

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 17, 2014

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

8:30

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) Executive session re: personnel
(pursuant to RCW 42.30.110(g))
(Note: time set aside for this is
8:30 a.m. - 9:15 a.m., if needed)
- c) Review warrant list **(9:15 a.m.)**

The county commissioners will take this time **(at 9:15 a.m.)** to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

RECESS.

9:30

COUNTY COMMISSIONERS

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

- d) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- e) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' sessions of March 10 and 11, 2014

COUNTY COMMISSIONERS (continued)

e) Consent Agenda Items (continued):

- 2) Formalizing approval of County Resolution 14 061, declaring certain County property as surplus and disposing of same
- 3) County warrants as follows: 4150175 in the amount of \$22,854.38 (draw taxes) and 4150176 through 4150511 totaling \$871,048.89
- 4) Payroll action and other forms requiring Board approval

f) Action Agenda Items:

- 1) Resolution _____ - Approving an extension of the interlocal agreement between Walla Walla County and the City of Walla Walla, Washington for use of the adult custody (jail) facilities *memo pg 3 resolution pg 4 Agreement pgs 5-6*
- 2) Resolution _____ - Approving an extension of the interlocal agreement between Walla Walla County and the City of College Place, Washington for use of the adult custody (jail) facilities *resolution pg 7 Agreement pgs 8-9*

- g) Miscellaneous business to come before the Board**
- h) Review reports and correspondence; hear committee and meeting reports**
- i) Review of constituent concerns/possible updates re: past concerns**



John A. Turner
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office (509) 524 - 5400
County Corrections (509) 524 - 5430
Fax (509) 524 - 5480
Dispatch (509) 527 - 3265
Burbank Dispatch (509) 545 - 8441
Toll Free (866) 527 - 3268
Email: sheriff@co.walla-walla.wa.us

John W. King, *Chief Operations Deputy*
Keilen L. Harmon, *Chief Corrections Deputy*
Shanda J. Zessin, *Chief Administrative Deputy*

Memorandum

Date: March 11, 2014

To: Board of County Commissioners

From: *Shanda Zessin*, Chief Administrative Deputy

RE: Extension to Corrections (Adult Custody – Jail) Intergovernmental Agreements with the Cities of Walla Walla and College Place

For the past 10 years Walla Walla County has been engaged in intergovernmental agreements that allowed the College Place and Walla Walla Police Departments to utilize the Walla Walla County Jail facilities and services for the incarceration of city prisoners. That 10 year agreement expired January 31, 2014.

I have worked with Deputy Prosecuting Attorney Jesse Nolte to create an extension to those intergovernmental agreements that will extend them through January 31, 2015. All parties are now aware that there is a timeline in place to complete the process of developing a subsequent agreement.

I have completed the work of obtaining signed agreements from both the City of Walla Walla and the City of College Place for your consideration.

Recommendation:

The Walla Walla County Board of County Commissioners approves extensions to the Cities of Walla Walla and College Place Adult Custody (Jail) Facilities Intergovernmental Agreements.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING AN
EXTENSION OF THE
INTERGOVERNMENTAL AGREEMENT
BETWEEN WALLA WALLA COUNTY
AND THE CITY OF WALLA WALLA,
WASHINGTON FOR USE OF THE
ADULT CUSTODY (JAIL) FACILITIES

RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County Resolution 04 062, an Intergovernmental Agreement between Walla Walla County and the City of Walla Walla for use of the Walla Walla County Adult Custody (Jail) Facilities was approved, with the term of said agreement to be effective February 1, 2004 and for the duration of ten years; and

WHEREAS, an Extension of Intergovernmental Agreement for Use of the Walla Walla County Adult Custody (Jail) Facilities has been prepared whereby the parties to the original agreement agree to extend and operate under the agreement referenced above; and

WHEREAS, the City of Walla Walla has approved and executed said agreement; and

WHEREAS, the County Sheriff has reviewed the agreement and recommends approval of same;
and

WHEREAS, the County Prosecuting Attorney has reviewed the agreement; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve and shall sign said Extension of Intergovernmental Agreement for Use of the Walla Walla County Adult Custody (Jail) Facilities, between Walla Walla County and the City of Walla Walla.

