

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, February 11, 2020, 9:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman James Beaver
Commissioner Shon Small
Commissioner Jerome Delvin
County Administrator Jerrod MacPherson
Clerk of the Board Cami McKenzie

Benton County Employees Present During All or a Portion of the Meeting: Adam Fyall, Sustainable Development Manager; Deputy County Administrator Matt Rasmussen; DPA Ryan Brown; Clerk Josie Delvin; Greg Wendt, Planning Manager; Commander Jon Law and Commander Steve Caughey; Katie Gillies, Sheriff's Office; Doug D'Hondt, Public Works; Captain Joshua Shelton; Robert Blain, Public Works Manager; HR Manager Lexi Wingfield; IT Manager Robert Heard; Shan MacPherson, IT; Finance Manager Linda Ivey; Ela Selga, District Court Administrator, Superior Court Judge Joe Burrowes; Tiffany Deaton, Superior Court Administrator; Elaine Osborne, Chief Deputy Clerk; Commander Scott Souza; Auditor Brenda Chilton; Treasurer Ken Spencer; Kathy Mann, Sheriff's Office; Commander Tom Croskrey.

Approval of Minutes

The Minutes of February 4, 2020 were approved.

Review Agenda

Commissioner Delvin requested an executive session to discuss potential litigation.

Consent Agenda

MOTION: Commissioner Small moved to approve the consent agenda items "a" through "q". Commissioner Delvin seconded and upon vote, the Board approved the following:

Auditor

- a. Surplus and Disposition of Personal Property

Facilities

- b. Terminating Contract w/Moon Security Services for Fire and Security Alarm Monitoring Services

Juvenile

- c. Line Item Transfer, Fund No. 0115-101, Dept. 171

- d. Line Item Transfer, Fund No. 0115-101, Dept. 172

Office of Public Defense

- e. Amended Superior Court Public Defense Contract w/Dennis Hanson to Increase Caseload
f. Amended Superior Court Public Defense Contract w/R Swinburnson to Increase Caseload
g. Amended Superior Court Public Defense Contract w/N Blount to Increase Caseload
h. Superior Court Public Defense Contract w/Robert Moser for Conflict and Overflow Legal Services

Planning

- i. Final Plat of Bridlewood – SUB 2019-006

Public Safety

- j. Contract w/Lourdes Hospital to Provide Mental Health Services at the Jail; Rescinding Resolution 2019-181

Public Works

- k. Purchase of One Ford Escape From Corwin Ford for the Building Department
l. Franchise to John Hancock Life Insurance Company to Replace Irrigation Main Line
m. Terminating Service Agreement w/Guardian Security Systems for Alarm System Monitoring
n. Request for Public Hearing Amending the 6-Year Road Program

Sheriff

- o. 2019 Federal Equitable Sharing Agreement & Certification Report
p. Contract Modification w/Department of Energy for Law Enforcement Services

Superior Court

- q. Contract w/Regional Toxicology Services LLC for Urinalysis Testing

Hanford Communities/Hanford Advisory Board Update

Adam Fyall stated that Pam Larsen would be retiring in May and he thanked her for her service and said she was a tremendous source for all things “Hanford”.

Ms. Larsen updated the Board on Hanford Communities and briefly discussed the following:

- Issue Agenda
- Ecology Contract
- Upcoming Meetings
- Current Hanford Topics
- PILT Payments
- ECA
- Advocacy for Issues of Local Concern
- Combined Intergovernmental Working Group
- Heritage Tourism & B Reactor Preservation

Bob Suyama updated the Board on the Hanford Advisory Board and briefly discussed the following:

- Future Planning – 5-year plan
- Minimum Safe Operations

- Waste Treatment
- Risk Reduction
- Waste Disposition
- Long-Term Stewardship
- Tank Waste Cleanup, Central Plateau Cleanup, and River Corridor Cleanup

New Lease Agreement for Use of Matheson Pit at Fairgrounds

Adam Fyall presented a renewal of lease agreement between Benton County and Washington Idaho Construction Teamsters for use of the Matheson Pit for truck and large vehicle training on the property.

