

# A G E N D A

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

TUESDAY, JANUARY 19, 2016

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

**9:15 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) Review warrant list

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' proceedings  
for January 11 and 12, 2016
- 2) Resolution \_\_\_\_\_ - Revision to an  
employment agreement between Walla  
Walla County and Dr. Harvey Crowder

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

IN THE MATTER OF REVISION TO  
AN EMPLOYMENT AGREEMENT  
BETWEEN WALLA WALLA  
COUNTY AND DR. HARVEY  
CROWDER

RESOLUTION NO.

**WHEREAS**, the Board of County Commissioners has entered into employment agreements with certain persons to serve as department heads or managers; and

**WHEREAS**, due to limits imposed by the reductions in state funding and lack of income from program fees, the director of the Department of Community Health (DCH) requested that both a reduction in work-week hours plus one day per month unpaid closure days (furloughs) be approved for the department for year 2016 (Ref: Proposal 2015 12-07 DCH-1); and

**WHEREAS**, Dr. Harvey Crowder, the DCH director, requested an employment agreement amendment to reflect a reduction in salary equal to both the reductions imposed on department employees; and

**WHEREAS**, the Board of County Commissioners has considered the matter; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they shall approve an addendum to the employment agreement in place with Dr. Crowder to reflect the revision requested, with said addendum to be attached to the originally executed agreement and which shall by this reference be made a part hereof.

**BE IT FURTHER RESOLVED** that said addendum shall be effective as of January 1, 2016.

**BE IT FURTHER RESOLVED** that a copy of said addendum shall be attached to this resolution as Exhibit A.

*"Passed this **12th day of January, 2016** 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

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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of Walla Walla County, Washington*

Exhibit A (Crowder)  
January 1, 2016

Addendum to Employment Agreement Between Walla Walla County and Harvey Crowder,  
with effective dates as noted.

Section 4. **COMPENSATION** (effective January, 2016)

- G. During year 2016 the Employee's salary shall be reduced as follows: By 12.5% as an adjustment due to a reduction of work week hours (40 hours reduced to 35) plus 4.615% reduction for one unpaid closure (furlough) day a month being required of the County Department of Community Health.

Done this 12th day of January, 2016

**Employee:**

\_\_\_\_\_  
Harvey Crowder

**For: Walla Walla County**

\_\_\_\_\_  
James K. Johnson, Chairman, District 1

\_\_\_\_\_  
Perry L. Dozier, Commissioner, District 2

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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of Walla Walla County, Washington*

**COUNTY COMMISSIONERS (continued)**

**e) Consent Agenda Items (continued):**

- 3) County warrants as follows: 4170869 through 4171006, totaling \$446,576.83; 4171007 in the amount of \$40.00 (reissued warrant); 4171008 through 4171009 totaling \$512.99 (correcting warrants); and 4171010 in the amount of \$22,486.90 (draw taxes)
- 4) Payroll action and other forms requiring Board approval

**f) Action Agenda Items:**

- 1) Ordinance No. 442 - Ordinance approving a request by Walla Walla County to create procedures and rules for regulating peddlers and hawkers, pursuant to RCW 36.71
  - 2) Resolution \_\_\_\_\_ - Labor Agreement between Walla Walla County Board of Commissioners and the Washington State Council of County and City Employees, Local 1191-WC of the American Federation of State, County and Municipal Employees, AFL-CIO Current Expense Courthouse Employees
  - 3) Execute Change Order Proposal #1 with Opp and Seibold, Inc. (Clerk's Security Window Project)
- 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**



a) **Action Agenda Items:**

- 1) Proposal 2016 01-19 DCH  
Approval to participate in multi-state  
and multi-county grant application and  
authority to execute Memorandum of  
Agreement with Northeast Oregon  
Network (NEON) to include with grant  
application

b) Department update and miscellaneous



# MEMO

Date: January 19, 2016

Proposal ID: 2016 01-19 DCH

To: BOCC

From: Harvey R. Crowder, DVM, MS, CPH, E-DACVPM

Intent – Obtain BOCC Approval to Participate in a Multi-State Multi-County Grant

Topic – Connecting Kids to Health Insurance / Community Health Worker

## **Summary**

As part of our collaboration with the Yellowhawk Tribal Health Center and the Northeast Oregon Network (NEON), the Department of Community Health desires to apply for a grant in collaboration with NEON to provide a community health worker to do health insurance enrollment and community outreach by the hiring of a grant-funded community health worker. At this time NEON is asking for a Memorandum of Agreement (MOA) to include in their application to the Centers for Medicare and Medicaid Services (CMS).

## **Cost**

N/A

## **Funding**

If the CMS grant is approved funding will provide for salary, benefits, overhead, travel, training, and support of the individual hired.

## **Alternatives Considered**

N/A

## **Acquisition Method**

CMS Grant

## **Security**

N/A

**Access**

N/A

**Risk**

At this time no risks are involved. We are asking only to provide a Memorandum of Agreement to participate in the Grant if approved.

**Benefits**

If approved, the grant will provide funding for community outreach and health insurance enrollment for our citizenry.

**Conclusion/Recommendation**

The Walla Walla County Board of County Commissioners authorize the Director of Community Health to sign the MOA.

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Submitted By

Disposition

Crowder / Community Health / Jan 19, 16

\_\_\_\_ Approved

Name          Department          Date

\_\_\_\_ Approved with modifications

\_\_\_\_ Needs follow up information

Name          Department          Date

\_\_\_\_ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

\_\_\_\_ Modification

\_\_\_\_ Follow Up

10:00

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover

**a) Action Agenda Items:**

- 1) Execute Agreement between Walla Walla County and Stalzer and Associates for Professional Services (for certain on-call professional services as requested by the county and outlined in a scope of planning services)

**b) Department update and miscellaneous**

**10:15**

**COUNTY COMMISSIONERS**

- a) Entrance audit meeting with representatives of the State Auditor's office regarding the 2014 County audit (accountability audit component)

10:30

PUBLIC WORKS DEPARTMENT

Randy Glaeser

a) **Action Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Bid award  
for Aggregate for Maintenance  
Rock

b) **Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Use of County  
roads for the Associated Students of  
Walla Walla University "One of These"  
5K Run/Walk
- 2) Resolution \_\_\_\_\_ - Signing a  
Title VI Non Discrimination Agreement  
Annual Report between Washington  
State Department of Transportation and  
Walla Walla County

c) Department update and miscellaneous

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

IN THE MATTER OF A BID  
AWARD FOR AGGREGATE FOR  
MAINTENANCE ROCK

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RESOLUTION NO.

**WHEREAS**, as advertised, a bid opening was held on Monday, January 11, 2016 for furnishing Walla Walla County with Aggregate for Maintenance Rock, with the following bids opened and read publicly:

- |   |                      |
|---|----------------------|
| 1) Central Washington Asphalt, Inc.<br>Moses Lake, WA | Total Bid: \$296,400 |
| 2) Barker Inc.<br>Dayton, WA                          | Total Bid: \$301,835 |
| 3) Humbert Asphalt, Inc.<br>Milton Freewater, OR      | Total Bid: \$547,200 |

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 Maintenance Rock be awarded to Central Washington Asphalt, Inc. of Moses Lake, Washington for the total bid price of \$296,400.00.

*Passed this 19<sup>th</sup> day of January, 2016 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

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

\_\_\_\_\_  
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of Walla Walla County, Washington*

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

IN THE MATTER OF USE OF  
COUNTY ROADS FOR THE  
ASSOCIATED STUDENTS OF  
WALLA WALLA UNIVERSITY  
"ONE OF THESE" 5K RUN/WALK



RESOLUTION NO.

**WHEREAS**, the Associated Students of Walla Walla University are hosting the "One of These" 5K Run/Walk; and

**WHEREAS**, said event will be held on Sunday, January 24, 2016 beginning at 9:00 AM and ending at approximately 11:00 AM; 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 Associated Students of Walla Walla University to use the following County roads: Grandview Avenue, Brickner Road, Clarence Avenue, and Valley Street on Sunday, January 24, 2016.

*Passed this 19<sup>th</sup> day of **January, 2016** 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

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

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of Walla Walla County, Washington*



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

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



RESOLUTION NO.

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

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

**WHEREAS**, in compliance with said regulations, Walla Walla County is required to submit a Title VI Non-Discrimination Agreement Annual Report by January 31 of each year; now therefore

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

Passed this 19<sup>th</sup> day of January, 2016 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

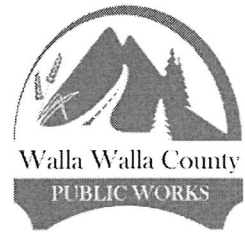
\_\_\_\_\_  
Perry L. Dozier, Commissioner, District 2

\_\_\_\_\_  
James L. Duncan, 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**

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To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 14 January 2016

Re: Director's Report for the Week of 11 January 2016

**Board Action: 19 January 2016**

**Resolution:**

**In the Matter of a Bid Award - Aggregate for Maintenance Rock**

**In the Matter of Use of County Roads for the Associated Students of Walla Walla University "One of These" 5K Run/Walk**

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

**ENGINEERING:**

- Mill Creek Road MP 3.96 to MP 4.36: Working on right-of-way acquisition.
- Mill Creek Road MP 1.1 to MP 3.96: Finalizing road design.
- Foster Road Safety Project: Received NEPA. Scheduled appraisal.
- Mill Creek FH: FHWA working with USFWS and NOAA on NEPA.
- Blue Creek Bridge: Hydraulic analysis complete. Waiting for final geotechnical report to complete bridge and earth wall design.

**MAINTENANCE:**

- Crews conducting routine maintenance.
- Conducted monthly ER&R meeting, including review of plan to move Touchet fuel station to Garage.

**10:45**

**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))

11:00

**HUMAN RESOURCES/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))

11:15

**COUNTY COMMISSIONERS**

- a) Presentation re Investment Grade Audit Proposal for the Walla Walla County Jail by David Ray, McKinstry Inland Northwest
- b) Discussion/possible action re: above presentation
- c) **Action Agenda Items:**
  - 1) Proposal 2016 01-19 Maint  
Approve Investment Grade Audit Proposal for the Walla Walla County Jail with McKinstry (County cost is not to exceed \$3,184.00)
- d) Miscellaneous or unfinished business to come before the Board



# MEMO

Date: January 13, 2016

Proposal ID. 2016 01-19 Maint

To: BOCC

From: Tom Byers

## **Intent – Decision**

**Topic** – Approve Investment Grade Audit Proposal for the Walla Walla County Jail with MckInstry.

## **Summary**

An Investment Grade Audit Proposal for the Walla Walla County Jail was prepared by MckInstry. Details of the work to be completed are in the proposal dated December 11, 2015 (copy attached).

## **Cost**

Not to exceed \$3,184.00

## **Funding**

L&J Building Fund 30000

## **Conclusion/Recommendation**

Recommend that the Board of County Commissioner approve the Investment Grade Audit Proposal.

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Submitted By

Disposition

Tom Byers    Facilities Manager    01-19-16

\_\_\_\_ Approved

\_\_\_\_ Approved with modifications

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Name    Department    Date

\_\_\_\_ Needs follow up information

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BOCC Chairman

Date

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Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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# Investment Grade Audit Proposal

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January 15, 2016

Tom Byers  
Facilities Manager  
317 W. Main  
Walla Walla, WA 99362

Kirsten Wilson, PE  
Energy Engineer  
DES Energy Program  
PO Box 11098  
Spokane Valley, WA  
99211-1098

## **Regarding: Investment Grade Audit Proposal | Walla Walla County Jail**

Walla Walla County has been working with McKinstry for the past ten years on making improvements to the energy performance and infrastructure of its buildings and facilities through performance-based energy savings contracts. In 2005 McKinstry completed the first comprehensive audit of all the County facilities with a primary focus on the County Courthouse and County Jail building. Included in our original audit findings and the Energy Services Proposal were key upgrades that were identified for the Jail. Since 2005 some of these proposed upgrades were addressed however others have become high priority based on the age and condition of certain systems and equipment.

To date McKinstry has completed the following energy efficiency upgrades at the Jail; replaced the obsolete T-12 lighting with energy efficient T-8 lighting and installed a new energy efficient hot water boiler as part of the last Commerce Grant project. The County also has installed a new Direct Digital Control (DDC) system to replace the failing pneumatic control system. On November 13, 2015 McKinstry completed our most recent assessment and review of current conditions at the County Jail and identified opportunities to reduce energy consumption, operational costs, replace equipment that is near the end of its useful life, and provide a new solar domestic hot water system as a more efficient and sustainable solution.

The intent of this Investment Grade Audit is to align with the County's short and long range Capital Facilities Improvement plan as was discussed originally with the County in 2005. McKinstry will develop a phased project approach for systematically completing upgrades to the Jail; focus will be on addressing the ventilation system (Air Handling Units) by providing more efficient equipment through a performance based design.

After completion of this Investment Grade Audit and presenting the County with the Energy Services Proposal (ESP); it will be at the County's discretion regarding the timing for moving forward with the first phase of work. This IGA provides the budgeting and planning to assist the County with systematically upgrading the three primary air handling units (AHUs) on a scheduled basis.

This proposal provides the guidelines under which McKinstry will complete the following tasks:

1. Conduct an Investment Grade Audit (IGA) at the targeted facilities:
  - ✓ County Jail / 300 West Alder (Built 1983)



INVESTMENT GRADE AUDIT PROPOSAL  
WALLA WALLA COUNTY



# Investment Grade Audit Proposal

2. [Upon Walla Walla County's Approval] In the event the County decides to pursue grant funding McKinstry will support Walla Walla County with developing and submitting a grant application to the Department of Commerce Energy Efficiency and Solar Grants Round 1 in March 2016 and Round 2 (if necessary).
3. Develop a comprehensive Energy Services Proposal (ESP) for selected initiatives, including a project phasing plan to allow the County to budget, plan and implement projects;
  - ✓ Phase 1 [2016] Replace the County prioritized AH-3 and provide a new solar domestic hot water system; includes eliminating the old and leaking domestic water storage tank. This project will be developed to guaranteed costs and savings and will be qualified for submission for grant funding under the current Dept. of Commerce grant program.
  - ✓ Phase 2 [2017] Replace AH-2 and ensure that the energy recovery portion of the system is functional and that the system is recommissioned; developed to ROM level.
  - ✓ Phase 3 [2018] Replace AH-1, make necessary control modifications and recommission, developed to ROM level.
  - ✓ Existing equipment capacities shall be assumed adequate and direct replacements will be pursued.
4. Develop a proposal for ongoing Measurement and Verification (M&V).

The target facilities to be studied are as follows:

- County Jail – 28,680 SF

**FOCUS AND OUTCOME OF STUDY** | McKinstry proposes under this Investment Grade Audit to focus on developing potential energy conservation and facility improvement measures that will save the County energy and operational cost as well as replace inefficient HVAC at the County Jail. Primary attention will be given to:

- Upgrading the three primary Air Handling Units (AHUs) serving the County Jail, all of which have reached their useful life
- Provide a new Solar Domestic Hot Water system as a renewable energy solution that will lower energy and operational costs

McKinstry is prepared to conduct this Investment Grade Audit over the next 60 days in anticipation of developing a Guaranteed Maximum Construction Cost by late February, in time for the Department of Commerce Round 1 grant deadline (March 3, 2016 at 5:00 p.m.); but recognizes the County may elect not to pursue grants in either Round 1 or Round 2. McKinstry will assist the County in securing any grants and rebates which may be available, including Department of Commerce grants and Pacific Power & Light and Cascade Natural Gas utility incentives. McKinstry will evaluate potential strategies for leveraging available capital and/or financing (if applicable) for the project.

**SCOPE OF WORK** | McKinstry will complete the following actions leading to implementation of performance-based initiatives:

Investment Grade Audit (IGA): The study will identify and analyze performance-based contracting measures along with their associated savings, costs, and potential for utility rebates and/or grants.

- The preliminary list of opportunities to be investigated can be found in *Section 4.1 "Preliminary Phase 1 FIM list – Attachment A"*.
- Provide a rough order of magnitude and pre-final review with the owner to determine improvement measures contained in the final project proposal.
- Develop GMAX (Guaranteed Maximum Construction Costs) project budget and guaranteed energy savings.
- Deliver an Energy Services Proposal for implementation of selected initiatives with associated energy cost savings, project costs, and payback information. The deliverables associated with the energy service proposal can be found in *Attachment B – "Investment Grade Audit Deliverables"*.



# Investment Grade Audit Proposal

- The breakdown of hours by trade for the Investment Grade Audit can be found in *Attachment C – "Investment Grade Audit Matrix"*.

**REQUESTED INFORMATION** | For effective execution of this proposal, we request Walla Walla County to provide access to the following:

- Historical utility bills for the last 36 months;
- As-built mechanical, electrical, architectural, and structural plans;
- Operational records related to the cost of maintaining specific equipment, as well as copies of existing service agreements;
- Access to individuals that have relevant information pertaining to the day-to-day operation of energy using systems at this site.
- Capital budgets
- Previous energy studies or facility master plans

**TIMELINE AND MILESTONES** | McKinstry will initiate this scope of work immediately upon the execution of an agreement with the County. Formal progress review meetings will be conducted regularly throughout the study phase. During these review meetings, McKinstry will recommend measures based on preliminary analysis, while Walla Walla County will provide final direction regarding recommended measures. The goal of these review meetings is to focus engineering efforts, budgeting, and savings assessment on those measures that possess a high probability for implementation. During this time, McKinstry will provide a detailed measurement and verification plan for the energy savings.

McKinstry will target completion of the initial Investment Grade Audit by March 3<sup>rd</sup> [Note: If Walla Walla County is not pursuing a grant in the Dept. of Commerce Round 1, this schedule will be extended to May] Key milestones are listed below:

- |   |                   |
|---|-------------------|
| • Notice of Intent to Proceed with IGA        | January 4, 2016   |
| • Rough Order of Magnitude Discussion         | February 8, 2016  |
| • Pre-Final Review and Finalize Project Scope | February 22, 2016 |
| • Grant Submitted                             | March 3, 2016     |

**COST EFFECTIVENESS CRITERIA** | It is Walla Walla County's intent to have McKinstry implement approved projects that meet the following criteria:

- Aggregate simple payback for measures with strategic importance or infrastructure renewal shall be equal to or less than the useful life of the equipment/system. Payback calculations shall utilize project costs less any applicable utility incentives or grants. Overall annual savings utilized in the payback calculations will only include guaranteed utility cost avoidance and hard-cost operational savings approved by the County.
- The County may infuse capital from planned capital project budgets or cash reserves to assist with implementation of Facility Improvement Measures. The County may utilize financing as an alternative funding mechanism at its discretion.
- McKinstry will work with the following entities to assist with securing energy efficiency grant funding or low interest loans for applicable initiatives:
  - Department of Commerce Energy Efficiency and Solar Grants
  - Pacific Power & Lighting (PP&L) and Cascade Natural Gas
  - State Local Program, QECBs, and other municipal financing programs

**FEE BILLING** | All fees assessed under this Investment Grade Audit Proposal will be rolled into the final project



# Investment Grade Audit Proposal

cost. McKinstry is focused on Walla Walla County directed projects at the County Jail and will recommend projects that meet the above criteria and align with the long range capital facilities plan for the Jail. Walla Walla County shall reimburse McKinstry for its time and expenses, not to exceed **\$17,945 (\$14,761 of the total cost of the IGA is being covered through E pact In-Kind services)**. All associated information, including deliverables, will become the property of Walla Walla County upon final receipt of payment.

We appreciate the opportunity to continue serving Walla Walla County as your energy partner. Please let us know if we can answer any questions or provide you with additional information.

Respectfully,



Casey McGourin, PE  
Sr. Program Manager  
McKinstry

cc: David Ray – McKinstry





# Attachment A - Preliminary Opportunity List Facility Improvement Measure (FIM) Summary

Project	Walla Walla County
Scenario	Initial FIM List
Date	Dec 11, 2015

FIM Name	Building	FIM Description
AH-3 Upgrade	County Jail	Upgrade the existing constant volume kitchen air handling unit with a new constant or variable volume air handling unit. Provide air and waterside balancing for the air handling unit and all downstream diffusers. Re-use controllers, control valves and actuators where possible.
AH-2 Upgrade	County Jail	Upgrade the existing variable volume air handling unit and VAV boxes that serve the second floor. Verify the operation of the energy recovery system to ensure that it is functioning. Provide air and waterside balancing for the air handling unit and all downstream equipment and diffusers. Re-use controllers, control valves and actuators where possible.
AH-1 Upgrade	County Jail	Upgrade existing constant volume multi-zone air handling unit with a new VAV air handling unit serving the first floor. Provide air and waterside balancing for the air handling unit and all downstream diffusers. Re-use controllers, control valves and actuators where possible. Add energy recovery system to new air handling unit design.
Solar Domestic Hot Water System	County Jail	Install new thermal solar hot water panels on the roof to pre-heat domestic hot water for the jail. Install a new solar domestic hot water storage tank.

