

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, January 28, 2020, 9:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman James Beaver
Commissioner Shon Small
Clerk of the Board Cami McKenzie

Absent: Commissioner Jerome Delvin (Vacation – excused)
County Administrator Jerrod MacPherson (Vacation – excused)

Benton County Employees Present During All or a Portion of the Meeting: Public Works Administrator Matt Rasmussen; DPA Ryan Brown; Clerk Josie Delvin; Greg Wendt, Assistant Planning Manager; Finance Manager Linda Ivey; Robert Blain, Public Works Manager; Christina Woods, Public Works; Assessor Bill Spencer; Robert Heard, IT Manager; Treasurer Ken Spencer; Deputy Treasurer Andrew Hicks; Commander Scott Souza; Captain Joshua Shelton.

Approval of Minutes

The Minutes of January 14, 2020 were approved.

Review Agenda

Consent Agenda items “z” and “jj” were pulled for discussion.

Consent Agenda

MOTION: Commissioner Small moved to approve the consent agenda items “a” through “nn”, pulling “z” and “jj”. Chairman Beaver seconded and upon vote, the Board approved the following:

Auditor

- a. Canvassing Board Appointment
- b. Management Letter to State Auditor

Building

- c. Line Item Transfer, Fund No. 0149-101, Dept. 000

Clerk

- d. Contractor Intake Agreement w/Department of Social and Health Services
- e. Lease Agreement w/APS Mailing Systems for Mailing System

Commissioners

- f. Benton County Tax Levy for 2020

- g. Line Item Transfer, Fund No. 0305-101, Dept. 000

Corrections Department

- h. First Amended Contract w/Tri-Cities Chaplaincy for Chaplaincy and Redirectional Services for Inmates @ the Jail
- i. Line Item Transfer, Fund No. 0000-101, Dept. 120

Facilities

- j. Contract w/Moon Security Services, Inc for Fire and Security Alarm Monitoring Services

Human Resources

- k. Agreement w/Teamsters Local 839, Representing Road Department Employees
- l. Agreement w/Teamsters Local 760, Representing Correctional Corporals and Sergeants Employees

Human Services

- m. First Amended Contract w/Washington State Health Care Authority
- n. Grant Agreement w/Goodwill Industries for Meeting the Goals of the Homeless Housing Plan to Reduce Homelessness
- o. Agreement w/Columbia Basin Veterans Coalition for Meeting the Goals of the Homeless Housing Plan to Reduce Homelessness
- p. Agreement w/Domestic Violence Services of Benton and Franklin Counties for Meeting the Goals of the Homeless Housing Plan to Reduce Homelessness
- q. Agreement w/Oxford House, Inc. for Meeting the Goals of the Homeless Housing Plan to Reduce Homelessness

Information Technology

- r. Agreement w/Crypsis Group to Investigate Potential Breach of Personal Identifiable Information
- s. Purchase of Water Measurement Internet-Based Goods and Services From General Pacific, Inc.
- t. Copier Lease Agreement w/Ricoh USA for the IT Department at the Justice Center
- u. Scope of Work w/ImageSoft Inc. and Benton County District Court for Electronic Stamping for OnBase Document Management System

Juvenile

- v. Adopting the Franklin County Flat Monthly Payments for the 2020 Operations and Facilities Budget
- w. Adopting the Benton County Flat Monthly Payments for the 2019-2020 Benton and Franklin Juvenile Justice Center Operations and Facilities Budget; Amending Resolution 2018-879

Planning

- x. Line Item Transfer, Fund No. 0000-101, Dept. 116

Public Safety

- y. Line Item Transfer, Fund No. 0148-101, Dept. 117

Public Works

- aa. Contract w/Coffman Engineers for Architectural and Engineering Services for Juvenile Justice Security System Upgrade
- bb. Expenditure Coding Corrections Between County Road Fund and Capital Projects Funds
- cc. Line Item Transfer, Fund No. 0501-101, Dept. 650
- dd. Line Item Transfer, Fund No. 0101-101, Dept. 500
- ee. Purchase and Installation of Spray Controller From AG Enterprise Supply, Inc.

- ff. Digital Submittal Certification of the 2020 Road Levy Certification and Estimated Revenue
- gg. Traffic Control on Certain County Roads Re: Speed Limits
- hh. Authorizing Not to Exceed Amounts for Purchases

Risk Management

- ii. Purchase of Builder’s Risk Insurance Policy for New Administration Building From PayneWest Insurance

Sheriff

- kk. Line Item Transfer, Fund No. 0127-101, Dept. 000
- ll. Line Item Transfer, Fund No. 0000-101, Dept. 119
- mm Grant Funding Award From WA State Parks and Recreation Commission for 2020 Federal Financial Assistance Grant Program and Boating Safety Program

WSU Extension

- nn. Lease Agreement w/Pacific Office Automation for Two Copiers

Consent Agenda “jj” (Sheriff - Salary Request Statement)

Commissioner Small said he wanted to research this issue before approving it.

