

# AGENDA

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, JULY 7, 2014

9:30

COUNTY COMMISSIONERS

Chairman Johnson

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) 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-owned property as surplus: 310 West Poplar Street, Parcel No. 36-07-29-52-0509; 320 West Poplar Street, Parcel No. 36-07-29-52-0508; 328 West Poplar Street, Parcel No. 36-07-29-52-0506; and associated parking lots, as well as the parking lot on the northwest corner of Fifth and Alder, Parcel No. 36-07-29-52-0501)
- h) Possible executive session to consider the minimum price at which real estate will be offered for sale or lease (pursuant to RCW 42.30.110(c))
- i) **Action Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Declaring certain county property as surplus and disposing of same

**j) Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' sessions of June 30 and July 1, 2014
- 2) Approve request from County Auditor to extend the date of notification to county elected officials and department heads regarding 2015 County Budget preliminary budget estimates from the second Monday in July to the fourth Monday in July, if necessary, pursuant to RCW 36.40.071
- 3) Payroll action and other forms requiring Board approval

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**k) Miscellaneous business to come before the Board**

**l) Review reports and correspondence; hear committee and meeting reports**

**m) Review of constituent concerns/possible updates re: past concerns**



## WALLA WALLA COUNTY AUDITOR

KAREN MARTIN, AUDITOR  
315 WEST MAIN  
P.O. BOX 1856  
WALLA WALLA, WA 99362-0356

July 1, 2014

**TO:** Board of County Commissioners  
**FROM:** Karen Martin – Walla Walla County Auditor  
**RE:** Alternate dates for 2015 Budget

I am requesting an extension to July 28<sup>th</sup> to start the budget process for 2015. This will allow time for us to review the revenue and expenditures for the first six months of the year and allow us to provide more detail in our budget letter to the offices and departments.

Thank you,

A handwritten signature in cursive script, appearing to read "Karen".

Karen

**a) Consent Agenda Items:**

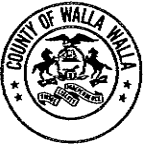
1) Resolution \_\_\_\_\_ - Contract between the WA State Department of Health and Walla Walla County (Amendment 15 to 2012 - 2014 Consolidated Contract)

Pages 5 - 6

2) Resolution \_\_\_\_\_ - Contract Amendment No. 1 between the Washington State Health Care Authority and Walla Walla County

Pages 7-8

**b) Department update and miscellaneous**



## WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH

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314 West Main Street • Walla Walla, WA 99362

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

### Commissioners

James K. Johnson, District 1, Chair

Perry L. Dozier, District 2

Gregory A. Tompkins, District 3, Vice-Chair

### Director

Harvey R. Crowder, DVM, MS

### MEMORANDUM

To: The Walla Walla County Board of County Commissioners

From: Harvey R. Crowder  
Director, Community Health

Date: July 7, 2014

Subject: Amendment 15 to 2012-2014 Washington Department of Health Consolidated Contract

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This amendment provides an increase of \$205 for a revised maximum consideration of \$1,547,454.

- Adds \$205 to the WIC Farmers Market Nutrition Program.

### RECOMMENDATION:

The Walla Walla County Board of County Commissioners approve the acceptance of Amendment 15 to the 2012-2014 Consolidated Contract and authorize the Public Health Administrator to sign.

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

IN THE MATTER OF CONTRACT  
BETWEEN THE WASHINGTON  
STATE DEPARTMENT OF HEALTH  
AND WALLA WALLA COUNTY



RESOLUTION NO.

**WHEREAS**, the Washington State Department Health has proposed contract Amendment 15 with Walla Walla County for the 2012 - 2014 Consolidated Contract with the Walla Walla County Health Department; and

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

**WHEREAS**, the County Prosecuting Attorney and Risk Manager have 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 authorize County Public Health Administrator, Dr. Harvey R. Crowder, to sign the same.

Passed this 7<sup>th</sup> day of July, 2014 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.

Attest:

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

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

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

\_\_\_\_\_  
Gregory A. Tompkins, Commissioner, District 3

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



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Gregory A. Tompkins, District 3, Vice-Chair

### Director

Harvey R. Crowder, DVM, MS

### MEMORANDUM

To: The Walla Walla County Board of County Commissioners

From: Harvey R. Crowder  
Director, Community Health

Date: July 7, 2014

Subject: Amendment to the Washington Health Care Authority contract for Access to Baby and Child Dentistry (ABCD) Contract

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This amendment provides an increase of \$3,234.00 for a revised maximum consideration of \$42,434.00.

- This amendment designates us to provide ABCD services to Columbia County. In the past these services have been provided by Whitman County. Columbia County Health Department approached us about providing these services for them.

### RECOMMENDATION:

The Walla Walla County Board of County Commissioners approve the acceptance of Amendment to the ABCD Contract and authorize the Director of Community Health to sign.

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

IN THE MATTER OF CONTRACT  
AMENDMENT NO. 1 BETWEEN THE  
WASHINGTON STATE HEALTH  
CARE AUTHORITY AND  
WALLA WALLA COUNTY



RESOLUTION NO.

**WHEREAS**, the Washington State Health Care Authority has proposed contract amendment no. 1 for Providing Access to Baby and Child Dentistry (ABCD) services with the Walla Walla County Health Department; and

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

**WHEREAS**, the County Prosecuting Attorney and Risk Manager have also reviewed same; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said contract amendment and authorize County Public Health Administrator, Dr. Harvey R. Crowder, to sign the same.

*Passed this 7<sup>th</sup> day of **July, 2014** by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.*

**Attest:**

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

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

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

\_\_\_\_\_  
Gregory A. Tompkins, Commissioner, District 3

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



**10:00**

**TECHNOLOGY SERVICES DEPARTMENT**

**Kevin Gutierrez**

- a)** Department update and miscellaneous
- b)** Discussion on 2015 budget needs - possible direction/decision

10:30

**PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

a) Department update and miscellaneous

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



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To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 2 July 2014

Re: Director's Report for the Week of 30 June 2014

**Board Action: 7 July 2014**  
**Update Only**

**ENGINEERING:**

- Mill Creek Forest Highways Project: Biological Opinion and Critical Areas Report sent to FHWA.
- Taumarson Road: Acquisition is complete. Waiting for RR and WSDOT documents.
- Pettybone Bridge: Received ECS from WSDOT. Waiting for ROW certification and construction funding.
- Bussell Road: Finalizing alignment.

**MAINTENANCE:**

- Crew completed chip sealing for City of Walla Walla.
- Completed paint striping on Reservoir Road for Corps of Engineers.
- Conducted monthly Foremen's meeting.
- Brooming and striping continues.

**ADMINISTRATION:**

- Quarterly counseling complete.
- Updating records, maintenance activities and maps for new City annexation.

10:45

**PROSECUTING ATTORNEY**

**Jim Nagle/Jesse Nolte**

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

11:00

PERSONNEL/RISK MANAGER

Lucy Schwallie

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

**11:15**

**FACILITIES MAINTENANCE**

**Tom Byers**

**a)** 2015 – 2019 Facilities Maintenance Plan, overview of projects and costs for current/future budgeting purposes

**Pages 15 - 20**

**b)** Department update and miscellaneous

# Walla Walla County

## Facilities Maintenance Department

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### 2013 Scheduled Maintenance and Project Completion Report

TO: Board of County Commissioners  
FROM: Tom Byers, Facilities Manager  
DATE: June 25, 2014

Attached is the report of the scheduled maintenance and project completion for 2013.  
Page 1 & 2 are the 2013 Project Completion by Month.  
Page 3 is the Fixed Expenditures for Current Expense Building Repairs & Maintenance.  
Page 4 is the 10 year Capital Improvement Plan  
Page 5 is a Current Listing of Projects not included in the 10 year CIP

Over the past 4 years, we have not budgeted funds in the Facilities Maintenance budget for any of the capital improvement projects and these funds have come from other sources, including the building fund. All of the regular scheduled maintenance and projects are funded with the current expense building repairs & maintenance line item in my budget that is included in this report.

I know that we don't have the funds to make major repairs for example we have been told by the manufacture of the jail locks that we need to replace all 97 locks. What we are doing as the locks go out and are not repairable they are replaced one at a time. Until we are able to budget funds for these projects we will continue the maintenance and project schedule in this manner.

In October we are reviewing what the balance of the funds in the building repairs & maintenance line item to do projects that come up within that year. Example of using these funds prior to the end of the year, is the remodel of Judge Lehmann's jury room where we added the sink, counter, and cupboards.

I believe that we are doing the best we can with the funds that we have. We have been able to catch up on the preventive maintenance issues that have cut down emergency call outs and breakdown issues. We are doing more active maintenance and not reactive to issues, this in the long run saves money that we can use for other maintenance and projects.

After reviewing this report, if you should have any questions let me know.

Facilities Maintenance Department

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2013 Project Completion by Month

Month	Site	Project	
January	Jail	Hot Water system repairs	
	Jail	McKinstry project boiler replacement & light upgrade	
	District Court	McKinstry project light upgrade	
	WSU	McKinstry project light upgrade	
	JJC	McKinstry project HVAC units replaced & new control system	
	HS	Construction issues	
	CH	Boiler replacement with Johnson Plumbing	
	CH	Judge Wolframs office carpet replacement	
	911 Dispatch	Roof repairs	
	ALL	Boiler inspections by State	
	February	Jail	Kitchen hood cleaning semi-annual
		Jail	Generator building load test and adjust gas pressure
		JJC	Salley port gate rebuild and repairs
HS		Roof leak coordinate with Elsom	
Jail		E tank window replacement	
Jail		Lobby door entry repairs	
911 Dispatch		Camera repairs with WWE	
JJC		smoke detector sensitivity testing	
Jail		smoke detector sensitivity testing	
JJC		gutter repairs to rec yard & back entry	
March	Jail	Replace backup battery for SO radio system	
	ALL	Paper bid prepared & reviewed by PA office	
	Jail	Review potential repairs to solar system with Craig Haymaker Apollo	
	ALL	Prepare & review DES Commissioning Contract with PA office	
	JJC	annual generator maintenance	
	ANX	annual generator maintenance	
	Jail	annual generator maintenance	
April	Clerks	Remove old filing system	
	HS	Irrigation system leak repairs	
	IT	Add new circuits in server room	
	Jail	Prepare & send out new dryer bid	
	HD/Elections	Review with TD&H Architects elections remodel	
May	HS	McKinstry site assessment	
	JJC	Dishwasher leak repair	
	Jail	New dryer install	
	Clerks	Carpet replacement at new filing system	
	911 Dispatch	Move generator to Fairgrounds site	
	HS	Review retro commissioning project with PA staff	



Month	Site	Project	
June	Jail	Boiler operation & testing	
	JJC	HVAC operation & testing	
	ALL	Annual testing of backflow prevention valves in all areas (48)	
	Jail	Annual fire sprinkler system inspection	
	JJC	Annual fire sprinkler system inspection	
July	HD	Annual elevator inspections with State	
	PA/SO	" "	
	CH	" "	
	ANX	" "	
	Jail	" "	
	HS	" "	
	ALL	Complete & review energy savings rebates with PPL & Cascade Gas	
	ALL	Annual inspection and repair of all fire extinguishers (233)	
	EMD	Repair of roof top AC unit	
	991 Dispatch	New blind replacement & installation	
	Jail	pod doors G2, G4, G5, G6 all stuck shut & opened & repaired hinges	
August	JJC	Skylight leaking repairs	
	CH	Repair defective actuator on Unit #1	
	Jail	Kitchen semi annual hood cleaning	
	ALL	Review corrected elevator inspection with State	
	WWJCDA	move from Moore St to 2 <sup>nd</sup> Ave	
	PW office	Schaefer Refrigeration repair cooling unit	
	CH	Meet with Spike WWE on Superior Court upgrades	
	September	Jail	Boiler training with staff
		Jail	Install emergency shut offs per State requirements
		JJC	Cameras repair due to server failing
		Jail	Replace control room door window
		JJC	Ceiling repairs in Pod area
		Jail	Washing machine bid documents prepare & review with PA staff
JJC		MZU training with staff	
October	ALL	Replace bark in all landscape areas	
	HS	Construction meeting with Brad Jones CMH on office & electrical upgrades	
	911 Dispatch	Patch holes in concrete for rack bolt downs	
	Jail	Replace two pumps to boiler part of McKinstry project	
	Jail	Remove old & install new washing machine	
November	JJC	Generator replace/repair block heater	
	HD/WSU	Remove recycling area	
	HS	Schaefer Refrigeration repair three units that are leaking	
December	ALL	Elevator bids documents prepare & review with PA staff	
	Superior Court	Lohrmann jury room remodel add sink, counters, & cupboards	
	Jail	Install revised signs on front of Jail	

# Walla Walla County Facilities Maintenance Department 3

## 2014 Budget

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Fixed expenditures for CURRENT EXPENSE BUILDING  
511.60.48.0000 Repairs & Maintenance

	2013	2014
Elevators PA HD ANX & CH	\$14,725	\$15,300
Generators JJC ANX	1,825	1,950
State Boiler inspections	900	900
City backflow inspections	800	800
Indoor & outdoor pesticides	950	950
Lawn & shrub fertilizer & spraying	1,800	1,800
Lock repairs & keys made	400	400
Equipment repairs	2,500	2,500
Plumbing & irrigation	6,000	6,000
Electrical	5,000	5,000
Heating & AC	7,000	7,000
Alarm system monitoring fees	1,000	1,000
Glass replacement & door repairs	2,500	2,500
Fire extinguisher annual service	1,600	2,100
State elevator & alarm inspections	1,000	1,000
Eden maintenance annual fee	875	875
Emergency repairs unknown	7,125	5,925
<b>Totals</b>	<b>\$56,000</b>	<b>\$56,000</b>

Fixed expenditures for LAW & JUSTICE BUILDING  
521.50.48.01400 Jail Repairs & Maintenance

	2013	2014
Elevator	\$ 5,650	\$5,875
Generator	1,000	1,150
Plumbing backups major	2,500	2,500
Indoor pesticides	850	900
Fire suppression annual inspection	1,900	2,000
Kitchen Hood Cleaning	2,200	2,400
State inspections boiler, backflow	600	600
Heating & AC repairs	6,000	6,000
Plumbing repairs	5,800	5,000
Electrical repairs	5,100	5,000
Glass replacement	2,600	1,900
Lock & Door repairs	4,400	5,800
Emergency repairs unknown	6,400	5,875
<b>Totals</b>	<b>\$45,000</b>	<b>\$45,000</b>

# Walla Walla County

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## Facilities Maintenance Department 10 year Capital Improvement Plan

Revised 6-16-14

### 2014

Human Services Building HVAC upgrades:	
Phase 1 new heat exchanger, pumps & VFD controls	\$ 450,000
Phase 2 replace valves & increase pipe size	250,000
Phase 3 rezone & add new heat pumps	250,000
Jail ceiling & shower repairs	300,000
PW Center chiller replacement	200,000

### 2015

CH generator & UPS hook ups	150,000
CH refinish marble floors	41,000
CH repair sandstone foundation	38,600
Dist Court repaint interior and exterior	25,700
Dist Court replace vinyl flooring	3,600
Dist Court replace carpet	23,500
WSU add roof flashing & gutters	3,500

### 2016

PA/SO generator & UPS hook ups	150,000
HD/Plann/EMS replace all windows	66,900
HD/Plann/EMS replace carpet	48,000
HD/Plann/EMS repaint interior	19,500
Power Vac & duct clean PA/SO, WSU, DC, JJC	17,500

### 2017

Power Vac & duct clean CH	30,500
HD/Plann/EMS HVAC units, ducts, & controls	475,000
JJC & PA/SO resurface & restripe parking lots	39,450

### 2018

Power Vac & duct clean Jail	35,700
HD/Plann/EMS WSU resurface & restripe parking lot	26,900
Johnson Controls systems upgrade for controls	13,400

### 2019

PA/Sheriff repaint interior	25,750
PA/Sheriff replace vinyl flooring	20,000
PA/Sheriff replace carpet	43,000

### 2020

Old Jail update electrical wiring	14,000
Jail HVAC unit #3 replace	350,000
HD/Plann/EMS new roof	26,750
Jail power vac & duct clean	52,650

### 2021

Jail HVAC unit # 1 & 2 replace	950,000
PA/SO replace 2 roof top units	45,000

### 2022

CH electrical & wiring 1 <sup>st</sup> floor replacement	185,000
Change out all bulbs in all parking areas	7,500
PA/SO replace 3 roof top units	65,000

### 2023

CH electrical wiring 2 <sup>nd</sup> & 3 <sup>rd</sup> floor replacement	375,000
PA/SO replace 2 roof top units	45,000

Walla Walla County  
Facilities Maintenance Department

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Current Projects not included in the 10 year Capital Improvement Plan

Replace doors at WSU	\$4,700
Replace doors at old Jail	\$4,000
Restripe parking lots at JJC	\$1,200
Restripe parking lots at CH	\$1,000
Restripe parking lot HD & WSU	\$1,900
Superior Courtrooms upgrades	\$
Courthouse Security upgrades	\$
Jail cell doors lock plate covers	\$125 @ 34 = \$4,250
Jail ceiling modifications & repairs	\$10,000 @ 6 = \$60,000 plus Engineering costs
Jail shower remove tiles & resurface	\$
Jail cell lock replacement 97	\$
JJC cell lock replacement 43	\$
District Court HVAC replacement	\$40,000

**11:45 COUNTY COMMISSIONERS**

- a) Miscellaneous or unfinished business to come before the Board

**12:00 Recess**

**1:30 COUNTY COMMISSIONERS**

- a) Miscellaneous or unfinished business to come before the Board

**- A D J O U R N -**

*Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.*

*Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.*