

A G E N D A

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, MARCH 6, 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)
- e) Introduction of new county employees (this is scheduled for the first meeting of each month)

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

f) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms

g) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' proceedings for February 27 and 28, 2017
- 2) Resolution _____ - Reappointments to the Walla Walla County Rural Library Board of Trustees (MacDonald and Dahlin)
- 3) Resolution _____ - 2016 County Development Regulations Amendment Docket, and setting an additional date of public hearing to consider certain requests (ZCA16-0004 Buchanan and ZCA17-001 Walla Walla County)
- 4) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
REAPPOINTMENTS TO THE WALLA
WALLA COUNTY RURAL LIBRARY
DISTRICT BOARD OF TRUSTEES
(MACDONALD AND DAHLIN)



RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County Resolution 12 086, Alice MacDonald was appointed to a first term on the Walla Walla County Rural Library District Board of Trustees, said term to expire January 1, 2017; and

WHEREAS, pursuant to Walla Walla County Resolution 15 066, David Dahlin was appointed to fill an unexpired term on the Walla Walla County Rural Library District Board of Trustees, said term to expire January 1, 2017; and

WHEREAS, pursuant to RCW 27.12.190, the Board of County Commissioners appoint members to the library board of trustees; and

WHEREAS, Mrs. MacDonald and Mr. Dahlin wish to be reappointed to said Board; and

WHEREAS, the Walla Walla County Rural Library District Board of Trustees has recommended and requested that Alice MacDonald and David Dahlin be reappointed to a position on said Board; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby reappoint Alice MacDonald to a second and final five year term on the Walla Walla County Library Board of Trustees, said appointment to be effective January 1, 2017 and expire on January 1, 2022.

BE IT FURTHER RESOLVED that they do hereby reappoint David Dahlin to a first full term of five years on the Walla Walla County Library Board of Trustees, said appointment to be effective January 1, 2017 and expire on January 1, 2022.

BE IT FURTHER RESOLVED that, pursuant to an Attorney General Opinion, AGO 59-60 No. 66, Mr. Dahlin is eligible for appointment to a second full term, provided all parties concur.

*"Passed this **6th day of March, 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 THE 2016
COUNTY DEVELOPMENT
REGULATIONS AMENDMENT
FINAL DOCKET, AND SETTING AN
ADDITIONAL DATE OF PUBLIC
HEARING TO CONSIDER CERTAIN
REQUESTS**

RESOLUTION NO.

WHEREAS, Walla Walla County received applications for consideration as part of the 2016 County Comprehensive Plan and Development Regulations amendment cycle; and

WHEREAS, pursuant to Walla Walla County Resolution 16 246, the 2016 County Comprehensive Plan and Development Regulations Amendment docket was established; and

WHEREAS, the Walla Walla County Planning Commission and Board of County Commissioners have held hearings on a portion of the amendment docket; and

WHEREAS, the Walla Walla County Planning Commission held a public hearing on January 4, 2017 to consider one of the applications and a related County-sponsored amendment proposal, as follows:

- **ZCA16-004 – Susan Buchanan**
Zoning Code Text Amendment application to establish definitions for “value-added agriculture” and “agritourism” and make these allowed uses in the Agriculture Residential (A-10) zoning district.
- **ZCA17-001 – Walla Walla County**
County-sponsored alternative amendments to Title 17 to establish definitions and development standards for “small-scale value-added agriculture processing” and “agritourism enterprise.” The amendments would make these newly defined uses allowed, subject to Level 1 or Level 2 review and permitting requirements, in the County’s agriculture zoning districts and industrial agriculture zoning districts, as well as most of the rural districts.

WHEREAS, the Walla Walla County Planning Commission, after hearing public testimony at the January 4 public hearing, voted unanimously to recommend the application by Susan Buchanan (ZCA16-004) be replaced on the docket by the alternative County-drafted proposal (ZCA17-001) and that the alternative proposal be approved by the Board of County Commissioners; and

WHEREAS, the Board of County Commissioners discussed the Planning Commission’s recommendation and the proposed amendments by Susan Buchanan (ZCA16-004) and Walla Walla County (ZCA17-001) in a workshop meeting on February 21, 2017 and indicated that they would like to schedule a public hearing to take public testimony and consider amendment proposals ZCA16-004 and ZCA17-001 as well as an alternative version of ZCA17-001 that excludes the proposed uses from the Exclusive Agriculture 120 district; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that, pursuant to Walla Walla County Code, a public hearing shall be set for 11:15 a.m. on Monday, March 27, 2017 in County Commissioners’ Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, to receive testimony on the above referenced amendment proposals.

BE IT FURTHER RESOLVED required notice of said hearing shall be done by the Walla Walla County Community Development Department.

BE IT FURTHER RESOLVED that, immediately after the public hearing, the County Commissioners may, if necessary, adopt additional findings of fact.

*"Passed this **6th day of March, 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*

h) Action Agenda Items:

- 1) Proposal 2017 03-06 ECON-County
Approval to release funds to the City
of Walla Walla from the Port of Walla
Walla's Economic Development Sales
Tax Fund for the Rebuild Veterans
Memorial Pool Reconstruction Project
 - 2) Proposal 2017 03-06 ECON-Port
Approval to release funds to the City
of Walla Walla from Walla Walla
County's Economic Development Sales
Tax Fund for the Rebuild Veterans
Memorial Pool Reconstruction Project
- 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



MEMO

Date: 3-2-17

Proposal ID. 2017 03-06 ECON DEV – County

To: BOCC

From: Diane Harris, Administrative Assistant, Board of County Commissioners

Intent – Approval of payment to City of Walla Walla (Walla Walla County 9/10^{ths} Funds)

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

Summary

August 8, 2016 the City of Walla Walla requested and applied for \$200,000 in grant funds from the County's portion of the Walla Walla County Economic Development Sales Tax Funds for a project identified as Rebuild Veterans Memorial Pool Reconstruction project. By Proposal 2016 08-22 Econ Dev - County, the County (Board of County Commissioners) approved the request during an open, public session of the board.

February 22, 2017, Andy Coleman, City of Walla Walla, requested the payment of the grant funds from the County's portion of the Economic Development Sales Tax Fund monies, upon approval a warrant will be vouchered for payment to the City of Walla Walla for the following:

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

Cost

see above

Funding

9/10ths Funds

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

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

Submitted By

Disposition

Diane Harris, Commissioners 03/02/17

Approved

Name Department Date

Approved with modifications

Needs follow up information

Signature

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up



PARKS & RECREATION
SERVICE CENTER- 55 MOORE ST.
Walla Walla, WA 99362
(509) 527-4527
FAX (509) 524-7955

February 22, 2017

Walla Walla County Commissioners
P.O. Box 1506
Walla Walla, WA 99362

Dear County Commissioners:

I am writing to request disbursement of funds (\$200,000) for the Rebuild Memorial Pool Project that was approved by the Board of Commissioners in August of 2016. As part of the funding approval, you listed five conditions that must be met in order for the funds to be committed. I have identified below how each of these conditions has been met.