Consent Agenda “z” – Contract w/Banlin Construction for New Administration Building Project

Matt Rasmussen and Robert Blain said they had been working on this project for the last 1 ½ years and they had reached a milestone and were ready to sign the contract for construction.

Robert Blain said the contractor was anxious to get started and they expected to begin mid-February. He said there would be a reduction of parking for about 90 days and they would be sending out appropriate notices. Additionally, the Board discussed potential dates for a groundbreaking ceremony and agreed on February 14, 2020.

Mr. Blain said they were exploring the option of using the Toyota Center for overflow parking however, it would be tight for about 90 days and they would not be back to full capacity until construction was complete.

MOTION: Commissioner Small moved to approve the contract with Banlin Construction LLC for the New Administration Building Project. Chairman Beaver seconded and upon vote, the motion carried.

Public Hearing - Plymouth Water District Franchise

Matt Rasmussen and Christina Woods presented the application for franchise from Plymouth Water District. Benton County Public Works recommended approval subject to the six items listed in the report to the Commissioners.

As there was no one present to testify, public testimony was closed.

MOTION: Commissioner Small moved to approve the Franchise Order and Agreement with Plymouth Water District, subject to the listed conditions. Chairman Beaver seconded and upon vote, the motion carried.

Planning Department Fee Schedule Update

Greg Wendt presented the updated Planning Department Fee Schedule that included addition of fees associated with the rural water supply program. Additionally, Mr. Wendt commented that compared to other counties, Benton County's fees were significantly lower than the other two counties surveyed.

MOTION: Commissioner Small moved to approve the Resolution adopting the fee scheduled for the Benton County Planning Department. Chairman Beaver seconded.

Discussion

Commissioner Small commented that he was aware this was not something the County wanted to do but was required to do and he was glad to see the fees were lower than other counties.

Upon vote, the motion carried.

Change Orders with Banlin Construction

- **Change Order No. 3 – Justice Restroom Renovation Project**

Mr. Blain presented Change Order No. 3 for this project consisting of changing the grout type to reduce the future maintenance needs.

MOTION: Commissioner Small moved to approve Change Order No. 3 with Banlin Construction for the Justice Center Renovation Project as presented in the amount of \$7,743.02 plus WSST. Chairman Beaver seconded and upon vote, the motion carried.

- **Change Order No. 4 – Justice Center Plumbing and Water Intrusion Project**

Mr. Blain presented Change Order No. 4 for this project that included five modifications totaling \$22,437.92 plus WSST and increasing the contract time by nine (9) days.

MOTION: Commissioner Small moved to approve Change Order No. 4 with Banlin Construction for the Justice Center Plumbing and Water Intrusion Project as presented in the amount of \$22,437.92 plus WSST. Chairman Beaver seconded and upon vote, the motion carried.

Requests for Public Hearing on Budget Adjustments

Linda Ivey submitted three requests to go to public hearing for budget adjustments as follows:

- Reet Technology Fund - Three capital software requests for the Treasurer and Assessor's office – total amount requested - \$220,000.00
- Corrections – Opioid Treatment Grant – its own revenue source – \$1,064,764.00
- Non-Department - Cash Carry Forward per budget policy, any amount in excess of 13% may be transferred to the following funds. She said they were being conservative and made the following recommendations:
 - Park Development Fund - \$46,000.00
 - Capital Projects Fund - \$3,229,000.00
 - Sustainable Development Fund - \$325,000.00

MOTION: Commissioner Small moved to approve going to public hearing on February 25, 2020 for the budget adjustments for Reet Technology Fund, Current Expense – Corrections and Cash Carry Forward as presented. Chairman Beaver seconded and upon vote, the motion carried.

Other Business

Commissioner Small said he visited the jail and the new project was going to make a world of difference. Chairman Beaver agreed and said they were doing a good job at the jail; they still had work to do but they would keep working on it.

The Board recessed, reconvening at 9:24 a.m. for an executive session.

Executive Session – Litigation Update

The Board went into executive session with DPA Ryan Brown at 9:24 a.m. until 9:30 a.m. to discuss the 4th quarter litigation update. Cami McKenzie was also present. The Board came out at 9:32 a.m. Mr. Brown said the Board discussed the litigation update and no decisions were made.

