

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 7, 2014

9:30

COUNTY COMMISSIONERS

Chairman Johnson

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)
- e) Introduction of new county employees (this is scheduled for the first meeting of each month)

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.*

f) Bid Opening:

- 1) To determine the county legal newspaper for printing and advertising for the one year period July 1, 2014 to June 30, 2015

g) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms

h) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' sessions of March 31 and April 1, 2014
- 2) Resolution _____ - Approving out of state travel for County Emergency Medical Services Department employee - pgs 2-4
- 2) Resolution _____ - Meeting to consider leasing county property at 1520 Kelly Place, Walla Walla - pg 5
- 3) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
COUNTY EMERGENCY MEDICAL
SERVICES DEPARTMENT
EMPLOYEE**

RESOLUTION NO.

WHEREAS, Patty Courson, Emergency Medical Services (EMS) Director and Public Information Officer for Walla Walla County, has requested approval for out of state travel to allow EMS Department employee Alyssa Wells to attend the Advanced Public Information Officer (PIO) Officer training course held in Emmitsburg, Maryland during the period May 19-23, 2014; and

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

WHEREAS, the majority of the expenses for the trip shall be reimbursed by the Department of Homeland Security, with the remainder to be paid from the Emergency Medical Services budget, and there are sufficient funds available; 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 event, if needed, is also approved.

"Passed this 7th day of April, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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

**WALLA WALLA COUNTY
EMERGENCY MEDICAL SERVICES**

310 W. Poplar, Suite 008 • Walla Walla, WA 99362-2830 • Phone (509)524-2701
Fax (509)524-2703 • E-Mail: pcourson@co.walla-walla.wa.us

February 27, 2014

To: Walla Walla County BOCC

The attached travel request is for Advance PIO Training for Alyssa Wells. The amount reflected is not the actual cost. FEMA will reimburse up to \$680.00 for the flight. The cost of food will also be less, because Alyssa will be eating on campus for 4 of the 6 days and using a \$130.00 meal ticket.

Thank you for your consideration of this request.



Patty Courson-Arlington, Director
Walla Walla County EMS

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request March 1, 2014

Employee Attending: Advanced PIO Training	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
	<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$800.00
	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 0
Meeting/Training: Start time/date: 8AM 5/19/14 End time/date: 5PM 5/22/14	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$ 0
Location: City: Emmitsburg State: Maryland	Lodging	
Title of Meeting/Training: (Attach agenda/training brochure)	_____ night(s) @ \$	\$0
Departure Date: May 18 Time:	Meals	
Return Date: May 23 Time:	Breakfast(s) 5 @ \$ 8.00	\$ 40.00
	Lunch(s) 5 @ \$ 12.00	\$ 60.00
	Dinner(s) 5 @ \$ 15.00	\$ 75.00
Place of Lodging:	Registration/Tuition	0
National Emergency Training Center	Cancel Date:	\$
Phone Number: 301-447-1035	Total Expenses	\$ 1,015

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. I have read and reviewed the training reimbursement policy No. 40.06.0 and agree to its terms and conditions.

Allyssa Wells
 Signature of Employee

Date: 3-1-14

Recommended: ☐ Yes ☐ No

Patricia L. Connor
 Supervisor Signature

Date: 3/1/14

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

Approved: ☐ Yes ☐ No

ament

Date: _____

 Elected Official/Department Head

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A
MEETING TO CONSIDER
LEASING COUNTY PROPERTY
AT 1520 KELLY PLACE,
WALLA WALLA

RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County Resolution 13 275, Walla Walla County entered into an Office Space Lease with Central Washington Comprehensive Mental Health to lease office space in a county-owned building at 1520 Kelly Place, Walla Walla, Washington; and

WHEREAS, pursuant to RCW 36.34, an application to lease additional county property/office space at 1520 Kelly Place has been made by Central Washington Comprehensive Mental Health organization to the Board of County Commissioners of Walla Walla County, Washington, said application accompanied by a deposit as required by RCW 36.34.150; and

WHEREAS, the Board of County Commissioners deem it desirable to lease said property; and

WHEREAS, RCW 36.34.160 requires notice of the county's intention to make such a lease to be published and a date and time set for the purpose of considering leasing said property; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a meeting to consider the lease of said property shall be set for Monday, April 28, 2014, 2013 at the hour of 9:30 a.m. in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington.

