

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON JANUARY 24, 2019 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: DAVID A. WHITE, VICE PRESIDENT, RONALD L. FEATHERS, MEMBER, AND KEVIN J. RITTER, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE VICE PRESIDENT OF THE BOARD. MR. WHITE LED THOSE ATTENDING IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

Also attending were:

D. Robinson
B. Tucker
Gary Doan, Muskingum Township Trustee
Karen Doan
Kimberly Hinkle, Director, Child Support Enforcement Agency
Kathy Thieman, Director of Human Resources
Glen Pawloski
Jim Vuksic
Flite Freimann, Executive Director, JFS
Donnie Rader, Director of I.T.
Shawn Dalrymple, Wastewater Superintendent
Alice Stewart, Children Services
Allison Hutchings, Children Services
Brookanne Dixon, Children Services
Tonya Kidder, Children Services
Karlee Hill, Children Services
Chris Wilson, Building Official
Tim Marty, Buildings & Grounds Superintendent
Roger Wright, County Engineer
Michael Tatar, WTAP News
Chad Adkins, *The Marietta Times*
Rick Peoples, Clerk

Washington County Commissioners
AGENDA
9:00 a.m., January 24, 2019

9:00 Business Meeting
9:30 Kurt Bohlen, Washington County Fair Board – Update
10:00 Bid Opening – Depository Contract
10:15 Chris Wilson, Building Official – Department Update
10:45 Flite Freimann, JFS Exec. Director – Children Services/JFS Transition Plan

UNFINISHED BUSINESS

Request for Transfer of Liquor Permits, Spinning Wheel, Newport Township

NEW BUSINESS

Approve Agenda
Approval of previous meeting's minutes
Bills from various departments
Additional Appropriation – Treasurer (Administrative Fund)
Additional Appropriation – Probate/Juvenile (Computer Research Fund)
Additional Appropriation – County General, Building Department
Additional Appropriation – County General, Jail
Transfer – County General, Veterans
Transfer – County General, Auditor
Transfer – County General, Tax Map
Transfer – Real Estate Assessment
Transfer – Dog & Kennel
Transfer – Sheriff's Sales Tax
Transfer – CSEA
Then & Now's (3)
Travel – Job and Family Services
Frost Law Enactment, Aurelius Township
Quote from Johnson Controls for Courthouse and Annex Alarm Systems Replacement
Agreement between O'Neill Senior Center and RSVP
Memorandum of Understanding – 2019 National Senior Service Corps State Subsidy
Commissary Services Agreement between Keefe Commissary Network and Wash. Co.
Engineer – Request to Dispose of Dump Truck by Auction
Engineer – Authorization to Use Credit Cards

DATES TO REMEMBER

Township Trustees Assn. Meeting, 7:00 p.m., **Today**, at Co. Engineer's Office
Planning Commission, 7:00 p.m., **Monday**, January 28, at 204 Davis Avenue
Council of Governments, 12:00 p.m., **Monday**, February 4, at Lori's in Caldwell
Monthly Meeting at Washington County Home, 8:30 a.m., **Tuesday**, February 12

Courthouse Closed, **Monday**, February 18, *Presidents Day*
Finance Committee, 10:00 a.m., **Tuesday**, February 19, in Annex Conference Room A

RE: APPROVAL OF AGENDA

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the agenda, with the following additions:

Add: Letter to Warren Local School District Superintendent
Proposal for Emergency Leak Repair from I.T.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: APPROVAL OF MINUTES

Mr. Feathers moved and Mr. Ritter seconded a motion to dispense with the reading and approve the minutes of the January 17, 2019 Regular Meeting.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: BILLS FOR PAYMENT

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the list of bills from various departments for payment, as prepared by the County Auditor.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: ADDITIONAL APPROPRIATIONS

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a requests for the following additional appropriations:

<u>Department</u>	<u>Account</u>	<u>Amount</u>
Treas. Administrative	200-0132-57500	\$ 5,000.00
Probate/Juvenile	200-0222-57400	\$ 15,000.00
Co. Gen., Jail	100-0381-53700	\$ 5,375.00
Co. Gen., Building Dept.	100-0170-55200	\$ 351.98

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: TRANSFERS

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the following requests for transfer of funds:

<u>Department</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Co. Gen., Veterans	100-0700-52000	100-0700-53000	\$ 4,000.00
Co. Gen., Auditor	100-0120-51006	100-0120-51001	\$ 4,280.00
Co. Gen., Tax Map	100-0510-51006	100-0510-51001	\$ 755.00
Real Estate Assessment	200-0122-51006	200-0122-51001	\$ 7,135.00
Dog & Kennel	200-0363-51006	200-0363-51001	\$ 440.00
CSEA	200-0730-51006	200-0730-51001	\$ 5,692.00
Sheriff's Sales Tax	100-0384-57800	100-0384-54406	\$ 12,176.70

President White expressed his concern that the Executive Director of Veterans Services Office is requesting transfer of \$4,000 to pay for internet service, while that service would have been paid on their behalf if they had moved into the Courthouse Annex as originally planned.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: THEN & NOW'S

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the following Then & Now's:

Dept	Account	Vendor	Amount
Commissioners	100-0109-53000	CAM Refreigeration	\$ 1,060.52
JFS	200-0720-53400	RSVP	\$ 663.36
JFS	200-0720-59001	Bridges to Careers	\$ 1,030.00
JFS	200-0720-59001	Belpre City Schools	\$ 1,727.94
JFS	200-0720-59001	Wash. Co. Comm.	\$ 624.71
JFS	200-0720-59000	Megan Krivchenia	\$ 380.00

JFS	200-0720-59000	Christina Thomas	\$	308.75
JFS	200-0720-59000	Dominion Energy	\$	274.21
JFS	200-0720-59001	Career Center	\$	948.38
JFS	200-0720-57400	Constellation	\$	957.90
JFS	200-0720-59001	Auto Teck & Tire	\$	2,035.85
CSEA	200-0730-51104	Ohio AFSCME	\$	956.25
County Home	200-0630-54000	Sterling Service	\$	200.00
County Home	200-0630-53000	Wash. County Comm.	\$	24,816.00
Commissioners	215-0855-57401	Foxster	\$	39,780.00
Commissioners	200-0364-53000	CMI	\$	2,900.00
Commissioners	200-0364-53000	CMI	\$	12,065.61
Commissioners	200-0364-53000	CMI	\$	30,027.83
Commissioners	200-0364-53000	CMI	\$	14,413.40
JFS	200-0720-57400	Amazon	\$	743.00
JFS	200-0721-57402	Results Radio	\$	630.00
JFS	200-0721-57402	Marietta Times	\$	873.08
JFS	200-0721-57402	Amazon	\$	145.97
Commissioners	400-0113-52001	FleetCor	\$	81.44
Commissioners	100-0170-52004	FleetCor	\$	170.70
Southeast Building Dept.	100-0170-53000	Tyler Tech.	\$	1,635.32
Southeast Building Dept.	100-0170-52001	Sterling Service	\$	285.00
Commissioners	215-0854-57401	Community Action	\$	5,841.00
JFS	200-0720-53400	Jo Goodwill	\$	507.00
JFS	200-0721-57401	City of Marietta	\$	782.84
JFS	200-0720-53400	Par Mar Oil Company	\$	1,855.46
Veterans	100-0700-57401	Dominion East	\$	158.38
Veterans	100-0700-57401	Warrens IGA	\$	1,715.54
Veterans	100-0700-57401	NE Oh. Natural Gas	\$	180.70
JFS	200-0720-57400	Toyota Fin. Service	\$	266.14
JFS	200-0720-59001	Toyota Fin. Service	\$	620.12
JFS	200-0720-59000	Par Mar Oil Company	\$	9,000.00
JFS	200-0720-57400	Great Am. Fin. Serv.	\$	1,413.36
JFS	200-0720-59001	Verizon	\$	238.96
JFS	200-0720-57400	Verizon	\$	249.30
JFS	200-0721-57402	Career Center	\$	8,578.08
JFS	200-0721-57402	Workingman's Store	\$	175.91
Maintenance	100-0109-53100	AEP	\$	6,937.44
Dev.Disabilities	200-0620-53000	OACBD	\$	14,420.00

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: TRAVEL REQUEST

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the following request for reimbursement of expenses for training and travel pursuant to the policies and procedures and in compliance with the Annual Appropriations for Fiscal Year 2019 and any and all amendments subsequent thereto:

JFS

Judy Rutherford, Mary Lou Griffin: Three-day trip to Cincinnati to attend Ohio Council on Welfare Fraud Conference; March 13-15, 2019.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: FROST LAW RESOLUTION, AURELIUS TOWNSHIP

The Commissioners acknowledged receipt of a Resolution from the Aurelius Township Trustees enacting the Frost Law in Aurelius Township, corresponding to the guidelines of the Frost Law adopted by the Commissioners.

