

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 24, 2020

PLEASE NOTE: ALL TIMES ARE TENTATIVE AND AT THE DISCRETION OF THE CHAIRMAN WITH THE EXCEPTION OF ADVERTISED BID OPENINGS AND PUBLIC HEARINGS.

10:00

COUNTY COMMISSIONERS

Chairman Tompkins

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) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) 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.*

- e) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review warrant list
 - 3) Review travel warrant list
- f) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for February 18 and 19, 2020
 - 2) Resolution _____ - Adopting Central Services Simplified Indirect Cost Allocation Plan for year ended December 31, 2018 – Fiscal Year 2020
 - 3) Payroll action and other forms requiring Board approval
- g) **Action Agenda Items:**
 - 1) County vouchers/warrants/electronic payments as follows: _____ through _____ totaling \$ _____, 4217086 totaling \$4,805.54 (special run)
- 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 ADOPTING
CENTRAL SERVICES SIMPLIFIED
INDIRECT COST ALLOCATION
PLAN FOR YEAR ENDED
DECEMBER 31, 2018 – FISCAL
YEAR 2020



RESOLUTION NO. 20

WHEREAS, Walla Walla County receives Federal Grant Dollars; and

WHEREAS, according to the United States Office of Management & Budget, 2 CFR Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), Walla Walla County needs to adopt a Central Services Simplified Indirect Cost Allocation Plan; and

WHEREAS, the County Auditor has determined the Indirect Cost Rate to be 18.99%, based on the fair and equitable distribution base of direct salaries & wages of each department/fund; and

WHEREAS, the County Auditor has certified the Indirect Cost Rate of 18.49%; a reduction from the actual calculation to allow for a margin of error; and

WHEREAS, the attached documentation shows the calculations of the Indirect Cost Plan for Walla Walla County as per the requirements for 2 CFR Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance); now therefore

BE IT HEREBY RESOLVED that the Board of County Commissioners adopts the Indirect Cost Rate for Walla Walla County at 18.49%, based on the fair and equitable distribution base of direct salaries & wages, for federal grant reimbursement as certified by the County Auditor, effective January 1, 2020.

*Passed this 24th day of **February, 2020** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

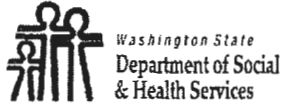
Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

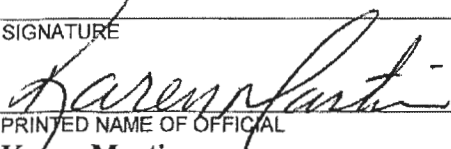
Todd L. Kimball, Commissioner, District 2

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*



Certificate of Indirect Costs

Walla Walla County
NAME OF SUBRECIPIENT

CONTACT'S NAME Karen Martin or Susan Dombrosky	
CONTACT'S TELEPHONE NUMBER (INCLUDE AREA CODE) 509-524-2550	CONTACT'S EMAIL ADDRESS kmmartin@co.walla-walla.wa.us
INDIRECT COST PROPOSAL RATE 18.49%	TIME PERIOD THE RATE COVERS FROM <u>1/1/20</u> TO <u>12/31/20</u>
<p>This is to certify that I have reviewed the indirect cost rate submitted with this contract and to the best of my knowledge and belief:</p> <ol style="list-style-type: none"> 1. All costs included in this rate proposal (date) <u>1/1/20</u> to establish billing or final indirect costs rates for (period covered by rate) <u>1/1/20-12/31/20</u> are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200, Subpart E, "Cost Principles." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan. 2. All costs included in this proposal are properly allocated to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate. <p>I declare that the foregoing is true and correct.</p>	
SIGNATURE 	DATE OF EXECUTION <u>2-4-2020</u>
PRINTED NAME OF OFFICIAL Karen Martin	TITLE County Auditor

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2018**

<u>Identifiable Indirect Costs</u>	\$2,896,394	Indirect Cost Rate	18.99%
Direct Salaries & Wages	\$15,252,700		
Less error margin			0.50%
INDIRECT COST ALLOCATION RATE FOR WALLA WALLA COUNTY			18.49%

WALLA WALLA COUNTY
CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

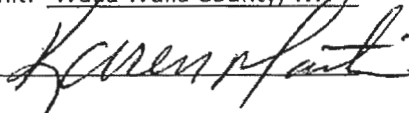
- (1) All costs included in this proposal (actual costs the year ended December 31, 2018) are to establish cost allocations or billings starting January 1, 2020 are allowable in accordance with the requirements of 2 CFR Part 200, "Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards" and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: Walla Walla County, WA

Signature: _____



Name of Official: Karen Martin

Title: Walla Walla County Auditor

Date of Execution: January 1, 2020

The 2020 rate approved is 18.49%

WALLA WALLA COUNTY
SIMPLIFIED INDIRECT COST ALLOCATION PLAN

For the Year Ended December 31, 2018

Fiscal Year 2020

Walla Walla County has opted to adopt a simplified Central Services Indirect Cost Allocation Plan in order to comply with federal regulations, 2 CFR Part 200, "Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards".

This Central Services Indirect Cost Plan is for accounting, human resources, facilities operating and maintenance costs, general fund depreciation allowance, and other general and administrative expenses. This is a process whereby these central services costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. This central service cost allocation plan provides that process and is fair and equitable.

This central services plan uses actual expenditures for the year 2018 and direct salary and wages for the year 2018. The expenditures for the year ended December 31, 2018 used in this plan have been audited by the State Auditor's Office. Direct salaries and wages were used as the base to which indirect costs were allocated.

The departments are separated into two categories: Indirect Functions that Provide Services to the Service Providing Units and Departments that provide Direct Services to the Citizens of the County. The Indirect functions are departments that provide Central Services to each County Department. The other Departments provide services directly to the citizens. Those departments may have some indirect costs.

Indirect Functions

Auditor – Accounting

The accounting division is responsible for the budgeting, accounting, and auditing for the county. The total Auditor's accounting division actual expenses for 2018 were \$275,469. Included in the 2018 accounting expenses is 16.67% of the County Auditor's salary. The Auditor is responsible for 5 sub-departments: accounting, recording, vehicle licensing, elections and voter registration. The Auditor would be responsible for 20% of their time for administration of the accounting department. Since 50% of the Auditor's salary is charged directly to elections and voter registration, the end result is only 16.67% charged to the accounting division. The accounting division issues warrants on behalf of the junior taxing districts and maintains accounting reports for the expenditures made by these districts during the year. 2018 Expenditures for junior taxing districts were \$15,229,169, 23.82% of \$63,930,353 total expenditures. The 23.82% was used to figure the costs unallowable. There were \$2,831 of unallowable costs for capital outlay purchased in 2018 for the accounting division.

