b> Megan DeBolt	<b>CONTRACTOR TELEPHONE</b> 509-524-2652	<b>CONTRACTOR E-MAIL ADDRESS</b> mdebolt@co.walla-walla.wa.us		
Is Contractor a Subrecipient under this Contract? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>CFDA NUMBER(S):</b> 93.959, 93.243, 93.788	<b>FFATA Form Required</b> YES <input type="checkbox"/> NO	

<b>HCA PROGRAM</b> DBHR	<b>HCA DIVISION/SECTION</b> Prevention
<b>HCA CONTACT NAME AND TITLE</b> Steve Perry, Agreement Manager	<b>HCA CONTACT ADDRESS</b> Health Care Authority 621 8 <sup>th</sup> Avenue SE Olympia, WA 98504
<b>HCA CONTACT TELEPHONE</b> 360-725-5273	<b>HCA CONTACT E-MAIL ADDRESS</b> steve.perry@hca.wa.gov

<b>CONTRACT START DATE</b> 7/1/2019	<b>CONTRACT END DATE</b> 6/30/2021	<b>TOTAL MAXIMUM CONTRACT AMOUNT</b> \$230,000
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**PURPOSE OF CONTRACT:**  
 Obtaining CPWI Prevention Services in order to increase capacity to implement direct and environmental substance use prevention services in high need communities qualified to immediately implement identified evidence-based practices and programs to prevent and reduce the misuse and abuse of alcohol, tobacco, marijuana, opioids, and other drugs.

The parties signing below warrant that they have read and understand this Contract, and have authority to execute this Contract. This Contract will be binding on HCA only upon signature by HCA.

<b>CONTRACTOR SIGNATURE</b>	<b>PRINTED NAME AND TITLE</b>	<b>DATE SIGNED</b>
<b>HCA SIGNATURE</b>	<b>PRINTED NAME AND TITLE</b> Rachelle Amerine, Contracts Administrator Division of Legal Affairs	<b>DATE SIGNED</b>

**Agreement #K3948 for Washington State Community Prevention and Wellness Initiative (CPWI) Prevention Services Project**

**Recitals**

NOW THEREFORE, HCA awards to Walla Walla County this Agreement, the terms and conditions of which will govern Contractor's providing to HCA the coordination and implementation of prevention programs and strategies designed to prevent or delay the misuse and abuse of alcohol, marijuana, tobacco, opioids, and other drugs, increase mental health promotion and prevent suicide in support of the CPWI Prevention Services Project.

IN CONSIDERATION of the mutual promises as set forth in this Agreement, the parties agree as follows:

**1. STATEMENT OF WORK (SOW)**

The Contractor will furnish the necessary personnel, equipment, material, and/or service(s) and otherwise do all things necessary for or incidental to the performance of work set forth in **Schedule A**, Statement of Work, attached and incorporated herein.

**2. DEFINITIONS**

**"Authorized Representative"** means a person to whom signature authority has been delegated in writing acting within the limits of his/her authority.

**"Awards"** means the total funding of all individual awards HCA allocates to the Contractor, and the total of all awards in this Agreement's Maximum Amount, which is itemized in Exhibit D.

**"Awards and Revenues"** or **"A&R"** details the Contractor's Awards and Revenues attached as Exhibit D.

**"Budget, Accounting, and Reporting System"** or **"BARS"** means the "Fiscal/Program Requirements". See below, which replaces BARS document.

**"Breach"** means the unauthorized acquisition, access, use, or disclosure of Confidential Information that compromises the security, confidentiality, or integrity of the Confidential Information.

**"Business Associate"** means a Business Associate as defined in 45 Code of Federal Regulations (CFR) 160.103, who performs or assists in the performance of an activity for or on behalf of HCA, a Covered Entity, that involves the use or disclosure of protected health information (PHI). Any reference to Business Associate in this DSA includes Business Associate's employees, agents, officers, Subcontractors, third party contractors, volunteers,

## Statement of Work

The Contractor shall ensure services, and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below. Prevention programs and services include, but are not limited to:

### 1. Coordination of Prevention Services.

The Contractor shall ensure:

- a. The provision of CPWI services in accordance with the CPWI Community Coalition Guide located on the Athena Forum website\_ <https://www.theathenaforum.org/cpwi-community-coalition-guide> which outlines the minimal standards to participate in the CPWI. Contractor shall plan to reach the ideal benchmarks related to the community coalition's efforts and staffing to include:
  - (1) Hire or identify a minimum of one part-time (0.5 FTE) staff member to serve as the qualified Community Coalition Coordinator upon contract execution. Full-time employment (1.0 FTE) for the Community Coalition Coordinator is allowable and strongly recommended in order to meet the scope of the project.
    - (a) Ensure Community Coalition Coordinator(s) meet required position qualifications and workstation requirements found in the CPWI Community Coalition Guide.
    - (b) Confirm an office space in the designated community for the Community Coalition Coordinator.
    - (c) Contractor shall submit a completed Community Coalition Coordinator Qualification Checklist to Agreement Manager or designee for review. HCA shall review and respond within five business days.
  - (2) Ensure Community Coalition Coordinators are Certified Prevention Professionals (CPP).
    - (a) Ensure currently certified Community Coalition Coordinator(s) maintain CPP credential status, and
    - (b) Ensure Certified Prevention Professional (CPP) certification within eighteen (18) months of new Community Coalition Coordinator start date.
    - (c) HCA reserves the right to require Contractor to develop a Community Coalition Coordinator training plan if candidate does not meet required qualifications.