RE: LETTER TO SUPERINTENDENT OF WARREN LOCAL SCHOOL DISTRICT

Mr. Feathers moved and Mr. Ritter seconded a motion to approve sending the following letter to the Superintendent of Warren Local School District:

January 24, 2019

*Kyle Newton, Superintendent
Warren Local School District
220 Sweetapple Road
Vincent, Ohio 45784*

Re: Building Project Sewer Connection

Dear Mr. Newton:

As you are aware Warren Local is requesting to connect the new elementary school to the Washington County sanitary sewer. The school's consultant, Mannik & Smith Group, Inc., has provided sanitary sewer plans for the proposed building project. Projects of this size require the County to determine if the existing sewer line can accommodate the proposed increase in flow.

The County is currently studying the existing sewer line to determine if adequate capacity is available. This study is still ongoing and results have not yet been determined but will be shared with the school once known. It does appear the sanitary force main will require upgrades to accommodate the proposed school. This letter is to inform you, for planning purposes, that if upgrades are warranted due to the increase in flow we will require Warren Local to participate financially in the upgrades.

Once the study is complete we will share the data and discuss further.

Sincerely,

/s/ WASHINGTON COUNTY COMMISSIONERS

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: QUOTE FOR NEW COURTHOUSE FIRE ALARM SYSTEM

Mr. Feathers moved and Mr. Ritter seconded a motion to accept a quote from Johnson Controls in the amount of \$58,518.25 to provide and install a new fire alarm system in the Washington County Courthouse and Annex, and to remove existing panels and devices, and to allow Mr. White to sign the quote.

Commissioner Feathers said this purchase is being made through the State of Ohio Purchasing Agreement with Johnson Controls, and thereby does not require competitive bidding by the County. President White noted the new system will replace two existing systems, one in the Courthouse and one in the Annex, that don't communicate with each other. Tim Marty, Buildings & Grounds Superintendent, said the new system includes annunciators and will readily identify location of alarm location. He said the Marietta City Fire Department is aware of this improvement.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: AGREEMENT FOR LEASE OF SPACE AT O'NEILL SENIOR CENTER

Mr. Feathers moved and Mr. Ritter seconded a motion to approve an agreement for lease of space at the O'Neill Senior Center on behalf of the Washington County Retired Senior Volunteer Program (RSVP), including 484 square feet of space for \$7.86 per square foot per year, payable in the amount of \$317.00 per month, during the period January 1, 2019 through December 31, 2019.

The Clerk said this is the same amount paid last year for this space.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: MEMORANDUM OF UNDERSTANDING, 2019 NATIONAL SENIOR SERVICE CORPS STATE SUBSIDY

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a Memorandum of Understanding between Buckeye Hills Regional Council and the Washington County Commissioners, on behalf of the Washington County Retired Senior Volunteer Program (RSVP), for the 2019 National Senior Service Corps State Subsidy in the amount of \$3,481.00 during the period July 1, 2018 through June 30, 2019, and to allow Mr. White to sign the Agreement.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: COMMISSARY SERVICES AGREEMENT

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a Commissary Services Agreement with Keefe Commissary Network, LLC, to provide service to the Washington County Jail during the period January 1, 2019 through December 31, 2022, renewable for one-year periods, as requested by Sheriff Larry Mincks.

