

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 4, 2019

9:30

COUNTY COMMISSIONERS

Chairman Kimball

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) **Public Hearing**
 - 1) To consider declaring certain County equipment as surplus
- h) **Action Agenda Items:**
 - 1) Resolution _____ - Declaring certain County property as surplus and disposing of same
- i) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for February 25 and 26 2019
 - 2) Resolution _____ - Interlocal Agreement between Walla Walla County and the City of Prescott Relating to Law Enforcement Services

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER OF DECLARING
CERTAIN COUNTY PROPERTY
AS SURPLUS AND DISPOSING
OF SAME**

RESOLUTION NO. 19

WHEREAS, the Board of County Commissioners of Walla Walla County, as the county legislative authority, has received from the County Technology Services (Central Services) Department a listing of various used equipment items, which are and have been the property of the County and which are proposed to be declared surplus, said list attached as "Attachment A" and by reference herein made a part hereof, and

WHEREAS, Kevin Gutierrez, Technology Services Department Director, has advised that the equipment as listed is either past end of technical life, damaged, no longer supported technically, or in a condition that would cost the county more to repair than replace, and as such, he is proposing to recycle suitable items and dispose of the other items, as none are deemed to have a resale value to the county; and

WHEREAS, pursuant to Walla Walla County Resolution No. 19 040, a public hearing date of March 4, 2019 was set to consider declaring said County property as surplus and disposing of same; and

WHEREAS, the Board of County Commissioners, as the county legislative authority, held a properly advertised public hearing on March 4, 2019 for the purpose of hearing testimony in favor of or in opposition to disposing of the aforementioned property; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they deem it in the best interests of Walla Walla County to declare said property as surplus and direct the Technology Services Department Director to dispose of the items as proposed.

*"Passed this **4th day of March, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent."*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

"Attachment A"

Device	MFG	Model	Serial #
Printer	HP	HP 4250 dtn	
Laptop	HP	Compaq 8710p	
Laptop	HP	Elitebook 8560p	5CB2231C8V
Printer	HP	CC395A	JPBL84NOB2
Printer	HP	Color LJ 4700	JPTLB54027
Printer	HP	LaserJet 4600dtn	
Scanner	EPSON	GT-S50	L3AZ185849
MONITOR	HP	L1750	
MONITOR	HP		
MONITOR	VEWSONIC		
MONITOR	HP		
PC	HP	HP Compaq dc7600	2UA6410NG0
PC	HP	HP Compaq dc7900	MXL9480GZZ
SmartBoard	Ameritech	SmartBoard	
Meeting Board	GTCO	WhiteBoard (Smart)	1WBRD06237510003
AS400 Server	IBM	AS-400	10-903D1M
Tape Drive	IBM		10-W1467
Tape Drive	IBM		
Tape Drive	IBM		
UPS	APC	Smart UPS 3000 XL	
Laptop	HP	6560b	5CB22711W7
Laptop	HP	6560B	5CB23003ST
Scanner	KODAK	i40	
PC	HP	HP EliteDesk 800 G1 TWR	MXL3512CCY
PC	HP	HP Compaq 8200 Elite CMT PC	MXL2241HP3
PC	HP	HP Pro 3500 Series	MXL250152J
PC	HP	HP Pro 3500 Series	MXL250152C
PC	HP	HP Compaq 8000 Elite CMT PC	MXL03711KT
PC	HP	HP Compaq Elite 8300 CMT	MXL24816VF
Monitor	HP		
TV	RCA		OSO - training room
DVD Player	Sony		OSO - training room
Scanner	Fujitsu	fi-6670	
Printer	HP	HP LaserJetj3660n	
Monitor	AOC		
Monitor	AOC		
Phone	Cisco	7960	
Phone	Cisco	7940	
Phone	Cisco	7912	
SideCar	Cisco	SideCar for phone expansion	
PC	HP	HP EliteDesk 800 G2 TWR	
PC	HP	HP EliteDesk 800 G2 TWR	
Server	HP	DL380GS	USE902N0XC

Server	HP	ProLiant DL380 G5	USE724NBK1
Server	HP	ProLiant DL380 G5	USE724NBJV
Server	HP	ProLiant DL380 G4	USE632N6X0
Server	HP	ProLiant DL380 G5	USE632N6VZ
Server	HP	ProLiant DL380 G5	USE724NBK4
Server	HP	ProLiant DL380 G5	USE724NBK3
Server	HP	ProLiant DL360 G3	M030LGP534
Server	HP	Citrix	
Server	HP	Citrix	
Server	HP	S5000PAL	
Server	HP	ProLiant DL360 G4	USM50102R9
Server	HP	ProLiant DL380 G5	use724nbjz
Server	HP	ProLiant DL380 G5	USE724NBK0
Server	HP	ProLiant DL380 G4	USE648N3SQ
Server	HP	ProLiant DL380 G5	USE724NBJX
Server	HP	ProLiant DL380 G5	USE724NBK2
Server	HP	DL380GS	USE902N0XB
Server	hp	eserver xSeries 342	78R2774
UPS	APC	Smart UPS 3000 XL	
Printer	HP	Color LaserJet CP6015xh	WD-WX51A40
Printer	HP	HP Z2100 Photo Printer 24"	MY6BR3C08G
WORLD CLOCK	BRG PRECISION	6610D	NONE
COPIER	RICOH	AFICIO MP C5502	W852Q406554
PRINTER	OKI	C9300	307A 0000374

BOARD OF COUNTY COMMISSIONERS

WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF AN
INTERLOCAL AGREEMENT
BETWEEN WALLA WALLA
COUNTY AND THE CITY OF
PRESCOTT RELATING TO LAW
ENFORCEMENT

}

RESOLUTION NO. **19**

WHEREAS, RCW Chapter 39.34 authorizes local governmental units to enter into agreements; and

WHEREAS, the City of Prescott has submitted an agreement, Interlocal Agreement Between Walla Walla County and the City of Prescott Relating to Law Enforcement Services, for consideration by the County; and

WHEREAS, the Walla Walla County Sheriff has reviewed said agreement and recommended approval; and

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

BE IT RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said new Interlocal Agreement Between Walla Walla County and the City of Prescott Relating to Law Enforcement Services and shall sign same.

BE IT FURTHER RESOLVED that previous agreements and addendums will be terminated.

Passed this 4th day of March, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

INTERLOCAL AGREEMENT BETWEEN WALLA WALLA COUNTY AND THE CITY OF PRESCOTT RELATING TO LAW ENFORCEMENT SERVICES

(FOR THE YEARS 2019, 2020, 2021 and 2022)

THIS AGREEMENT is effective the 1st day of January 2019 by the County of Walla Walla, a political sub-division of the state of Washington, ("COUNTY") and the City of Prescott, ("CITY").

RECITALS

The CITY is entirely within the COUNTY; and

The CITY possesses the power, legal authority and responsibility to provide law enforcement services to the citizens within its boundaries; and

The COUNTY, through the Walla Walla County SHERIFF'S Office ("SHERIFF") provides law enforcement services to the citizens of Walla Walla County; and

The COUNTY has the power and legal authority to extend those law enforcement services into the CITY; and

Chapter 39.34 RCW authorizes two or more public entities to contract to perform functions which each may individually perform; and

The CITY desires to enter into an agreement with the COUNTY whereby the COUNTY, through the SHERIFF, will provide quality law enforcement services to the CITY and its citizens; and

The COUNTY agrees to render such law enforcement services through the SHERIFF'S Office subject to the terms hereof;

AGREEMENT

NOW THEREFORE, in consideration of the covenants, conditions, performances, and promises contained in this Agreement, the parties agree as follows:

1.0 BASE LEVEL SERVICES

The COUNTY shall provide within CITY limits the following law enforcement services, for a minimum of **7 hours** per week for each month that this Agreement remains in effect, rendering such services at the same level, degree and type as is customarily provided by the COUNTY in the surrounding unincorporated Walla Walla County unless otherwise set forth in this Agreement. COUNTY will provide the following specific services which are customary to the CITY: routine patrols of the CITY, including foot, vehicular patrols, community policing services such as vacation checks of homes, courtesy safety inspections, agency referrals, attendance at school events, checking security of businesses, and personal contacts as are customary in a small CITY. COUNTY will not provide routine animal control and civil ordinance enforcement.

1.1 PATROL SERVICES. Police Patrol Services shall constitute the first response for the enforcement of state law and selected CITY criminal and traffic ordinances. Patrol services shall include reactive patrol to respond to calls for service from residences and businesses, proactive patrol to prevent and deter criminal activity, and traffic patrol to enforce applicable city ordinances and state traffic codes. The deputies assigned to the area in accordance with this Agreement will provide patrol services to the CITY during their scheduled work shifts.

1.2 INVESTIGATIVE SERVICES. Investigative Services shall consist of criminal investigations by patrol deputies and/or detectives investigating all detected and reported crimes which are customarily provided by the county in the surrounding unincorporated portions of Walla Walla County.

1.3 SPECIAL SERVICES. Special services provided under this Agreement may include but are not limited to Search & Rescue, hostage negotiations, Special Weapons and Tactics Emergency Services Unit (SWAT ESU), sex offender registration, community crime prevention, Drug Abuse Resistance Education (DARE) **and the monthly tracking and reporting of hours worked in the City.**

1.4 SUPPORT SERVICES. Support services provided under this Agreement, separate and apart from the Patrol Services, Investigative Services, and Special Services as set forth above and not to be considered part of the minimum of 7 hours per week, may include planning and research, subpoena control, training, accounting, payroll, personnel, labor relations, media relations, fleet management, radio maintenance, purchasing, records, internal investigations and contract administration.

1.5 CRIMINAL JUSTICE SUPPLEMENTAL SERVICES. COUNTY will provide for all costs and services related to the prosecution, defense and punishment of those accused of crimes and traffic infractions within the CITY, including but not limited to jail fees, prosecution and court costs, jury and witness fees, interpreter fees and assigned counsel, *provided*, that the CITY will be responsible for these costs as they relate to enforcement of any City ordinances.

1.6 EVIDENCE. Evidence or any Property collected as a result of investigations occurring within the CITY will be processed in the same manner used for Sheriff's Office investigations occurring in the unincorporated portions of the COUNTY.

2.0 SUPPLEMENTAL SERVICES

2.1 DISPATCH SERVICES. These services are contracted with the City of Walla Walla WESCOMM to perform such functions that are necessary for emergency calls and dispatch. The Emergency Management Communications Advisory Board (EMCAB) is an advisory board made up of users within Walla Walla County. These members set fees and policy for EMCAB. The CITY shall pay for calls for service within the CITY. These costs have been incorporated into the total amount to be paid by the CITY as set forth in EXHIBIT A which is attached and incorporated by this reference.

3.0 ORGANIZATION

The COUNTY will provide the services identified in Sections 1 and 2 through the Interlocal between Prescott and Walla Walla County For Law Enforcement Services 2

following organization:

3.1 LIAISON. Liaison will be provided through the Sheriff or a specifically identified Walla Walla County SHERIFF'S Office designee. The Sheriff or designee will handle the day-to-day operational concerns identified by the CITY'S City Council and residents. In addition, the Sheriff or designee will be available to the CITY during mutually agreed upon days and hours, for activities such as meetings of the council, appropriate community meetings, CITY staff meetings and Special Events as needed. These meetings or activities may be included in the 7 hours level of service as set forth in Section 1.0 above. The Sheriff or designee will be available as needed for contacts and coordination with the CITY'S department heads, including fire, wastewater, planning, and public works.

3.2 ASSIGNED PERSONNEL. Personnel will be dedicated to the law enforcement needs of the City as a part of the routine patrols of Walla Walla County and will respond to calls in the City in a timely manner as needed and at the discretion of the patrolling deputy.

3.3 While on patrol in the City, the Sheriff's Deputies will be provided access to an appropriate restroom facility.

4.0 REPORTING

4.1 REPORTING - (Calls for Service) Calls for service that are within the CITY boundaries will be maintained to enable accurate data collection on criminal and traffic activity and on dispatched calls for service.

4.2 SIGNIFICANT OCCURRENCE. The Mayor or designee will be promptly notified in the event of a significant criminal occurrence or other major event within the CITY.

4.3 PERIODIC REPORTS. The SHERIFF will provide quarterly reports on criminal and traffic activity within the CITY limits and on law enforcement services provided under this Agreement. Such reports shall address FBI NIBRS Part I / Group A crimes committed within CITY limits and other categories specifically requested by the City, including, but not limited to the listing of calls for service, call response times, updates concerning criminal investigations if it will not hamper an ongoing investigation, and whether reports regarding these investigations have been forwarded to the Prosecuting Attorney Office for their disposition.

4.4 MEDIA RELEASES. Sheriff's Office will conduct and do all press releases pertaining to major crimes. The CITY shall not issue any media releases regarding criminal investigations conducted pursuant to this Agreement without prior approval of the SHERIFF or his designee.

5.0 PERSONNEL AND EQUIPMENT

5.1 The COUNTY is not acting as an agent of the CITY, but is acting as an independent contractor so that:

5. 1.1 Control of personnel (except for operational assignments as set forth in this Agreement), standards of performance, discipline and all other aspects of performance shall be governed entirely by the COUNTY;

5.1.2 All persons rendering services shall be for all purposes employees of the COUNTY.

6.0 PERFORMANCE REVIEW SCHEDULE

6.1 The SHERIFF or the SHERIFF'S designee shall meet with the CITY in April, August, and November of each year, or sooner if required, to discuss performance under this Agreement. The SHERIFF or the SHERIFF'S designee will provide summaries of activity and budget updates at these meetings, as well as, reports identified in Section 4.0 of this Agreement. The CITY shall have an opportunity to comment on its satisfaction with the service delivered and to request adjustments or modifications.

7.0 COMPENSATION-BASE LEVEL SERVICES

7.1 CONTRACT AMOUNT. During the term of this Agreement, and in consideration for the base level services provided by the COUNTY as set forth herein, the CITY promises to pay the COUNTY a quarterly sum equal to one-quarter the yearly cost determined according to Exhibit A, which is attached and incorporated by reference.

7.2 BILLING. The CITY will be billed in equal quarterly amounts for services rendered. The payments are due within 30 days after invoicing by the COUNTY. Payment shall be made to:

Walla Walla County Sheriff
240 W Alder, Suite 101
Walla Walla, WA 99362

7.3 NOTIFICATION OF ADJUSTMENT/ANNUAL REVIEW. The cost for contract services during the term of this Agreement is set forth in Exhibit A. Beginning September 15, 2019, and each year thereafter for the duration of this Agreement and any extension thereof, the COUNTY shall notify the CITY of the projected costs for the next calendar year of this Agreement (e.g. September 15, 2019 for the calendar year 2020, September 15, 2020 for the calendar year 2021, etc.). The COUNTY shall confer with the CITY concerning the projected costs and services, and the agreement shall continue utilizing the new costs unless terminated. The intent of this provision is to allow for uninterrupted delivery of service by the COUNTY to the CITY.

8.0 CITY RESPONSIBILITIES

In support of the COUNTY providing the services described in Section 1 and 2 above, the CITY promises:

8.1 To supply at its own cost and expense any special supplies, stationery, notices, forms, and the like where such must be issued in the name of the CITY.

9.0 DURATION

This Agreement will become effective 12:01 a.m., January 1, 2019, provided the Agreement has been duly authorized and signed by both parties. If authorized and signed thereafter by both parties, it shall become effective on a date of the affixing hereto of the last signature. This Agreement shall expire at 11:59 p.m., December 31, 2022, unless extended. In the event that neither party gives notice to the other party to extend or not extend the Agreement, this Agreement shall automatically continue for a maximum of 120 days after the expiration date, in order to provide for uninterrupted service.

10.0 TERMINATION PROCESS

Each party may initiate a process to terminate this Agreement as follows:

10.1 The provisions of RCW 39.34.180 notwithstanding, either party desiring to terminate this Agreement shall provide written notice to the other party no less than three months prior to the effective date of termination.