Total Expenditures	\$275,469
Less: Cost not allowed/excluded	<u>-67,778</u>
Total Included Costs	\$207,691

Facilities Maintenance

The Facilities Maintenance department provides maintenance and janitorial services to the county buildings. There were no capital outlay expenses in 2018 in this department. Total included allowable costs were \$767,284.

Treasurer – Other than investment

The County Treasurer is responsible for the collection of taxes, receipting of all money from all departments/funds, investments, and the redemption of all county warrants. The total Treasurer's office actual expenses for 2018 were \$471,754. The County Treasurer handles 90% of the investing duties. Investing duties normally average 2-3 days per month. 85% of the County Treasurer's salary is charged to the general fund and 15% is charged directly to the investment pool fund. Therefore, for the investing duties, 15% of the Treasurer's salary charged to the general fund is shown under Treasurer – Investing in the Departments that provide Direct Services category. The County Treasurer's office redeems the warrants and collects taxes on behalf of the junior taxing districts. As mentioned in Auditor- Accounting division, the same 23.82% was used to figure costs unallowable.

Total Expenditures	\$471,754
Less: Cost not allowed/excluded	<u>-112,379</u>
Total Included Costs	\$359,375

Building and Equipment Depreciation

Capital assets are defined by the County as assets with an initial, individual cost of more than \$1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Costs for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset. The costs of normal maintenance and repairs are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation costs for buildings were based on the original costs of the buildings and the cost of improvements. A 3% use allowance was included for general fund buildings acquired less than 30 years ago for a total of \$307,739.

Equipment of the primary government is depreciated using the straight-line method over their estimated useful lives of 5 – 20 years. The total general fund equipment depreciation for 2018 was \$160,424.

Miscellaneous

The total miscellaneous expenses for 2018 were \$458,994. Included costs are payments made by the general fund for insurance for a total of \$286,230, labor negotiator services for a total of \$68,929, and state auditor costs of \$103,835.

Commissioners - Personnel Department

The Personnel Department administers various programs involving recruitment, compensation, benefits, collective bargaining, and personnel policy. The salary and benefits for the Human Resources Risk

Manager and Human Resources Coordinator are the only expenses included in the indirect costs, the total for 2018 was \$187,004.

Current Expense Building

Expenditures for the maintenance and repair of current expense buildings are included in the current expense building fund. The total expenses for 2018 were \$967,854. The excludable costs for principal and interest payments on loans were \$652,394. There were unallowable costs of \$131,315 for capitalized improvements. The total amount of allowable included costs was \$184,145.

Internal Service Funds

Internal service funds account for Equipment Rental and Revolving, Risk Management, County Unemployment Compensation, Technology Services, and Technology Services Reserve provided to other departments or funds of the county, or to other governmental units, on a cost reimbursement basis. The costs of services are direct charged to the using departments during the year and the net income (loss) for the funds was included in the Indirect Cost Pool.

Central Services Indirect Cost Calculation

The total county indirect costs are \$2,896,394. The County elects to use the simplified method for the rate computation based upon salaries and wages. The total County indirect costs divided by direct wages. The direct salaries and wages paid in 2018 were \$15,252,700. The resulting indirect cost rate is 18.99% of total direct salaries and wages. The rate was reduced to 18.49% to provide a margin for possible errors in the various direct and indirect cost pools.

SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2018

INDIRECT FUNCTIONS THAT PROVIDE SERVICES TO THE SERVICE PROVIDING UNITS		TOTAL COSTS	COSTS NOT ALLOWED/ EXCLUDED	INDIRECT COSTS	DIRECT WAGES & SALARIES	ALL OTHER DIRECT COSTS
Auditor	Accounting	\$275,469	\$67,778	\$207,691		
Facilities Maintenance	All Units	\$767,284		\$767,284		
Treasurer	Other than investment	\$471,754	\$112,379	\$359,375		
Building	Depreciation Allowance	\$307,739		\$307,739		
Equipment	Depreciation Allowance	\$160,424		\$160,424		
Commissioners - Personnel Dept	All Units	\$187,004		\$187,004		
Commissioners - Public Records Office	All Units	\$0		\$0		
Insurance	All Units	\$286,230		\$286,230		
Labor Negotiator	All Units	\$68,929		\$68,929		
State Examiner	All Units	\$103,835		\$103,835		
Current Expense Bldg		\$967,854	\$783,709	\$184,145		
Equipment Rental & Revolving		\$3,262,523	\$3,150,422	\$112,101		
Risk Management		\$563,863	\$535,997	\$27,866		
County Unemployment Compensation		\$31,467	\$31,467	\$0		
Central Services		\$694,293	\$713,954	(\$19,661)		
Central Services Cap Fund		\$138,685	(\$4,746)	\$143,431		
SUBTOTALS		\$8,287,354	\$5,390,960	\$2,896,394	\$0	\$0

Note: The indirect costs for the HR Risk Manager and HR Coordinator are the salaries plus benefits only. These costs are deducted from the Commissioners department on the expense status report.

Personnel Dept	\$187,004
Labor Negotiator	\$68,929
Public Records Officer	\$0
Commissioner	\$602,120
Total Per Expense Status Reports	<u>\$858,053</u>

