

A G E N D A

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, SEPTEMBER 9, 2019

(PLEASE NOTE EARLIER START TIME THIS DATE)

9:15

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) Review warrant list

The county commissioners will take this time (at 9:15 a.m.) to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

RECESS.

9:30

COUNTY COMMISSIONERS

Chairman Kimball

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

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

d) Action Agenda Items:

- 1) Review submitted Employee Payroll Action Forms

e) Consent Agenda Items:

- 1) Resolution _____ - Minutes of County Commissioners' sessions of September 3 and 4, 2019
- 2) Resolution _____ - Cancelling County Commissioners' sessions September 16 and 17, 2019
- 3) Resolution _____ - Proclamation in observance of Patriot Day, September 11, 2019

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER CANCELLING
COUNTY COMMISSIONERS'
SESSIONS

}

RESOLUTION NO. **19**

WHEREAS, due to unforeseen scheduling conflicts, it has been determined that there will not be a quorum of the Board of County Commissioners available for the regular Commissioners' meetings that would be held on September 16 and 17, 2019; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the regularly scheduled Board meetings on September 16 and 17, 2019 be cancelled.

BE IT FURTHER RESOLVED that regular meetings of the Board will resume on Monday, September 23, 2019.

Passed this 9th day of **September, 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 A
PROCLAMATION IN
OBSERVANCE OF PATRIOT
DAY, SEPTEMBER 11, 2019



RESOLUTION NO. **19**

WHEREAS, the President of the United States, on September 11, 2009, issued the Patriot Day Proclamation officially and permanently designating September 11 as a National Day of Service and Remembrance, and calling upon all interested Americans to participate in this observance in tribute and remembrance; and

WHEREAS, Patriot Day is an annual observance on September 11 to remember those who were injured or died during the terrorist attacks in the United States on September 11, 2001, also referred to as 9/11 or simply "September 11", and also to honor those heroes - law enforcement and fire fighters, emergency responders and members of the military, and ordinary citizens and the families of same - who went above and above the call of duty during those attacks; and

WHEREAS, it is fitting to remember and pay tribute to those who were lost, and honor those whose heroic efforts prevented further damage or deaths, as well as to remind Americans to recall with pride that their country remained strong in the face of massive terrorist attacks; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby proclaim September 11, 2019 as Patriot Day, and ask all citizens to join in noting the special observance.

*"Passed this **9th day of September, 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*

PROCLAMATION

WHEREAS, On September 11, 2001, the peace and security of our nation was shattered by cowardly terrorist attacks that killed nearly 3,000 innocent and brave people at the World Trade Center towers in New York City, at the United States Pentagon, and in the fields of Shanksville, Pennsylvania; and

WHEREAS, on September 11, 2009 the President of the United States issued the Patriot Day Proclamation officially and permanently designating September 11 as a National Day of Service and Remembrance, and calling upon all interested Americans to participate in this observance; and

WHEREAS, Patriot Day is an annual observance on September 11 to remember those who were injured or died during the terrorist attacks in the United States that day, also referred to as 9/11 or simply "September 11", and also to honor those heroes - law enforcement and fire fighters, emergency responders and members of the military, and ordinary citizens and the families of same - who went above and beyond the call of duty during those attacks; and

WHEREAS, it is also fitting to pay tribute to the many who gave of themselves in service to their communities and to this country in the aftermath of the attacks, when people of all ages and walks of life, across America, and around the world, collectively witnessed the immense tragedy on September 11, 2001, a day that instantly transformed nearly everyone's lives, some through personal loss; and

WHEREAS, the events of September 11, 2001 caused an unprecedented, historic bonding of Americans, unifying the country in an outpouring of national spirit, pride, selflessness, generosity, courage and service; and

WHEREAS, it is fitting to honor those whose heroic efforts prevented further damage or deaths, as well as to remind Americans to recall with pride that their country remained strong in the face of massive terrorist attacks; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby proclaim

September 11, 2019 as PATRIOT DAY

in Walla Walla County, and invite all county citizens to join in recognizing the special observance.

Dated this 9th day of September, 2019, at Walla Walla County, Washington.

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

Todd L. Kimball, Chairman, District 2

Attest:

James K. Johnson, Commissioner, District 1

Diane L. Harris, Clerk of the Board

Gregory A. Tompkins, Commissioner, District 3

COUNTY COMMISSIONERS (continued)

e) Consent Agenda items(continued):

- 4) Resolution _____ - Setting a date of public hearing to consider amendments to the 2019 Walla Walla County Budget
- 5) Resolution _____ - Establishing the Final Docket for the 2019 County Development Regulations Annual Amendment Cycle
- 6) Payroll action and other forms requiring Board approval

f) Action Agenda Items:

- 1) County vouchers/warrants/electronic payments as follows: 4211823 in the through 4212036 totaling \$2,192,257.24
- g) Miscellaneous business to come before the Board
- h) Review reports and correspondence; hear committee and meeting reports
- i) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
DATE OF PUBLIC HEARING TO
CONSIDER AMENDMENTS TO
THE 2019 WALLA WALLA
COUNTY BUDGET



RESOLUTION NO. 19

WHEREAS, subsequent to the establishment of the budgets and adoption of the 2019 Walla Walla County Budget requests have been made to amend the budget; and

WHEREAS, it is necessary to hold a public hearing to consider these matters; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a public hearing shall be set for Monday, September 23, 2019 at the hour of 9:30 a.m., in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington to consider amending the 2019 budget as follows:

FUND 010 – CURRENT EXPENSE

Revenue	\$5,776.00
Expenditures	\$5,776.00

FUND 10700 – JUVENILE JUSTICE

Revenue	(\$52,000.00)
Expenditures	(\$52,000.00)

FUND 10800 – LAW & JUSTICE

(Net Change - \$0)

FUND 11200 – PUBLIC HEALTH

Revenue	(\$16,924.00)
Expenditures	(\$16,924.00)

FUND 11900 – HUMAN SERVICES

(Net Change - \$0)

FUND 12000 – COUNTY MENTAL HEALTH .01%

Revenue	\$2,000.00
Expenditures	\$2,000.00

BE IT FURTHER RESOLVED that, upon further review of the 2019 Budget at the time of the above-referenced hearing, if other amendments are proposed and necessary for accounting purposes, those amendments will be made a part of the hearing without further advertising.

Passed this 9th day of **September, 2019** by Board members as follows: ___ Present or ___ Participating via other means, and by the following vote: ___ Aye ___ Nay ___ Abstained ___ Absent.

Attest:

Jill Munns, Assistant 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
ESTABLISHING THE FINAL
DOCKET FOR THE 2019 COUNTY
DEVELOPMENT REGULATIONS
ANNUAL AMENDMENT CYCLE



RESOLUTION NO.

WHEREAS, RCW 36.70A.470 requires that the County include a procedure for any interested person to suggest amendments to the comprehensive plan or development regulations, and that the amendments must be docketed and considered on at least an annual basis; and

WHEREAS, Walla Walla County Code (WWCC) Title 14 allows for applications to be accepted one time a year during a time period established by the Board of County Commissioners; and

WHEREAS, on December 17, 2018, by Resolution 18-319, the Board of County Commissioners established the criteria and deadline (March 29, 2019) for applications to be included on the 2019 Preliminary Docket of development regulations amendment applications; and

WHEREAS, Walla Walla County received one application for consideration as part of the 2019 Preliminary Docket; this application was submitted by The McGregor Company (ZCA19-002); and

WHEREAS, pursuant to Planning Commission Resolution 19-01, adopted after a public hearing held on June 5, 2019, the Planning Commission recommended the application by The McGregor Company (ZCA19-002) be included in the 2019 Final Docket pursuant to WWCC 14.15.060(D)(3); and

WHEREAS, on September 3, 2019, the Board of County Commissioners reviewed the Planning Commission's recommendation and background materials for the amendment request in an open public meeting and, subsequent to discussion, requested that staff prepare a resolution accepting the Planning Commission's recommended 2019 Final Docket;

BE IT HEREBY RESOLVED by this Board of County Commissioners that, pursuant to Walla Walla County Code Chapter 14.15, the 2019 Final Docket of development regulations amendment applications is formally established containing the following amendment request.