BE IT FURTHER RESOLVED that the Clerk of the Board of Walla Walla County Commissioners shall give notice of said meeting and description of the property proposed to be leased, in the manner prescribed by law.

"Passed this 7th day of April, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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

COUNTY COMMISSIONERS (continued)

i) Action Agenda Items:

- 1) Proposal 2014 04-07 – ECON DEV – Port-1
Approval of final payment to Port of Walla Walla from Port of Walla Walla 9/10ths funds for Railex Road Phase 2 & 3
- 2) Proposal 2014 04-07 – ECON DEV – Port-2
Approval of loan to Walla Walla County from the Port of Walla Walla 9/10ths funds for HVAC project at 1520 Kelly Place, Walla Walla
- 3) Proposal 2014 04-07 – ECON DEV – County
Approval of grant to Walla Walla County from the Walla Walla County 9/10ths funds for HVAC project at 1520 Kelly Place, Walla Walla

-pgs 7-9

-pgs 10-18

-pgs 19-25

- j) Miscellaneous business to come before the Board
- k) Review reports and correspondence; hear committee and meeting reports
- l) Review of constituent concerns/possible updates re: past concerns



MEMO

Date: 3/31/14

Proposal ID. 2014 04-07 ECON DEV – PORT-1

To: BOCC

From: Diane Harris, Administrative Assistant

Intent – Approval of payment to Port of Walla Walla (Port of Walla Walla 9/10ths Funds)

Topic – Approval of release of Port of Walla Walla Economic Development Sales Tax Fund monies to the Port of Walla Walla

Summary

December 24, 2012 the Port of Walla Walla requested and applied for \$400,000 in grant funds from the Port's portion of the Walla Walla County Economic Development Sales Tax Funds for a project identified as Project Raillex – Phase 2 & 3. By Proposal 2012 12-24 PORT Econ Dev, the County (Board of County Commissioners) approved the Port of Walla Walla's request during an open, public session of the board.

August 9, 2013, Jim Kuntz, Port of Walla Walla, requested partial payment of the grant funds from the Economic Development Sales Tax monies and those funds were released.

March 31, 2014, Jim Kuntz, Port of Walla Walla, requested the final payment of the grant funds from the Economic Development Sales Tax Fund monies. The Port of Walla Walla is requesting the concurrence of the County. At such time a warrant will be vouchered for payment to Port of Walla Walla for the following:

Port of Walla Walla – 9/10ths funds - \$200,000.00

Cost

see above

Funding

9/10ths Funds

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approve payment to Port of Walla Walla in the amount of \$200,000 from the Port of Walla Walla 9/10ths Economic Development Funds.

Submitted By

Disposition

Diane Harris, Commissioners 3/31/14

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



310 A Street
Walla Walla Regional Airport
Walla Walla, WA 99362

Phone (509) 525-3100 • FAX (509) 525-3101 • www.portwallawalla.com

March 31, 2014

James K. Johnson, Commissioner
Perry L. Dozier, Commissioner
Gregory A. Tompkins, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

RE: Reimbursement Request #2 - Economic Development Sales Tax Fund from the Port's portion of the Economic Development Sales Tax Fund for Project Raillex – Phase 2 & 3

Dear Commissioners:

The Port of Walla Walla hereby submits this Reimbursement Request #2 for \$200,000 for their remaining grant award from the Port's portion of the Economic Development Sales Tax Fund for Project Raillex – Phase 2 & 3. The Port was awarded a \$400,000 grant to be used to assist in the construction of two (2) of the public infrastructure projects.

1. Reimbursement Request #1 - \$200,000 grant allocated to the construction of the Raillex Road extension to Raindance Road/US12. (Completed September 1, 2013)
2. Reimbursement Request #2 - \$200,000 grant allocated to the construction of water system improvements to the Port's Dodd Road Industrial Park water system to accommodate the Raillex expansions and future economic development opportunities at the Port's Dodd Road Industrial Park and Wallula Gap Business Park. (Anticipated completion June 1, 2014)

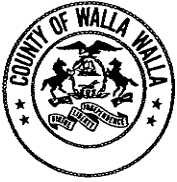
Reimbursement Request #2 for the construction of the Dodd Road/ Wallula Gap Business Park water system expansion is under construction and expenditures incurred to date is approximately \$624K. The anticipated completion of this construction project is scheduled for June 1, 2014.