**SIMPLIFIED INDIRECT COST ALLOCATION PLAN
WALLA WALLA COUNTY
FOR THE YEAR ENDED DECEMBER 31, 2018**

DEPARTMENTS PROVIDING DIRECT SERVICES TO THE CITIZENS OF THE COUNTY		TOTAL COSTS	COSTS NOT ALLOWED/ EXCLUDED	INDIRECT COSTS	DIRECT WAGES & SALARIES	ALL OTHER DIRECT COSTS
CURRENT EXPENSE						
Agriculturist	All Units	\$187,026			\$77,122	\$109,904
Alcoholic Treatment	All Units	\$1,701			\$0	\$1,701
Assessor	All Units	\$1,047,420			\$652,969	\$394,451
Auditor	Recording/Licensing	\$162,767			\$104,466	\$58,301
Elections	All Units	\$241,420			\$69,046	\$172,374
Voter Registration	All Units	\$122,608			\$63,176	\$59,432
Licensing	All Units	\$286,650	\$2,115		\$181,061	\$103,474
Board of Equalization	All Units	\$31,407			\$20,663	\$10,744
Boundary Review	All Units	\$0			\$0	\$0
Civil Service	All Units	\$12,237			\$2,063	\$10,174
Clerk	All Units	\$623,419	\$4,775		\$400,807	\$217,837
Commissioners	All Units	\$602,120			\$335,126	\$266,994
Commissioners - Misc	All Units	\$0			\$0	\$0
Burn Control	All Units	\$99,763			\$0	\$99,763
Coroner	All Units	\$221,910			\$94,303	\$127,607
District Court	All Units	\$907,007			\$597,710	\$309,297
Hort Board	All Units	\$4,513			\$2,752	\$1,761
Indigent Legal Services	All Units	\$873,749			\$0	\$873,749
Law Library	All Units	\$40,475			\$11,851	\$28,624
Miscellaneous	All Units	\$1,210,930	\$2,831		\$17,277	\$1,190,822
Prosecuting Attorney	All Units	\$1,249,515			\$837,704	\$411,811
Sheriff - Admin	All Units	\$568,093			\$384,080	\$184,013
Sheriff - Patrol Admin	All Units	\$215,800			\$166,567	\$49,233
Sheriff - Investigation	All Units	\$519,540			\$366,429	\$153,111
Sheriff - Patrol	All Units	\$1,348,920	\$10,529		\$904,640	\$433,751
Sheriff - Special Units	All Units	\$11,153			\$8,479	\$2,674
Sheriff - Safe Boating Program	All Units	\$13,632	\$981		\$9,199	\$3,452
Sheriff - Training	All Units	\$30,583			\$0	\$30,583
Sheriff - Reserve Deputy	All Units	\$1,463			\$0	\$1,463
Sheriff - Canine	All Units	\$4,867			\$0	\$4,867
Sheriff - Search & Rescue	All Units	\$0			\$0	\$0
Sheriff - Facilities (Jail)	All Units	\$2,440,098	\$22,089		\$1,293,730	\$1,124,279
Superior Court	All Units	\$594,504			\$339,516	\$254,988
Courthouse Faciltator	All Units	\$15,000			\$0	\$15,000
Treasurer- Investing	All Units	\$20,222	\$3,742		\$9,974	\$6,506

SPECIAL REVENUE FUNDS

Community Development	\$1,038,861		\$528,525	\$510,336
Waste Manangement	\$16,896		\$10,544	\$6,352
Emergency Management	\$244,967	\$2,970	\$111,696	\$130,301
Sheriff's Block Grant	\$0		\$0	\$0
Hotel/Motel Tax	\$61,399		\$0	\$61,399
Juvenile Justice	\$1,740,671	\$6,608	\$999,002	\$735,061
Law & Justice	\$2,246,570	\$2,117	\$1,205,174	\$1,039,279
Auditor's O & M	\$61,976		\$14,107	\$47,869
Treasurer's O & M	\$54,001		\$33,156	\$20,845
Pros Victim Witness	\$100,353		\$60,837	\$39,516
Public Health	\$2,004,138		\$1,041,974	\$962,164
County Road	\$9,427,433	\$2,339,740	\$2,688,500	\$4,399,193
Walla Walla fair	\$1,681,003		\$481,600	\$1,199,403
Human Services	\$1,413,252		\$119,301	\$1,293,951
County Mental Health .01%	\$1,109,986		\$230,584	\$879,402
Soldier's Relief	\$69,922		\$0	\$69,922
Pros Child Support	\$289,076		\$169,780	\$119,296
Fairgrounds Properties	\$25,399		\$0	\$25,399
Youth Special Services	\$340,187		\$179,258	\$160,929
Mill Creek Flood Control	\$238,772		\$38,754	\$200,018
Stomwater Mgmt Utility Dist	\$169,948		\$83,439	\$86,509
Noxious Weeds	\$69,062		\$19,042	\$50,020
Election Equipment Res	\$142,863	\$105,159	\$0	\$37,704
REET Electronic Technology	\$7,263		\$0	\$7,263
Trial Court Improvement Fund	\$126,882		\$85,100	\$41,782
Current Exp - Retirement Fund	\$0		\$0	\$0
Sup Court & Indigent Defense Emerg	\$59,569		\$0	\$59,569
Emergency Medical Services	\$145,758		\$86,916	\$58,842
EMS Taxes	\$2,780,504			\$2,780,504
911	\$671,104		\$0	\$671,104
Public Fac Improv Fund	\$0			\$0
Coummunity Outreach	\$120,172			\$120,172
Investment Pool	\$51,855		\$17,640	\$34,215
County Treasurer Service Fund	\$0		\$0	\$0
Low Income Housing	\$45,000		\$0	\$45,000
Homeless Housing	\$226,061		\$39,673	\$186,388
Jail Inmate Welfare	\$40,095		\$23,172	\$16,923
Reward	\$0		\$0	\$0
DARE	\$1,315		\$0	\$1,315
Boating Safety	\$1,016	\$898	\$0	\$118
Sheriff's Drug Investigative Fund	\$7,229		\$0	\$7,229

Schedule A
Cost Pools

CAPITAL PROJECTS

Law & Justice Bldg	\$42,266	\$0	\$42,266
Juvenile Detention Bldg	\$0	\$0	\$0
Fairgrounds Bldg	\$80,000	\$0	\$80,000
Public Communications Bldg	\$4,378	\$0	\$4,378
Capital Improvements	\$0		\$0
CE Vehicle	\$0		\$0
Human Service Capital Projects	\$214,280	\$34,216	\$180,064

TOTALS	\$49,169,347	\$7,895,514	\$2,896,394	\$15,252,699.73	\$23,124,740
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Reconciliation To Expenditure Report By Fund/Object:

Total Expenditures Reported	\$48,701,184	Total Sch 5 Exp	\$95,725,229.00
Depreciation Not On Expenditure Report: Building	\$307,739	Minus Tsfs	\$2,005,287.00
Equipment	\$160,424	Minus EFB	\$45,018,758.00
		Minus JDDS	\$0.00
		Minus PPA	\$0.00
	<u>\$49,169,347</u>		