1. City of Walla Walla will be responsible for the inclusion of the Memorial Pool Reconstruction Project in the approved 2017 Port of Walla Walla Economic Development Plan, which will included the project as eligible for distribution of funds by listing the project in the Walla Walla County Comprehensive Plan, Appendix G. ***Rebuild Memorial Pool has been included in 2017 Port of Walla Walla Economic Development Plan.***
2. Full remaining project funds must be secured in order to request disbursement of this Economic Development Sales Tax grant. ***A total of \$8 million has been secured to fund the entire project. All the additive alternate bid items have been awarded by City Council to include slides, play structure and shade structures.***
3. There shall be no Walla Walla Walla County non-resident charges for users of the facility, if funds are accepted or utilized. ***The Walla Walla City Council approved the 2017 Memorial Pool fees at its meeting on November 16, 2016 and the user fees are the same for all, regardless of residency.***
4. Full utilization of contingency budget/funds on pool related equipment, if any remain at project close-out. ***The City of Walla Walla is committed to using any remaining project funds on facility related items. Currently there is approximately \$25,000 remaining in project funds.***
5. Funds to be disbursed after February 1, 2017, conditional on the inclusion of the project in the approved Port Economic Development Plan. ***Rebuild Memorial Pool has been included in 2017 Port of Walla Walla Economic Development Plan.***

The Rebuild Memorial Pool project is nearing completion with a scheduled grand opening date of May 26, 2017. I hope you all will be in attendance to celebrate this facility that will benefit the entire Walla Walla Valley.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Coleman", written over a horizontal line.

Andy Coleman
Acting Parks & Recreation Director



MEMO

Date: 3-2-17

Proposal ID. 2017 03-06 ECON DEV – PORT

To: BOCC

From: Diane Harris, Administrative Assistant, Board of County Commissioners

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

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

Summary

July 28, 2016 the City of Walla Walla requested and applied for \$200,000 in grant funds from the Port's portion of the Walla Walla County Economic Development Sales Tax Funds for a project identified as Rebuild Veterans Memorial Pool Reconstruction Project. By Proposal 2016 08-08 Econ Dev-Port, the County (Board of County Commissioners) approved the Port of Walla Walla's request during an open, public session of the board.

March 2, 2017, Pat Reay, Port of Walla Walla, Executive Director, requested the payment of the grant funds from the Economic Development Sales Tax Fund monies. The Port of Walla Walla is requesting the concurrence of the County, and at such time a warrant will be vouchered for payment to the City of Walla Walla for the following:

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

Cost

see above

Funding

9/10ths Funds

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

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

Submitted By

Disposition

Diane Harris, Commissioners 03/02/17

Approved

Name Department Date

Approved with modifications

Needs follow up information

Signature

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up



PARKS & RECREATION
SERVICE CENTER- 55 MOORE ST.
Walla Walla, WA 99362
(509) 527-4527
FAX (509) 524-7955

March 1, 2017

Patrick Reay, Executive Director
Port of Walla Walla
3410 A Street
Walla Walla, WA 99362

Dear Mr. Reay:

I am writing to request disbursement of funds (\$200,000) for the Rebuild Memorial Pool Project that was approved by the Port Commissioners at their meeting on July 28, 2016. As part of the funding approval, there were six conditions that must be met in order for the funds to be disbursed. I have listed each condition below and how each of these conditions has been met.

1. City of Walla Walla will be responsible for the inclusion of the Memorial Pool Reconstruction Project in the approved 2017 Port of Walla Walla Economic Development Plan, which will included the project as eligible for distribution of funds by listing the project in the Walla Walla County Comprehensive Plan, Appendix G. ***Rebuild Memorial Pool has been included in 2017 Port of Walla Walla Economic Development Plan.***
2. Full remaining project funds must be secured in order to request disbursement of this Economic Development Sales Tax grant. ***A total of \$8 million has been secured to fund the entire project. All the additive alternate bid items have been awarded by City Council to include slides, play structure and shade structures.***
3. There shall be no Walla Walla Walla County non-resident charges for users of the facility, if funds are accepted or utilized. ***The Walla Walla City Council approved the 2017 Memorial Pool fees at its meeting on November 16, 2016 and the user fees are the same for all, regardless of residency.***
4. City of Walla Walla shall submit an application to Walla Walla County requesting an Economic Development Sales Tax grant. ***A grant application was submitted in August of 2016.***
5. Full utilization of contingency budget/funds on pool related equipment, if any remain at project close-out. ***The City of Walla Walla is committed to using any remaining project funds on facility related items. Currently there is approximately \$25,000 remaining in project funds.***
6. Funds to be disbursed after February 1, 2017, conditional on the inclusion of the project in the approved Port Economic Development Plan. ***Rebuild Memorial Pool has been included in 2017 Port of Walla Walla Economic Development Plan.***

The Rebuild Memorial Pool project is nearing completion, with a scheduled grand opening date of May 26, 2017. I hope you will be in attendance to celebrate this facility that will benefit the entire Walla Walla Valley.

Sincerely,

A handwritten signature in black ink, appearing to read "Andy Coleman".

Andy Coleman
Acting Parks & Recreation Director

a) Consent Agenda Items:

- 1) Resolution _____ - Approving an eClinicalWorks Software License and Support Agreement for the Walla Walla County Department of Community Health
- 2) Resolution _____ - Setting a date of public hearing to hear comments on a Community Development Block Grant proposal for public service activities
- 3) Resolution _____ - Appointing individuals to the Veterans' Relief Advisory Board
- 4) Resolution _____ - Appointing a Designated Mental Health Professional to perform detention and commitment duties (Rumsey)

b) Action Agenda Items:

- 1) Proposal 2017 03-06 DCH-1
Approval of application to the Washington State Department of Commerce, Consolidated Homeless Housing Grant for funding of homeless and housing assistance to residents of Walla Walla County in 2017-2019

b) Action Agenda Items (continued)

- 2) Proposal 2017 03-06 DCH-2
Approval to apply for a Community Development Block Grant for Public Services for Blue Mountain Action Council to continue service provision in Walla Walla, Columbia and Garfield counties

c) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
AN eClinicalWorks SOFTWARE
LICENSE AND SUPPORT
AGREEMENT FOR THE WALLA
WALLA COUNTY DEPARTMENT
OF COMMUNITY HEALTH



RESOLUTION NO.

WHEREAS, eClinicalWorks has submitted a Software License and Support Cloud Agreement for electronic medical records and practice management services with the Walla Walla County Department of Community Health; and

WHEREAS, the agreement benefits the citizens of Walla Walla County; and

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

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said agreement, and authorize County Director of Community Health, Meghan DeBolt, to sign the same.