Development Regulations Amendment Application
ZCA19-002 – zoning code amendment request by The McGregor Company

Passed this 9th day of **September, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Jill Munns, Assistant Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

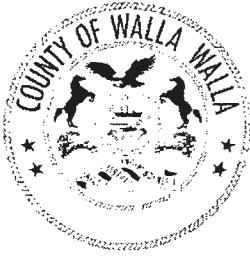
*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

9:45

TECHNOLOGY SERVICES

Kevin Gutierrez

- a)** Department update and miscellaneous



WALLA WALLA COUNTY
Technology Services Department

Kevin G. Gutierrez
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590
kgutierrez@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

Sept 9, 2019

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

N/A

Components (Main infrastructure)

Hardware

- No issues

Software

- No issues

Security/Viruses

- No issues

Other Projects

➤ **OnBase**

- Problems on various levels.
 - Clerk – disconnects
 - We may have a fix.
 - We made some changes to a few machines to test out a theory
 - We should know inside a week

➤ **Issues with Community Development Support**

- New software is being tested – I would like to see testing pace picked up
- Still need info on whether or not we need new card swipes –
- Met with the new area Sales Rep. Went over current issues.
- Meeting with the vendor Project Management Officer on 9/6 will report the results after the meeting

➤ **SQL Server licensing**

- Rumor is that there is to be a price reduction in October. Plan is to update the serves using the “trial version” for 120 day then purchase at hopefully a cheaper rate.
- Project is linked to the Community Development upgrade

➤ **Budget & Inventory**

- Done with inventory.
- Working with Sysaid on reporting issues so we can export.
- Budgets are too tight for big money items, especially with our mandatory upgrades from Microsoft.

➤ **Public WiFi**

- Renamed WiFi to “Meeting Rooms” to help =cut down on the assumption that we have public WiFi
- There are sufficient guidelines in the Computer Use Policy that should cover personal use of WiFi (or any county resource) by employees. No new policy should be needed.

- **Contracts**
 - Some contracts that require IT assistance have been signed without my review.’
 - Right now, we do not comply with the IT portions of one of the state contracts that was signed.
 - One vendor looks like they are going to allow us to amend a contract
 - Successful
 - One more is waiting with the same state contract language
 - I am hoping for some time with Norrie to go over all the security requirements so that we can move ahead on this.
- **Social Media Backup Software**
 - Software ceased to work, vendor will not support it.
 - Have looked at a few systems.
 - Found one that I am particularly interested in. Has great search capabilities and is the most affordable. \$4,200 to install and \$640 per year.
- **Retention Training (email)**
 - Will advertise more dates soon
 - Will set up off-hours training for Sheriff Deputies
- **Public Record Requests Last 2 Weeks**
 - 3 = Requests received
 - 0 = Forwarded to departments
 - 2 = Completed
 - 0 =Pending review
 - 0 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 5 = Open/Being handled by the PRO

Definitions

DMS – Document Management System (OnBase)

DAN - Disposition Authority Numbers (Secretary of State retention schedule)

JLARC=Joint Legislative Audit and Review Committee

ACCIS =Association of County, City Information Systems (managers)

API = Application Program Interface

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

DOMAIN = A group of computers administered or managed with the same rules and policies and with a common IP range.

IP address = Internet protocol address. A unique string of numbers assigned to each computer to allow communications over network or domain.

10:00

COUNTY CORRECTIONS

Norrie Gregoire

- a) Department update and miscellaneous



Norrie Gregoire, Director
Matt Stroe, Jail Commander

**DEPARTMENT OF COURT SERVICES
JUVENILE JUSTICE CENTER
WALLA WALLA COUNTY**

Norrie Gregoire, Juvenile Court Administrator
Jon Cassetto, Court Services Manager
Becky Renwick, Detention Manager

Corrections/Court Services Department Update: [September 9, 2019]

Legal/Legislative

- ICE - RCW 10.70.140 repealed; SSB 5497 (Keep Washington Working)
 - May NOT inquire into or collect immigration/citizenship status/place of birth UNLESS there is a connection between such information and a criminal investigation;
 - May NOT provide information pursuant to notification request from federal immigration authorities for the purposes of immigration enforcement (unless required by law);
 - May NOT give federal immigration authorities interview access for noncriminal matter while in custody without a court order UNLESS the person gives written consent;
 - State AG has 12 months from effective date to publish model policies and guidelines.

Equipment/Technology/Facilities

- Jail Kitchen Drainage
 - P-trap underneath kitchen floor replaced 8/28; drainage issue resolved;
- Jail Bullpen Project
 - No quote came in so reopening RFQ
- State Contract Data Security Requirements
 - Meghan and I would like to meet with Kevin and Jesse to discuss requirements imposed by the State and strategize on this.

Programming

- CASA/Court Services
 - New CASA Volunteer training (12 participants) does not conclude until 9/28; our staff currently use NATCASA curriculum; after discussing this with NATCASA, decision was made to join National for 2019 retroactively so that curriculum could be used without violating copyrights;
 - State CASA has nearly completed volunteer training curriculum, which will be available for next training cohort.

- Criminal Justice Treatment Account (CJTA)/Recovery Pod Funding
 - CJTA Administrator (Tony Walton) from Health Care Authority visited Jail on 9/4 and met with Recovery Pod participants;
 - Tony agreed to pursue underspent funds issue with his administrator.

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

- a) **Public Hearing:**
 - 1) To consider declaring certain equipment and miscellaneous parts and tools surplus

- b) **Action Agenda Items:**
 - 1) Resolution _____ - Declaring certain equipment and miscellaneous used parts and tools as surplus
 - 2) Authorize Public Works Director to award vendor quote bid award for Winter Road Snow Sand Materials

- c) **Consent Agenda Items:**
 - 1) Resolution _____ - Setting a hearing to consider the Annual Construction Program for 2020

- d) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF DECLARING
CERTAIN EQUIPMENT AND
MISCELLANEOUS USED PARTS
AND TOOLS AS SURPLUS



RESOLUTION NO. 19

WHEREAS, the Board of Walla Walla County Commissioners, in accordance with Chapter 36.34 of the Revised Code of Washington, has the authority to sell certain equipment and miscellaneous used parts and tools once declared surplus; and

WHEREAS, a public hearing determining the advisability of surplusizing certain equipment and miscellaneous used parts and tools was held on September 9, 2019; and

WHEREAS, it is in the best interest of the public to declare surplus and dispose of the equipment and miscellaneous used parts and tools listed on Attachment "A", which by this reference is made a part hereof; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that said equipment and miscellaneous used parts are declared surplus.

BE IT FURTHER RESOLVED that the Public Works Department be directed to coordinate sale of said items, and publish notice of such sale as prescribed, which notice will set forth equipment and miscellaneous used parts and tools to be sold, as listed in Attachment "A", together with the time and place of said sale.