The Clerk noted the Agreement requires payment of 20% commission on gross sales of commissary items.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: REQUEST FROM COUNTY ENGINEER TO DISPOSE OF VEHICLE AND CHAINSAWS

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a request from County Engineer to dispose of a 1997 International 4700 Dump Truck (VIN 1HTSCAAR4VH457523) and two Jonsered chainsaws due to poor condition of items and no longer of value to the Engineer.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: AUTHORIZATION TO USE CREDIT CARDS

Mr. Feathers moved and Mr. Ritter seconded a motion to approve use of credit cards by the Washington County Engineer for eligible approved travel expenses and purchase of fuel for County vehicles during calendar year 2019.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: PROPOSAL FOR EMERGENCY REPAIR OF PIPING IN SHERIFF'S OFFICE

I.T. Director Donnie Rader informed the Commissioners a leak has developed above the Sheriff's Office in the Courthouse Annex. He said Morrison, Inc. has assessed the situation and proposed replacing coolant piping, for an estimated cost of \$5,312.00. Mr. Rader said he believes there is some urgency to this repair to avoid additional damage to office areas.

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a proposal from Morrison, Inc., to repair and/or replace pipes above the Sheriff's Office ceiling in the Courthouse Annex for the amount of \$5,312.00.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

Mr. Rader also presented a proposal to furnish and install a back-up cooling system in the Annex server room. He said if the existing system fails, serious damage could be done to equipment and/or software. He provided a proposal from Morrison, Inc. in the amount of \$11,876.10.

The Commissioners asked Mr. Rader to bring this proposal to them for consideration later in the year.

RE: WASHINGTON COUNTY FAIR BOARD UPDATE

Kurt Bohlen, Brian Barth and Debbie Tornes from the Washington County Fair Board of Directors updated the Commissioners on the financial condition of the Washington County Fair Board. Mr. Bohlen said he is very pleased to report the only remaining debt of the Fair Board is the approximate \$167,000 mortgage on the cattle barn. Noting the previous year was not good for them, he said the County Fair in 2018 actually realized a profit of approximately \$30,000. He noted increased use of grounds by camper rentals and working with other County agencies has proven to be good for the Fair Board.

Mr. Bohlen said the Fair Board entered the year 2018 with approximately \$5,700, and ended the year with approximately \$40,000.

Mr. Barth said his father served on the Fair Board for about 38 years, and often complained about in-fighting among Board members. He said it is nothing like that now, with all Board members working well together for the good of the community. He said he actually has received compliments on how much better the County Fair is, and how much more the grounds are being used.

Commissioner Feathers congratulated the Fair Board members for the work they've done, noting they've accomplished a great deal in a short amount of time. He said he is especially pleased to hear the Fair Board is in a much better financial condition than a few years ago. He told the representatives that what they've done is remarkable, and is a result of hard work, dedication and leadership.

Mr. Bohlen said the Fair Board has a need for a piece of equipment to use in ongoing projects at the fairgrounds. County Engineer Roger Wright said he might be able to loan the equipment, but he suggested they contact a local supplier of such equipment to see if they have something they might donate or sell at low cost.

RE: BID OPENING, DEPOSITORY CONTRACT

At 10:00 a.m. the Commissioners opened sealed proposals from financial institutions to serve as the designated depository of public funds for Washington County during the period May 1, 2019 through April 30, 2023. Proposals from the following were received:

Huntington Bank
The Citizens Bank
Peoples Bank
Wesbanco

The Commissioners asked County Treasurer Tammy Bates to review the proposals and provide a recommendation to the Commissioners.

RE: BUILDING DEPARTMENT UPDATE

Building Official Chris Wilson updated the Commissioners on his department's projects and initiatives. He said new power stations in Hannibal and Guernsey County are nearing the time when they'll need permits. He said his office in Cambridge is becoming very beneficial to owners and contractors.

Mr. Wilson said the Building Department vehicles are showing their age and are in regular need of repair. He noted his vehicles average about 25,000 to 30,000 miles per year. He said he would like to purchase two more vehicles. Commissioner Feathers said he will approve the purchase of one vehicle, but not a second one at this time. Mr. Feathers said the use of County-owned vehicles has saved money for the Building Department over the years. The Commissioners authorized Mr. Wilson to seek quotes for the purchase of a 2018 or 2019 vehicle for use by the Building Department for official business.

Mr. Wilson said his office staff has reduced the number of copies made in a year's time from about 48,000 to about 18,000, a result of transmitting information electronically. He recommended to the Commissioners to challenge other departments to reduce their copying as well, as it will save on paper, toner and maintenance fees.

Mr. Wilson said he is in need of part-time backup building and electrical inspectors. The Commissioners authorized Mr. Wilson to secure part-time backup professionals who would be paid only when they render services for the County.