*Passed this 6th day of **March, 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*



WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH

314 West Main Street • Walla Walla, WA 99362

Main Telephone: (509) 524-2650 • Confidential Fax: (509) 524-2642 • Main Fax: (509) 524-2678

MEMORANDUM

To: The Walla Walla County Board of County Commissioners
From: Meghan DeBolt
Director, Community Health
Date: February 24, 2017
Subject: Agreement to Contract for Electronic Medical Records (EMR) Services

The contract between eClinicalWorks and Walla Walla County Department of Community Health is \$599 per month for 36 months to provide EMR and practice management (billing) services to the Department of Community Health. This service will allow us to efficiently and accurately document clinical services and complete all necessary billing for reimbursement. This service will replace our previous EMR which no longer meets meaningful use requirements without cost prohibitive upgrades.

RECOMMENDATION:

The Walla Walla County Board of County Commissioners approve the acceptance of this agreement to contract with eClinicalWorks and authorize the Director, Community Health to sign.

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
ACTIVITIES



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 activities; and

WHEREAS, it is proposed to sub contract with Blue Mountain Action Council (BMAC) to perform grant related services; and

WHEREAS, a public hearing for comments 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 lower income persons residing in the Walla Walla, Columbia and Garfield County area; and

WHEREAS, comments on the county's and community action program's past performance and use of their 2016 CDBG Public Services Grant will also be received at the hearing, or comments may also be submitted in writing to Walla Walla County between March 6, 2017 and April 3, 2017; and

WHEREAS, \$46,988 is proposed to be available annually to the county and the Blue Mountain Action Council to fund public services that principally benefit low- and moderate-income persons; and

WHEREAS, an overview of the proposed public services will be available for review at the Commissioners' Chambers, 314 W. Main Street, Walla Walla, April 3, 2017 at 9:30 a.m.

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a public hearing will be held in the Commissioners' Chambers, 314 W. Main Street, Walla Walla, Washington on April 3, 2017 at the hour of 9:45 a.m., or as close thereto as possible, to consider public comments.

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

"Passed this 6th day of March, 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 APPOINTING
INDIVIDUALS TO THE VETERANS'
RELIEF ADVISORY BOARD

}

RESOLUTION NO.

WHEREAS, Walla Walla County currently receives state funds for Veterans' Relief Services;
and

WHEREAS, these funds are allocated, supervised and monitored by Walla Walla County
through their designee, the Department of Community Health; and

WHEREAS, a Veterans' Relief Advisory Board (VRAB) has been established by the Walla
Walla County Commissioners; and

WHEREAS, notices to advise of openings on the VRAB were published in December 7, 2016;
and

WHEREAS, the VRAB, Ad Hoc Membership Committee reviewed the applications that were
received and formally recommended Larry Cunningham and Jack Preston as returning members and
Robert J. Dixson and Arwin Moore as new members to serve on the Veterans' Relief Advisory Board,
with terms of appointment of three (3) years; and

WHEREAS, these recommendations were unanimously supported by the VRAB at their
February 16, 2017 meeting; now therefore

BE IT RESOLVED, by this Board of Walla Walla County Commissioners, that the above
named individuals be appointed to the Veterans' Relief Advisory Board, with said term of appointment
of three (3) years.

*Passed this 6th day of **March, 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 K. Johnson, Chairman, District 1

Todd L. Kimball, Commissioner, District 2

James L. Duncan, 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 APPOINTING
A DESIGNATED MENTAL HEALTH
PROFESSIONAL TO PERFORM
DETENTION AND COMMITMENT
DUTIES (RUMSEY)**



RESOLUTION NO.

WHEREAS, Meghan DeBolt, Director, Walla Walla County Department of Community Health, has recommended Richard Rumsey be designated as a Designated Mental Health Professional (DMHP) to perform the detention and commitment duties in accordance with RCW 71.05 for involuntary commitment of persons incapacitated by mental health and/or chemical dependency; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that the above-named individual be appointed as a Designated Mental Health Professional effective March 6, 2017.

*Passed this 6th day of **March, 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*



MEMO

Date: March 6, 2017

Proposal ID: 2017 03-06 DCH-1

To: BOCC

From: Meghan DeBolt, Director, Dept. of Community Health

Intent – Program Funding

Topic

1. Name of Grant/Program: Consolidated Homeless Grant/Washington State Department of Commerce
2. New Grant Renewing Grant Term (# of years) 2 Years
3. Is the grant unchanged, and does not require Current Expense funding?
Yes No **(If YES, please skip to number 24)**
4. How will this grant benefit the county's citizens? The Consolidated Homeless Grant (CHG) provides resources to support an integrated system of housing assistance for people who are homeless or at risk of homelessness. These funds support the objectives identified in the County 5-Year Homeless Housing Plan.
5. Is this a program grant or an equipment grant? Program Grant
6. Is this a "one-time only grant" or is it renewable ? If renewable, how long is grant anticipated to last? Grant awards resulting from this application will cover the period July 1, 2017 through June 30, 2019.
7. If this is a new grant how will the grant support a current program OR how will the program change? N/A
8. Does this grant require up front funds? Yes No If **YES**, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?
9. How many employees (new or current) will be paid by the grant?
New _____ Current Portion of 1.0 FTE Homeless Program Coordinator, portion of 1.0 FTE Human Services/Contracts Manager and administrative support services staff to support work specific to the grant.

10. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded? N/A
11. Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Yes No If **YES**, what?
12. Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Yes No
13. What fund would support a cash match (if required)?
14. If required what is the **TOTAL** cost of the match over the life of the grant?
15. What fund would support the administration of the grant? Administration costs are allowed as a budget item in the grant. Additional administration funding is available if needed through the County Homeless Housing Fund generated from local document recording fees.
16. Will the grant allow for the County cost allocation plan to be funded? Yes No
17. Would the grant require the county to provide office space and/or additional equipment to administer the program? Yes No If **YES**, what are the requirements? Office space for county staff to administer the grant and perform functions of the grant specific to county planning regarding homelessness.
18. Would the program require use of a county vehicle or personal vehicle? Yes No If **YES**, would the grant provide for the cost of the automobile and/or liability insurance? Yes No
19. Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Yes No If **YES**, what activities?
20. Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Yes No If **YES**, what obligations?
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, reimbursement for meeting refreshments, paying for meeting space, etc.?) Yes 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?
 Yes No If **YES**, what is the funding source for consultant fees?
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. The funding for the Consolidated Homeless Grant is generated from a variety of sources and should those funding sources change or be eliminated, the funding and provision services would be reduced as well.
24. Please attach to this proposal a synopsis of the grant or a copy of the fact sheet.

Please see Attached

25. **Please feel free to submit additional information as needed.**

26. **Conclusion/Recommendation**

Commissioners authorize County Community Health application to the Washington State Department of Commerce, Consolidated Homeless Housing Grant for funding of homeless and housing assistance to residents of Walla Walla County in 2017-2019.