*Passed this 9th day of **September, 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

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of Walla Walla County, Washington*

Attachment "A"

Surplus Equipment – September 2019

- #203 – 2009 Ford Crown Victoria, VIN. 2FAHP71V79X123557, License # 88629C (158699 miles)
- #213 - 2009 Ford Crown Victoria, VIN. 2FAHP71V59X123556, License # 88630C (163510 miles)
- #239 – 2006 Chevrolet Impala, VIN. 2G1WS551469353125, License # 77465C
- #1167 – 1993 Chevrolet C-10 Pickup, VIN. 1GCDC14H7PE221672, License # 25760C
- #1178 – 1994 Swenson Sander EV100-13, S/N 66994
- #1271 – 1996 Freightliner FL70, Sewer Flush Truck, VIN. 1FV6HLBBOTL726855 License # 78964C
- #1281 – 2006 Ford F250 Pickup, VIN. 1FTSX21Y76ED89624, License # 82035C
- #1284 – 2008 Ford F250 Pickup, VIN. 1FTSX21Y28EB44460, License # 83947C
- #1297 – 2009 International Workstar 760, VIN.1HTWYSJT59J180125 License #91604C (129669 miles)
- #1356 – 2013 Dodge Grand Caravan, VIN. 2C4RDGBG2DR715677, License # A2683C (33660 miles)

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
HEARING TO CONSIDER THE
ANNUAL CONSTRUCTION
PROGRAM FOR 2020



RESOLUTION NO.

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a hearing to consider the Walla Walla County 2020 Annual Construction Program be set for 10:15 A.M., Monday, October 7, 2019 or as soon thereafter as possible in the Walla Walla County Commissioners' Chambers, County Public Health and Legislative Building, located at 314 West Main Street, Walla Walla, Washington.

*Passed this 9th day of **September, 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

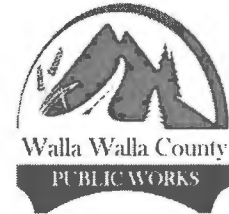
Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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of Walla Walla County, Washington*

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



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 4 September 2019

Re: Director's Report for the Week of 2 September 2019

Board Action: 9 September 2019

Hearings:

In the Matter of a Hearing to Declare Certain Equipment and Miscellaneous Used Parts and Tools Surplus Resolutions:

In the Matter of Declaring Certain Equipment and Miscellaneous Used Parts and Tools Surplus

In the Matter of Setting a Hearing Date to Consider the Annual Construction Program for 2020

Miscellaneous:

Execute Authority to the Public Works Director to Award Vendor Quote Bid for Winter Road Snow Sand Materials

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Contractor poured the deck for Blue Creek Bridge and will work on the barrier. Working on Mill Creek Bridge, drainage items and roadway embankment and will begin setting girders on Friday.
- Mill Creek Road MP 1.1 to MP 3.96: Working on ROW task order with consultant.
- Whitman Dr. W.: Contractor working on punch list items to complete project.
- Port Kelly Road & Dodd Road Railroad Crossings: Conducted Pre-construction meeting.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Consultant will begin ROW.
- Miscellaneous: Started bridge inspections.

MAINTENANCE/FLEET MANAGEMENT:

- South Crew – Culvert installation, crack sealing and begin Mill Creek Channel Maintenance next week.
- North Crew - Ditch cleaning, gravel road blading and rock raking.
- Vegetation/Signs – Finishing up with walk behind striping and routine sign maintenance.
- Garage – Working on routine and preventive maintenance. Updating the preventive maintenance program.
- Mill Creek Channel Maintenance will begin next week.

ADMINISTRATION:

- Advertising for Mechanic I/II position.
- Conducted Monthly Foreman's meeting.
- Held Pre-Con for the Bergevin Springs Road Improvements.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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

10:45

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Proposal 2019 09-09 HR/RM
Approval of claim for damages (Smith)
 - 2) Revised job description approval form –
Administrative Services Supervisor
for Court Services
- d) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))

11:00

FACILITIES MAINTENANCE

Ron Branine

a) Action Agenda Items:

1) Resolution - _____ Bid award
for Elections Department Remodel

b) Department update and miscellaneous



Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: September 9th, 2019

Resolutions/Proposals:

Elections Department Remodel bid award. CKA Project #17050

Update:

- Lock issues at the jail, plugged drain pan in HVAC unit at Annex, causing minor ceiling damage and a smoke detector got wet, Generators were serviced at JJC, Jail and Annex.

ADMINISTRATION:

11:15

DEPARTMENT OF COMMUNITY HEALTH


Meghan DeBolt

a) Presentation re 2018 Affordable Housing and Homeless Housing Fund Report by Sierra Knutson, Homeless and Housing Coordinator for the Department of Community Health

b) **Action Agenda Items:**

- 1) Proposal 2019 09-09 DCH-1
Approval of recommendations by the Community Health Advisory Board to fund various grants through the 2020 Developmental Disability Funding
- 2) Proposal 2019 09-09 DCH-2
Approval of recommendations by the Community Health Advisory Board to fund various grants through the 2020 Coordinated Homeless Housing Funding

c) Department update and miscellaneous



2018 Affordable Housing and
Homeless Housing Fund Report
Walla Walla County



Meghan DeBolt, Director, and Sierra Knutson, Homeless Housing Program Coordinator

WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH

Table of Contents:

Introduction 3

Affordable Housing Trust Fund 3

Homeless Housing and Assistance Act 4

Homeless & Housing Priorities 4

Revenue 6

Expenditures 7

Performance Measures 8

Summary..... 9

Appendices 10

INTRODUCTION

The Department of Community Health (DCH) is responsible for overseeing the continuum of care for housing in Walla Walla County. This includes the administration of several state and federal grants as well as local document recording fees.

The DCH is the primary fiscal agent for the document recording fees, along with various other state and federal contracts and responsibilities.

Requirements for management of these funds as required by Commerce include, but are not limited to:

- Developing, implementing, and maintaining the Homeless and Housing Plan
- Homeless and Housing governing body for Walla Walla County
- Administration of Homeless Management Information System (HMIS) and coordination from sub-contractors
- Reporting requirements to Commerce including but not limited to:
 - Reporting on entire Homeless Crisis Response system
 - Annual Housing Expenditure report
 - Annual Landlord sampling report
 - Annual Point in Time
 - Monthly monitoring/ progress and tracking reports
- System oversight for the Coordinated Entry system for Walla Walla County

AFFORDABLE HOUSING TRUST FUND

The Affordable Housing Trust Fund provides funds to address the priority housing needs of Walla Walla County residents. The fund was created in 2002 when the Washington State Legislature passed Substitute House Bill 2060, later codified as RCW 36.22.178. With this, a recording fee of \$10 is charged by the County Auditor for every document recorded. 60% of the revenue generated is retained by the County to further affordable housing. Projects must serve individuals and families at 50 % and or less of the Area Median Income (AMI). The remaining 40% of the revenue generated is transferred to the State for affordable housing projects that serve individuals and families at or below 30% AMI.

In 2011, the enactment of SB 5482 amended RCW 36.22.178, authorizing the use of funding to provide housing for victims of human trafficking and their families. Most recently, during the 2018 legislative session, Washington state ended the sunset requirement on all additional surcharges. An additional surcharge of \$3.00 was also added as well, bringing the total to \$13.00.

For specific RCW 36.22.178 language, please see Appendix A.

For Historical overview of document recording fees, please see Appendix C.