"Passed this 17th day of March, 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*

EXTENSION OF INTERGOVERNMENTAL AGREEMENT
FOR USE OF THE WALLA WALLA COUNTY
ADULT CUSTODY (JAIL) FACILITIES

THIS EXTENSION OF INTERGOVERNMENTAL AGREEMENT is made and entered into by and between Walla Walla County, a political subdivision of the State of Washington, hereinafter referred to as "County", and the City of Walla Walla, A Municipal Corporation of the State of Washington, hereinafter referred to as "City".

Whereas, the County and the City entered into an Intergovernmental Agreement for use of the Walla Walla County Adult Custody Jail Facilities, hereinafter referred to as "Agreement" in March 2004; and

Whereas, the County and the City modified the Agreement on May 4, 2012; and

Whereas, the Agreement expired on February 1, 2014; and

Whereas, the County and the City intend to review and discuss renewing the 2004 Agreement, with possible amendments; now therefore

The County and the City mutually agree to extend and operate under the February 1, 2004 Agreement, as modified by the May 4, 2012 amendment, for a period of one year from the date of this extension agreement. This extension will be in full force and effect during that time period, unless modified by a subsequent agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this _____ day of _____, 2014.

COUNTY OF WALLA WALLA

By: _____
James K. Johnson Chairman, District 1

Approved as to Form:

By: _____
Perry L. Dozier Commissioner, District 2

Jesse Nolte, Deputy Prosecuting Attorney

By: _____
Gregory A. Tompkins Commissioner, District 3

Approved as to Content:

Attest:


Clerk of the Board

John A. Turner, Sheriff

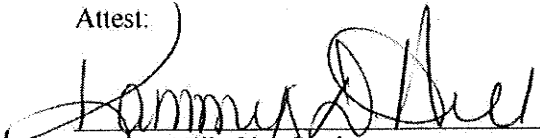
5

CITY OF WALLA WALLA

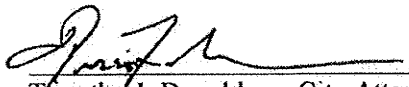
Date of signing: 2/28/14


Tim McCarty for Nabel Shawa, City Manager

Attest:


Kammy Hill, City Clerk

Approved as to form:


For Timothy J. Donaldson, City Attorney

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING AN
EXTENSION OF THE
INTERGOVERNMENTAL AGREEMENT
BETWEEN WALLA WALLA COUNTY
AND THE CITY OF COLLEGE PLACE,
WASHINGTON FOR USE OF THE
ADULT CUSTODY (JAIL) FACILITIES

RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County Resolution 04 103, an Intergovernmental Agreement between Walla Walla County and the City of College Place for use of the Walla Walla County Adult Custody (Jail) Facilities was approved, with the term of said agreement to be effective February 1, 2004 and for the duration of ten years; and

WHEREAS, an Extension of Intergovernmental Agreement for Use of the Walla Walla County Adult Custody (Jail) Facilities has been prepared whereby the parties to the original agreement agree to extend and operate under the agreement referenced above; and

WHEREAS, the City of College Place has approved and executed said agreement; and

WHEREAS, the County Sheriff has reviewed the agreement and recommends approval of same;
and

WHEREAS, the County Prosecuting Attorney has reviewed the agreement; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve and shall sign said Extension of Intergovernmental Agreement for Use of the Walla Walla County Adult Custody (Jail) Facilities, between Walla Walla County and the City of College Place.

"Passed this **17th day of March, 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*

EXTENSION OF INTERGOVERNMENTAL AGREEMENT
FOR USE OF THE WALLA WALLA COUNTY
ADULT CUSTODY (JAIL) FACILITIES

THIS EXTENSION OF INTERGOVERNMENTAL AGREEMENT is made and entered into by and between Walla Walla County, a political subdivision of the State of Washington, hereinafter referred to as "County", and the City of College Place, A Municipal Corporation of the State of Washington, hereinafter referred to as "City".