10:15 PUBLIC WORKS DEPARTMENT

Tony Garcia

a) **Bid Opening:**

- 1) Two (2) New Model Year (2020)
Three Axle Pup Trailers

b) **Consent Agenda Items:**

- 1) Resolution _____ - Signing
a Title VI Non-Discrimination Agreement
between Washington State Department
of Transportation and Walla Walla County
- 2) Resolution _____ - Signing
the United States Department of
Transportation (USDOT) Standard
Title VI/Non-Discrimination Assurances
- 3) Execute Contract with Humbert Asphalt,
Inc. for Hot Mix Asphalt 2020
- 4) Execute contract with Humbert Asphalt,
Inc. for Aggregate for Bituminous Surface
Treatment

c) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING A TITLE VI NON-DISCRIMINATION AGREEMENT BETWEEN WASHINGTON STATE DEPARTMENT OF TRANSPORTATION AND WALLA WALLA COUNTY



RESOLUTION NO. **20**

WHEREAS, Walla Walla County is a recipient of Washington State Department of Transportation (WSDOT) Federal Funds; and

WHEREAS, Federal Regulations 23 CFR 200.9(b) (7), 49 CFR 21.3, and 49 CFR 21.7 requires that WSDOT ensure that all local agencies receiving United States Department of Transportation (USDOT) funds administered by WSDOT are in compliance with these regulations; and

WHEREAS, in compliance with said regulations, Walla Walla County is required to submit a Title VI Non-Discrimination Agreement by March 1 of each year; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners that the Chair be authorized to sign said Title VI Non-Discrimination Agreement.

*Passed this 24th day of **February, 2020** 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING THE
UNITED STATES DEPARTMENT OF
TRANSPORTATION (USDOT)
STANDARD TITLE VI/NON-
DISCRIMINATION ASSURANCES



RESOLUTION NO. **20**

WHEREAS, Walla Walla County is a recipient of Washington State Department of Transportation (WSDOT) Federal Funds; and

WHEREAS, Federal Regulations 23 CFR 200.9(b) (7), 49 CFR 21.3, and 49 CFR 21.7 requires that WSDOT ensure that all local agencies receiving United States Department of Transportation (USDOT) funds administered by WSDOT are in compliance with these regulations; and

WHEREAS, in compliance with said regulations, Walla Walla County is required to sign the USDOT Standard Title VI/Non-Discrimination Assurances; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said Assurances and the Chair of the Board shall sign same in the name of the Board.

*Passed this 24th day of **February, 2020** 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

**Walla Walla County Public Works
990 Navion Lane
Walla Walla, WA 99362**



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 19 February 2020

Re: Director's Report for the Week of 17 February 2020

Board Action: 24 February 2020

Bid Openings:

In the Matter of a Bid Opening - Two (2) New Model Year (2020) Three-Axle Pup Trailers

Resolutions:

In the Matter of Signing a Title VI Non-Discrimination Agreement between Washington State Department of Transportation and Walla Walla County

In the Matter of Signing the United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances

Miscellaneous:

In the Matter of Signing a Contract for Hot Mix Asphalt

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

ENGINEERING:

- Working on flood related damages at different locations.
- Surveying our stockpile inventories.

MAINTENANCE/FLEET MANAGEMENT:

- Crews working on flood repair, recovery and assessment.
- Garage crews working on routine vehicle maintenance.

ADMINISTRATION:

- Submitted the Preliminary Damage Assessment (PDA) to Emergency Management. The PDA includes damages to off-system roads (roads classified as minor collectors and lower or low traffic roads)
- Attended a Multi-Jurisdictional Government meeting where we discussed how to move forward with the repair/maintenance of infrastructure that is located within the new river/creek boundaries.
- Working on other potential flood damage repair funding sources: Federal Highway Administration (FHWA) Emergency Relief (ER) and Corps of Engineers PL 84-99. ER would potentially fund the repair to on-system roads (roads classified as major collectors and higher or high traffic roads) and PL 84-99 would potentially fund the repairs to the Mill Creek Flood Control Zone District (MCFCZD) levee and concrete channel system.

10:30

TECHNOLOGY SERVICES DEPARTMENT

Chad Goodhue

- a) **Action Agenda Item:**
 - 1) Proposal 2020 02-24 TSD
Funding for various services,
software and hardware
- b) Department update and miscellaneous



MEMO

Date: February 24th, 2020

Proposal ID. 2020 02-24 TSD-1

To: Board of County Commissioners

From: Chad Goodhue

Intent – Seeking formal BOCC approval.

Topic – Security and Infrastructure Purchases

Summary – There have been several areas identified that require immediate BOCC attention that will either affect daily County operations or have significant security implications by not shoring up these inadequacies.

1. Purchase an online patching utility that will allow Tech Services staff to apply security relevant patches to “3rd party” pieces of software such as Adobe, Java, Chrome, Firefox etc. Cost - \$1960
2. Replace our 2 fiber channel switches that provide connectivity between our servers and our storage that are beyond end of life and the county can no longer purchase support or security updates. Cost \$12,889.89
3. After the new switches go into place users will not be able to benefit from the enhanced speed until their desktop phones are upgraded to support 1Gb speeds. Their current phones on support 100meg. There are approximately 125 phones left that need to be replaced. Cost \$18,750
4. Phone Server Software Upgrade – Our current phone servers are running a software version that is 5 steps beneath what is currently available. We need to raise the version of the software for functionality and security. The software is free however we will need professional services to assist with the updates. Cost - \$4050
5. Our current Cisco Blade servers have been over subscribed with regard to their memory and need to have additional RAM purchased and installed so that we can maintain our server data resiliency and so that we can continue to virtualize the last of our physical servers. Cost - \$24,201
6. DUO Multifactor Authentication is a software service/subscription by Cisco Systems that will enhance our security posture by requiring not only a password to logon to county systems but also a “token” that each user will have to validate their logon. Cost – \$10,800
7. Yubikey is a token that when used in conjunction with DUO will act as the “token” providing the second form of authentication. Cost - \$12,500

Total Cost – Total cost - \$85,151

Funding – I propose that we pay for a portion of these upgrades from the Technology Services Fund and then transfer money from the Capital Improvements Fund 30600 into the Tech Services fund to cover the remainder. This allows Tech Services to keep all purchased items and services in the Tech Services inventory.

Alternatives Considered – The only viable option is to do nothing but we run a significantly higher risk for hardware failure, data loss and security compromise. Should any one of these items not be addressed and we encounter a failure the cost in lost productivity alone will be greater than the cost of all items on this list.

Acquisition Method – All items requested would be purchased off of the Washington State Contract with Cisco Networks, Contract number(s) 01114 and/or 06016.