HOMELESS HOUSING AND ASSISTANCE ACT

In 2005, the Homeless Housing and Assistance Act was created with the passage of ESSHB 2163, later codified in RCW 36.22.179. This created a surcharge of \$10 for homeless housing purposes. Similar to the Affordable Housing fees, these fees are collected by the County auditor as documents are recorded and approximately 40% of these funds are forwarded to the state while the remaining 60% is retained for local use in the county. The funds are designated to assist low-income persons only – those earning less than 50% of the Area Median Income.

In 2007, ESSHB 1359, codified as RCW 36.22.1791, added \$8 to the fee to support ongoing work to prevent and end homelessness and implement local strategic plans. The fee was increased again in 2009 with the passage of ESSHB 2331, which increased the original \$10 fee to \$30, resulting in a total fee of \$38 for Homeless Housing Programs. In 2012 the passage of ESHB 2048 raising the fee an additional \$10. Finally, during the 2018 legislative session, Washington state ended the sunset requirement on all additional surcharges. An additional surcharge of \$22.00 was also added, bringing the total to \$62.00.

Revenue generated through this fund must be used to reduce or prevent homelessness through the provision of housing and/ or services.

For specific RCW 36.22.179 language, please see Appendix B.

For historical overview of document recording fees, please see Appendix C.

HOMELESS AND HOUSING PRIORITIES

(Overview of how priorities are set)

- Rapid Re-Housing: prioritizing programs that demonstrate a commitment to helping homeless households (individuals, self-identified family units, couples) exit homelessness and secure stable permanent housing as quickly as possible. This priority includes incentives for landlords who demonstrate willingness to rent to these households.
- Permanent Supportive Housing: funding for permanent supportive housing utilizing a housing first approach for populations deemed chronically homeless as defined by Housing and Urban Development (HUD). This priority also includes outreach and accompanying case management.
- Emergency shelter for unsheltered individuals.
- Special attention is to be paid to unsheltered individuals, people fleeing domestic violence, unaccompanied minors, youth, and young adults, individuals who are chronically homeless, and families.
- Services that are consistent with the State's Homeless and Housing Priority Outcomes as noted:
 - *Increase percentage of exits to permanent housing*
 - *Reduce median length of time persons remain homeless*
 - *Reduce average length of time persons remain homeless*
 - *Reduce percentage of individuals who return to homelessness in 2 years' time*
 - *Reduce number of new homeless*
 - *Increase percentage of individuals served with residence prior to project entry institutional setting or temporarily staying with family or friends*
 - *Increase percent served with past homelessness*

Funds are allocated based upon community priorities and statutory requirements, set forth by RCW 36.22.178, RCW 36.22.179, RCW 36.22.1791. These funds are administered by the DCH and are subcontracted to community organizations to provide services and support to Walla Walla County residents. In addition, a significant amount of time and energy are allocated to oversee and administer such programs, beyond direct service. The County Clerk's office also receives an allocation to cover administrative costs with the Homeless & Housing programs.

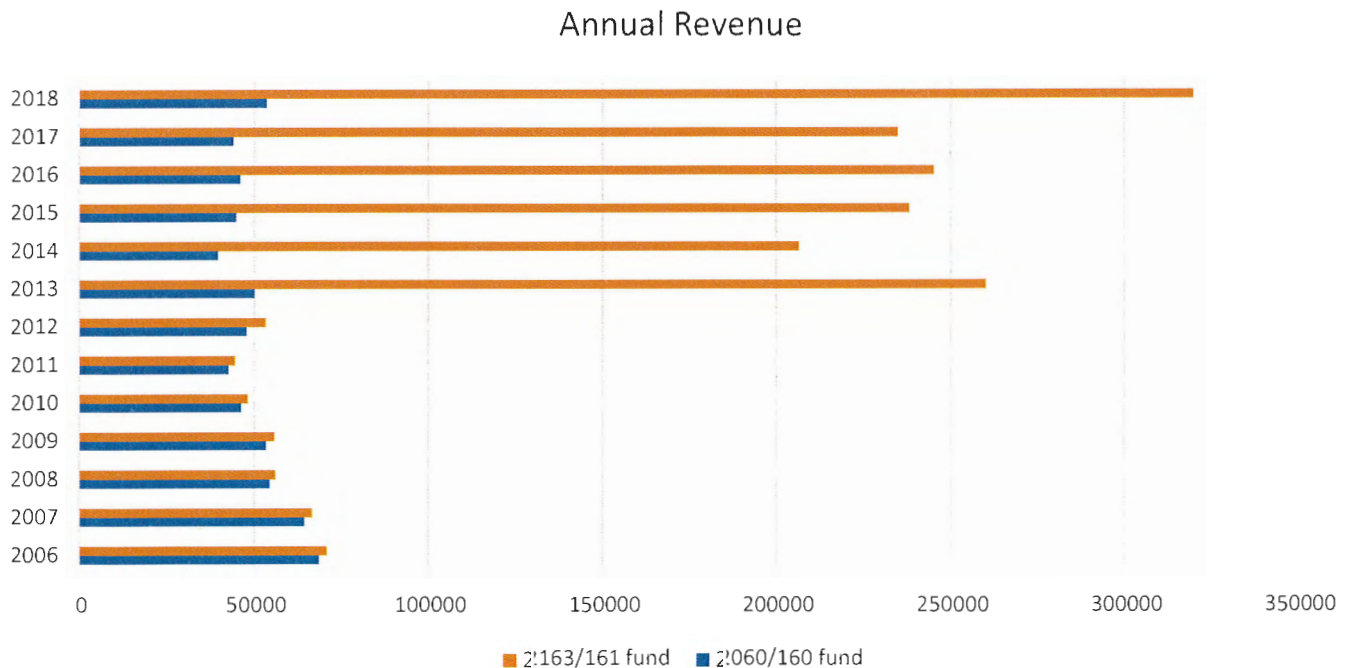
REVENUE

The implementation of the document recording fees for Homeless & Housing programs and services has continued to generate increased annual revenue for Walla Walla County, peaking in 2018 at \$53,575.03 for the Affordable Housing Trust Fund Fund & \$319,998.84 for the Homeless Housing and Assistance Act, for a combined total of \$373,573.87. The total dollars raised from the time of the initial collection in 2006 for both funds totals \$2,559,333.78.

Table 1: Revenue by year-detailed

Year	Affordable Housing Trust Fund (160)	Homeless Housing and Assistance Act (161)	Total
2006	\$68,827.50	\$71,001.00	\$139,828.50
2007	\$64,655.10	\$66,696.84	\$131,351.94
2008	\$54,503.40	\$56,166.62	\$110,670.02
2009	\$53,448.90	\$55,979.08	\$109,427.98
2010	\$46,386.60	\$48,261.50	\$94,648.10
2011	\$42,943.80	\$44,616.56	\$87,560.36
2012	\$47,942.70	\$53,274.15	\$101,216.85
2013	\$50,234.10	\$260,558.06	\$310,792.16
2014	\$39,654.90	\$206,676.90	\$246,331.80
2015	\$44,921.70	\$238,319.70	\$283,241.40
2016	\$46,187.10	\$245,343.66	\$291,530.76
2017	\$44,180.70	\$234,979.34	\$279,160.04
2018	\$53,575.03	\$319,998.84	\$373,573.87

Graph 1: Revenue by Year



**2013-Increased surcharge collected for both 2060/2163 funds

EXPENDITURES

Growing revenue has resulted in an expansion of services throughout Walla Walla County. The funds generated by the document recording fees are administered by DCH. Administrative costs are capped at 7% of revenue, however DCH employs a Homeless and Housing Program Coordinator who provides program operations outlined in the Introduction. Total administrative and program operations costs for the DCH in 2018 were \$91,041. This includes: include salary and benefits for the Homeless & Housing Coordinator, operations and office supplies, a subcontracted service to support community priority setting, and the DCH's membership and participation dues associated with Washington State Association of County Human Services.

The Walla Walla County Community Health Advisory Board (CHAB) oversees fund allocation and expenditures of the Affordable Housing Trust Fund and Homeless Housing and Assistance Act .. Contracts for the 2019 were awarded through a Request for Proposals (RFP) process to five agencies, as outlined in Table 1. For FY 2018, \$185,000 was committed to agencies. Contracts totals and expenditures for the 2018 contract period are outlined below in Table 2.

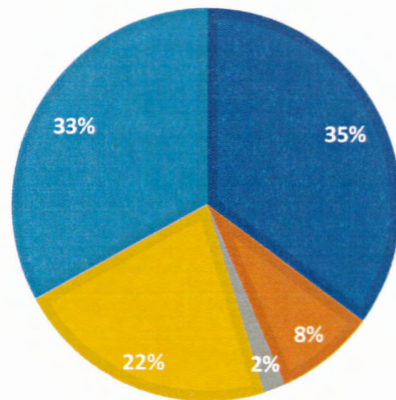
Table 2: 2018-2019 Sub-Contract Awards and Expenditures by Organization

ORGANIZATION	2018 AWARD	2018 ALLOCATION	2018 EXPENDITURES	2019 ALLOCATION
BLUE MOUNTAIN ACTION COUNCIL	\$ 97,000	\$ 97,000	\$ 97,000	\$ 79,000
COMPREHENSIVE HC.	\$ 23,000	\$ 23,000	\$ 23,000	\$ 49,577
JOE'S PLACE	\$ 5,000	\$ 5,000	\$ 5,000	\$ 26,561
THE STAR PROJECT	\$ 60,000	\$ 60,000	\$ 60,000	\$ 68,862
CITY OF WALLA WALLA	N/A	N/A	N/A	\$ 150,000
DCH ADMIN/PROGRAM OPERATIONS	N/A	N/A	\$ 91,041	\$ 103,650
TOTAL	\$ 185,000	\$ 185,000	\$ 276,041	\$ 477,650

Organizations receiving document recording funds stayed within their 2018 funding allocation, as shown above.

2018 TOTAL EXPENDITURES

■ BMAC ■ CompHC ■ Joe's Place ■ Star Project ■ DCH costs



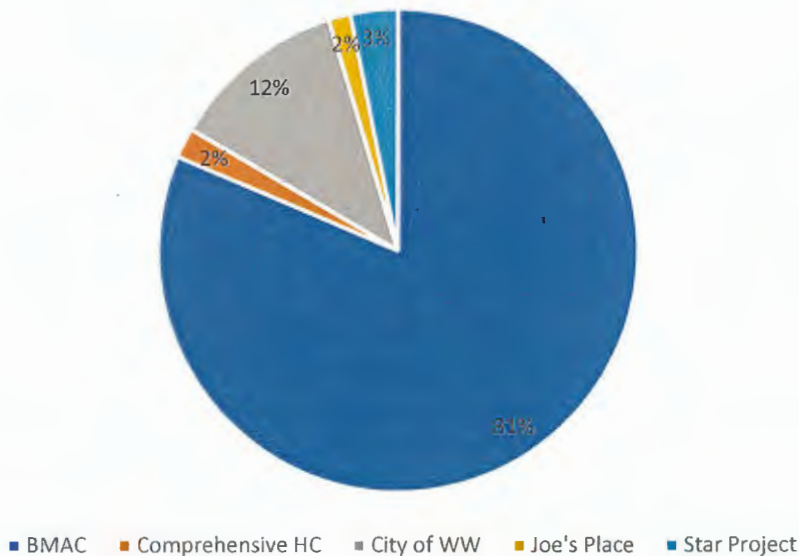
PERFORMANCE MEASURES

As a condition of receiving funds, all contracted entities are required to submit monthly service reports and back up documentation. Organizations are required to report upon the following areas:

- Number of individuals served in 2018
- Demographics:
 - Age (Adult/Child)
 - Gender
 - Ethnicity
 - Hispanic Origin
 - Language
 - Location of Residence
 - Living Situation
- Number of individuals/families who exited to permanent housing
- Average length of time for individuals/families stayed in homelessness

Graph 3: 2018 total individuals served

Total individuals served in 2018



- BMAC: 1,438
- Comprehensive Healthcare: 35
- City of Walla Walla (Sleep Center): 211
- Joe's Place: 26
- Star Project: 57

Total Served: 1,767

In 2018, a total of 1,767 individuals were served by 5 agencies. This means that 1,767 individuals were prevented from entering into homelessness or brought out of homelessness. Services included with these funds are case management for individuals currently experiencing homelessness, prevention dollars to prevent individuals from becoming homeless due to an illness in the family, loss of job, or too high utilities costs, rent, rent deposits and fees, landlord mitigation funds, operation costs for agencies, funds for staffing.

The Sleep Center shares the following success story (the Sleep Center is funded as a sub-contract through the City of Walla Walla):

Joe* originally became known to the Alliance for the Homeless in the original camp that was set up by the Veterans Golf Course in Summer of 2016. He is a veteran struggling with PTSD and has significant health issues. He fully admits to staff that he struggles with trusting people and prefers to “go his own way”. Joe has struggled to engage with SSVF and was often reluctant to take up their offer for help.

A 3 full years, and 3 camp iterations later, Joe successfully entered housing this week for the first time in many years. He credits the Alliance “for never giving up on me and seeing me through”.

Joe is a wonderful example of the successes that can happen when staff provide consistent and intentional engagement with clients who face a lot of barriers and distrust the systems intended to help them. Permanent housing is truly possible given enough time, commitment, and kindness to the people that are served every day at the Sleep Center. Joe is but one story of many success that the Alliance has been successful assisting clients to permanent stable housing.

* Names have been changed to protect privacy

SUMMARY

The success stories of the programs, services and agencies are clear evidence that the implementation of the document recording funds had a real and significant impact for residents of the County in 2018. 1,767 individuals were assisted from exiting homelessness or prevented from entering into homelessness. The protective factors of housing cannot be stressed enough for the health and wellness of individuals and their families in our community. We entered 2018 with \$185,000 in funds obligated through a variety of contracts for direct services and are continuing to hear stories of daily successes and gratitude for access to critical services.

Appendix A: RCW 36.22.178

Affordable Housing dollars, permissible uses include:

“(1) Except as provided in subsection (3) of this section, a surcharge of thirteen dollars per instrument shall be charged by the county auditor for each document recorded, which will be in addition to any other charge authorized by law. The county may retain up to five percent of these funds collected solely for the collection, administration, and local distribution of these funds. Of the remaining funds, forty percent of the revenue generated through this surcharge will be transmitted monthly to the state treasurer who will deposit: (a) The portion of the funds attributable to ten dollars of the surcharge into the affordable housing for all account created in RCW 43.185C.190. The department of commerce must use these funds to provide housing and shelter for extremely low-income households, including but not limited to housing for victims of human trafficking and their families and grants for building operation and maintenance costs of housing projects or units within housing projects that are affordable to extremely low-income households with incomes at or below thirty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses; and (b) the portion of the funds attributable to three dollars of the surcharge into the landlord mitigation program account created in RCW 43.31.615.

(2) All of the remaining funds generated by this surcharge will be retained by the county and be deposited into a fund that must be used by the county and its cities and towns for eligible housing activities as described in this subsection that serve very low-income households with incomes at or below fifty percent of the area median income. The portion of the surcharge retained by a county shall be allocated to eligible housing activities that serve extremely low and very low-income households in the county and the cities within a county according to an interlocal agreement between the county and the cities within the county consistent with countywide and local housing needs and policies. A priority must be given to eligible housing activities that serve extremely low-income households with incomes at or below thirty percent of the area median income. Eligible housing activities to be funded by these county funds are limited to:

(a) Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including units for homeownership, rental units, seasonal and permanent farmworker housing units, units reserved for victims of human trafficking and their families, and single room occupancy units;

(b) Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;

(c) Rental assistance vouchers for housing units that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including rental housing vouchers for victims of human trafficking and their families, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States department of housing and urban development's section 8 rental assistance voucher program standards; and

(d) Operating costs for emergency shelters and licensed overnight youth shelters.

(3) The surcharge imposed in this section does not apply to assignments or substitutions of previously recorded deeds of trust.

Appendix B: RCW 36.22.179 and RCW 36.22.1791

Homeless Housing dollars permissible uses include:

(1) In addition to the surcharge authorized in RCW 36.22.178, and except as provided in subsection (3) of this section, an additional surcharge of sixty-two dollars shall be charged by the county auditor for each document recorded, which will be in addition to any other charge allowed by law. Except as provided in subsection (4) of this section, the funds collected pursuant to this section are to be distributed and used as follows:

(a) The auditor shall retain two percent for collection of the fee, and of the remainder shall remit sixty percent to the county to be deposited into a fund that must be used by the county and its cities and towns to accomplish the purposes of chapter 484, Laws of 2005, six percent of which may be used by the county for the collection and local distribution of these funds and administrative costs related to its homeless housing plan, and the remainder for programs which directly accomplish the goals of the county's local homeless housing plan, except that for each city in the county which elects as authorized in RCW 43.185C.080 to operate its own local homeless housing program, a percentage of the surcharge assessed under this section equal to the percentage of the city's local portion of the real estate excise tax collected by the county shall be transmitted at least quarterly to the city treasurer, without any deduction for county administrative costs, for use by the city for program costs which directly contribute to the goals of the city's local homeless housing plan; of the funds received by the city, it may use six percent for administrative costs for its homeless housing program.

(b) The auditor shall remit the remaining funds to the state treasurer for deposit in the home security fund account to be used as follows:

(i) The department may use twelve and one-half percent of this amount for administration of the program established in RCW 43.185C.020, including the costs of creating the statewide homeless housing strategic plan, measuring performance, providing technical assistance to local governments, and managing the homeless housing grant program.

(ii) The remaining eighty-seven and one-half percent of this amount must be used as follows:

(A) At least forty-five percent must be set aside for the use of private rental housing payments; and

(B) All remaining funds are to be used by the department to:

(I) Provide housing and shelter for homeless people including, but not limited to: Grants to operate, repair, and staff shelters; grants to operate transitional housing; partial payments for rental assistance; consolidated emergency assistance; overnight youth shelters; grants and vouchers designated for victims of human trafficking and their families; and emergency shelter assistance; and

(II) Fund the homeless housing grant program.

(2) A county issuing general obligation bonds pursuant to RCW 36.67.010, to carry out the purposes of subsection (1)(a) of this section, may provide that such bonds be made payable from any surcharge provided for in subsection (1)(a) of this section and may pledge such surcharges to the repayment of the bonds.

(3) The surcharge imposed in this section does not apply to (a) assignments or substitutions of previously recorded deeds of trust, (b) documents recording a birth, marriage, divorce, or death, (c) any recorded documents otherwise exempted from a recording fee or additional surcharges under state law, (d) marriage

licenses issued by the county auditor, or (e) documents recording a state, county, or city lien or satisfaction of lien.

(4) Ten dollars of the surcharge imposed under subsection (1) of this section must be distributed to the counties to carry out the purposes of subsection (1)(a) of this section.

(5) For purposes of this section, "private rental housing" means housing owned by a private landlord and includes housing owned by a nonprofit housing entity.

Appendix C: Document Recording Fee Amendments

RCW	YEAR	BILL	AMOUNT	TOTAL FEE	DESCRIPTION
36.22.178	2002	HB 2060	\$10 fee	\$10.00	*Affordable Housing for All surcharge created, \$10 fee to be used to provide housing and shelter, operations, and maintenance for affordable housing programs serving extremely low-income people and related programs. *Funds are split with 40% going to State of WA and 60% going to Walla Walla County.
36.22.179 & 43.185C	2005	HB 2163	\$10 fee	\$20.00	*Homeless Housing and Assistance Act Passes *\$10 fee to support activities related to creating and implementing state and local plans to end homelessness with goal of reducing homelessness by 50% by 2015. *Funds are split with 40% going to State of WA and 60% going to Walla Walla County.
36.22.1791	2007	HB 1359	\$8 fee	\$28.00	*Addition of \$8 fee *\$8 fee is to support ongoing work to prevent and end homelessness and implement plans. *Funds are split with 10% going to Washington State and 90% going to Walla Walla County.
36.22.179	2009	HB 2331	Amend HB 2163 from \$10 to \$30 fee	\$48.00	*Homeless Housing and Assistance Act Surcharge increased to \$30, with sunset date of 6/2013.
36.22.179	2012	HB 2048	Additional \$10 fee	\$58	*Homeless Housing and Assistance Act surcharge increased by \$10, to total of \$40, with \$10 sunset for review on 6/2015 and \$20 sunset on 6/2017
36.22.179	2014	SB 5875	Extended sunset date	\$40	\$30 of Homeless Housing and Assistance Act surcharge will sunset on 6/2019
36.22.178	2018	HB 1570	Additional \$3 fee	\$13	*Sunset requirements no longer required, surcharge will remain in effect indefinitely, goes into effect 7/2018
36.22.179	2018	HB 1570	Additional \$22 surcharge	\$62	*Sunset requirements no longer required, surcharge will remain in effect indefinitely, goes into effect 7/2018



MEMO

Date: September 9th, 2019

Proposal ID: 2019 09-09 DCH-1

To: BOCC

From: Meghan DeBolt
Director, Community Health

Intent – Obtain BOCC approval to recommend funding and award contracts for services under the Ad Valorem Property Tax,

Topic – Funding Recommendations for 2020 Developmental Disabilities Grant

Summary

The Department of Community Health issued Request for Letters of Intent (LOI) on May 31st, 2019 consisting of Ad Valorem Property tax funds for Developmental Disabilities. This LOI went out to currently funded organizations to determine sustained financial support for successful 2019 RFP bidders. Funding allocated from the Ad Valorem fund will benefit new and existing programs for the provision of developmentally disabled individuals within Walla Walla County. The purpose of this fund is to provide additional funds for the coordination and provision of community services for persons with developmental disabilities, or mental health services. The county governing authority of each county in the state must budget and levy annually a tax in a sum equal to the amount which would be raised by a levy of two and one-half cents per thousand dollars of assessed value against the taxable property in the county, as defined by RCW 71.20.110.

LOI's were due on June 14th, 2019. Three (3) LOI's were submitted for total requests of \$52,814. The fund definitions and scope of allowable funding are defined by "Request for LOI Narrative".

The proposals were reviewed and scored by the Community Health Advisory Board Finance Committee, who reviewed proposals for similar projects in 2019. The Finance Committee consists of individuals knowledgeable about the needs of individuals with developmental disabilities and familiar with the services available in Walla Walla County. Objective criteria were scored with a numerical rating and final rankings and recommendations were made combining the numerical ranking along with priorities for funding and determination of community impact.

Developmental Disabilities Evaluation Committee:

Craig Volwiler, Community Health Advisory Board

Doug Logan, Community Health Advisory Board

Rick Claridge, Community Health Advisory Board Finance Committee

Everett Maroon, Community Health Advisory Board Finance Committee

During site visits we asked each agency how they might use additional funds if they were available. The recommendations include added funds as noted and discussed below. Even with the additions, the Developmental Disability awards will be \$7,130.60 under the amount available.

Spreadsheet Overview – see attached.

Lillie Rice Center/Blue Mountain Industries:

- Request: \$7,850 for Groundskeeping Equipment
 - It was unclear in their proposal what they were asking for. We clarified that the \$7850 is for the leaf blower and snow removal equipment. They also want to ask for funding for an ADA ramp/push button for their East facing door that comes off their parking lot. We recommended they first apply to the ACAC.
 - Recommendation: Fund in full
- Lawn Mower - \$10,000
 - Supplemental request for funding for a lawn mower, as theirs is near the end of its life.
 - Recommendation: Do not fund in 2020.
- Van: \$15,250 in addition to the \$24,750 awarded in 2019 to total of \$40,000 for purchase of an ADA Van.
 - We inquired about the Van that was funded in 2019, they indicated that they have had a hard time finding a used van that has lower miles that will meet their needs. New vans are close to \$40,000.
 - They emailed quotes for vans that were in the \$32,000 range.
 - Recommendation – add \$10,000 to current grant, not to exceed \$34,250 total

Valley Residential Services:

- Request: \$20,000 for Craft and Cooking Classes
 - Recommendation: Fund in Full

Walla Walla Valley Disability Network:

- Request: \$15,548/\$18,814 (2020/21) for Website
 - Recommendations: Fund in full
- Request: \$9,416 for Better Together Series
 - When asked how they can expand to more rural parts of the County, they indicated it takes a lot of time not only to travel there, but also in effort to make connections. Thus, I recommended an additional \$1000 for capacity building.
 - Recommendation: \$10,416

In addition, it was brought to the Finance Committee by our Developmental Disabilities C Coordinator that families served by our Maternal Child Health Nurse often need financial assistance to acquire needed equipment and medical services. Thus, the CHAB Finance Committee recommended a set aside of \$9,000 per year for Children with Special Health Care Needs, to be overseen by DCH.

Total 2020 Allocation: \$72,996.40

Detailed review and recommendations were reviewed with the Community Health Advisory Board (CHAB) on July 11th, 2019. A vote passed at the August 8th, 2019 meeting with seven (7) members voting in favor and one (1) abstained due to a conflict of interest, to support the recommendations of the Finance Committee.

A detailed recommendation for funding allocation is attached: 2020 Developmental Disabilities Grant Allocation Recommendations.

Cost

\$72,996.40 over the period of January 1, 2020 through December 31, 2020.

Funding

Funds are currently budgeted and allocated for Community Based Services for the 2020 fiscal year.

Alternatives Considered

1. Recommend funding for the 2020 Developmental Disabilities Grant proposals based on the work of the Developmental Disabilities Evaluation Committee, summary attached as: "2020 Developmental Disabilities Grant Allocation Recommendations."
2. Recommend funding for 2020 Developmental Disabilities Grant proposals with modification to the "2020 Developmental Disabilities Grant Allocation Recommendations".

Acquisition Method

Formal Service Agreements will be issued to each entity per County with performance-based measures defined for each contract.

Security

N/A

Access

N/A

Risk

N/A

Benefits

The benefits of funding of the proposals will result in expansion of services for persons with developmental disabilities in Walla Walla County.

Conclusion/Recommendation

Recommend the Walla Walla County Board of County Commissioners approve the recommendations for funding as outlined by the '2020 Developmental Disabilities Grant Allocation Recommendations' based on the work of the Community Health Advisory Board.

Submitted By

Disposition

Meghan DeBolt DCH 9/9/19

____ 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



Evaluation Committee Recommendations

Evaluation Committee Members:

- Craig Volwiler, Community Health Advisory Board
- Doug Logan, Community Health Advisory Board
- Craig Richards, Community Health Advisory Board
- Rick Claridge, Community Health Advisory Board Finance Committee
- Everett Maroon, Community Health Advisory Board Finance Committee

The Developmental Disabilities funding opportunity was for \$75,000. Considering the unallocated funding from 2019, the total available is \$80,127.

We received proposals totaling \$52,814. During site visits we asked each agency how they might use additional funds if they were available. The recommendations on the next page include added funds as noted and discussed below. Even with the additions, the Developmental Disability awards will be \$26,130.60 under the amount available.

Spreadsheet Overview – see attached.

Lillie Rice Center/Blue Mountain Industries:

- Request 1: \$7,850 for Groundskeeping Equipment
 - It was unclear in their proposal what they were asking for. We clarified that the \$7850 is for the leaf blower and snow removal equipment. They also want to ask for funding for an ADA ramp/push button for their East facing door that comes off their parking lot. We recommended they first apply to the ACAC.
 - Recommendation: Fund in full
- Request 2: Increase their 2019 award for a van with a lift.
 - They have had a hard time finding a used van that has lower miles, that will meet their needs. Quotes were submitted for:
 - Used 2004 Van - \$18,900
 - New Van - \$54,036.84
 - Recommendation: increase the 2019 award of \$24,750 to allow up to \$30,000.
- Request 3: Funding for a replacement lawn mower
 - Requesting funding to purchase an identical model of mower for a backup unit to ensure smooth continued operations in the event current equipment is down for repairs.
 - A used 2011 John Deere 1445, \$12,000 (Location: Nebraska)
 - A used 2009 John Deere 1445, \$9,865 (Location: BC, Canada)
 - A used 2012 John Deere 1445, \$14,500 (Location: Minnesota)
 - Recommendation: None. The CHAB did not see funding a replacement piece of equipment to be consistent with the intent of the Ad Valorem fund.

Valley Residential Services:

- Request: Craft and Cooking Classes
 - 2020: \$20,000
 - 2021: \$20,000
 - 2022: \$20,000
- Recommendation: Fund in Full

Always working for a safer, healthier and thriving Walla Walla County



Walla Walla Valley Disability Network:

- Request: Website Development and Maintenance
 - 2020: \$15,548
 - 2021: \$18,814
 - Recommendations: Fund in full
- Request: Better Together Series
 - 2020: \$9,416
 - When asked how they can expand to more rural parts of the County, they indicated it takes a lot of time not only to travel there, but also in effort to make connections. Thus, I recommended an additional \$1000 for capacity building.
 - Recommendation: \$10,416

Department of Community Health:

- No request
- Recommendation from DD Committee to set aside funding for Children with Special Health Care Needs
- Funding: \$9,000/year
- Recommendation: fund in full



MEMO

Date: September 9th, 2019

Proposal ID: 2019 09-19 DCH-2

To: BOCC

From: Meghan DeBolt
Director, Community Health

Intent – Obtain BOCC approval to recommend funding and award contracts for services under the Affordable Housing and Homeless Housing Program

Topic – Funding Recommendations for 2020 Coordinated Homeless Housing Fund

Summary

Annually, the Department of Community Health issues a competitive Request for Proposal (RFP) consisting of local affordable and homeless housing funds that will benefit homeless households and those at risk of homelessness from income-eligible households. Programs and services eligible for funding are vetted through our local 5-year plan to end homelessness.

Our 2020 RFP is different.