Whereas, the County and the City entered into an Intergovernmental Agreement for use of the Walla Walla County Adult Custody Jail Facilities, hereinafter referred to as "Agreement" in March 2004; and

Whereas, the Agreement expired on February 1, 2014; and

Whereas, the County and the City intend to review and discuss renewing the 2004 Agreement, with possible amendments; now therefore

The County and the City mutually agree to extend and operate under the February 1, 2004 Agreement for a period of one year from the date of this extension agreement. This extension will be in full force and effect during that time period, unless modified by a subsequent agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this _____ day of _____, 2014.

COUNTY OF WALLA WALLA

By: _____
James K. Johnson Chairman, District 1

Approved as to Form:

By: _____
Perry L. Dozier Commissioner, District 2

Jesse Nolte, Deputy Prosecuting Attorney

By: _____
Gregory A. Tompkins Commissioner, District 3

Approved as to Content:

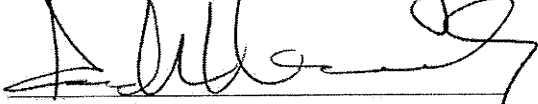
Attest:

Clerk of the Board

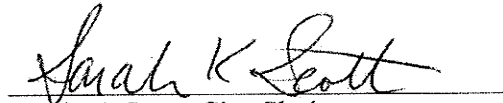
John A. Turner, Sheriff

CITY OF COLLEGE PLACE


Date of signing: 24 February 2014


Rick Newby, Mayor

Attest:


Sarah K. Scott, City Clerk

Approved as to form:


Charles B. Phillips, City Attorney

a) Consent Agenda Items:

- 1) Resolution _____ - Contract *memo pg 11*
between the WA State Department *resolution pg 12*
of Health and Walla Walla County
(Amendment 13 to 2012 - 2014
Consolidated Contract)
- 2) Resolution _____ - Setting *resolution pg 13*
a date of public hearing to hear
comments on a Community
Development Block Grant
Proposal for Public Service

b) Action Agenda Items:

- 1) Proposal 2014 03-17 DHS-1 *pgs 14-19*
Approval to change the financing
of the Community Service Center
at 1520 Kelly Place
- 2) Proposal 2014 03-17 DHS-2 *pgs 20-22*
Approval for funding the upgrade
of the heating, ventilation, and air
conditioning system in the Community
Service Center, 1520 Kelly Place,
Walla Walla
- 3) Proposal 2014 03-17 DHS-3 *pgs 23-25*
Approval for locating Department
of Community Health (now known
as Department of Human Services)
staff that are relocating from the
Community Service Center at
1520 Kelly Place

b) Department update and miscellaneous



WALLA WALLA COUNTY
HEALTH DEPARTMENT
310 W. Poplar Street, Suite 102 • PO Box 1753
Walla Walla, WA 99362
Phone 509.524.2650 • Fax 509.524.2678

MEMORANDUM

To: The Walla Walla County Board of County Commissioners
From: Harvey R. Crowder
Public Health Administrator
Date: March 17, 2014
Subject: Amendment 13 to 2012-2014 Washington Department of Health Consolidated Contract

This amendment provides an increase of \$2,433 for a revised maximum consideration of \$1,484,160

- Adds \$2,433 to our Maternal and Child Health Block Grant Funding for the period of Jan 1, 2012 through Sept 30, 2014.
- Amends the statement of work for our vaccine for children program.

RECOMMENDATION:

The Walla Walla County Board of County Commissioners approve the acceptance of Amendment 13 to the 2012-2014 Consolidated Contract and authorize the Public Health Administrator to sign.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF CONTRACT
BETWEEN THE WASHINGTON
STATE DEPARTMENT OF HEALTH
AND WALLA WALLA COUNTY

RESOLUTION NO.

WHEREAS, the Washington State Department Health has proposed contract Amendment 13 with Walla Walla County for the 2012 - 2014 Consolidated Contract with the Walla Walla County Health Department; and

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

WHEREAS, the County Prosecuting Attorney and Risk Manager have reviewed said amendment; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said contract amendment, and authorize County Public Health Administrator, Dr. Harvey R. Crowder, to sign the same.