Security – The new hardware, software and services enhance the county’s security posture and ability to prevent incidents and be proactive in securing County systems.

Access – Many of the pieces to this request will enhance access and performance for County users as well as safeguard/prevent catastrophic system failure that would result in all County office being unable to perform their duties.

Risk – Not upgrading these critical pieces of hardware and software/services continues to leave the County vulnerable to cyber threats and hardware failure due to a lack of security updates and patches and/or failed hardware due to their age.

Benefits – Purchasing the requested items will have a long and measurable impact on County Security, reliability in the services that are provided and prevent unnecessary workstopage.

Conclusion/Recommendation – My recommendation is to move forward with the purchasing of the requested items.

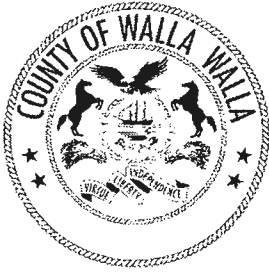
Submitted By			Disposition
Chad Goodhue	TSD	2-24-2020	<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
<hr/>			<input type="checkbox"/> Needs follow up information
Signature			<input type="checkbox"/> Denied
<hr/>			
			BOCC Chairman
			Date

Additional Requirements to Proposal

Modification

Follow Up

Service Software Hardware	Vendor	Initial Cost	Annual Cost	Future Allocation	Expected Life	Replacement Date
Patch Management	NiNite	\$1,960.20	\$1,960.20	Core Services	5	Now
Fiber Channel Switch	Cisco	\$12,889.89	\$603.00	Core Services	5	Now
Desktop Phone Upgrades	Cisco	\$18,750.00	\$0.00	Phone Services	5	
Phone Server Software Upgrade	Cisco / Compunet	\$4,050.00	\$4,050.00	Professional Services	1	Now
Phone Server Hardware	Cisco / Compunet	\$30,489.00	\$621.82	Phone Services	5	2021
SAN - Storage Area Network	TBD	\$228,000.00	TBD	Network Compute	6	2023
Server Memory	Cisco	\$24,201.00	\$0.00	Network Compute		Now
DUO - Multifactor Authentication	Duo/Cisco	\$10,800.00	\$10,800.00	Core Services	5	Now
YubiKey for MFA	Yubikey	\$12,500.00	\$0.00	Core Services	5	Now
		\$85,151.09	\$18,035.02			



WALLA WALLA COUNTY
Technology Services Department

Chad R Goodhue | Technology Services Director |

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362
(509) 524-2590
cgoodhue@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

February 24th, 2020

To: **Walla Walla County Board of Commissioners**

Re: Technology Services Update

Issues/Information for the Board.

- Tech Services has deployed two demo switches in a live environment and they have functioned very well.
- We have started attending department staff meetings to provide additional guidance for security and awareness. These are the offices that have contacted Tech Services thus far:
 - JJC x3
 - Treasurer
 - Community Health
 - Community Development
 - District Court
- TS services is anticipating the arrival of “Albert” a security sensor provided by the Secretary of State to help ensure the security of our elections
 - Imagesoft will be onsite March 25th to do an assessment of need for District Court to utilize OnBase records management software
- Working out the final details and quote for the network switch purchase. The final Cisco Capital contract will be sent to Jesse in the next week or two.
- The County still has a handful of Windows 7 machines left.

Components (Main infrastructure)

Hardware

- Power Issues
 - All of the UPS equipment has arrived and we are scheduling times to swap out the equipment

Software

- The County has 11 social media sites (Facebook, Twitter and Instagram) that are currently not being backed up. I would like to hold a workshop to discuss our options

Security/Viruses

- Nothing to add at this time

Other Projects

- **OnBase**
 - Working with ImageSoft to finish migrating data from the “old servers” to the “new servers”
- **SQL Server licensing**
 - We are scheduled for the week of March 16th to move the True Automation servers from physical servers to our virtual environment.
- **Budget & Inventory**
 - Starting on the new TS allocation budget and will need to schedule a workshop on this topic.
- **Contracts**
 - Working with both the JJC and Community Health on a number of contracts
- **Social Media Backup Software**
 - TS will be actively looking for an archiving solution to address social media
- **Public Record Requests Last 2 Weeks**
 - 11 = Requests received
 - 0 = Forwarded to departments
 - 9 = Completed
 - 0 = Pending review
 - 0 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 2 = Open
 - YTD = 13

Some of these are waiting for legal review or guidance, or response by other departments
- **Service Desk Issues Last 2 Weeks**
 - 63 = Requests received
 - 33 = Open
 - 66 = Closed

Definitions

DMS – Document Management System (OnBase)

OCIO = Office of the Chief Information Officer

DAN - Disposition Authority Numbers (Secretary of State retention schedule)

JLARC=Joint Legislative Audit and Review Committee

ACCIS =Association of County, City Information Systems (managers)

API = Application Program Interface

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

DOMAIN = A group of computers administered or managed with the same rules and policies and with a common IP range.

IP address = Internet protocol address. A unique string of numbers assigned to each computer to allow communications over network or domain.

a) **Consent Agenda Items:**

- 1) Resolution _____ - Approving Agreement #20-05 between Walla Walla County and Dr. Kenneth Cole and Center for Psychological Service, LLC

b) **Action Agenda Items:**

- 1) Proposal 2020 02-24 CORR-1 Decision and authorization for Director of Corrections to sign related documents to the Securus Technologies First Amendment to Master Services Agreement for inmate tablet system
- 2) Proposal 2020 02-24 CORR-2 Approval to purchase scheduling management software PlanIt Schedule for Corrections and Court Services

c) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
AGREEMENT NO. 20-05 WITH
DR. KENNETH COLE AND CENTER
FOR PSYCHOLOGICAL SERVICES,
LLC



RESOLUTION NO. 20

WHEREAS, Walla Walla County Department of Corrections, has offered an agreement to Dr. Kenneth Cole and Center for Psychological Service, LLC; and

WHEREAS, the agreement benefits the citizens of Walla Walla County; and

WHEREAS, the Walla Walla County Director of Corrections has reviewed said agreement and recommends approval; and

WHEREAS, said agreement was submitted to the County Prosecuting Attorney's office for review; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said agreement and will sign same.

