

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 13, 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)

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

f) Consent Agenda Items:

- 1) Resolution _____ - Minutes resolution pg 2
of County Commissioners' sessions
of January 6 and 7, 2014
- 2) Resolution _____ - Setting a resolution pg 3
date of public hearing to consider
an amendment to Walla Walla
County Code related to libraries
within the Rural Residential 2 zone
(Burbank Rural Activity Center)
- 3) County warrants as follows: 4034751
through 4034786, totaling \$81,823.10
(payroll draws dated December 13, 2013);
4034945 through 4035046, totaling
\$932,953.48 (December payroll); 4148090
through 4148125, totaling \$961,676.96
(benefits and deductions); and 4148126
through 4148375, totaling \$732,467.97
(2013 expenditures)
- 4) Payroll action and other forms requiring
Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
THE MINUTES OF THE WALLA
WALLA COUNTY COMMISSIONERS'
PROCEEDINGS FOR JANUARY 6
AND 7, 2014

RESOLUTION NO. _____

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the minutes of the Walla Walla County Commissioners' proceedings of the regular sessions of January 6 and 7, 2014 shall be approved.

"Passed this 13th day of January, 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
DATE OF PUBLIC HEARING TO
CONSIDER AN AMENDMENT TO
WALLA WALLA COUNTY CODE
RELATED TO LIBRARIES WITHIN
THE RURAL RESIDENTIAL 2
ZONE (BURBANK RURAL
ACTIVITY CENTER)

RESOLUTION NO.

WHEREAS, it is desirable for Walla Walla County to utilize innovative land use management techniques permitted by RCW 36.70A; and

WHEREAS, it is desirable for the County to ensure that development regulations are not established in a manner that hinder prospective compatible uses of property; and

WHEREAS, at the Board of County Commissioners' request, Stalzer and Associates prepared a proposed amendment to Walla Walla County Code to allow libraries as a permitted use in the Rural Residential 2 zone in the Burbank Rural Activity Center; and

WHEREAS, the Board reviewed the proposed code amendment in a workshop on October 29, 2013, and pursuant to Walla Walla County Resolution No. 13 271, directed that same should be considered by the Walla Walla County Planning Commission at a public hearing, to be followed by a public hearing before the Board of County Commissioners; and

WHEREAS, the County Planning Commission hearing on said proposed amendment, Docket P13-104 took place on January 8, 2014, and the Board of County Commissioners shall now consider adoption of the amendment as proposed after a public hearing; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a public hearing to receive public testimony regarding an amendment to Walla Walla County Code Section 17.16.014, to allow libraries as a permitted use in the Rural Residential 2-acre zoning district, shall be held on Monday, January 27, 2014, at the hour of 10:00 a.m., in the Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington.

BE IT FURTHER RESOLVED that the Clerk of the Board of County Commissioners is hereby instructed to proceed with advertising the hearing as prescribed.

"Passed this 13th day of January, 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)

g) Action Agenda Items:

- 1) Proposal 2014 01-13 LTAC (Lodging Tax Advisory Committee) - Recommendations to Board of County Commissioners for approval of 2014 tourism grant awards *Proposal pgs 5-7*
 - 2) Proposal 2014 01-13 Fair-1 - Approval for Cory Hewitt, Fairgrounds Manager, to execute agreements with regards to 2014 Fair & Frontier Days *Proposal pgs 8-10*
 - 3) Proposal 2014 01-13 Fair-2 - Request for consideration of expenditure from Current Expense Retirement fund *Proposal pgs 11-13*
- 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**



MEMO

Date: 12/23/13

Proposal ID: 2014 01-13 LTAC

To: BOCC

From: Walla Walla County Lodging Tax Advisory Committee (LTAC)

Intent – Request Board of County Commissioners approval for funding from lodging tax proceeds for projects identified below.