If the County Commissioners concur with our finding to proceed with the Port's reimbursement request, please authorize the Walla Walla County Treasurer to proceed and contact Paul Gerola of the Port of Walla Walla to complete the transaction. If you have any questions, please call.

Sincerely,

James M. Kuntz
Executive Director

Cc: Port Commissioners
File



MEMO

Date: 04/01/14

Proposal ID. 2014 04-07 ECON DEV – Port -2

To: BOCC

From: Diane Harris, Administrative Assistant

Intent – Approval of loan to Walla Walla County using Port of Walla Walla's portion of 9/10ths (Economic Development Sales Tax) funds

Topic – Approval of the Port of Walla Walla providing a loan of funds to Walla Walla County for the HVAC Project at 1520 Kelly Place, Walla Walla, a county owned building. These funds will come from the Port's portion of the Economic Development Sales Tax Funds

Summary

Dr. Harvey Crowder, Interim Director of the Department of Human Services, turned in an application for funding to the Port of Walla Walla. During the Port's regularly scheduled meeting of March 27, 2014 the Port approved a \$200,000 Economic Development Sales Tax Fund Loan to Walla Walla County for the rehabilitation of the County owned building located at 1520 Kelly Place, Walla Walla. The loan terms are consistent with the County's request for a 9 year term at a 3% annual interest rate.

Cost

\$200,000

Funding

9/10ths Funds – Port of Walla Walla

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of Port of Walla Walla providing loan from the Port's portion of the Economic Development Tax Fund monies in the amount of \$200,000 to Walla Walla County for the HVAC project at 1520 Kelly Place, Walla Walla.

Submitted By

Disposition

Diane Harris, Commissioners 4/2/14

___ Approved

Name Department Date

___ Approved with modifications

___ Needs follow up information

Signature

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up

COPY



310 A Street
Walla Walla Regional Airport
Walla Walla, Washington 99362-2269

Phone: (509) 525-3100 • FAX: (509) 525-3101 • www.portwallawalla.com • www.wallawallaairport.com

RECEIVED

MAR 31 2014

WALLA WALLA COUNTY
COMMISSIONERS

March 28, 2014

James K. Johnson, Commissioner
Perry L. Dozier, Commissioner
Gregory A. Tompkins, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

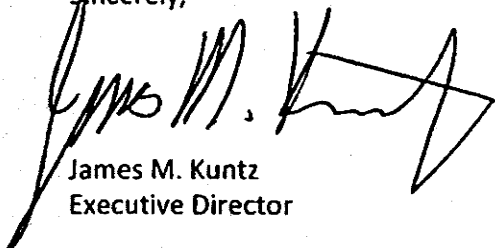
Dear Commissioner:

Consistent with our Interlocal Economic Development Agreement dated May 31, 2005, the Port is submitting one (1) application for your consideration. On March 27, 2014, the Port of Walla Walla Commissioners approved a \$200,000 Economic Development Sales Tax Fund Loan to Walla Walla County for the rehabilitation of Health Human Services and Planning Building HVAC system. The loan terms are consistent with the County's request for a 9 year term at a 3% annual interest rate.

The abovementioned loan funds would be allocated from the Port's 2/3rd account. As a result, we would request the loan repayments be re-deposited into the Port 2/3rd account. I have attached a draft loan repayment schedule for your review.

If you have any questions or need any additional information, please do not hesitate to call or email.

Sincerely,



James M. Kuntz
Executive Director

Cc: Port Commissioners
File

Enclosure

Peter Swant, Commissioner
Ronald W. Dunning, Commissioner
Michael Fredrickson, Commissioner

James M. Kuntz, Executive Director

COPY

Loan Payment Schedule

Economic Development Sales Tax Fund

Borrower:	Walla Walla County
Lender:	Port of Walla Walla - Economic Development Sales Tax Fund
Loan Term:	9 Years
Annual Interest Rate:	3.00%
Loan Amount:	200,000
Loan Origination Date:	May 1, 2014