# Attachment B

The final Energy Services Proposal (ESP) will include all required information as outlined under the State Energy Services Agreement. At least the following elements will be included:

1. A description of the facility and a description of those buildings and systems which shall receive McKinstry Equipment and McKinstry Services;
2. The cost effective Facility Improvement Measures (FIMs) to be installed or caused to be installed by McKinstry and a description of the FIMs analyzed but disqualified under the cost effectiveness criteria;
3. A description of the services that McKinstry will perform or cause to be performed on or in the facility, including but not limited to engineering, construction management, the operations and maintenance procedures for use on McKinstry Equipment, training for facility personnel, warranty service provided, and equipment maintenance provided;
4. The Maximum Allowable Project Cost, itemized in detail, which may be amended to represent actual costs;
5. Recommendations for replacement of existing equipment, along with recommendations for improvements to existing equipment and operating conditions;
6. The standards of comfort and service appropriate for the facility;
7. The baseline energy consumption for the facility, including the data, methodology and variables used to compute the baseline, and the baseline calendar period which shall not be less than twelve (24) months;
8. The estimated energy savings and energy cost savings that are expected to result from the installation of McKinstry Equipment and from McKinstry Service, and an explanation of the method used to make the estimate;
9. The method by which Energy Savings and Energy Cost Savings will be calculated during the term of the Energy Services Agreement;
10. A description of how McKinstry will finance its acquisition of McKinstry equipment and when title to McKinstry Equipment will pass to the Owner;
11. A description of how the Energy Cost Savings will be guaranteed by McKinstry;
12. A description of how McKinstry proposes to be compensated;
13. The term of the Energy Services Agreement;
14. The Termination Value for each year during the term of the Energy Services Agreement;
15. The schedule for project completion;
16. The nature and extent of the work and equipment that McKinstry anticipates it will receive from other firms under subcontract.



IGA COST ESTIMATE - Attachment C																
JOB NAME		Program Manager:			Casey McGourin											
Location		Account Manager			Dave Ray											
Job #		Date:			12/11/15											
Line Item	ITEM	Project Director	Sr. Program Manager	Energy Engineer	Lighting Engineer	Project Engineer	Design Manager	Proj Mgr/ Constr. Mgr	Account Executive	Estimator	Admin/Shared Services	Commissioning Engineer			Totals	
1	Preliminary/ ROM Phase														0	
2	Facility Walkthrough														16	
3	FIM Matrix Development/Scope Definition		8			8									0	
4	Deploy Loggers														0	
5	ROM Energy Savings (Based on Number of FIMs)														0	
6	ROM Construction Cost Estimate														6	
7	Client Meetings/Presentations (2) Kickoff/ROM Pres								6						0	
8	Travel Time														0	
9	Prefinal Phase														0	
10	PA Plan and client / state review														0	
11	Site Surveying / data gathering (Pre-Retrofit Measurements)										8				8	
12	Detailed Lighting Audit														0	
13	Analyzing Audit Data			2											2	
14	Guaranteed Energy and Operational Calculations			18											18	
15	Design Engineering		8			46	4								0	
16	Cost estimating		12					2							14	
17	Additional Site Walkthrough														0	
18	Utility rebate coordination			2											2	
19	Packaging Scenarios/Deliverables		6	4				8							18	
20	Pre-Final Costing/Constructability Risk Review	2	2	2		2		2	2						12	
21	Pre-Final Energy Risk Review			2											2	
22	DES Presentation		8						8						16	
23	ESP Development		2	6											8	
24	Final Scoping		4						2						6	
25	Price/Bidding (may be done before ESP or after)														0	
26															0	
27															0	
28															0	
29															0	
30															0	
31															0	
32															0	
33															0	
34															0	
SUBTOTAL (Hrs)		2	50	36	0	56	4	12	18	0	0	8	0	0	0	186
All Outside Consultants (breakdown on budget sheet)															\$1,000.00	
Total IGA Sell															\$17,045	

12:00

RECESS

1:30

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.*