- b. Contractor contact on page one of this Contract and primary fiscal staff or their designee(s) shall attend annual contractor training that will be scheduled for four (4) hours in duration. Date and location will be announced by DBHR at least 30 days prior to the training.
- c. Contractor shall ensure that a regular annual schedule of direct prevention services for public dissemination is established.
  - (1) Regular annual schedule shall take into account items including, but not limited to: implementation times that maximize participation and service outcomes; local needs and gaps; leveraged resources; and, other locally identified factors that influence service delivery throughout the year.
  - (2) Regular annual schedule and community dissemination plan shall be identified as part of the CPWI Action Plan and Budget Update and submitted to Agreement Manager or designee for HCA review annually in accordance with the timeline in the CPWI Community Coalition Guide.
    - (a) Submit an annual Action Plan and Budget with projected expenditures, including salary and benefits for HCA funded prevention staff, program costs, training and travel to the Contract Manager or designee, by June 15, 2020 and June 15, 2021 according to the CPWI Community Coalition Guide, or within thirty (30) days upon request. For cohort 6, an updated Action Plan and Budget are due August 1, 2020. A template will be provided at least 30 days prior to due date.
- k. Budget adjustments that are ten percent (10%) or more of the total of the approved Contractor and/or CPWI coalition budget shall submit a budget revision for approval to Agreement Manager or designee at least fifteen (15) days prior to expending adjusted budget items. Approval must be granted prior to expending funds.
- l. Enter approved programs, based on the priorities, goals and objectives described in the approved Strategic Plan, into the Minerva within thirty (30) days of Action Plan approval or as directed by PSM.
- m. Ensure sixty percent (60%) of programs supported by HCA funds will be replications or adaptations of "Evidence-based Practice" substance abuse prevention programs as identified in the list provided by DBHR. Ensure that all of the programs supported by HCA meet the Center for Substance Abuse Prevention's (CSAP) Principles of Substance Abuse Prevention, found on the Athena Forum Website: [www.TheAthenaForum.org/CSAPprinciples](http://www.TheAthenaForum.org/CSAPprinciples).
- n. Food costs are generally unallowable during program implementation except within the following parameters:
  - (1) Light refreshment costs for training events and meetings lasting longer than two (2) hours in duration are allowable.
  - (2) Ensure that light refreshment costs do not exceed \$3.00 per person.

- (3) Meals may be provided for participants using SABG and DMA funds only if:
    - (a) The training is four (4) hours or more in duration; or
    - (b) The program is a recurring, direct service in the family domain, lasting two (2) hours or more in duration and must be approved in the strategic plan.
  - (4) Meals are not allowable costs with either the PFS, STR, or SOR funds.
  - (5) Contractor shall adhere to current state per-diem rates for meals accessible at [www.ofm.wa.gov/policy/10.90.htm](http://www.ofm.wa.gov/policy/10.90.htm).
  - (6) No more than a total of \$1,000 may be spent on food or light refreshments per CPWI Coalition per year.
- o. Dedicated Marijuana Account Funds (DMA) shall be used for program and strategy training and implementation.
    - (1) All programs planned and implemented with DMA shall be programs selected from the current DBHR provided youth marijuana use prevention and reduction program list.  
[www.TheAthenaForum.org/I502PreventionPlanImplementation](http://www.TheAthenaForum.org/I502PreventionPlanImplementation)
      - (a) No less than eighty-five percent (85%) of DMA funds shall be expended on evidence-based or research-based programs on the identified program list.
      - (b) Up to fifteen percent (15%) of DMA funds may expended on Promising programs on the identified program list.
- p. Contractor is encouraged to collaborate and partner with community-based organizations that operate within or serve the CPWI community.
  - q. If funding permits the Contractor to provide Community Based Coordination services in addition to meeting CPWI requirements, (i.e., Counties with communities that each have at least \$110,000 per community of DBHR funding budgeted for CPWI implementation, annually) services may be provided at the County level. Services shall reflect work of the Contractor staff coordinating, organizing, building capacity, and providing education and information related to prevention initiatives at the County level with a goal to expand CPWI communities.
    - (1) If applicable to Contractor, develop plan for services listed above and submit to Contract Manager or designee for review and approval within sixty (60) days of contract execution.

## **2. Prevention Training.**

- a. The Contractor shall participate in all required training events identified by HCA

and listed in the CPWI Community Coalition Guide.

b. Non-Required Training in CPWI

- (1) In the absence of trainings identified in the approved strategic plan, all additional (non-required) training paid for by HCA shall be approved by Agreement Manager or designee prior to training and meet the approved goals and objectives in approved Strategic Plan.
- (2) The Contractor shall ensure any requests for training in addition to the approved training in the Strategic plan are requested in writing and sent directly to the Agreement Manager or designee, a minimum of ten (10) working days before the date of the proposed training. Trainings shall relate to one (1) of the following four (4) categories:
  - (a) Coalition building and community organization.
  - (b) Capacity building regarding prevention theory and practice.
  - (c) Capacity building for Evidence-based Practice and environmental strategy implementation, related to the goals and objectives of the coalition's approved strategic plan.
  - (d) Capacity building in non-CPWI communities to expand CPWI efforts and meets overall goals and objectives of CPWI may be approved by Agreement Manager or designee upon request.
- (3) The Contractor shall ensure training paid for by HCA that requires travel follows state travel reimbursement guidelines and rates accessible at [www.ofm.wa.gov/policy/10.90.htm](http://www.ofm.wa.gov/policy/10.90.htm).
- (4) The Contractor shall bill for training events on an A-19 per billing code according to the Program/Fiscal Requirements and record training events in the HCA Substance Use Disorder Prevention and Mental Health Promotion Online Reporting Systems or Minerva in accordance with the monthly reporting requirements described in Section 3 c., Prevention Report Schedule/Due Dates.

**3. Media Materials.**

- a. HCA must be cited as the funding source in news releases, publications, and advertising messages created with or about HCA funding. The funding source shall be cited as: Washington State Health Care Authority. The HCA logo may also be used in place of the above citation.
- b. Media materials and publications developed with HCA funds, including messaging specifically directed to youth, shall be submitted to the Agreement Manager or designee for approval prior to publication (HCA will respond within five (5) working days).