	Payment Due Date	Beginning Balance	Accrued Annual Interest	Annual Principal Payment	Annual Interest Payment	Total Annual Payment	Ending Principal Balance
1	May 1, 2015	\$ 200,000	\$ 6,000	\$ 22,222	\$ 6,000	\$ 28,222	\$ 177,778
2	May 1, 2016	\$ 177,778	\$ 5,333	\$ 22,222	\$ 5,333	\$ 27,556	\$ 155,556
3	May 1, 2017	\$ 155,556	\$ 4,667	\$ 22,222	\$ 4,667	\$ 26,889	\$ 133,333
4	May 1, 2018	\$ 133,333	\$ 4,000	\$ 22,222	\$ 4,000	\$ 26,222	\$ 111,111
5	May 1, 2019	\$ 111,111	\$ 3,333	\$ 22,222	\$ 3,333	\$ 25,556	\$ 88,889
6	May 1, 2020	\$ 88,889	\$ 2,667	\$ 22,222	\$ 2,667	\$ 24,889	\$ 66,667
7	May 1, 2021	\$ 66,667	\$ 2,000	\$ 22,222	\$ 2,000	\$ 24,222	\$ 44,444
8	May 1, 2022	\$ 44,444	\$ 1,333	\$ 22,222	\$ 1,333	\$ 23,556	\$ 22,222
9	May 1, 2023	\$ 22,222	\$ 667	\$ 22,222	\$ 667	\$ 22,889	\$ -

Port Commission Approval on March 27, 2014

COPY

Walla Walla County Economic Development Sales Tax Fund

SECTION I.**APPLICATION FOR FUNDING**

Applicant:	Walla Walla County		
Project Title:	Rehabilitation of Health Human Services and Planning Building HVAC		
Contact:	Harvey Crowder		
Title:	Interim Director, Human Services / Public Health Administrator		
Telephone:	509.524.2655 / 509.524.2975		
Fax:	509.524.2678		
E-Mail:	hccrowder@co.walla-walla.wa.us / hccrowder@wwchhs.org		
Mailing Address:	PO Box 1753		
City:	Walla Walla	Zip Code:	99362

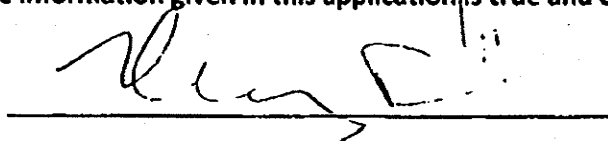
Total Project Financing	
Total Project Cost:	\$475,000
Amount secured to date:	\$75,000
Total amount requested from the Economic Development Sales Tax Fund:	400,000

Loan Information		
Amount of loan request:	\$200,000	
Loan term requested (Maximum term is 10 years):	9	Years
	3%	Percentage Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit and revenue to repay the loan, regardless of the project which prompted the application for funding. Maximum loan amount is \$200,000.</i>		

Grant Information	
Amount of grant request:	\$200,000
Amount of Local Public Match:	\$75,000

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Responsible Official:



Print or Type Name and Title:

Harvey R. Crowder, Interim Director, Human Services

14

SECTION II.**IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS**

1. **Describe the entire public facilities project, including the parts that you are not asking to fund.**
(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

The public facility project includes the rehabilitation of the HVAC system in the Health Human Services and Planning Building. The current HVAC system is not capable of providing consistent heating or cooling of the building: the hydronic lines leak, the control system had been partially inactivated, and the heat pumps often require resetting due to inadequate fluid flow and heat transfer.

The proposed public facility project will replace the control system for the HVAC system, rehabilitate the hydronic system including: install new higher capacity pumps for hydronic fluid circulation, replace valves and piping to ensure proper fluid flow, re-duct some of the ventilation ducting to improve efficiency, and replace connections to help eliminate the leaks associated with hydronic system connections to the heat pumps. Additional County maintenance funds are being used to replace older heat pumps as they fail.

The Walla Walla Board of County Commissioners purchased and renovated the Health, Human Services and Planning Building at 1520 Kelly Place in the City of Walla Walla to serve as a Community Service Center. The building was purchased and renovated using funds from the County Investment Fund (\$2,000,000), a Department of Commerce Community Development Block Grant (\$1,000,000), and reserve funds for the Walla Walla County Department of Human Services (\$2,000,000). The Community Service Center houses Blue Mountain Action Council, Helpline, Blue Mountain Heart to Heart, Rising Sun Clubhouse, Central Washington Comprehensive Mental Health, and the County Department of Human Services. The renovation included establishing office space (interior walls, etc.) for the five tenants, new toilet facilities, communication infrastructure, and additional HVAC capability (additional heat pumps and a higher capacity cooling tower) because of the division of office space.