Submitted By			Disposition
Meghan DeBolt, Community Health 03/06/2017			<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
_____			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied

			BOCC Chairman
			Date

Additional Requirements to Proposal

Modification

___ Follow Up

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

Estimated Homeless Grant Allocations
July 1, 2017 - June 30, 2019

	Base Funding	Assistance for TANF Households	Assistance for HEN Households	Total Grant Amount
Adams	\$ 241,109	\$ -	\$ 7,631.06	\$ 248,740
Asotin	\$ 537,612	\$ -	\$ 115,555.99	\$ 653,168
Benton-Franklin	\$ 514,216	\$ 84,452	\$ 1,234,886.25	\$ 1,833,554
Chelan-Douglas	\$ 280,779	\$ 40,198	\$ 392,668.28	\$ 713,645
Clallam	\$ 620,216	\$ 69,311	\$ 883,022.22	\$ 1,572,549
Clark	\$ 731,690	\$ 253,305	\$ 2,942,235.76	\$ 3,927,231
Columbia-Garfield	\$ 220,049	\$ -	\$ 50,146.94	\$ 270,196
Cowlitz	\$ 308,065	\$ 162,924	\$ 1,930,545.16	\$ 2,401,534
Ferry	\$ 256,445	\$ -	\$ 40,335.58	\$ 296,781
Grant	\$ 586,037	\$ 43,764	\$ 469,692.02	\$ 1,099,493
Grays Harbor	\$ 623,523	\$ 184,473	\$ 2,235,681.45	\$ 3,043,678
Island	\$ 440,506	\$ 11,671	\$ 56,687.85	\$ 508,865
Jefferson	\$ 305,996	\$ 15,603	\$ 87,212.07	\$ 408,811
King	\$ 2,684,188	\$ 1,894,710	\$ 22,401,205.08	\$ 26,980,103
Kitsap	\$ 421,939	\$ 160,654	\$ 2,165,039.68	\$ 2,747,633
Kittitas	\$ 417,271	\$ 28,413	\$ 322,684.66	\$ 768,369
Klickitat	\$ 289,605	\$ 10,647	\$ 160,272.56	\$ 460,524
Lewis	\$ 560,601	\$ 74,954	\$ 938,018.81	\$ 1,573,574
Lincoln	\$ 247,554	\$ -	\$ 56,687.85	\$ 304,242
Mason *	\$ 376,723	\$ 90,425	\$ 1,138,117.53	\$ 1,605,266
Okanogan	\$ 433,616	\$ 15,473	\$ 235,472.59	\$ 684,561
Pacific	\$ 253,080	\$ 24,402	\$ 300,881.65	\$ 578,364
Pend Oreille	\$ 315,311	\$ -	\$ 49,056.79	\$ 364,367
Pierce	\$ 1,360,221	\$ 404,644	\$ 3,910,371.26	\$ 5,675,236
San Juan	\$ 172,948	\$ -	\$ 38,155.28	\$ 211,103
Skagit	\$ 279,604	\$ 58,824	\$ 675,893.55	\$ 1,014,321
Skamania	\$ 224,086	\$ -	\$ 121,108.63	\$ 345,195
Snohomish	\$ 974,524	\$ 385,785	\$ 4,284,843.18	\$ 5,645,152
Spokane, City of	\$ 1,007,122	\$ 147,457	\$ 5,259,652.04	\$ 6,414,232
Spokane County	\$ 1,211,209	\$ 177,339	\$ -	\$ 1,388,547
Stevens	\$ 338,568	\$ 13,177	\$ 144,796.49	\$ 496,542
Thurston	\$ 513,344	\$ 292,630	\$ 3,064,937.84	\$ 3,870,911
Wahkiakum	\$ 213,823	\$ -	\$ 8,384.99	\$ 222,208
Walla Walla	\$ 511,488	\$ 22,810	\$ 229,614.31	\$ 763,912
Whatcom	\$ 483,314	\$ 193,906	\$ 2,526,979.96	\$ 3,204,200
Whitman	\$ 393,251	\$ -	\$ 6,214.88	\$ 399,466
Yakima	\$ 650,369	\$ 138,048	\$ 1,515,309.74	\$ 2,303,726
TOTAL	\$ 20,000,000	\$ 5,000,000	\$ 60,000,000	\$ 85,000,000

INTRODUCTION

This Excel workbook contains the information and forms needed to prepare a request for homeless housing grant funds administered by the Department of Commerce for the state fiscal years 2018 and 2019. Yellow tabs are to be completed by the applicant and the non-yellow tabs are informational only.

Authorizing Statute and Fund Sources

Washington State Chapter [RCW 43.185c](#) Homeless Housing and Assistance Act

Washington Federal Emergency Solutions Grant funds, Department of Housing and Urban Development

Estimated Funding

The *Estimated Allocation Chart* will be updated once a State budget is passed; the current legislative session is scheduled to adjourn April 23, 2017. A budget is not required at this time. Final allocation will be released when available.

CHG System Demonstration Grant

During the application period, Commerce will select a limited number of grantees for a *CHG System Demonstration Grant* (SDG). The grant will have the same system and outcome requirements, but will not have specific program-level requirements for CHG documentation, prescribed forms, or procedures. See the *System Demonstration Grant* tab for more information.

Non-County Lead Competitive Scoring

If a county government or council of governments “opts out” of the lead grantee role, Commerce will solicit applications and select a lead grantee for the county from eligible service providers. Applications will be scored on the following categories:

- Strategic Investments
- Crisis Response System
- Organizational Capacity
- Non-profit Applicant Only
- Subgrantee Information
- Subgrantee Selection
- Proposed Projects

Street Outreach (Optional)

Depending on the outcome of the legislative session, Commerce may receive funding for homeless street outreach programs. This application has an optional tab that includes questions relating to operating a street outreach program. Complete this tab in order to be considered for potential additional outreach funding.

Grant Activities and Requirements

See the *CHG Guidelines* for details on allowable activities, and administrative and system requirements. *ESG Guidelines* will be provided to current ESG contractors.

Grant Period

Grant awards resulting from this application will cover the period July 1, 2017 – June 30, 2019.

Submission

The Application and accompanying signed Form E *Signature and Local Government Certification* is due to Commerce no later than **April 18, 2017**. Please submit one electronic submission of the entire Application (in Excel) and the signed and scanned Form E to your CHG program manager.

Commerce reserves the right to reduce or redistribute an allocation if insufficient information is provided in the application, ineligible activities are proposed, or if a grantee lacks demonstrated capacity to administer the grant.

application, ineligible activities are proposed, or if a grantee lacks demonstrated capacity to administer the grant. Preparation of an application does not guarantee that applicants will receive funds.

Webinar

Commerce will provide a webinar for completing this application on Tuesday, February 7, 2017. Details will be released soon.

Questions

If you have questions about how to complete the application, please contact your program manager.



MEMO

Date: March 6 , 2017

Proposal ID: 2017 03-06 DCH-2

To: BOCC

From: Meghan DeBolt, Director

Intent – Program Funding for services to benefit low-to moderate-income individuals in Walla Walla, Columbia and Garfield Counties.

Topic

1. Name of Grant/Program: CDBG - Public Service Grant for which Blue Mountain Action Council serves as the subrecipient Community Action Program
2. New Grant Renewing Grant Term (# of years) 1
3. Is the grant unchanged, and does not require Current Expense funding?
Yes No **(If YES, please skip to number 24)**
4. How will this grant benefit the county's citizens? Increase or improve direct services to low-to moderate-income individuals in Walla Walla, Columbia and Garfield Counties
5. Is this a program grant or an equipment grant? Program Grant
6. Is this a "one-time only grant" or is it renewable ? If renewable, how long is grant anticipated to last? Annual renewal cycle
7. If this is a new grant how will the grant support a current program OR how will the program change? N/A
8. Does this grant require up front funds? Yes No If **YES**, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?
9. How many employees (new or current) will be paid by the grant?
New 0 Current 0
10. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded? N/A

11. Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Yes No If **YES**, what?
12. Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Yes No
13. What fund would support a cash match (if required)? N/A
14. If required what is the **TOTAL** cost of the match over the life of the grant? N/A
15. What fund would support the administration of the grant? CDBG Public Service grant provides \$3,500 as a line item for County Administration
16. Will the grant allow for the County cost allocation plan to be funded? Yes No
17. Would the grant require the county to provide office space and/or additional equipment to administer the program? Yes No If **YES**, what are the requirements?
18. Would the program require use of a county vehicle or personal vehicle? Yes No If **YES**, would the grant provide for the cost of the automobile and/or liability insurance? Yes No
19. Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Yes No If **YES**, what activities? Accounting functions for processing monthly A-19 billing to Commerce and annual contract management and monitoring.
20. Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Yes No If **YES**, what obligations?
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, reimbursement for meeting refreshments, paying for meeting space, etc.?) Yes 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? Yes No If **YES**, what is the funding source for consultant fees?
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. The program is an ongoing part of the work of the Community Action Program. Should the funding expire, or be reduced, the scope of work of the Blue Mountain Action Council would also be reduced.

24. Please attach to this proposal a synopsis of the grant or a copy of the fact sheet.

Please see Attached

25. **Please feel free to submit additional information as needed.**

26. **Conclusion/Recommendation Walla Walla County Board of County Commissioners approve the application for the Community Development Block Grant for Public Services for Blue Mountain Action Council to continue service provision in Walla Walla, Columbia and Garfield Counties.**

Submitted By			Disposition
Meghan DeBolt	DCH	03/06/2017	<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied
			BOCC Chairman
			Date

Additional Requirements to Proposal

Modification

Follow Up

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

PROJECT SUMMARY

1.	Grant Type	CDBG Public Services Grant			
2.	Jurisdiction	Walla Walla County		Telephone	509-524-2652
	Mailing Address	PO Box 1753		Fed Tax ID #	91-600001381
	Street Address	314 W. Main		SWV #	SWV0003171-09
	City	Walla Walla		DUNS #	619391951
	Postal Code + 4	99362-8607		SAM.gov expires	06/30/2017
	Email	mdebolt@co.walla-walla.wa.us			
3.	Contact Person	Debbie Dumont		Title: Human Services/Contracts Manager	
	Mail Address	PO Box 1753			
	Street Address	314 W. Main		Telephone	509-524-2652
	City	Walla Walla			
	Postal Code +4	99362-8607			
	Email	ddumont@co.walla-walla.wa.us			
4.	Subrecipient	Blue Mountain Action Council		Title CEO	
	Contact Person	Kathy Covey			
	Mail Address	1520 Kelly Place, Suite 140		Telephone	509-529-4980
	Street Address	1520 Kelly Place, Suite 140		DUNS #	040196040
	City	Walla Walla		Organization Category(s)	Non-Profit Organization
	Postal Code	99362-8607			
	Email	Email: kcovey@bmacww.org			
5.	Fiscal Year	From	January	To	December
6.	County(s) served by grant:	Walla Walla, Columbia, Garfield			
7.	State Legislative District:	16th		Congressional District:	5th
8.	Brief Project Description: <i>To provide direct public services for low- and moderate-income persons in the county(s) listed above.</i>				

9. National Objective:	<input checked="" type="checkbox"/> Principally benefits low- and moderate-income persons or households.		
10. Annual Project Budget:	CDBG	\$ 46,988	
	CDBG Program Income	\$	
	Other Federal	\$	
	Other State	\$	
	Local Public	\$	
	Private	\$	
	TOTAL	\$	
11. Project Beneficiaries:	Level of Service	(N) # of persons - new or continuing access to a service: ____	
		(I) # of persons - improved access to a service: ____	
		(S) # of persons - service that is no long substandard: ____	
	# of Persons		LMI Percentage: ____%
	# of LMI Persons		
12. How were the numbers of beneficiaries determined?	<input checked="" type="checkbox"/> LMI Limited Clientele		
13. Street address, city and zip code of primary location of subrecipient services (if different than 4.):			
14. Certification of Chief Administrative Official: <i>The information provided in the application is true and correct to the best of the government's belief and knowledge and it is understood the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent grant contract.</i>			
Signature		Date	
Meghan DeBolt		Director	
Print Name		Title	

PROJECT SUMMARY INSTRUCTIONS

The Project Summary should be the first page inside the cover of the application. **Every block must be accurately completed before the application is submitted.** Not completing this form slows down the Commerce's processing of your application, entry into state and federal databases, and your availability to CDBG funds.