10.2 Upon receipt of such notice, the parties agree to commence work on and to complete within 90 days a transition plan providing for an orderly transition of responsibilities from the COUNTY to the CITY over a minimum time frame of three months, including the 90 days to complete the transition plan. The transition plan shall identify and address personnel, capital equipment, workload, and other issues related to the transition. Each party shall bear its respective costs in developing the transition plan.

11.0 NOTICES

Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when delivered personally or when sent by certified or registered mail to the following:

Any notice to WALLA WALLA COUNTY shall be sent or delivered to:

Walla Walla County Sheriff
240 W Alder, Suite 101
Walla Walla, WA 99362

Any notice to the CITY OF PRESCOTT shall be sent or delivered to:

City of Prescott
PO BOX 27
Prescott, WA 99348

12.0 INDEMNIFICATION

12.1 The COUNTY shall protect, save harmless, indemnify and defend, the CITY, its elected and appointed officials, officers, employees and agents, from any and all loss or claim for damages of any nature whatsoever resulting from any act or omission in the performance of this Agreement by the COUNTY, its elected or appointed officials, officers, employees, or agents. In executing this Agreement, the COUNTY does not assume liability or responsibility for Interlocal between Prescott and Walla Walla County For Law Enforcement Services 5

or in any way release the CITY from any liability or responsibility that arises in whole or in part from the existence or effect of CITY ordinances, rules or regulations. If any cause, claim, suit, action or administrative proceeding excluding any challenge raised in the defense of a criminal prosecution or appeal thereof is commenced in which the enforceability and/or validity of any such CITY ordinance, rule or regulation is at issue, the CITY shall defend the same at its sole expense and if judgment is entered or damages are awarded against the CITY, the COUNTY, or both, the CITY shall satisfy the same, including all chargeable costs and attorney's fees.

12.2 The CITY shall protect, save harmless, indemnify and defend, at its own expense, the COUNTY, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever arising out of the performance of this Agreement and based on the act or omission of a CITY employee, elected official or agent, including claims by the CITY'S employees or third parties, except for those damages solely caused by the negligence or willful misconduct of the COUNTY, its elected or appointed officials, officers, employees or agents.

12.3 INDUSTRIAL INSURANCE ACT IMMUNITY WAIVER. Each party hereby waives its immunity under the Washington Industrial Insurance Act solely for the purpose of indemnifying the other party for claims made by employees of the indemnifying party. This provision is intended solely to augment the indemnity provisions in this Agreement and shall not accrue to the benefit of any third person. It shall not be construed in any manner to waive either party's immunity against a claim by an employee against an employer.

13.0 AUDITS AND INSPECTIONS

The records and documents regarding all matters covered by this Agreement shall be subject to inspection, review or audit by the COUNTY or the CITY during the term of this Agreement and for a period of three years after termination.

14.0 AMENDMENTS

This Agreement may be amended at any time by mutual written agreement of the parties.

15.0 CONTRACT ADMINISTRATION

The parties shall each appoint a Contract Administrator to review performance and other issues that are not related to day-to-day operations. Each party shall provide the other party with the name of its appointed Contract Administrator. The Contract Administrators will meet as needed. Either party may call additional meetings with ten days prior written notice to the other party. Any problem that cannot be resolved by the Contract Administrators shall be referred to the CITY Mayor or designee and the County SHERIFF or designee for settlement.

16.0 NO THIRD-PARTY BENEFICIARY

The COUNTY and the CITY agree that this Agreement shall not confer third party beneficiary status on any non-party, including the citizens of either the COUNTY or the CITY.

17.0 LEGAL REQUIREMENTS

Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

18.0 DISPUTE RESOLUTION

The parties recognize that their constituents are best served by good faith cooperation by the parties in carrying out this Agreement. In the event of a dispute concerning this Agreement, the parties will first attempt resolution through good faith negotiations. If the parties are unable to resolve their dispute through such negotiations, the parties shall select a mutually agreed upon mediator. The mediator shall be, if possible, a current or former law enforcement professional with department head experience. The costs and fees of the mediator shall be borne equally by the parties. In the event after the dispute is unresolved at the conclusion of such mediation, this Agreement shall cease to be binding effective upon its then-current expiration date.

19.0 VENUE

The laws of the State of Washington shall be applicable to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this Agreement or any of its provisions shall be brought in the Superior Court of Walla Walla County, Washington.

20.0 ENTIRE AGREEMENT, WAIVER OF DEFAULT

The parties agree that this Agreement is the complete expression of its subject matter and terms and any oral representations or understandings not incorporated in this Agreement are excluded. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement. Waiver of any default shall not be deemed as a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the non-breaching party, which shall be attached to the original Agreement.

21.0 SEVERABILITY

Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

22.0 DISPOSITION OF EARLIER AGREEMENT

The current Interlocal Agreement between the parties pertaining to law enforcement services shall be terminated effective on the commencement date of this Agreement.

23.0 ATTACHMENTS

The following attachments are incorporated by reference as if set forth in full in the body of this interlocal agreement.

EXHIBIT A: Compensation – Base Services

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be executed as authorized by each party's governing body.

WALLA WALLA COUNTY

Date: _____

Chairman

Commissioner

Commissioner

CITY OF PRESCOTT

Date: 02/20/2019

Steve Heimbigner
Steve Heimbigner, Mayor

Linda VanNoster
Linda VanNoster, City Clerk

RECOMMENDED FOR SIGNATURE BY:

Mark A. Crider
Mark A. Crider
Walla Walla County Sheriff

APPROVED AS TO FORM:

Jesse Nolt, deputy for
James L. Nagle
Walla Walla County Prosecuting Attorney

Jared Hawkins
Jared Hawkins
City Attorney

EXHIBIT A

Compensation- Base Service:

In consideration for the base level of service provided by the COUNTY as more fully described in Section 1.0 of this Agreement, the CITY agrees to pay the COUNTY the amounts set forth below through the term of this Agreement:

2019 Twenty-two Thousand Four Hundred nineteen and 00/100 dollars (\$22,419.00) for the calendar year 2019. Payment shall be in four equal quarterly amounts of Five Thousand Six Hundred Four and 75/100 dollars (\$5,604.75) as follows:

1. For Services January – March 2019, \$5,604.75 billed in March 2019, due by April 30, 2019.
2. For Services April – June 2019, \$5,604.75, billed in June 2019, due by July 31, 2019.
3. For Services July – September 2019, \$5,604.75, billed in September 2019, due by October 31, 2019.
4. For Services October – December 2019, \$5,604.75, billed in December 2019, due by January 31, 2020.

2020 Subject to adjustment as provided in Section 7.3 of the Agreement, no less than Twenty-two Thousand Six Hundred nineteen and 00/100 dollars (\$22,619) for the calendar year 2020. Payment shall be in the amount of one-quarter of the annual amount as determined under Section 7.3 of the Agreement to be billed and paid according to the schedule outlined for the 2019 calendar year above.

2021 Subject to adjustment as provided in Section 7.3 of the Agreement, no less than Twenty-two Thousand Six Hundred nineteen and 00/100 dollars (\$22,619) for the calendar year 2021. Payment shall be in the amount of one-quarter of the annual amount as determined under Section 7.3 of the Agreement to be billed and paid according to the schedule outlined for the 2019 calendar year above.

2022 Subject to adjustment as provided in Section 7.3 of the Agreement, no less than Twenty-two Thousand Six Hundred nineteen and 00/100 dollars (\$22,619) for the calendar year 2022. Payment shall be in the amount of one-quarter of the annual amount as determined under Section 7.3 of the Agreement to be billed and paid according to the schedule outlined for the 2019 calendar year above.

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

- 3) County vouchers/warrants/electronic payments as follows: 4047463 through 4047476, totaling \$78,969.00 (payroll draws dated February 15, 2019); 4047604 through 4047648, totaling \$919,207.76 (February payroll); 4206159 through 4206187 totaling \$1,036,698.02 (benefits and deductions)
- 4) Payroll action and other forms requiring Board approval

- j) Miscellaneous business to come before the Board
- k) Review reports and correspondence; hear committee and meeting reports
- l) Review of constituent concerns/possible updates re: past concerns

a) Consent Agenda Items:

- 1) Resolution _____ - Setting a date of public hearing to hear comments on a Community Development Block Grant proposal for public service activities
- 2) Resolution _____ - Approving out of state travel for Department Of Community Health Employee (DeBolt)

b) Action Agenda Items:

- 1) Resolution _____
Approving Amendment No. 1 to contract No. 19-02
City of Walla Walla Emergency Shelter between Walla Walla County and City of Walla Walla
- 2) Proposal 2019 03-04 DCH-1
Approval of application to the Washington State Department of Commerce, Consolidated Homeless Housing Grant renewal for funding of homeless and housing assistance to residents of Walla Walla County in 2019-2020
- 3) Proposal 2019 03-04 DCH-2
Approval to apply for a Community Development Block Grant renewal 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 SETTING A DATE OF
PUBLIC HEARING TO HEAR COMMENTS
ON A COMMUNITY DEVELOPMENT
BLOCK GRANT PROPOSAL FOR
PUBLIC SERVICE ACTIVITIES

RESOLUTION NO. **19**

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 2018 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 4, 2019 and March 22, 2019; and

WHEREAS, \$44,851.00 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, March 25, 2019 at 9:45 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 March 25, 2019 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 4th day of **March, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
DEPARTMENT OF COMMUNITY
HEALTH EMPLOYEE (DEBOLT)

}

RESOLUTION NO. **19**

WHEREAS, Walla Walla County Department of Community Health Director, Meghan DeBolt has requested approval for out of state travel to the Oregon Suicide Prevention Conference in Sunriver, Oregon March 13-15, 2019; and

WHEREAS, said conference will benefit the citizens of Walla Walla; and

WHEREAS, pursuant to County policy, an employee Travel Authorization form has been submitted for review and consideration; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above be approved.

BE IT FURTHER RESOLVED that additional time required to travel to and from said training, if necessary, is also approved.

Passed this 4th day of **March, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: March 14-16th, 2019		TA#	
Employee Attending: Meghan DeBolt		Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Oregon Suicide Prevention Conference		Transportation	
Start time/date: March 13, 2019 7am		<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$
End time/date: March 15, 2019 12pm		<input checked="" type="checkbox"/> Private Vehicle .026 miles @ 544	\$ 141
Location: City: Sunriver State: OR		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Title of Meeting/Training: (Attach agenda/training brochure) 2049 Oregon Suicide Prevention Conference		Lodging night(s) 2 @ \$ 175.65	\$ 351.30
Departure Date: March 14, 2019 Time: 5am		Meals	
Return Date: March 16, 2019 Time: 2pm		Breakfast(s) 2 @ \$ 15	\$ 30
		Lunch(s) 1 @ \$ 18	\$ 18
		Dinner(s) 2 @ \$ 28	\$ 56
Place of Lodging: Sunriver Resort		Registration/Tuition :	\$ 225
Cancel Date: n/a		Cancel Date: N/A	
Phone Number:		Total Expenses \$	

Credit Card Use: ☐ Yes ☒ No Date Needed: _____

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Signature of Employee & Date

Out of state travel: ☐ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: _____ Date: _____

Approved by Director: Meghan DeBolt Digitally signed by Meghan DeBolt
Date: 2019.02.28 12:39:56 -08'00' Date: _____

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1



2019 Oregon Suicide Prevention Conference

COMMUNITIES BUILDING HOPE TOGETHER

MARCH 13-15, 2019 | SUNRIVER RESORT, SUNRIVER, OR

conference agenda

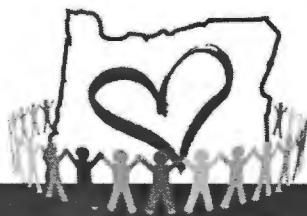
Wednesday, March 13, 2019

- 7am - 12pm **Registration/Exhibits**
- 8am - 12pm **Trainings**
- Growing Through Crisis, Eduardo Vega, (6hr), **Fireside Room**
 - Youth Suicide in Schools, Scott Poland, (6hr), **Landmark I Room**
 - CONNECT, Whitney Schumacher, Ashlee Davis & Cheryl Emerson (4hr), **Heritage I Room**
 - OPS START, Kristi Nix, & Linda Schmidt (4hr), **Landmark II Room**
 - Community of Practice, (2hr) **Heritage II Room**
- 12pm - 3pm **Welcome/OHA/Opening Speaker** - plated lunch
Central Oregon Panel: School Based Partnership for Comprehensive Suicide Prevention, Intervention and Postvention.
KEYNOTE: Caitlin Ryan, Family Acceptance Project
 Great Hall Room
- 3pm - 330pm **Break/Exhibits**
 Heritage Gallery
- 330pm - 5pm **Breakout Sessions**

Addressing Firearm Safety in Rural Primary Care Susan Keys Laura Pennavaria Elizabeth Marino Landmark II Room	Prevention is Culture and Culture is Prevention Doug Barrett Devynne Crossman Dawn Adams Heritage I Room	Moving Beyond: Basic Skill for Advanced Assessment Adam Goggins Jill Kaufmann Heritage II Room	Family Acceptance Project Caitlin Ryan Great Hall Room
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Thursday, March 14, 2019

- 7am - 8am **Registration/Exhibits/Posters**
Breakfast Buffet
- 8am - 1015am **Welcome/Opening Speaker**
Confederated Tribes of Warm Springs Panel/Short Film:
 Rosanna Jackson, Michael Martinez, Film makers; Isaac Trimble, LaRonn Kachia
KEYNOTE: Scott Poland, Youth Suicide: The Critical Role of School and Community Personnel in Prevention, Intervention and Postvention
 Great Hall Room



2019 Oregon Suicide Prevention Conference

COMMUNITIES BUILDING HOPE TOGETHER

MARCH 13-15, 2019 | SUNRIVER RESORT, SUNRIVER, OR

1015am - 1045am **Break/Exhibits**
Heritage Gallery

1045am - 12pm **Breakout Sessions**

CATS: Evolution of Program for Suicidal Youth in Emergency Room OHSU Amanda Ribbers Rebecca Marshal Julie Magers Dan Thoma	Responding and Recovering from Crisis in Schools Scott Poland	Social Media: Tips and Tools for Adults Working with Native Youth Colbie Cauglan	Comprehensive Postvention Response: Lessons Learned Whitney Schumaker Galli Murray Debra Dermata Roger Brubaker	When the Unimaginable Happens: Finding a Path to Grieve after a Murder Suicide Stephanie Willard Jana DeCristofaro
Fireside Room	Landmark II Room	Landmark I Room	Heritage II Room	Heritage I Room

12pm - 2pm **Lunch Buffet**
Opening
KEYNOTE: Arnold Thomas, Shoshone-Paiute; I Want to Live
Great Hall Room

215pm - 330pm **Breakout Sessions**

Healing the Warriors Heart: Ancient Methods help Veterans Arnold Thomas Great Hall				
Finding Hope in the Data: Suicide and the Public Health Roger Brubaker C.A. Baskerville	Addressing Youth Suicide through the Eyes of Rural Youth Mel Butterfield Kelby Christ	ASK the Question: Working Outside the Box Galli Murray Ashley Carroll	Peer Support Across the Lifespan Tammi Paul Brandy Hemsley Mary Buzzell	Supporting the Voice of Lived Experience in the Workplace Deborah Zwetchkenbaum Dave Dalton
Fireside Room	Landmark I Room	Landmark II Room	Heritage I Room	Heritage II Room

330pm - 4pm **Break/Exhibits**
Heritage Gallery



2019 Oregon Suicide Prevention Conference

COMMUNITIES BUILDING HOPE TOGETHER

MARCH 13-15, 2019 | SUNRIVER RESORT, SUNRIVER, OR

4pm - 445pm

Breakout Sessions

Loss Survivors: Honoring our Experience Leanna Leyes	Activating Hope 101 Eduardo Vega Greg Borders	Creating a Life Affirming Culture Chris Hawkins Ryan Noss Gigi Simms	ASIST Feedback Data and Followup Data at UO Susie Stadelman	Oregon Alliance to Prevent Suicide and Legislation to Change the Conversation David Westbrook Ryan Price Galli Murray
Fireside Room	Landmark I Room	Landmark II Room	Heritage I Room	Heritage II Room

445pm - 530pm

Breakout Sessions

Activating Hope 101 Eduardo Vega Greg Borders	Measuring Collective Impact Suicide Prevention Whitney Schumaker Paige Farris	Using State and Community Level Data to Assess and Address Needs Jonathan Rochelle Nicholas Parr Camille Cioffi John R. Seeley	RESPONSE Version 3 Gary McConahay Wendy McConahay
Landmark I Room	Landmark II Room	Heritage I Room	Heritage II Room

Friday, March 15, 2019

730am - 8am

Registration/Exhibits

8am - 10am

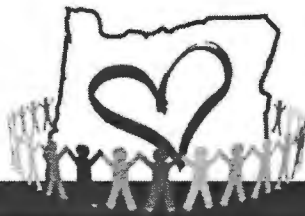
Closing Remarks

KEYNOTE: Eduardo Vega, To Save Lives We Must Stop Preventing Suicide
Great Hall - Plated Breakfast

10am - 1030am

Break/Exhibits

Heritage Gallery



2019 Oregon Suicide Prevention Conference

COMMUNITIES BUILDING HOPE TOGETHER

MARCH 13-15, 2019 | SUNRIVER RESORT, SUNRIVER, OR

1030pm - 12pm

Breakout Sessions

#OK2ASK: Breaking the Stigma; Shatter the Silence | Stephanie Gilbert | **Great Hall**
 Abby Warren
 Dee Ann Everson
 Bill Maentz

Suicide Surveillance and Fatality Review Debra Dermata Kimberly Repp Adam Knapp PhyuSin Myint Fireside Room	Zero Suicides at School: Leveraging Multi-tiered Systems of Support Jim Hanson Amy Ruona Tim Goldhammer Landmark I Room	Teens Helping Teens: The Power fo Youth Voices in Crisis Intervention Morgan Leets Youthline Volunteers Landmark II Room	Community Based Empowerment LGBTQ Julie Heffernan Heritage I Room	Postvention: Supporting Students After a Suicide Death Jana DeCristofaro Heritage II Room
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Thank you for attending the 2019 Oregon Suicide Prevention Conference, Safe Travels back to your Communities!