2. **Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.**

Upon completion of the renovation a HVAC survey was done by Total Energy Management on September 2012 which demonstrated that the air flow of the system was not adequate to provide adequate heating or cooling

The Department of Human Services has replaced several failed heat pumps, initiated repairs to place the leaking hydronic system since the occupation of the building in August 2012.

On May 20, 2013 McKinstry performed an in depth analysis of the building HVAC needs are recommended a three-phase program to totally upgrade the HVAC system.

3. Does this project qualify as economic development and does it create or retain family wage jobs? (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)

The public facility project retains family wage jobs.

4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
Human Services		58	Average \$69,000
BMAC			\$
Helpline			\$
Heart to Heart			\$
Club House			\$
			\$

Projected annual gross payroll for all job classifications? \$4,030,129

How many of these positions are part-time or seasonal work? 25

5. Is this project listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element- Appendix G)? No Yes X

Health Human Services and Planning Building

6. Does your organization have an active interest and involvement in economic development? Please explain?

Walla Walla County and the Department of Human Services have a significant interest in economic development. By providing the services that are located in the Community Service Center we help individual become healthy, independent, and employable. Those individuals can enter the workforce at a higher level and contribute to not only their own wellbeing but also to the cities and the county by purchasing additional goods, services, and housing. That additional income provides an additional tax base that supports other city and county programs for our community.

7. Will this project upgrade existing public infrastructure or build new public infrastructure? Please explain?

This public facility project will upgrade existing public infrastructure by renovating the HVAC system; providing adequate utilities for the Community Service Center and the citizen utilizing our services.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
Human Services Reserve Funding	In-Place	\$75,000
Economic Development Sales Tax Grant	Requested	\$200,000
Economic Development Sales Tax Loan	Requested	\$200,000
		\$
		\$
		\$
Total Project Cost:		\$475,000

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	May 2013
All Required Permits Obtained	May 2014
Design Engineering	N/A
Land/Right-of-Way Acquisition	N/A
Final Bid Documents	N/A
Award Construction Contract	N/A
Begin Construction	May 2014
Complete Construction	June 2014
Construction Project Operational	June 2014

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment \$ _____

Increase in local property tax revenue: \$ _____

Increase in local sales tax revenue: \$ _____

Other:

The Health, Human Services, and Planning building now the Community Service Center, provides one-stop shopping for low and moderate income individuals and families in our community. Keeping the current occupants and their clients

COPY

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

County will continue to operate the facility using income generated by lease income from the tenants and county funds. We estimate the following operating costs:

Utilities: \$95,000 / Year

Maintenance: \$60,000 / Year



MEMO

Date: 04/01/14

Proposal ID. 2014 04-07 ECON DEV - County

To: BOCC

From: Diane Harris, Administrative Assistant

Intent – Approval of grant to Walla Walla County using Walla Walla County's portion of 9/10ths (Economic Development Sales Tax) funds

Topic – Approval of Walla Walla County providing grant funds to Walla Walla County for the HVAC Project at 1520 Kelly Place, Walla Walla, a county owned building. These funds will come from the County's portion of the Economic Development Sales Tax Funds.

Summary

Dr. Harvey Crowder, Interim Director of the Department of Human Services, turned in an application for funding to the Board of County Commissioners. The application requests funding from the Walla Walla County portion of the 9/10ths Economic Development Sales Tax Funds.

Cost

\$200,000

Funding

9/10ths Funds – Walla Walla County

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of Walla Walla County providing grant funds in the amount of \$200,000 to Walla Walla County for the HVAC project at 1520 Kelly Place, Walla Walla.

Submitted By

Disposition

Diane Harris, Commissioners 4/2/14

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

Walla Walla County

Economic Development Sales Tax Fund

SECTION I.