RE: EXECUTIVE SESSION

Mr. Feathers moved and Mr. Ritter seconded a motion to enter Executive Session to consider the employment and compensation of a public employee.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed, and the Commissioners entered Executive Session at 10:17 a.m. President White invited Building Official Chris Wilson to attend.

The Commissioners returned to Regular Session at 10:30 a.m.

RE: UPDATE ON MERGING OF CHILDREN SERVICES AND JFS

Flite Freimann, Executive Director of Washington County Department of Job and Family Services, updated the Commissioners on the merging of Washington County Children Services with Washington County Department of Job and Family Services. Also attending were Jim Vuksic, Jamie Vuksic, Kimberly Ensign, Alice Stewart, Jessica Sowers, Yvonne Varvey, and Lisa Ball.

Mr. Freimann presented to the Commissioners a Transition Plan for the period December 28, 2018 through April 1, 2019. He noted the starting point was the Commissioners' designation on December 27, 2018 of JFS as the Public Children Services Agency for Washington County. He said he was directed to prepare a Transition Plan and present that Plan on January 24, 2019.

Mr. Freimann said his Plan covers three areas: Fiscal, Personnel, and Facilities. He noted Pickering Associates continues to work on the Facilities portion of the Plan, and will likely need about three more weeks to do a complete analysis of the two existing facilities.

The Transition Plan presented by Mr. Freimann is:

**Washington County Department of Job and Family Services
Public Children Services Agency
Transition Plan: December 28, 2018 – April 1, 2019**

- December 27, 2018 – Board of Commissioners designated the CDJFS as the PCSA
- Ordered the JFS Director to prepare a transition plan and present that plan on January 24, 2019

Fiscal

- Met with County Auditor, delegated authority for Children Services Director to approve vouchers for payment
- County Auditor and HR are working to transition CS employees to CEBCO. CS employees will be covered by CEBCO effective February 1, 2019
- JFS has requested that American United Life continue to provide life insurance and Delta Dental provide dental insurance until April 1, 2019.
- Fiscal transition plan due to ODJFS on January 31, 2019.
- Best practices indicate that cost allocations must remain separate until April 1, 2019