- (1) Exceptions: The Contractor does not need to submit the following items to

Agreement Manager or designee:

- (a) Newsletters and fact sheets.
- (b) News coverage resulting from interviews with reporters. This includes online news coverage.
- (c) Newspaper editorials or letters to the editor.
- (d) Posts on Facebook, YouTube, Tumblr, Twitter, Instagram, Snapchat and other social media sites.
- (e) When a statewide media message is developed by HCA, is localized, and if the only change is the local coalition information and funding source acknowledgment from coalition or public health entities.
- (f) When a national prevention media campaign is developed by SAMHSA, is localized, and if the only change is the local coalition information and funding source acknowledgement from coalition or public health entities.

#### **4. Secure Prescription Take-Back and Lock Box project.**

Contractors who implement a Secure Prescription Take-Back and/or Lock Box project must ensure the following additional requirements:

- a. The Secure Prescription Take-Back and/or Lock Box project must align with the community needs assessment and will increase local capacity to address prescription drug misuse and abuse by reducing social availability of prescriptions in the community.
- b. The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the Secure Prescription Take-Back and/or Lock Box project as set forth below:
  - (1) Enhance community capacity to practice safe disposal of medications by promoting permanent secure drop box in the location where community readiness has been established. (Installation and disposal must follow all DEA rules and all federal and state laws and regulations).
  - (2) Collaborate with community partners to maintain and/or enhance policies and procedures necessary to maintain a permanent secure medicine take-back drop box.
  - (3) Overtime wages for law enforcement officers and staff as outlined in strategic plan and outside of normal duties and other real costs (including mileage reimbursement) associated with transporting and properly disposing of collected medicines at EPA approved locations may be permitted depending upon source of funds and must be approved by the Contract Manager in advance.



- (4) Create, utilize and disseminate public education information materials to increase awareness of the secure medicine take-back project, local treatment resources, naloxone information and medical response (Good Samaritan law) cards.
- (5) Disseminate public information including information on local treatment resources, naloxone information and medical response cards and posters. (Print ready materials are available online at [www.stopoverdose.org](http://www.stopoverdose.org)).
- (6) Utilize publications already available through HCA/DBHR and other websites. (i.e., SAMHSA Opioid Overdose Toolkit, and downloadable/printable materials on [www.stopoverdose.org](http://www.stopoverdose.org) and [www.takebackyourmeds.org](http://www.takebackyourmeds.org)).
- (7) Submit locally-developed educational and informational materials to HCA/DBHR for approval at least ten (10) business days prior to publication.
- (8) Prior to purchasing home medication lock boxes or bags the Contractor will submit to HCA/DBHR in writing a plan for the purchase and distribution of home medication storage device including the cost and source of the home storage devices, the number of devices to be purchased, a clear plan for distribution, and method for tracking the use of the devices. The Contractor must also demonstrate how the distributed home medication devices will be altered (by engraving, indelible ink, or other means) to have no cash value.
- (9) Create and submit Secure Medicine Tack-back and/or Lock Box project in the Minerva reporting system within 30 days of approval of this project.
- (10) Track and report in Minerva:
  - (a) The number of new policies developed and adopted to support a sustained drop box.
  - (b) The number of educational and/or informational materials developed.
  - (c) The number of outreach materials developed and distributed including news publications.
  - (d) The number of pharmacies involved in information dissemination efforts.
  - (e) The number of health care providers involved in information dissemination efforts.
  - (f) Pounds of medicine collected monthly once a secure medicine take-back box is in place.
  - (g) The number of home medication storage devices purchased and

distributed including a pre/post survey for those that received the home storage devices to be approved by HCA/DBHR.

- (h) Coalition coordinator time spent on the project in the “direct” and “indirect” staff time related to the project.

## 5. Reporting Requirements.

### a. Prevention Reporting Requirements

The Contractor shall report on all requirements as identified in the HCA Substance Use Disorder Prevention and Mental Health Promotion Online Reporting System or Minerva. HCA reserves the right to add reporting requirements based on requirements of grants.

### b. Prevention Activity Data Reports

The Contractor shall:

- (1) Ensure that monthly prevention activities are reported in the HCA Minerva in accordance with the requirements and timelines set forth.
- (2) Ensure accurate and unduplicated reporting.
- (3) Ensure proper training of staff and designated staff for back-up Minerva data entry to meet report due dates.
- (4) If special circumstances arise and Contractor is unable to enter the data by the reporting deadline(s), the Contractor shall ensure any requests for extensions to reporting deadlines are requested in writing and sent directly to the PSM via email five (5) working days before the report due date.
- (5) The maximum extension request permitted is ten (10) working days.
- (6) Monthly invoices submitted with active data entry extensions will be denied and may be re-submitted by Contractor once data for the month(s) in question is complete.
- (7) Contractors with three (3) or more consecutive months of data entry extensions or late reporting or four (4) or more program data entry extensions or late reporting within a six (6) month period shall be required to submit a Corrective Action Plan to HCA.
  - (a) Extensions granted due to Minerva technical issues will be excluded from this count.
- (8) Ensure all required demographic information is provided for individual participant; population reach; aggregate; environmental and mentoring or 1-to-1 services in Minerva.
- (9) Report Community Coalition Coordination Staff Hours in Minerva for each

month of the calendar year.

- (10) Complete prevention reporting, according to the Schedule/Due Dates below:

Reporting Period	Report(s)	Report Due Dates	Reporting System
Annually	Enter programs listed on approved Strategic Action Plan by HCA into Minerva.	Within 30 days of Strategic Action Plan approval	Minerva
As requested	GPRA Measures.	As requested	Minerva
Monthly	Prevention activity data input for all active services including community coalition coordination staff hours and efforts, services, participant information, training, evaluation tools and assessments.	15 <sup>th</sup> of each month for activities from the previous month	Minerva
Quarterly	CPWI Quarterly Reporting.	October 15, January 15, April 15, July 15	Minerva
As requested	As required by SAMHSA.	As requested	Minerva or as required

c. Outcome Measures

- (1) The Contractor shall report on all required evaluation tools (i.e., pre/post-tests) identified in Minerva that measure primary program objective.
- (2) Special situations and exceptions regarding evaluation tools identified in the Minerva include, but are not limited to, the following:
  - (a) The Contractor may negotiate with the Agreement Manager or designee to reduce multiple administrations of surveys to individual participants.
  - (b) Participants in recurring program groups in which the majority of participants are younger than ten (10) years old on the date of that group's first service.

d. Performance Work Statement/Evaluation.

