

# 2016

## ISLAND COUNTY COMMISSIONERS' WORK SESSION SCHEDULE APRIL

### REGULAR WORK SESSION 2<sup>nd</sup> WEDNESDAY, APRIL 13, 2016

9:00 a.m.	Human Services
9:15 a.m.	Public Works
9:30 a.m.	Human Resources
9:45 a.m.	Auditor
10:00 a.m.	Law & Justice (Sheriff)
10:15 a.m.	Treasurer
10:30 a.m.	WSU Extension
10:45 a.m.	Facilities
11:00 a.m.	Budget Director/GSA

The Board of County Commissioners meets in Work Session routinely on the first three Wednesdays of each month (unless otherwise scheduled). Work Sessions are held in the Annex Building, Commissioners' Hearing Room, #B102, 1 NE 6<sup>th</sup> Street, Coupeville, Wa.

Work sessions are public meetings which provide an opportunity in an informal workshop format for the Board to review in detail ongoing issues with individual departments and elected officials. This time also is used for the Board to meet with other agencies, committees and groups to discuss specific topics of mutual interest. Items are typically first reviewed at Work Session before being scheduled on the agenda for the Board's regular business meetings held on Tuesdays.

Times for each department are approximate. Due to time constraints, a time slot scheduled for a specific department may be revised (earlier or later) as the Work Session progresses. Because of the workshop format and time sensitivity of certain items, topics may be discussed that are not included on a department's agenda.

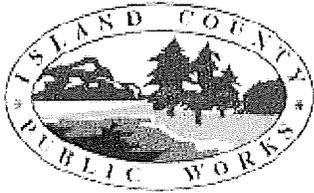
Persons requiring auxiliary aids/services should call Island County Human Resources at 360 – 679-7372, 629-4522 Ext. 7372, or 321-5111 Ext. 7372 – at least 24 hours prior to the meeting.

BOCC:pd

cc: Elected Officials  
Appointed Department Heads  
Press

**HUMAN SERVICES**  
Work Session Agenda  
April 13, 2016

1. Subject: North Sound Behavioral Health Organization Advisory Board  
Description: Process for appointing members  
Attachment: No  
Proposed Action: Discussion
  
2. Subject: County/Regional Behavioral Health Integration  
Description: Update  
Attachment: No  
Proposed Action: Discussion



**ISLAND COUNTY PUBLIC WORKS  
COMMISSIONERS AGENDA  
~ WORK SESSION ~  
Commissioners' Hearing Room  
April 13<sup>th</sup>, 2016 @ 9:00 a.m.**

*Bill Oakes, Director/County Engineer  
Steve Marx, Assistant Director  
Connie Bowers, P.E., Assistant County Engineer*

*County Commissioners: Richard M. Hannold, Chair  
Helen Price Johnson, Member  
Jill Johnson, Member*

*Staff: Pam Dill*

*Public Works Staff Present:*

*Others Present:*

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**I. DEM**

<b>A.</b>	<b>Subject/Description:</b>	<b><u>Department of Emergency Management Brief</u></b>
	Attachment:	Memorandum
	Action requested:	Discussion and Board Approval
	Follow up:	To be determined



*ISLAND COUNTY DEPARTMENT  
OF EMERGENCY MANAGEMENT*

*P.O. BOX 5000, COUPEVILLE, WA 98239*

*Phone: (360) 679-7370*

*Fax: (360) 679-7376*

*Eric Brooks, Deputy Director DEM*

**MEMORANDUM**

April 7, 2016

TO: Board of County Commissioners – Island County

FROM: Eric Brooks – Deputy Director DEM

RE: **Island County Department of Emergency Management Brief to the Island  
County Board of Commissioners**

It is my pleasure to have the opportunity to brief the Island County Board of Commissioners at its April 13, 2016 Work Session. I will be sharing some of the programmatic initiatives we have completed recently and give you an idea of what we are currently working on; touch on our long-range plans, and answer any questions you may have.

Eric Brooks  
Deputy Director, DEM



# ISLAND COUNTY HUMAN RESOURCES

P.O. Box 5000  
Coupeville, WA  
98239-5000

Melanie R. Bacon  
Director

Phone: (360) 678-7921  
Fax: (360) 240-5550

## ***April 13, 2016 Work Session:***

- ***Job Requisitions***

### **Juvenile**

- Juvenile Detention Officer replacement, C-9      **Job Requisition 037/16**
- Juvenile Detention Officer replacement, C-9      **Job Requisition 038/16**

### **Human Services**

- Mental Health Jail Counselor, replacement, C-11      **Job Requisition 039/16**
- Behavioral Health/Substance Use Disorder Program Coordinator  
*Job Requisition 021/16 approved February 2016; position now being regraded from C-10 to C-11 based on change in educational requirements from BA to MA.*

- ***Personnel Status Change Forms***

AUDITOR  
Work Session Agenda  
April 13, 2016

**Subject/Description:** Status update on Drainage District #7

**Attachment:**

**Action Requested:**

**Follow up:**

**Subject/Description:** Status update on Financial Statement

**Attachment:**

**Action Requested:**

**Follow up:**

**Subject/Description:** DOL rules regarding heavy vehicle licensing requirements and IRS requirements compliance

**Attachment:**

**Action Requested:**

**Follow up:**

**Subject/Description:** Request for Summer intern to image all the indexed documents records back to 1984, making the records from 2001 back to 1984 available free online.

**Attachment:**

**Action Requested:**

**Follow up:**

**Subject/Description:** Presidential Primary Update

**Attachment:**

**Action Requested:**

**Follow up:**

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e-Guide

Gross Weight Chi

### Federal Heavy Vehicle Use Tax (FHVUT)

- General Information
- Proof of Payment
- Retention
- Exemptions
- Schedule 1 Chart
- Examples of Proof of Payment

#### General Information

Federal Heavy Vehicle Use Tax (FHVUT) is a tax levied by the federal government and paid to the Internal Revenue Service (IRS) on heavy motor vehicles. A vehicle is subject to the FHVUT if it meets all of the following conditions:

1. It is a motor vehicle used upon the public highways
2. It is required to be registered for highway use
3. It has a declared gross weight of 55,000 pounds or more

#### Important

You may not forward payment of FHVUT to the IRS on behalf of the taxpayer. It is the responsibility of the taxpayer to make the payment first and then supply proof of that payment to you prior to obtaining the vehicle registration or gross weight.

#### Proof of Payment

##### Requirements

Proof of payment is required on vehicles subject to the tax in all of these cases:

- For transfers over 60 days since the purchase date
- Renewing the vehicle registration
- Purchasing monthly gross weight
- When increasing the declared gross weight makes the vehicle subject to FHVUT, or puts the vehicle into a higher taxable category

##### Acceptable Forms of Proof of Payment

Collect one of the following receipted Schedule 1's as proof of payment before issuing registration or gross weight for vehicles subject to FHVUT:

- A copy of a Schedule 1 that is stamped by the IRS including the date received for the current tax period
- A copy of a Schedule 1 that has the IRS e-file watermark including the date received

Verify the Vehicle Identification Number (VIN) for each vehicle on the Form 2290.

**Note:** Proof of payment for the previous tax year may be used to verify FHVUT on applications for registration during the months of July, August, and September of that same year. Make a copy of their proof from the previous tax period, write the date of the transaction, and put it in the current tax year retention folder or file.

##### Substitute Proof of Payment

If the receipted Schedule 1 has been lost or cannot be obtained, the IRS considers the following as sufficient proof of payment of tax due:

- A copy of a Form 2290, Schedule 1, and an emailed proof of payment or printed receipt from the Electronic Federal Tax Payment System (EFTPS).

- A copy of a Form 2290, Schedule 1, and a copy of the front and back of a cancelled check from the customer's bank.
- A copy of a Form 2290, Schedule 1, and a bank statement showing the amount of tax paid.
- A copy of a Form 2290, Schedule 1, and an IRS printout of the taxpayer's account showing the amount of tax paid.

#### Tax Suspended Vehicles

Customers are suspended from paying FHVUT, but must present a Schedule 1 that is stamped by the IRS if their vehicle is used on public highways:

- 5,000 miles or less
- 7,500 miles or less for agricultural vehicles (mileage driven on the farm is not counted toward the 7,500 miles)

#### Submitting FHVUT Payments

Taxpayers may e-file at [www.eftps.gov](http://www.eftps.gov) or mail Form 2290 to the IRS. E-filing is required for each return reporting 25 or more vehicles that the taxpayer files during the tax period.

Use the following information to mail Form 2290 or for FHVUT payment questions:

Internal Revenue Service  
P.O. Box 804525  
Cincinnati, Ohio 45280-4525

1-800-829-1040

#### Retention

Proof of payment must be retained regardless of whether it is a repeat customer or not. This proof of payment you retain in your office may be used throughout the year for future transactions for the vehicles listed on the Schedule 1.

Retain paper copy proofs in a folder or file alphabetized by company name. These files must be retained for the current tax period and the previous tax period, for a total of 2 years.

#### Exemptions

If customers claim an exemption from providing proof, but it is not clear that they meet the exemption, they must provide an Exemption Certificate from the IRS.

Customers are exempt from providing proof of FHVUT if their vehicles meet any of the following criteria:

- Owned and used only by a government agency (federal, state, county, city), the District of Columbia, the American Red Cross, or nonprofit volunteer fire departments, ambulance associations, and rescue squads
- Operated by a Native American Tribal government if its use involves the exercise of an essential tribal government function
- Operated by a mass transportation authority, if it is created under a statute that gives it certain powers normally exercised by the state (Metro in Seattle)
- Operated by a state or local government even if used in an activity usually carried on by private business
- Qualified blood collector vehicles used by qualified blood collector organizations as described in the IRS **Form 2290 Instructions**
- Mobile machinery that meets the specifications for a chassis as described in the IRS **Form 2290 Instructions**
- Purchased within the last 60 days - require supporting documentation of the purchase date

#### Issuing Gross Weight - Schedule 1 Chart

When issuing gross weight where proof of FHVUT is required, verify that the gross weight being issued falls within the taxable category listed for that vehicle. Schedule 1 lists vehicles by the

VIN for which the customer is reporting tax, followed by an alpha character that indicates a taxable category.

**Do not issue gross weight on any vehicle in excess of the category amount listed for that vehicle on Schedule 1. The IRS has requested that this information be verified at the time of license renewal.**

Taxable Category	Gross Weight	Taxable Category	Gross Weight
A	55,000	M	66,001 - 67,000
B	55,001 - 56,000	N	67,001 - 68,000
C	56,001 - 57,000	O	68,001 - 69,000
D	57,001 - 58,000	P	69,001 - 70,000
E	58,001 - 59,000	Q	70,001 - 71,000
F	59,001 - 60,000	R	71,001 - 72,000
G	60,001 - 61,000	S	72,001 - 73,000
H	61,001 - 62,000	T	73,001 - 74,000
I	62,001 - 63,000	U	74,001 - 75,000
J	63,001 - 64,000	V	Over 75,000
K	64,001 - 65,000	W	Tax Suspended Vehicles
L	65,001 - 66,000		

Examples of Proof of Payment

Proof of Payment Example 1 - Stamped Schedule 1

*stamp or watermark must be completely legible or it will not be accepted by DOL. we had 1 customer who DOL said that though they could see it was stamped that it wasn't acceptable as not completely legible so our customer had to get a new one for us.*

Proof of Payment Example 2 - E-filed Schedule 1





WASH STATE TAXES - Payments

TRANSFER NAME: JSC TRADING      PAYEE:      PAYEE:

**Deposit Confirmation**

FOR PAYMENTS FROM ACCOUNT

Payment Since 6/24

AT EFT, ACCOUNTS DEPOSITED WITH BUSINESS DEPOSITED TO YOUR PAYMENT. PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS.

**REINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!**

EFT ACKNOWLEDGEMENT NUMBER: \_\_\_\_\_

Payment Information	Entered Date
TRANSFER ID#	10/14
Tax Period	2016 Heavy Vehicle Use Tax Return
Tax Type	Balance due in return of notice
Tax Period	12/2011
Payment Amount	\$56423
Settlement Date	06/15/2014

RCW 46.16A.100 - Federal Heavy Vehicle Use Tax  
WAC 308-56A-530 (10)(g) - Vehicle brands and comments  
CFR 26 - Proof of payment for State registration purposes

Revised: 3/2016

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**Sheriff Mark C. Brown**

Post Office Box 5000

Coupeville, WA 98239-5000

360-678-4422, 629-4523 x7310, 321-5113 x7310

Fax 360-679-7371      MarkB@co.island.wa.us

# Island County Sheriff's Office

## STAFF SESSION Meeting Agenda April 13, 2016

### SHERIFF

**Subject:** Teknon Contract. Jail video surveillance system. \$179,785.86

**Attachment:** Yes

**Proposed Action:** Discussion





15443 NE 95<sup>th</sup> Street, Redmond, WA 98052  
Phone: (425) 895-8535 Fax: (425) 895-0535

### Proprietary Statement

This document contains confidential and proprietary information and is the property of Teknon Corporation. This document was prepared for the requesting party for the sole purpose of evaluating the products and services proposed.

It is submitted to you in confidence, on the condition that you and your representatives have, by receiving it, agreed not to reproduce or copy it, in whole or in part, or to furnish such information to others, or to make any other use of it except for the evaluation purposes stated above, and to return it to Teknon Corporation upon request. The previous statement shall not apply to the extent that such statement violates any federal or state laws requiring such information to be made available to the public.

In the event this document results in a contract, you may retain this document for use, including making any necessary copies related to the products and services covered by such contract. The offerings and prices presented in this document shall remain valid for a period of 120 days from the document date unless Teknon Corporation authorizes an extension.



15443 NE 95<sup>th</sup> Street, Redmond, WA 98052  
Phone: (425) 895-8535 Fax: (425) 895-0535

February 25, 2016

Island County Jail  
c/o Jose Briones  
North Main Street  
Coupeville, WA 98239

SUBJECT: Video surveillance upgrade proposal

Thank you for the opportunity to provide our proposal for the subject project.

Teknon has been a low voltage contractor incorporated in Washington State in 1984 when we entered the market specializing in network cabling. During the past 30 years we have expanded from Network (Voice and data) cabling to:

1. V/D (Cat5E, Cat6, Cat6A), Optical Fiber cable.
2. Wireless LAN
3. Distributed Antenna Systems (DAS) Allows in building cellular coverage and in building emergency responder radios
4. Internet Protocol Video Surveillance (IPVS)
5. Access Control
6. Broadband- Commercial installation of cable TV and Satellite TV.

The system we are proposing centers around the wireless mesh technology integrated with a wired fiber infrastructure and IPVS technology. We will overlay the OnSSi, Arecont, Sony, and Aruba systems into one integrated system. Our design is proven. We will design and install before May 31<sup>st</sup>, 2014 with our own certified technicians. We will provide a long term warranty and the system capabilities will meet or beat specified requirements.

As for Teknon, our average revenues for the past 5 years have been \$11M.

Our customer base ranges from small businesses to large fortune 100 companies. Since 1992 we have been performing small tenant improvements (\$3,000) to large projects (\$12M) at Microsoft. For the past 5 years we have been installing AMAZON's new South Lake Union Campus which to date exceeds 3 million SF of class A office space. This includes 9 new buildings and 7 existing buildings.



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As with every project, we identify construction risks up front in order to design them out or mitigate their affect on the project. Our safety program is AGC certified. Because we have the longest tenure in the industry for both management and technicians, we will staff the project with seasoned project managers, supervisors, and techs that are well versed with all aspects of construction and safety procedures.

Our pricing is based on verbal and written communication and reflects our reasonable efforts to accurately estimate the material costs and labor to complete all work.

Teknon is celebrating its 30<sup>th</sup> year in the limited energy contracting business. We are a proactive subcontractor bringing practical experience and hands on knowledge to create a value for the customer. All of our installations are guaranteed to be free from defects in workmanship and material for one year after the date of project completion.

Licensed administrators: Neal Stobaugh (AD09), Chris Spencer (AD06 and EL06), and Haris Suko (AD09) are the licensed telecom, and limited energy administrators for TEKNON.

Teknon will guarantee that we staff the project with a qualified Project Manager. Our in house licensed AD06 assures the installation will be performed by licensed technicians and apprentices as required by state code.