1. Predetermined: CDBG Public Services Grant
2. Jurisdiction information:
 - Provide the postal code + 4, required by the federal contracts database.
 - The federal tax identification number is usually a "91-" number.
 - The jurisdiction's statewide vendor (SWV) number is necessary to release funds from the state to the local government. You can obtain a SWV number at:
<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>
 - A Data Universal Number System (DUNS) number is required for recipients of federal funds. Obtain a DUNS number at: fedgov.dnb.com/webform
 - **List the expiration date of the applicant jurisdiction's SAM.gov registration. Recipients of federal funds must renew their registration each year in the System for Award Management (SAM).** You can create or update your record in SAM.gov at sam.gov/portal/public/SAM.
3. Provide information on the person who will be the county contact for Commerce during the CDBG grant contract period.
4. Provide information on the subrecipient that will benefit from the project or receive CDBG funds as a pass through.
 - Provide the organization's legal name for contracting purposes
 - List the organization category: Non-Profit, Faith-Based, or Institute of Higher Education
 - A Data Universal Number System (DUNS) number is required for subrecipients of federal funds. Obtain a DUNS number at: fedgov.dnb.com/webform
5. List the month and day of the applicant's fiscal year from beginning to end.
6. List the county(s) to be served by this grant since some subrecipient agencies serve a multiple county area.
7. List the numbers of the state and congressional districts.
8. Predetermined
9. Predetermined: LMI Limited Clientele, based on the Benefit Table.
10. Summarize the annual project budget amount and funds leveraged for the July - June grant contract period.
 - List the applicable 2017 CDBG total award (which includes county administration funds) from the CDBG Public Services Grant Amounts table on page 9. The CDBG amount cannot exceed the amount requested in the Resolution of Certifications of Compliance or CDBG maximum limits.
 - CDBG program income is any income generated from the use of a prior or current CDBG award (not just Public Services Grants) that totals at least \$35,000 in a calendar year.
 - List by type the estimated amounts of other funding sources to be used for the service(s) you list on your Project Description form. In the unlikely case that CDBG is the only funding source for the service program(s), then list only the CDBG amount in box 10.
 - There is no match requirement to receive CDBG grant funds.

11. List the number of project beneficiaries for the July - June grant contract period. First complete the application's Project Description and LMI Benefit Table before summarizing the data here.
 - Estimate the total number of unduplicated persons for each level of service (N, I or S). If you estimate a person is to receive more than one service, pick the best one for these estimates so the numbers of persons in the level of service rows **add up** to the total number of persons to be served.
 - Based on agency data and income qualification criteria for the CDBG-funded services, estimate the number of LMI persons to benefit.
 - Divide the number of LMI persons by the number of persons to calculate the LMI percentage. **The LMI percentage must be at least 51%.**
 - Detailed demographic data on actual persons served will be reported on the Quarterly Beneficiary Reporting Form, provided on page 69.
12. Predetermined
13. List the street address, city and postal code of primary location of subrecipient services (if different than 4.) If CDBG funds will be used primarily for services offered from a satellite office rather than the subrecipient main office, list the address of that satellite office instead.
14. This form and certification must be signed by the county's Chief Administrative Official or the county official designated in the Certification of Compliance must sign. An **ORIGINAL** signature must be submitted.

10:00

COMMUNITY DEVELOPMENT DEPARTMENT

Tom Glover

- a) Presentation of 2018 County Comprehensive Plan update
- b) Department update and miscellaneous



WALLA WALLA COUNTY

Community Development Department

310 W. Poplar, Suite 200 • Walla Walla, WA 99362-2865

Memorandum

To: Board of County Commissioners
From: Tom Glover, Community Development Director
Date: March 6, 2017

Re: 2018 County Comprehensive Plan Update

RCW 36.70A.130

Comprehensive plans—Review procedures and schedules—Amendments.

(5) Except as otherwise provided in subsections (6) and (8) of this section, following the review of comprehensive plans and development regulations required by subsection (4) of this section, **counties and cities shall take action to review and, if needed, revise their comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of this chapter as follows:**

(a) On or before June 30, 2015, and every eight years thereafter, for King, Pierce, and Snohomish counties and the cities within those counties;

(b) On or before June 30, 2016, and every eight years thereafter, for Clallam, Clark, Island, Jefferson, Kitsap, Mason, San Juan, Skagit, Thurston, and Whatcom counties and the cities within those counties;

(c) On or before June 30, 2017, and every eight years thereafter, for Benton, Chelan, Cowlitz, Douglas, Kittitas, Lewis, Skamania, Spokane, and Yakima counties and the cities within those counties; and

(d) **On or before June 30, 2018, and every eight years thereafter**, for Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, **Walla Walla**, and Whitman counties and the cities within those counties.

The County's response:

Getting started: Staff will begin by reviewing the existing comprehensive plan, chapter by chapter, considering the policies contained in each chapter and looking for inconsistencies and contradictions.¹ Staff has an editable version of the comprehensive plan which can be used for showing suggested changes (red underline/strike-through). The last time the County's Comprehensive Plan had a required update was in 2007. The County has made a few amendments to the Plan since then; primarily regarding land use maps. We need to know if the policies contained in it are still: helpful, useful, and applicable to the current land use decision-making processes of the County. Staff will identify which policies need to be removed or amended, and where we need placeholders (what

¹ We do not anticipate reviewing the county-wide planning policies, as that is a separate undertaking requiring coordination with multiple jurisdictions.

policies/directives will come out of the 2017 legislative session?). We will also identify where there may be an opportunity to include, or identify “cross-cut policies” such as tying policies regarding transportation with the work of the Healthy Communities initiative.

There are essentially five things we need to do with our Comprehensive Plan update:

- Collect data on existing conditions, and update the statistics and tables;
- Map the existing conditions, including changes made to the UGA and municipal boundaries via annexations;
- Review existing policies: identify and suggest removal of policies that read like code, are contradictory, or are duplicative.
- Conduct population growth capacity analysis for urban growth areas using methodology agreed to by all jurisdictions previously.
- Review changes in state law and court cases to ensure that the Comprehensive Plan is in compliance with the Growth Management Act. In particular, the Whatcom County v. Hirst decision will need to be reviewed.

Funding:

The last time Walla Walla County updated its Comprehensive Plan the cost to the County was approximately \$350,000. That occurred in 2007, and included an update to the development regulations (in the following year the County updated its Critical Areas regulations). For the last update, the County secured a small grant from the State of Washington Department of Commerce in the amount of \$12,500. In speaking with representatives from the Department of Commerce recently it seems unlikely there will be any grant money from the State to help us fund our update.

At this point, it’s unclear how much we need to estimate to update the plan because:

1. We do not anticipate undertaking the extensive overhaul we did in 2007; and
2. A lot of the update process can be handled in-house with existing staff, in partnership with the County’s planning consultant.

There is \$25,000 in the 2017 department budget to be used specifically for the Comprehensive Plan update. This will be used to cover the costs of the tasks stated above: collect data, update maps, identify policies and goals which may require amendment, as well as holding the first round of public workshops. The budget also has an additional \$25,000 to be used for professional planning services (County has a contract with Bill Stalzer for planning services). We believe the combined \$50,000 will be enough to get us through the first part of the update process. In addition, the County Public Works Department has some money available to assist with the update of the Transportation Chapter.

This update process will continue through the end of this year, and into the next. The deadline for completion is June 30, 2018. We anticipate most of the work on the update to be completed this year, but we intend to put money into the 2018 budget for this as well. How much money depends on what we accomplish this year.

Staffing:

I anticipate that most of the update process will be accomplished in-house, in conjunction with our planning consultant, Bill Stalzer. However, I am also considering the possibility of bringing on a

summer intern to help us with data collection, and updating maps and tables. Additionally, the County Public Works Department has offered to assist with the update of the Transportation chapter.