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
AMENDMENT NO. 1 TO
CONTRACT NO. 19-02 CITY OF
WALLA WALLA EMERGENCY
SHELTER BETWEEN WALLA
WALLA COUNTY AND CITY OF
WALLA WALLA



RESOLUTION NO. 19

WHEREAS, Walla Walla County Department of Community Health has proposed contract Amendment No. 1 with the City of Walla Walla for the emergency shelter; and

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

WHEREAS, the County Prosecuting Attorney has reviewed said amendment; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said contract amendment and the Chair of the Board shall sign same in the name of the Board.

Passed this 4th day of March, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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



MEMO

Date: March 4, 2019

To: BOCC

From: Meghan M. DeBolt, MPH/MBA
Administrator

Intent – Gain BOCC approval and signature for Amendment No. 1 to Contract 19-02 City of Walla Walla Emergency Shelter between Walla Walla County and City of Walla Walla

Topic – Contract Amendment

Summary

The Department of Community Health has sub-contracted with the City of Walla Walla to provide case management and operational support at the City of Walla Walla Sleep Center. These funds were awarded January 1, 2019 and extend through December 31, 2019.

In further conversation with the City regarding contract terms and the Statement of Work to be performed, the City would like to amend some of the language.

Specifically, the amendment would change the Scope of Work language from:

2. The Grantee **will** develop, and the Grantor will assist the Grantee in the issuing of a Request for Proposal (RFP) to identify a sub-recipient to operate the Emergency Shelter and provide services to meet the needs of City of Walla Walla homeless individuals.

3. The Walla Walla County Homeless Housing Program Coordinator and Department of Community Health Director will assist the Grantee as needed, and will supply a draft RFP, which the Grantee may modify.

to:

2. The Grantee **may** develop, and the Grantor will assist the Grantee in the issuing of a **possible** Request for Proposal (RFP) to identify a sub-recipient to operate the Emergency Shelter and provide services to meet the needs of City of Walla Walla homeless individuals.

3. The Walla Walla County Homeless Housing Program Coordinator and Department of Community Health Director will assist the Grantee as needed, and will supply a draft RFP **upon request**, which the Grantee may modify **as needed**.

4. The sub-recipient operating the Emergency Shelter may, with permission of the Grantee, contract with their own sub-recipient to assist in fulfilling their obligations as a sub-recipient for supportive housing services.

These changes clarify roles and responsibilities of the County, City, and sub-contractors.

Cost

We have already awarded \$100,000 in funding. No additional costs.

Funding

Funds for this contract come from Fund 161 – Homeless Housing Funds.

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

N/A

Benefits

N/A

Conclusion/Recommendation

Recommend the BOCC approve and sign contract 19-02 Amendment 1.

Submitted By

Meghan DeBolt, DCH,

Disposition

____ Approved

Name

Department

Date

____ Approved with modifications

____ Needs follow up information

Name

Department

Date

____ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

____ Modification

____ Follow Up

19-02 City of Walla Walla Emergency Shelter

between

WALLA WALLA COUNTY

And

CITY OF WALLA WALLA

AMENDMENT NO. 1

THIS CONTRACT AMENDMENT NO. 1 (Amendment) is made this 25th day of February 2019, by and between the Walla Walla County, hereinafter "County" and the City of Walla Walla, Washington, hereinafter "Grantee":

The COUNTY and the GRANTEE entered into a Contract, 19-02, for City of Walla Walla Emergency Shelter.

Pursuant to Section AMENDMENTS of that contract, the County and Grantee hereby amend Exhibit A, Scope of Work as shown on the attached document.

This change in the Scope of Services does not change the total contract not to exceed amount by \$100,000.00 dollars outlined in Exhibit B. This amendment also does not change the contract period in the original contract.

Except as set forth in this Amendment, the original contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the original contract or any earlier amendment, the terms of this amendment will prevail.

APPROVALS

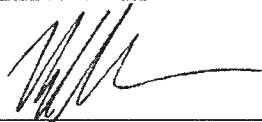
COUNTY

Todd Kimball
Chairman, Walla Walla County Board of
Commissioners

Approved as to Form:

Deputy Prosecuting Attorney

GRANTEE



Nabel Shawa
City Manager
City of Walla Walla

Approved as to Form:



City Attorney

Exhibit A-Amendment #1
SCOPE OF WORK

Grantee Name: City of Walla Walla

Agreement Number: 19-02

Contract Period: 01/01/2019 – 12/31/2019

1. Eligible Activities: Emergency Shelter operations, which shall:
 - a. Be located in the City of Walla Walla
 - b. Include supportive housing services, a.k.a case management, to move individuals from homelessness into housing.
 - c. Be operational no later than January 1, 2019.
2. The Grantee may develop, and the Grantor will assist the Grantee in the issuing of a possible Request for Proposal (RFP) to identify a sub-recipient to operate the Emergency Shelter and provide services to meet the needs of City of Walla Walla homeless individuals.
3. The Walla Walla County Homeless Housing Program Coordinator and Department of Community Health Director will assist the Grantee as needed, and will supply a draft RFP upon request, which the Grantee may modify as needed.
4. The sub-recipient operating the Emergency Shelter may, with permission of the Grantee, contract with their own sub-recipient to assist in fulfilling their obligations as a sub-recipient for supportive housing services.
5. Selection of the sub-recipient will be at the sole discretion of the Grantee.
6. Reporting Requirements: The Grantee must provide monthly activity and progress reports tracking services and outcomes with data from the Homeless Management Information System (HMIS). An HMIS training will be provided to the Grantee and subrecipient once the contract has been awarded. Monthly activity and progress reports must be submitted by the Grantee by the 15th of each month. In addition, the Grantee must provide access to financial and program records during onsite monitoring by the Grantor and maintain financial and program records for six years for audit reviews. The Grantee must also provide proof of expenditures on a monthly basis.
7. The Grantor understands that the funds provided to the Grantee under this agreement for the operations of the Emergency Shelter are solely to meet the needs of City of Walla Walla homeless individuals and not the homeless housing needs of the county at large.



MEMO

Date: March 4, 2019

Proposal ID: 2019 03-04 DCH-1

To: BOCC

From: Meghan M. DeBolt, MPH/MBA
Administrator

Intent – Gain BOCC approval to apply for renewal application funding for Consolidated Homeless Grant (CHG) through Washington State Department of Commerce.

Topic – 2019-2020 CHG Grant Renewal Application

Summary

The Department of Community Health would like to reapply for Consolidated Homeless Grant funding for the 2019/2020 biennium in the amount of \$691,290.00. Walla Walla County has been a recipient of CHG funds since 2014. These funds are used to enhance Walla Walla County's homeless and housing system and are critical to supporting our local continuum of care. The CHG funds services such as rental assistance, case management, and other housing services. DCH sub contracts with Blue Mountain Action Council and Joe's Place to provide approved services.

Cost

No cost associated.

Funding

\$691,290.00

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

N/A

Benefits

If awarded these funds, this will provide additional funds and support to our homeless response and housing systems.

Conclusion/Recommendation

Recommend the BOCC approve DCH's request to apply for CHG funds for the 2019-2020 biennium and sign said contract and sub-contracts.

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

Walla Walla County
GRANT QUESTIONNAIRE

Date: 3/4/19

Office/Department: DCH
Contact Person: Meghan DeBolt

- 1) Name of Grant/Program: Coordinated Homeless Grant (CHG) Renewal
- 2) New Grant ☐ Renewing Grant ☒ Term (# of years): 2
- 3) Is the grant unchanged, and does not require Current Expense funding?
(If Y, please skip to number 24) Y__x__ N____
- 4) How will this grant benefit the county's citizens?

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

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

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

_____.
- 8) Does this grant require up front funds? Y____ N____
If so, 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? N____ C____
a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded? _____

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

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y_____ N_____
- 12) What fund would support a cash match (if required)? _____
- 13) If required what is the TOTAL cost of the match over the life of the grant? _____
- 14) What fund would support the administration of the grant? _____
- 15) Will the grant allow for the County cost allocation plan to be funded? Y_____ N_____
- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements?

- 17) Would the program require use of a county vehicle or personal vehicle? Y_____ N_____
- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance?
Y_____ N_____
- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_____ N_____ If so, what activities?

- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y_____ N_____ If so, 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.?)

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? Y_____ N_____ If so, 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.

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

Please feel free to submit additional information as needed.

See memo_____

Official signature of requesting office/department:

Elected Official/Department Head

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



MEMO

Date: March 4, 2019

Proposal ID: 2019 03-04 DCH-2

To: BOCC

From: Meghan M. DeBolt, MPH/MBA
Administrator

Intent – Gain BOCC approval to apply for renewal application funding for Community Development Block Grant (CDBG) for Public Services through Washington State Department of Commerce.

Topic – 2019 CDBG- Public Service Renewal Application

Summary

The Department of Community Health would like to reapply for the Community Development Block Grant Public Service funding for the 2019 fiscal year (July to June). Walla Walla County has been a recipient of CDBG Public Service funds since 2006. These funds are used to enhance Walla Walla County's continuum of care for individuals who are living in poverty. CDBG funds provide services to low to moderate income individuals in Walla Walla, Columbia and Garfield counties. DCH sub contracts with Blue Mountain Action Council to provide approved services.

In 2017 and 2018, 153 people were served through this program.

Cost

No cost associated.

Funding

\$44,851.00 (\$3500.00 admin to DCH, the reminder in sub contract to BMAC).

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

N/A

Benefits

If awarded these funds, this will provide additional funds and support to Walla Walla County residents in need.

Conclusion/Recommendation

Recommend the BOCC approve DCH's request to apply for CDBG funds for the 2019 fiscal year and sign said contract and sub-contracts.

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

Walla Walla County
GRANT QUESTIONNAIRE

Date: 3/4/19

Office/Department: DCH
Contact Person: Meghan DeBolt

- 1) Name of Grant/Program: Community Development Block Grant (CDBG) Renewal
- 2) New Grant ☐ Renewing Grant ☒ Term (# of years): 1
- 3) Is the grant unchanged, and does not require Current Expense funding?
(If Y, please skip to number 24) Y ☒ N ☐
- 4) How will this grant benefit the county's citizens?

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

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

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

_____.
- 8) Does this grant require up front funds? Y ☐ N ☐
If so, 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? N ☐ C ☐
a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded? _____

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

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y_____ N_____
- 12) What fund would support a cash match (if required)? _____
- 13) If required what is the TOTAL cost of the match over the life of the grant? _____
- 14) What fund would support the administration of the grant? _____
- 15) Will the grant allow for the County cost allocation plan to be funded? Y_____ N_____
- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements?

- 17) Would the program require use of a county vehicle or personal vehicle? Y_____ N_____
- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance?
Y_____ N_____
- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_____ N_____ If so, what activities?

- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y_____ N_____ If so, 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.?)

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? Y_____ N_____ If so, 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.

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

Please feel free to submit additional information as needed.

See Memo _____

Official signature of requesting office/department:

Elected Official/Department Head

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



Department of Community Health Team:

- Healthy Communities Division Manager – with Susann Bassham’s retirement in January, we have begun a search to fill the position. We have over 10 applications at this time and interviews will commence this month.
- Community Health Nurse – this position is still vacant; however, we have narrowed our search and hope to extend an offer by mid-March.

Business Office:

- We received a renewal of the Bikes on the Road Grant and Nancy Walters will start work on that this Spring.
- Funding renewals from:
 - Community Development Block Grant (CDBG) Public Services – which we sub-contract with BMAC
 - Consolidated Homeless Grant (CHG) – which we sub-contract with BMAC and Joe’s Place
 - Health Care Authority – Mental Health Promotion and Suicide Prevention
 - Addition funds to our Prevention contract rolled over from FFY 17 (\$5000)
- Con Con Amendments:
 - Original Contract: \$782,824 (January 1, 2018 to December 31, 2012)
 - Amendment 6: January 2019, +19, 535 = \$1,516,027

Foundational Public Health Services:

- Communicable Disease –
 - Measles: there are confirmed Measles cases in Clark and King County, we have sent out an alert to providers and a press release to the community on ‘what to do’.
 - Flu: The CDC predicts we will see March as the peak of flu season, thus we encourage everyone to get their vaccination and take preventative measures.
 - Shigella: We saw a small outbreak of Shigella at a daycare center in February. All cases have been treated and the daycare center is back up and running. Thanks to our great CD team! (Kara)

Veterans: At the February meeting we had a presentation from the US Forest Service Veterans Program. To better understand job opportunities for Veterans within the region. The USFS hires veterans for their fire program during the summer.

Other:

- Blue Zones: we received the proposal from Blue Zones that describes the model of program they recommend for the Walla Walla/College Place area and how much that will cost. Funders from Sherwood Trust, Providence Foundation, Providence St. Mary Medical Center, Walla Walla University, and others will convene Monday, March 4th at 1pm to discuss moving forward.

Upcoming:

- March 5th: Public Health and Suicide Prevention Day in Olympia
- March 13-15th: STD Conference, Spokane
- March 18th: State Health Improvement Planning kick off meeting in Kent
- April 1-5: SPRING BREAK
- June 3-5: WSALPHO Annual Conference, Leavenworth
- July 8-12: NACCHO Conference, Orlando

10:00

COUNTY FAIRGROUNDS

Bill Ogg

a) Action Agenda Items:

- 1) Proposal 2019 03-04 Fair
Approval of Facilities Maintenance
Technician for the Fairgrounds
Department



MEMO

Date: 03-01-19

Proposal ID. 2019 03-04 Fair

To: WWBOCC

From: Bill Ogg, Fairgrounds Manager

Intent – Approval of Additional Maintenance Technician I Position

Topic –Approval of Additional Maintenance Technician I Position for the Fairgrounds Department

Summary

Please see attached memo.

Cost

\$16.40 - \$18.10 per hour

Funding

11800 - Fair budget Overtime

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Recommend that the BOCC authorize Bill Ogg, Fairgrounds Manager, to hire an additional Maintenance Technician I using budgeted overtime funds.