Passed this 17th day of **March, 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
HEAR COMMENTS ON A
COMMUNITY DEVELOPMENT
BLOCK GRANT PROPOSAL FOR
PUBLIC SERVICE

RESOLUTION NO.

WHEREAS, the Washington State Department of Commerce has made contracted Community Development Block Grant funds available to Walla Walla County for Public Service, and

WHEREAS, a public hearing for comment on the grant proposal and subcontract to the Blue Mountain Action Council (BMAC) is required, and

WHEREAS, the purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from low- and moderate-income persons and persons residing in the Walla Walla area, and

WHEREAS, funds will be available to the Walla Walla County and the Blue Mountain Action Council to fund public service activities that principally benefit low- and moderate-income persons, and

WHEREAS, comments on the county's and Blue Mountain Action Council's past performance and use of their July 2013 - June 2014 CDBG Public Services Grant award will also be received, now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners, that a public hearing be set for March 31, 2014 at the hour of 9:45 a.m., or as close thereto as possible, in Commissioner's Chambers, 314 W. Main Street, Walla Walla, Washington, to consider public comment, and

BE IT FURTHER RESOLVED, that the Clerk of the Board of County Commissioners is hereby instructed to proceed with advertising as necessary

Passed this 17th day of March, 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



MEMO

Date: 2/5/2014

Proposal ID: 2014 03-17 DHS-1

To: BOCC

From: Harvey R. Crowder, DVM, MS, DACVPM
Interim Director, Human Services

Intent – Obtain BoCC approval to change the financing of the Community Service Center

Topic – Refinancing the Community Service Center (CSC)

Summary

In 2011 the Board of County Commissioners (BoCC) approved the purchase and remodeling of the building used by the Department of Human Services (DHS) using a loan from the County investment fund (\$2,000,000), a Department of Commerce Grant (\$1,000,000), and funds from DHS Reserves (\$2,000,000). The debt to the County investment fund was to be repaid over a 10 year period. In August 2012 Walla Walla County signed a 10-year lease for space with four tenants within the newly remodeled Community Service Center (CSC): Blue Mountain Action Council, Blue Mountain Heart to Heart, Helpline, and Rising Sun Club House. The lease was for \$1.00 / sq. ft. of office space with no increases for the first five years and a CPI increase for the remaining years of the lease. The lease included all utilities except for telephone service.

In August 2013 the Interim Director, DHS provided information to the BoCC on the inability of the current model for financing the debt incurred for the purchase and remodeling of the CSC was not tenable. I met with the tenants on October 2, 2013 to ask their willingness to renegotiate the terms of the lease and again on January 30, 2014. Prior to the October 2013 meeting, County Commissioners requested that I inquire on the willingness of the tenants to help cover the costs for maintenance of the "common areas" of the building.

At the January 30, 2014 meeting, the four tenants of the building were willing to discuss changes in their support for building operations; however, the small changes that can be made by charging tenants for "common area" maintenance or increasing the lease to commercial rates will not overcome the inability of the lease charges to the four non-

county (or five when DHS transitions to Central Washington Comprehensive Mental Health) tenants and the current DHS equal payments without exhausting current DHS reserves within several years. Additionally, a financial manager for one of the tenants questioned the philosophy of attempting a 10-year payback by using income from the tenants.

We estimate for 2014 DHS will have to use ~\$122,000 out of the operating fund reserve to make the 2014 payment of ~\$273,000. That amount needed from reserves will only increase in future years as utilities, repair and maintenance costs increase.

Additionally, we believe approximately \$500,000 of additional work is needed to complete the remodeling of the CSC (\$435,000 for HVAC, \$40,000 for the parking lot resurfacing, and \$25,000 for additional parking lot lighting). We know that additional unknown amount of funds will be needed to replace the aging heat pumps and other building maintenance issues.

Attached is a workbook that outlines the revenue and expenditures associated with the operation of the CSC. To build the workbook I used the cost data from 2013 for the utilities and maintenance portion, the current loan amortization data for mortgage costs, and included a pro-rated portion of the "common areas" for each of the 2014 tenants lease income. I left the 10-year projection using the current interest we pay to the investment pool (3.86%). For refinancing, I projected a 15, 20, 25, and 30 year payback projections, using a 5% interest rate calculator found at Bankrate.com.

