

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JUNE 19, 2017

9:30

COUNTY COMMISSIONERS

Chairman Duncan

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) **Public Hearing:**
 - 1) To consider amendments to the 2017 Walla Walla County Budget
- g) **Action Agenda Items:**
 - 1) Resolution _____ - Amendments to the 2017 Walla Walla County Budget
- h) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for June 12 and 13, 2017
 - 2) Resolution _____ - Interagency Agreement Between Walla Walla County and Washington State University
 - 3) Resolution _____ - Approving the 2016 Walla Walla County inventory
 - 4) Resolution _____ - Canceling County Commissioners' sessions

COUNTY COMMISSIONERS (continued)

h) Consent Agenda Items (continued):

- 5) County voucher/warrants/electronic payments as follows: 4186957 in the amount of \$24,854.55 (draw taxes)
- 6) Payroll action and other forms requiring Board approval

i) Miscellaneous business to come before the Board

j) Review reports and correspondence; hear committee and meeting reports

k) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING THE 2016
WALLA WALLA COUNTY
INVENTORY

}

RESOLUTION NO.

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby certify that the Walla Walla County Inventory for the year ending December 31, 2016 is true and correct to the best of their knowledge and belief.

BE IT FURTHER RESOLVED that said inventory is on file and open to the public for inspection at the office of the Walla Walla County Auditor.

*"Passed this **19th day of June, 2017** 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 L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF AN
INTERAGENCY AGREEMENT
BETWEEN WALLA WALLA
COUNTY AND WASHINGTON
STATE UNIVERSITY

}

RESOLUTION NO.

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they shall approve and sign an Interagency Agreement between Washington State University Cooperative Extension and Walla Walla County (Appendix A, Professional Services Contract) to provide extension services, with said agreement to be for the period January 1, 2018 through December 31, 2018.

BE IT FURTHER RESOLVED that the County's portion for said Agreement is increased to \$85,844 (eighty five thousand eight hundred forty four dollars), an increase of \$2,205.

BE IT FURTHER RESOLVED that the county's portion reflects a contribution toward the compensation for two extension agents (faculty) as well as one administrative professional.

BE IT FURTHER RESOLVED that currently the County Director position is held by Debbie Williams, and although the Extension Faculty position (one of the two positions referenced above) remains vacant, Washington State University Extension has indicated that filling that position is a priority.

BE IT FURTHER RESOLVED that monies for the second Extension Faculty position will not be expended for anything other than that position in the 2018 County Budget.

*"Passed this **19th day of June, 2017** 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 L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

WALLA WALLA COUNTY

APPENDIX A

The following funds will be provided under this Memorandum of Agreement for the period January 1, 2018 through December 31, 2018 to provide an extension program.

TOTAL \$ 85,844

Richard T. Koenig Date
Associate Dean and Director
WSU Extension

James L. Duncan, Chair Date
Board of County Commissioners

Daniel G. Nordquist Date
AVPRA/Director
Office of Grant & Research Development

INTERAGENCY AGREEMENT
Between
WASHINGTON STATE UNIVERSITY EXTENSION
And
Walla Walla County

APPENDIX A
Detail

Professional Services Contract

The following individuals will be jointly funded under this Memorandum of Agreement through a WSU Personal Services Contract for the period January 1, 2018 through December 31, 2018.

Number		\$ Amount for County Portion
<u>1</u>	County Director *	\$ <u>24,677</u>
<u>1</u>	Extension Faculty	\$ <u>22,287</u>
<u>1</u>	Administrative Professional	\$ <u>38,880</u>
<u> </u>	Classified Staff	\$ <u> </u>
<u> </u>	Time-Slip (Hourly)	\$ <u> </u>
Total		\$ <u>85,844</u>

*Includes department head responsibilities for one Extension Educator.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
CANCELLING COUNTY
COMMISSIONERS' SESSIONS

}

RESOLUTION NO.