APPLICATION FOR FUNDING

Applicant:	Walla Walla County		
Project Title:	Rehabilitation of Health Human Services and Planning Building HVAC		
Contact:	Harvey Crowder		
Title:	Interim Director, Human Services / Public Health Administrator		
Telephone:	509.524.2655 / 509.524.2975		
Fax:	509.524.2678		
E-Mail:	hccrowder@co.walla-walla.wa.us / hccrowder@wwchhs.org		
Mailing Address:	PO Box 1753		
City:	Walla Walla	Zip Code:	99362

Total Project Financing	
Total Project Cost:	\$475,000
Amount secured to date:	\$275,000
Total amount requested from the Economic Development Sales Tax Fund:	\$200,000

Loan Information		
Amount of loan request:		
Loan term requested (Maximum term is 10 years):		Years
		Percentage Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit and revenue to repay the loan, regardless of the project which prompted the application for funding. Maximum loan amount is \$200,000.</i>		

Grant Information	
Amount of grant request:	\$200,000
Amount of Local Public Match:	\$275,000

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Responsible Official: _____

Print or Type Name and Title: Harvey R. Crowder, Interim Director, Human Services

SECTION II.

IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

- 1. Describe the entire public facilities project, including the parts that you are not asking to fund.**
(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

The public facility project includes the rehabilitation of the HVAC system in the Health Human Services and Planning Building. The current HVAC system is not capable of providing consistent heating or cooling of the building: the hydronic lines leak, the control system had been partially inactivated, and the heat pumps often require resetting due to inadequate fluid flow and heat transfer.

The proposed public facility project will replace the control system for the HVAC system, rehabilitate the hydronic system including: install new higher capacity pumps for hydronic fluid circulation, replace valves and piping to ensure proper fluid flow, re-duct some of the ventilation ducting to improve efficiency, and replace connections to help eliminate the leaks associated with hydronic system connections to the heat pumps. Additional County maintenance funds are being used to replace older heat pumps as they fail.

The Walla Walla Board of County Commissioners purchased and renovated the Health, Human Services and Planning Building at 1520 Kelly Place in the City of Walla Walla to serve as a Community Service Center. The building was purchased and renovated using funds from the County Investment Fund (\$2,000,000), a Department of Commerce Community Development Block Grant (\$1,000,000), and reserve funds for the Walla Walla County Department of Human Services (\$2,000,000). The Community Service Center houses Blue Mountain Action Council, Helpline, Blue Mountain Heart to Heart, Rising Sun Clubhouse, Central Washington Comprehensive Mental Health, and the County Department of Human Services. The renovation included establishing office space (interior walls, etc.) for the five tenants, new toilet facilities, communication infrastructure, and additional HVAC capability (additional heat pumps and a higher capacity cooling tower) because of the division of office space.

- 2. Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.**

Upon completion of the renovation a HVAC survey was done by Total Energy Management on September 2012 which demonstrated that the air flow of the system was not adequate to provide adequate heating or cooling

The Department of Human Services has replaced several failed heat pumps, initiated repairs to place the leaking hydronic system since the occupation of the building in August 2012.

On May 20, 2013 McKinstry performed an in depth analysis of the building HVAC needs are recommended a three-phase program to totally upgrade the HVAC system.

3. Does this project qualify as economic development and does it create or retain family wage jobs? (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)

The public facility project retains family wage jobs.

4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
Human Services		58	Average \$69,000
BMAC			\$
Helpline			\$
Heart to Heart			\$
Club House			\$
			\$

Projected annual gross payroll for all job classifications? \$4,030,129

How many of these positions are part-time or seasonal work? 25

5. Is this project listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element- Appendix G)? No Yes X

Health Human Services and Planning Building

6. Does your organization have an active interest and involvement in economic development? Please explain?

Walla Walla County and the Department of Human Services have a significant interest in economic development. By providing the services that are located in the Community Service Center we help individual become healthy, independent, and employable. Those individuals can enter the workforce at a higher level and contribute to not only their own wellbeing but also to the cities and the county by purchasing additional goods, services, and housing. That additional income provides an additional tax base that supports other city and county programs for our community.

7. Will this project upgrade existing public infrastructure or build new public infrastructure? Please explain?

This public facility project will upgrade existing public infrastructure by renovating the HVAC system; providing adequate utilities for the Community Service Center and the citizen utilizing our services.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
Human Services Reserve Funding	In-Place	\$75,000
Economic Development Sales Tax Grant	Requested	\$200,000
Economic Development Sales Tax Loan	In-place	\$200,000
		\$
		\$
		\$
Total Project Cost		\$475,000

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been, or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	May 2013
All Required Permits Obtained	May 2014
Design Engineering	N/A
Land/Right-of-Way Acquisition	N/A
Final Bid Documents	N/A
Award Construction Contract	N/A
Begin Construction	May 2014
Complete Construction	June 2014
Construction Project Operational	June 2014