Passed this 24th day of February, 2020 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

AGREEMENT NO. 20-05

Dr. Kenneth Cole and Center for Psychological Services, LLC, hereinafter called Contractor, and Walla Walla County, hereinafter called County agree as set forth in this Agreement, including the General Conditions (pp. 2 through 8), Exhibit A (Scope of Work), and Exhibit B (Compensation & Fee Schedule), copies of which are attached hereto and incorporated herein by this reference as fully as if set forth herein.

The term of this Agreement shall commence on the date signed by last party to sign, and shall, unless terminated or renewed as provided elsewhere in the Agreement, terminate December 31, 2022.

The maximum consideration for the initial term of this agreement or for any renewal term shall not exceed the amount listed in Exhibit B (Compensation).

Contractor acknowledges and by signing this contract agrees that the Indemnification provisions set forth in Paragraphs 7, 13, 14, 19 and 22, are totally and fully part of this contract and have been mutually negotiated by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 7th day of February, 2020.

CONTRACTOR:

Dr. Kenneth Cole and Center for Psychological Service, LLC

Kenneth Cole, PsyD
[Signature]
Signature

Mailing Address:
6917 W. Grandridge Blvd., Suite D
Kennewick, WA 99336

Business Tax ID 20-2746379

WALLA WALLA COUNTY:
Board of County Commissioners

By

Chairman

Commissioner

Commissioner

Approved as to Form Only:

Prosecuting Attorney

Exhibit A

Scope of Services

Contractor shall supply Walla Walla County Corrections Department with written Employment Suitability Reports for Corrections Officer applicants referred for evaluation by County Corrections. Contractor shall supply and score all necessary testing materials, to include: Shipley 2 (vocabulary); Shipley 2 (Sequence); PAI (Personality Assessment Inventory); M-PULSE (Matrix- Predictive Uniform Law Enforcement Selection Evaluation; MMPI 2 RF (Minnesota Multiphasic Personality Inventory); and the SRLE Questionnaire. Contractor shall conduct face-to-face interview with referred Corrections Officer candidates onsite at contractor's place of business. Contractor shall make written recommendation to the County Corrections regarding candidate's suitability to perform in a corrections environment.

Exhibit B
COMPENSATION FOR SERVICES

Company Name:	Kenneth Cole Counseling, PS and Center for Psychological Services (Contractor)		
Agreement Number:	20-05	Contract Period:	Date signed by last party- 12/31/2022

County agrees to pay Contractor a fee of \$600 per completed written Employment Suitability Report. The agreed upon fee of \$600 includes all costs and fees, including all testing materials, test scoring, interview time, and report preparation.



MEMO

Date: February 7, 2020

Proposal ID: 2020 02-24 CORR-1

To: BOCC

From: Norrie Gregoire

Intent – Decision and Authorization for Director to Sign Related Documents (*First Amendment to Master Services Agreement*)

Topic – Inmate Tablet System for County Jail Facility/Extending Current Agreement Term by 12 months to August 11, 2025.

Summary

The County's current inmate phone and video visitation provider, Securus Technologies, has agreed to deploy free basic "community tablets" to all inmates in our care and custody. Community tablets include all applications currently available on each unit's Video Kiosk, plus LexisNexis Law Library access, education and behavioral health modules, podcasts, books, and a fee-based eMessaging application. For inmates wanting premium content (songs, games, movies, and television episodes), inmates may rent a "personal rental tablet" for a rate of \$5.00 per month plus applicable taxes and fees. All subscription and premium content fees will be paid by the inmate/family/friends using either Inmate Debit or a Tablet User account. Jesse Nolte has approved contract as to form, as has Shelly Peters.

Cost

The tablet system and all necessary servers, ethernet and wireless, cart charger and peripherals will be supplied, installed and paid for by Securus Technologies. If authorized by the Board, the Director of Corrections recommends that the County deploy the LexisNexis Law Library Application on the tablets for a monthly fee of \$300.00, to be deducted from our monthly Securus commission. If a tablet is damaged or destroyed, Securus Technologies will replace at their own expense. Premium content prices average \$1-3 per game; \$15-20 per movie; \$1.39 per song. Inmates rent the premium content tablet for \$5 for one day and the rest of the calendar month is free. If the inmate purchases premium content and returns to our facility, they will still have access to previously purchased premium content excluding movies, which expire after 48 hours. To send eMessages, inmates or their families and loved ones must purchase eMessage stamps to send electronic communications between each other.

Funding

Securus Technologies will supply one set of earbuds for each table deployed during the initial installation. Thereafter, the County will order proprietary earbuds from Securus Technologies for \$5.66 per earbud set to be either invoiced or deducted from commission; the Corrections Department will

then charge \$7.99 per earbud unit to recoup some of the revenue lost from the LexisNexis Law Library fee. The LexisNexis Law Library application will be paid for by a \$300 per month commission reduction. All costs and revenue will run through the Inmate Welfare Fund.

Alternatives Considered

Currently, the County does not have an efficient system of providing inmate access to a law library. The provision of the LexisNexis application will reduce potential complaints and claims against the County by providing that equal and ready access to all inmates. The current jail limits available programming space, provisioning self-guided learning and therapeutic interventions via tablet.

Acquisition Method

Securus Technologies will supply all hardware, software, wiring, charging carts, and staff tablets for monitoring. Installation includes a set of earbuds with each tablet initially deployed; thereafter, Corrections will order earbuds in minimum 25-unit increments as necessary.

Security

No Technology Services security issues. Technology Services Director Chad Goodhue has reviewed the contract proposal and supports submission to the Board. System resides outside County Data Network. The facility will monitor all eMessages via portal access and, after review, approve or reject a message and content based upon our policies.

Access

No access issues.

Benefits

As aforementioned, tablets will provide law library access to all inmates. Tablets will facilitate increased visitation and communication between inmates and families, thereby strengthening support and resilience. Educational and therapeutic modules will allow for additional services and interventions within our facility. Additionally, tablets can be used as a behavior management tool.

*****Authority to Execute Related Agreements Sought**

Yes

Conclusion/Recommendation

Corrections Department recommends the Board approve this request to extend the County's current Master Services Agreement by 12 months to August 11, 2025, and authorize the Director of Corrections to sign the attached contract amendment for the provisioning of Securus Inmate Tablets and all necessary hardware and software.