Cost

Given the current 10-year payback the County will have to pay an extra ~\$96,000 in 2014 to meet all the projected costs in 2014 **IF** the tenants agree to pay \$1.00 per square foot for the pro-rated common areas of the building. That amount will continue to increase as utility, maintenance, and repair costs increase.

A 15-year payback - the County will be able to set aside ~\$19,500 in 2014 to meet all of the projected costs for 2014 **IF** the tenants agree to pay \$1.00 per square foot for the pro-rated common areas of the building. That amount will continue to decrease as utility, maintenance, and repair costs increase.

A 20-year payback - the County will be able to set aside ~\$45,600 in 2014 to meet all of the projected costs for 2014 **IF** the tenants agree to pay \$1.00 per square foot for the pro-rated common areas of the building. That amount will continue to decrease as utility, maintenance, and repair costs increase.

A 25-year payback - the County will be able to set aside ~\$60,600 in 2014 to meet all of the projected costs for 2014 **IF** the tenants agree to pay \$1.00 per square foot for the

pro-rated common areas of the building. That amount will continue to decrease as utility, maintenance, and repair costs increase.

A 30-year payback - the County will be able to set aside ~\$70,100 in 2014 to meet all of the projected costs for 2014 **IF** the tenants agree to pay \$1.00 per square foot for the pro-rated common areas of the building. That amount will continue to decrease as utility, maintenance, and repair costs increase.

Funding

Currently funding for the costs of the CSC comes from the lease income from four tenants, administrative overhead from our various contracts, and from local income sources from various taxes and fees. When we transition our behavioral health contracts the majority of our administrative overhead will also go with that contract meaning we will have to use more of our local income sources and thus reduce programs those fees support.

Alternatives/Options Considered

1. Do nothing.
2. Renegotiate current tenant leases.
3. Refinance the outstanding debt for the purchase of the CSC with the County investment fund.
4. Refinance the outstanding debt using a commercial lender.
5. Cancel our lease with the four current tenants and totally renegotiate the leases so the building is self-supporting.
6. Sell the building after upgrading the HVAC system.
7. Sell the building without upgrading the HVAC building.

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

- Option 1. Sticking with the current plan will result in DHS using current limited reserves to support a building no longer occupied by a County entity and also having to reduce support to other programs. This option will bring current DHS capital reserve accounts to \$0.00 by **January 2016**. This will immediately result in a default on full re-payments to the County investment fund unless other funds such as *ad valorem* are used (approximately \$500,000 available at this time).
- Option 2. Currently the four tenants have a 10-year lease with lease rates fixed for the first five years of the lease. They are under no obligation to renegotiate at this time. Forcing a renegotiation could cause any one or all of them to relocate thus negating any beneficial effect that the CSC provides.
- Option 3. Puts longer term earnings for the County investment fund at risk as interest rates rise.
- Option 4. It may be difficult to find a commercial or other lender willing to use a County-owned building as collateral and we may not be able to find a lender at a 5% lending rate.
- Option 5. Cancelling our current leases may result in one or more of the tenants leaving the building either because of affordability or perceived bad faith in the initial lease bargaining agreements.
- Option 6. Finding a buyer that is willing to honor the current commitment of 10 years as a community facility may be difficult in the short term. There is also the issue of financing the HVAC system that must be tied to income generated by CSC. We may not be able to recoup all County monies put into the purchase, remodeling, and maintenance of the CSC.
- Option 7. It will be difficult to find a buyer willing to pay for the building when we know there are significant maintenance and repair problems with the HVAC system. We may not be able to recoup all County monies put into the purchase, remodeling, and maintenance of the CSC.

Benefits

- Option 1. It is the "evil we know." We can plan an orderly departure from most of our locally supported programs and the County's investment fund will be repaid fairly quickly.