- (1) The Contractor shall ensure program results show positive outcomes for

at least half of the participants in each program group as determined by Activity Log with individual participant sessions.

- (a) "Positive outcomes" means that at least half of the participants in a group report positive improvement or maintenance as determined by the program measurable objective between pre and post-tests.
- (b) Positive outcomes will be determined using the pre-test and post-test data reported in Minerva.
- (c) Evaluation of Minerva data will occur on the 15th of the month following the final date of service for each group.

(2) HCA shall use the following protocol for evaluation:

- (a) Matched pre-test and post-test pairs will be used in the analysis.
- (b) To allow for normal attendance drop-off, a 20% leeway will be given for missing post-tests.
- (c) If there are missing post-tests for entered pre-tests in excess of 20% of pre-tests, missing post-test will be counted as a negative outcome.

Example: there are ten (10) pre-tests and seven (7) post-tests. The denominator would be eight (8) and the maximum numerator would be seven (7).

(3) Different groups, as determined by Activity Logs, receiving the same program will be clustered by school district.

- (a) In cases where multiple providers are serving the same school district, groups will be clustered by school district and provider.
- (b) The results of one (1) provider in a given school district will not impact another provider in the same district.
  - i. In cases where the survey instrument selected for a given program includes more than one scale, the scale that is most closely aligned with the measurable objective linked to the program in Minerva will be used.
  - ii. Results for groups, as determined by Activity Logs, with services that span two (2) contracting periods will be analyzed in the contracting period that the post-test was administered.
- (c) If fewer than half of the participants in a group, as determined by Activity Log, within a given school district, report positive change in the intended outcome:
  - i. The Contractor shall submit a Performance Improvement Plan (PIP) for the non-compliant program to the Agreement Manager or

designee or designee within forty-five (45) days of notice by HCA.

- ii. Reimbursement for the CSAP Category row on the A-19 for that program will be held until the PIP is approved by the Agreement Manager or designee or their designee.
- iii. If a second group, as determined by Activity Log, within that same school district has fewer than half of the participants report positive change in the intended outcome, then the following steps will be taken:
  - (A) In cases where there is no active non-compliant program, the Contractor shall discontinue implementation of that program within the specified geography.
  - (B) In cases where the same programs as the non-compliant program are active and continuing in the same school district, those groups, as determined by Activity Logs, will be allowed to complete the expected number of sessions. No new groups, as determined by Activity Logs, will be started.
  - (C) Following the conclusion of all groups, as determined by Activity Logs, completing the program, results will be reviewed for those groups.
  - (D) If the results do not show positive change for each groups, as determined by Activity Logs, the Contractor shall take the following action:
    - I. In cases where the program is being delivered by a single provider in the specified geography, the Contractor shall discontinue implementation of that program in the specified geography.
    - II. In cases where the program is being delivered by multiple providers in the specified geography, the Contractor shall discontinue implementation of that program by the underperforming provider in the specified geography.
- (d) A program that resulted in the need for a Performance Improvement Plan and Plan during this contract period will not carry that record forward into the July 1, 2021 - June 30, 2023 contract period.
- (e) Implement and monitor prevention programs and reporting to assure compliance with these guidelines.

## **2. Requirements.**

### **a. Background Checks.**

- (1) The Contactor shall ensure a criminal background check is conducted for

all staff members, case managers, outreach staff members, etc. or volunteers who have unsupervised access to children, adolescents, vulnerable adults, and persons who have developmental disabilities.

- (2) When providing services to youth, the Contractor shall ensure that requirements of WAC 388-06-0170 are met.

b. Services and Activities to Ethnic Minorities and Diverse Populations.

The Contractor shall:

- (1) Ensure all services and activities provided by the Contractor or subcontractor under this Contract shall be designed and delivered in a manner sensitive to the needs of all diverse populations.
- (2) Initiate actions to ensure or improve access, retention, and cultural relevance of prevention or other appropriate services, for ethnic minorities and other diverse populations in need of prevention services as identified in their needs assessment.
- (3) Take the initiative to strengthen working relationships with other agencies serving these populations. The Contractor shall require its subcontractors to adhere to these requirements.

c. Continuing Education.

Ensure that continuing education is provided for employees of any entity providing prevention activities in accordance with 42 USC 300x-28(b) and 45 CFR 96.132(b).

d. Single Source Funding.

- (1) The Contractor shall ensure all subcontractors that Single Source Funding means that a subcontractor can use only one source of funds at any given time.
- (2) Each cost reimbursement Prevention service provided must be billed only one (1) time through the source selected for funding this expense. At no time may the same expense be billed through more than one (1) funding source.

## EXHIBIT A - DBHR-SUD FISCAL POLICIES STANDARDS FOR REIMBURSABLE COSTS

The following Standards for Reimbursable Costs represents a compilation of definitions and principles from the State of Washington Office of Financial Management's State Administrative and Accounting Manual (SAAM), the federal Office of Management and Budget's Circular A-122 Cost Principles for Non-Profit Organizations, and Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments. These standards are provided solely as technical assistance and are not intended to circumvent the Contractor's need to follow the referenced rules.

### DEFINITIONS

The following terms and phrases shall have the meanings indicated when used in this exhibit, except where the context clearly requires otherwise.