WHEREAS, it has been determined that there is no business to come before the Board of County Commissioners on July 3 or July 5, 2017, the meeting dates due to the 4th of July holiday; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the regularly scheduled Board meetings on July 3 and July 5, 2017 be cancelled.

BE IT FURTHER RESOLVED that regular meetings of the Board will resume on July 10, 2017.

*"Passed this **19th day of June, 2017** 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 L. Duncan, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

9:40

DEPARTMENT OF COMMUNITY HEALTH

Meghan DeBolt

- a)** Discussion: Request by Association of County Human Services (ACHS) for financial assistance to pay back Washington State Association of Counties due to special circumstances
- b)** Possible decision/direction on above
- c)** Department update and miscellaneous

9:50

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover

- a)** Department update and miscellaneous

10:00

COUNTY FAIRGROUNDS

Bill Ogg

- a) Department update and miscellaneous

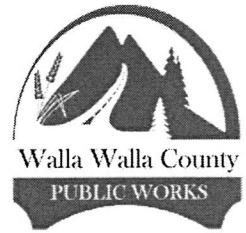
10:10

PUBLIC WORKS DEPARTMENT

Randy Glaeser

- a)** Department update and miscellaneous

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 15 June 2017

Re: Director's Report for the Week of 12 June 2017

Board Action: 19 June 2017

Update Only

ENGINEERING:

- Mill Creek FH: Checking final specifications and engineer's estimate. Waiting for final landowner/bank to sign.
- Blue Creek Bridge: Checking final specifications and engineer's estimate.
- Pflugrad Bridge: Working on environmental permits.
- Pemberton Bridge: Bid package for box culvert out to ad. Bid opening scheduled July 10.
- Mill Creek Road MP 1.1 to MP 3.96: Acquisition will begin as time allows.
- Mud Creek: Researching the possibility of moving the road north east to avoid Mud Creek. This would require WSDOT approval as the intersection with SR12 would change.
- Abbott Road stormwater: Working on design to eliminate direct flow of stormwater into Yellowhawk Creek.

MAINTENANCE/FLEET MANAGEMENT:

- Crews focusing on chip seal operations.
- Fuel station complete.

ADMINISTRATION:

- Working on 2018 budget.
- Met with FEMA representatives to discuss winter storm damage.

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

COUNTY SHERIFF

John Turner

- a) Presentation regarding request for approval to apply for COPS (Community Oriented Policing Services) hiring grant through the federal Department of Justice
- b) **Action Agenda Items:**
 - 1) Proposal 2017 06-19 SHE Authorization for Sheriff's office to apply for a COPS hiring grant



MEMO

Date: June 12, 2017

Proposal ID. 2017-06-19 SHE

To: BOCC

From: John Turner, Sheriff

Intent – Approval to apply for US Department of Justice – COPS Hiring Program

Topic – COPS (Community Oriented Policing Services) Hiring Program

Summary

The Walla Walla Sheriff's Office has the opportunity to apply for grant funds from the US Department of Justice Community Oriented Policing Services (COPS) Hiring Program. The grant reimburses 75% of an entry level salary and benefits for the first 3 years, and is capped at \$125,000 for the 3 year period. It also requires that the position be fully funded with local or state funds for the 4th year. This opportunity would enhance our basic law enforcement services which in turn will make our community safer.

This request is for approval to apply for the grant funds. If Walla Walla County is offered an award the Board of County Commissioners approval would be sought for acceptance of the funds.

Cost

Over the life of the grant the overall cost is estimated at approximately \$150,000.

Funding

US Department of Justice COPS Hiring Program

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Recommend that Board of County Commissioners give authority to John Turner, Sheriff, to proceed with applying for funds from COPS Hiring Program.