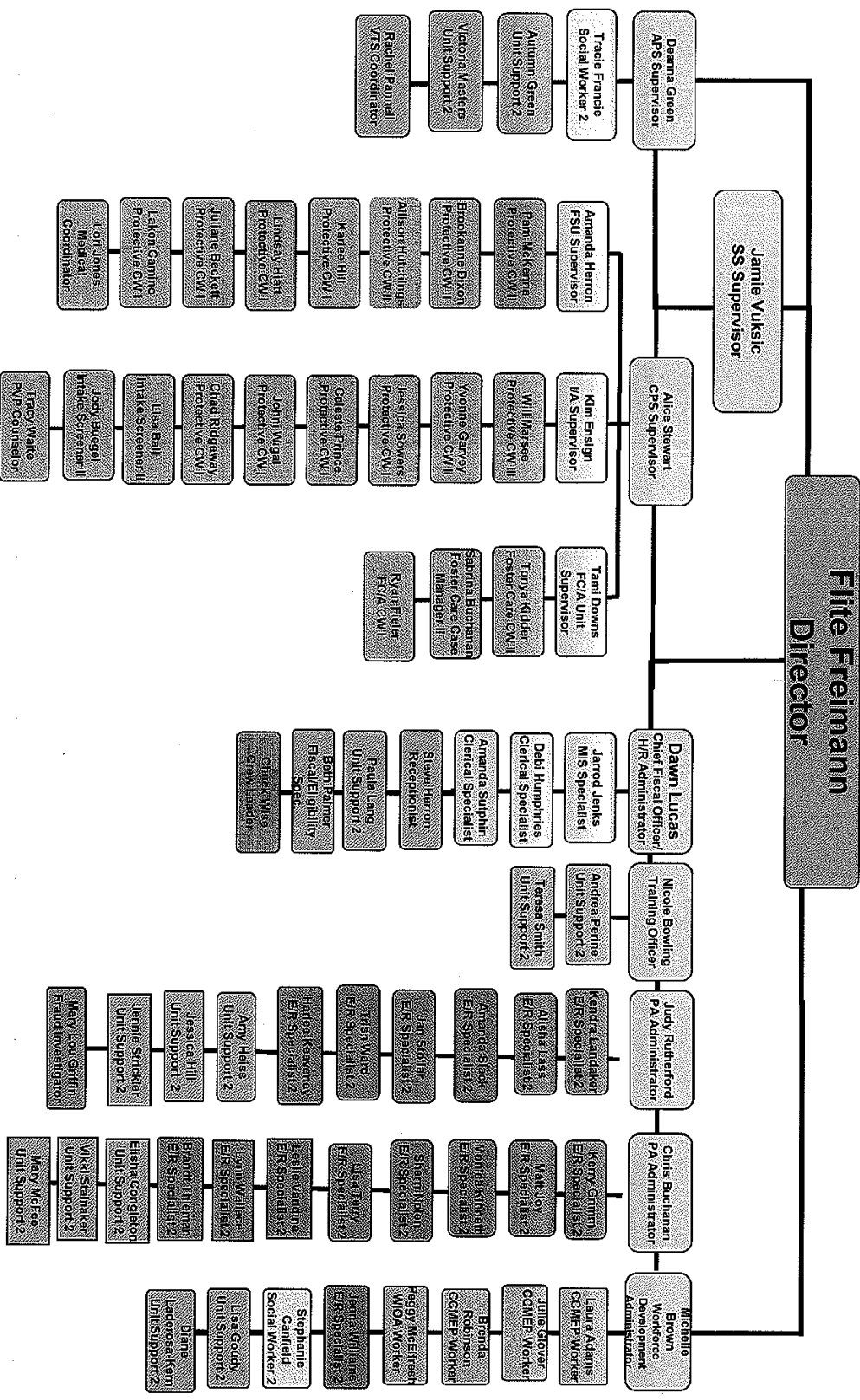
Personnel

- Jamie Vuksic to serve as Social Services Administrator
- Alice to serve as Children Protective Services Supervisor
- Direct service providers will remain in the current configuration
- Three individuals have been identified to move from CS to JFS performing similar functions
- CS staff have indicated a desire to unionize
- JFS agreed to voluntarily recognize employees' desire to unionize
- AFSCME has agreed to recognize two bargaining units for JFS
- SERB will conduct the process for recognition over the next 21 days after which time a new CBA between JFS and the new "CPS" will be negotiated
- Cost allocations suggest leaving CPS staff in place until April 1, 2019

Facilities

Washington County Job and Family Services
 Table of Organization
 2019

UPDATED 1/23/19





11283 Emerson Avenue • Parkersburg, WV 26104
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- Concern would be with adding more staff to the building and keeping the equipment and zones may result in larger temperature fluctuations and complaints.

Electrical:

- Building renovations will require some new circuits, new data outlets, some revised switching of existing lighting, and a new panel in each of the two wings.

204 Davis Avenue

General:

The existing building at Davis Avenue is a two-story building that was originally built in the 2002 with 16,320 SF on the lower level and 17,600 on the upper level for a total building size of 33,920 SF. The lower level is currently being occupied by the EOC with 4,320 SF and the Board of Elections with 4,320 SF. Removing this square footage, the available space total is 25,280 SF. If there is an option for the Board of Elections to be relocated elsewhere, the total available area for the consolidation would be at 29,600 SF.

The Occupancy of this building is a (B) Business occupancy. Occupancy for this type of a facility is 100 SF per person. The current building would be sized for approximately 296 persons (per code, not actual). The restroom fixtures for a facility of this size only require 3 toilets and 2 lavatories for each men and women. The existing restroom facilities are adequate. However minor modifications may need to be made to meet current ADA requirements.

The building is fully sprinklered, which provides more flexibility when doing renovations and/or modifications to the building.

Mechanical:

- Could not see HVAC units to review serial number (age) when at the site, but assume they are original to the building and would have a life expectancy of 15-20 years total.
- Although we did not have time to perform a heating/cooling load, it is assumed that capacity is sufficient and only minor duct changes and rebalancing would need to be done to accommodate new floor plan
- There appeared to be zone dampers or terminal units in nearly every room (thermostat controlled).
- Need to further investigate existing mechanical issues such as "hot spots" in some areas of the building.
- Newer equipment and zoning

Electrical:

- The building will mostly be infill of existing unfinished spaces. Assumption is that the existing service was sized to power the full build-out of the space (ie: basement areas that would be included in the renovation). We need to confirm this assumption.