Submitted By

Disposition

___ Approved

Norrie Gregoire, Director of Corrections
02/07/2020

___ Approved with modifications

___ Needs follow up information

___ Denied

*****Authority to Execute Related Agreements**

___ Approved

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up

**FIRST AMENDMENT TO
MASTER SERVICES AGREEMENT**

This **FIRST AMENDMENT** ("First Amendment") is effective as of the last date signed by either party ("First Amendment Effective Date") and amends and supplements that certain Master Services Agreement by and between Securus Technologies, LLC (Formerly known as Securus Technologies, Inc.) ("we," "us," or "Provider") and the Walla Walla County Jail ("you" or "Customer") dated August 11, 2017 (the "Agreement").

WHEREAS Customer and Provider are parties to the Agreement and desire to amend the terms as stated herein;

NOW, THEREFORE, as of the First Amendment Effective Date and in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Term. This First Amendment shall commence on the First Amendment Effective Date and shall remain in effect through the Term of the Agreement. Further, the Initial Term of the Agreement shall be extended by 12 months and will end on August 11, 2025. Unless one party delivers to the other written notice of non-renewal at least 90 days before the end of the then current term, this Agreement will automatically renew for successive periods of 12 months each. Notwithstanding anything to the contrary, the terms and conditions of the Agreement shall continue to apply for so long as we continue to provide the Applications to you after the expiration or earlier termination of this Agreement.

2. Replacement of Instant Pay with AdvanceConnect Single Call™. The Instant Pay™ promotional program described on page 9 of the Agreement was discontinued and that language is hereby deleted in its entirety. Provider has replaced Instant Pay™ with the AdvanceConnect Single Call™ payment product, which allows family members and friends to pre-pay for calls originating from inmates in correctional facilities. AdvanceConnect gives consumers the choice to pre-pay for multiple calls or for a single call just before connection using the AdvanceConnect Single Call™ feature. Friends and family may fund the minimum amount required to complete the current inbound call.

Based on the actual duration of the call, AdvanceConnect Single Call transactions are rated at the per-minute rate (plus any applicable federal, state, and local taxes and a transaction fee). AdvanceConnect Single Call calls are commissioned in the same manner as collect calls.

3. Discontinuation of Location Based Services. Provider has discontinued Location Based Services and, therefore, the language describing same on pages 11 and 12 of the Agreement will be deleted in its entirety.

4. Additional Applications. As of the First Amendment Effective Date, the following Applications are added to the Agreement:

TABLETS

DESCRIPTION:

Provider will deploy free basic community tablets to Facility. In addition to the free basic community tablets, Provider will offer personal rental tablets with premium content. We will provide one free set of earbuds per tablet with the initial tablet install. Thereafter, Customer may purchase tablet earbuds at \$5.66 per set, which may be invoiced or deducted from commissions. Customer is responsible for any applicable taxes and third-party expenses associated with the earbud purchase. Each earbud order must be for at least 25 units and be made in 25 unit increments. Provider may, at its option, decline to fulfill any order that does not conform to these requirements. Customer will not allow the resale of the earbuds for more than \$5.66 per set unless approved by Provider.

Premium content may include, but is not limited to, songs, games, movies, and television episodes. Customer understands and acknowledges that premium content is subject to availability and may change at Provider's discretion. Premium content also may be subject to third-party licensing agreements with content providers.

For the 12-month period following the Effective Date, Provider will offer personal rental tablets at a promotional rate of \$5.00 per tablet per month plus applicable taxes and/or fees. The subscription fee and premium content fees can be paid by using either Inmate Debit or a Tablet user account. The parties reserve the right to renegotiate the \$5.00 promotional rental rate if, after the initial 12-month period, Provider's Tablet-related costs exceed the revenue generated.

TERMS & CONDITIONS:

Customer represents and warrants that it will not provide the SecureView Tablet Solution to inmates whom Customer knows or reasonably suspects pose a threat to other inmates or Facility personnel, or who may use an Inmate Tablet in a dangerous or unauthorized manner.

Customer understands and acknowledges that premium content is rented and available only for the duration of an inmate's incarceration at the Facility and will not be made available upon the inmate's release.

Customer further understands and acknowledges that, in instances where inmate telephone calls originate from Tablets, Investigator Pro™ works only with Provider's certified earbuds. If Customer elects to sell alternative earbuds, Customer forgoes the effectiveness of Investigator Pro's™ voice identification technology on Tablet calls. Moreover, Customer will refrain from the sale or distribution of earbuds with a microphone other than Provider's certified earbuds.

We agree to repair and maintain the SecureView Tablet Solution in good operating condition (ordinary wear and tear excepted), including, without limitation, furnishing all parts and labor during the term of the Agreement. All such maintenance will be provided at our sole cost and expense. You agree to promptly notify us in writing after discovering any misuse of or destruction, damage, or vandalism to the Tablets. We will have no obligation to repair or maintain such tablets, if the Tablets are, without our knowledge and approval, interfaced with other devices or software owned or used by you or a third party, or if the Applications are otherwise damaged as a result of your actions.

PROVIDER DOES NOT MAKE AND HEREBY DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SECUREVIEW TABLET SOLUTION. PROVIDER DOES NOT GUARANTEE OR WARRANT THE CORRECTNESS, COMPLETENESS, LEGALITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OF THE SECUREVIEW TABLET SOLUTION.

IN NO EVENT WILL PROVIDER BE LIABLE FOR ANY INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, HOWEVER ARISING, INCURRED BY CUSTOMER OR INMATE FROM RECEIPT OR USE OF THE SECUREVIEW TABLET SOLUTION OR THE UNAVAILABILITY THEREOF.

Customer hereby agrees to protect, indemnify, defend, and hold harmless Provider from and against any and all costs, claims, demands, damages, losses, and liabilities (including attorneys' fees and costs) arising from or in any way related to Customer's or inmates' use of the SecureView Tablet solution.

EMESSAGING

DESCRIPTION: Securus' eMessaging Application ("eMessaging") allows for two-way electronic communication between friends and family and an inmate. Users purchase eMessaging "stamps," which are used to fund the transmission of an electronic message according to the following chart:

Type of Message (When Available)	Number of Stamps	Notes
Text Message	1 stamp per message	
Photo	1 stamp per photo	Limit of 5 photos per eMessage; 3 MB / photo limit
eCard	1 stamp per eCard	Limit of 5 eCards per eMessage
VideoGram	3 stamps per VideoGram	

Different types of attachments can also be combined in a single transmission.

The facility can access a web-based portal that enables message review, and can approve and reject a message or attachment based on the facility's policies and criteria. Friends and family must send and receive messages using either the Securus mobile app or their inbox at www.securustech.net and must have a free Securus Online account

to access. Approved messages and attachments are accessible by inmates through certain of Provider's technologies as agreed by Customer and Provider.