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment \$ _____

Increase in local property tax revenue: \$ _____

Increase in local sales tax revenue: \$ _____

Other:

The Health, Human Services, and Planning building now the Community Service Center, provides one-stop shopping for low and moderate income individuals and families in our community. Keeping the current occupants and their clients

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

County will continue to operate the facility using income generated by lease income from the tenants and county funds. We estimate the following operating costs:

Utilities: \$95,000 / Year

Maintenance: \$60,000 / Year

25

9:45

PUBLIC HEALTH/HUMAN SERVICES DEPARTMENT Dr. Harvey Crowder

a) Department update and miscellaneous

no written update

10:00

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

- a) Department update and miscellaneous — pgs 28-30



WALLA WALLA COUNTY
Technology Services Department

Kevin G. Gutierrez
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590

kgutierrez@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

April 7, 2014

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues for the Board.

Components (Main infrastructure)

Hardware

- No issues

Software

- No issues

Security/Viruses

- No issues

Network

- Citrix Access Gateway server is End of Life
- Users:
 - Every department, Elected Official and Deputy, Department Heads and Exempt Employees with Supervisory Duties.
 - JJC for remote access by several employees plus an office in Dayton
 - Human Services and Public Works for Eden access
 - Sheriff department command staff plus all road deputies
 - Part time Judge at District Court
 - Civil Service
 - Environmental Health
 - Most all software vendors for remote support (Est. 30)
- Will set up under proof of concept to make sure this solves issues, however, with Public Health expanding services to other counties, we need to look at more licensing and server space, bill backs etc.

Other Projects

• **Service Desk Software**

- We are still dealing with internal processes and electronic discovery of devices
 - Moving to a "sandbox" to make sure our processes work.
 - Then will move our data into the application
 - For now, leaving where it is. They fixed the backup problem and we do not have time to migrate.

- **Budget /Assets**
 - Nothing new – Hope to start inventory and budget process in March
 - Reconciling inventory to Eden- Mostly done!
 - Tech Services Inventory to follow – Should start in next 2 weeks
- **Technology Refresh**
 - SHE in progress, and going well
 - JJC and PA next
 - 8 year plan is now completely out dated. No used PC's to deploy
- **Assessor/Treasurer software upgrade**
 - I have stepped in to help the Assessor manage the deployment.
 - Mostly tracking remaining issues
 - Remaining payments are being held
- **AS-400 decommission**
 - Clerks Calendaring piece is in progress
 - Again have been busy on other projects
 - a) Eden inventory for fixed assets
 - b) Next – Device inventory
- **Walla Walla County Policy on Information Technology and Use of Resources**
 - Sent an updated version to Lucy
 - Probably about time to review again for any needed changes.
 - To-do list
- **Superior Court 1-2 Updates**
 - Four Projects
 - Audio/Dictation/Recording
 - Sound reinforcement
 - Projection system – Met with WSP on possible Video Arraignment Solution
 - Visual recording
 - The WWPD contact is out of town for a month

****Note-**Audio and Visual will require a large amount of disk space that we should consider as upfront costs so we don't run out of space sooner than later.

We will need to look at replacing the SAN sooner than later....

- **Public Record Requests Last 2 Weeks**
 - 5 = Requests received
 - 0 = Went the departments
 - 3 = Completed
 - 5 = Total Open
 - Records Retention Training – being developed
- **Human Services**
 - Starting to see some movement toward the move
 - Have not seen a plan
- **Internet Connection**
 - Human Services has a 100 mb connection and an contract they can't cancel
 - Campus has a 10 mb connection tied to the Human Services contract
 - 100% utilization
 - Campus needs more bandwidth soon.
 - New connection \$199 per month to get to 100mb
 - Is cheapest to swap connections to stay in contract and reimburse Human Services \$199.00 per month

- Should we be collecting the difference from the departments?
- Opting out of the current contract would be very expensive