Submitted By

John Turner, Sheriff, 06/12/2017

Disposition

☐ Approved

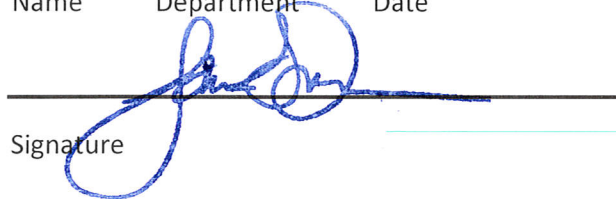
☐ Approved with modifications

☐ Needs follow up information

☐ Denied

Name Department Date

Signature



BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

Walla Walla County
GRANT QUESTIONNAIRE

Date: **May 23, 2017** Office/Department: **Sheriff's Office**
Contact Person: **Shanda Zessin,
Chief Civil Deputy**

- 1) Name of Grant/Program: **US Dept of Justice - COPS Hiring Program**
- 2) New Grant ☒ Renewing Grant ☐ Term (# of years) **4 years**
- 3) Is the grant unchanged, and does not require Current Expense funding? **Not Applicable**
- 4) How will this grant benefit the county's citizens?

Gangs and narcotics are currently the number one threat to our community's quality of life. An additional deputy via this COPS hiring grant would allow the Sheriff's Office to be more proactive against criminal gang activity, illegal narcotics trafficking, and the other criminal activity that is typically related. With the HIDTA-designated task force in the Tri-Cities, and a task force focus in other surrounding areas, Walla Walla County is increasingly becoming an area where Drug Trafficking Organizations conduct business with relative impunity. As an indicator of this, opioid-related drug overdose deaths have quadrupled in Walla Walla County within the last six years.

The Sheriff's Office currently has two K9 units assigned to patrol. One team is cross-trained for tracking and narcotics detection. Our K9 units are responsible for all calls for service, which oftentimes prevents them from responding to high-priority events or conducting narcotics interdiction. This means that our office is primarily reactive in the areas of narcotics and gang activity. Our goal is to pull the two K9 units from basic patrol response and allow them to work independently of calls for service. This would allow them greater freedom to be proactive in narcotics detection, respond more timely to calls for service needing a K9 unit, and be proactive in attending to high priority

calls. One additional deputy assigned to patrol via this grant would get us halfway to this goal.

In addition to these basic proactive benefits, an additional grant funded deputy position can also enhance basic citizen and deputy safety by increasing backup assistance and county-wide law enforcement coverage. Our current staffing levels often require deputies to respond to priority calls by themselves or with backup many miles away. This heightens their level of risk, limits a deputy's ability to control dangerous situations, and reduces the level of service to our community. Realizing much needed additional deputies will increase safety while increasing the level of service the Sheriff's Office can provide.

- 5) Is this a program grant or an equipment grant?

It is a supplementary program grant.

- 6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?

This particular grant does not renew.

- 7) If this is a new grant how will the grant support a current program OR how will the program change?

Please see the answer to #4 above and "additional information" below as they explain how this grant would support current WWSO operations.

- 8) Does this grant require up front funds? **Yes**
If so, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?

The Sheriff's Office would be required to supply the basic uniform and equipment necessary to outfit the deputy. The deputy would also be expected to complete the BLEA experience as well. We would need additional funding in our current budget for these expenditures.

- 9) How many employees (new or current) will be paid by the grant? **N 1 C 0**
a. If this grant requires new hire(s) and the grant ends, how will unemployment costs be funded?

If unemployment becomes an issue, then the cost would be bore by the Sheriff's Office current expense or L&J budget. It is foreseeable and likely that a three-year deputy would get hired quickly by another law enforcement agency as good lateral transfers are valuable.

- 10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc?

Yes – The grant reimburses 75% of an entry level salary and benefits for the first 3 years, and is capped at \$125,000 for the 3 year period. It also requires that the position be fully funded with local or state funds for the 4th year. The estimated total match for one deputy for the 4 years would be in the range of \$140,000 - \$150,000. Another way to look at it is: The 4 year cost salary and benefits for an entry level deputy would be \$265,000 - \$275,000 and the grant would cover \$125,000.

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits?