Our safety manager sits on the AGC safety board and our safety program is AGC certified.



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Manufacturer partners:

VMS:



**milestone**  
The open platform company

**exacq**



**SALIENT**

Cameras:



**Arecont Vision**  
megapixel technology...  
beyond Imagination



by **Schneider** Electric

PACS – Physical Access Control Systems



Powerful security made simple.

Wireless Enterprise Network:





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Associations and affiliations:





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### Differentiation:

Teknon utilizes best of breed practices combined with our 30 years of experience in the low voltage industry. We have in house Cisco certified network engineers that differentiate Teknon from the majority of security companies which allows us to engineer, install and support an end to end solution for the long term future. There is no sub-contracting outside of Teknon companies.

Teknon also has a sister company in Teknon Electrical Services (TES) which is an 01 electrical contractor utilizing labor out of the IBEW Local 46 office. TES provides Teknon Corporation with 01 electrical services to support our low voltage system integration and installations.

Our technicians are TWIC compliant and have a long history of IP based system installations currently in place. Markets we serve and focus on include Industrial, Commercial, Healthcare, Education, and Retail.



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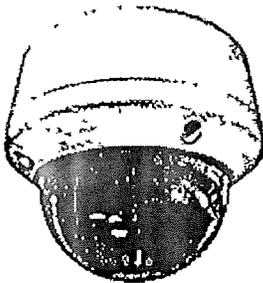
**A. VIDEO SURVEILLANCE SYSTEM ESTIMATE – BASE BID A**

Teknon Corporation (contractor) bases our estimate of the project with the following information for the video surveillance system desired. Pricing for this project includes all tools and materials needed to comply with the verbal request from Jose Briones.

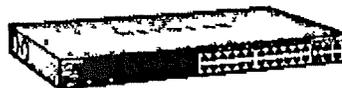
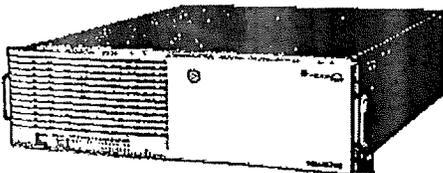
Solution: Keep all existing cameras in place and install an additional Vicon Hybrid NVR. This recorder shall have 16 analog channels and be able to add up to 8 IP cameras. Teknon shall also provide and install pathway/conduit/access panels to 20 additional cameras. There will be 14 – 2MP vandal resistant dome cameras and 6 – 3MP panoramic/360 degree dome cameras. List of materials:

1	EA	KF3-6TBV8	Vicon	Kollector Force Hybrid DVR, 16 analog, 8 IP cameras. 6TB recording storage
1	EA	V2416-8PS	Vicon	16 channel power supply
14	EA	Baluns	General	Baluns for UTP over twisted pair
14	EA	V920D-N312	Vicon	Analog dome vandal camera roughneck
6	EA	V9360W-1	Vicon	6 Megapixel panoramic camera – NO VANDAL OPTIONS ON VICON UNIT
Lot	EA	Conduit/Pathway	Teknon	Conduit pathway and access hatches to conduit installed above ceiling
1	EA	24 port PoE switch	Netgear	24 port PoE Switch for IP panoramic cameras
Lot	EA	Cabling Cat5e	West Penn	Camera cabling, termination, testing for all new cameras
Lot	EA	Programming	Teknon	Programming of new system
Lot	EA	Training	Teknon	2 training sessions

V920D-N312 Vandal Vicon Analog:



V9360W-1 Vicon 6 MP 360 deg. panoramic:





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Base Bid A – Vicon Video Surveillance	\$ 104,187.00
Annual Service agreement	\$ 4,995.00
WA Sales TAX	9.5% ADD

Bandwidth Calc:

Ca me ras	Resoluti on	Com press ion	F P S	D S ys	Scene Activit y	Recordin gProfile	Frame Size (KB)	Bitrate (kbits/ s)	Bandwid th (Mbit/s)	Disk Space (GB)
	2600x19				Mediu	Motion				
6	50 (5 MP)	H.26 4-M	1 5	3 0	m - Mall	Med - 12 Hr	31	3690	21.6	4,310
	704x480				Mediu	Motion				
14	{4CIF NTSC}	H.26 4-M	1 5	3 0	m - Mall	Med - 12 Hr	6	720	9.8	1,962

Clarifications:

- For mobile connection customer must provide outward facing network visibility whether wireless or wired.
- Existing cameras that are not in working order shall be replaced on an as needed basis for additional cost.
- Ample power must be available at time of installation.
- Teknon shall re-use customer's existing video monitors.
- All existing wiring is to be used, any cabling that needs to be replaced will incur additional cost on a time and materials basis at \$90 per hour.



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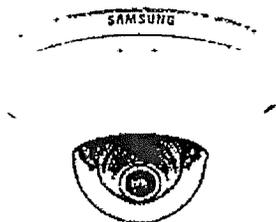
**B. VIDEO SURVEILLANCE SYSTEM ESTIMATE – BASE BID B**

Teknon Corporation (contractor) bases our estimate of the project with the following information for the video surveillance system desired. Pricing for this project includes all tools and materials needed to comply with the verbal request from Jose Briones.

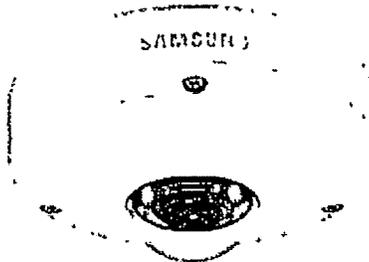
**Solution:** Keep all existing cameras in place and place encoders on into a digital format. Teknon shall also provide and install pathway/conduit/access panels to 20 additional cameras. There will be 14 – 2MP vandal resistant dome cameras and 6 – 3MP panoramic/360 degree dome cameras. List of materials:

1	EA	Power Ultra 12Tb	Salient	Power Plus 12Tb RAID 6 server storage with 2 extra hot swap spare drives. 30 day storage based on 15 frames per second across all cameras
68	EA	CompleteView Professional camera license	Salient	Camera licenses, encode for 68 cameras Includes 32 and 16 channel capture boards and coax patch panels
68	EA	CompleteView Pro YUP	Salient	CompleteView PRO 3 year software upgrades
14	EA	SNV-6013	Samsung	2 Megapixel vandal dome with 2.8mm fixed lens
6	EA	SNF-7010V	Samsung	3 Megapixel vandal dome panoramic camera
Lot	EA	Conduit/Pathway	Teknon	Conduit pathway and access hatches to conduit installed above ceiling
1	EA	24 port PoE switch	Netgear	24 port PoE Switch
Lot	EA	Cabling Cat5e	West Penn	Camera cabling, termination, testing for all new cameras
Lot	EA	Programming	Teknon	Programming of new system
Lot	EA	Training	Teknon	2 training sessions

SNV-6013 Vandal Samsung 2MP:

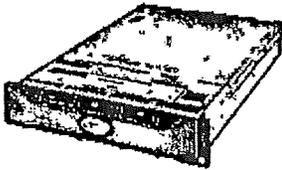


SNF-7010V 3 MP 360 deg. Panoramic:





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Base Bid B – Salient Video Surveillance	\$ 122,868.00
Annual Service agreement	\$ 5,850.00
WA Sales TAX	9.5% ADD

Bandwidth Calc:

Camera	Resolution	Compression	Frame Size	Scene Activity	Recording Profile	Frame Size (KB)	Bitrate (Kbits/s)	Bandwidth (Mbit/s)	Disk Space (GB)
14	1280x1024 (1.3 MP)	H.264-M	1300	Low - Office	Medium Motion	12	1404	19.2	3,826
46	704x480 (4CIF NTSC)	H.264-M	1300	Low - Office	Medium Motion	5	624	28.0	5,588
6	2048x1536 (3 MP)	H.264-M	1300	Low - Office	Medium Motion	21	2496	14.6	2,915

Clarifications:

- For mobile connection customer must provide outward facing network visibility whether wireless or wired.
- Existing cameras that are not in working order shall be replaced on an as needed basis for additional cost.
- Ample power must be available at time of installation.
- Teknon shall re-use customer's existing video monitors.
- All existing wiring is to be used, any cabling that needs to be replaced will incur additional cost on a time and materials basis at \$90 per hour.



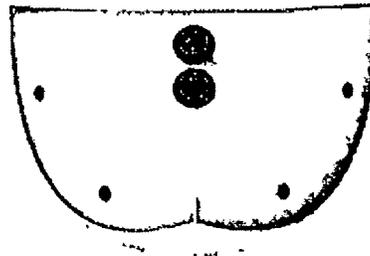
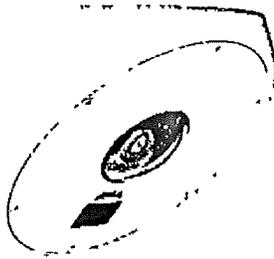
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1. OPTION 1: Cell Institutional cameras

a. Axis Q8414-LVS 1.3 Megapixel camera with IR

i. Cost per camera and license to new Salient system: \$1,640.00

1. Mounting, conduit, and cabling is additional depending on location

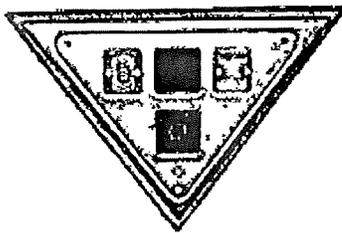


2. OPTION 2: Cell institutional cameras

a. Vicon V-Cell-IP

i. Cost per camera and license to new Salient system: \$1,274.00

1. Mounting, conduit, and cabling is additional depending on location





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**C. VIDEO SURVEILLANCE SYSTEM ESTIMATE – BASE BID C**

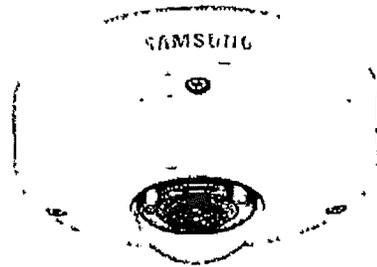
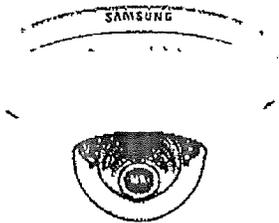
Teknon Corporation (contractor) bases our estimate of the project with the following information for the video surveillance system desired. Pricing for this project includes all tools and materials needed to comply with the verbal request from Jose Briones.

Solution: Replace all existing cameras with new Samsung 2 MP cameras and connect using existing coax cabling. We shall use Ethernet over coax transmitters to transmit the megapixel images back to the recording platform. List of materials:

1	EA	Power Ultra 12Tb	Salient	Power Plus 12Tb RAID 6 server storage with 2 extra hot swap spare drives. 30 day storage based on 15 frames per second across all cameras
66	EA	CompleteView Professional camera license	Salient	Camera licenses, encode for 68 cameras Includes 32 and 16 channel capture boards and coax patch panels
66	EA	CompleteView Pro YUP	Salient	CompleteView PRO 3 year software upgrades
60	EA	SNV-6013	Samsung	2 Megapixel vandal dome with 2.8mm fixed lens
6	EA	SNF-7010V	Samsung	3 Megapixel vandal dome panoramic camera
46	EA	IP over Coax module	EnConn	IP over coax module for existing camera cabling
Lot	EA	Conduit/Pathway	Teknon	Conduit pathway and access hatches to conduit installed above ceiling
1	EA	24 port PoE switch	Netgear	24 port PoE Switch
Lot	EA	Cabling Cat5e	West Penn	Camera cabling, termination, testing for all new cameras
Lot	EA	Programming	Teknon	Programming of new system
Lot	EA	Training	Teknon	2 training sessions

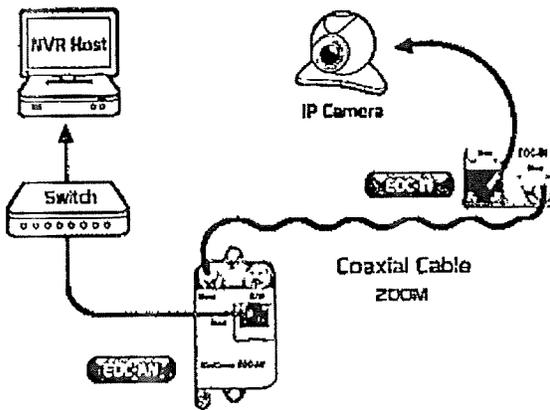
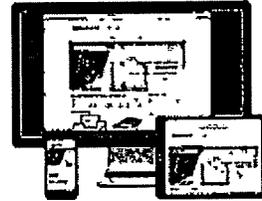
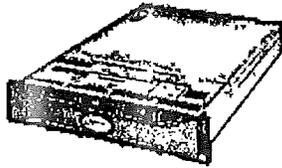
SNV-6013 Vandal Samsung 2MP:

SNF-7010V 3 MP 360 deg. Panoramic:





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Base Bid B – Salient Video Surveillance	\$ 156,726.00
Annual Service agreement	\$ 7,462.00
WA Sales TAX	9.5% ADD

Bandwidth calc:

Cameras	Resolution	Compress	FPS	Days	Scene Activity	Recording Profile	Frame Size (KB)	Bitrate (kbits/s)	Bandwidth (Mbit/s)	Disk Space (GB)
60	1920x1080 (2MP)	H.264-M	15	30	Low - Office	Medium - 12 Hr	13	1560	91.4	18,221
6	2048x1536 (3MP)	H.264-M	15	30	Low - Office	Medium - 12 Hr	21	2496	14.6	2,915

Clarifications:

- For mobile connection customer must provide outward facing network visibility whether wireless or wired.
- Existing cameras that are not in working order shall be replaced on an as needed basis for additional cost.
- Ample power must be available at time of installation, electrical services are not covered in the cost of this proposal.



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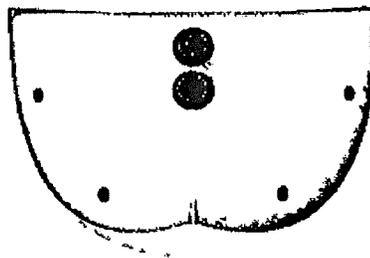
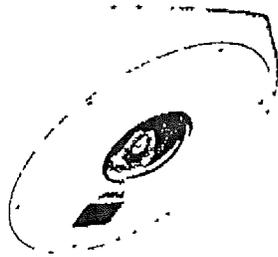
- Teknon shall re-use customer's existing video monitors however the NVR supports two monitor outputs, not 6 as the system is currently configured.
- All existing wiring is to be used, any cabling that needs to be replaced will incur additional cost on a time and materials basis at \$90 per hour.
- Engineered drawings
- Repair of drywall and other substrates

1. OPTION 1: Cell institutional cameras

a. Axis Q8414-LVS 1.3 Megapixel camera with IR

i. Cost per camera and license to new Salient system: \$1,640.00

1. Mounting, conduit, and cabling is additional depending on location

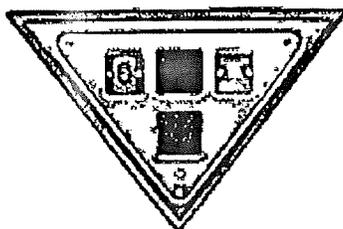


2. OPTION 2: Cell institutional cameras

a. Vicon V-Cell-IP

i. Cost per camera and license to new Salient system: \$1,274.00

1. Mounting, conduit, and cabling is additional depending on location





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Prepared By:  
Mark Rindy  
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Teknon Corporation  
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[mrindy@teknon.com](mailto:mrindy@teknon.com)



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**Acceptance Page**

**ACCEPTANCE OF QUOTATION:**

System Total:

Base Bid A \$ 104,187.00 Accept \_\_\_\_ Decline \_\_\_\_  
Annual Service \$ 4,995.00

Base Bid B \$ 122,868.00 Accept \_\_\_\_ Decline \_\_\_\_  
Annual Service \$ 5,860.00

Base Bid C \$ 156,726.00 Accept \_\_\_\_ Decline \_\_\_\_  
Annual Service \$ 7,462.00

*The above prices, specifications and conditions are satisfactory and are hereby accepted. The Sales Terms and Conditions attached to this proposal have been read and are agreed to. Teknon Corporation is authorized to do the work as specified. Payment terms are Net 30 upon credit approval unless otherwise stated.*

Please complete the information below to begin the project:

Accepted by (signature): \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Customer Billing Information:**

Purchase Order Number: \_\_\_\_\_

Contact Person for Payment Questions: \_\_\_\_\_

Contact Person Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Please fax back to 425-895-0535 ATTN: Mark Rindy

Prepared by: Mark Rindy  
Integrated Solutions Advisor  
[mrindy@teknor.com](mailto:mrindy@teknor.com)

*This bid is for the designated recipient only and may contain privileged, proprietary or otherwise private information.*



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## STANDARD TERMS AND CONDITIONS FOR SALE OF GOODS AND/OR SERVICES

The Customer (identified by company name on our invoice, work order, purchase order, proposal, contract or other hard copy or electronic correspondence) agrees and authorizes Teknon Corporation ("Teknon") to perform service work, consulting, and provide goods and materials, whether or not described herein (the "Work") under the following Standard Terms and Conditions, which are expressly made a part of the agreement between Customer and Teknon (the "Agreement"), without liability for interruption of service, or incidental, special, or consequential damages:

- 1) **TERMS OF AGREEMENT** -- The Agreement between Customer and Teknon shall consist of these terms and conditions and any specifications, drawings, samples, or other written terms and conditions which are specifically incorporated in the Agreement. A signed proposal, contract and/or acceptance of the goods and services provided hereunder shall be construed as an acceptance of this Agreement. Any attempt by Customer to insert or include any different or additional terms and conditions not in conformity with this Agreement shall be null and void. In the event of conflict between this Agreement and other provisions specifically incorporated in writing in the Agreement by Teknon, this Agreement shall prevail. The Agreement shall not be modified or altered by any subsequent course of performance between Customer and Teknon, and this Agreement shall constitute an express waiver and variance from, amendment to, or modification of, any agreement submitted by Customer to Teknon. In rendering any service or providing any product hereunder, Teknon shall at all times be an independent contractor.
- 2) **PAYMENT** -- Payment on all orders shall be and is hereby due within thirty (30) days after date of invoice unless specified differently in writing in our proposal or contract. Interest at the rate of eighteen percent (6 %) per annum will be charged on all past due balances which are due and owing. Customer shall be liable for all costs, including reasonable attorney's fees, incurred by Teknon in attempting to collect any past due balance.
- 3) **QUOTATIONS** -- All quotations, if any, are made for prompt acceptance and any term quoted therein is subject to change without notice, unless specifically stated otherwise in the quotation. Prices quoted by Teknon and accepted by Customer are subject to escalation, if any, as specified in Teknon's quotation. All prices are exclusive of any federal, state, or special taxes imposed on the sale or use of goods and services sold.
- 4) **CANCELLATION** -- Purchase orders, signed proposals, and signed contracts once received by Teknon can only be canceled with Teknon's written consent, and then only without loss to Teknon, including compensation to Teknon for all completed work, work in progress, and work-related special materials, fabrication, assembly, engineering, general and administrative expenses, subcontractor cancellation charges, and normal profits. No products may be returned for credit or adjustment without express written permission from Teknon.
- 5) **MODIFICATIONS** -- Teknon reserves the right to change or modify the design and construction of any products or the procedures and methods for any of its services without incurring any obligation to furnish or install such changes or modifications on products previously or subsequently sold or to use such procedures or methods with respect to services previously or subsequently provided.



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- 6) **WARRANTY** – Teknon shall provide a one year warranty on labor and materials for systems installed by Teknon providing that Customer does not alter or misuse the system. Any unauthorized alteration or misuse will immediately void the warranty. The warranty period will commence upon acceptance by the Customer. In the absence of a formal acceptance the date retention (or final invoice) is billed shall be deemed to be the acceptance date.

Initials \_\_\_\_\_

- a) Any manufacturers' warranties, if any, shall pass through to Customer to the extent permitted by law, and Teknon shall use reasonable efforts to assist Customer in making contact with the manufacturer to assert warranty claims. Teknon shall incur no other or further obligation to Customer in regard to such warranties, and nothing herein shall be construed as rendering Teknon as an agent of Customer; (B) **THE EXPRESS WARRANTY SET FORTH IN THIS SECTION IS EXCLUSIVE AND NO OTHER WARRANTIES OF ANY KIND, WHETHER STATUTORY, ORAL, WRITTEN, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, SHALL APPLY. CUSTOMER'S SOLE REMEDY IS ADDRESSED IN SECTION 12 AND TEKNON'S SOLE OBLIGATION ARISING OUT OF OR IN CONNECTION WITH DEFECTS IN MATERIALS OR WORKMANSHIP OR SERVICE, WHETHER BASED ON WARRANTY, CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, SHALL BE THOSE STATED IN THIS SECTION.**
- 7) **TIME OF PERFORMANCE** -- Promises of delivery of products or performance of services are given as accurately as conditions permit and every effort will be made to make deliveries and perform services as scheduled. Teknon assumes no liability for damages arising out of failure to deliver material or perform services as scheduled. If Customer requires additional work, inspection or testing, it shall be charged to Customer's account and will be considered as extending the performance dates accordingly.
- 8) **FAILURE TO DELIVER** – Teknon shall not be liable for failure or delay in delivery services or products due to acts of God, war, civil commotion, labor disputes and strikes, including those involving employees of Teknon, fire, flood or other casualty, governmental action, priorities or regulations, lack of ability to obtain satisfactory raw materials, components, supplies, fuel, power or transportation, breakdown of equipment, supplier or sub-contractor delay or any other events or causes beyond Teknon's control whether or not foreseeable or of similar or dissimilar nature than those enumerated, Teknon shall have such additional time within which to perform as may be reasonably necessary under the circumstances and shall have the right to apportion its production and services among its customers in such manner as it may consider to be equitable. All claims regarding shortages must be made within thirty (30) days from receipt of shipment, and must be accompanied by the packing list(s) and appropriate documents covering the shipment.
- 9) **RISK OF LOSS** -- Unless otherwise expressly agreed by Teknon in writing, title and risk of loss, injury, or destruction shall pass to Customer at point of delivery to the project site. Any such loss, injury, or destruction shall not release Customer from its obligation under the Agreement.
- 10) **CUSTOMER INDEMNIFICATION OF TEKNON** -- Customer agrees to indemnify, defend and hold Teknon harmless from and against all claims, demands, actions whether civil or administrative, liability, fines, penalties and expense, whether based on warranty, contract, tort, strict liability or otherwise to the extent caused by the gross negligence or willful misconduct of Customer.



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11) **NONCONFORMING GOODS OR SERVICES** -- Customer shall notify Teknon in writing of any alleged nonconformity of goods and/or services tendered by Teknon under this Agreement within thirty (30) days after receipt of the goods or services or within ten (10) days after the alleged nonconformity could have been reasonably discovered, whichever date shall be the later. Such written notice shall provide a detailed explanation and description of the alleged nonconformity. In the event Teknon agrees with Customer's nonconformity assessment(s), Teknon shall have the obligation, either to cure the improper tender or delivery by correcting the tender or substituting tender of conforming goods and/or services within a reasonable time after receipt of Customer's notice of nonconformity. Customer shall grant Teknon's reasonable requests for extension of time to

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cure any improper tender. Customer's failure to provide notice of nonconformity as above-described shall be prima facie evidence of conformity of the goods and services tendered by Teknon under the Agreement. Customer shall protect and preserve all allegedly nonconforming goods and shall strictly follow the reasonable instructions of Teknon. Customer shall incur only those expenses that are reasonable and necessary in fulfilling its obligation to protect and preserve all allegedly nonconforming goods.

12) **LIMITATION OF LIABILITY** -- The liability of Teknon, its agents, employees, subcontractors and suppliers with respect to any and all claims arising out of the performance or non-performance of Teknon's obligations in connection with the design, manufacture, sale, delivery, storage, installation and/or use of the products sold under the Agreement, or the rendition of services hereunder, whether based on warranty, contract, negligence, strict liability or otherwise, shall not exceed, in the aggregate, the net purchase price (excluding taxes and freight) for such products or services, and, in the event of personal injury or property damage, shall be limited to the proceeds of applicable insurance, and shall in no event include: damages for loss of profits or revenue; loss by reason of plant shut-down; increased expense of operation of plant or equipment; increased cost of purchasing or providing equipment, materials, supplies or services; cost of replacement power or capital; claims of Customer's customers; inventory or use charges; or incidental or consequential damages of any nature.

13) **DISPUTE RESOLUTION/VENUE/CONTROLLING LAW -- TEKNON AND CUSTOMER AGREE ALL DISPUTES, CONTROVERSIES, OR CLAIMS REGARDING THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO THE VALIDITY OF THIS PROVISION, ARBITRABILITY OF THIS AGREEMENT, OR ANY OTHER ISSUE OR MATTER, ARE TO BE RESOLVED EXCLUSIVELY BY BINDING ARBITRATION, PURSUANT TO THE COMMERCIAL RULES OF THE AMERICAN ARBITRATION ASSOCIATION, BY A SINGLE LICENSED ATTORNEY ARBITRATOR, APPOINTED IN ACCORDANCE WITH THOSE RULES AT AND IN KING COUNTY, WASHINGTON, AND WHICH ALL COSTS AND EXPENSES OF THE SAME, INCLUDING ATTORNEY FEES, SHALL BE BORNE BY THE NON PREVAILING PARTY. THE LAWS OF THE STATE OF WASHINGTON SHALL IN ALL RESPECTS GOVERN THE VALIDITY, CONSTRUCTION, ENFORCEMENT, AND INTERPRETATION OF THIS AGREEMENT.**

14) **Attorney's Fees.** -- In the event it becomes necessary for any Party to bring an action for enforcement of this Agreement, the prevailing Party shall be entitled to all costs and expenses of the same, including attorney's fees, incurred in such enforcement and collection of any sums owed under this Agreement.



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15) SEVERABILITY -- If any provision of this Agreement is deemed illegal, unenforceable or unconscionable, the remainder of the Agreement shall not be affected thereby.

WAIVER -- Any waiver of any right or provision of these Terms and Conditions by Teknon at any time shall not be construed as a waiver or bar of any such right or provision at any future time, unless expressly stated by Teknon in writing.

# PROPOSAL



ISLAND COUNTY JAIL  
COUPEVILLE, WASHINGTON  
CAMERA ADDITION AND IP CONVERSION WITH OPTIONAL CAMERA REPLACEMENTS

## BACKGROUND

This proposes the addition of sixteen (16) additional cameras to the Island County Jail. It proposes that current digital (IP cameras) be installed, rather than obsolete analog cameras. And further proposes a new network video recorder and display to view and playback the cameras. An option to provide cabling in raceway is provided.

As a result of obsolescence, another option proposes converting the existing analog video surveillance system to digital and replacing all of the existing analog cameras with digital IP models. This will need to be done within the next several years.

## ANALOG OBSOLESCENCE ALERT

Vicon is discontinuing manufacture of the equipment that switches and processes analog video signals for Central Control (inside the security electronics room) next year. This includes the matrix switcher and quad multiplexing units. The Island County Jail video system needs to be converted to digital within the next 1-3 years, before replacement parts are unobtainable for this older equipment. All manufacturers are phasing out analog over this period. This is a generational change in video technology that all jails are going through. Justice Systems estimates that one-third of our client jails have completed or begun the process. The remainder are budgeting and planning for it. As a result, this proposal contains an optional price to perform this conversion.

## BASE SCOPE – CAMERA ADDITIONS AND NEW NVR

Sixteen (16) new digital cameras will be added, as scheduled in the Appendix (see C-49 through C-64). All camera models will be powered over the data cable (Power over Ethernet or PoE) and will comply with the ONVIF standard to provide interoperability with other systems. In general, cameras will be surface-mounted on walls or ceilings.

**Disclaimer.** Under this base scope, new cameras will not be switchable from the touchscreen, and will display alongside existing cameras on a separate workstation (monitor). Under Optional Scope 3 all cameras would be combined and selectable from the touchscreen.

## FIXED DOME CAMERAS

Fourteen (14) fixed vandal-resistant dome cameras (Vicon V922D-39MD-IP). Features and specifications include [Cut Sheet D]:

- 1080p (2MP) resolution model
- True day/night camera

- Wide dynamic range (WDR)
- Built-in varifocal lens, including remotely adjustable motorized lenses
- H.264 compression with triple streaming video
- 0.01 lux low light capabilities @ 50 IRE
- Two-way audio
- IK10 rated for impact protection
- BLC (Backlight Compensation)
- Dynamic Noise Reduction (2D)
- Motion detection
- Privacy masking

---

### 360-DEGREE CAMERAS

Two (2) 360-degree panoramic cameras (Vicon V9360-1). Features and specifications include [Cut Sheet E]:

- 6 MP (3072 x 2048) maximum resolution
- Day/night with mechanical IR cut filter
- Wide Dynamic Range (WDR)
- Minimum illumination 0.002 lux at F2.8
- 180°/360° panorama at full HD resolution
- Built-in 1.05 mm / F2.8 megapixel fisheye lens
- H.264 compression with dual streaming
- Motion detection

---

### CABLING

Island County will provide cabling to all cameras. Cabling should be plenum-rated Category 6 data cable, because it may be run open within the electronics room.

Justice Systems will terminate cables on the device end when mounting the cameras. Within the electronics room rack, we will terminate on new patch panels.

At least two cameras exceed the allowable distance for Ethernet data. This proposal provides extenders for up to four (4) cameras that are over distance, assuming the remaining 12 will be within distance (Altronix eBridge400PCRM receiver with eBridge100TM transmitters) [Cut Sheet C].

---

### EXISTING DVRS

The County's four (4) existing 16-channel DVRs have insufficient storage, processing, and configuration to record the new high-definition digital cameras. Justice Systems will reallocate the 46 analog cameras to the four DVRs, update their software to a compatible ViconNet version, and add them to the new nucleus.

---

## NETWORK VIDEO RECORDER (NVR) & NUCLEUS

**NVR.** Digital recording of the new digital cameras will be performed on a new network video recorder preloaded with ViconNet 8 software. The rack-mount NVR server shall have internal RAID with 17 TB usable storage and Xeon-based hardware (Vicon VPK-17TBXV8-R5) [Cut Sheet L]. Specifications:

- Microsoft® Windows® 7 Embedded\*, 64 bit.
- CPU: Intel® Core™ i5 processor.
- Memory: 4 GB.
- Operating System Drive: 250 GB SATA-II
- NVR Storage: 17 TB, RAID-5.

**Nucleus.** Install new Nucleus PC preloaded with ViconNet 8 software (Vicon VNUC-PCV7-RK) [Cut Sheet H]. This nucleus will unify the recording system for all of the DVRs, NVR, old cameras, and new cameras. Specifications:

- Microsoft Windows® 7 operating system;
- Intel® Core™ i5 processor;
- 4 GB RAM; 250 GB hard drive; 1 GB LAN card;
- Video card with 128 MB memory.

---

## NETWORK SWITCH

Additional network ports with PoE (power over Ethernet) for the new cameras will be provided via a new 48-port network switch. Make will be HP Procurve 2530-48G-PoE+ [Cut Sheet M].

---

## RECORDING PARAMETERS

The NVR will record all cameras continuously at full resolution (1080p) at 7 frames per second for 90 days. By reallocating existing cameras on the DVRs, recording retention for those should be extended to at least 90 days.

## OPTIONAL SCOPE 1 – CAMERA SURVEY & SUBMITTALS

**Camera Survey.** As an option, mobilize a two-person crew (engineer and technician) to survey new camera locations in conjunction with the Island County Jail. Bring a cart with laptop and UPS running the video management software, sample cameras, and temporary mounting equipment. Temporarily place the correct camera in each new, unique camera position and set the field-of-view. Have Jail staff adjust placement and field-of-view as desired. Upon approval, capture an image of the approved view. Mark the approved camera positions with blue tape or marker for later use.

**Submittals and Shop Drawings.** Also as Option 1, prepare formal shop drawings of the new cameras and/or the digital conversion.

**As-Built Drawings.** Finally, revise shop drawings at project completion to provide as-built drawings. Also include operations and maintenance manuals.

## OPTIONAL SCOPE 2 – RACEWAY & CABLING

### RACEWAY

Under Option 1, Justice Systems will furnish and install all cabling to new cameras within raceway. Two types of raceway system will be installed, depending on location:

- Electro-metallic tubing (thinwall) where concealed, and
- Surface raceway system [Cut Sheet B], if necessary. Note: This will be used on runs only where specifically approved in advance by Island County.