MOTION: Commissioner Small moved to approve the lease agreement with Washington Idaho Construction Teamsters as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Public Works Department Organization Chart

Matt Rasmussen presented the updated organization chart for the Public Works Department. He said they needed to have a County Engineer in the Road Department and they currently had a duly licensed and qualified person to appoint. He said they would not fill the Public Works Administrator position, bring back the County Engineer, not fill the Assistant County Engineer and fill an open Civil Engineer position. He said the reorganization would amount to approximately \$25,000 in savings and the Road Department would continue to report directly to Mr. Rasmussen as the Deputy County Administrator.

MOTION: Commissioner Small moved to approve the Resolution authorizing the change to the organizational chart for the Public Works Department. Commissioner Delvin seconded and upon vote, the motion carried.

MOTION: Commissioner Small moved to approve the Resolution appointing Douglas D'Hondt as the County Engineer. Commissioner Delvin seconded and upon vote, the motion carried.

Payment Authorization to Southern Folger Detention Equipment Company for the Security System Retrofit Project

Robert Blain presented the resolution authorizing final payment to Southern Folger Detention Equipment Company for the upgraded Jail security project. He said the contract expired and approval was needed to pay the final invoices in the amount of \$49,354.44. He said that would leave only the retainage, that would be released once they received approval from the state agencies.

MOTION: Commissioner Small moved to approve the Resolution authorizing payment to Southern Folger Detention Equipment Company LLC for the security retrofit project. Commissioner Delvin seconded and upon vote, the motion carried.

Follow-up Discussion on New Staffing Requests

Jerrod MacPherson said he met with Lexi Wingfield, Linda Ivey and Matt Rasmussen following last week's discussion regarding the new staffing requests.

He said that HR received 12 position requests to date and if approved, these new positions would impact the budget in the amount of \$1.5 to \$2 million for the 2-year budget. Additionally, the impact to the budget to take care of current employees and COLA's would be an additional \$2 million in baseline, so the total could potentially cost \$3.5 million.

Ms. Ivey said there would be two presentations to the Board in March for Current Expense Fund and Public Safety Tax Fund.

Mr. MacPherson stated the departments would certainly be able to find money in their current budgets, but they did not yet know how it would look for the next budget.

After review, he said they recommended the following:

- Approve the following two positions they considered to be budget neutral with revenue streams as follows:
 - Elections Position – Auditor's Office
 - Procurement Position in the Commissioners' office (currently the Public Works Department was billing quite a bit of time to assist with contracts and purchasing and that billing process would stop.) This would amount to a net cost savings.
- Evaluate the other 10 positions during the 2021-2022 budget process to see what revenues were available to offset these positions.
- Clerk's Office –Legal Process Assistant III – currently split between Clerk's Collection Fund and Current Expense. They currently had a revenue decline in the Clerk's Collection Fund and could not sustain this position long-term; recommended fully funding from Current Expense and move from Collections to avoid a possible layoff, using current staff and not deplete the Collections Fund.
- Sheriff's Office – Administrative Clerk; when the split occurred, the Administrative Clerk went to Corrections. That position previously took care of payroll, vouchers, etc. for the entire department. Commander Souza was willing to allow that person to assist the Sheriff's office with those functions for the remainder of this year until they could evaluate for the new budget. Commander Souza and Commander Croskrey could look at how that would work; it would still be funded through Corrections and the Sheriff's office would be billed for whatever time was shared. The calculation would then be adjusted so the cities were not billed for the time spent assisting the Sheriff's office.

Commissioner Small said that should complete the requirements for the Sheriff's office since they would have the same team as before and should be able to handle the status quo.