Topic – Lodging Tax Advisory Committee

Summary

The Lodging Tax Advisory Committee met Monday, December 23, 2013 to review the seven applications received for 2014 grant funds. The committee recommends the following awards: (see attached memo)

Recommendation for Tourism Fund Grant Program

Organization	Requested	Funding Recommended	Stipulations & Comments
WW Chamber Music	\$5,000	\$5,000	Good project
Shakespeare WW	\$10,000	\$10,000	Good project
Waitsburg Celebration Day	\$3,000	\$3,000	Good project
WW Valley Wine Alliance	\$12,500	\$12,500	Good project
WW Chamber of Commerce	\$17,500	\$4,500	One day Chamber event – possible overnight stays
An Evening of Foliage & Feathers	\$1,000	-0-	Does not fit criteria
WW Center of Arts	\$15,000	-0-	Does not fit criteria

Cost

See amount recommended above.

Funding

Lodging Tax Funds

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

N/A

Benefits

Conclusion/Recommendation

Recommend BOCC approve recommendations presented by the Walla Walla County Lodging Tax Advisory Committee.

Submitted By

Disposition

WW County Lodging Tax Advisory Committee

___ Approved

Name Department Date

___ Approved with modifications

___ Needs follow up information

Signature

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up

LODGING TAX ADVISORY COMMITTEE

To: County Commissioners
From: County Lodging Tax Advisory Committee
Date: December 23, 2013
Re: Recommendations for Tourism Fund Grants

The Advisory committee met Monday December 23 to review the seven applications. Each member received the applications earlier, so they had read them and prioritized each. Requests totaled \$64,000 and there was \$35,000 to allocate to grants.

After much discussion, it is our recommendation to fund five of the seven applications. We recommend two not receive funding as they do not fit the criteria. We recommend four receive full requested funding and one receive partial funding. Total grants recommended are \$35,000.

Attached is an application breakdown.

Recommendation for Tourism Fund Grant Program

Organization	Requested	Funding recommended	Stipulations & Comments
WW Chamber Music	\$5,000	\$5,000	Good project
Shakespeare WW	\$10,000	\$10,000	Good project
Waitsburg Celebration Day	\$3,000	\$3,000	Good project
WWV Wine Alliance	\$12,500	\$12,500	Good project
WW Chamber of Commerce	\$17,500	\$4,500	One day Chamber event -- possible over night stays
An Evening of Foliage & Feathers	\$1,000	-0-	Does not fit criteria
WW Center of Arts	\$15,000	-0-	Does not fit criteria



MEMO

Date: 1-9-14

Proposal ID. 2014 01-13 Fair - 1

To: BOCC

From: Cory Hewitt, Walla Walla County Fairgrounds

Intent – Signature for 2014 Fair Contracts

Topic – Approval of various contracts with regards to the 2014 Fair

Summary

Following is a listing of various contracts for the 2014 Fair.

Radios	Kids Day	Ticket Takers	Golf Carts
Fire and Medical Services	Hay and Straw	Pipe and Drape - Pavilion	VA (pavilion labor)
Sheriff's Office (night cleaning crew)	Rodeo Stock	Rodeo Bullfighters (2)	Rodeo Timers (2)
Rodeo Music	Rodeo Timed Event Boss	Rodeo Barrel man	Rodeo Announcer
Mutton Busting Sheep	Rodeo Secretary	Rodeo Scoreboard	Rodeo Bleachers
Pavilion (Clothing and Food) Judges	Horse Judges	Poultry Judge	Dog Judges
Goat Judge	Beef Judge	Rabbit Judge	Sheep Judge
Swine Judge	Audio Service for grounds	Concert	Grounds entertainment
Concert sound/lighting	Parade sound	Carnival	Lawn and Stage Entertainment

Cost

All contracts negotiated to stay within Fair budget.

Funding

In Fair budget

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

The Contracts have been reviewed and approved by Personnel/Risk Manager and Prosecuting Attorney. Recommend that the BOCC authorize Cory Hewitt, Fairgrounds Manager, to sign contracts referenced above for 2014 Fair.