Staff will begin by reviewing all the policies in the comprehensive plan, chapter by chapter, as described above. Mr. Stalzer will begin by providing a consistency analysis. Using a checklist format, he will review our comprehensive plan and identify:

- What we have;
- What we don't have, but should; and
- Are we still meeting the GMA requirements? If not, why not, and what changes do we need to make because of it?

From the consistency analysis Mr. Stalzer will come up with a formal Scope of Work that will identify work tasks, and areas where we might need to outsource for additional professional planning services (if necessary).

Staff will also be working with Mr. Stalzer to update the urban growth area population growth and capacity analysis, using the 20-year population forecast provided by the State's Office of Financial Management (OFM). The OFM provides these 20-year forecasts every five years, the last one in 2012. We expect the latest forecast to come out some time this spring. We don't expect this analysis to be particularly time consuming because the methodology is done, as agreed upon by Walla County, and the cities of College Place and Walla Walla, and we conducted this same analysis back in 2012, using a year 2032 population target. We will allocate population to each city and the unincorporated area of the county using the same percentage of population per city to county that we've used historically. As done before, the Board of County Commissioners must select the new population target. Bill estimates it should cost roughly \$3,000 to \$5,000 to complete this updated population analysis.

The bulk of the work will be compiling and updating data, and updating maps and tables. In addition, staff will begin pulling together the public participation plan, which includes the visioning process. We anticipate using a format like the one the County used in 2007.

Timeline:

The plan update is due by June 30, 2018. Below is a general list of tasks expected to be completed by quarter.

2017

1st Quarter:

- Kick-off meeting with the Board of County Commissioners;
- Presentation to the Planning Commission;
- Continued planning staff meetings, coordinating with County's planning consultant;
- Prepare the Public Participation Plan;
- Receive Scope of Work from Mr. Stalzer, based on his consistency analysis (GMA checklist).
- Begin staff-initiated review of the comprehensive plan goals and policies, review with Mr. Stalzer;

2017

2nd Quarter:

- Begin Visioning & Community Involvement workshops with the public and Planning Commission;
- Population targets updated and adopted, and population capacity analysis completed.
- Identify map and tables that need to be updated (bring on a summer intern, if needed).

3rd Quarter:

- Present staff suggested text, goal and policy amendments to Planning Commission, based on results of Community Involvement Meetings (which likely will go into the 4th Qtr.).
- Finalize map updates and present to the Planning Commission;
- Finalize data collection and table updates and present to the Planning Commission;
- Present updated information to the Board of County Commissioners in a public workshop.

4th Quarter:

- Present goal and policy update recommendations to the Planning Commission;

2018

1st Quarter:

- Begin workshops and public hearings with Planning Commission, on the completed document. Anticipating multiple meetings to cover entire document (review in segments).

2nd Quarter:

- Conduct public hearings with the Board of County Commissioners on the final document.
- Submit to the State Department of Commerce for review.

What we need:

- Consensus from the BoCC to proceed.

10:15

EMERGENCY MEDICAL SERVICES DEPARTMENT

Heather Lee

a) **Consent Agenda Items:**

1) Resolution _____ - Signing
Interagency Agreement with various
entities for Emergency Medical
Services

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING
INTERAGENCY AGREEMENTS
WITH VARIOUS ENTITIES FOR
EMERGENCY MEDICAL
SERVICES



RESOLUTION NO.

WHEREAS, the Walla Walla County Commissioners recognize the need for a comprehensive emergency medical services program in Walla Walla County; and

WHEREAS, the cities of Walla Walla, College Place, Prescott, and Waitsburg, and Fire Protection Districts #1, #2, #3, #4, #5, #6, #7, and #8, through the utilization of their resources, are equipped to operate and administer Emergency Medical Services as defined by RCW 18.73.030 (11), and

WHEREAS, Walla Walla County has no full-time Fire Department or staff to provide emergency medical services; and

WHEREAS, the parties recognize the advantages to be gained from the establishment of a single, integrated Comprehensive Emergency Medical Services Program and the County has the authority to establish such a system pursuant to RCW 36.01.095; now therefore

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve and sign Interagency Agreements between Walla Walla County and the following named entities:

- | | |
|--------------------------------|----------------------------------|
| 1) City of Walla Walla | 7) Fire Protection District # 3 |
| 2) City of Waitsburg | 8) Fire Protection District # 4 |
| 3) City of College Place | 9) Fire Protection District # 5 |
| 4) City of Prescott | 10) Fire Protection District # 6 |
| 5) Fire Protection District #1 | 11) Fire Protection District # 7 |
| 6) Fire Protection District #2 | 12) Fire Protection District # 8 |

BE IT FURTHER RESOLVED that said agreements shall be in effect from January 1, 2016 through December 31, 2016.

*"Passed this **28th day of March, 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*

10:20

FACILITIES DEPARTMENT

Tom Byers

a) Department update and miscellaneous

- a) **Public Hearing:**
 - 1) To consider vacation of two portions of the right of way for Ringhoff Loop

- b) **Action Agenda Items:**
 - 1) Resolution _____ - Vacation of two portions of the right of way for Ringhoff Loop dedicated in Columbia View Addition No. 4, per Vol. H, Page 31 of plats situated in Section 12, Township 8, Range 30 East, W.M.

- c) **Consent Agenda Items:**
 - 1) Resolution _____ - Interlocal Agreement with Walla Walla County and Walla Walla County Fire District No. 7
 - 2) Execute agreement with American Rock Products, Inc. for Aggregate for Maintenance Rock 2017

- d) Accept Report of the Engineer re vacation of a portion of the right of way for Foster Road (public hearing scheduled for March 13, 2017)

- e) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF THE
VACATION OF TWO PORTIONS
OF THE RIGHT OF WAY FOR
RINGHOFF LOOP DEDICATED IN
COLUMBIA VIEW ADDITION NO.
4, PER VOL. H, PAGE 31 OF
PLATS SITUATED IN SECTION
12, TOWNSHIP 8 NORTH,
RANGE 30 EAST, W.M.



FINAL ORDER OF VACATION
RESOLUTION NO.

WHEREAS, Resolution No. 17 029, proposing setting a date of public hearing to consider a request of the vacation of two portions of the right of way for Ringhoff Loop dedicated in Columbia View Addition No. 4, per Vol. H, Page 31, situated in Section 12, Township 8 North, Range 30 East, Willamette Meridian, was passed on the 13th day of February, 2017; and

WHEREAS, on the 13th day of February, 2017, the County Engineer was duly directed to examine said county roads and make a report in writing; and

WHEREAS, on the 13th day of February, 2017, the Board set the 6th day of March, 2017, for hearing the report of the County Engineer, and the consideration thereof, and that notice of the time and place of said hearing was given by publication and posting as prescribed by law; and

WHEREAS, on the 27th day of February, 2017, the County Engineer filed his written report with the Board as required by law; and

WHEREAS, the report of the County Engineer shows:

That, the County considers said right of way(s) is not necessary to the general road system;

That, the public will be benefitted by its vacation;

That, in his opinion, said right of way(s) should be vacated;

and,

WHEREAS, the Engineer's Report, Affidavit of Posting, and Notice of Publication are on file, and the Board having examined the report of the Engineer, and all other papers on file in the proceedings, heard and considered all testimony and documentary evidence adduced for and against the vacation of said two portions of County Road right of way, the Board being satisfied that County interest in said two portions of right of way will not be necessary as part of a general road system, and that the public will be benefitted by its vacation; now therefore,

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that the right of way for two portions of Ringhoff Loop, as described on Exhibit "A" attached hereto and by this reference is made a part hereof, be vacated.