With Customer's agreement, Provider may (a) issue future releases of eMessaging which contain additional features and functionalities; or (b) modify the pricing contained herein.

COMPENSATION: Provider will provide eMessaging at no cost to Customer. Friends and family members can purchase a book of stamps in the following quantities:

<u>Number of Stamps in Book</u>	<u>Stamp Book Price (Plus \$3.00 transaction fee and all applicable taxes)</u>
5	\$2.50
10	\$5.00
20	\$10.00
50	\$25.00

Where available, using funds in an Inmate Debit account, inmates can purchase a book of stamps in the following quantities:

<u>Number of Stamps in Book</u>	<u>Stamp Book Price (Plus applicable taxes)</u>
1	\$0.50
2	\$1.00
5	\$2.50
10	\$5.00

E-MESSAGING TERMS OF USE – Customer's use of eMessaging is governed by the terms and conditions at <https://www.securustechnologies.com/emessaging-terms-and-conditions>, which are incorporated herein by reference.

5. **LexisNexis Law Library Application.** As of the First Amendment Effective Date, provider will deploy its LexisNexis Law Library Application. Customer will pay a monthly hosting fee of \$300.00, which will be payable through a commission deduction. Customer's use of the Law Library Application, LN Prison Solutions, is also governed and conditioned upon execution of the LN End User Prison Terms.

6. **Change in Calling Rates.** As of the First Amendment Effective Date, Provider will charge the calling rates set forth in the following table:

ITS Calling Rate Table *			
Destination Class	Customer Type	First Minute	Each Additional Minute
Local	Collect (Default)	0.3510	0.3510
IntraLATA/Intrastate	Collect (Default)	0.3510	0.3510
InterLATA/Intrastate	Collect (Default)	0.3510	0.3510
InterLATA/Interstate	Collect (Direct Bill)	0.25	0.25
IntraLATA/Interstate	Collect (Direct Bill)	0.25	0.25
InterLATA/Interstate	Prepaid	0.21	0.21
IntraLATA/Interstate	Prepaid	0.21	0.21

* Plus applicable taxes and governmental fees

7. Except as expressly amended by this First Amendment, all of the terms, conditions and provisions of the Agreement shall remain in full force and effect. All capitalized terms used but not defined herein shall have the meaning set forth in the Agreement.

EXECUTED as of the First Amendment Effective Date.

<u>CUSTOMER:</u> Walla Walla County Jail By: _____ Name: _____ Title: _____ Date: _____	<u>PROVIDER:</u> Securus Technologies, LLC By: _____ Name: Dave Abel Title: President and Chief Executive Officer Date: _____
--	--

Please return signed contract to:

**4000 International Parkway
Carrollton, Texas 75007
Attention: Contracts Administrator
Phone: (972) 277-0300**



MEMO

Date: February 21, 2020

Proposal ID. 2020 02-24 CORR-2

To: BOCC

From: Norrie Gregoire

Intent – Decision

Topic – PlanIt Schedule - Scheduling Management Software for Corrections and Court Services

Summary –

The Corrections and Court Service's Departments have 50+ employees who currently provide weekly handwritten timecards. Thirty-five of these employees work through a 24/7/365-day rotating schedule.

A software solution is essential to provide real time schedules as well as accrued leave balances among Supervisors and staff.

Cost

\$2,750 Per Year

Funding

Cost divided between Court Services and Corrections budgets.

Alternatives Considered

Director and staff have explored other software options, with special consideration given to on-premise options. SharePoint has been used to an extent but is not conducive for the multiple shift groups. Other scheduling software companies have been contacted, with PlanIt being the most cost effective.

Acquisition Method

This proposal is for the purchase of a new software program.

Security

Technology Services Director, Chad Goodhue, has been consulted. Mr. Goodhue has reviewed the vendor's proposal and contract language. Similarly, Chief Civil Deputy Jesse Nolte has examined the proposed contract between the County and PlanIt and has given his approval as to form.

Access

PlanIt software is a web-based data repository that grants full access only to approved administrators. Walla Walla Correction and Court Services employees will be given individual log-in credentials to view their own schedule.

Benefits

PlanIt software would combine all scheduling communication processes into one platform making it organized, accessible, and visible within the two Department divisions.

Scheduling software streamlines the day to day tasks particularly in the realm of staffing 24/7 calendars. PlanIt Schedule will warn supervisors of pending understaffed shifts when there are existing/conflicting time off requests and notify staff when they do not have adequate time off to make a request. This software also makes it easy for employees to go in and request to trade a shift with a coworker upon supervisory approval. As the Corrections Division especially continues to struggle with adequate staffing levels, PlanIt Schedule will increase efficiency and improve real time communication.

*****Authority to Execute Related Agreements Sought**

Director requests authority to execute related agreements and contracts.

Conclusion/Recommendation

Director of Corrections/Court Services recommends that proposal to purchase PlanIt software be approved by BOCC.

Submitted By

Disposition

Approved

Norrie Gregoire, Director of Corrections 2/24/2020

Approved with modifications

Needs follow up information

Denied

*****Authority to Execute Related Agreements**

Approved

Denied

BOCC Chairman

Date

Additional Requirements to Proposal Modification Follow Up

11:00

FACILITIES MAINTENANCE

Ron Branine

- a) Department update and miscellaneous



Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: February 24th, 2020

Resolutions/Proposals:

Update:

- Remodel is 98% completed. Just waiting on Johnson Controls to install and program the new thermostats. Should be this week. I am waiting on S&K Mountain to notify TD&H for a final walk through for completion of that project. Punch list should be minor if anything found at all.
- Hot water heater at Wescom has stopped working so we are in the process of getting it replaced.
- Working with Mill Creek Mechanical to figure out hot and cold spots at the SO/PA building on 1st floor. They have replaced 3 of the sensors already and 1 t-stat and looking at others. This has been an issue for quite some time that we are finally able to give it the attention it needs.
- All February Pm's will be completed by the end of this week. Pretty easy month for PM's this month with the county campus air filter change being the biggest PM.

ADMINISTRATION:

11:15

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Revised job description approval form – Supervisor, Equipment Maintenance for the Public Works Department

11:30 COUNTY COMMISSIONERS

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

12:00 RECESS

1:30 PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re: litigation or potential litigation (pursuant to RCW 42.30.110(i))

1:45 HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- b) 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))

2:00 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.