Submitted By

Disposition

Cory Hewitt, 1/13/14 County Fairgrounds

____ Approved

Name Department Date

____ Approved with modifications

____ Needs follow up information

Signature

____ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



MEMO

Date: 12/18/13

Proposal ID. 2014 01-13 Fair-2

To: BOCC

From: Cory Hewitt, Fairgrounds Manager

Intent – Request for funds

Topic – Request Current Expense cover cost of employee cash out. (Frazier

Summary

Cory Hewitt, Fairgrounds Manager, is requesting that the Board of County Commissioners consider covering the cost of Fairgrounds' employee Judy Frazier's cash out of annual leave out of the Current Expense Retirement Fund, as the Fairgrounds did not budget for this unanticipated expenditure for payment from the Fairgrounds Fund. (Employee Frazier's retirement took place in December, with the separate leave payout to be made in January pursuant to county policy.) The approximate cost is \$4,375.04. Attached is a copy of the memo on this matter, with a decision requested.

Cost

Approximately \$4,375.04

Funding

Current Expense Retirement Fund

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Recommend that BOCC approve paying the vacation pay out for employee of the fairgrounds Judy Frazier from the Current Expense Retirement Fund.

Submitted By

Disposition

Cory Hewitt, 1/9/14 Fairgrounds

☐ 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 FAIRGROUNDS

MEMO

Date: December 18, 2013
To: Walla Walla County Commissioner
From: Cory Hewitt
Re: Vacation cash-out for Judy Frazier

As you know after 18 years Judy Frazier is retiring and her last day is December 31, 2013.

In talking to HR we will need to cash-out Judy's vacation; which will be approximately 190 hours at \$22.61 @ hour for a total of \$4,375.04.

Is there a fund for cash-out for employees? This was not funded in the Fairgrounds budget. ✓

9:45

PUBLIC WORKS DEPARTMENT

Randy Glaeser

a) Department update and miscellaneous *update pg 15*

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 9 January 2014

Re: Director's Report for the Week of 6 January 2014

Board Action: 13 January 2014
Update Only

ENGINEERING:

- Mill Creek Forest Highways Project: Consultant working on bridge and culvert designs.
- Taumarson Road: Defining right-of-way impacts.
- Bussell Road: Aerial survey complete – awaiting actual survey data.
- Petty Bone Bridge: Environmental requirements pending. Right-of-way acquisition to begin soon.

MAINTENANCE:

- Conducted monthly foremen's meeting.
- Crews conducting routine maintenance.
- South District assisted Sheriff barricading murder scene at Beet/Frog Hollow intersection.
- Working with Tri-State Steelheaders, regarding prospective Mill Creek Channel grant.

ADMINISTRATION:

- Attended STP Sub-Committee meeting.
- Assisting MPO with initial IT set up and support.
- Sign/Vegetation Control Crew selected to receive the Government Program Leadership Award sponsored by the Walla Walla County Traffic Safety Task Force.

10:00

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))

10:15

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

10:30 PUBLIC HEALTH/HUMAN SERVICES DEPARTMENT Dr. Harvey Crowder

- a) Board workshop re: possible merging of the Department of Human Services and the Public Health Department
- b) Possible discussion and decision regarding above workshop topic
- c) **Action Agenda items:**
 - 1) Proposal 2014 01-13 PHD/DHS - Approval for the merger of the Department of Human Services and the Health Department into a new county department, name yet to be determined

Proposal pgs 19-28



MEMO

Date: January 6, 2014

Proposal ID: 2014 01-13 PHD / DHS

To: Walla Walla County Board of County Commissioners

From: Harvey R. Crowder, DVM, MS

Public Health Administrator / Interim Director, Human Services

Topic – Creation of new Walla Walla County Department

Intent – Obtain Walla Walla County Board of County Commissioners (BOCC) approval for the merger of the Department of Human Services (DHS) and the Health Department (HD) into a new Department, name yet to be determined.

Summary

In July of 2012 the Director of Human Services and the Public Health Administrator proposed to merge the two departments into one, creating the Department of Health and Human Services upon the departure of the then current Director of Human Services, Daryl Daugs. In September 2012 the Public Health Administrator was appointed as the Interim Director of Human Services and a decision on merging the two departments was delayed.