Submitted By

Bill Ogg Fairgrounds 03/01/2019

Name Department Date

Signature

Disposition

☐ Approved

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

Walla Walla Fair and Frontier Days

August 28 thru September 2, 2019

Bill Ogg, CFE

General Manager



MEMO

To: Walla Walla County Board of Commissioners

From: Bill Ogg, Fairgrounds Department Head

Date: January 24, 2019

Subject: Maintenance Technician I Position

During budget preparation meeting including WWBoCC Todd Kimball, WWC Auditor Karen Martin, Deputy Auditor Susan Dombrosky, Human Resources Director Shelly Peters, Chief Deputy WWC Treasurer Lisa Stober, Clerk of WWBoCC Diane Harris, Fairgrounds Accounting Tech I Paul Cox and myself; one of the issues discussed was the apparent cost of overtime incurred by full time, seasonal and on-call maintenance staff. One option raised was the hiring of a second Full Time Maintenance Technician I. The consensus among the group was this option would be an advisable and worthy consideration.

Having a second FT Maintenance person would certainly benefit the department operationally to better service our customers during Fair time and facility renters year around. Communication flow would be dramatically improved and significant efficiencies in grounds beautification and building janitorial tasks would be a reasonable expectation.

Moreover, we calculate this investment would essentially be covered by a reduction in overtime costs; possibly even resulting in an overall reduction in staffing expense.

I wish to proceed with advertising this position with application review, interviews and hiring during February with a hiring goal of early March.

I welcome the opportunity to address any questions or concerns you may have prior to approval of this proposal.

Thank you.

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

- a) Department update and miscellaneous

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



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 28 February 2019

Re: Director's Report for the Week of 25 February 2019

Board Action: 4 March 2019
Update Only

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Project is in winter shutdown. Construction will resume as weather permits.
- Whitman Dr. W.: Construction funding has been authorized. WSDOT is reviewing plans and specifications.
- Mill Creek Road MP 1.1 to MP 3.96: Working on project funding estimates and right of way documents.
- Mud Creek: Working on environmental permitting and right of way.
- Peppers Bridge Road: Working on survey as weather permits.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on road design.
- Port Kelly Rd & Dodd Rd Railroad Crossing: Working on plans with railroad.
- Miscellaneous: Survey County stockpiles as weather permits.

MAINTENANCE/FLEET MANAGEMENT:

- North and South crews conducting snow and ice removal on county roadways.
- Garage – Working on routine maintenance and repairing equipment as needed. Upfitting new vehicles.
- Vegetation/Signs – Checking roads and de-icing as needed.

ADMINISTRATION:

- Attended a Mill Creek Coalition meeting and discussed the process and timeframes to submit our Locally Preferred Plan (LPP) to the Corps of Engineers as part of the GI Study process.
- Participated in a Planning and Permitting Stakeholders meeting with Community Development and members of the community.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a)** Miscellaneous business for the Board
- b)** Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

10:45

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Action Agenda Items:**
 - 1) Proposal 2019 03-04 HR/RM
Approval of claim for damages
(Klicker)
 - 2) New job description approval form –
Civil Engineering Intern for Public
Works Department
- c) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any
pending claims against the County
- d) 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))

11:00

COUNTY COMMISSIONERS

- a) Presentation by Port of Walla Walla representatives re: Economic Development Sales Tax Fund application for \$500,000 Grant from the Walla Walla County portion of the 9/10ths economic development sales tax collections for the Port of Walla Walla – Wallula Dodd Water System (WDWS) Improvement Project
- b) **Action Agenda Items:**
 - 1) Proposal 2019 03-04 Econ Dev – County Approval of Walla Walla County to expend 9/10ths Economic Development funds (Request from Port of Walla Walla for Wallula Dodd Water System (WDWS) Improvement project)
 - 2) Proposal 2019 03-04 Econ Dev – Port Approval of Port of Walla Walla to expend 9/10ths Economic Development funds (Request from Port of Walla Walla for Wallula Dodd Water System (WDWS) Improvement project)



MEMO

Date: 03/01/2019

Proposal ID. 2019 03-04 ECON DEV - County

To: BOCC

From: Diane Harris, Clerk of the Board

Intent – Approval of grant to the Port of Walla Walla using Walla Walla County's portion of 9/10ths (Economic Development Sales Tax) funds

Topic – Approval of Walla Walla County providing grant funds to the Port of Walla Walla for the Wallula Dodd Water System (WDWS) Improvement Project. These funds will come from the County's portion of the Economic Development Sales Tax Funds.

Summary

The Port of Walla Walla presented their application for funding during the March 4, 2019 regularly scheduled Walla Walla County Board of Commissioners' meeting. During this meeting the Commissioners approved the grant to the Port of Walla Walla from the Walla Walla County portion of the Economic Development Sales Tax Funds in the amount of \$500,000 for the Wallula Dodd Water System (WDWS) Improvement Project.

Cost

\$500,000

Funding

9/10ths Funds – Walla Walla County

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of Walla Walla County providing grant funds in the amount of \$500,000 to the Port of Walla Walla for the Wallula Dodd Water System (WDWS) Improvement Project.

Submitted By

Disposition

Diane Harris, Commissioners 3/1/19

___ Approved

Name Department Date

___ Approved with modifications

___ Needs follow up information

Signature

___ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



Phone (509) 525-3100 • FAX (509) 525-3101 • www.portwallawalla.com • www.wallawallaairport.com

RECEIVED

SENT VIA EMAIL ON 10-29-2018

OCT 29 2018

WALLA WALLA COUNTY
COMMISSIONERS

October 29, 2018

James K. Johnson, Commissioner
Jim Duncan, Commissioner
Todd Kimball, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

**RE: Application - Economic Development Sales Tax Fund Grant – Port of Walla Walla -
Wallula Dodd Water System (WDWS) Improvement Project**

Dear Commissioner:

Attached is the Port of Walla Walla's Economic Development Sales Tax Fund Grant (EDSTF) application for a \$500,000 grant from the County's portion of their EDSTF for the Wallula Dodd Water System (WDWS) Improvement Project. As you will see from the Port's application, this is a significant public infrastructure project that will lead to numerous economic development opportunities for Walla Walla County that will generate job creation and retention opportunities, private sector capital investments, employment diversification, and new taxes (property and retail).

The Port certifies that this application complies with RCW 82.14.370 and Attachment A "Principle Guidelines of the Economic Development Sales Tax Fund".

Your favorable consideration to our EDSTF grant application is much appreciated. If you have any questions or need any additional information, please do not hesitate to call or email.

Sincerely,

Patrick H. Reay
Executive Director

Cc: Port Commissioners
File

Peter Swant, Commissioner
Ronald W. Dunning, Commissioner
Michael Fredrickson, Commissioner

Port of Walla Walla **Staff Report**

TO: Port of Walla Walla Commission

FROM: Patrick H. Reay, Executive Director

SUBJECT: 9/10ths Economic Development Sales Tax Fund (EDSTF) Grant Application – Wallula Dodd Water System (WDWS) Improvement Project

DATE: October 25, 2018

PROJECT LOCATION: Attalia Urban Growth Area Wallula/Dodd Road – Wallula Dodd Water (WDWS) Project

JURISDICTION: Port of Walla Walla

PURPOSE: Action Item

STAFF RECOMMENDED ACTION: Staff recommends approval of an Economic Development Sales Tax Fund grant application for \$3,000,000 for the Wallula Dodd Water System (WDWS) Project from the Port of Walla Walla's allocation of the EDSTF and authorize staff to submit an Economic Development Sales Tax Fund grant application to the County requesting \$500,000 from Walla Walla County's allocation of the EDSTF. See Exhibit 1 for the 9/10ths Economic Development - Grant Application for the Wallula Dodd Water System (WDWS) Project.

PROPOSED MOTION: I move that we approve the Economic Development Sales Tax Fund grant application for \$3,000,000 for the Wallula Dodd Water System (WDWS) Project from the Port of Walla Walla's allocation of the EDSTF and authorize staff to submit an Economic Development Sales Tax Fund grant application to the County requesting \$500,000 from Walla Walla County's allocation of the EDSTF utilizing the economic criteria for the Port of Walla Walla's Wallula Dodd Water System (WDWS) Project.

BACKGROUND: Port of Walla Walla in partnership with the Walla Walla County Board of Commissioners manage the Economic Development Sales Tax Fund for Walla Walla County. The Port and County have two (2) separate fund accounts which each jurisdiction manages separately. Currently, the account fund balance of the Port's managed fund is approximately \$3,812,617, as of October 23, 2018. See Exhibit 5. The Port Commission has the ability to award and distribute funds for projects that are listed on the approved Port of Walla Walla Economic Development Plan or projects listed within the Walla Walla County Comprehensive Plan in Appendix G: Projects of Regional Significance. See Exhibit 3. The proposed project is identified within Appendix G.

DISCUSSION/ANALYSIS: The Port of Walla Walla is a water purveyor and property owner in the Attalia Urban Growth Area. The Port currently operates the Dodd Road Water System and this project will utilize and expand upon the existing Port owned and operated Dodd Road Water System. The completion of the Wallula Dodd Water System Project will allow for the ability to serve the existing and future businesses within the Attalia Urban Growth Area and within the Port's water service boundary. The development of the Wallula Dodd Water System (WDWS) will allow for future development of the Port's 1,400 acre Industrial Park. The Port has been assembling a financial plan for the construction of the improvements. The construction will be bid with several bid packages allowing for a more competitive and hopefully local contractors to have the ability to successfully secure the work.

As discussed at the October 15, 2018 Commission meeting, the Commissioners provided staff direction to apply for funding from the Economic Development Sales Tax Fund (EDSTF). The project has been estimated at

\$15,750,000. The plan is to break the project into 6-7 bid packages to identify work that could be accomplished concurrently by different contractors. The work area is large and the work elements are specific enough to attract several local and regional contractors to bid on the project bid packages.

By completing the Industrial Water System, the Port's Wallula Gap Industrial Park will be more competitive to attract new private investment. See Exhibit 6 for the current Wallula Dodd – Active Business Leads Map.

The project would be funded utilizing economic criteria of the Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), Section 3. See Exhibit 2. This project creates an Industrial Water System for the Attalia Urban Growth Area and will provide potable water to existing (retention of jobs) and future economic development (expansion of new jobs) projects and will generate directly related jobs beyond the employment during construction.

Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), Section 3.

The Port Commission will maintain discipline in using the EDSTF for strategic economic development opportunities. Public infrastructure projects that create, retain and/or expand family wage jobs (defined as \$25,000 per year plus a benefits package), encourage private sector capital investment, and new taxes are the primary goal of the EDSTF.

Due to the significance of the job retention and creation opportunities that this project will be the catalyst for, the project qualifies for an additional investment to support the Port's investment in the water system. Private investments will be realized and will result in a significant property tax increase to Walla Walla County and the other taxing districts within the area.

Principle Guidelines for the Economic Development Sales Tax Fund (EDSTF), Section 4.

Cap any one jurisdiction from receiving more than a \$200,000 grant and a \$200,000 loan in any one fiscal year. Exceptions will be made for **extraordinary job creating opportunities, private sector capital investments, and new taxes**. Exceptions will also be made if a jurisdiction has projects that would allow the funding to be distributed countywide. For example, a jurisdiction may have a qualifying project in Burbank and during that same fiscal year, they may have a qualifying project in Waitsburg. In order to help disburse the EDSTF countywide, both qualifying applications would be considered.

LEGAL REVIEW: No legal review of the grant application.

FISCAL IMPACT: The grant requested will lower the available Economic Development Sales Tax Funds by \$3,500,000 (\$3,000,000 from the Port's EDSTF balance and \$500,000 from Walla Walla County's EDSTF balance). See Exhibit 4 for a summary of current and remaining fund balances, if project grant application is approved and funds dispersed.

BUILDING REPAIRS AND TENANT IMPROVEMENTS: N/A

ALTERNATIVE(S):

1. Do not fund the Port of Walla Walla Wallula Dodd Water System (WDWS) Project with an Economic Development Sales Tax grant request.
2. Fund the Port of Walla Walla Wallula Dodd Water System (WDWS) Project with an Economic Development Sales Tax loan, rather than the requested grant, or a combination of loan/grant.
3. Fund the request at a different funding level.

EXHIBITS

- Exhibit 1: 9/10ths Economic Development - Grant Application dated October 25, 2018
- Exhibit 2: Attachment A – Principle Guidelines for Economic Development Sales Tax Fund (EDSTF)
- Exhibit 3: Appendix G: Projects of Regional Significance (2018 Economic Development Plan)
- Exhibit 4: Memo from Walla Walla County Treasurer dated September 30, 2018, regarding Walla Walla County 9/10ths Economic Development Sales Tax Fund Balances
- Exhibit 5: Walla Walla County 9/10ths Economic Development Sales Tax Fund Balance Spreadsheet (Port)
- Exhibit 6: Wallula Dodd – Active Business Leads Map

Walla Walla County

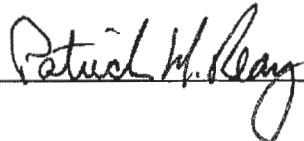
Economic Development Sales Tax Fund

SECTION I.APPLICATION FOR FUNDING

Applicant:	Port of Walla Walla			
Project Title:	Wallula Dodd Water System (WDWS) Improvement Project			
Contact:	Patrick H. Reay			
Title:	Executive Director			
Telephone:	(509) 525-3100			
Fax:	(509) 525-3101			
E-Mail:	pr@portwallawalla.com			
Mailing Address:	310 A Street			
City:	Walla Walla	Zip Code:	99362	
Total Project Financing				
Total Project Cost:	\$15,750,000			
Amount secured to date:	\$10,250,000			
Total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined	\$3,500,000 (\$3M Port and \$500,000 County)			
Loan Information				
Amount of loan request:	\$0			
Loan term requested (Maximum term is 10 years):	0	YRS	0	Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit and revenue to repay the loan, regardless of the project which prompted the application for funding. Maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line Item #4.</i>				
Grant Information				
Amount of Grant request: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4)</i>	\$3,500,000			
Amount of Local Public Match: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #5)</i>	\$4,250,000 Port Capital Funds			

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.

Signature of Responsible Official:



Date: 10/25/2018

Print or Type Name and Title:

Patrick H. Reay, Executive Director

SECTION II. IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

- 1. Describe the entire public facilities project, including the parts that you are not asking to fund.**
(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.

This project will utilize the existing Port owned and operated Dodd Road Water System. The completion of the Wallula Dodd Water System Project will allow for the ability to serve the existing and future businesses within the Attalia Urban Growth Area and within the Port's water service boundary. The development of the WDWS will allow for future development of the Port's 1,400-acre Industrial Park.

Phase I of the Wallula Dodd Water System (WDWS) Project Elements to include the following:

1. Supply Transmission Water Line Construction. The supply transmission water line will transport water from the existing alluvium and basalt well to the Hilltop Reservoir. The work will include: 18-inch (approximately) supply transmission water line from the existing alluvium wells proceeding north approximately 10,650 linear feet, generally parallel to the western boundary of the Port Wallula Gap Business Park; 12-inch (approximately) supply transmission water line from the existing Dodd Road basalt well proceeding east, for a distance of approximately 5,000 linear feet; Combined blended basalt water and alluvium water 24-inch (approximately) water line, proceeding east approximately 6,700 linear feet to the hilltop reservoir site; Costs to include: pipe, fittings, all necessary site work, trench excavation and safety, bedding, backfill, control valves, air release valves, potholing, vaults, surface restoration, erosion control, traffic control, and accessories
2. Distribution System Water Line Construction. The distribution system water line from the Hilltop Reservoir will connect to the existing Dodd Road Industrial Park water system distribution water line.
 - a. 24-inch (approximately) distribution system water line proceeding west approximately 11,760 linear feet.
 - b. Tyson and Burbank Shell will be connected to the existing Dodd Road Industrial Park water system in Railex Road and Dodd Road near Tyson to form a water line loop. The work will include installing an 18-inch (approximately) water line beginning at the existing water distribution system along Railex Road and proceeding north approximately 2,550 linear feet, then east approximately 2,900 linear feet, and then south approximately 565 linear feet. A lateral will begin at the Railex Road/Dodd Road intersection to serve Burbank Shell. The lateral pipeline will proceed west with 640 linear feet of 8-inch water line and connect 370 linear feet of the 2-inch service line.
 - c. Distribution line costs to include: pipe, fittings, connections to existing pipe, all necessary site work, trench excavation and safety, bedding, backfill, control valves, air release valves, hydrants, potholing, vaults, surface restoration, erosion control, traffic control, service meters, and accessories.
3. Reservoir Construction. A 6-million-gallon Hilltop Reservoir is necessary to supply existing Dodd Road Industrial Park water system users, Burbank Shell, and Tyson. The work will include construction of the reservoir; together with clearing and grubbing, grading, foundation preparation, site drainage, underground piping, valves, expansion joints, reservoir mixing system, gravel surfacing, fencing, electrical power and controls, and telemetry.

2. Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.

Over the last 12 years, the Port has completed numerous reports, studies and analysis regarding the future development of the Port's Wallula Gap Business Park. They include such items as:

- Phase 1 Environmental Site Assessment Report
- Peer Review of Phase 1 Environmental Site Assessment Report
- Historical & Archaeological Survey
- Biological Resources Report
- Geotechnical Report
- Water Quality Analysis
- Access Road Infrastructure Analysis
- Water Infrastructure Analysis
- Wastewater Infrastructure Analysis
- Topographic Survey of Site
- Traffic Impact Analysis
- Electrical Transmission Analysis
- Others

To date, the Port has expended over \$1 million dollars evaluating the abovementioned items to determine the most cost-effective approach to the development and build-out this 1,900-acre industrial development.

This project requires SEPA approval and a Condition Use Permit from Walla Walla County.

- SEPA application was filed on June 4, 2018.
- SEPA comment period ended on July 30, 2018.
- SEPA Decision on August 24, 2018
- Conditional Use public hearing on September 10, 2018.
- Conditional Use Permit Decision on October 9, 2018.
- DOE Notice of Intent (General Stormwater Permit) was filed on September 16, 2018 (Permit to be issued on October 25, 2018)
- Grading Permit Requested on September 28, 2018

Tyson Fresh Meats has applied for a received environmental approval from Walla Walla County. The SEPA decision was issued on July 27, 2018. Tyson has applied for building a permit and the construction of the expansion project has commenced.

No other decisions or authorizations will be needed to complete this private development/investment.

3. Does this project qualify as economic development and does it create or retain family wage jobs? (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)

The expansion of the Port's water system will allow for safe and reliable potable water by providing additional sources (supply) and expanded storage (reservoir) capabilities. This will allow the private partner with the assurances necessary to run and operate a beef processing plant without concern of plant shutdown or slowdown due to an unreliable and inadequate industrial water system. Tyson Fresh Meats, located in Wallula, WA since 1976. Tyson Fresh Meats, Inc. is a beef processing facility with 1,400 FTE's. Tyson is expanding their Ground Beef room to accommodate a fresh patty operation. Reliable, available potable water is vital to their success and operation. In addition to the Tyson expansion project, the Union Pacific Railroad is completing construction of an Intermodal facility that will be operational in 2019.

4. **List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full-Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.**

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
Tyson Fresh Meats	30	1,400	\$16.50
Union Pacific Railroad - Cold Connect		100	\$18.25
Northwest Wine Services		55	\$18.00
FBAC		10	\$17.50
Midlands Carrier		5	\$21.00
Union Pacific Railroad - Intermodal Facility	20		\$18.25
Shell Station		12	\$15.75
Simplot – New Plant	300	0	\$20.00 to \$40.00

Projected annual gross payroll for all job classifications? \$75.3 million plus benefits
How many of these positions are part-time or seasonal work? None.

The proposed water system improvements result in the retention and creation of approximately 1,932 FTE with an annual payroll of \$75.3 million plus benefits.

5. **Is this project listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element- Appendix G)?** No ☐ Yes ☒

See of Appendix G of Walla Walla County Comprehensive Plan.

Dodd Road Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.

Wallula Gap Business Park

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.

6. **Does your organization have an active interest and involvement in economic development? Please explain?**

Yes, the Port of Walla Walla primary objectives and efforts associated with economic development are directed at enhancements of infrastructure to support the creation and retention of family wage jobs.

7. Will this project upgrade existing public infrastructure or build new public infrastructure? Please explain?

This project will utilize the existing Port owned and operated Dodd Road Water System. The completion of the Wallula Dodd Water System Project will allow for the ability to serve the existing and future businesses within the Attalia Urban Growth Area and within the Port's water service boundary. The development of the WDWS will allow for future development of the Port's 1,400-acre Industrial Park.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
Department of Health - Grant	Secured	\$ 3,000,000
Department of Health - Loan	Secured	\$ 3,000,000
Port of Walla Walla - Capital Funds	Secured/Expended	\$ 4,250,000
CERB - Grant	Pending	\$ 300,000
CERB - Grant	Pending	\$ 1,700,000
Port - ED Sales Tax Fund - Grant	Pending	\$ 3,000,000
County - ED Sales Tax Fund - Grant	Pending	\$ 500,000
Total Project Cost		\$ 15,750,000

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	10/2018
All Required Permits Obtained	11/2018
Design Engineering	3/2019
Land/Right-of-Way Acquisition	12/2019
Final Bid Documents	12/2018 to 3/2019
Award Construction Contract	12/2018 to 6/2019
Begin Construction	1/2019
Complete Construction	12/2019
Construction Project Operational	12/2019

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment:

• Tyson Fresh Meats Expansion 2018-2019	\$ 30,000,000
• Union Pacific Railroad - Intermodal Facility 2018-2019	\$ 17,000,000
• Simplot Potato Processing Plant – 2020-2021	\$ 475,000,000
• Future Industrial Development of the 1,400 + acres	\$ 600,000,000 (estimate)
TOTAL	\$1,102,000,000

Increase in local property tax revenue: \$12,634,766

Tax Benefit Impact to Taxing Jurisdictions

Dodd Raod & Wallula Gap Business Park - 1,400 Acres			
	Investment:	\$	1,102,000,000
Taxing Agency	2018 Tax Rates	New Taxes	Total
WA State - General Fund	\$ 2.87253353	\$ 3,165,532	\$ 3,165,532
Walla Walla County- Current Expense - Local	\$ 1.47374466	\$ 1,624,067	\$ 1,624,067
Walla Walla County- County Road- Local	\$ 2.00484360	\$ 2,209,338	\$ 2,209,338
Port of Walla Walla - Local	\$ 0.35859849	\$ 395,176	\$ 395,176
Rural Library - Local	\$ 0.47088848	\$ 518,919	\$ 518,919
EMS - Local	\$ 0.48748336	\$ 537,207	\$ 537,207
Walla Walla County- Fire 5 Expense - Local	\$ 1.46912550	\$ 1,618,976	\$ 1,618,976
School Districts - Local	\$ 5.20062037	\$ 5,731,084	\$ 5,731,084
TOTALS	\$ 14.337838	\$ 15,800,297	\$ 15,800,297
Total Annual Local Taxes		\$ 12,634,766	\$ 12,634,766

Increase in local sales tax revenue:

\$752,000

- One-time local sales tax revenue to Walla Walla County for the Tyson Expansion and UPRR Intermodal projects equates to approximately \$752,000. Conservative estimate of \$47 million in 2018-2019 construction costs times \$0.016 (local sales & use tax rate) = \$752,000.
- One-time local sales tax revenue to Walla Walla County for the Simplot Project in 2020-2021 would equate to approximately \$7.6 million. \$475 million times \$0.016 (local sales & use tax rate) = \$7.6 million

Annual increase in local sales tax revenue:

The private sector investment will also bring in customer clients each year that support businesses in Walla Walla County (airline travel, local hotel/motel establishments, local stores, restaurants, gas stations, etc.

- Tyson & Union Pacific Railroad - Intermodal Facility **\$30,000**

Assumes 50 new FTE jobs with \$2,500,000 in new annual payroll for the 2018-19 Tyson Expansion and UPRR Intermodal projects of which approximately 15% of the total payroll is spent locally on taxable retail sales per year (\$2,500,000 x 0.15 = \$375,000) plus approximately \$1,500,000 per year by Tyson and UPRR spending on taxable retail sales to vendors locally (\$375,000 + \$1,500,000 = \$1,875,000).

\$1,875,000	X	\$0.016	=	\$30,000
Annual taxable sales		Local sales & use tax rate		Annual local sales tax revenue

- Simplot Project **\$68,000**

Assumes 300 new FTE jobs with \$15,000,000 in new annual payroll in 2022 of which approximately 15% of the total payroll is spent locally on taxable retail sales per year (\$15,000,000 x 0.15 = \$2,250,000) plus approximately \$2,000,000 per year by Simplot spending on taxable retail sales to vendors locally (\$2,250,000 + \$2,000,000 = \$4,250,000).

\$4,250,000	X	\$0.016	=	\$68,000
Annual taxable sales		Local sales & use tax rate		Annual local sales tax revenue

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

Yes, the Port of Walla Walla will be the owner and operator of the public facility improvements and will maintain said public improvements. The projected operational financial capacity worksheets are attached to this application. See attached Financial Capacity Worksheets.

Return Completed Application To:
Port of Walla Walla
310 A. Street, Walla Walla, WA 99362
509-525-3100

Wallula Gap Water System - Phase 1

Phase 1	Construction Period 2019-2020	Total	Consolidation of Tyson and Shell water systems	
Funding Sources	Amounts	Status		
DOH - Grant	\$ 3,000,000	Secured		
DOH - Loan	\$ 3,000,000	Secured		
State Capital - 2019 Grant	\$ -			
Port EDSTF - Grant	\$ 3,000,000	Pending		
County EDSTF - Grant	\$ 500,000	Pending		
CERB - Grant	\$ 300,000	Pending		
CERB - Loan	\$ 1,700,000	Pending		
Port EDSTF - Loan	\$ -			
County EDSTF - Loan	\$ -			
Port Capital	\$ 3,750,000	Secured		
Port Capital Expended to Date	\$ 500,000	Secured		
TOTAL	\$ 15,750,000		Carryover	\$ 1,685

Construction Bid Items	Construction Cost	Sales Tax - 8.1%	Contingency 10%	Sub-Total	AE & CA	TOTAL
PWW 2019-01 - Grading Reservoir Site	\$ 475,000	\$ 38,475	\$ 47,500	\$ 560,975	\$ 50,000	\$ 610,975
PWW 2019-02 - Grading Road	\$ 1,500,000	\$ -	\$ 150,000	\$ 1,650,000	\$ 225,000	\$ 1,875,000
PWW 2019-03 - Concrete Reservoir 6.0 MG	\$ 5,310,000	\$ 430,110	\$ 531,000	\$ 6,271,110	\$ 560,000	\$ 6,831,110
PWW 2019-04 - Installation of Waterlines	\$ 2,900,000	\$ 234,900	\$ 290,000	\$ 3,424,900	\$ 400,000	\$ 3,824,900
PWW 2019-05 - Distribution Line - Railex to Dodd	\$ 1,200,000	\$ 97,200	\$ 120,000	\$ 1,417,200	\$ 145,000	\$ 1,562,200
PWW 2019-06 - Mechanical Electrical & Pumping	\$ 730,000	\$ 59,130	\$ 73,000	\$ 862,130	\$ 182,000	\$ 1,044,130
Total	\$ 12,115,000	\$ 859,815	\$ 1,211,500	\$ 14,186,315	\$ 1,562,000	\$ 15,748,315

Proposed Customers, Revenues and Expenses										
Utility Type (Water, Sewer, Other): Water										
Line No.	DESCRIPTION	Enter Current Year	2018	Inflation Factor (%)	2019	2020	2021	2022	2023	
1	DEMOGRAPHIC INFORMATION									
2	NUMBER OF CUSTOMERS (in terms of ERUs)		6		7	9	9	9	9	
3	Annual increase in customers (%)				16.7%	28.6%	0.0%	0.0%	0.0%	
4	ANNUAL MEDIAN HOUSEHOLD INCOME (AMHI)				0	0	0	0	0	
5	REVENUES AND EXPENSES									
6	AVAILABLE UNRESTRICTED CASH BALANCE		0		10037	7448	9146	5241	4958	
7	REVENUES RECEIVED									
	Projected Average Monthly User Charges or Rates									
8	Current Average Monthly User Charges or Rates	\$0.00	272754		\$ 436375	\$ 557827	\$ 700556	\$ 700556	\$ 719987	
8a	Percentage of user charges that are uncollected (enter actual or goal in %)	0%			0%	0%	0%	0%	0%	
8b	Lost Revenues (Accounts Receivable)		0		0	0	0	0	0	
8c	Net User Charge or Rate Revenues		272754		436375	557827	700556	700556	719987	
9	Fees and Service Charges		0		0	0	0	0	0	
10	Hookup Charges (Enter Average Charge) 1.55 ERUs per connection		0		0	0	0	0	0	
11	Water Rights Lease		497500		497500	497500	373125	373125	373125	
12	Interest Income		0		0	0	0	0	0	
13	Miscellaneous		0		0	0	0	0	0	
14	TOTAL REVENUES AVAILABLE (Lines 6 through 13)		770254		943912	1062775	1082827	1078922	1098070	
15	EXPENSES									
16	Operating and Maintenance									
17	Salaries and Benefits		39000	3.0	90000	92700	95481	98345	101296	
18	Power and other utility*		66000	3.0	82980	145019	149370	153851	158466	
19	Chemicals, Treatment, and Monitoring		3000	3.0	6000	6180	6365	6556	6753	
20	Repair and Maintenance		10000	3.0	15000	15450	21064	21695	22346	
21	Materials, Supplies, and Parts			3.0	5000	5150	5305	5464	5628	
22	Annual Pump Test		3500	3.0	1030	1061	1093	1126	1159	
23	Miscellaneous -		8000	3.0	8240	8487	8742	9004	9274	
23a	Hookup Expenses Function				0	0	0	0	0	
23b	Hookup Fee Revenues		0		0	0	0	0	0	
23c	Total Expenses (Enter Per Hookup Expenses)		0	3.0	0	0	0	0	0	
23d	Net Hookup Charge Revenues (Expenses)		0		0	0	0	0	0	
24	Total Operating and Maintenance (Lines 17 through 23)		127000		208250	274047	287419	296041	304922	
25	General and Administrative									
26	Salaries and Benefits		33800	3.0	34814	35858	36934	38042	39183	
27	Office Supplies and Postage*		100	3.0	100	103	106	109	113	
28	Insurance-Vehicles, liability, workers compensation		3000	3.0	4120	4244	4371	4502	4637	
29	Legal and accounting		5000	3.0	5150	5305	5464	5628	5796	
30	Engineering and Professional services		5000	3.0	5150	5305	5464	5628	5796	
31	DNR Land Lease		2500	3.0	2575	2652	2732	2814	2898	
32	Water Use Efficiency Measures		100	3.0	100	103	106	109	113	
33	Total General and Administrative (Lines 26 through 32)		49500		52009	53569	55176	56832	58537	
34	Other Expenses									
35	Use in General Fund			3.0	0	0	0	0	0	
36	Income Taxes		0							
37	Public Utilities Excise Tax (WA) (enter to override excise tax rate)	5.03%	13717		21945	28053	35231	35231	36208	
38	Other Taxes		0							
39	Total Other Expenses (Lines 35 through 38)		13717		21945	28053	35231	35231	36208	
40	Subtotal Expenses (Lines 24, 33 and 39)		190217		282204	355669	377826	388104	399667	
41	Operating Reserve									
42	Operating Reserve should be sufficient to meet 1/8 of annual O&M expenses, plus general and administrative expenses (OMGA) (Excludes hookup expenses)		23777		35276	44459	47228	48513	49958	
43	OMGA Reserve Target		23777		25000	35300	44500	47500	48600	
44	Current Year OMGA Reserve Balance		23777		10276	9159	2728	1013	1358	
45	Required OMGA Reserve Amount		25000		10300	9200	3000	1100	1400	
46	Budgeted OMGA Reserve Amount									
46	TOTAL EXPENSES (Lines 40 + 45)		215217		292504	364869	380826	389204	401067	
47	NET REVENUES FOR CIP & RESERVES (Line 14 - Line 46)		55037		651408	697906	702001	689718	697003	

* This expense item is forecasted using both the inflation factor and increase in number of customers.