No. Any COLA related costs would be the responsibility of the law enforcement agency.

- 12) What fund would support a cash match (if required)?

The WWSO would need additional budget capacity from the BOCC to participate in this program.

- 13) If required what is the TOTAL cost of the match over the life of the grant?
Between \$140,000 - \$150,000

- 14) What fund would support the administration of the grant?

Not applicable – not an additional program

- 15) Will the grant allow for the County cost allocation plan to be funded?

No

- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program?

Yes – additional uniform, equipment and vehicle costs

- 17) Would the program require use of a county vehicle or personal vehicle?

Yes – Due to the status of the fleet if it would be necessary to purchase another vehicle.

18) If so, would the grant provide for the cost of the automobile and/or liability insurance?

No

19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.)

There would be the necessary need in support services departments such as the County Shop to service the officer's vehicle, IT services for support with technical issues relating to patrol computer and software, etc.

20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies?

No

21) Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, and reimbursement for meeting refreshments, paying for meeting space, etc.?)

No

22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities?

No

23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.

Additional deputies are needed and their service to our community will benefit taxpayers. According to former Police Chief Chuck Fulton, the City of Walla Walla Police Department has realized 13 new police officers via this COPS grant hiring program. Each WWPDP officer hired under this grant has remained a career police officer. For WWSO, just like WWPDP, when this grant expires it will require annual continuation of funding to retain the deputy and continue to provide the realized benefit and service to our community.

- 24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet. **Done**

Please feel free to submit additional information as needed.

Although the Walla Walla County Sheriff's Office continues to see decreases in basic NIBRS Group A crime rates, the crime rates in the cities of College Place and Walla Walla continue to increase. There are multiple reasons for crime rate fluctuations, however crime rate decreases are a good thing and some of the success in this arena is due to the hard work of dedicated WWSO deputies and employees. What's not accounted for in any of these crime statistics are the increasing dangers that gangs and drugs pose to our county and our quality of life. We are seeing violent crimes and homicides committed in the City of Walla Walla with suspects who have county ties and who come in contact with WWSO deputies on a regular basis. We are seeing violent crimes in the counties to our west and south. We are seeing an overflow of activity from those who commit crimes outside our county, especially in the south county and Burbank areas. History and experience show us that if cities and counties don't work diligently together on these issues, crime will continue to spread and deteriorate communities.

In 2011, the Community Council conducted a lengthy in-depth study on the issue of local gangs. Several recommendations came from that Walla Walla County centric study, and although we agree with the recommendations, due to inadequate staffing levels, WWSO has been unable to implement the law enforcement specific recommendations. Other community social services and the Walla Walla Police Department have been able to implement study recommendations; however to date, the Sheriff's Office has unfortunately not been able to.

Deputies advise that the attitudes of gang members are increasingly hostile to local law enforcement. Local law enforcement officers also advise that the level of violence and aggression in our county feels to be on a steep rise. Also what raw statistics do not explain are increases in criminal related activity within our county, such as when a car is stolen in the city (which accounts for that statistic), but the stolen vehicle is then often located in the county for which there is generally no group statistic. When occupied, these occurrences are a safety issue to the Deputies who handle them – usually all alone many miles from any back-up.

Hospitals advise that regional gang violence is negatively affecting their ability to care for others when they are locked down. Many of the shooting, stabbing, and beating victims of gang crime are indigent and without insurance. With the Emergency Room treatment of these victims costing into the hundreds of thousands of dollars, there is a very real increasing cost to our citizenry from these gang and drug related violent crimes. The Walla Walla County Coroner

and hospitals also advise that the increase of illicit drug related care and overdoses are an increasing concern.

Realtors advise that if our area becomes gang and drug infested, such as other communities in the central and eastern areas of our state, it will become increasing difficult to maintain property values and real estate sales. Local realtors already field questions about gang violence in our county from potential buyers on a regular basis. When property values decrease due to gang and drug related crime, property values can plummet, and accordingly so does property tax revenue. Thus, if county governments do not address these issues up front, as their need for revenue to combat gangs and drugs increase, the funds needed may have decreased.