Thinwall EMT is standard conduit. Where Justice Systems can gain access to, and finds space within ceilings and chases, we will run EMT. Unfortunately, access is very difficult and above ceiling space quite full with ducts and other building systems. Some (exposed) surface raceway system (Wiremold Data-Fense Secure Raceway) may be needed.

### CABLING

Option 1 camera cabling will be plenum-rated Category 6 data cable, because it may be run open within the electronics room [Cut Sheet A]. Justice Systems will furnish the Option 1 cable and terminate cables on new patch panels within the electronics room rack.

## OPTIONAL SCOPE 3 – CONVERT TO DIGITAL IP & REPLACE EXISTING CAMERAS

This optional scope:

- Converts the analog system to digital IP,
- Replaces the analog matrix switch and quad multiplexers with a digital VMDC for Central Control,
- Replaces the four DVRs with two (2) additional NVRs for a total of three (3),
- Replaces all existing standard-definition cameras with high-definition, crisp image cameras,
- Replaces review workstations with new ViconNet 8 PCs, and
- Upgrades the full system to ViconNet 8.

### VIDEO MATRIX DISPLAY CONTROLLER (VMDC)

A new VMDC will drive three replacement monitors at Central Control. This unit replaces the obsolete Vicon V1566 analog matrix switch. The VMDC (Vicon VMDC-4V7) will mount at the Central Control workstation and have a network connection to the NVR and Nucleus [Cut Sheet H]. It will drive three 23-inch wide-screen LCD monitors (Vicon VM-623LED-1) [Cut Sheet J].

See Cut Sheets G and H for the VMDC and monitors, respectively.

Justice Systems will integrate the VMDC to the touchscreen controls at Central Control to replicate all current switching and video selection functions.

---

## NETWORK VIDEO RECORDERS (NVR)

Add a second and third network video recorder (Vicon VPK-17TBXV8-R5) preloaded with ViconNet 8 software, view, record and configure ViconNet IP devices and recorders. Each will have internal RAID-5 storage with 17 TB usable storage and Xeon-based hardware; rack-mount.

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## NETWORK SWITCH

Additional network ports with PoE (power over Ethernet) for the existing cameras will be provided via a second 48-port network switch. Make will be HP Procurve 2530-48G-PoE+ [Cut Sheet M].

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## DEMOLITION

The analog matrix, quad multiplexers, and DVRs will be removed from the rack to make room for the new patch panels and network switches.

---

## REPLACEMENT V-CELL CAMERAS

Four (4) replacement cameras within holding cells and elevators will be a heavy-duty, stainless steel, corner-camera designed specifically for prison cells (Vicon V-CELL) [Cut Sheet F]. Features and specifications include:

- 1080P (1920 x 1080) resolution
- True day/night camera with 2.6 mm lens
- Digital WDR (Wide Dynamic Range)
- Privacy masking
- 0.00 lux low light capabilities @ 50 IRE (IR ON)
- Power-over-Ethernet (IEEE 802.3af), 24 VAC or 12 VDC
- Integrated IR LEDs (65 ft/20 m range)
- Integrated speaker and microphone
- Impact resistant IK10
- ONVIF interface provides interoperability with open platform solution

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## REPLACEMENT DOME CAMERAS

Forty-two (41) existing cameras with dome will be fixed, vandal-resistant dome cameras (Vicon V922D-39MD-IP) [Cut Sheet D]. Where old-style housing are used, these will be removed for mounting of the domes.

---

## RACEWAY & CABLING

Existing raceway will be re-used. Justice Systems will remove the existing coaxial cables and replace them with Category 6 network cables.

---

## VICONNET 8 AND WORKSTATIONS

The full system will be upgraded to ViconNet 8 [Cut Sheet K].

Two (2) offices with existing monitors will be equipped with Workstation PCs with preloaded ViconNet 8 review software and will have full ViconNet functionality (Vicon VWS-PCV7) [Cut Sheet L]. Each PC will drive a single 23-inch wide-screen LCD monitor (Vicon VM-623LED-1) [Cut Sheet J].

---

## RECORDING PARAMETERS

The three NVRs will provide 51 TB RAID-5 storage total. This will enable recording of all 61 cameras continuously at full resolution (1080p) at 7 frames per second for 90 days.

## SCHEDULE & LOGISTICS

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### INSTALLATION

The new cameras may be installed without impact to the existing video surveillance system – as they are being made auxiliary to the system (alongside). They will become integral upon digital conversion.

---

### DEMOLITION

Under the digital conversion option, portions of the existing analog system will need to be removed before the new system is up and running – creating some downtime without cameras. If necessary, this proposal can be revised to install the VMDC on a temporary basis and temporarily mount new equipment, so that it runs alongside the existing (a “hot cutover”). This will substantially reduce downtime, but lengthen the project and cost additional.

## COMPENSATION

**Base Scope – Camera Addition and New NVR.** Justice Systems proposes to perform the base scope above including all materials, labor, expenses, and other for the lump sum price of ..... **\$92,950**

**Optional Scope 1 – Camera Survey & Submittals.** Justice Systems proposes to perform the Option 1 camera survey and submittals above including all materials, labor, expenses, and other for the lump sum price of..... **\$14,140**

**Optional Scope 2 – Raceway & Cabling.** Justice Systems proposes to perform the Option 2 raceway and cabling above including all materials, labor, expenses, and other for the lump sum price of ..... **\$30,360**

**Optional Scope 3 – Convert to Digital IP and Replace Existing Cameras.** Justice Systems proposes to perform the Option 3 conversion and camera replacement, including all materials, labor, expenses, and other for the lump sum price of..... **\$143,350**

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## INCLUSIONS

The prices above include the following:

- One-year parts and labor warranty
- Extended Vicon parts warranties (3 years on cameras, etc.) – replacement parts only, not labor
- Acceptance testing and Training

## EXCLUSIONS

The prices above exclude the following:

- Performance and payment bond
- Sales tax
- Spare parts
- Extended service
- New racks (reuse existing)
- Raceway & cable installation (see option) (cable termination and testing only)
- Camera survey (see option)
- Submittals and shop drawings (see option)
- As-built drawings (see option)

## ABOUT JUSTICE SYSTEMS

Justice Systems Corporation ("JSC") partners with public safety agencies and their facility service providers to maintain and upgrade integrated security electronics and control centers. We provide services and tools to supplement agency capabilities on these increasingly sophisticated systems. Since 1994, we have been helping jails, prisons, juvenile facilities, and courts translate operational security and safety needs into state-of-the-art security and technology systems.

In sum, we provide the following two main categories of service from our office in Kent, Washington:

- **Total Systems Delivery.** Complete turnkey upgrade, replacement, and/or expansion services, including all aspects of design and construction (design-build).
- **Systems Repair and Maintenance.** System evaluations, replacement planning, scheduled maintenance and upgrade, on-call emergency services, and full maintenance contract services.

We are a NECA specialty electrical contractor and signatory to the Sound and Communications agreement of various IBEW locals. In the State of Washington, we are a licensed, Low-Voltage Electrical Contractor (#JUSTISC995J5) and General Contractor. Our design-build qualifications are unique, because JSC is the only detention electronics contractor from a design consulting background and professional engineer's license. Over the last five (5) years, we have successfully completed over twenty (20) major new or remodeled detention facilities or major security retrofits worth \$15 million.

This proposal expires December 15, 2015.

Sincerely,

**Paul Allyn**

Paul Allyn, P.E.

19428 66th Ave S, Suite Q-109

Kent, WA 98032

<http://justicesys.com>

P: 253.236.4817

D: 253.981.4345

E: [pallyn@justicesys.com](mailto:pallyn@justicesys.com)

Digitally signed by Paul Allyn  
DN: cn=Paul Allyn, o=Justice Systems, ou=Justice Systems, email=pallyn@justicesys.com, c=US  
Date: 2015.10.08 13:00:33 -0700



## PROPOSAL

### MAINTENANCE AGREEMENT WITH PROVISIONS FOR EMERGENCY SERVICE RESPONSES FOR THE ISLAND COUNTY JAIL FACILITY

#### 1. General Understanding

The intent of this proposal is for Justice Systems Corporation ("JSC") to supplement Island County personnel in the continued maintenance and potential emergency repair of the Security Electronics Building Control Systems.

JSC is proposing to perform quarterly maintenance on the detention security electronic system, make repairs as required, and ensure the secure and continued operational use of the security electronic system. JSC will further backup all software and redundant locations in the event we need to restore a workstation or similar catastrophic event. This proposal also includes one (1) emergency response to the facility with twelve (12) hours of notification.

#### JSC Responsibilities

##### **1.1 Primary Subsystems**

JSC will act as the primary source of support for all hardware and software issues related to the following subsystems and components:

1. Touchscreen human-machine interface (HMI) computer systems.
2. HMI maintenance computer (PCM).
3. Windows XP network operating systems.
4. HMI software and project-specific applications.
5. Programmable Logic Controller System (GE).
6. Local and remote I/O racks and modules.
7. 100BaseT Ethernet hub and network between touchscreens.
8. Network between PLCs including Ethernet PLC ports and Ethernet port expanders.
9. CCTV switcher, and serial CCTV controls interface.
10. CCTV master control software and controls/programming PC.
11. CCTV Digital Video Recording network.

JSC will diagnose and resolve all problems related to these subsystems and components. JSC will also provide all necessary parts and labor to repair and/or

replace the above integral hardware and software portions of the security electronic system.

### **1.2 Initial Support Services**

1. Implement telephone support and service call procedures with Island County Representatives.
2. Provide special 800 number access to authorized County representatives. This 800 number provides for emergency contact of JSC technicians after hours and on weekends, 365/7/24.
3. Provide and install remote access and various system configurations for remote diagnostics support. (*Separate and proposed budget line item*)
4. Perform annual 'tune up' computer maintenance listed below.

### **1.3 Telephone Support**

JSC proposes two types of telephone support, including assistance calls to Island County and remote diagnostic support;

#### **A. Assistance Calls**

JSC will receive and respond to calls from authorized County representatives. In the event of no immediate contact with JSC, a special 800 number is available to Island County for urgent or immediate calls. When problems arise and presented by Island County, JSC will respond with information, assistance, and guidance in troubleshooting each issue. Each issue will be provided a tracking number and JSC will follow up with a final resolution. On a monthly basis, JSC will provide issue history and current status summaries.

#### **B. Remote Diagnostic Support**

As a result of an 'assistance call' being elevated to an immediate evaluation and assessment, Remote Diagnostics Support is provided. Depending on each issue, this phase determines if travel is required to the facility or further guidance to technical Services is warranted. In this case, Island County would enable JSC to 'dial in' to the system and evaluate each issue. With more detailed information JSC would have better tools to evaluate the need for responding to the facility or providing further assistance to Island County.

### **1.4 Emergency Service Calls**

Island County reserves the right to define what problems constitute an "emergency" versus "scheduled task order." This proposal includes one (1) emergency service call that may be needed during the term of this maintenance agreement. If the emergency call is not used during this contract period, it will not be invoiced and rolled over into the next budget year.

### **1.5 Preventative Maintenance: Computer and LAN Maintenance**

Every 90 days of the agreement term, perform the following tasks as scheduled with the facility during non-critical times:

For each work station computer and the control computer(s):

#### **COMPUTER**

1. Virus protection: Update virus protection software and virus scan the local hard drive.
2. Status check: Record any unusual tasks running in the task manager. Uninstall any foreign applications or tasks running on the system.
3. Shut down the HMI and other applications.
4. Hard drive maintenance: Scan and fix any errors on the local hard drive. Replace the drive as necessary. Defragment the drive.
5. Shut down the operating system and turn off the computer.
6. Computer cleaning: Open the case and vacuum out dust and debris. Clean the fans and filters, replacing filters as necessary.
7. Memory and boot check: Startup the computer, check memory test, record any error messages on reboot, and verify smooth reboot and application loading. Uninstall any foreign applications or tasks loaded during startup. Replace any failed memory. Correct any reboot errors. Correct any application loading problems.
8. Hardware check: Exit the HMI application and restart as administrator. Check the Device Manager for proper operation of all systems hardware.
9. Verify settings: Run through a checklist of Windows XP settings, network settings, driver settings, and other settings. Correct any erroneous settings.
10. Screen cleaning and calibration: Use the recommended solution to thoroughly clean the touchscreen glass. Start the manufacturer's calibration utility and calibrate the screen. Replace any damaged or failing touchscreen or serial controllers.
11. Restore HMI: Restart the HMI application as a user. In conjunction with the operator, verify proper operation of the computer system before moving to the next system.

#### **LAN**

12. Install Information Technology security software on the maintenance computer in security electronics room. This software will also notify personnel of security breaches through the proposed computer pager/email notification system.

13. Perform a security evaluation of the LAN system of the Security Electronics System. Identify and 'sniff' security breaches or unknown IP addresses.

### ***1.6 Negotiable Task Orders***

The County may add task orders on a time & material or negotiated lump-sum basis. Task order work shall be scheduled a minimum of ten (10) days in advance. Working hours will be limited to 8 am to 5 pm, Monday through Friday. Higher rates will apply for longer days, weekends, and holidays.

## **2. County Responsibilities**

This proposal assumes that Island County Maintenance will provide overall coordination of JSC's services, including receiving, screening, and relaying all telephone support, emergency maintenance requests, and service work orders.

In the event of catastrophic events where Island County personnel are not available, predefined Senior Staff of the Jail Department may call JSC directly for service.

### ***2.1 Primary Subsystems***

This proposal also anticipates that Island County will act as the primary source of support for all preventative maintenance, repairs, and problems related to the following subsystems and components:

1. Door locks.
2. Door and elevator control devices interconnected to the door/elevator field interface boards.
3. Cameras, monitors, and other CCTV devices interconnected to the CCTV system.
4. UPS units, DC power supplies, AC power supplies, and power distribution circuits.

JSC will perform task order work on these systems and assist with diagnosis and repairs when a difficult diagnosis or problem develops. But JSC expects these services to be occasional and sporadic in nature.

### ***2.2 Labor Assistance to JSC***

Although JSC commits to providing all necessary personnel, labor, and tools to maintain and repair the primary subsystems under its area of responsibility, County field technician assistance to JSC will both reduce the cost of this proposal and the time required to affect repairs.

Under JSC direction, County field technician services will be first asked by telephone to step through checklists to isolate and diagnose problems. If successfully diagnosed, County field technicians will remove the failed components and install replacements. For example, if JSC diagnosed a failed CPU or PLC I/O module, JSC would direct County personnel to actually replace the failed CPU or I/O module. If unsuccessful, JSC personnel will respond for on site

evaluation and problem resolution, in which County field technicians will supplement JSC personnel repair crews.

### **3. Support Plan & Personnel**

#### **3.1 *Maximum Times to Respond***

JSC proposes the following maximum times to respond, on a twenty-four (24) hours per day, seven (7) days per week, 365/366 days per year basis.

A. Telephone Response

JSC will respond to any telephone request within two (2) hours.

B. Emergency Service Call

JSC will respond and be on site for any emergency service call within twelve (12) hours

C. Preventative Maintenance

JSC will schedule in advance preventative maintenance with personnel every quarter of this contract period.

#### **3.2 *Field Reports***

Field Reports are generated at the completion of any Quarterly PM and/or Task Order and will be submitted with invoice. Each field report will identify dates, durations, contact information, original problem, troubleshooting method employed, resolution to the repair, and potential recommendations in order to prevent the failure in the future.

#### **3.3 *Support Personnel Plan***

James Monroe will lead JSC's initial support review and all quarterly PM efforts. Initially, James will also be JSC's primary point-of-contact for Island County maintenance. He will coordinate JSC's telephone support and service calls, and prepare its service reports and invoices.

Justice Systems Corporation has three full time, qualified service technicians, dedicated to service work only.

Darryl Lampert will lead JSC's HMI and PLC software support for the security electronic systems. Darryl is certified and experienced with the installed software of the security electronics systems at the Island County Jail Facility.

Paul Allyn will oversee JSC's services, and act as the secondary point of contact.

#### **3.4 *Firm Qualifications***

A. Justice Systems Corporation

JSC partners with criminal justice agencies to design, integrate, and service their detention security electronic systems. We are the leading designer of retrofit electronic systems for jails in the western US and have a growing role

in the integration and maintenance of those systems. Our only market is correctional / criminal justice facilities. JSC is a licensed limited energy contractor in the State of Oregon. JSC employs on a permanent basis a full time service department of three journeymen, a software engineer, and a Professional Engineer. The firm was established in 1994.

### ***3.5 Key Personnel Qualifications***

#### **A. James Monroe**

As Service Manager for Justice System, James is responsible for integrating and maintaining large detention electronic systems involving the integration of HMIs, PLCs, CCTV, audio (Intercom and paging), and security alarms. James is a Limited Energy Journeymen Technician in the State of Oregon and a Limited Energy Electrician in the State of Washington. James is a certified IBEW foreman and has contributed to the development of other specialists as a NIETC instructor on the subject of computer systems integration. He was formerly the maintenance lead for the Klamath County Jail in Klamath Falls, Oregon and has led numerous service contracts. He is factory certified by several manufacturer's including GE, Vicon, EST, and Hirsch to name a few. As a networking specialist, James is A+ certified. James has formal education in Computer Engineering from Portland State University and Electronics Technology from the Sacramento City College. James has been with JSC since 2000.

#### **B. Darryl Lampert.**

As software engineering lead, Darryl is experienced and certified in all the installed software systems at Island County Jail Facility. Darryl was instrumental in recent upgrades making him a uniquely experienced key technical resource for this proposal.

#### **C. Paul Allyn, P.E.**

As President of Justice Systems, Paul is responsible for all engineering performed by JSC. He oversees its project managers, the quality of services, and its contracts administration. He is a leading innovator in the application of HMI and PLC technology to detention electronic systems. His duties and responsibilities include design of detention electronic systems based on PLC, HMI, and networking technology. Paul is a professional electrical engineer registered in the State of Oregon. He holds a Bachelors Degree in Electrical Engineering from the University of Washington. Paul founded JSC in 1994.

### ***3.6 Spare Parts Inventory***

To meet emergency repair times, Justice Systems will require the minimum spares inventories. As noted, JSC provided original spares at project completion. Island County may exercise a request to replenish spare parts separately from this proposal.

#### **4. Compensation**

JSC proposes a budget allowance based upon the County's projected needs for the work performed for the expected annual duration of this proposal. This budget allowance provides for the following;

##### **4.1 *Preventative Maintenance***

###### **A. Maintenance**

JSC will respond per the terms and conditions set forth under this proposal, perform scheduled maintenance efforts, quarterly, four (4) times each year scheduled in advance

###### **B. Software Maintenance**

JSC will respond per the terms and conditions set forth under this proposal, perform scheduled software maintenance efforts, bi-annually, two (2) times each year scheduled in advance. This effort will be scheduled in conjunction with the service technician's maintenance schedule.

###### **C. Remote / Telephone Support**

JSC will respond per the terms and conditions set forth under this proposal, within two (2) hours of notification for up to twenty five (25) hours of remote telephone / software support.

###### **D. Emergency Service Call**

JSC will respond per the terms and conditions set forth under this proposal, within twelve (12) hours of notification.

##### **4.2 *Remote Diagnostic Access Setup***

To save costs, JSC would offer to work with County IT personnel to establish secure remote access to the security network. In the event that secure remote access could not be established by the County, JSC will submit a remote access proposal from local Broadband company as a change order to this contract.

##### **4.3 *Material Mark Up***

In the event JSC is required to purchase equipment outside the recommended spares list provision, a material mark up rate of 25% is established. Copies of the original material invoices from our vendors will be included with each billing.

##### **4.4 *Proposed Maintenance Agreement Funding Allocation***

Based upon the systems being relatively new, types of equipment installed, and the quality of the installation, JSC foresees the need for emergency service requests to be minimal. JSC projects Four (4) scheduled maintenance trips for 2015-2016. If an emergency service request occurs close or near to a normal scheduled preventative maintenance visit, JSC will perform the quarterly Maintenance Task as scheduled in this proposal.

**Proposed Maintenance Agreement for 2015-2016**

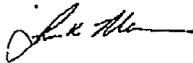
**Justice Systems Corporation is pleased to provide this proposal for the scope of work defined in this proposal for the lot sum total of ..... \$24,694.00**

***Summary***

Justice Systems Corporation is pleased to provide this proposal to Island County. We look forward to a good working relationship with the County and the facility staff. JSC feels with our unique experience and qualified staff we will meet and exceed the expectations set forth in this agreement.

This proposal may be amended by supplements by approval and agreement of both parties.

This Proposal Respectfully Submitted by:



James Monroe

Justice Systems Corporation

# PROPOSAL



ISLAND COUNTY JAIL  
COUPEVILLE, WASHINGTON

CAMERA ADDITION AND IP CONVERSION WITH OPTIONAL CAMERA REPLACEMENTS

## BACKGROUND

This proposes the addition of sixteen (16) additional cameras to Presidio for the Island County Jail. It proposes that current digital (IP cameras) be installed, rather than obsolete analog cameras. And further proposes a new network video recorder and display to view and playback the cameras. All cabling and raceway is provided.

## ANALOG OBSOLESCENCE ALERT

Vicon is discontinuing manufacture of the equipment that switches and processes analog video signals for Central Control (inside the security electronics room) next year. This includes the matrix switcher and quad multiplexing units. The Island County Jail video system needs to be converted to digital within the next 1-3 years, before replacement parts are unobtainable for this older equipment. All manufacturers are phasing out analog over this period. This is a generational change in video technology that all jails are going through. Justice Systems estimates that one-third of our client jails have completed or begun the process. The remainder are budgeting and planning for it. As a result, this proposal contains an optional price to perform this conversion.

## SCOPE – CAMERA ADDITIONS AND NEW NVR

Sixteen (16) new digital cameras will be added, as scheduled in the Appendix (see C-49 through C-64). All camera models will be powered over the data cable (Power over Ethernet or PoE) and will comply with the ONVIF standard to provide interoperability with other systems. In general, cameras will be surface-mounted on walls or ceilings.

**Disclaimer.** Under this scope, new cameras will not be switchable from the touchscreen, and will display alongside existing cameras on a separate workstation (monitor). When a subsequent project converts the analog switcher to a virtual matrix, the new cameras will be able to integrate with the existing.

## FIXED DOME CAMERAS

Fourteen (14) fixed vandal-resistant dome cameras (Vicon IQM62WR-A4). Features and specifications include [Cut Sheet D]:

- 1080p (2MP) resolution model
- True day/night camera
- Wide dynamic range (WDR)
- Built-in varifocal lens, including remotely adjustable motorized lenses
- H.264 compression with triple streaming video
- 0.01 lux low light capabilities @ 50 IRE

- Two-way audio
- BLC (Backlight Compensation)
- Dynamic Noise Reduction (2D)
- Motion detection
- Privacy masking

---

### 360-DEGREE CAMERAS

Two (2) 360-degree panoramic cameras (Vicon V9360-1). Features and specifications include [Cut Sheet E]:

- 6 MP (3072 x 2048) maximum resolution
- Day/night with mechanical IR cut filter
- Wide Dynamic Range (WDR)
- Minimum illumination 0.002 lux at F2.8
- 180°/360° panorama at full HD resolution
- Built-in 1.05 mm / F2.8 megapixel fisheye lens
- H.264 compression with dual streaming
- Motion detection

---

### EXISTING DVRs

The County's four (4) existing 16-channel DVRs have insufficient storage, processing, and configuration to record the new high-definition digital cameras. Justice Systems will reallocate the 46 analog cameras to the four DVRs, update their software to a compatible ViconNet version, and add them to the new nucleus.

---

### NETWORK VIDEO RECORDER (NVR) & NUCLEUS

**NVR.** Digital recording of the new digital cameras will be performed on a new network video recorder preloaded with ViconNet 8 software. The rack-mount NVR server shall have internal RAID with 17 TB usable storage and Xeon-based hardware (Vicon VPK-17TBXV8-R5) [Cut Sheet L]. Specifications:

- Microsoft® Windows® 7 Embedded\*, 64 bit.
- CPU: Intel® Core™ i5 processor.
- Memory: 4 GB.
- Operating System Drive: 250 GB SATA-II
- NVR Storage: 17 TB, RAID-5.

**Nucleus.** Install new Nucleus PC preloaded with ViconNet 8 software (Vicon VNUC-PCV7-RK) [Cut Sheet H]. This nucleus will unify the recording system for all of the DVRs, NVR, old cameras, and new cameras. Specifications:

- Microsoft Windows® 7 operating system;
- Intel® Core™ i5 processor;
- 4 GB RAM; 250 GB hard drive; 1 GB LAN card;

**Monitoring Station.** Install new Vicon VWS-PCV7 PC with preloaded VN-WS-SW software; for use with ViconNet 7 Digital Recorders, Video Encoders and ViconNet IP Cameras [Cut Sheet L]. Provide with Vicon VM-623LED-1, 23-inch flat panel monitor with 16:9 and 1920x1080 p250 resolution [Cut Sheet J].

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## NETWORK SWITCH

Additional network ports with PoE (power over Ethernet) for the new cameras will be provided via a new 48-port network switch. Make will be HP Procurve 2530-48G-PoE+ [Cut Sheet M].

---

## RECORDING PARAMETERS

The NVR will record all cameras continuously at full resolution (1080p) at 7 frames per second for 90 days. By reallocating existing cameras on the DVRs, recording retention for those should be extended to at least 90 days.

---

## RACEWAY

Furnish and install all cabling to new cameras within raceway. Two types of raceway system will be installed, depending on location:

- Electro-metallic tubing (thinwall) where concealed, and
- Surface raceway system [Cut Sheet B], if necessary. Note: This will be used on runs only where specifically approved in advance by Island County.

Thinwall EMT is standard conduit. Where Justice Systems can gain access to, and finds space within ceilings and chases, we will run EMT. Unfortunately, access is very difficult and above ceiling space quite full with ducts and other building systems. Some (exposed) surface raceway system (Wiremold Data-Fense Secure Raceway) may be needed.

---

## CABLING

Camera cabling will be plenum-rated Category 6 data cable, because it may be run open within the electronics room [Cut Sheet A]. Justice Systems will furnish and install new cable inside raceway and terminate cables on new patch panels within the electronics room rack.

---

## INSTALLATION

The new cameras may be installed without impact to the existing video surveillance system – as they are being made auxiliary to the system (alongside). They will become integral upon future conversion of the system to digital.

Approximately 6 weeks will be required for installation as follows:

- |                                    |         |
|------------------------------------|---------|
| • Raceway & Cable, Order & Deliver | 3 weeks |
| • Install CCTV                     | 2 weeks |
| • Testing & Training               | 1 weeks |

## COMPENSATION

Justice Systems proposes to perform the base scope above including all materials, labor, expenses, and other for the lump sum price of..... \$109,150

## INCLUSIONS

The prices above include the following:

- One-year parts and labor warranty
- Extended Vicon parts warranties (3 years on cameras, etc.) – replacement parts only, not labor
- Acceptance testing and Training
- Raceway & cable installation

## EXCLUSIONS

The prices above exclude the following:

- Performance and payment bond
- Sales tax
- Spare parts
- Extended service
- New racks (reuse existing)
- Camera survey (see option)
- Submittals and shop drawings (see option)
- As-built drawings (see option)

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In sum, we provide the following two main categories of service from our office in Kent, Washington:

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- **Systems Repair and Maintenance.** System evaluations, replacement planning, scheduled maintenance and upgrade, on-call emergency services, and full maintenance contract services.

We are a NECA specialty electrical contractor and signatory to the Sound and Communications agreement of various IBEW locals. In the State of Washington, we are a licensed, Low-Voltage Electrical Contractor (#JUSTISC995J5) and General Contractor. Our design-build qualifications are unique, because JSC is the only detention electronics contractor from a design consulting background and professional engineer's license. Over

the last five (5) years, we have successfully completed over twenty (20) major new or remodeled detention facilities or major security retrofits worth \$15 million.

This proposal expires April 30, 2016.

Justice Systems Corporation,

X Paul Allyn  
Digitally signed by Paul Allyn  
DN: cn=Paul Allyn, o=Justice  
Systems, ou,  
email=pallyn@justicesys.com, c=US  
Date: 2016.03.08 14:31:02 -08'00'

Paul Allyn, PE  
President

19428 66th Ave S, Suite Q-109  
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# TREASURER'S OFFICE STAFF SESSION AGENDA

April 13, 2016



Subject/Description: **Discussion of 2016 Foreclosure Action Title Report bids received.**

Attachment: **Invitation for Bids sent to local Title companies.**

Discussion:

Follow up:

March 7th, 2016

**Via Certified Mail – Return Receipt Requested**

**No. 7012 2210 0000 3724 3107**

First American Title of Island County

Mr. Brandon Hickok

32650 SR 20, Suite B102

Oak Harbor, WA 98277

**Via Certified Mail – Return Receipt Requested**

**No. 7012 2210 0000 3724 3121**

Land Title Company of Island County

Ms. Holly Mathers

PO Box 1138

Oak Harbor, WA 98277

**Via Certified Mail – Return Receipt Requested**

**No. 7012 2210 0000 3724 3114**

Chicago Title Insurance Company,

Ms. Sandy Engen

770 NE Midway Blvd.

Oak Harbor, WA 98277

**Via Certified Mail – Return Receipt Requested**

**No. 7012 2210 0000 3724 3138**

Premier Title of Island County

Mr. Steve Metcalfe

PO Box 699

Oak Harbor, WA 98277

Re: Invitation for Bids (with Bid Form) for Title Reports

Dear Madam or Sir:

Sealed proposals for Title Reports are hereby solicited and must be received by 3:00 p.m. on the 25th day of March, 2016 at the office of the Island County Treasurer, 1 NE 7<sup>th</sup> St., Suite 111, PO Box 699, Coupeville, WA 98239, for the requirements specified herein and in the following pages, "Specifications for Title Reports", attached hereto and incorporated by reference. The Title Reports being solicited are required for purposes of determining parties and persons to whom notice should be given in connection with the 2016 real property tax foreclosure action.

Bids should be returned on the enclosed form and signed by an Officer authorized to bind the company. Bid price shall include pick up from and delivery to the Island County Treasurer's Office, Attention: Roberta Happel, Deputy Treasurer. Bid award will be the 26th day of April in the Island County Commissioner's Hearing Room, located at 1 NE 6<sup>th</sup> St., Room B102, Coupeville, Washington.

If you have any questions, please contact the Island County Treasurer's office at 360-679-7301 between the hours of 9 am to 4 pm Monday through Thursday.

Sincerely,

Wanda J. Grone, CPA  
Island County Treasurer

Enclosures



## ***SPECIFICATIONS FOR TITLE REPORTS***

### **1**      **GENERAL REQUIREMENTS:**

- A. At this time, the Treasurer's Office estimates **150** title searches will be required on property subject to tax foreclosure. You may contact the Island County Deputy Treasurer at (360) 678-7842 on or about March 25, 2016, for an updated estimate on title searches.
- B. Parcel numbers and abbreviated legal descriptions for the properties involved shall be made available to the successful bidder(s) by the County on the 3rd day of May, 2016, or as soon thereafter as possible.
- C. The Title Reports and back up documents shall be delivered **in duplicate** no later than 30 (thirty) days from the date the request is submitted to the company by the County. Bidder agrees to exercise its best efforts to provide reports as they are completed without waiting for the final delivery date.
- D. The County may cancel any requested search **prior to delivery** of the completed report and shall, in such case, be obligated to pay only a cancellation fee.
- E. The County is under no obligation to order the estimated quantity shown above, if its requirements are less.
- F. Payment for Title Reports shall be made in two or three equal monthly payments, depending on the dollar amount and at the discretion of the Treasurer. The first payment will be made 30 (thirty) days from the date of the final invoice for the total of the Title Reports. Final invoice should be one invoice listing all properties and total sum due.

### **2**      **SPECIFIC REQUIREMENTS:**

- A. Bidder agrees that each Title Report provided shall show the following:
  - 1) Copies of vesting deeds that show the record title holder (a.k.a. record owner for distribution of excess proceeds) and how they acquired title;
  - 2) All interests in or liens of record upon the property together with the Auditor's or Clerk's file number, with a copy of each document by which such interest or lien was acquired;
  - 3) All recorded Declarations of Homestead;
  - 4) All recorded Declarations of Abandonment of Homestead;
  - 5) A vicinity map with the property heavily outlined;
  - 6) An identification of all causes of action affecting the property;
  - 7) Any discrepancy in the legal description provided by the County that conflicts with record title should be noted;
  - 8) On each page of the report, show the tax parcel number; and

- 9) The names of all persons having an interest in or lien of record in the property, together with the address of each, if known.
- B. Title Reports will be made available in pdf format as well as paper format so they can be posted on-line.
- C. Legal Descriptions will be provided electronically in word format.
- D. Because of the volume of parcels expected in tax foreclosure, there is the possibility that one title company may not be able to provide all the Title Reports in the allotted time frame. Therefore, **all bidders shall state the maximum number of title reports that can be completed within 30 (thirty) days.** Island County reserves the right to award this bid to more than one bidder and all bids may be rejected for good cause. Each title company shall guarantee to Island County that it can provide the stated number of reports in **30 (thirty) days.**
- E. ALL TIME LIMITS STATED IN THE REQUEST FOR BIDS AND SPECIFICATIONS ARE OF THE ESSENCE. Should delivery be delayed beyond the time stipulated, the County may contract for substituted service with another title company and bidder shall be obligated to pay the costs thereof, plus liquidated damages as set forth hereafter. If delivery is delayed, the parties agree that the public and the operation of Island County would be seriously affected and that 10% of the cost of each report per calendar day for each and every day of delay in delivery of a report to the County is the nearest measure of damages that can be fixed at this time; therefore, the successful bidder(s) hereby establish and agree to pay said amount as liquidated damages, and not as a penalty or forfeiture for breach of agreement to complete delivery by the successful bidder(s) within the time provided.
- F. Should the successful bidder(s) be delayed in completing delivery solely by reason of any default, act or omission of the County, then the time of completion shall be extended for such periods as may be reasonably required, and liquidated damages shall be waived provided the Treasurer determines upon a hearing after a presentation of evidence by the bidder as to the reasons for such delay, that the delay was solely caused by the County. If there is insufficient time to grant such extension, the County may elect to obtain the report from other sources and cancel the request to bidder(s) as provided in Paragraph (D) hereof.
- G. If an otherwise successful bidder is on strike at the time of the award, the County reserves the right to accept the next acceptable bid from a title company that is not on strike.
- H. Upon request, within 180 (one hundred and eighty) days after delivery, the successful bidder will deliver one updated report extended to the day following the date of filing of the NOTICE OF APPLICATION FOR JUDGMENT AND SUMMONS and LIS PENDENS, or any Amendment thereto, without additional charge.
- I. Island County, and those parties having an interest in the properties being foreclosed, rely on the successful bidder to provide complete and accurate information in the report and associated documents. In the event any report provided does not conform to the specifications hereof, bidder shall be liable for up to ONE HUNDRED THOUSAND DOLLARS (\$100,000) per report to the County for damages, costs and attorneys' fees, if any, incurred as a result thereof.

***WSU EXTENSION***  
**BOCC Work Session Agenda**  
**April 13, 2016**

1. Subject: Interagency Agreement between Washington State Department of Agriculture and Island County and its agent Island County Noxious Weed Control Board  
Attachment: Yes  
Proposed Action: Approval and schedule for an upcoming Regular Session meeting
  
2. Subject: Revised changes to the ICNW enforcement procedures  
Attachment: Yes  
Proposed Action: Approve of new procedures

**INTERAGENCY AGREEMENT  
BETWEEN  
WASHINGTON STATE DEPARTMENT OF AGRICULTURE  
AND  
ISLAND COUNTY  
AND ITS AGENT  
ISLAND COUNTY NOXIOUS WEED CONTROL BOARD**

**THIS AGREEMENT** is made and entered into by and between the Washington State Department of Agriculture, hereinafter referred to as "WSDA," and Island County, hereinafter referred to as "Island County."

**IT IS THE PURPOSE OF THIS AGREEMENT** to provide Island County and its agent, Island County Noxious Weed Control Board, funding for a project to survey for and control garlic mustard (*Alliaria petiolata*) in Island County.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK**

Island County through its agent, Island County Noxious Weed Control Board, shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Attachment "A" which is attached hereto and incorporated herein.

**PERIOD OF PERFORMANCE**

Regardless of the date of signature and subject to its other provision, this Agreement shall commence on March 1, 2016 and be completed on or before June 30, 2016, unless terminated sooner as provided herein.

**PAYMENT**

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed \$2,467.00. Only reasonable costs identified in Attachment "A", incurred directly related to the Island County Garlic Mustard Survey and Control Project, will be reimbursed to Island County under this Agreement.

Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree in writing to a higher amount prior to the commencement of any work that will cause the maximum payment to be exceeded. Compensation for service(s) shall be as set forth in accordance with the budget in Attachment "B" which is attached hereto and incorporated herein.

**BILLING PROCEDURE**

Island County shall submit properly completed invoices quarterly to the WSDA Agreement administrator. Reference WSDA Contract Number K1934 on all invoices. Payment to Island County for approved and completed work will be made by warrant or account transfer by WSDA within 30 days of receipt of the properly completed invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier. In no case can this be more than 10 days past the end of the biennium.

### **RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. Documents must also support performance and costs of any nature expended in the performance of this Agreement. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents and other material relevant to this Agreement will be retained for six years after expiration of the Agreement and the Office of the State Auditor, federal auditors and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond, consistent with applicable laws. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

### **RIGHTS IN DATA**

Unless otherwise provided, data that originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by WSDA. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

### **INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

### **AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

### **TERMINATION**

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of the Agreement prior to the effective date of termination.

### **TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days of receipt of written notice. If the failure or violation is not corrected, this Agreement may be terminated immediately upon receipt of written notice of the aggrieved party to the other.

**CONFLICT OF INTEREST**

WSDA may, by written notice to Island County, terminate this Agreement if it is found after due notice and examination by the Director of the Department of Agriculture, and/or the designee authorized in writing to act on the Director's behalf, that there is a violation of the State Ethics Law, chapter 42.52 RCW; chapter 42.23 RCW; or any similar statute involving Island County in the procurement of or performance under this Agreement. Unless stated otherwise, the signatory of this Agreement is the Director's designee.

In the event this Agreement is terminated as provided above, WSDA shall be entitled to pursue the same remedies against Island County and its agent, Island County Noxious Weed Control Board, as it could pursue in the event of a breach of the Agreement by Island County or its agent, Island County Noxious Weed Control Board. The rights and remedies of WSDA provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Director of the Department of Agriculture, and/or the designee authorized in writing to act on the Director's behalf, makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this Agreement.

**DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

**LICENSING, BONDING, INDUSTRIAL INSURANCE AND OTHER INSURANCE COVERAGE**

Island County and its agent, Island County Noxious Weed Control Board, shall ensure that all contractors hired to perform services under this Agreement shall comply with all applicable licensing and bonding requirements for the type of service to be performed, and with the provisions of Title 51, Industrial Insurance. Island County and its agent, Island County Noxious Weed Control Board, shall also ensure that all contractors provide proof of an adequate amount of commercial general liability insurance coverage for the activities to be performed under any subcontract.

**GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. In the event of a lawsuit involving this contract, venue shall be proper only in Thurston County, Washington.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Plan of Work (Attachment A);
- c. Budget (Attachment B); and
- d. Any other provisions of the Agreement, including material incorporated by reference.

**ASSIGNMENT**

Island County and its agent, Island County Noxious Weed Control Board, are responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Agreement are carried forward to any subcontracts. In no event shall the existence of any subcontract operate to release or reduce the liability of Island County and its agent, Island County Noxious Weed Control Board, to WSDA for any breach in the performance of Island County and its agent Island County Noxious Weed Control Board's duties.

**WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in writing signed by an authorized representative of the party and attached to the original Agreement.

**SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

**ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

**CONTRACT MANAGEMENT**

The Agreement administrator for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Agreement administrator for WSDA is:

James Marra, Pest Program Manager  
Washington State Dept. of Agriculture  
Plant Protection Division  
PO Box 42560  
Olympia, Washington 98504-2560  
(360) 902-2071  
jmarra@agr.wa.gov

The Agreement administrator for Island County is:

Janet Stein, Coordinator  
Island County Noxious Weed Control Board  
P.O. Box 5000  
Coupeville, Washington 98239  
(360) 678-7992  
janet.stein@wsu.edu

All communications between the parties relating to this Agreement and any billings and payments will be directed to those persons. Either party may change administrators by notifying the other in writing.

IN WITNESS WHEREOF, the parties have executed this Agreement.

STATE OF WASHINGTON  
DEPT. OF AGRICULTURE

ISLAND COUNTY

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**FY16 Class A Noxious Weed Eradication Program Request for Proposals  
Washington State Noxious Weed Control Board**

**GENERAL INFORMATION**

Posted Date: February 9, 2016

Due Date for Proposals: **Thursday, March 3, 2016**

Funding Instrument Types: Interagency Agreement or Purchased Service Contract

**AGENCY CONTACT INFORMATION**

Washington State Noxious Weed Control Board - Attn: Alison Halpern

P.O. Box 42560; 1111 Washington Street; Olympia, WA 98504

Phone: (360) 902-2053

Email: [ahalpern@agr.wa.gov](mailto:ahalpern@agr.wa.gov)

**FUNDING OPPORTUNITY DESCRIPTION**

The Washington State Noxious Weed Control Board (WSNWCB) is soliciting proposals for projects to eradicate Class A Noxious Weeds in the State. Up to \$15,000 is available this fiscal year, which ends **June 30, 2016**. Because this is a limited amount of funding, the WSNWCB has set a maximum request amount of \$2,500 per county.

Proposals to eradicate plants listed as Class A Noxious Weeds (as listed in WAC 16-750-005) are eligible if they include the required proposal elements. All proposals must adhere to the principles of Integrated Pest Management (IPM) as described in RCW 17.15.

**ELIGIBLE APPLICANTS**

○ County Weed Boards Weed Districts ○ Native American Tribal Governments ○ Cities or Counties ○ Conservation Districts ○ Non-profit Organizations ○ State Agencies ○ Special Purpose Districts ○ Other Governmental Agencies & Entities

**FY16 Class A Noxious Weed Eradication Program Request for Proposals  
Washington State Noxious Weed Control Board**

Applicant's name: **Janet Stein**

Agency/organization name: **Island County Noxious Weed Control Board**

Mailing address: **P.O. Box 5000, Coupeville, WA 98239**

Email address: **janet.stein@wsu.edu**

Phone number: **360-678-7992**

Please provide brief background information about the lead organization and partners: **The Island County Noxious Weed Control Board (ICNWCB) was established in 1972. The ICNWCB consists of 5 voting members, representing 5 geographic districts in Island County. Currently all five districts have representatives on the Board. There is also one non-voting member on the ICNWCB, the Island County WSU Extension Program Director. Island County funds a half time (20hr/week) Noxious Weed Program Coordinator. Janet Stein has held this position since March 2012. Through a MOU, the WSU Extension Program Director provides the supervision and office support for the ICNWCB Program Coordinator.**

Name of the Class A noxious weed: **Garlic Mustard (*Alliaria petiolata*)**

Current total known acres in your county (please specify if using total infested acreage or total solid acreage): **2 sites; approx. 5 acres infested**

How much of this acreage/infestation will be treated in this proposed Class A eradication project? **All infested areas will be treated**

Please briefly describe the nature of the known infestation, including number of known sites or populations (if applicable), geographic extent, habitat types, and if the infestations are on private lands, public lands, or both.

**Garlic Mustard - There are currently 2 known sites in Island County. One site is located on private property on Camano Island. This site was first discovered in 2008. The garlic mustard is scattered over about a 1 acre area of the forested part of the property in about 10 different locations. The landowner has been controlling the population by manually pulling plants as well as treating with Roundup in the spring and fall. Initial conversations with the landowner in October 2012 indicated that an estimated 95% of the original population had been controlled; however, thousands of new seedlings were still present in the spring of 2013 and 2014 at several of the locations. The ICNW Program Coordinator sprayed the infestation with Garlon 3A on 7/15/14. A re-visit to the property on 11/17/14 indicated that the spray had been 90% effective. Remaining plants were pulled. The property was visited on 5/8/15 and 9/17/15 and <100 first year plants were found and pulled. This site is close to being eradicated.**

The second site was discovered by the current ICNW Program Coordinator in April 2012. The site is located along Bailey Road in south Whidbey Island. The infestation is spread along approximately 0.25 miles of county road right-of-way but also extends onto several private properties where the garlic mustard is present in multiple locations. A new location was discovered in 2014 on another private property where the garlic mustard had not been observed before. This new location is located on the opposite side (east side) of Bailey Rd. and is not contiguous with the other infestations on the west side of the county road. This new infestation is quite large; the main area covers approximately 5,000 sq. ft. and many smaller areas extend from this location downslope to a creek. All of the infestation areas along Bailey Rd. were treated in 2014 and 2015 with a combination of herbicide spraying and mechanical pulling of plants. The primary goal was ensure that plants were not allowed to go to seed. The control work over the last 2 years has reduced the infestation significantly but seed banks accumulated prior to treatment years and the challenge of treating some areas that are mixed in with other landscaping plants will require attention over the next several years.

Do you plan to treat all sites in your county or jurisdiction, or will you target specific sites? **If funding was granted, all known infestations would be treated.**

What IPM methods and materials are to be used in the eradication project? Include information on the timing of each control measure. Please note that all treatments paid for by this pass-through funding must occur on or before June 30, 2016.

The IPM methods used will include mechanical, chemical, and cultural. Education will also be provided to the landowners willing to assist in control efforts. The ICNWCB Program Coordinator will meet with the appropriate personnel from the public works department (PW) in March or April 2016 to educate them on how to identify the plant and coordinate appropriate mowing times for the section of ROW infested with garlic mustard. PW has agreed to reimburse the ICNW Program Coordinator for the control work necessary for eliminating the garlic mustard in the Bailey Rd. ROW. A selective herbicide, such as Triclopyr (Garlon 3A), will be applied to the infestation in the ROW by the ICNW Program Coordinator in the early spring of 2016.

The ICNW Program Coordinator will also contact the individual landowners where the garlic mustard has been found and provide assistance with the eradication efforts during the spring of 2016. It is anticipated that some landowners will be able and willing to assist with the control efforts on their properties by pulling plants; however, none of the property owners have the resources to totally eradicate the infestations on their properties. This is due to the difficulty identifying the plants in their rosette stage, the difficulty accessing some of the infestation areas due to slope and the mixed growth of the garlic mustard with other non-invasive natives and other cultivars. In addition, one of the landowners is elderly and requires more assistance. Although 2 of the landowners were resistant to having the ICNW Program Coordinator on their properties in 2013, they cooperated and accepted assistance with control work in 2014-2015. If this grant money was acquired, the ICNW Program Coordinator would have the resources to continue to assist with the control work on all the private properties. This would include spraying the infestations with either Garlon 3A in the upland areas or Aqua Neat in the areas along the creek. One of the landowners is resistant to using herbicide and hand pulling plants would be the primary control

method on this property. The use of wood chip mulch was used in some areas where the garlic mustard was removed in 2015 and this will practice will be continued in 2016 if additional funding is granted. The landowner contacts and initial control work will be completed by June 30, 2016.

Please briefly describe steps to assure that all applicable laws will be followed if herbicides are used, e.g., permit coverage, applicant licensing, site-posting.

Herbicides would be applied by a licensed certified applicator. The ICNW Program Coordinator holds a public applicator's license (#84304) with aquatic and right-of-way endorsements and the Public Works Department has certified applicators on staff. The label of the herbicides to be used would be read thoroughly before application. An aquatic safe herbicide (Aqua Neat) would be used for infestations along the creek. The work in the county road ROW would be flagged if it is deemed necessary for safety and would follow the legal protocol that has been established by PW. If herbicides are used by private landowners to control garlic mustard on their properties, the ICNW Program Coordinator would provide the appropriate non-restricted herbicide to use and give instruction on the appropriate rates for the site conditions and/or land usage specified on the label of the product being used.

Brief discussion of whether enforcement of Washington State noxious weed law is likely to be necessary in the process of the eradication. If enforcement is likely to be necessary, description of the readiness of involved county weed board(s) to carry out such enforcement within the proposal period.

It is unlikely that enforcement of the WA State noxious weed law will be necessary in the process of the eradication. Although two of the landowners were initially resistant to cooperating, they allowed the ICNW Program Coordinator on their properties in 2014-2015 for both survey and control work. The infestation along the Bailey Rd. ROW will be controlled in cooperation with PW.

If the infestation to be eradicated lies in more than one county or jurisdiction, a description of any coordinated efforts to treat and eradicate the entire infestation in all applicable jurisdictions.

N/A

Please describe any post-eradication plans to monitor the project area, prevent, and respond to any reinfestation. Will you be conducting any outreach with landowners to help in early detection?

The ICNW Program Coordinator will be conducting general outreach about garlic mustard (and other noxious weeds) in February-early April during conference presentations (Sound Waters and Whidbey Gardening Workshop), through press releases, an online community listing service (Drewslist) and the WSU Island County noxious weed website. The Garlic Mustard postcards will be distributed at appropriate venues and sights. Landowners where the garlic mustard is known to occur will be contacted in person in March to identify the infestation areas, review control plans, and to obtain "Permission to Enter Private Land and Waiver of Liability" forms.

The ICNW Program Coordinator lives in close proximity to the Whidbey Island garlic mustard site, making it easy to monitor the project area. If re-infestation is seen to occur after the spring 2015 treatments, the ICNW Program Coordinator will attempt to do additional herbicide treatments in late summer/early fall. Additional mechanical pulling of plants will also be conducted

as time and resources allow. Without any additional grant money available for the project after June 30, 2016 the amount of time that the ICNWCB Program Coordinator can spend on the project will be limited. It is possible that volunteers can be recruited to help with the mechanical removal of any late season re-infestations.

Estimated date when the current infestation would be eradicated (no living plants or propagules), if it were assumed that the requested funding and the matching funds of project partners were continued annually.

The Camano Island site is very close to being eradicated. Less than 100 first year plants were pulled from this site during each of two visits in 2015. It is anticipated that after this year of minimal control the site may be eradicated and only require monitoring for the next several years. The Whidbey Island site is likely to take multiple years (a minimum of 5) to eradicate as the seed dispersal has already occurred along a large section of road and to several properties. Control is particularly difficult on one property where the infestation likely originated over 30 years ago because the garlic mustard is growing mixed in with many native landscaping plants and other cultivars. The new site discovered in 2014 on the east side of Bailey Rd. covers approximately 5,000 sq. ft. and many smaller areas extend from this location downslope to a creek. The seed bank accumulated in this area will continue to produce new seedlings for several more years. The area is in total shade making seeding of competitive cover crops impractical.

Dollar amount of funding requested for FY16 (\$2.5K maximum): **\$2,467.00 (see attached budget)**

Matching funds, whether cash or in-kind, offered by other project partners. Note that matching funds are not required, but discussion and disclosure of matching funds are required. If there are no matching funds, please state this. **(see attached budget)**

## FY16 Class A Noxious Weed Eradication Program Request for Proposals Washington State Noxious Weed Control Board

Budget Attachment for Island County Noxious Weed Control Board: FY16 Class A Noxious Weed Eradication Program Grant Proposal

**Budget:**

ICNWCB Program Coordinator Salary <sup>1</sup>	\$1,845.00
Travel Costs <sup>2</sup>	\$73.75
Materials and Supplies <sup>3</sup>	\$92.00
WSU Administration overhead	\$334.00 327.00
IC Administration overhead	<u>\$129.25</u>
Total Cost	\$2,467.00

<sup>1</sup> Based on 45 hrs. @ \$41/ hr.

<sup>2</sup> Travel costs estimated using fuel cost of \$2.50/gal and 20mi/gal; 2 round trips from office to Camano Island @130 miles/trip = \$32.50; plus 6 round trips from office to Whidbey site @ 55miles/trip = \$41.25

<sup>3</sup> Includes purchase of wood chip mulch

In-Kind Contributions: \$750.00

Includes use of Island County truck /WSU office equipment and supplies

Assistance from Island County PW (paid 2 days salary for control work in Bailey Rd. ROW plus transportation costs)

Assistance from volunteers pulling garlic mustard in areas where herbicide spraying is prohibited

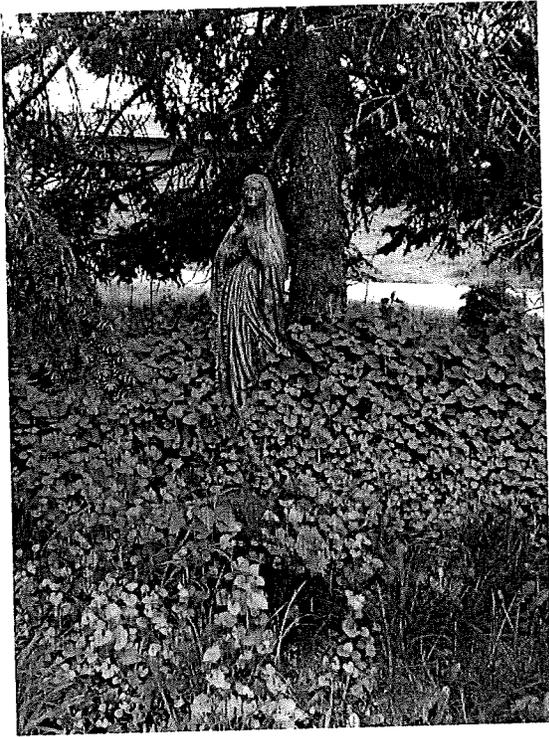
**Photos of Garlic Mustard Infestations at Selected Locations in Island County**



New infestation area discovered in 2014: Imes Property, Bailey Road Site, Whidbey Island

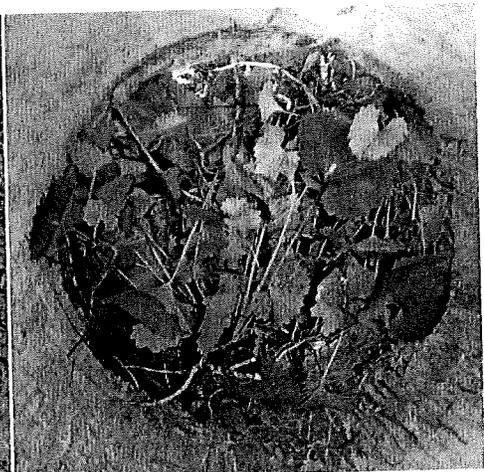


Same infestation area in 2015 after spraying in 2014. Thousands of new seedlings.



Garlic Mustard Site: Obie Property, Bailey Rd., Whidbey Island: 2014 left photo; 2015 right photo

Garlic Mustard Site: Brown Property, Seth Dr., Camano Island: thousands of plants in 2013 (left photo); total remaining plants in 2015 (right photo)



**ATTACHMENT B**  
**Budget**  
**Island County**  
**and Its Agent Island County Noxious Weed Control Board**  
**Island County Garlic Mustard Survey and Control Project**  
**March 1, 2016 to June 30, 2016**

Total payment to Island County and its agent, Island County Noxious Weed Control Board, will not exceed \$2,467.00 in fiscal year 2016 (i.e. March 1, 2016 through June 30, 2016).

1. Staff wages and benefits .....	\$1,845.00
2. Travel .....	73.75
3. Materials and supplies .....	85.00
4. WSU overhead .....	334.00
5. Island county overhead.....	129.25
<b>TOTAL: .....</b>	<b>\$2,467.00</b>

Reimbursement for travel expenditures shall not exceed allowable costs as set forth in Washington State travel regulations, contained in the Office of Financial Management State Administrative and Accounting Manual, Chapter 10, Section 90.

**ATTACHMENT A**  
**Plan of Work**  
**Island County**  
**and Its Agent Island County Noxious Weed Control Board**  
**Island County Garlic Mustard Survey and Control Project**  
**March 1, 2016 to June 30, 2016**

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**County Partnership Control Criteria:**

Island County through its agent, the Island County Noxious Weed Control Board, will conduct control and survey of garlic mustard (*Alliaria petiolata*) in Island County. This project will utilize funding allotted to the Washington State Department of Agriculture (WSDA) by the United States Forest Service, Forest Health Protection Program (USFS). Control efforts will focus on using the best integrated management practices known for garlic mustard. Control shall include field survey directly associated with the areas to be treated.

Minimum work specifications: Personnel of the Island County Noxious Weed Control Board and its cooperators or contractors will use an integrated weed management approach which includes hand-pulling, foliar applications of herbicides that have the appropriate labels, or other control methods as deemed appropriate, and site restoration if applicable. All control methods will be employed consistent with the laws, rules and regulations of Washington State and of Island County (when applicable) and (if applicable) the *Noxious Emergent Plant Management Environmental Impact Statement* (EIS) first published in November 1993, and all subsequent amendments to the EIS.

The Island County Noxious Weed Control Board, or subcontractors to Island County, must enter into a contract with WSDA under which Island County, or subcontractors to Island County, act as limited agents to carry out noxious and quarantine weed control for WSDA under the "Aquatic Noxious Weed Control National Pollutant Discharge Elimination System Waste Discharge General Permit" (NPDES permit) prior to the performance of any activity pursuant to this Agreement for treatments at aquatic sites, including riparian zones. Herbicide treatments may only occur at times allowed under provisions of the NPDES permit and must comply with conditions specified in such permit.

All personnel, whether partner agencies, subcontractors or county employees, will work closely with the Island County Noxious Weed Control Coordinator and the WSDA Noxious Weed Control Coordinator. Work will only take place on property for which the Island County Noxious Weed Control Board has obtained prior written permission for entry and treatment from the landowner or tenant. Landowners will be highly encouraged to overseed desirable species in the treatment areas to create competition and establish natural weed-free barriers.

**Expenditures:**

The funds provided to Island County will be utilized for staff time, travel, purchase of materials and supplies and grant administration to perform control measures and associated survey in Island County and to coordinate efforts with WSDA Noxious Weed Control Coordinator. Items such as maps, computer programs, models or other costs not specified in this document will not be reimbursed unless the expenditure is specifically authorized in advance in writing by WSDA. All billings under this contract shall be submitted by Island County.

**Coordination:**

The Island County Garlic Mustard Survey and Control Project will be coordinated with any federal, state, local and private control efforts.

**Deliverables:**

The Island County Noxious Weed Control Program Coordinator will submit written reports to the WSDA Agreement Administrator, documenting the work conducted on target species in Island County as follows: A full final report is due by June 30, 2016. The final report should include acres treated and history of site; treatment techniques used including equipment and herbicide used; number of landowners assisted; partners involved; difficulties or problems encountered; outreach efforts; plans for next year; ideas for improvement; any other notable outcomes (e.g. all known populations treated, no regrowth observed at 75% of sites, surveys show no targeted species found in a particular area, etc.); GPS derived location information along with any GIS information available and photo documentation including before and after treatment photos, and number and kinds of educational materials produced if applicable. Final payment under this Agreement will not be made until the season ending summary report is accepted by WSDA.

These deliverables are separate from and in addition to any reporting requirements associated with limited agent status under WSDA's Aquatic Noxious Weed Control NPDES General Permit coverage.

## Proposed Procedures for Control of Noxious Weeds in Island County

Upon receipt of a credible complaint – as determined by the Island County Noxious Weed (ICNW) Coordinator - the following procedures for enforcement will be implemented:

- The ICNW Coordinator will send to the property owner the following:
  - Letter indicating the species of noxious weed reported on their property and a summary of the RCW indicating the owner's responsibility to abate noxious weeds.
  - Educational information about noxious weeds in general and information specifically about the alleged type of noxious weed located on their property
  - The letter will also indicate the property owner has 30 days to return an affidavit (also included in the letter) affirming they have determined they do not have the alleged noxious weed on their property or they have either controlled or eradicated (whichever is applicable) the noxious weed from their property.
- If within the 30 days an affidavit is returned indicating under penalty of perjury that the property owner has taken appropriate action to either control or eradicate the noxious weeds with a description of the action taken, then the Noxious Weed Coordinator will close out the complaint after notifying the original complainant (and any other complainant if multiple complaints) in writing of the Affidavit. The letter to the complainant will indicate that the original complaint is being closed, and that if they think that noxious weeds still persist, that they may submit another complaint.
- If after at least 30 days no affidavit is received and the property owner has not been in contact with the noxious weed coordinator for a site visit, the Noxious Weed Coordinator shall visit the property and attempt to verify the presence of any noxious weeds on the property.
- Upon verification of the presence of noxious weeds the Coordinator shall send a formal abatement notification to the property owner via certified mail.
- If the property owner does not comply with the certified mailed abatement order the coordinator will bring before the ICNWCB at a regularly scheduled meeting or at a special meeting called specifically to address the non-compliance issue
- If the ICNWCB decides to act – they will contact the Health Officer with the Island County Department of Health who will issue a citation for the infraction of the Noxious Weed Control Ordinance. Recommendation such an infraction will constitute a class one civil infraction with a fine of \$250.



## Island County Facilities Management

Commissioner's Agenda

- Work Session -

April 13, 2016

*Larry Van Horn, Facilities Director*

*County Commissioners:*

*Rick Hannold, Chair*

*Jill Johnson, Member*

*Helen Price Johnson, Member*

- 
- 1) Subject/Description: Human Services move
  - 2) Attachment: No  
Action Requested:  
Follow up:
  - 3) Subject/Description: Discussion on purchase of WinCAMS CMMS software  
Attachment: Yes  
Action Requested: No  
Follow up:
  - 4) Subject/Description:  
Attachment: No  
Action Requested: No  
Follow up:

**Misc. updates:**

Parking review/recommendations/changes

## **Facilities Management - Cascade Software Systems & WinCAMS software**

REET laws are changing, requiring Facilities Management provide detail reporting and justification of REET expenses. We want to be ready for the changes when they happen in 2017.

WinCAMS software is an integrated Cost and Project Accounting Management system that incorporates all accounting modules for a County department (Timecards, Payables, Receivables, Projects, Budgets, Assets, Inventories, Utilities A/R, etc.). It features electronic interface options (with IFAS) to eliminate duplicate data entry.

In short, this is what WinCAMS will do for us:

- Features electronic interface options (with IFAS) to eliminate duplicate data entry.
- Integrated and robust Help Desk
- Preventative Maintenance service
- Schedule reoccurring tasks
- Allow Facilities Management to capture complete cost by work order, project, facility or department
- Simplify the tasks of managing a public Facility by processing employee time, managing materials costs, processing vendor payments & billing for reimbursable work
- Produce essential management and operational reports related to maintenance history & cost - by equipment, building or project

**PROPOSAL**

**WIN-CAMS – Cost Accounting Management System**

**ISLAND COUNTY  
FACILITIES DEPARTMENT**

**COUPEVILLE, WASHINGTON**

**CASCADE SOFTWARE SYSTEMS, INC.  
EUGENE, OREGON**

**01/05/16**

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## Proposal Summary

### **Island County FACILITIES– WIN-CAMS**

Cascade Software Systems, Inc. submits a proposal for the system modules listed below to meet Island County Facilities Management Department's CMMS requirements:

1. Timecards / Labor Distribution
  - a. Processing of all employees' daily / weekly / bi-weekly or monthly time records: computes labor charges using actual Payroll rates, with cost distribution options that include:
    - i. Activity Codes: type of work person performed;
    - ii. BARS No (can be defaulted off Activity Code to reduce keystrokes);
    - iii. Service Request No: track costs by Service Request (= Work Order) No;
  - b. Data entry options include daily Timecard as well as Pay Period Timecard screen;
  - c. Processing of Equipment Usage charges using flexible, multiple Equipment Usage rates;
2. Accounts Payable (departmental version; no check writing)
  - a. Vendor File for all recurring Vendors;
  - b. P.O. and Contracts: management of all departmental P.O.'s and Contracts;
  - c. Vendor Invoices:
    - i. Provides same multiple cost distribution options as those listed above under Timecards. Invoices may be "divided" into any number of detail lines specifying different Service Request Nos, BARS Nos, etc.
    - ii. Creation of Auditor / Controller payment forms / reports (Voucher Forms) and electronic interface files;
  - d. Journals
    - i. Cost Distribution options;
    - ii. Optional creation of Auditor / Controller payment forms / reports (Journal Forms) and electronic interface file;
3. Project Ledger
  - a. Provides budgeting capabilities by Project;
  - b. Tracks all expenditures for each Project;
  - c. Tracks all revenues for each Project;
  - d. Performs automated billing procedures for Reimbursable Projects;
4. Budget Expenditures Ledger
  - a. BARS No (formatted for Island County) Budget Expenditures Ledger that:
    - i. Provides budgeting capabilities by BARS Account No;
    - ii. Tracks all appropriations, encumbrances and expenditures for each Object Account No;
    - iii. Intended to be used as a departmental financial ledger and as a means to reconcile to the Auditor / Controller's Office Financial System;
- ~~5. Motorpool / Vehicles & Equipment~~
  - ~~a. Fleet Inventory with Motorpool~~
    - ~~i. Assigned Vehicles — (assigned) Departments responsible for monthly Rental Rates.~~
    - ~~ii. Non Assigned Vehicles — (using) Departments responsible for hourly, daily, or longer Usage.~~

- ~~b. Motorpool Billing creating Journals (or A/R Invoices; requires CAMS A/R module) charging Departments and crediting ER&R Revenue Accounts.~~
- ~~e. Cost and Revenue Reports.~~
- 6. Facilities
  - a. Building Ledger with Occupancy, Costs allocated to Service Types, and Asset Values and Depreciation, Leases, Conditions Survey, etc.
  - b. Department Ledger with Costs allocated to Service Types, Reimbursable Acct Nos by Service Types, Occupancy.
  - c. Service Requests: Work Orders used to capture hours worked, associated costs, work descriptions, status codes, notes, etc.
  - d. Preventive Maintenance: PM Services that create Service Requests for recurring maintenance activities.
  - e. Service Request forms.
  - f. Many operational and management reports.
  - g. Departmental billing for services rendered, including Building cost allocation to Departments based on Square Footage occupancy.

WIN-CAMS is a suite of client-server, Windows application modules that provides Online Help, includes screen / hardcopy report print options, supports keyboard equivalents for all mouse clicks, features user-defined report sort orders, and user-selectable report selection criteria.

## **Cost Proposal – WIN-CAMS**

Timecards	\$ 2,750
Accounts Payable	\$ 2,750
Project Ledger	\$ 2,000
Budget Expenditures Ledger	\$ 1,500
<del>Motorpool / Vehicles &amp; Equipment</del>	<del>\$ 2,500</del>
Facilities Module	\$ 5,000
Modules Total	\$ 16,500
2 <sup>nd</sup> Island County CAMS Discount (*)	-\$ 2,300
Net Modules Total	\$ 14,200
WIN-CAMS Installation / Data Base Configuration	\$ 1,250
Data Conversions	\$ 1,000
Onsite Training and Support Time (6 days onsite time)	\$ 6,240
Travel Expenses, Travel Time & Per Diem	\$ 2,300
Total Cost Estimate	\$ 24,990

(\*) – 20% of Island County CAMS Licensed modules (top 5)

### **WIN-CAMS Annual Maintenance**

Annual Maintenance rate: 15% of \$ 16,500 \$ 2,475

This fee provides unlimited access to Cascade's maintenance and support staff resources for FY 2016.

BUDGET/GSA  
WORK SESSION AGENDA

APRIL 13, 2016

- (1) Subject: Public Defense budget – estimated costs associated with murder trials  
Attachment: Yes  
Action Requested: Discussion
- (2) Subject: Cost of Banks Litigation – 2016 costs  
Attachment: Yes  
Action Requested: Discussion
- (3) Subject: 2016 Budget Amendment No. 1  
Attachment: Yes  
Action Requested: Move to consent agenda at upcoming Tuesday meeting to schedule public hearing

# ISLAND COUNTY PUBLIC DEFENSE ADMINISTRATION



PO Box 5000  
Coupeville, WA 98239-5000

DATE: FEBRUARY 29, 2016  
TO: ELAINE MARLOW, DIRECTOR  
FROM: DON MASON, ADMINISTRATOR  
RE: BUDGET IMPACT FROM 2016 EXCEPTIONAL CASES

In 2016 there are several cases that are likely going to cause our costs for conflict counsel and experts to exceed our previously established budget. Our best estimate at this time is that the Conflict Attorney budget for 2016 will need \$263,625.00 additional funds and the Expert costs budget for 2016 will need \$34,025.00 additional funds; totaling \$297,650.00 additional funding.

Specifically:

- Garcia Murder case, 14-1-00218-2, charged as Murder 1, defendant Christopher Malaga. Set for March 2016.
- Johnson Murder case, 4 defendants charged as Murder 1. Likely to proceed in late 2016.
  - 15-1-00233-4, defendant Brian Rayford.
  - 15-1-00234-2, defendant David Nunez.
  - 15-1-00235-1, defendant Kitana Hernandez.
  - 15-1-00236-9, juvenile defendant Derek R.
- Barrett Fraud case, 2 defendants, charged as Security Act Fraud. Likely to proceed in summer 2016.
  - 15-1-00220-2, defendant John Barrett.
  - 15-1-00221-1, defendant Jenny Barrett.

In each of these cases Island County has assigned conflict counsel and the court has authorized special investigators. While some of these cases the costs are fairly predictable, many are not. We believe that those costs are likely to exceed our routine budget for these costs. Below is the analysis we have done to predict the maximum impact of these costs.

Our methodology in estimating the possible cost of a Murder 1 trial is based on the following known data:

- The most recent Murder 1 jury trial in Skagit County cost 950 billable attorney hours with 150 billable investigator hours.

# ISLAND COUNTY PUBLIC DEFENSE ADMINISTRATION



PO Box 5000  
Coupeville, WA 98239-5000

- The most recent Murder 1 trial in Island County is just starting the trial phase with just over 723 billable attorney hours and just over 100 billable investigator hours. We anticipate at least 300 more hours of attorney time and 50 more hours of Investigator time before sentencing.

## Johnson

Using these two recent benchmarks, we estimate that the Johnson murder case, if it goes to trial, will likely cost 950 billable attorney hours and 150 billable investigator hours per each of the remaining defendants who may go to trial.

Additionally, we now know that defendant Rayford has plead guilty and will not be going to trial. His representation will continue through sentencing, which will be after any trials of other defendants in the case. This will likely limit the Rayford representation to 150 attorney hours and 50 investigator hours.

## Garcia

In the Garcia case, some of the costs were paid in 2014 and 2015. Of the total estimated costs we expect only 500 attorney hours and 50 investigator hours to be paid in 2016

## Barrett

This is a complex Securities Fraud case. We know the additional attorney time costs as allowed by the court. Jenny Barrett is represented by our primary contract provider at no additional attorney cost. The conflict counsel, representing John Barrett is doing so on a standard flat fee but we negotiated an additional 15 hours of work to review the very large and complex financial records in the case. The court has also authorized \$3000.00 to each defendant's counsel for investigators who specialize in security fraud financial analysis. This work will need to be done regardless of whether the defendants go to trial.

# ISLAND COUNTY PUBLIC DEFENSE ADMINISTRATION



PO Box 5000  
Coupeville, WA 98239-5000

These cost estimates total:

Exceptional Costs 2016		
Lawyers	\$	263,625.00
Experts and Investigators	\$	34,025.00
<b>Total</b>	<b>\$</b>	<b>297,650.00</b>

Based upon past years, it is anticipated that the 2016 Budget will not have sufficient capacity to absorb these exceptional costs. Combining our expected regular costs for Public Defense and our expected exceptional cost, and deducting the existing budgeted funds:

PROJECTED COSTS		
Conflict Attorney costs (Regular)	\$	110,000.00
Exceptional costs	\$	263,625.00
Minus Budget	\$	(110,000.00)
<b>Projected supplemental need 2016</b>	<b>\$</b>	<b>263,625.00</b>
Expert Cost (Regular)	\$	37,000.00
Exceptional Cost	\$	34,025.00
Minus Budget	\$	(37,000.00)
<b>Projected supplemental need 2016</b>	<b>\$</b>	<b>34,025.00</b>
<b>Total Projected Supplemental Need 2016</b>	<b>\$</b>	<b>297,650.00</b>

**BANKS LAWSUIT**

Banks v. Drummond

As of 4/5/2016

<b>SUMMARY:</b>	<u>2015</u>	<u>2016</u>	<u>Total</u>	Services thru
SHORT CRESSMAN & BURGESS (Missall)	192,989.37	79,520.32	272,509.69	February 29, 2016
DRUMMOND DEFENSE	55,535.07	23,591.12	79,126.19	March 29, 2016
<b>Total Legal Costs</b>	<b>248,524.44</b>	<b>103,111.44</b>	<b>351,635.88</b>	

EXHIBIT A - RESOLUTION C-\_\_\_\_-16  
2016 Budget Amendment #1

	A	G	H	I	J
1	DESCRIPTION	REVENUE		EXPENDITURES	
2		INCREASE	DECREASE	INCREASE	DECREASE
3					
4	<b>REVISE ESTIMATES FOR PERSONNEL COSTS</b>				
5	<b>DUE TO LABOR AGREEMENTS, VACANCIES, NEW HIRES, ETC.</b>				
6	<b>TRANSFER CONTINGENCY FUNDING INTO DEPARTMENT BUDGETS FOR PERSONNEL COSTS</b>				
7					
8	<b>REVISE SALARIES, PR TAXES, RETIREMENT, MEDICAL, L&amp;I</b>				
9	<b>CURRENT EXPENSE FUND (001)</b>				
10	USE OF CONTINGENCY FOR SALARIES & BENEFITS			(A)	191,173
11	USE OF CONTINGENCY SUP CT			(B)	30,000
12	USE OF CONTINGENCY - REVISE MEDICAL TO ACTUAL			(C)	4,360
13	INCREASE CONTINGENCY BALANCE - REVISE L&I RATE			(D)	9,769
16	AUDITOR OFFICE RECORDING				619
21	BOCC ADMIN				4,300
26	BUDGET				499
28	CIVIL SERVICE				207
30	CO AUDITOR				330
36	COMPUTER SERVICES IT				4,652
39	CORONER SERVICES				8,945
44	DIST CT PROBATION				7,623
50	DISTRCT COURT				8,884
56	EMERGENCY MANAGEMENT				4,858
62	FAC ADMINISTRATION				3,575
64	FAC CUSTODIAL CI				683
70	FAC CUSTODIAL WI				5,395
73	FAC MAINT WI				2,084
77	GSA ADMINISTRATION				588
79	GSA ADMINISTRATION-CAMANO				6,708
84	HR PERSONNEL				12,085
91	JUV CT CASE SUPERVISION				341
93	JUV FAM CT IMPV				52
97	PA ADMIN				4,636
102	PA CHILD SUPPORT				8,357
106	PA CIVIL				14,768
112	PA CRIMINAL				31,799
114	PARKS ADMINISTRATION				2,000
119	PCD ADMIN				3,365
124	PCD BLDG PERMITS CAMANO				8,380
127	PCD BLDG PERMITS WHIDBEY				3,029
132	PCD ENFORCEMENT				4,115
137	PCD GMA				10,016
142	PCD LAND USE (CURRENT)				3,445
148	SHERIFF ADMIN				15,217
150	SHERIFF CIVIL				26,407
156	SUPERIOR COURT				54,401
161	SUPERIOR COURT CLERK				31,666
167	TAX ASSESSMENT				40,281
172	TREASURER SERVICES				7,310
174	VEHICLE LICENSING				255
175					

EXHIBIT A - RESOLUTION C-\_\_\_\_-16  
2016 Budget Amendment #1

	A	G	H	I	J
1	DESCRIPTION	REVENUE		EXPENDITURES	
2		INCREASE	DECREASE	INCREASE	DECREASE
3					
176	<b>REVISE JAIL BUDGET TO REFLECT NEW LABOR AGREEMENT &amp; STAFFING CHANGES</b>				
177	<b>SHERIFF CORRECTIONS DIVISION</b>				
178	<b>CURRENT EXPENSE FUND (001)</b>				
179	USE OF JAIL CONTINGENCY FOR NEW POSITIONS			(E) 43,245	
180	USE OF CONTINGENCY FOR SALARIES & BENEFITS			(F) 59,548	
188	JAIL CARE AND CUSTODY			102,793	
189					
190	<b>ESTIMATED COST OF BANKS' DECISION TO APPEAL</b>				
191	<b>COMMISSIONERS</b>				
192	<b>CURRENT EXPENSE FUND (001)</b>				
193	USE OF FUND BALANCE	(G) 250,000			
194	PROFESSIONAL SERVICES			250,000	
195					
196	<b>INCREASE BUDGET FOR CONFLICT ATTORNEYS</b>				
197	<b>DUE TO INCREASE IN NUMBER OF MURDER TRIALS</b>				
198	<b>GSA PUBLIC DEFENSE</b>				
199	<b>CURRENT EXPENSE FUND (001)</b>				
200	USE OF FUND BALANCE	(H) 398,000			
201	PROFESSIONAL SERVICES - PUBLIC DEFENSE ATTORNEYS			398,000	
202					
203	<b>REPLACE TELEPHONE SYSTEM</b>				
204	<b>INFORMATION TECHNOLOGY</b>				
205	<b>CURRENT EXPENSE FUND (001)</b>				
206	CAPITAL EXPENDITURE - TELEPHONE SYSTEM			530,000	
207	CARRY FORWARD PROJECT FUNDING FROM PRIOR YEAR	(I) 250,000			
208	CONTRIBUTIONS FROM OTHER FUNDS	94,000			
209	CURRENT EXPENSE TECHNOLOGY/EQUIPMENT RESERVE	186,000			
210					
211	<b>WEBSITE UPGRADE - CARRY FORWARD 2015 UNSPENT</b>				
212	<b>INFORMATION TECHNOLOGY</b>				
213	<b>CURRENT EXPENSE FUND (001)</b>				
214	CARRY FORWARD UNSPENT FROM PRIOR YEAR	(J) 50,000			
215	PROFESSIONAL SERVICES UPGRADE WEBSITE			50,000	
216					
217					
218					
219	<b>TOTAL CURRENT EXPENSE FUND</b>	<b>1,228,000</b>	<b>0</b>	<b>1,632,421</b>	<b>404,421</b>
220					
221	<i>Summary</i>				
222	<i>Revenues Increase</i>	<i>1,228,000</i>			
223	<i>Revenues Decrease</i>	<i>0</i>			
224	<i>Revenues Net Change</i>	<i>1,228,000</i>			
225	<i>Expenditures Increase</i>	<i>1,632,421</i>			
226	<i>Expenditures Decrease</i>	<i>-404,421</i>			
227	<i>Expenditures Net Change</i>	<i>1,228,000</i>			
228					
229	<i>Difference Net Change Rev-Exp</i>	<i>0</i>			

A	B	C	D	I	J	K	L	M	N	O
3	CURRENT EXPENSE FUND (001)									
4	CONTINGENCY	ORIGINAL	Revise SWB estimates	Revise Medical to Actual	Revise L&I rates	Court Facilitator 40 hours	Revise SWB Jail	Total Uses Budget Amendment #1	BALANCE REMAINING	
5										
6										
7	UNASSIGNED CONTINGENCY ON CE BUDGET									
8	Ongoing items	115,000		(A) -4,360	(D) 9,769			5,409	120,409	
9	One time items	150,000						0	150,000	
10										
11	LEAVE PAYOUT UPON SEPARATION OF EMPLOYMENT	238,000						0	238,000	
12										
13	UNSETTLED LABOR AGREEMENTS	292,000	(A) -191,173				(E) -59,548	-250,721	41,279	
14	SUPERIOR COURT FACILITATOR	30,000				(B) -30,000		-30,000	0	
15										
16	ASSESSOR FOR POTENTIAL RETIREMENTS	25,000						0	25,000	
17	CORONER - ON CALL POSITION/PROF SERVICES	5,000						0	5,000	
18	SHERIFF ADDL. PATROL DEPUTY	100,000						0	100,000	
19	SHERIFF ADDL. CORRECTIONS OFFICERS	225,000					(E) -43,245	-43,245	181,755	
20	MAILROOM	25,000						0	25,000	
21										
22	TOTAL	1,205,000	-191,173	-4,360	9,769	-30,000	-102,793	-318,557	886,443	