UTILITY SYSTEM FINANCIAL CAPACITY WORKSHEETS Version 1.1
PAGE 2: CAPITAL INVESTMENT / RESERVES WORKSHEET Version 1.1
Name: Dodd Road - Wallula Gap
Capital Expenses and Reserves
Utility Type (Water, Sewer, Other): Water

No.	DESCRIPTION	2018	2019	2020	2021	2022	2023
48	REVENUES AVAILABLE FOR CAPITAL IMPROVEMENTS AND RESERVES (Line 47 from Page 1)	555037	651408	697906	702001	689718	697003
49	OTHER FUNDS/RESOURCES AVAILABLE						
50	Bond Proceeds						
51	Business Loan(s)						
52	Capital Contribution from Owner/stockholder [own source]						
53	Prior Year(s) Capital Improvement Plan Carryover [see Line 82 below]		545000	255000	382000	17000	140000
54	State Capital Appropriation						
55	Property Tax Levy						
56	SRF -- State Revolving Fund Loan (if applicable)		3000000		3000000		
57	Grant(s)		3000000				
58	Other Low Interest Government Loan		4900000				
59	Port Capital Fund		2500000		3000000		
60	Other Fund Sources						
61	TOTAL SOURCE OF FUNDS [Lines 50 through 60]	555037	14596408	952906	7084001	706718	837003
62	CAPITAL/RESERVE USE OF FUNDS [in excess of operational expenses]						
63	Capital Improvement Plan Expenditures						
64	New Capital Facilities		13900000		6500000		
65	Renewal and Replacement Facilities						
66	SWSMP		35000				
67	Other Use of Funds						
68	Total CIP Expenditures [Lines 64 through 67]	0	13935000	0	6500000	0	0
69	Debt Obligations [principal and interest expenses]						
70	Project 1 - 2017 DWSRF Loan, \$3.0 M		174600	174600	174600	174600	174600
71	Project 1 - 2018 CERB Loan, \$1.7 M		104040	104040	104040	104040	104040
72	Project 1 - EDSTF Loan, \$0.6 M		70320	70320	70320	70320	70320
73	Project 2 - 2018 DWSRF Loan, \$3.0 M			187800	187800	187800	187800
74	Total Debt Obligations [Lines 70 through 73]	0	348960	536760	536760	536760	536760
75	Depreciation Expense [Funded]						
	[Funded depreciation in excess of all other principal and interest payments]						
76	Emergency Reserve						
77	Emergency Reserve Target		\$125,000.00				
78	Current Emergency Reserve Balance		\$0				
79	Budgeted Emergency Reserve Amount	0	50000	25000	25000	25000	0
80	Accumulated Emergency Reserve	0	50000	75000	100000	125000	125000
81	TOTAL CAPITAL/DEBT/RESERVE EXPENSES [Lines 68, 74, 75 and 79]	0	14333960	561760	7061760	561760	536760
82	SUBTOTAL END OF YEAR SURPLUS OR DEFICIT [Line 61 - Line 81]	555037	262448	391146	22241	144958	300243
83	CAPITAL IMPROVEMENT PLAN CARRYOVER [for future year(s)]	545000	255000	382000	17000	140000	295000
84	TOTAL END OF YEAR SURPLUS OR DEFICIT [Line 82 - Line 83]	10037	7448	9146	5241	4958	5243
	Surplus or deficit is calculated after including reserves and capital investments						

ATTACHMENT A
Principle Guidelines
Economic Development Sales Tax Fund (EDSTF)

**Some provisions within these principle guidelines are requirements under RCW
82.14.370 - Sales and use tax for public facilities in rural counties.**

1. Public infrastructure projects must be listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element – Appendix G). Public infrastructure project listed in the approved County Comprehensive Plan does not guarantee the public infrastructure project will receive funding.
2. At the beginning of each fiscal year, the Port will notify the jurisdictions of the available funding in the EDSTF and will transmit the application form and these principle guidelines.
3. The Port Commission will maintain discipline in using the EDSTF for strategic economic development opportunities. Public infrastructure projects that create, retain and/or expand family wage jobs (defined as \$25,000 per year plus a benefits package), encourage private sector capital investment, and new taxes are the primary goal of the EDSTF.
4. Cap any one jurisdiction from receiving more than a \$200,000 grant and a \$200,000 loan in any one fiscal year. Exceptions will be made for extraordinary job creating opportunities, private sector capital investments, and new taxes. Exceptions will also be made if a jurisdiction has projects that would allow the funding to be distributed countywide. For example, a jurisdiction may have a qualifying project in Burbank and during that same fiscal year, they may have a qualifying project in Waitsburg. In order to help disburse the EDSTF countywide, both qualifying applications would be considered.
5. Applications require a 50% local public match to the amount of the EDSTF request. 10% local public match will be required for the City of Prescott and City of Waitsburg due to their size and access to local public matching dollars. Local public match is defined as publicly-appropriated local funds. Funds appropriated from the state, federal, other funding sources, and in-kind match do not qualify as a local public match. Private sector funds directly allocated to the public infrastructure project will be considered as a local public match.

Example: If the EDSTF request is \$200,000, the applicant is required to secure \$100,000 in the local public match. In the case for the City of Prescott and City of Waitsburg, if the EDSTF request is \$200,000, the applicant is required to secure \$20,000 in the local public match.
6. Each public infrastructure project approved for EDSTF will need to enter into a performance contract and/or inter-local agreement guaranteeing performance.
7. Public infrastructure projects that can substantiate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes will have the best chance in securing an EDSTF grant and/or loan.

8. Public infrastructure projects that cannot identify the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes are encouraged to apply for an EDSTF loan. If the applicant is requesting an EDSTF grant, and an EDSTF grant is awarded, the applicant will be restricted in applying for an EDSTF grant for 5 years from the date of award. However, during this 5-year restricted period, the applicant has a public infrastructure project that can demonstrate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefit package), private sector capital investment, and new taxes, their application would be considered for funding.
9. Public infrastructure-related projects that can substantiate the retention of existing family wage jobs (defined as \$25,000 per year plus a benefits package) are encouraged to apply for EDSTF grant and/or loan. To substantiate job retention, the applicant must fully demonstrate that a specific business would have a reduction in its labor force without the public infrastructure improvement.
10. Projects approved for funding must start drawing down the appropriated funds for the proposed public infrastructure project within 1 year from the date the application is approved. All appropriated funds must be fully expended within 2 years from the date the application is approved. If the applicant cannot meet said deadlines, the application must resubmit their application for consideration. All existing approved public infrastructure projects will have priority funding over the new resubmitted application.

Approved by the Port Commission on the 25th day of September 2014

Concurrence by the Walla Walla County Commissioners on the 20th day of October 2014

Appendix G

Projects Eligible to Receive Economic Development Sales Tax Funds

Projects of Regional Significance

- All Transportation projects in Walla Walla County listed in the six year Transportation Improvement Plan (TIP) as adopted by any state or local government.
- Businesses recruited to Walla Walla County that need public infrastructure facilities constructed to facilitate job creating opportunities, private sector capital investments, and new taxes.
- Four-laning of U.S. Highway 12 including interchanges and frontage roads.
- Acquisition and rehabilitation of rail lines in Walla Walla County.
- All projects listed in the most currently adopted Port of Walla Walla Economic Development Plan.

Walla Walla County

Walla Walla County Campus Buildings

- Remodeling, replacement, repair of existing County owned buildings.
- Acquisition of additional property to expand County Campus.
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

Walla Walla County-Burbank Annex

- Acquisition of property for potential Burbank Annex
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.
- Construction of building(s) to house County services.

Health, Human Services and Planning Building

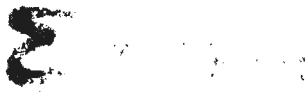
- Construction of new building(s) on County Campus
- Acquisition of additional property
- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, roadway, fiber optics, gas and power.

Fairgrounds

- Construction of new buildings.
- Remodeling and expansion of existing county-owned buildings.
- Property acquisition to expand fairground property.
- Site improvements including, but not limited to, parking areas and associated vehicular circulation routes, landscaping, fencing, and pedestrian facilities.
- Utility improvements including new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, street lighting.
- Other projects listed in the long-term planning, capital facilities, and strategic plans.

Miscellaneous

- Projects listed in the capital facilities section of the county's comprehensive plan.



City of College Place

Projects in Process:

- Myra Road Improvements (Dalles Military to SR 125)
- College Avenue/Rose Street Intersection Improvements
- Rose Street Improvements
- SW 4th Street to Homestead Acres Development

Street Upgrade & Extension Projects:

- SW Davis Transportation Improvements
- SW 12th Transportation Improvements
- Taumarson Road Improvements (Joint Project with Walla Walla County)
- Lambert Arterial Extension Project
- Lambert/C Street/Larch Street Intersection
- SE Date Improvements

Capital Improvements:

- Wastewater Plan Improvements & Facility Plan
- Regional Stormwater Facility & Plan
- Well Development at Eastside Booster Station
- Westside Elevated Water Reservoir
- Water System Consolidation Project (Region Water System)

Property Acquisition:

- WWU Plant Services Property for Public Works Relocation
- Lot north and adjacent to City Hall
- Property Acquisition for New City Park

Economic Development:

- West Whitman business incubator building
- Martin Airfield Industrial Park
- Old Milton Highway Industrial Park

City of Walla Walla

Street Upgrades & Extension Projects

- Myra Road (Garrison Creek to Hwy 125)
- E. Isaacs Avenue Rehabilitation/Safety Improvement Project (E. Main to Wilbur)
- Myra Road (Hwy 125 SE to Taumarson)
- 13th Avenue Renovation (Rose to Pine-2013)
- Melrose Street (Wilbur to Airport Way)
- Rose Street Improvements (Myra to 2nd)
- Dell Avenue – Warehouse District

- Portland Avenue (Blue to Wilbur)
- Plaza Way Improvements (Hwy 125 to Stone)

Utility Facility & Expansion Projects

- LT2 - Mill Creek Water Treatment Plant Upgrade (Future capacity/improve quality)

Community Upgrades & Extension Projects

- Alder Street Signal upgrade and sidewalk Improvements
- Mixed-use downtown parking structure
- Farmer's Market/Crawford Park Expansion

City of Waitsburg

- Weller library renovation.
- Main Street Bridge Replacement.
- Touchet River Levee repairs/improvements.
- Main Street Tourism Kiosk.
- Installation of Public Art.
- Continued water/sewer line rehabilitation & improvements.
- ADA access to City Facilities (City Hall, Library, Pool).
- City wide pedestrian Improvements.

City of Prescott

- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of a wastewater treatment plant.
- Expansion of City Hall and Fire Department.
- Main Street improvements.
- Expansion of Prescott City Library.
- Improvements to the Prescott Joint Park & Recreation District.
- Flood Water Diversion – WWGG & Hermans.
- Arterial Improvement & Street improvements.
- Ivy Cemetery Improvements.
- Downtown Renewal.
- Composting Program.
- Water System Study, analysis and update.

Community of Touchet

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

Community of Lowden

- Acquisition of property for a business park.
- Utility improvements involving new services, extensions, relocations and rehabilitations of water,

sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.

- Construction of new buildings.

Port of Walla Walla

Adv Industrial Site

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

Attalia Industrial Site

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Development of a marine terminal and transload facility.

Avery Street Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Construction of new buildings.

Burbank Industrial Park

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Remodeling and expansion of existing port-owned buildings.
- Construction of new buildings and tear down existing buildings.
- High dock and barge slip repairs and expansions including equipment and cranes for on/off load of barges.
- Land acquisition to enlarge industrial park.
- Cargill Pond improvements.

Burbank Business Park

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Cott/Cliffstar Building

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of the Port owned Cott/Cliffstar building.
- Construction of new buildings.
- Acquisition of additional property to expand industrial site.

Crown Cork & Seal Building

- Utility improvements involving new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, parking lots, fiber optics, gas, power, rail and street lighting.
- Remodeling and expansion of former Crown Cork & Seal Building.
- Construction of new buildings.
- Acquisition of additional property to expand.

- ADA access & building entryway improvements.
- 13th Ave new fencing and motorized access gates.
- Interior subdivision of space.

Dell Avenue/Warehouse District

- Utility improvements including water extensions, sewer, roadways, parking lots, streetscape improvements, fiber optics, gas, power street lighting, and warehouse district entrance improvements.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.
- Tear down remaining homes.
- Establish back lot fencing and landscaping.

Dodd Road Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Upgrade rail spur development into the industrial park.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.
- Development of a transload facility.
- Tear down remaining home.

Isaacs Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Remodeling of manufacturing plant and offices located at 3301 and 3303 E. Isaacs Avenue.
- Acquisition of additional property to expand the industrial park.
- Construction of new buildings.

Melrose Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail and street lighting.
- Demolishing of old sawmill infrastructure to ready site for development.
- Construction of new buildings.
- Acquisition of additional property to expand the industrial park

Sudbury Business Park (in partnership with the City of Walla Walla)

- Utility improvements including new services, extensions, relocations, and rehabilitation of water, sewer, storm sewer, roadways, parking lots, fencing, fiber optics, gas, power, rail and lighting.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Waitsburg Business Park

- Utility improvements Including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.
- Construction of buildings.
- Acquisition of additional property to expand the industrial park.

Walla Walla Regional Airport & Business Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadways, fiber optics, gas, power, rail, fencing and street lighting.
- Construction of new buildings.
- Remodeling and expansion of existing port-owned buildings.
- Remodel of former terminal building.

Wallula Gap Business Park

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Construction of new buildings.
- Land acquisition to enlarge industrial park.

Wallula Industrial Site

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.
- Land leveling to make property suitable for development.
- Barge slip improvements and repairs.
- Rail spur development into industrial park.
- Construction of new buildings.
- Acquisition of additional property to expand industrial park.

2nd Ave Parking Lot

- Utility improvements.
- Construction of new buildings.

Other

- Acquisition of land and/or buildings throughout Walla Walla County for economic development that will facilitate job creating opportunities, private sector capital investments, and new taxes.

Walla Walla Community College

- Expand the Enology and Viticulture facilities on the campus and at the airport to accommodate the addition of an Applied Baccalaureate in Enology and Viticulture and a program in hard cider production, which requires additional classroom and laboratory facilities and production capacity. The result will expand program capacity, improve the existing program, facilitate the creation of new programs, lead to the enrollment of more students, and enhance the Walla Walla wine and hospitality cluster.
- Expand and renovate the Craik Building to support the creation of the Precision in Agriculture program, which will serve a critical role in increasing the competitiveness of the local and regional agricultural economy.
- Expand and improve the Fort Walla Walla Amphitheater, which will provide the infrastructure to support our Performing Arts programs and enhance tourism in the Walla Walla region as a result of attracting and presenting additional performances and events.

- Improve access to the campus by changing roadway infrastructure and entrances in cooperation with the city and county. Traffic flow is a problem for students, faculty, and staff, and will impact neighboring businesses unless this potential problem is addressed.
- Expand and improve Professional Technical facilities in response to emerging needs for highly skilled workers in the Walla Walla region. Examples of such programs are John Deere Agriculture Technology, Water Management, Diesel Technology, Outdoor Power Equipment Technology, Turf Management, Culinary Arts, and Automotive and Alternative Fuel Technology (e.g. compressed natural gas and biofuels).
- Improve and expand Energy Systems educational facilities on the WWCC campus.
- Construct a new, state-of-the-art STEM (Science, Technology, Engineering, and Math) building on the WWCC campus. STEM provides cornerstone education and training to individuals across a broad range of workforce education programs that is critical to preparing individuals for success in the 21st century workforce and transfer to high skills baccalaureate degrees.

Valley Transit

- Farmer's Market and Transfer Center Joint Development Project.
- Satellite Transfer Centers in Waitsburg, Prescott, Vista Hermosa, and Burbank for Village Van service.
- Opticom traffic signal priority control system.