At that time there was a proposal to expand the services offered by DHS by the use of 0.1% sale tax funds and the resulting increase in staffing to provide those services. In the intervening period of time the BOCC, upon the suggestion of the Interim Director DHS, has approved a plan to outsource a majority of DHS programs (outpatient mental health, crisis services, and housing) to other providers; the result of which will be a reduction in the number of staff directly employed by the county to provide program and fiscal oversight for the County's remaining Human Services programs.

- Housing
- Developmental Disability
- Chemical Dependency
- Veterans Relief
- Mental Health

This document outlines a series of options for the BOCC to consider once the majority of DHS programs have been outsourced.

- Attachment 1 is an organizational chart of DHS programs which has been color-coded to show which programs have been scheduled to be outsourced.
- Attachment 2 is the organizational chart of the current HD organizational structure.
- Attachment 3 is an organizational chart showing an organizational structure for Alternatives 1 and 2.
- Attachment 4 is an organizational chart showing an organizational structure of Alternative 3.

All of these organizational structures will require a phased draw-down of staff as programs are outsourced. Decisions about which staff members are retained, and which functions are merged can then be made. For all alternatives, especially Alternative 3, final staff and location will take until CY2015 to stabilize.

Staff location(s) will depend upon space available at the CSC; dependent upon the desires of the contractor selected to provide services for the County and the Alternative selected by the BOCC.

What will need to happen with Technology Services support, and current DHS staff, has yet to be determined.

New position descriptions will have to be written for a number of positions to outline new roles and responsibilities.

Alternatives Considered

Three alternatives were considered for this presentation to the BOCC:

1. Continue with the current system of two departments with one director. Should require eight (8) staff for DHS to be fully functional
 - a. Advantages.
 - i. Simplifies financial reporting
 - ii. Maintains department identity within the community
 - b. Disadvantages.
 - i. Strategic planning more difficult
 - ii. Harder for director to focus on both departments
 - iii. Duplicate staff functions
 - iv. Not currently supportable using projected available administrative funds
2. Continue with two departments and two directors. Should require eight (8) staff for DHS to be fully functional
 - a. Advantages.

- i. Simplifies financial reporting
 - ii. Maintains department identity within the community
 - iii. Easier for strategic planning for each department
 - b. Disadvantages.
 - i. Duplicate staff functions
 - ii. Greater cost than Alternative 1 or 3
 - iii. Possible lack of program coordination
 - iv. Not currently supportable using projected available administrative funds
3. Merge the two departments into a new department with joined staff. Should require a total of 24 staff, three (3) to support proposed DHS functions, six (6) to support the merged department administrative and financial functions and 15 for current HD functions.
- a. Advantages.
 - i. Better long term / strategic planning
 - ii. Eliminates duplication of staff
 - iii. Least expensive
 - b. Disadvantages.
 - i. Cultural change
 - ii. Reorganization of office space to fit reorganization
 - iii. Loss of community recognition of each department
 - iv. Requires new position descriptions for some positions

Cost

The cost associated with paying the loan balance, utilities, and maintenance of the Community Service Center (CSC) is not included in this discussion. Those will be addressed in a future proposal once the final disposition of the outsourcing and use of the CSC has been determined.

Personnel costs were based upon incumbents in both departments, those costs may change as new position descriptions are developed.

- Estimated costs for Alternative 1 is approximately \$765,000: \$680,000 for personnel and \$95,000 for office expenses
- Estimated costs for Alternative 2 is approximately \$815,000: \$720,000 for personnel, and \$95,000 for office expenses
- Estimated costs for Alternative 3 above current public health costs is approximately \$345,000: \$270,000 for personnel and \$75,000 for office expenses

Funding

Current DHS and HD BARS accounting codes will be maintained and, for the most part, personnel will remain within their current funding streams.