Business and tourism leaders advise that a continued increase in gang, drug, and violent crime would be disastrous to retail sales, tourism, hospitality rentals, flights into our airport, and all the sales tax revenue generated by these activities.

Our county would greatly benefit from having two K9 deputies patrolling in the field. Their schedules would overlap and allow for seven-day a week K9 coverage while reducing the cost of their twice monthly, state required, K9 in-service training. By not being attached to patrol minimums they would be able to flex their schedules to attend training and provide emphasis patrols when specific criminal problems are identified.

The strategic plan is to request 2 new deputy positions be created by the BOCC and added to the existing 24 commissioned deputies. If approved, when the 2 new-hire deputies are off training and working solo patrol, the 2 K9 positions will transfer to the adapted K9 patrol schedule. This COPS hiring grant can help us towards this goal.

Thank you.



John Turner
Sheriff

6/6/17

Date

FOR COMMISSIONERS' OFFICE USE ONLY

Approved by: _____
Chair, Board of County Commissioners

Date

- Copies to:
- 1) Requesting Office/Department
 - 2) Susan Dombrosky, Auditor's office
 - 3) Commissioners' File

10:40

JOINT FINANCIAL UPDATE

**Karen Martin and
Gordon Heimbigner**

- a) 2017 budget update

10:50

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

COUNTY COMMISSIONERS

- a) Presentation and discussion of
lease agreements - 1520 Kelly Place
- b) Possible action on following
- c) **Action Agenda Items:**
 - 1) Proposal 2017 06-19 DCH
Approval of increase in monthly
lease agreement rates for
County-owned property at 1520
Kelly Place, and approve a full-
time maintenance position
- d) Miscellaneous or unfinished business
to come before the Board

12:00

RECESS

Kelly Place Walla Walla County Community Service Center

MEGHAN DEBOLT

WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH

Recommendations

1. Refinance with Baker Boyer Bank to extend term of loan and reduce payment.
2. Increase rent by maximum allowable Consumer Price Index (CPI) per Terms of the Lease Agreement 5.15 – 7%
3. Hire Full Time Maintenance Staff – 1.0 FTE to be responsible for
 1. Maintenance
 2. Janitorial
 3. Landscaping
4. Discontinue contracts with existing janitorial and landscaping service
5. Establish Capital Improvement Plan and Fund - \$200,000
6. Use remaining fund to pay on principle of loan – Pay off in 2024
7. Transition 319 – Community Service Center, budget to Maintenance – Tom Byers

Increase per the maximum allowable CPI calculated at 7% for 2017

Eff Aug 2017			
	Current Rate	7% Increase	New Rate
Blue Mountain Action Council	6,673.00	467.11	7,140.11
Comprehensive Mental Health	16,562.50	1159.375	17,721.88
Helpline	2,493.00	174.51	2,667.51
Blue Mountain Heart to Heart	967.00	67.69	1,034.69
Totals	26,695.50	1,868.69	28,564.19

5 - Year Outlook

	Aug-Dec 2017	2018	2019	2020	2021
Beginning Fund Balance	\$ 148,847.33	\$ 328,442.02	\$ 253,545.48	\$ 373,891.76	\$ 490,657.65
Lease Revenue	\$ 334,118.37	\$ 342,770.22	\$ 342,770.22	\$ 342,770.22	\$ 342,770.22
Operating Expenditures	\$ (93,202.70)	\$ (79,740.00)	\$ (79,740.00)	\$ (79,740.00)	\$ (79,740.00)
Building Maintenance Worker	\$ (22,090.00)	\$ (59,464.80)	\$ (64,221.98)	\$ (67,802.36)	\$ (69,836.43)
Capital Improvement Reserve	\$ -	\$ (200,000.00)			
June & Dec BBB Loan Pmts	\$ (39,230.98)	\$ (78,461.96)	\$ (78,461.96)	\$ (78,461.96)	\$ (78,461.96)
Ending Fund Balance	\$ 328,442.02	\$ 253,545.48	\$ 373,891.76	\$ 490,657.65	\$ 605,389.48