With our Homeless Housing Plan under revision by the Council on Housing, as required by the Department of Commerce, the Community Health Advisory Board decided to opt for a less intensive proposal process for 2020. Rather, we asked for Letters of Intent (LOI) from currently funded grantees. The LOI's were to include any ongoing financial support needed for currently funded programs and any new programs they may need funding for.

Funding sources include: Document recording fees generated through the Affordable Housing Trust Act and document recording fees generated through the **Homeless Act**. Funding available for 2020 is \$350,000.

A notice for LOI's was sent out to all current grantees on May 31st, 2019. LOI's were due by June 14th, 2019.

Six (6) proposals were submitted for total requests of \$392,187.52. The fund definitions and scope of allowable funding are defined by "Request for LOI Overview". The proposals were reviewed and scored by the Community Health Advisory Board Finance Committee consisting of individuals knowledgeable about the needs of individuals who are experiencing homelessness, or at risk of becoming homeless, and familiar with the services available in Walla Walla County. Objective criteria were scored with a numerical rating and final rankings and recommendations were made combining

the numerical ranking along with priorities for funding and determination of community impact.

Evaluation Committee Members:

- Doug Logan, Community Health Advisory Board
- Alisha Walker, Community Health Advisory Board
- Everett Maroon, Community Health Advisory Board Finance Committee

The Coordinated Homeless Housing funding opportunity was for \$350,000.

We received proposals totaling \$392,187.52.

Funding Recommendation: DCH Administrative recommendation is to propose a 3% increase from 2019 awarded amounts. This put us at only \$1,350 over, which can be covered by the Ending Fund Balance.

Spreadsheet Overview

- **Star Project-Housing Services**
 - Current Funding: \$68,862
 - Ask:
 - 2020: \$76,020
 - 2021: \$78,301
 - 2022: \$80,650
 - Recommendation for Funding: 3% increase per year.
 - Includes funding for housing support services: Case Manager

- **Comprehensive Healthcare – Housing Services**
 - Current Funding: \$49,577.00
 - Ask:
 - 2020: \$60,167.52
 - 2021: \$61,972.55
 - 2022: \$63,831.72
 - 2023: \$65,746.67
 - 2024: \$67,719.07
 - Recommendation for Funding: 3% increase per year.
 - Includes funding for Support Services and maintenance on 3 houses which are leased to Comprehensive and owned by the County.

- **Joe’s Place-Supported Housing Services serving individuals with sex offenses**
 - Current Funding: \$26,561.00
 - Ask:
 - 2020: \$52,000

- 2021: \$52,000
 - 2022: \$52,000
 - Recommendation for Funding: 3% increase per year.
 - Includes support services for clients and operations of the house.
- **BMAC – Supportive Housing Services**
 - Current Funding: \$0 (did not apply in 2019)
 - Ask:
 - 2020: \$20,000
 - 2021: \$20,000
 - 2022: \$20,000
 - Recommendation for Funding: 3% increase per year.
 - Includes funding for Lincoln Terrace Case Manager
- **BMAC (CARVE OUT FOR Coordinated Entry)**
 - Current Funding: \$79,000
 - Recommendation for Funding: \$79,000 per year ongoing
- **City of Walla Walla**
 - Current funding: \$100,000
 - Ask:
 - 2020: \$105,000
 - 2021: \$110,250
 - 2022: \$115,750
 - Recommendation for Funding: 3% increase per year, remove Case Management, as this is offered by BMAC. Also, to look at Interlocal Agreement to see if the County can 'pass through' funding directly to the City of Walla Walla.
 - Includes: Total Budget is: \$215,200
 - Sleep Center Management (Homeless Alliance) – \$35,800
 - Security (10pm to 9am) - \$129,400
 - Case Management (back-fill costs not paid by Medicaid) - \$20,000 – *recommended to go to BMAC*
 - Utilities - \$8,000
 - Operating Supplies/Repairs/Other - \$22,000

Detailed review and recommendations were reviewed with the Community Health Advisory Board (CHAB) on July 11th, 2019. On August 8th, 2019, 8/13 members of the CHAB participated in the meeting. A vote passed with seven (7) members voting in favor and one (1) abstained due to a conflict of interest, to support the recommendations of the CHAB Finance Committee.

A detailed recommendation for funding allocation is attached: 2020 Homeless Housing Fund Allocation Recommendations.

Cost

\$351,350 over the period of January 1, 2020 through December 31, 2020.

Funding

Funds are currently budgeted and allocated for Community Based Services for the 2019 fiscal year.

Alternatives Considered

1. Recommend funding for the 2020 Coordinated Homeless Housing Fund proposals based on the work of the Homeless Housing Evaluation Committee, summary attached as: "2020 Coordinated Homeless Housing Fund Allocation Recommendations."
2. Recommend funding for 2020 Coordinated Homeless Housing Fund proposals with modification to the "2020 Coordinated Homeless Housing Fund Allocation Recommendations".

Acquisition Method

Formal Service Agreements will be issued to each entity per County with performance-based measures defined for each contract.

Security

N/A

Access

N/A

Risk

N/A

Benefits

The benefits of funding of the proposals will benefit homeless households and those at risk of homelessness from income-eligible households in Walla Walla County.

Conclusion/Recommendation

Recommend the Walla Walla County Board of County Commissioners approve the recommendations for funding as outlined by the '2020 Coordinated Homeless Housing Fund Allocation Recommendations' based on the work of the Homeless Housing Evaluation Committee.

Submitted By

Disposition

Meghan DeBolt DCH 9/9/19

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



**2020 Coordinated Homeless Housing Fund
Evaluation Committee Recommendations**

Evaluation Committee Members:

- Doug Logan, Community Health Advisory Board
- Alisha Walker, Community Health Advisory Board
- Everett Maroon, Community Health Advisory Board Finance Committee

The Coordinated Homeless Housing funding opportunity was for \$350,000.

We received proposals totaling \$392,187.52. We are still conducting site visits and awaiting information from applicants.

Spreadsheet Overview

• **Star Project-Housing Services**

- Current Funding: \$68,862
- Ask:
 - 2020: \$76,020
 - 2021: \$78,301
 - 2022: \$80,650
- Recommendation for Funding:
- Includes funding for housing support services: Case Manager

• **Comprehensive Healthcare – Housing Services**

- Current Funding: \$49,577.00
- Ask:
 - 2020: \$60,167.52
 - 2021: \$61,972.55
 - 2022: \$63,831.72
 - 2023: \$65,746.67
 - 2024: \$67,719.07
- Recommendation for Funding:
- Includes funding for Support Services and maintenance on 3 houses which are leased to Comprehensive and owned by the County.

• **Joe's Place-Supported Housing Services serving individuals with sex offenses**

- Current Funding: \$26,561
- Ask:
 - 2020: \$52,000
 - 2021: \$52,000
 - 2022: \$52,000
- Recommendation for Funding: \$26,561.00 for 1 year
- Includes support services for clients and operations of the house



- **City of Walla Walla-City Sleep Center**
 - Current funding: \$150,000
 - Ask: 5% increase every year
 - 2020: \$105,000
 - 2021: \$110,250
 - 2022: \$115,750
 - Recommendation for funding:
 - Includes:
 - Center Mgmt. – Alliance: \$35,800
 - Security – \$129,400
 - Case management – \$20,000
 - Utilities – \$8,000
 - Operating Supplies/repairs, other – \$22,000
 - Notes: Need to meet with City/Alliance/BMAC to discuss Case Management and who should contract for Case Management.

11:45 COUNTY COMMISSIONERS

- a) Miscellaneous business to come before the Board

12:00 RECESS

1:30 COUNTY COMMISSIONERS

- a) Miscellaneous 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.