Funding for Human Services programs come from a number of grant and local fund sources including:

- Local Homeless Housing funds
- The 0.1% Sales and Use Tax funds for expansion of mental health and chemical dependency services and treatments
- The 2% Liquor Revenue Funds for Chemical Dependency services
- Ad Valorem property tax funds for Mental Health and Developmental Disabilities

External funding sources today include:

- Consolidated Homeless Housing Grant through the Dept. of Commerce
- Developmental Disabilities Program Services Agreement with the Developmental Disabilities Administration
- Mental Health contracts with Greater Columbia Behavioral Health
- Chemical Dependency/Prevention Services contracts with the Department of Behavioral Health and Rehabilitation

In addition to programmatic funding in a number of areas, each of the grants include allowable administrative expenses, we believe that amounts to approximately \$400,000. However, given the current uncertainties of funding of behavioral health, chemical dependency, and developmental disability programs those funds may, or may not, decrease over time as the effect of the Patient Protection and Affordable Care Act come into play. If the available funding decreases, further cuts in staffing, and thus program monitoring, will have to be made.

Additional funds may be available based upon any income generated from the sale of excess property from Human Services (primarily information technology and telephone equipment), current reserves, and from any monies not spent from the ER&R account.

Security

N/A

Access

N/A

Risk

As with any major change in an organization there are disadvantages involved, no matter which alternative is chosen.

- There will be loss of staff positions in both organizations. Care will have to be taken in choosing which staff is selected for retention based upon the skill sets needed in the new organization.
- Alternative 1 is the organization least likely to come up with a cohesive long-term plan for organizational growth and development.
- Alternative 2 is the least controversial but is the most expensive.
- There will be a culture change for both organizations in Alternative 3 as the newly created organization will have duties from the two former departments.
- There may be some community negative feedback as members of the community see a different organization than both DHS and HD providing services.
- If Alternative 3 is chosen a new name will have to be developed, preferably one that reflects a new department with a different mission than either of the former departments.

Benefits

- Alternative 1 is the current status quo
- Alternative 2 provides the same organizational functions as the current Department of Human Services and is the most familiar to members of the community
- Alternative 3 is the least cost, maintains the current Human Services functional control, and gives the best opportunity for a coordinated approach to community health improvement planning.

Conclusion/Recommendation

Alternatives 2 and 3 have the best opportunity for success in the future. We believe Alternative 3 provides the best opportunity for success at the least cost and recommend the Walla Walla County Board of County Commissioners select Alternative 3 for implementation in 2014.