- (1) "Acquisition cost" shall mean the net cost of equipment, including the costs for modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment useable for the purpose for which it was acquired.
- (2) "Arm's length transaction" shall mean a transaction resulting from good faith bargaining between a buyer and a seller, where the parties have adverse positions in the marketplace.
- (3) "Contractor or subcontractor property" shall mean property used in performance of a contract which is not departmental property.
- (4) "Cost" shall mean the historical amount of money involved in a transaction which decreases an asset or increases a liability, whether recognized on a cash or accrual basis. Cost shall not include repayments of borrowing, expenditures to acquire assets, distributions to owners, and corrections to prior periods. Corrections to prior periods are included as costs in that prior period.
- (5) "Cost related or cost reimbursement" shall mean a contract or subcontract where the amount of payment being made is related to the actual costs of the subcontractor or a class of subcontractors to perform the contract, subject to ceilings, allowances, limitations and conditions adopted by the Department, but without regard to the method of payment.
- (6) "Cost related subcontractor" shall mean a subcontractor that has a cost related subcontract.
- (7) "Customary charge" shall mean the average charge for a similar service, activity or procedure for non-departmental clients or purchasers by providers whose training and experience is similar to the contractor or subcontractor and are located in the same area. The area considered in determining customary charge shall be as large as necessary to provide a reasonable measure of the market for such services, activities or procedures.
- (8) "Department" shall mean the Department of Social and Health Services.
- (9) "Departmental clients" shall mean individuals who receive or benefit from services or activities for which the contractor was reimbursed in part or entirely by the Department.

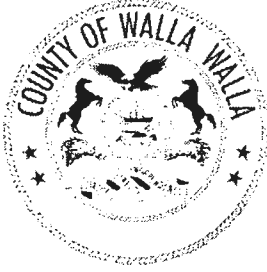
**10:15**

**TECHNOLOGY SERVICES**

**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

October 28, 2019

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**

- **OnBase**
  - Problems on various levels.
    - Clerk – Has cancelled Konica Minolta Support
    - Others in WA have done the same
    - Costs for new support will be comparable – Hyland controls costs
- **SQL Server licensing**
  - Rumor is that there is to be a price reduction in October.
  - Rumor was true. We will save about \$3500.
  - CE departments will be billed percentage of remainder, or, I can bill non-CE departments and eat the balance in this years budget, or I can pay all from 2019 budget. Est. \$5k total.
- **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
- **Cameras – 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

- As of this writing I am at ACCIS conference.
- Many counties are not aware that there is an issue, because they have not seen the contracts.
- State Auditors Office sees the problem and has already been talking about it.
- Will update further during my time with BoCC
- **ACCIS Update**
  - Will report anything of substance
- **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)**
  - September enrollment is low. 10
  - Will set up off-hours training for Sheriff Deputies in Oct
- **Public Record Requests Last 2 Weeks**
  - 3= Requests received
  - 0 = Forwarded to departments
  - 5 = Completed
  - 0 = Pending review
  - 0 = Pending Closure
  - 0 = Litigation hold
  - 0 = Pending 3<sup>rd</sup> party notice
  - 5 = Open/Being handled by the PRO

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

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#### **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.**

10:30

COUNTY CORRECTIONS DEPARTMENT

Norrie Gregoire

a) **Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Approving contract with Garfield County for Juvenile Detention Services

b) **Action Agenda Items:**

- 1) Proposal 2018 10-28 CORR  
Approval to purchase replacement freezer at the adult corrections facility

c) Department update and miscellaneous

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

IN THE MATTER OF  
APPROVING CONTRACT  
WITH GARFIELD COUNTY  
FOR JUVENILE DETENTION  
SERVICES



RESOLUTION NO.

**WHEREAS**, Walla Walla County, Washington, has agreed to provide juvenile detention services to all eligible youth up to age 18 taken into custody in Garfield County, Washington or ordered into secure confinement by the Garfield County Superior Court; and

**WHEREAS**, the terms of contract for detention services have been offered to and agreed upon by Garfield County; and

**WHEREAS**, said contract was submitted to the Walla Walla County Prosecuting Attorney for approval; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve and shall sign said Garfield County-Walla Walla County Juvenile Justice Center Detention Contract.

Passed this 28<sup>th</sup> day of October, 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*

**GARFIELD COUNTY - WALLA WALLA COUNTY**  
**JUVENILE JUSTICE CENTER**  
**DETENTION CONTRACT**

WHEREAS: The parties wish to enter into an interlocal agreement that will allow Walla Walla to house juvenile offenders subject to the jurisdiction of Garfield County Juvenile Court. No new legal organization will be created, no joint financing is contemplated, the parties will not be purchasing any personal or real property as a result of this agreement. Administration of this agreement will be by the Walla Walla County Juvenile Justice Center Director and Garfield County's Juvenile Court Director.

1. THIS AGREEMENT is made by and between Walla Walla County, State of Washington and Garfield County, State of Washington, pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.
2. Subject to other provisions of this contract, this contract shall be in effect from October 1, 2019, until modified or canceled by the terms of this contract.
3. Walla Walla County agrees to provide the following:
  - a) Juvenile detention services for all eligible youth up to age 18 taken into custody in Garfield County or ordered into secure confinement by the Garfield County Superior Court.
  - b) Juvenile detention services to be provided at the Juvenile Justice Center shall consist of the following:
    - 1) Supervision of juveniles held in the detention facility;
    - 2) Basic detention programs to include education, large muscle activity, nutritional diet, mental health screening, drug and alcohol education;
    - 3) Necessary personal items to include adequate clothing and personal hygiene products;
    - 4) Medical attention by a qualified health professional. Garfield County will be responsible for obtaining medical releases for the Juvenile(s) and providing all information requested by the Center's administrative staff, prior to or as soon as possible to the Center. Garfield County will be

responsible for all necessary arrangements for and costs of, all desired services not normally provided at and by the Center or by its staff including, but not limited to psychological evaluations or testing. If reasonably possible the Center shall notify Garfield County in advance of incurring these additional costs.

4. Walla Walla County reserves the right to refuse admission of any youth who does not qualify for admission under the Walla Walla County Juvenile Justice Center guidelines.
5. Garfield County shall pay Walla Walla County for said services as follows: \$140.00 per day per bed for juvenile detention services.
6. Walla Walla Juvenile Justice Center will submit invoices to Garfield County for payment of such contracted services at the end of each month. Garfield County will make payment for such services within 30 days of receipt of the invoices.
7. The first bed day of detention will be defined as the first 24-hour period the juvenile is formally admitted to detention. Each 24 hour period thereafter will constitute one additional bed day. For example: a juvenile admitted during the day at 4:00PM Friday and released the following Sunday at 4:00PM will be counted as utilizing two bed days. If a juvenile is confined less than 24 hours, the full bed day will be assessed.
8. Garfield County shall provide all transportation to and from Garfield County. Transportation to and from the Juvenile Justice Center shall be the responsibility of the Garfield County Sheriff or designated Garfield County Law Enforcement, Garfield County Juvenile Department Transport Officers, or as Garfield County Superior Court directs, which may include parents. All court procedures will be conducted in Garfield County unless other arrangements are made by permission of the Garfield County Superior Court.
9. Payment for any medical care required for juveniles held under this contract will be the responsibility of Garfield County, unless the juvenile is covered by insurance that covers in whole or in part the required care, or the juvenile or their guardian can pay for the care. It shall be the responsibility of Garfield County to collect any funds available.
10. The arresting agency from Garfield County and/or the Garfield County Juvenile Department representative agrees to notify the Juvenile Justice Center prior to bringing a youth to the detention facility to ensure bed space is available, and notify the Juvenile

Justice center of the nature of the detention and of any special known medical, emotional, physical or security problems known about the juvenile before the juvenile is admitted to detention.

11. All Garfield County youth held at the Juvenile Justice Center who are awaiting Juvenile Justice and Rehabilitation Administration transport to a State facility will be housed at the expense of Garfield County.
12. Garfield County shall defend, protect, and save harmless Walla Walla County from and against all claims, suits, and actions arising from any negligent act or omission of Garfield County or any authorized subcontractor, or any employees or against either in the performance of this contract.
13. Walla Walla County shall defend, protect, and save harmless Garfield County from and against all claims, suits, and actions arising from any negligent act or omission of Walla Walla County or any authorized subcontractor, or any employees or against either in the performance of this contract.
14. The parties shall comply with all applicable federal, state, and local rules, laws and regulations.
15. This contract may be terminated at any time by written notice given thirty (30) days in advance, by either party. Should Walla Walla County breach any portion of the contract, Garfield County may terminate the contract immediately. Garfield County shall be obligated to pay for any services actually provided.
16. All rights and obligations of the parties to this contract shall be subject to and governed by those special terms and conditions contained in the text of this contract instrument and incorporated by reference herein.
17. This agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject of this agreement shall be deemed to exist or to bind any of the parties hereto.
18. Walla Walla County will comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
19. The laws of Washington State shall govern this agreement. Venue for any action shall be in Walla Walla County. In the event of a dispute or litigation involving this agreement,

the substantially prevailing party shall be entitled to recover all costs of suit, including reasonable attorney fees.

20. This contract shall be subject to the written approval of the Board of Commissioners for Walla Walla County and Garfield County.

21. The failure of either party to insist upon strict performance of any of the covenants or conditions of this agreement in any one or more instances shall not be construed as a waiver or relinquishment for the future of any covenants or conditions, but the same shall be and remain in full force and effect.

22. Walla Walla County shall act as an independent contractor. All persons employed by Walla Walla County and providing services pursuant to this agreement shall be Walla Walla officers or employees and control standards of performance, discipline and all other aspects of performance shall be governed entirely by Walla Walla County.

23. This agreement shall not be assigned nor transferred (by assignment or novation) without the written consent of both parties.

WALLA WALLA COMMISSIONERS,

Date: \_\_\_\_\_

\_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_

Approved as to Form: Jesse Nolte deputy  
Prosecuting Attorney

\_\_\_\_\_

GARFIELD COUNTY COMMISSIONERS,

Date: 9-30-2019

[Signature]

Attest: Danna Deal

[Signature]

Approved as to Form: [Signature]

Robert Johnson

Prosecuting Attorney

[Signature]  
Director, Walla Walla County

Date: 10/23/2019

\_\_\_\_\_  
Director, Garfield County

Date: \_\_\_\_\_



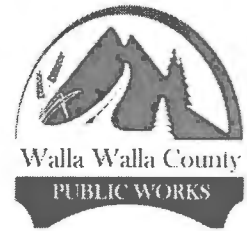
**10:45**

**PUBLIC WORKS DEPARTMENT**

**Tony Garcia**

a) Department update and miscellaneous

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



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To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 24 October 2019

Re: Director's Report for the Week of 21 October 2019

**Board Action: 28 October 2019**  
**Update Only**

**ENGINEERING:**

- Blue Creek Bridge/Mill Creek FH: Detour bridges have been removed. Working on finish rock grade, paving and plantings.
- Misc.: Working on survey for upcoming projects.

**MAINTENANCE/FLEET MANAGEMENT:**

- South, North District and Vegetation/Signs – Working on routine maintenance activities.
- Garage – Working on winterizing equipment.
- Miscellaneous – Finishing up on 2020 Business Plan. Putting together 2020 Reimbursable Estimate for City of Walla Walla Chip Seal (Taumarson Road, Reser Road, Prospect Road and Cottonwood Road). Working on evaluations.

**ADMINISTRATION:**

- Attending meetings in Washington D.C. regarding the Mill Creek GI Study.
- Reviewing Maintenance Tech I applicants.