EXHIBIT 4

MEMO

TO: Board of County Commissioners; Pat Reay, Port of WW Executive Director
 FROM: Gordon Heimbigner, County Treasurer
 DATE: 09/30/2018
 SUBJECT: .09% Cash Balance

	12/31/2017	9/30/2018
COUNTY BALANCE:		
Balance 1/1	\$ 812,172.42	\$ 743,044.81
Revenue	\$ 309,967.39	\$ 265,775.76
Disbursements	\$ (379,095.00)	\$ (179,095.00)
County Balance	\$ 743,044.81	\$ 829,725.57

	12/31/2017	9/30/2018
PORT BALANCE:		
Balance 1/1	\$ 2,825,833.21	\$ 3,256,277.01
Revenue	\$ 619,933.80	\$ 510,403.00
Loan repayment - principal	\$ 4,954.78	\$ 40,000.00
Loan repayment - interest	\$ 155,555.22	\$ 3,600.00
Disbursements	\$ (350,000.00)	
Port Balance	\$ 3,256,277.01	\$ 3,810,280.01

County+Port	\$ 3,999,321.82	\$ 4,640,005.58
EDEN T/B	\$ 3,999,321.82	\$ 4,640,005.58
Diff	\$0.00	\$0.00

Walla Walla County - .09 Economic Development Sales Tax Fund

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2015 Revenues	\$ 44,416	\$ 49,423	\$ 42,503	\$ 33,887	\$ 50,956	\$ 44,147	\$ 46,127	\$ 53,620	\$ 49,296	\$ 51,054	\$ 52,868	\$ 46,864	\$ 565,162
2016 Revenues	\$ 45,605	\$ 53,499	\$ 40,582	\$ 42,944	\$ 50,922	\$ 45,512	\$ 47,682	\$ 58,654	\$ 52,164	\$ 50,038	\$ 54,824	\$ 48,374	\$ 590,799
2017 Revenues	\$ 44,768	\$ 57,367	\$ 40,679	\$ 41,022	\$ 51,111	\$ 47,731	\$ 57,354	\$ 59,908	\$ 50,145	\$ 58,675	\$ 57,655	\$ 53,520	\$ 619,934
2018 Revenues	\$ 54,150	\$ 61,097	\$ 47,021	\$ 41,022	\$ 51,111	\$ 47,731	\$ 57,354	\$ 59,908	\$ 50,145	\$ -	\$ -	\$ -	\$ 469,540

Fund Balance on 12/31/17	\$ 3,299,877
2018 Sales Tax Received	\$ 469,540
2018 Sales Tax Loan Repayment	\$ 43,200
2018 YTD Balance	\$ 3,812,617
2018 Fund Disbursement YTD	\$ -
Present Fund Balance	\$ 3,812,617
Less Future Project Commitments	\$ -
Available Fund Balance	\$ 3,812,617

Project #27

Year to date % change from 2017 to 2018 4.9%

Estimate- DOR Site being updated

Updated: 10/23/18

#	Project Fund Allocations	Amount	Type	Disbursed	Year
1	October 2001 - Walla Walla Community College - Enology & Viticulture Building	\$ 250,000	Grant	Yes	2002
2	January 2002 - Walla Walla County - Fairground Exhibition Center Rehabilitation	\$ 200,000	Grant	Yes	2002
3	May 2002 - Port of Walla Walla - Cliffstar Project	\$ 200,000	Grant	Yes	2002
4	May 2002 - Port of Walla Walla - Cliffstar Project	\$ 200,000	Grant	Yes	2002
5	March 2003 - City of Walla Walla - Downtown Walla Walla Improvements	\$ 200,000	Grant	Yes	2003
6	March 2003 - Walla Walla Community College - Culinary Project	\$ 200,000	Grant	Yes	2003
7	October 2003 - City of Prescott - Fire Station Improvements	\$ 20,000	Grant	Yes	2004
8	March 2004 - City of College Place - Whitman Road Extension Project	\$ 200,000	Grant	Yes	2007
9	March 2004 - City of Waitsburg - Main Street Enhancement Project	\$ 100,000	Grant	Yes	2008
10	July 2005 - Port of Walla Walla - Key Technology Avery Expansion	\$ 200,000	Grant	Yes	2005
11	July 2005 - Port of Walla Walla - Key Technology Avery Expansion (Loan Paid Off)	\$ 200,000	Loan- C	Yes	2005
12	January 2006 - Port of Walla Walla - Railex Project	\$ 400,000	Grant	Yes	2006
13	February 2006 - Walla Walla Community College - Allied Health Building	\$ 100,000	Grant	Yes	2007
14	August 2006 - City of Walla Walla - Isaacs Avenue Improvements	\$ 200,000	Grant	Yes	2007
15	October 2007 - Walla Walla Community College - Water Resource Building - Phase 1	\$ 50,000	Grant	Yes	2007
16	November 2008 - Walla Walla Community College - Water Resource Building - Phase 2	\$ 200,000	Grant	Yes	2010
17	August 2009 - Walla Walla Watershed Management Partnership	\$ 12,500	Grant	Yes	2009
18	August 2010 - City of Walla Walla - Dell Avenue Industrial Area - Water Line Upgrade	\$ 97,507	Grant	Yes	2010
19	April 2012 - Port of Walla Walla - Dodd Road Industrial Park Waterline - Project Pei	\$ 100,000	Grant	Yes	2012
20	August 2012 - City of College Place - College Avenue/Rose Street Reconstruction Project	\$ 200,000	Grant	Yes	2013
21	September 2012 - City of Walla Walla - Alder Street Improvements	\$ 200,000	Grant	Yes	2015
22	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Road Extension - Railex Road to Raindance	\$ 200,000	Grant	Yes	2013
23	October 2012 - Port of Walla Walla - Railex Phase 2 & 3 - Dodd Road/WGBP Water System Infrastructure	\$ 200,000	Grant	Yes	2014
24	March 2014 - Walla Walla County - Human Service Building- (Loan Paid in full in 2017)	\$ 200,000	Loan- C	Yes	2014
25	February 2015 - City of Prescott - Pedestrian Improvements & Other	\$ 199,028	Grant	Yes	2015
26	September 2015 - Port of Walla Walla - Alder Street Office - Ingeniux	\$ 200,000	Grant	Yes	2015
27	September 2015 - Port of Walla Walla - City of WW & City of CP Fiber Projects	\$ 400,000	Loan- O	Yes	2015
28	July 2016 - City of Walla Walla - Memorial Pool Reconstruction Project	\$ 200,000	Grant	Yes	2017
29	March & July 2017 - City of Waitsburg - Main Street Bridge Replacement Project	\$ 150,000	Grant	Yes	2017
30					
31					
32					
33					
34					
35					
Total Fund Allocations to Date		\$ 5,279,035			

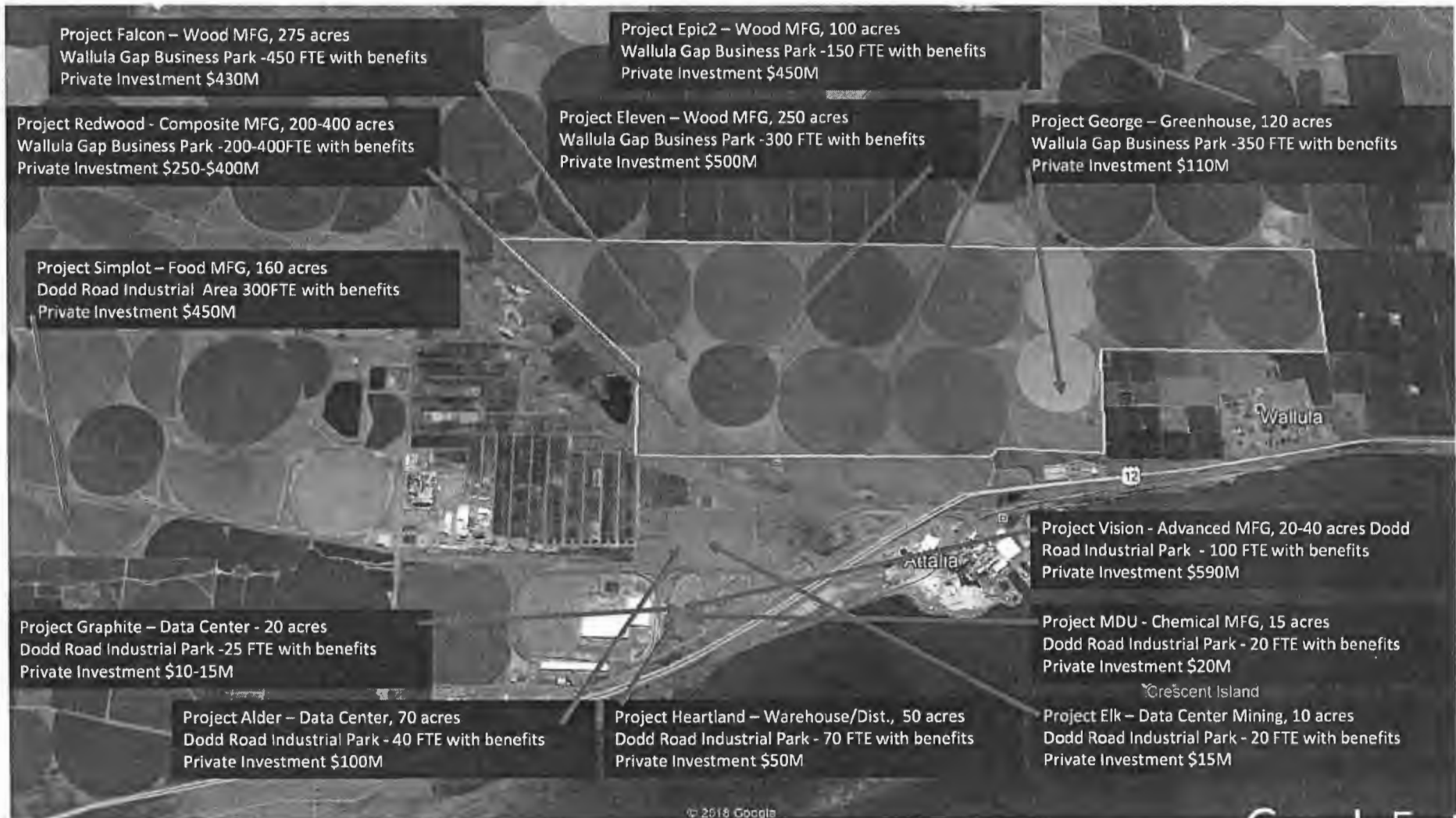
The Port has established on its website information on the Economic Development Sales Tax Fund. Information includes the background on the EDSTF, Port and Walla Walla County Interlocal Agreement, Historical Use of Funds, EDSTF Application, EDSTF Guiding Principles, and Walla Walla County's Comprehensive Plan - Appendix G (Projects that are eligible to receive EDSTF). Here is the link to the Port's website for information. www.portwallawalla.com/economic-development/economic-development-sales-tax-fund. Note: Eligible projects are those listed in Appendix G of the County of Walla Walla Comprehensive Plan and projects that can clearly demonstrate the tangible creation and/or retention of family wage jobs.

Prepared by: Port of Walla Walla (509) 525-3100

Updated: 10/23/2018 2:16 PM

EXHIBIT 3

Wallula/Dodd – Active Business Leads





MEMO

Date: 3-1-19

Proposal ID. 2019 03-04 EconDev – Port

To: BOCC

From: Diane Harris, Clerk of the Board

Intent – Approval of Port of Walla Walla expending funds

Topic – Approval of Port of Walla Walla expending funds from the Port's portion of the Economic Development Sales Tax Funds for Port of Walla Walla – Wallula Dodd Water System (WDWS) Improvement Project

Summary

The Port of Walla Walla during their regularly scheduled meeting on October 25, 2018 approved the Port of Walla Walla's grant application for the Wallula Dodd Water System (WDWS) Improvement Project. This request is for \$3,000,000 from the Port of Walla Walla's portion of the Economic Development Sales Tax Fund.

Pursuant to the current interlocal between the Port and County of Walla Walla regarding the Economic Development Sales Tax funds the County must approve the Port of Walla Walla expending these funds.

Port of Walla Walla – 9/10ths funds - \$3,000,000

Cost

\$3,000,000

Funding

9/10ths Funds – Port of Walla Walla

Alternatives Considered

N/A

Acquisition Method

N/A

Security

N/A

Access

Risk

Benefits

Conclusion/Recommendation

Approval of the Port of Walla Walla expending \$3,000,000 out of their portion of the 9/10ths Economic Development Funds for the Wallula Dodd Water System (WDWS) Improvement Project.

Submitted By

Disposition

Diane Harris, Commissioners 3/1/19

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

Signature

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up



Phone (509) 525-3100 • FAX (509) 525-3101 • www.portwallawalla.com • www.wallawallaairport.com

RECEIVED

OCT 29 2018

WALLA WALLA COUNTY
COMMISSIONERS

SENT VIA EMAIL ON 10-29-2018

October 29, 2018

James K. Johnson, Commissioner
Jim Duncan, Commissioner
Todd Kimball, Commissioner
Walla Walla County
P.O. Box 1506
Walla Walla, WA 99362

**RE: Economic Development Sales Tax Fund Grant – Port of Walla Walla - Wallula Dodd
Water System (WDWS) Improvement Project**

Dear Commissioner:

On October 25, 2018, the Port of Walla Walla Commissioners approved a \$3,000,000 Economic Development Sales Tax Fund (EDSTF) grant to the Port of Walla Walla for the Wallula Dodd Water System (WDWS) Improvement Project. Enclosed is the EDSTF application for your review.

Consistent with our Interlocal Economic Development Agreement dated May 31, 2005, the Port is submitting this EDSTF application for Walla Walla County Board of Commissioner's consideration and concurrence.

The Port hereby certifies that this application complies with RCW 82.14.370 and the funds will be allocated from the Port's 2/3rd share of EDSTF account.

If you have any questions or need any additional information, please do not hesitate to call or email.

Sincerely,

Patrick H. Reay
Executive Director

Cc: Port Commissioners
File

Peter Swant, Commissioner
Ronald W. Dunning, Commissioner
Michael Fredrickson, Commissioner

Walla Walla County

Economic Development Sales Tax Fund

SECTION I.

APPLICATION FOR FUNDING

Applicant:	Port of Walla Walla			
Project Title:	Wallula Dodd Water System (WDWS) Improvement Project			
Contact:	Patrick H. Reay			
Title:	Executive Director			
Telephone:	(509) 525-3100			
Fax:	(509) 525-3101			
E-Mail:	pr@portwallawalla.com			
Mailing Address:	310 A Street			
City:	Walla Walla	Zip Code:	99362	
Total Project Financing				
Total Project Cost:			\$15,750,000	
Amount secured to date:			\$10,250,000	
Total amount requested from the Economic Development Sales Tax Fund: Loan & Grant combined			\$3,500,000 (\$3M Port and \$500,000 County)	
Loan Information				
Amount of loan request:			\$0	
Loan term requested (Maximum term is 10 years):	0	YRS	0	Rate
<i>A loan is a general obligation or revenue obligation of the jurisdiction receiving the loan. With acceptance of a loan, the jurisdiction agrees to obligate its full faith, credit and revenue to repay the loan, regardless of the project which prompted the application for funding. Maximum loan amount is \$200,000. Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4.</i>				
Grant Information				
Amount of Grant request: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #4)</i>			\$3,500,000	
Amount of Local Public Match: <i>(Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund – Line item #5)</i>			\$4,250,000 Port Capital Funds	

Declaration: I hereby certify that the information given in this application is true and correct to the best of my knowledge and belief and that I have reviewed Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.

Signature of Responsible Official: Patrick H. Reay Date: 10/25/2018

Print or Type Name and Title: Patrick H. Reay, Executive Director

SECTION II. IDENTIFICATION OF PUBLIC FACILITY PROJECT AND COSTS

- 1. Describe the entire public facilities project, including the parts that you are not asking to fund.**
(The term "public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under RCW 43.330.270, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and port facilities in the state of Washington.)

This project will utilize the existing Port owned and operated Dodd Road Water System. The completion of the Wallula Dodd Water System Project will allow for the ability to serve the existing and future businesses within the Attalia Urban Growth Area and within the Port's water service boundary. The development of the WDWS will allow for future development of the Port's 1,400-acre Industrial Park.