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Preliminary Building Information for Consolidation Purposes

Project Title: Washington County Department of Job and Family Services PA Project Number: 2191004

Location: 1115 Gilman Avenue and 204 Davis Avenue Marietta, OH

Date: January 23, 2019

Scope of Work:

The Washington County Department of Job and Family Services (JFS) has recently merged with the County's Children Services Board (CSB). As part of the merger, the departments are required to consolidate their services into one location. Currently, Job and Family Services reside at 1115 Gilman Avenue and Children's Services is located at 204 Davis Avenue. Pickering Associates has been retained to provide services to perform a programming study and cost estimate to determine the best location for the departments to reside once the merger is complete. Both buildings (Davis Ave. and Gilman Ave.) will be reviewed for the potential of relocating the two departments into one building location. Below is the information that has been collected to date for the Client's use.

1115 Gilman Avenue

General:

The existing main building at Gilman is a two-story building that was originally built in the 1967 and added on to in 1973 is approximately 9,956 SF on each floor and the two-story appendage to the north (date unknown) is approximately 1,290 SF each floor. The total SF per floor for this facility is 11,246 for a building total of 22,492 SF.

The Occupancy of this building is a (B) Business occupancy. Occupancy for this type of a facility is 100 SF per person. The current building would be sized for approximately 225 persons (per code, not actual). The restroom fixtures for a facility of this size only require 3 toilets and 2 lavatories for each men and women. The existing restroom facilities are adequate. However minor modifications may need to be made to meet current ADA requirements.

The building is NOT fully sprinklered. Limited area sprinklers off the domestic water line are provided in select/more hazardous areas only. This could limit renovations and/or may possibly require the addition of a new sprinkler system.

Mechanical:

- HVAC units recently replaced (2014)
 - Although we did not have time to perform a heating/cooling load, it is assumed that capacity is sufficient and only minor duct changes and rebalancing would need to be done to accommodate new floor plan.
 - There appeared to be limited number of zone dampers (thermostat controlled).
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Mr. Freimann noted the Facilities section of the Plan is a work in progress. He said Pickering Associates must yet review HVAC capabilities and constraints within each of the buildings, and determine if they will accommodate a sizeable number of additional staff. As a result, Mr. Freimann said he is not yet ready to recommend an option for facilities for the merged organization.

Mr. Freimann said three positions from Children Services would be transferred to Job and Family Services under this Transition Plan.

Although it would be more challenging, and might lead to an audit and subsequent finding for recovery of funds, Mr. Freimann said the official transition with the State of Ohio can be made at any time. He recommended, though, that the change be made at the start of a quarter, and the goal should then be April 1, 2019. He noted the State's concern is cost allocation, and transition at the end/beginning of a quarter is preferable to mid-quarter.

Mr. Freimann advised the Commissioners the staff of Children Services has expressed desire to be members of a union. He said AFSCME has agreed to recognize two bargaining units for JFS, including one for Children Services. Mr. Freimann said he is working with staff, union, and SERB to facilitate the membership of Children Services staff in a union.

Mr. Freimann said in order to proceed with review of facilities he needs to hear from the staff of the Board of Elections what their needs would be if they are asked to move from the Children Services facility.

Mr. Feathers moved and Mr. Ritter seconded a motion to authorize Flite Freimann to consult with the staff of the Washington County Board of Elections to determine what needs must be met in order to move into another facility at a different location.

Commissioner Feathers said this in no way suggests the Board of Elections will be asked to move, as it is merely to best be able to consider options.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

Mr. Feathers moved and Mr. Ritter seconded a motion to recognize two separate collective bargaining units at Washington County Department of Job and Family Services (JFS), one for staff of JFS and one for staff of Children Services.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

Mr. Feathers moved and Mr. Ritter seconded a motion to retain the current space allocation for Children Services and Washington County Department of Job and Family Services through March 31, 2019, allowing sufficient time to consider options.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

RE: ADJOURNMENT

Mr. Feathers moved and Mr. Ritter seconded a motion to adjourn. A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 11:00 a.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk