

MINUTES

Walla Walla Joint Community Development Agency Board (WWJCDAB) meeting

November 29, 2010 - Walla Walla County Public Health and Legislative Building

Board members present: Jim Barrow, and Greg Tompkins; Bill Clemens absent/excused.

Others present in the audience:

Tom Glover, Director, Walla Walla Joint Community Development Agency

Tim Donaldson, City Attorney, City of Walla Walla

Preston Fredrickson, Assistant City Attorney, City of Walla Walla

Tim McCarty, Support Services Director, City of Walla Walla

Dominick Elia, City Councilmember, City of Walla Walla

Nabiel Shawa, Manager, City of Walla Walla

Andy Porter, Union-Bulletin

Alpha O'Laughlin, Union representative, Local 1191-WC

The meeting was called to order at 4:00 p.m. by Vice Chair Tompkins. Board members Barrow and Tompkins present; Board member Clemens absent/excused. Quorum established.

There was no public comment.

Mr. Barrow moved to approve the minutes of the last meeting; Mr. Tompkins seconded; motion approved.

Old Business:

Employee benefits. As noted, this remained on the agenda, but was to be carried forward.

There was a clarification regarding if/which county departments (Public Health and Public Works) might be furnishing staff to work with citizens on related issues. Indications were that Public Works might not, but Mr. Barrow corrected that he had heard Public Health was the department in question, not Public Works. Mr. Tompkins commented that he hoped consideration might be given to once a week all such staff as required would meet to review applications as a group rather than individuals being sent the forms, as a means of providing better customer service and giving a chance for everyone to hear comments and work through any issues.

Budget:

Same as above.

Finances, financial oversight, and responsibilities:

Mr. Glover reported that the RFQ for financial services has been sent out and advertised. Re banking services, he has talked with the county treasurer, and an account can be opened for financial services to be provided by the county. A checking account can be established at Baker Boyer Bank.

Mr. Shawa asked that the report from the city on finances be continued as well, and provided a handout.

New Business:

Mr. Glover provided a draft of internal policies and reviewed the changes provided by Mr. Nolte. Mr. Donaldson has not yet had an opportunity to review the document. Mr. Tompkins suggested tabling further discussion until the next meeting.

Discussion of possible meeting of city council and county commissioners to review status of joint agency. Proposed date is December 6 at 4 p.m., when Mr. Clemens will be available as well. It was determined after discussion that the joint agency board would meet from 4:00-4:15 that day, a regular board meeting day, to transact any pressing board business, then go into the joint city-county meeting. The meeting will be held in the commissioners' meeting room, 314 West Main. Mr. Glover will provide an update for this meeting. Discussion can then be held, if desired, regarding expectations, and questions on process under the new joint agency can be addressed.

A list of activities performed by the city's Department of Development was provided as a handout by Mr. Shawa. Mr. Glover will provide an updated one for the county by the next meeting, showing a listing of county, city, and joint agency tasks. This would help formulate any questions on possible needs, etc. Mr. Elia commented it was his understanding the agency would provide the same services to both entities. Mr. Donaldson interjected that the original plan was that the joint agency would pick up what the two departments perform now. The hope is that, for efficiency, such items as the Comprehensive Plan amendments would be done by or coordinated through the new agency. A list would be good to know what each department is doing now, and what comes in the door every day to be done. Some things have deadlines; some don't; but the day-to-day items still have to be done, and the concept was that the new agency could do what the two departments do now. Mr. Tompkins expressed that he would still want to know the bottom line savings, along with the efficiencies. If the joint agency can do all the work, but for instance that requires hiring four FTEs, could be different story. Mr. Shawa wanted to know for the city, and preferably before January, if anything was going to change in the concept; Mr. Glover said that the county needs to start annual updates, so also needs to know who will do what and how. He asked that the city list be revised to reflect city-only tasks.

Discussion on process and how and to what agency to submit questions, concerns, requests for changes, etc. The idea was that the joint agency would do processing, Mr. Donaldson said, and if for instance the city council wanted to submit an item, they would approach the joint agency like any new applicant, and have the pre-application meeting, etc., then the new agency would make a recommendation. The exception would be matters of political policy. The hope is to narrow the list of items not covered down to be within the abilities and structure of the new agency's mission.

Director's update:

Written update provided by Mr. Glover.


Other:

Ms. O'Laughlin asked if the agency had retained the services of attorney Bruce Schroeder, as she noted she was to meet with him and Bill Clemens next week. He has not been retained; however, it was noted that the joint agency board will potentially need legal representation.

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As there was no further business, Mr. Barrow moved to adjourn; Mr. Tompkins seconded; and the meeting adjourned at approximately 4:55 p.m.

APPROVED December 6, 2010



Greg Tompkins, Vice-Chair