- Option 2. Allows for greater cost sharing of the operations of the CSC and provides income from the use of the two conference rooms (that we currently do not charge tenants for their use) as well as reducing the burden on DHS finances.
- Option 3. Keeps the finances within the County system.
- Option 4. Removes the County investment fund from any risk involved in the CSC.
- Option 5. Forces the issue on cost management and sustainability of the CSC.
- Option 6. Removes the County from the ownership of the building when there is no longer a County tenant. Allows the new owner of the building to negotiate lease rates more in line with building costs and finances.
- Option 7. Removes the County from the ownership of the building when there is no longer a County tenant. Allows the new owner of the building to negotiate lease rates more in line with building costs and finances. Eliminates the need to repair and upgrade the CSC HVAC.

Conclusion/Recommendation

This is a complex problem with complex solutions. I recommend using either Option 3 or 4 and follow up with Option 2 and Option 6.

For Option 2, renegotiate our current tenant leases to reflect cost sharing of common areas and carefully negotiate with Central Washington Comprehensive Mental Health on their lease.

For Option 3 or 4, I recommend that we seek a 25 or 30-year refinance of the CSC assuming we can obtain mortgage interest rates that allow us to set aside monies for continued maintenance and repair of the building.

For Option 6, once we have refinanced the building and repaired the HVAC system I recommend we seek an outside buyer that will continue to operate 1520 Kelly Place as a Community Service Center for at least the next nine (9) years as our contract with the Department of Commerce requires as long as we can recoup a majority of the County monies expended in the purchase, renovation, and operation of the CSC.

I will bring the Board of County Commissioners some proposals on how to pay for the repair of the HVAC system at a later date. The most likely scenario for this is to use part of our *ad valorem* reserves and a portion of the \$315,000 0.1% sales tax monies authorized by the BoCC for DHS operations in 2013 that were not expended.

Submitted By

Disposition

Crowder / DHS/ 02/05/2014

___ Approved

Name Department Date

___ Approved with modifications

___ Needs follow up information

Name Department Date

___ Denied

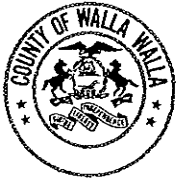
BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



MEMO

Date: March 17, 2014

Proposal ID: 2014 03-17 DHS-2

To: BOCC

From: Harvey R. Crowder, DVM, MS
Interim Director, Human Services

Intent – Obtain approval from the Board of County Commissioners for funding the upgrade of the heating, ventilation, and air conditioning (HVAC) system in the Community Service Center (CSC) at 1520 Kelly Place.

Topic – HVAC Upgrade

Summary

Following the beneficial occupancy of the CSC there have been numerous HVAC problems. Due to system design flaws problems ranged from leaking junctions in the hydronics, failed heat pumps, to inadequate heating or cooling. A survey completed by McKinstry recommended a solution that involved a major rework of the HVAC to alleviate most HVAC problems. That survey and recommendation has already been provided to the Board in 2013.

Cost

The solution recommended by McKinstry priced out at approximately \$435,000.

Funding

The Department of Human Services has funds available from several sources.

<i>Ad valorem</i> funds:	\$428,575
Unobligated 0.1% sales tax funds allowed for 2013:	\$315,000
Capital Building Funds:	\$265,900

Alternatives Considered

1. Do nothing
2. Repair HVAC using a mixture of DHS reserve funds

3. Seek additional grant funding for HVAC upgrade

Acquisition Method

Contract

Security

N/A

Access

N/A

Risk

1. Doing nothing is not an option, the HVAC system is not adequate to provide reliable heating or cooling for the CSC in the long term and will eventually increase costs as hydronic system leaks and heat pumps fail.
2. Using a mixture of DHS reserve funds, especially the 0.1% sales tax funds already approved for 2013 to offset DHS shortfalls, could result in criticism by using those funds for a capital expenditure rather than for the intended expanded services. This also will reduce the flexible reserves available to DHS and the newly merged agency, Community Health. Using any capital reserve funds puts the agency at risk and their ability to pay utilities and the county investment fund.
3. Seeking additional grant funding for the HVAC upgrade may be feasible but the unknowns are whether we are able to secure a grant in the short term for the upgrade or if after securing a grant whether it will cover all of the upgrade costs. Additionally, waiting will surely result in greater costs in the long term.

Benefits

1. Eliminates the cost of an upgrade.
2. Allows for a fairly quick upgrade of the HVAC system making the building a more suitable environment for occupancy and more marketable in the long term.
3. Lowers county costs.

Conclusion/Recommendation

Recommend the Walla Walla County Board of County Commissioners approve the use of the unobligated \$315,000 of 0.1% sales tax monies previously approved for use in 2013 to offset DHS costs, plus the use of \$120,000 *Ad Valorem* reserves to fund the upgrade and repair of the CSC HVAC system.

Submitted By

Disposition

Crowder / DHS / 2/26/14

☐ 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



MEMO

Date: March 17, 2014

Proposal ID: 2014 03-17 DHS-3

To: BOCC

From: Harvey R. Crowder, DVM, MS
Interim Director, Human Services

Intent – Obtain Walla Walla County Board of County Commissioners approval for locating Department of Community Health staff relocating from the Community Service Center (CSC)

Topic – Use of Office Space at 310 W Poplar

Summary

The contractor assuming our outpatient behavioral health and crisis services has requested the use of the entire space currently occupied by Human Services at 1520 Kelly Place. Staff being retained from Human Services for the newly created Department of Community Health will not totally fit into the current Health Department spaces at 314 W Main. Currently there is adequate space on the 2nd floor 310 W Poplar to house the staff that cannot fit into 314 W Main space. The proposal is to house the Director, Community Health and the Contracts and Program staff at 310 W Poplar and move the Financial Manager, Accounting technicians, and Administrative staff to 314 W Main.

Cost

Relocation costs are currently not known but are expected to be minimal. To the extent possible existing furniture, phones, and computers will be used.

Funding

N/A

Alternatives Considered

1. Stay in Kelly Place
2. Relocate to 310 W Poplar

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

1. Increases the distance between the staffs and lessens the income that could be obtained from Central Washington Comprehensive Mental Health (CWMH) at 1520 Kelly Place. Requires continued funding of connectivity between the County IT system and the staff at 1520 Kelly Place.
2. Minimal risk involved. Requires some additional network costs to wire, install one door, and remove a large counter in room 200.

Benefits

1. Eliminates the moving of staff.
2. Puts Community Health staff in close proximity (there are already three (3) community health staff on the 1st floor of 310 W Main) and frees up space at 1520 Kelly Place for CWCMH..

Conclusion/Recommendation

Recommend the Walla Walla County Board of County Commissioners approve the use of Rooms 200, 201, 202, 203, and 204 or 205 for use by Community Health staff.

Submitted By

Disposition

Crowder HD/DHS 3/6/14

____ Approved

Name

Department

Date

____ Approved with modifications

____ Needs follow up information

Name

Department

Date

____ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

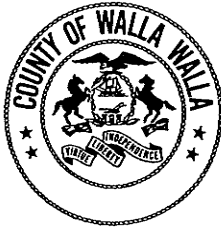
☐ Follow Up

10:00

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

- a) Department update and miscellaneous pgs 27-28



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

March 17, 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)

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
- **Budget /Assets**
 - Nothing new – Hope to start inventory and budget process in March
 - Reconciling inventory to Eden- Mostly done!
 - Tech Services Inventory to follow – Very soon
 - Filling in some inventory blanks for newly deployed items

- **Technology Refresh**
 - New equipment here
 - PC – standard image will be created
 - First PC to deploy will be at Burbank – X2 - Done
 - Then we will deploy per a list provided by Shanda
 - Laptops – in progress
 - **Assessor/Treasurer software upgrade**
 - Both have gone live, but still some work to be done
 - Bronwyn spent a lot of time reconciling some differences in totals before statements are run.
 - **AS-400 decommission**
 - Clerks Calendaring piece is in progress
 - Again have been busy on other projects
 - a) Eden inventory for fixed assets
 - b) TA reconciliation of totals for statements
 - **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
- **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 either have to add to the SAN or to the backup servers. Will also add to the devices we will have to support.
- **Public Record Requests Last 2 Weeks**
 - 2 = Requests received
 - 0 = Went the departments
 - 4 = Completed
 - 3 = Total Open

10:15

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))

10:25

PERSONNEL/RISK MANAGER

- 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))

10:30

PUBLIC WORKS DEPARTMENT

Randy Glaeser

a) Action Agenda Items:

- 1) Resolution _____ - Bid pg 32
award for Aggregate for
Bituminous Surface Treatment

b) Consent Agenda Items:

- 1) Resolution _____ - Use of pg 33
County roads for the Whitman
College Cycling Club Missionary
Omnium
- 2) Approve and execute County Road
Administration Board Reports for
Fish Passage Barrier Removal
Certification 2013 and Annual
Certification 2013

- c) Department update and miscellaneous pg 34**

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A BID AWARD
FOR AGGREGATE FOR
BITUMINOUS SURFACE
TREATMENT

RESOLUTION NO.

WHEREAS, as advertised, a bid opening was held on March 10th, 2014, for furnishing Walla Walla County with Aggregate for Bituminous Surface Treatment, and the following bids were opened and read publicly:

- 1) Konen Rock Products, Inc.....Total Bid.....\$180,500.00
 Milton-Freewater, Oregon
- 2) Humbert Asphalt, Inc.....Total Bid.....\$237,500.00
 Milton-Freewater, Oregon

and,

WHEREAS, the low bid meets the specifications; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the bid to furnish Walla Walla County with Aggregate for Bituminous Surface Treatment be awarded Konen Rock Products, Inc. of Milton-Freewater, Oregon for the total bid price of \$180,500.00.

Passed this 17th day of March, 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 USE OF
COUNTY ROADS FOR THE
WHITMAN COLLEGE CYCLING
CLUB MISSIONARY OMNIUM

RESOLUTION NO.

WHEREAS, the Whitman College Cycling Club is hosting the Missionary Omnium Bicycle Race; and

WHEREAS, said event will be held on Saturday, April 5, 2014 beginning at 7:30 AM and ending around 6:00 PM; and

WHEREAS, the event organizers have agreed to notify emergency services prior to the event for the necessary safety and emergency services information; and

WHEREAS, the event organizers shall provide traffic control, signage and flaggers in accordance with the approved Special Event Permit; and

WHEREAS, the event organizers have provided a certificate of insurance naming Walla Walla County as additional insured and have agreed to include Walla Walla County in their registration/release waiver; and

WHEREAS, the event organizers shall provide a news release to the local newspapers announcing the event date; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that permission be granted to the race organizers to use the following County roads: Ferris Road, Middle Waitsburg Road, Nelson Road, and Lower Waitsburg Road, Saturday, April 5, 2014.

Passed this 17th day of March, 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

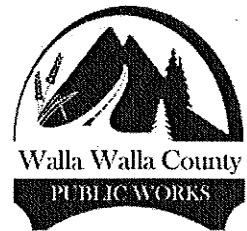
James K. Johnson, Chairman, District 1

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: 13 March 2014

Re: Director's Report for the Week of 10 March 2014

Board Action: 17 March 2014

Resolutions:

In the Matter of a Bid Award for Aggregate for Bituminous Surface Treatment

In the Matter of Use of County Roads for the Whitman College Cycling Club Missionary Omnium

Miscellaneous:

Execute County Road Administration Board Reports for Fish Passage Barrier Removal Certification 2013 and Annual Certification 2013

ENGINEERING:

- Mill Creek Forest Highways Project: Completing wetlands delineation.
- Taumarson Road: Conducted meeting concerning utility impacts to Cities. Working on ROW documents.
- Petty Bone Bridge: Working on ROW documents.
- Walter Bridge: Acquiring ROW.

MAINTENANCE:

- Crews conducting routine maintenance.

ADMINISTRATION:

- Attended MPO Project selection meeting.
- Quarterly counseling underway.

10:45

COUNTY COMMISSIONERS

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

(PLEASE NOTE: The county commissioners will be participating in the annual review and tour of various county road projects with the county engineer from approximately 11:00 a.m. to 3:00 p.m.)

- 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.