10 – Year Outlook

	2022	2023	2024	2025	2026	2027
Beginning Fund Balance	\$ 605,389.48	\$ 716,227.92	\$ 824,854.47	\$ (73,484.83)	\$ 106,964.66	\$ 282,810.28
Lease Revenue	\$ 342,770.22	\$ 342,770.22	\$ 342,770.22	\$ 342,770.22	\$ 342,770.22	\$ 342,770.22
Operating Expenditures	\$ (79,740.00)	\$ (79,740.00)	\$ (79,740.00)	\$ (79,740.00)	\$ (79,740.00)	\$ (79,740.00)
Building Maintenance Worker	\$ (73,729.82)	\$ (75,941.71)	\$ (80,175.46)	\$ (82,580.73)	\$ (87,184.60)	\$ (89,800.14)
Capital Improvement Reserve						
June & Dec BBB Loan Pmts	\$ (78,461.96)	\$ (78,461.96)	\$ (1,081,194.06)			
Ending Fund Balance	\$ 716,227.92	\$ 824,854.47	(73,484.83)	\$ 106,964.66	\$ 282,810.28	\$ 456,040.36



MEMO

Date: June 15, 2017

Proposal ID: 2017 06-19 DCH

To: BOCC

From: Meghan M. DeBolt, MPH/MBA
Administrator

Intent – Inform the BOCC of current and projected budget for the Community Service Center (Kelly Place) and recommend to the BOCC a 7% increase in rent for all office spaces lease agreements and the approval of a 1.0 FTE Maintenance Worker.

Topic – Community Service Center Budget Update and Increase in Rent

Summary

Walla Walla County property at 1520 Kelly Place, aka Community Services Center, has been operating on a limited budget since the building was purchased in 2012. With the refinance of the building with Baker Boyer Bank in June 2017 and tenant leases coming to a term when lease rates can be renegotiated, we have an opportunity to better manage the building and serve the tenants.

Cost

N/A

Funding

N/A

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

By raising the rent by 7%, this may upset tenants. However, I have been meeting with tenants on a regular basis and am confident that the raise in rent, accompanied with the hiring of a full-time maintenance worker will alleviate concerns.

Benefits

With the refinance, raising the rent, and hiring a full-time maintenance worker, the Kelly Place building will return to a functional working condition. In addition, the full-time maintenance worker is what tenants have been asking for, thus they will be satisfied with this positive change, even though it will come at some cost to them. In addition, a Capital Improvement Fund will be established for the building as outlined in the accompanying presentation and budget. This will ease any budgetary impacts when costs such as roof repair or other capital improvements, occur.

Conclusion/Recommendation

It is recommended the BOCC:

1. Raise rent by 7% starting August 1st, 2017, as is allowed in Section 5.1 of the Office Space Lease agreements with Blue Mountain Action Council, Helpline and Blue Mountain Heart to Heart. This rate increase will also be applied to Comprehensive Mental Health, Inc. with the renewal of their lease starting July 1, 2017.
 2. Approve a new full-time position in the County Facilities Maintenance budget dedicated to the Kelly Place building.
-

Submitted By

Meghan DeBolt, DCH,

Name Department Date

Name Department Date

Disposition

____ Approved

____ Approved with modifications

____ Needs follow up information

____ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

____ Modification

____ Follow Up

1:30

COUNTY CLERK

Kathy Martin

- a) Office update and miscellaneous

1:40

DEPARTMENT OF COMMUNITY HEALTH

Meghan DeBolt

- a) Report and presentation re 2017
Emergency Preparedness Summit

1:50

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover

- a) Review staffing request



Walla Walla County Community Development Department



Memorandum

Proposal No. 2017 [_____]

To: Board of County Commissioners
From: Tom Glover, Director
Date: June 19, 2017
Subj: Position request – Building Inspector

Intent

To add a position to our department.

Background/Summary

The work load of the department continues to increase as we see increasing residential and commercial construction. Each project requires multiple inspections throughout the construction phase, which taxes our inspectors to the point where it is not unusual for both of them to be in the field the entire day. When that happens, there is no one in the office getting plan review done, and answering inquiries from customers.

Our primary plan reviewer and “go to” person for questions about construction codes is our Building Official. Unfortunately, he’s spending his days in the field, conducting routine construction inspections.

When I first came on board, in 2007, there were two Building Inspectors plus the Building Official. During the economic down-turn we reduced the number of inspectors through attrition, leaving us with only one inspector by the time the County and City decided to form the Joint agency.

Purpose

To provide an additional Building Inspector to assist in sharing the day-to-day on-site construction inspections. This would be a full-time, 40-hour per week, and permanent position within the department.

Policy Impact

A job description for the Building Inspector position exists. Approval for this position would be in compliance with the County’s current employee structure, and the local union agreement.

Cost

Attached is the job description for the Building Inspector. This is an entry-level position, with the expectation that certification will follow hiring. Using our current salary structure, it is classified as a grade 27. Based on a 40-hour workweek, the starting salary would be \$3,798 per month. As we are mid-year, the cost would be approximately \$22,788 for 2017, and \$45,576 for the first full year (2018). This does not include the cost of benefits.

Benefits:

Health - \$1,062.00 per month was used for budget purposes for 2017

Social Security – 7.65% of gross

Retirement – 12.70% of gross (effective 7/1/17)

L&I - \$1.0466 per worked hour (Use \$1.14 per worked hour for 2018)

Total: \$4,752/mo. X six months (2017) = \$28,512

\$57,024 for 12 months (2018)

Funding

10100 – Community Development. Will need to add a funding line item for the position, if approved.

Alternatives Considered

1. No action, and continue with the staffing levels we have now. But, workload is not diminishing.

Acquisition Method

Public recruitment process via public notice in local newspapers, the County's website, and industry-related websites.

Access

Applications will be received by the County's HR department.

Benefits

Additional staffing expertise to assist with the day-to-day on-site construction inspections.

Submitted by:

Tom Glover, Director
Walla Walla County Community Development Dept.

Disposition:

☐ Approved
☐ Approved with modifications
☐ Needs follow up information
☐ Denied

BoCC Chairman

Date

2:00

FACILITIES MAINTENANCE DEPARTMENT

Tom Byers

a) Action Agenda Items:

- 1) Proposal 2017 06-19 Maint
Approval of Upgrade Order
Agreement with Schindler
Elevator Corporation for the
installation of new telephone
in the Fairgrounds Pavilion
elevator

b) Department update and miscellaneous



MEMO

Date: June 15, 2017

Proposal ID. 2017-06-15 MAINT

To: BOCC

From: Tom Byers, Facilities Maintenance Manager

Intent – Decision

Topic

Approval of upgrade order agreement with Schindler Elevator Corporation to install new hands-free telephone in the elevator located in the Pavilion on the County Fairgrounds, allowing emergency communications from the elevator car.

Summary

The State of Washington and the ADA guidelines mandate the requirement for a hands-free phone when the current system is in need for update, current phone system is not working.

Scope of Work

Schindler Elevator Corporation will provide labor, materials, engineering and supervision required to perform the following scope of work during regular working hours of the elevator:

- Remove the existing telephone from the elevator cab.
- Install the new hands-free phone system.
- Wire new phone to telephone line in the machine room.
- Test and adjust unit for proper operation.

Costs

Cost to perform the scope of work listed above is \$1,072.67 includes Washington State Sales Tax.

Project Time Schedule

Schindler Elevator Corporation staff will schedule with the owner dates and times that this project will be completed with the price based upon work during regular working hours of regular working days.

Funding

Facilities Maintenance is responsible for the elevator repairs and maintenance but the Fairgrounds will need to pay for this project.

Conclusion/Recommendation

Recommend that the Board of County Commissioner approve the upgrade order agreement with Schindler Elevator Corporation in the amount of \$1,072.67 as outlined above.

Submitted By

Disposition

___ Approved

Tom Byers Facilities Manager

6-15-2017

___ Approved with modifications

Name

Department

Date

___ Needs follow up information

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up

SCHINDLER ELEVATOR CORPORATION

409 N Thierman Road
Suite D
Spokane Valley, WA 99212-1129
Phone: 509-822-3362
Fax: 509-535-7149

UPGRADE ORDER AGREEMENT**Date:** 06/08/2017**Estimate Number:** RMON-AN5LHG (2017.3.1)**To:**

Walla Walla County Fairgrounds
Po Drawyer G
Walla Walla, WA 99362

Customer:

Walla Walla Fairgrounds
363 Orchard St
Walla Walla, WA 99362

Schindler hereby proposes to furnish and install the following with respect to the equipment located at the above building:

Emergency Phone

A hands-free telephone allows emergency communications from the elevator car, and the hands-free design complies with ADA guidelines. Our hands-free telephone is programmable to the emergency response number you select, and a second number can be programmed in case the first does not answer. Calls are placed automatically at the push of a button, and a "help is coming" response light is included. Schindler Elevator Corporation proposes to provide all labor, material, engineering and supervision required to perform the following scope of work during regular working hours of the elevator trade:

- Remove existing telephone from elevator cab.
- Install new hands-free phone system.
- Wire new phone to telephone line in machine room.
- Note: Installation of telephone service to the machine room, and maintenance thereof, is your responsibility.
- Test and adjust unit for proper operation.

Price: \$985.00, plus applicable taxes. (Quotations valid for 60 days; price based upon work during regular working hours of regular working days.)

Payment: Payable in full within 30 days of invoice. Schindler retains title to any equipment furnished hereunder until final payment is made. Late or non-payment will result in assessment of interest charged at a rate of 1 1/2% per month or the highest legal rate available, and any attorneys' fees, expenses and costs of collection.

The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

By: Ryan Morton

For: Schindler Elevator Corporation

Title: Sales Representative

Date: 6/8/2017

Accepted:

By: _____

For: Walla Walla County Fairgrounds

Title: _____

Date: _____

Approved:

By: Joe Stumph

Title: District Manager

Date: _____

TERMS AND CONDITIONS

1. Any changes to the building to meet local or state codes are to be made by Purchaser. Any changes in the Work required due to building conditions discovered in the performance of the Work will be paid by Purchaser.
2. No work, service materials or equipment other than as specified hereunder is included or intended.
3. Purchaser retains its normal responsibilities as Owner of the equipment which is subject of this Agreement.
4. Schindler will not be liable for damages of any kind, in excess of the Price of this Agreement, nor in any event for special, indirect, consequential or liquidated damages.
5. Any cutting and patching is by others and not included in this work.
6. Neither party shall be responsible for any loss, damage, detention or delay for causes beyond its reasonable control, including strikes, lockouts, or labor disputes, or acts of God. Dates for the performance or completion of the work shall be extended as is reasonably necessary to compensate for the delay.
7. We warrant that the work will comply with the specifications and that there will be no defects in materials or workmanship for one year after completion of the work or acceptance thereof by beneficial use, whichever is earlier. Our duty under this warranty is to correct nonconformance or defect at our expense within a reasonable time after the receipt of notice. THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Purchaser's remedies hereunder are exclusive.
8. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the sole and direct fault of Schindler.
9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/equipment only), modems, source/ access/ object codes, passwords and the Schindler Remote Monitoring feature ("SRM") (if applicable) which we will deactivate and remove if the Agreement is terminated.

2:15

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.