11:00

COUNTY COMMISSIONERS

a) Public Hearing:

- 1) To consider lease of county property  
Parcel # 300813110002  
(Two Rivers Riding Club)

11:15

SHERIFF

Mark Crider

a) Consent Agenda Items:

- 1) Resolution \_\_\_\_\_ - Approving out of state travel for Sheriff's Office employee (Schram)
- 2) Resolution \_\_\_\_\_ - Approving out of state travel for Sheriff's Office employee (Lorren)

b) Department update and miscellaneous

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

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
SHERIFF'S OFFICE EMPLOYEE  
(SCHRAM)



**RESOLUTION NO. 19**

**WHEREAS**, Walla Walla County Sheriff Mark Crider has requested out of state travel approval for Chief Deputy Richard Schram to attend the National Tactical Officer's Association (NTOA) SWAT Command Decision-Making Leadership 1 training to be held December 2 – 6, 2019 in Henderson, Nevada; and

**WHEREAS**, said training will benefit the citizens of Walla Walla County; 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 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 28<sup>th</sup> day of October, 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*



**Mark 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: October 3, 2019  
To: Board of County Commissioners  
From: Mark Crider, Sheriff  
RE: Out of state travel: Richard Schram

Richard Schram is requesting travel to Henderson, NV, December 2-6, 2019, to attend the National Tactical Officer's Association (NTOA) SWAT Command Decision-Making Leadership 1 training; Co-Hosted by Henderson Police Department. This training is a necessity for him as the Assistant SWAT Commander for the Walla Walla Regional SWAT Team. His partner at Walla Walla Police Department, Captain Chris Buttice has attended and recommends this class. Captain Buttice will be replaced in January 2020 by WWPD Captain Braman who is registered for this course which I am requesting to send Richard to. Further, WWPD has offered to cover the cost of a rental car and hotel room for both should Richard be approved to attend, helping us tremendously.

This course is designed to expose police SWAT Team Commanders and Supervisors to contemporary SWAT issues, tactics and procedures. Topics include major incident debriefs; leadership issues, emotional intelligence, justifying SWAT; the use of SWAT Teams; SWAT standards and professionalism; contemporary SWAT issues and concerns; SWAT and the media; selection, training, discipline and removal of supervisors and team members; crisis negotiations considerations; tactical operation center considerations; operational planning; weapons and equipment selection; legal issues and considerations; critical incident management; barricade and hostage procedures; warrant service planning and procedures; and much more.

NTOA was established in 1983 and hit the ground running and quickly connected with a nationwide network of like-minded experts. Building on their members' experience and expertise, the NTOA has proven its ability to rapidly adapt to the ever-changing environment around it. With each passing year, the Association has broadened to include professional members from every discipline in the law enforcement/corrections spectrum. The National Tactical Officers Association (NTOA) is a non-profit organization dedicated to serving the law enforcement community. NTOA currently has more than 40,000 members from specialties that include patrol, TEMS, crisis negotiations, canine, corrections, sniper, protective operations, explosives, command, tactical dispatchers, behavioral sciences and more.

Sincerely,

Mark Crider, Sheriff

**Recommendation:**

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

RECEIVED

OCT 10 2019

WALLA WALLA COUNTY  
Employee Travel Authorization

WALLA WALLA COUNTY  
COMMISSIONERS

Date of Request 10/3/19

Employee Attending: <i>Richard Schram</i>	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
Meeting/Training: Start time/date: <u>12/2/19</u> End time/date: <u>12/6/19</u>	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 133.-
	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 144.-
Location: City: <u>Henderson</u> State: <u>NV</u>	<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus	\$ 20. <sup>00</sup>
	Lodging	
Title of Meeting/Training: (Attach agenda/training brochure)	<u>1</u> night(s) @ \$ _____	\$ 140.12
	Meals	
Departure Date: <u>12/1/19</u> Time: <u>8:17 p</u>	Breakfast(s) <u>6</u> @ \$ <u>15</u>	\$ 90.00
Return Date: <u>12/7/19</u> Time: <u>12:29 p</u>	Lunch(s) <u>5</u> @ \$ <u>18</u>	\$ 90.00
	Dinner(s) <u>5</u> @ \$ <u>28</u>	\$ 140.00
Place of Lodging: <u>Golden Gate</u> <u>Las Vegas, NV</u>	Registration/Tuition	
	Cancel Date: <u>12/1/19</u>	\$ 740.-
Phone Number: <u>(702) 385-1906</u>	Total Expenses	\$ <u>1497.12</u>

Credit Card Use:  Yes  No Date Needed: 12/1/19

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.

*Richard Schram*  
Signature of Employee

Date: 10/3/19

Recommended:  Yes  No  
*[Signature]*  
Supervisor Signature

Date: 10/3/19

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

Approved:  Yes  No  
*[Signature]*  
Elected Official/Department Head

Date: 10/3/19

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

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
SHERIFF'S OFFICE EMPLOYEE  
(LORREN)



**RESOLUTION NO. 19**

**WHEREAS**, Walla Walla County Sheriff Mark Crider has requested out of state travel approval for Support Services Specialist, Julie Lorren to attend the New World Northwest User Group Meeting to be held November 18 – 20, 2019 in Bend, Oregon; and

**WHEREAS**, said training will benefit the citizens of Walla Walla County; 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 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 28<sup>th</sup> day of October, 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*



RECEIVED

OCT 10 2019

WALLA WALLA COUNTY  
COMMISSIONERS



## 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 - 3285  
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

**Mark A. Crider**  
Sheriff

# Memorandum

Date: October 10, 2019  
To: Board of County Commissioners  
From: Mark Crider, Sheriff  
RE: Out of State Travel: Support Services Specialist Julie Lorren

Support Services Specialist Julie Lorren is requesting travel to the Northwest User Group Meeting for Tyler Technologies for their New World programs in Bend, OR on November 18-20, 2019. Tyler Technologies is the parent company for New World, which is our Law Enforcement Records Management System program and Mobile program used by all law enforcement in the Walla Walla valley area and Columbia County. They will be offering a two-day conference close to Walla Walla. Julie is our agency liaison for all New World law enforcement products and the software is constantly being updated and improved. It is necessary to keep her abreast of the changes in order to advise the rest of our agency on New World's use.