Tort Claim

CC 2020-04: Received on January 29, 2020 from Ronald Royce Huff

Account Payables

Check Date: 01/17/2020

Warrant #: 201996-202092
Total all funds: \$2,691.22

Warrant #: 202093-202166
Total all funds: \$1,574.65

EFT's #: 1092-1103
Transfers #: 01172001-01172006
Total all funds: \$119,044.61

EFT's #: 1104-1106
Transfers #: 01172007-01172011
Total all funds: \$958,808.76

Warrants #: 202169-202321
Total all funds: \$3,131,416.89

Warrants #: 202322-202429
Total all funds: \$319,261.28

Check Date: 01/24/2020

EFT's #: 1107-1108
Transfers #: 01242001-01242006
Total all funds: \$328,002.75

EFT's #: 1109
Transfers #: 01242007-01242015
Total all funds: \$17,723,555.05

Warrants #: 202493-202574
Total all funds: \$453,737.61

Warrants #: 202575-202660
Total all funds: \$195,642.76

Payroll

Check Date: 01/15/2020

Payroll Draw Checks
Warrant #: 242387-242388
Direct Deposit #: 149992-150154
Total all funds: \$115,021.71

Payroll Draw Deductions/Transfers
Taxes #: 101200112
Total all funds: \$34,973.64

Total amounts approved by fund can be reviewed in the Benton County Auditor's Office.

Resolutions

2020-065: Line Item Transfer, Fund No. 0149-101, Dept. 000
2020-066: Contractor Intake Agreement w/Department of Social and Health Services
2020-067: Lease Agreement w/APS Mailing Systems for Mailing System

2020-068: Benton County Tax Levy for 2020
2020-069: Line Item Transfer, Fund No. 0305-101, Dept. 000
2020-070: First Amended Contract w/Tri-Cities Chaplaincy for Chaplaincy and Redirectional Services for Inmates @ the Jail
2020-071: Line Item Transfer, Fund No. 0000-101, Dept. 120
2020-072: Contract w/Moon Security Services, Inc for Fire and Security Alarm Monitoring Services
2020-073: Agreement w/Teamsters Local 839, Representing Road Department Employees
2020-074: Agreement w/Teamsters Local 760, Representing Correctional Corporals and Sergeants Employees
2020-075: First Amended Contract w/Washington State Health Care Authority
2020-076: Grant Agreement w/Goodwill Industries for Meeting the Goals of the Homeless Housing Plan to Reduce Homelessness
2020-077: Agreement w/Columbia Basin Veterans Coalition for Meeting the Goals of the Homeless Housing Plan to Reduce Homelessness
2020-078: Agreement w/Domestic Violence Services of Benton and Franklin Counties for Meeting the Goals of the Homeless Housing Plan to Reduce Homelessness
2020-079: Agreement w/Oxford House, Inc. for Meeting the Goals of the Homeless Housing Plan to Reduce Homelessness
2020-080: Agreement w/Crypsis Group to Investigate Potential Breach of Personal Identifiable Information
2020-081: Purchase of Water Measurement Internet-Based Goods and Services From General Pacific, Inc.
2020-082: Copier Lease Agreement w/Ricoh USA for the IT Department at the Justice Center
2020-083: Scope of Work w/ImageSoft Inc. and Benton County District Court for Electronic Stamping for OnBase Document Management System
2020-084: Adopting the Franklin County Flat Monthly Payments for the 2020 Operations and Facilities Budget
2020-085: Adopting the Benton County Flat Monthly Payments for the 2019-2020 Benton and Franklin Juvenile Justice Center Operations and Facilities Budget; Amending Resolution 2018-879
2020-086: Line Item Transfer, Fund No. 0000-101, Dept. 116
2020-087: Line Item Transfer, Fund No. 0148-101, Dept. 117
2020-088: Contract w/Coffman Engineers for Architectural and Engineering Services for Juvenile Justice Security System Upgrade
2020-089: Expenditure Coding Corrections Between County Road Fund and Capital Projects
2020-090: Line Item Transfer, Fund No. 0501-101, Dept. 650
2020-091: Line Item Transfer, Fund No. 0101-101, Dept. 500
2020-092: Purchase and Installation of Spray Controller From AG Enterprise Supply, Inc.
2020-093: Digital Submittal Certification of the 2020 Road Levy Certification and Estimated Revenue
2020-094: Traffic Control on Certain County Roads Re: Speed Limits
2020-095: Authorizing Not to Exceed Amounts for Purchases
2020-096: Purchase of Builder's Risk Insurance Policy for New Administration Building From PayneWest Insurance
2020-097: Line Item Transfer, Fund No. 0127-101, Dept. 000

- 2020-098: Line Item Transfer, Fund No. 0000-101, Dept. 119
- 2020-099: Grant Funding Award From WA State Parks and Recreation Commission for 2020 Federal Financial Assistance Grant Program and Boating Safety Program
- 2020-100: Lease Agreement w/Pacific Office Automation for Two Copiers
- 2020-101: Contract with Banlin Construction LLC for New Administration Building
- 2020-102: Adopting the Fee Schedule for the Benton County Planning Department
- 2020-103: Approving Change Order No. 3 with Banlin Construction for the Justice Center Restroom Renovation Project
- 2020-104: Approving Change Order No. 4 with Banlin Construction for the Justice Center Plumbing & Water Intrusion Project

There being no further business before the Board, the meeting adjourned at approximately 9:32 a.m.

Clerk of the Board

Chairman