Cost Distribution Based on Device Counts

	Total	CE	L&J	Other
Assessor	\$11.32	\$11.32		
Auditor	\$8.69	\$8.69		
Auditor-Elections	\$10.53	\$10.53		
Auditor-WasteMgt	\$0.53	\$0.53		
Civil Service Commis	\$0.26		\$0.26	
Clerk	\$10.00		\$10.00	
Commissioners	\$4.47	\$4.47		
Coroner	\$1.58		\$1.58	
Court Services	\$20.27		\$20.27	
District Court	\$10.79		\$10.79	
Emergency Management	\$6.58			\$6.58
Emergency Medical	\$2.37			\$2.37
Extension Office	\$6.84	\$6.84		
Facilities/Maintenance	\$2.11	\$2.11		
Fair	\$8.95	\$8.95		
Health Department	\$17.37			\$17.37
Health Dept - E/H	\$6.84			\$6.84
Jail	\$8.95		\$8.95	
Law Library	\$0.79		\$0.79	
Personnel	\$2.90	\$2.90		
Prosecuting Attorney	\$17.64		\$17.64	
Sheriff	\$26.32		\$26.32	
Superior Court #1	\$2.63		\$2.63	
Superior Court #2	\$2.37		\$2.37	
Treasurer	\$7.90	\$7.90		
	\$199.00	\$64.23	\$101.61	\$33.17
Per Year Add'l Internet	\$2,388.00	\$770.73	\$1,219.27	\$398.00

a) Consent Agenda Items:

- 1) Resolution _____ - Request - pg 32
for reimbursable work from the
Port of Walla Walla to chip seal
certain Port roads at the Walla
Walla Regional Airport
- 2) Resolution _____ - Setting - pg 33
a hearing date to consider declaring
certain equipment as surplus

b) Department update and miscellaneous - pg 34

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A REQUEST
FOR REIMBURSABLE WORK
FROM THE PORT OF WALLA
WALLA TO CHIP SEAL CERTAIN
PORT ROADS AT THE WALLA
WALLA REGIONAL AIRPORT

RESOLUTION NO.

WHEREAS, the Port of Walla Walla has submitted a Request for Reimbursable Work to chip seal certain Port Roads at the Walla Walla Regional Airport; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners that said Request for Reimbursable Work for the Port of Walla Walla be signed authorizing the County Road Department to perform the following work at the Walla Walla Regional Airport:

Chip Seal - G Street
A Street
Lockheed Avenue
Stinson Avenue

Passed this 7th day of April, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
HEARING DATE TO CONSIDER
DECLARING CERTAIN
EQUIPMENT SURPLUS

}

RESOLUTION NO.

WHEREAS, Walla Walla County has no beneficial use for certain pieces of equipment; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners that a hearing to consider declaring certain equipment surplus be set for 10:30 a.m., Monday, April 28, 2014 in the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 W. Main, Walla Walla, Washington.

Passed this 7th day of April, 2014 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Connie R. Vinti, Clerk of the Board

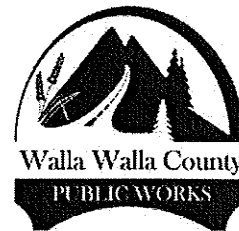
James K. Johnson, Chairman, District 1

Perry L. Dozier, Commissioner, District 2

Gregory A. Tompkins, Commissioner, District 3

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

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 2 April 2014

Re: Director's Report for the Week of 31 March 2014

Board Action: 7 April 2014

Resolutions:

In the Matter of a Request for Reimbursable Work from the Port of Walla Walla to Chip Seal Certain Port Roads at the Walla Walla Regional Airport

In the Matter of Setting a Hearing Date to Consider Declaring Certain Equipment Surplus

ENGINEERING:

- Mill Creek Forest Highways Project: Consultants are working on completing the wetland delineation reports and biological assessment.
- Taumarson Road: Storm water design almost complete. Working on acquisition documents. Interlocal agreement in the works with the City of Walla Walla to adjust utilities as part of the construction contract.
- Petty Bone Bridge: WSDOT reviewing right of way documents.
- Walter Bridge: Waiting for ROW documents to be returned. Putting specs together on miscellaneous items for the project.

DEVELOPMENT:

- Working on a haul route agreement to utilize Ash Hollow Road.

MAINTENANCE:

- Conducted monthly crew meeting at the garage.
- Crews conducting routine maintenance.

ADMINISTRATION:

- Conducted monthly foremen's meeting.
- Quarterly counseling complete.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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

10:45

PERSONNEL/RISK MANAGER

Lucy Schwallie

no written update

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

11:15 COUNTY COMMISSIONERS

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

12:00 Recess

1:30 COUNTY COMMISSIONERS

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

- ADJOURN -

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.