This two-day meeting will provide the following:

- Opportunities to network with other New World solution users.
- Explore trends and how Tyler is developing new technology in RMS, CAD & I.E programs.
- Tyler will provide information on the software's capabilities and functionality.

Recommendation:

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

A handwritten signature in cursive script, appearing to read "Mark A. Crider", written over a horizontal line.

Sheriff Mark A. Crider

**WALLA WALLA COUNTY  
Employee Travel Authorization**

Date of Request 10/10/2019

<b>Employee Attending:</b> Julie Lorren	<b>Estimate of Cost (Includes all costs even prepaid)</b>	
	<b>Transportation</b>	
	Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/>	\$
	Private Vehicle _____ miles @ _____	\$ 0
<b>Meeting/Training:</b> Start time/date: 0900 hrs 11/19/2019 End time/date: _____	Rental Car <input type="checkbox"/> Cab/Bus <input type="checkbox"/>	\$
<b>Location:</b> 3075 N Business 97 City: Bend State: OR	<b>Lodging</b>	
<b>Title of Meeting/Training:</b> <small>New World User Group Conference</small> (Attach agenda/training brochure)	2 night(s) @ \$ 56 (not incld tax)	\$ 112
<b>Departure Date:</b> 11/18/2019 <b>Time:</b> 12:00 pm	<b>Meals</b>	
<b>Return Date:</b> 11/20/2019 <b>Time:</b> 8:00 pm	Breakfast(s) 2 @ \$ 15.00	\$ 30.00
	Lunch(s) 2 @ \$ 18.00	\$ 36.00
	Dinner(s) 2 @ \$ 28.00	\$ 56.00
<b>Place of Lodging:</b> The Riverhouse (same as location of the meeting)	<b>Registration/Tuition</b>	
<b>Phone Number:</b> 888-919-9148	Cancel Date:	\$ 0
	<b>Total Expenses</b>	\$ 234.00

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.

Julie Lorren  
Signature of Employee

Date: 10/10/2019

Recommended:  Yes  No  
Ron M. Van  
Supervisor Signature

Date: 10/10/2019

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

Approved:  Yes  No  
Mark A. Bin  
Elected Official/Department Head

Date: 10/10/2019



# Share and Explore New Ideas

Join us November 19-20, 2019 for the Northwest User Group Meeting.

REGISTER NOW



Tyler's Public Safety division offers this opportunity for clients to:

- Network with New World solution users
- Explore industry trends and how Tyler is investing in new technology
- Provide feedback on your software's capability and functionality

## Meeting:

- Tuesday, November 19, 9 a.m. - 5 p.m.
- Wednesday, November 20, 8:30 a.m. - 3 p.m.
- Location: The Riverhouse
- 3075 N. Business 97, Bend, OR 97703

## Networking Event Details:

- Tuesday, November 19, 6 p.m. - 9 p.m.
- Location: The Riverhouse

**Hotel:**

- The Riverhouse
- 3075 N. Business 97, Bend, OR 97703
- Contact hotel 888.919.9148
- Tyler group rate: \$112 (+tax)

For questions or additional information contact:

**Aaron Stolfuss**

Client Executive

Aaron.Stolfuss@city! .rtech.com

Phone: 248.269.1000 ext. 1934





# Northwest New World Public Safety User Group Meeting

Tuesday, November 19 - Wednesday,  
November 20

It's time to start planning for the New World user group meeting. Tyler's Public Safety division offers this opportunity for clients to

- Network with New World solution users
- Explore industry trends and how Tyler is investing in new technology
- Provide feedback on your software's capability and functionality

## Networking Event

The Riverhouse  
Tuesday Nov 19 2019  
6:00 PM - 9:00 PM

## Lodging

A hotel block has been reserved for this meeting.

The Riverhouse  
3675 N. Business 97 Bend, OR 97703  
Call to reserve a room: 888 919 9148

**Register for the User Group Meeting**  
Registration Deadline: Nov 7, 2019

NO! NO! You can't register with an email address. We need your name and phone number to be added to the event.

\* First Name:

\* Last Name:

\* Job Title:

\* Email Address:

Phone Number:

\* Organization:

\* State:

Yes, I will be attending the Networking Event.

## Event Details

	<b>DATE</b> Tuesday Nov 19 - Wednesday Nov 20 2019
	<b>TIME</b> 6:00 AM - 9:00 PM 6:00 AM - 9:00 PM
	<b>LOCATION</b> The Riverhouse 3675 N Business 97 Bend, OR 97703

## For More Information

Aaron Stollfuss  
Aaron.Stollfuss@tylertech.com  
248 269 1000 ext 1934

**11:30**

**JOINT FINANCIAL UPDATE**

**Karen Martin  
Gordon Heimbigner**

- a) 2019 Budget update

**11:45 COUNTY COMMISSIONERS**

- a) Miscellaneous business to come before the Board

**12:00 RECESS**

**1:30 COUNTY COMMISSIONERS**

- a) **Public Hearing:**
  - 1) To consider formation of two irrigation districts near Walkley Road
- b) Discussion and possible direction to staff re above

**1:45**

**FACILITIES MAINTENANCE**

**Ron Branine**

- a) Department update and miscellaneous





# Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: October 28th, 2019

## **Resolutions/Proposals:**

### **Update:**

- JJC gas smell issue. The odor has been eliminated on the Admin side but created a new one on the detention side. We are going to turn the one going west and run it parallel with the one to the east. That in theory.....should work. Manufacturer has stated the exhaust can only be extended a maximum of 50 feet. If we go beyond that, we may have to include an in-duct booster fan.
- Remodel is going well as far as S&K Mountain Construction. We have had several issues with the Architect/Engineer in getting information back to us in a timely manner as well as using wrong drawings. I am hoping an upcoming meeting will get everyone back on track and on the same page.

### **ADMINISTRATION:**

2:00

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.*