Submitted By

Disposition

Crowder / Health / Human Svcs / Jan 6, 14

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Name Department Date

☐ Denied

BOCC Chairman

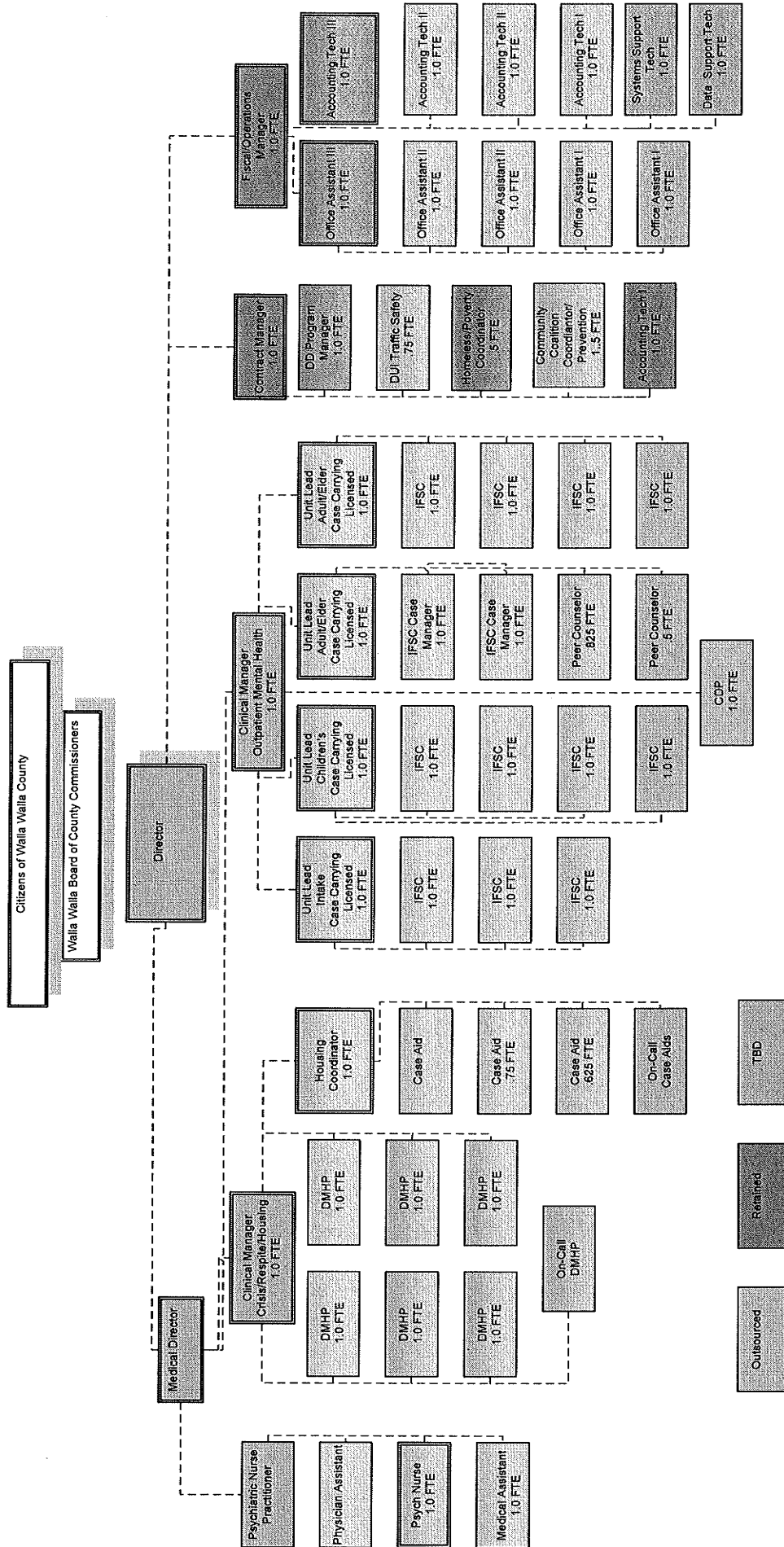
Date