*Passed this 6th day of **March, 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*

EXHIBIT "A"

THAT PORTION OF THE 60.00-FOOT-WIDE DEDICATED RIGHT OF WAY OF RINGHOFF LOOP LYING NORTHEASTERLY OF APPLE LANE AND SOUTHWESTERLY OF THE NEWLY ALIGNED QUINCY ROAD, PER THE PLAT OF COLUMBIA VIEW ADDITION NO. 4, FILED IN VOLUME "H" PAGE 31 OF PLATS, RECORDS OF WALLA WALLA COUNTY, WASHINGTON, SITUATED IN SECTION 12, TOWNSHIP 8 NORTH, RANGE 30 EAST, W. M.

AND

THAT PORTION OF THE 60.00-FOOT-WIDE DEDICATED RIGHT OF WAY OF RINGHOFF LOOP LYING NORTHEASTERLY OF THE NEWLY ALIGNED QUINCY ROAD AND SOUTHWESTERLY OF US 12, PER THE PLAT OF COLUMBIA VIEW ADDITION NO. 4, FILED IN VOLUME "H" PAGE 31 OF PLATS, RECORDS OF WALLA WALLA COUNTY, WASHINGTON, SITUATED IN SECTION 12, TOWNSHIP 8 NORTH, RANGE 30 EAST, W.M.

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF AN
INTERLOCAL AGREEMENT WITH
WALLA WALLA COUNTY AND
WALLA WALLA COUNTY FIRE
DISTRICT NO. 7



RESOLUTION NO.

WHEREAS, Chapter 39.34 of the Revised Code of Washington authorizes political subdivisions to enter into intergovernmental cooperation agreements; and

WHEREAS, the purpose of this agreement is to allow the Fire District to utilize space at the County Prescott Maintenance Facility for vehicle and equipment storage and maintenance activities in order to better serve the Prescott area; and

WHEREAS, the Fire District, in consideration for parking and shop privileges, shall pay for electric power, furnace fuel costs and provide weed control on Facility Grounds; and

WHEREAS, the term of this agreement shall be ten years and either party may terminate this agreement by giving a least thirty days written notice; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners that they do hereby enter into said Interlocal Agreement with Walla Walla County and Walla Walla County Fire District No. 7 and the Chair of the Board shall sign same in the name of the Board.

Passed this 6th day of **March, 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*

REPORT OF THE COUNTY ENGINEER

TO THE HONORABLE BOARD OF WALLA WALLA COUNTY COMMISSIONERS

Pursuant to Resolution 17 034 setting a hearing date for the vacation of a portion of the right of way for Foster Road, I have examined, along with the County Surveyor, the right of way as described in attached Exhibits "A" and "B". In accordance with RCW 36.87, I submit the following report.

USE: Following the realignment and reconstruction of Foster Road in this area, these two portions of surplus right of way have been reclaimed for farming purposes, and are no longer in use by the public.

CONDITION: Large farm properties lie adjacent to both sides of Foster Road, and these two portions of surplus right of way have been reclaimed to match the adjacent conditions.

OPINION: Said portions of Foster Road Right of Way are not necessary to the existing County road system and should be vacated.

OTHER FACTS, MATTERS, AND THINGS OF IMPORTANCE:

Wayne John, Chief of Road Operations & Maintenance for Walla Walla County Public Works, reports that these two portions of surplus right of way are no longer maintained by the County.

RECOMMENDATION:

That said right of way be vacated.

DATED this 6th day of March, 2017

Respectfully submitted,

Randy L. Glaeser, P.E.
Director/County Engineer

EXHIBIT "A"

That portion of Foster Road right of way lying 40 feet left (Northwesterly) of the centerline thereof, between Engineers centerline stations 79+67.2 and 88+67.4, as per EXHIBIT "B" and the Official Right of way plans for "CRP 15-05, FOSTER ROAD" on file at the Walla Walla County Public Works Office, all being a portion of and situated in Sections 6, Township 6 North, Range 37 East, Willamette Meridian., Walla Walla County, Washington.

AND

That portion of Foster Road right of way lying 40 feet right (Southeasterly) of the centerline thereof, between Engineers centerline stations 89+03.3 and 97+80.7, as per EXHIBIT "B" and the Official Right of way plans for "CRP 15-05, FOSTER ROAD" on file at the Walla Walla County Public Works Office, all being a portion of and situated in Sections 6, Township 6 North, Range 37 East, Willamette Meridian., Walla Walla County, Washington.

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 2 March 2017

Re: Director's Report for the Week of 27 February 2017

Board Action: 6 March 2017

Hearings:

**In the Matter of the Vacation of the Right of Way for Two Portions on the Right of Way for Ringhoff Loop
Resolutions:**

In the Matter of Adopting the Vacation of Two Portions of the Right of Way for Ringhoff Loop

In the Matter of an Interlocal Agreement with Walla Walla County and Walla County Fire District No. 7

Miscellaneous:

**In the Matter of the Report of the County Engineer for the Vacation of a Portion of the Right of Way for
Foster Road.**

In the Matter of Signing a Contract for Aggregate for Maintenance Rock

ENGINEERING:

- Mill Creek FH: Ms. Zier has agreed to sign. PA's office working on condemnation.
- Blue Creek Bridge: Working on acquisitions. One parcel left to acquire.
- Second Avenue (Burbank): Bid opening for RR crossing came in under Engineer's estimate. RailWorks Track Systems was the low bidder at \$36,724.00.
- Dodd Road: Plan to begin construction by mid-March.
- Pflugrad Bridge: Working on structural design.

MAINTENANCE:

- Crews working on wash outs, plugged culverts and mud slides.
- County-wide load restrictions lifted.

ADMINISTRATION:

- Conducted crew meetings.
- Conducted monthly Foremen's meeting.
- Conducted monthly Leadership meeting.

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

Shelly Peters

- 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) Update from Congresswoman Cathy McMorris Rodgers' staff
- b) Miscellaneous or unfinished business to come before the Board

Page 5
March 6, 2017

12:00 RECESS

1:30 COUNTY COMMISSIONERS

- a) Presentation by County Coroner re request for full-time deputy position
- b) 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.