Phase I of the Wallula Dodd Water System (WDWS) Project Elements to include the following:

1. Supply Transmission Water Line Construction. The supply transmission water line will transport water from the existing alluvium and basalt well to the Hilltop Reservoir. The work will include: 18-inch (approximately) supply transmission water line from the existing alluvium wells proceeding north approximately 10,650 linear feet, generally parallel to the western boundary of the Port Wallula Gap Business Park; 12-inch (approximately) supply transmission water line from the existing Dodd Road basalt well proceeding east, for a distance of approximately 5,000 linear feet; Combined blended basalt water and alluvium water 24-inch (approximately) water line, proceeding east approximately 6,700 linear feet to the hilltop reservoir site; Costs to include: pipe, fittings, all necessary site work, trench excavation and safety, bedding, backfill, control valves, air release valves, potholing, vaults, surface restoration, erosion control, traffic control, and accessories
2. Distribution System Water Line Construction. The distribution system water line from the Hilltop Reservoir will connect to the existing Dodd Road Industrial Park water system distribution water line.
 - a. 24-inch (approximately) distribution system water line proceeding west approximately 11,760 linear feet.
 - b. Tyson and Burbank Shell will be connected to the existing Dodd Road Industrial Park water system in Railex Road and Dodd Road near Tyson to form a water line loop. The work will include installing an 18-inch (approximately) water line beginning at the existing water distribution system along Railex Road and proceeding north approximately 2,550 linear feet, then east approximately 2,900 linear feet, and then south approximately 565 linear feet. A lateral will begin at the Railex Road/Dodd Road intersection to serve Burbank Shell. The lateral pipeline will proceed west with 640 linear feet of 8-inch water line and connect 370 linear feet of the 2-inch service line.
 - c. Distribution line costs to include: pipe, fittings, connections to existing pipe, all necessary site work, trench excavation and safety, bedding, backfill, control valves, air release valves, hydrants, potholing, vaults, surface restoration, erosion control, traffic control, service meters, and accessories.
3. Reservoir Construction. A 6-million-gallon Hilltop Reservoir is necessary to supply existing Dodd Road Industrial Park water system users, Burbank Shell, and Tyson. The work will include construction of the reservoir; together with clearing and grubbing, grading, foundation preparation, site drainage, underground piping, valves, expansion joints, reservoir mixing system, gravel surfacing, fencing, electrical power and controls, and telemetry.

2. Summarize efforts taken to date regarding the project in terms of specific steps and studies and dates of action.

Over the last 12 years, the Port has completed numerous reports, studies and analysis regarding the future development of the Port's Wallula Gap Business Park. They include such items as:

- Phase 1 Environmental Site Assessment Report
- Peer Review of Phase 1 Environmental Site Assessment Report
- Historical & Archaeological Survey
- Biological Resources Report
- Geotechnical Report
- Water Quality Analysis
- Access Road Infrastructure Analysis
- Water Infrastructure Analysis
- Wastewater Infrastructure Analysis
- Topographic Survey of Site
- Traffic Impact Analysis
- Electrical Transmission Analysis
- Others

To date, the Port has expended over \$1 million dollars evaluating the abovementioned items to determine the most cost-effective approach to the development and build-out this 1,900-acre industrial development.

This project requires SEPA approval and a Condition Use Permit from Walla Walla County.

- SEPA application was filed on June 4, 2018.
- SEPA comment period ended on July 30, 2018.
- SEPA Decision on August 24, 2018
- Conditional Use public hearing on September 10, 2018.
- Conditional Use Permit Decision on October 9, 2018.
- DOE Notice of Intent (General Stormwater Permit) was filed on September 16, 2018 (Permit to be issued on October 25, 2018)
- Grading Permit Requested on September 28, 2018

Tyson Fresh Meats has applied for a received environmental approval from Walla Walla County. The SEPA decision was issued on July 27, 2018. Tyson has applied for building a permit and the construction of the expansion project has commenced.

No other decisions or authorizations will be needed to complete this private development/investment.

3. Does this project qualify as economic development and does it create or retain family wage jobs? (Please review Attachment A - Principle Guidelines for the Economic Development Sales Tax Fund.)

The expansion of the Port's water system will allow for safe and reliable potable water by providing additional sources (supply) and expanded storage (reservoir) capabilities. This will allow the private partner with the assurances necessary to run and operate a beef processing plant without concern of plant shutdown or slowdown due to an unreliable and inadequate industrial water system. Tyson Fresh Meats, located in Wallula, WA since 1976. Tyson Fresh Meats, Inc. is a beef processing facility with 1,400 FTE's. Tyson is expanding their Ground Beef room to accommodate a fresh patty operation. Reliable, available potable water is vital to their success and operation. In addition to the Tyson expansion project, the Union Pacific Railroad is completing construction of an Intermodal facility that will be operational in 2019.

4. List the number of projected jobs to be retained and/or created by the firm as a result of the public infrastructure project. Jobs must be expressed in Full-Time Equivalents (FTEs). Management positions should be indicated as an annual salary. * Retained jobs are defined as jobs that would otherwise be lost in Walla Walla County.

Job Description	Number of Jobs Created (in FTEs)	Number of Jobs Retained* (in FTEs)	Hourly Wage and/or Annual Wage
Tyson Fresh Meats	30	1,400	\$16.50
Union Pacific Railroad - Cold Connect		100	\$18.25
Northwest Wine Services		55	\$18.00
FBAC		10	\$17.50
Midlands Carrier		5	\$21.00
Union Pacific Railroad - Intermodal Facility	20		\$18.25
Shell Station		12	\$15.75
Simplot – New Plant	300	0	\$20.00 to \$40.00

Projected annual gross payroll for all job classifications? \$75.3 million plus benefits

How many of these positions are part-time or seasonal work? None.

The proposed water system improvements result in the retention and creation of approximately 1,932 FTE with an annual payroll of \$75.3 million plus benefits.

5. Is this project listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element- Appendix G)? No ☐ Yes ☒

See of Appendix G of Walla Walla County Comprehensive Plan.

Dodd Road Industrial Park

- Utility improvements including new services, extensions, relocations and rehabilitation of water, sewer, storm sewer, roadway, fiber optics, gas, power, rail and street lighting.

Wallula Gap Business Park

- Utility improvements including water system, sewer, wastewater spray fields, roadways, parking lots, fiber optics, gas, power and rail extensions.

6. Does your organization have an active interest and involvement in economic development? Please explain?

Yes, the Port of Walla Walla primary objectives and efforts associated with economic development are directed at enhancements of infrastructure to support the creation and retention of family wage jobs.

7. Will this project upgrade existing public infrastructure or build new public infrastructure? Please explain?

This project will utilize the existing Port owned and operated Dodd Road Water System. The completion of the Wallula Dodd Water System Project will allow for the ability to serve the existing and future businesses within the Attalia Urban Growth Area and within the Port's water service boundary. The development of the WDWS will allow for future development of the Port's 1,400-acre Industrial Park.

8. List each funding source for the public project and amount. Identify whether the funding source has been secured or is being requested.

Funding Source	Status	Amount
Department of Health - Grant	Secured	\$ 3,000,000
Department of Health - Loan	Secured	\$ 3,000,000
Port of Walla Walla - Capital Funds	Secured/Expended	\$ 4,250,000
CERB - Grant	Pending	\$ 300,000
CERB - Loan	Pending	\$ 1,700,000
Port - ED Sales Tax Fund - Grant	Pending	\$ 3,000,000
County - ED Sales Tax Fund - Grant	Pending	\$ 500,000
Total Project Cost		\$ 15,750,000

9. Estimated schedule for public project completion. Indicate the month and year when the activities listed have been or will be, completed.

Activities	Estimated Completion Date (Month/Year)
Preliminary Engineering Report	10/2018
All Required Permits Obtained	11/2018
Design Engineering	3/2019
Land/Right-of-Way Acquisition	12/2018
Final Bid Documents	12/2018 to 3/2019
Award Construction Contract	12/2018 to 6/2019
Begin Construction	1/2019
Complete Construction	12/2019
Construction Project Operational	12/2019

10. What other quantifiable outcomes can this project measure in addition to the number of jobs created and retained?

Private sector capital investment:

• Tyson Fresh Meats Expansion 2018-2019	\$ 30,000,000
• Union Pacific Railroad - Intermodal Facility 2018-2019	\$ 17,000,000
• Simplot Potato Processing Plant – 2020-2021	\$ 475,000,000
• Future Industrial Development of the 1,400 + acres	\$ 600,000,000 (estimate)
TOTAL	\$1,102,000,000

Increase in local property tax revenue: \$12,634,766

Tax Benefit Impact to Taxing Jurisdictions

Dodd Raod & Wallula Gap Business Park - 1,400 Acres			
	Investment:	\$ 1,102,000,000	
Taxing Agency	2018 Tax Rates	New Taxes	Total
WA State - General Fund	\$ 2.87253353	\$ 3,165,532	\$ 3,165,532
Walla Walla County - Current Expense - Local	\$ 1.47374466	\$ 1,624,067	\$ 1,624,067
Walla Walla County- County Road- Local	\$ 2.00484360	\$ 2,209,338	\$ 2,209,338
Port of Walla Walla - Local	\$ 0.35859849	\$ 395,176	\$ 395,176
Rural Library - Local	\$ 0.47088848	\$ 518,919	\$ 518,919
EMS - Local	\$ 0.48748336	\$ 537,207	\$ 537,207
Walla Walla County- Fire 5 Expense - Local	\$ 1.46912550	\$ 1,618,976	\$ 1,618,976
School Districts - Local	\$ 5.20062037	\$ 5,731,084	\$ 5,731,084
TOTALS	\$ 14.337838	\$ 15,800,297	\$ 15,800,297
Total Annual Local Taxes		\$ 12,634,766	\$ 12,634,766

Increase in local sales tax revenue:

\$752,000

- One-time local sales tax revenue to Walla Walla County for the Tyson Expansion and UPRR Intermodal projects equates to approximately \$752,000. Conservative estimate of \$47 million in 2018-2019 construction costs times \$0.016 (local sales & use tax rate) = \$752,000.
- One-time local sales tax revenue to Walla Walla County for the Simplot Project in 2020-2021 would equate to approximately \$7.6 million. \$475 million times \$0.016 (local sales & use tax rate) = \$7.6 million

Annual increase in local sales tax revenue:

The private sector investment will also bring in customer clients each year that support businesses in Walla Walla County (airline travel, local hotel/motel establishments, local stores, restaurants, gas stations, etc.

- Tyson & Union Pacific Railroad - Intermodal Facility **\$30,000**
Assumes 50 new FTE jobs with \$2,500,000 in new annual payroll for the 2018-19 Tyson Expansion and UPRR Intermodal projects of which approximately 15% of the total payroll is spent locally on taxable retail sales per year (\$2,500,000 x 0.15 = \$375,000) plus approximately \$1,500,000 per year by Tyson and UPRR spending on taxable retail sales to vendors locally (\$375,000 + \$1,500,000 = \$1,875,000).

$$\begin{array}{rclcl}
 \$1,875,000 & & \times & \$0.016 & = & \$30,000 \\
 \text{Annual taxable sales} & & & \text{Local sales \& use tax rate} & & \text{Annual local sales tax revenue}
 \end{array}$$

- Simplot Project **\$68,000**
Assumes 300 new FTE jobs with \$15,000,000 in new annual payroll in 2022 of which approximately 15% of the total payroll is spent locally on taxable retail sales per year (\$15,000,000 x 0.15 = \$2,250,000) plus approximately \$2,000,000 per year by Simplot spending on taxable retail sales to vendors locally (\$2,250,000 + \$2,000,000 = \$4,250,000).

$$\begin{array}{rclcl}
 \$4,250,000 & & \times & \$0.016 & = & \$68,000 \\
 \text{Annual taxable sales} & & & \text{Local sales \& use tax rate} & & \text{Annual local sales tax revenue}
 \end{array}$$

11. Will the public facility project be maintained by the applicant? Indicate the projected annual operating cost of the proposed public facility project and revenue source for maintenance? Please explain.

Yes, the Port of Walla Walla will be the owner and operator of the public facility improvements and will maintain said public improvements. The projected operational financial capacity worksheets are attached to this application. See attached Financial Capacity Worksheets.

Return Completed Application To:
Port of Walla Walla
310 A. Street, Walla Walla, WA 99362
509-525-3100

ATTACHMENT A
Principle Guidelines
Economic Development Sales Tax Fund (EDSTF)

**Some provisions within these principle guidelines are requirements under RCW
82.14.370 - Sales and use tax for public facilities in rural counties.**

1. Public infrastructure projects must be listed in the Walla Walla County Comprehensive Plan (Chapter 11 Economic Development Element – Appendix G). Public infrastructure project listed in the approved County Comprehensive Plan does not guarantee the public infrastructure project will receive funding.
2. At the beginning of each fiscal year, the Port will notify the jurisdictions of the available funding in the EDSTF and will transmit the application form and these principle guidelines.
3. The Port Commission will maintain discipline in using the EDSTF for strategic economic development opportunities. Public infrastructure projects that create, retain and/or expand family wage jobs (defined as \$25,000 per year plus a benefits package), encourage private sector capital investment, and new taxes are the primary goal of the EDSTF.
4. Cap any one jurisdiction from receiving more than a \$200,000 grant and a \$200,000 loan in any one fiscal year. Exceptions will be made for extraordinary job creating opportunities, private sector capital investments, and new taxes. Exceptions will also be made if a jurisdiction has projects that would allow the funding to be distributed countywide. For example, a jurisdiction may have a qualifying project in Burbank and during that same fiscal year, they may have a qualifying project in Waitsburg. In order to help disburse the EDSTF countywide, both qualifying applications would be considered.
5. Applications require a 50% local public match to the amount of the EDSTF request. 10% local public match will be required for the City of Prescott and City of Waitsburg due to their size and access to local public matching dollars. Local public match is defined as publicly-appropriated local funds. Funds appropriated from the state, federal, other funding sources, and in-kind match do not qualify as a local public match. Private sector funds directly allocated to the public infrastructure project will be considered as a local public match.

Example: If the EDSTF request is \$200,000, the applicant is required to secure \$100,000 in the local public match. In the case for the City of Prescott and City of Waitsburg, if the EDSTF request is \$200,000, the applicant is required to secure \$20,000 in the local public match.
6. Each public infrastructure project approved for EDSTF will need to enter into a performance contract and/or inter-local agreement guaranteeing performance.
7. Public infrastructure projects that can substantiate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes will have the best chance in securing an EDSTF grant and/or loan.

8. Public infrastructure projects that cannot identify the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefits package), private sector capital investment, and new taxes are encouraged to apply for an EDSTF loan. If the applicant is requesting an EDSTF grant, and an EDSTF grant is awarded, the applicant will be restricted in applying for an EDSTF grant for 5 years from the date of award. However, during this 5-year restricted period, the applicant has a public infrastructure project that can demonstrate the creation of new direct family wage jobs (defined as \$25,000 per year plus a benefit package), private sector capital investment, and new taxes, their application would be considered for funding.
9. Public infrastructure-related projects that can substantiate the retention of existing family wage jobs (defined as \$25,000 per year plus a benefits package) are encouraged to apply for EDSTF grant and/or loan. To substantiate job retention, the applicant must fully demonstrate that a specific business would have a reduction in its labor force without the public infrastructure improvement.
10. Projects approved for funding must start drawing down the appropriated funds for the proposed public infrastructure project within 1 year from the date the application is approved. All appropriated funds must be fully expended within 2 years from the date the application is approved. If the applicant cannot meet said deadlines, the application must resubmit their application for consideration. All existing approved public infrastructure projects will have priority funding over the new resubmitted application.

Approved by the Port Commission on the 25th day of September 2014

Concurrence by the Walla Walla County Commissioners on the 20th day of October 2014

- c) Update re Comprehensive Healthcare:
Grants/Contracts and Waypoint by
Regina Meyers, Division Director
(11:15 a.m.)
- d) Miscellaneous or unfinished business
to come before the Board

12:00 RECESS

1:30 COUNTY COMMISSIONERS

Chairman Kimball

- 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.