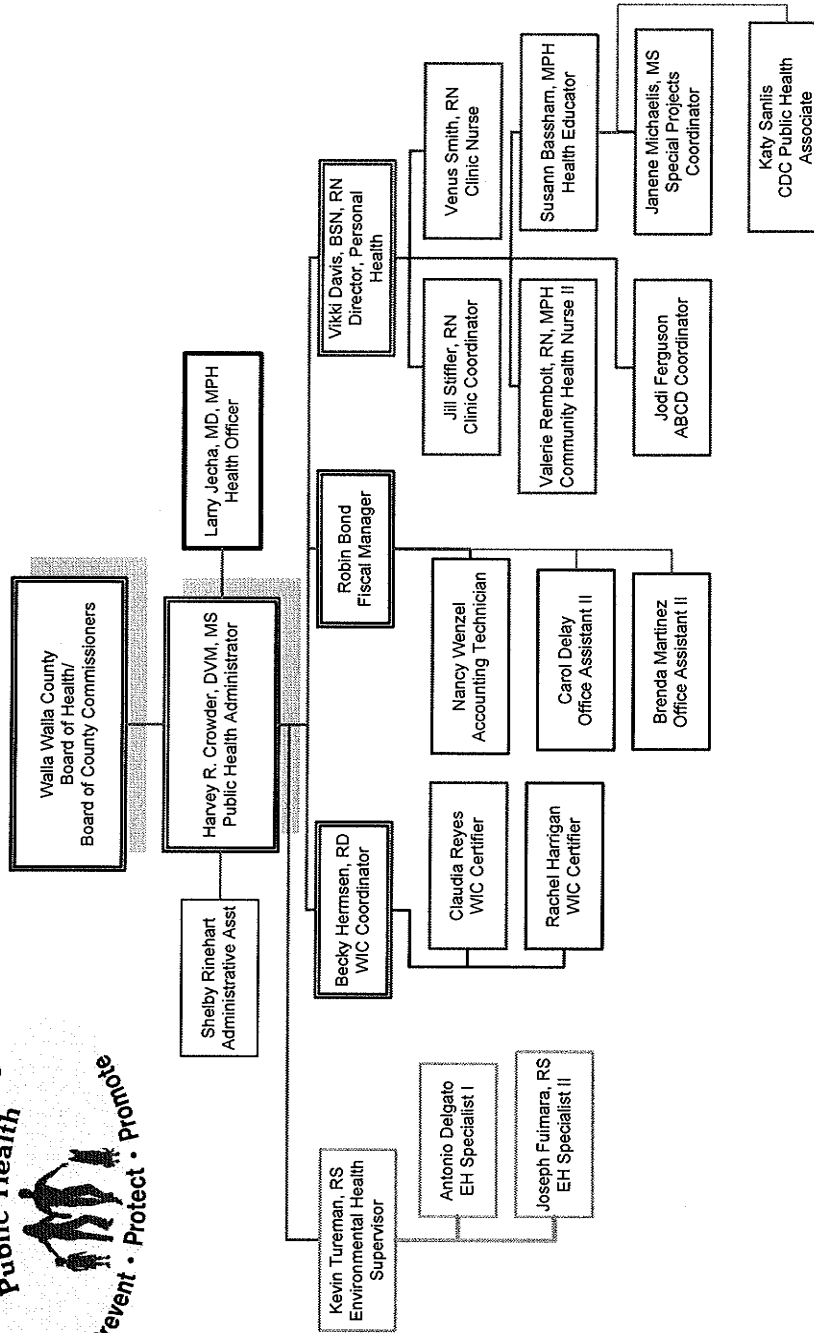
Additional Requirements to Proposal

☐ Modification

☐ Follow Up

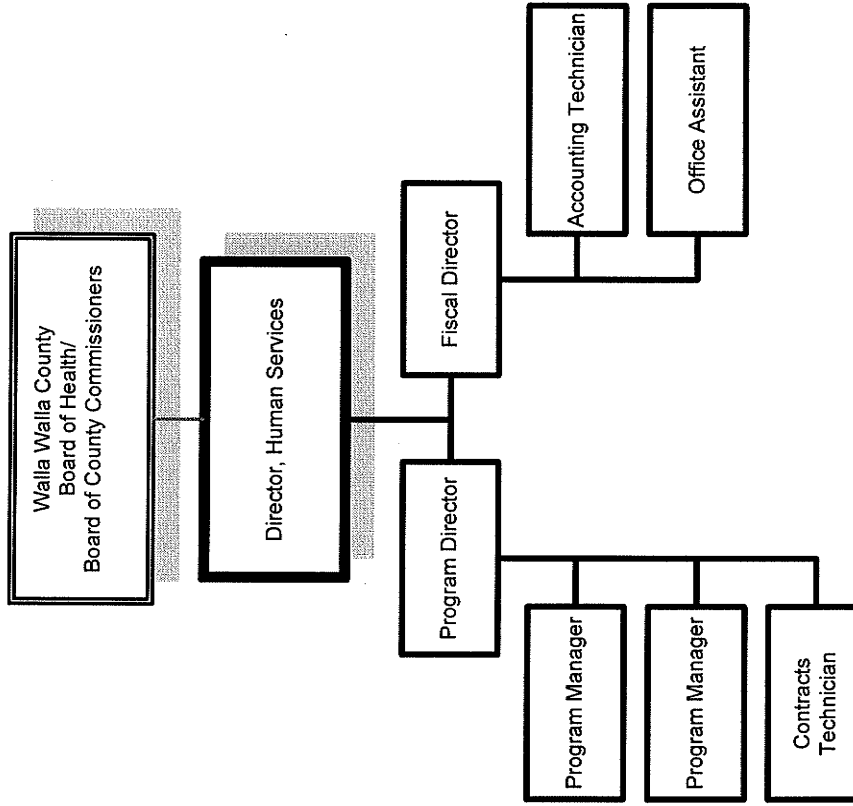
Attachment 1, DHS Organizational Chart



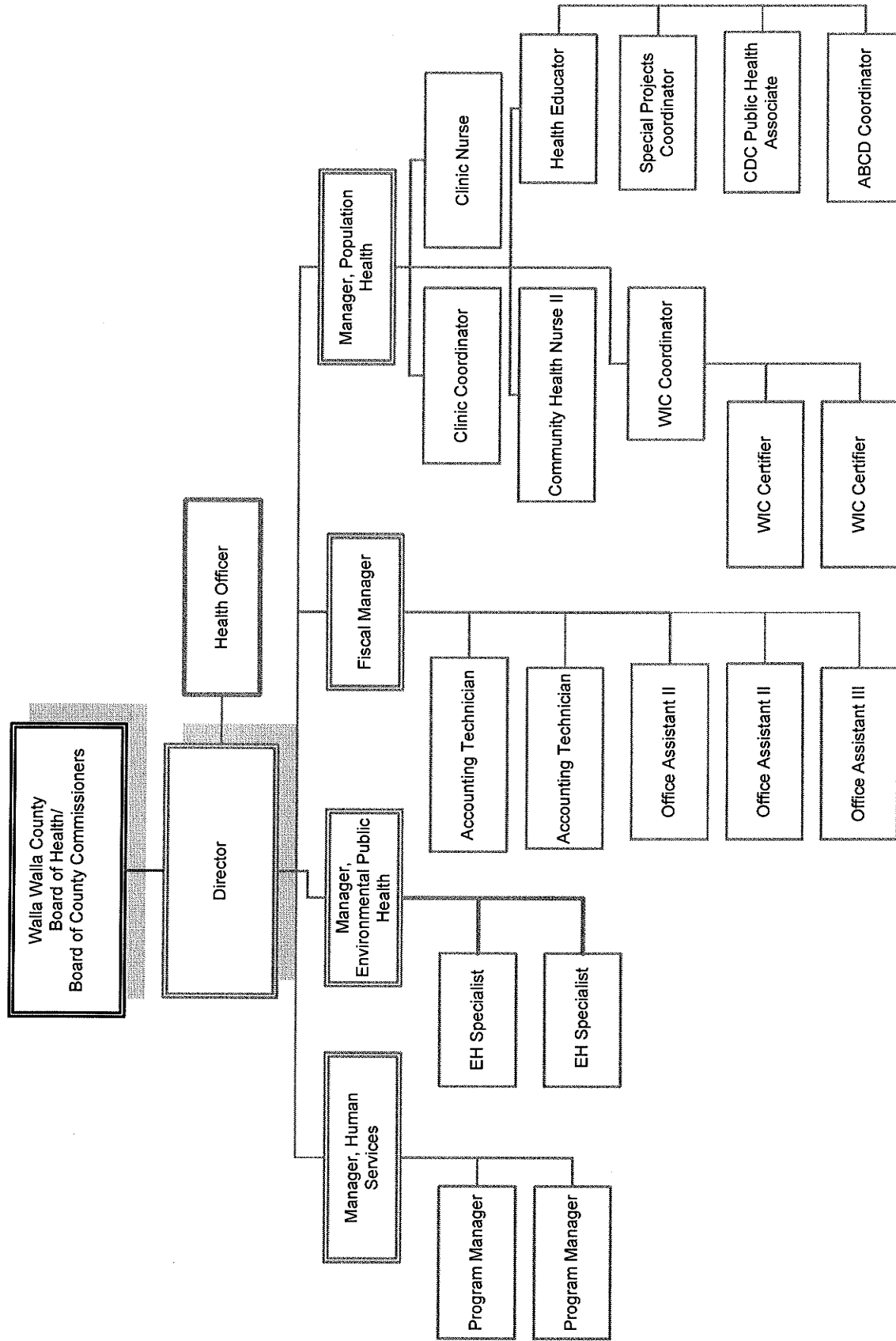


Administration & Support
Environmental Health Professionals
Personal Health Professionals

Attachment 3, DRAFT Proposal, Human Services



Attachment 4, DRAFT Proposal—Merged Departments



11:00

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.