Commander Law said they lost half of the administrative team and were struggling to get by. Commissioner Small said he understood that, but they also lost half of the staff they had to take

care of as well. He said he wanted to assess it with the new arrangement and see if this move would take care of their needs.

Mr. MacPherson said the change could happen immediately since the position currently existed in Corrections. Ms. Gillies asked if they could check with the union to make sure the position was not affected. Ms. Wingfield said she would work with Teamsters but since they were in the same union, she did not see it being a problem.

The Board agreed with the recommendations as presented and Ms. Wingfield said they would submit the appropriate paperwork for approval.

Other Business

Commissioner Delvin said the Board received multiple letters from Dan Deckert regarding his request for Benton County to be declared as a second amendment sanctuary county. He said he spoke to him and Commissioner Delvin was willing to do a resolution if someone drafted that.

Commissioner Delvin said he wanted to send a letter of support to the Sheriff's Department employees. Mr. Fyall was requested to draft a letter for the Board's review.

Additionally, Commissioner Delvin said he testified in Olympia on the 09 bill, along with Jefferson and Clark County. He said the bill was voted out of the House and they would start working the Senate side.

The Board briefly recessed, reconvening at 10:08 a.m.

Executive Session – Potential/Pending Litigation

The Board went into executive session at 10:08 a.m. with DPA Ryan Brown for 10 minutes to discuss pending and potential litigation. Also present were Jerrod MacPherson, Cami McKenzie and Matt Rasmussen. The Board came out at 10:20 a.m. No decisions were made.

Tort Claims

CC 2020-06: Received February 10, 2020 from Nhung Truong
CC 2020-07: Received February 20, 2020 from Hung Le

Payroll

Check Date: 02/05/2020

Payroll Checks
Warrant #: 242390-242441
Direct Deposit #: 150155-150756
Total all funds: \$2,424,113.96

Payroll Deductions/Transfers
Taxes #: 101200201-101200211
ACH #: 1137-1143
Total all funds: \$2,416,741.69

Payroll Deductions/Warrants
Warrant #: 203045-203054
Total all funds: \$131,759.27

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

Resolutions

- 2020-122: Surplus and Disposition of Personal Property
- 2020-123: Terminating Contract w/Moon Security Services for Fire and Security Alarm Monitoring Services
- 2020-124: Line Item Transfer, Fund No. 0115-101, Dept. 171
- 2020-125: Line Item Transfer, Fund No. 0115-101, Dept. 172
- 2020-126: Amended Superior Court Public Defense Contract w/Dennis Hanson to Increase Caseload
- 2020-127: Amended Superior Court Public Defense Contract w/R Swinburnson to Increase Caseload
- 2020-128: Amended Superior Court Public Defense Contract w/N Blount to Increase Caseload
- 2020-129: Superior Court Public Defense Contract w/Robert Moser for Conflict and Overflow Legal Services
- 2020-130: Final Plat of Bridlewood – SUB 2019-006
- 2020-131: Contract w/Lourdes Hospital to Provide Mental Health Services at the Jail
- 2020-132: Purchase of One Ford Escape From Corwin Ford for the Building Department
- 2020-133: Franchise to John Hancock Life Insurance Company to Replace Irrigation Main Line
- 2020-134: Terminating Service Agreement w/Guardian Security Systems for Alarm System Monitoring
- 2020-135: Request for Public Hearing Amending the 6-Year Road Program
- 2020-136: 2019 Federal Equitable Sharing Agreement & Certification Report
- 2020-137: Contract Modification w/Department of Energy for Law Enforcement Services
- 2020-138: Contract w/Regional Toxicology Services LLC for Urinalysis Testing
- 2020-139: Lease Agreement with WA Idaho Construction Teamsters - Matheson Pit
- 2020-140: Approving the Updated Benton County Public Works Department Organizational Chart

2020-140A: Appointing Douglas D'Hondt as the County Road Engineer

2020-141: Authorizing Payment to Southern Folger Detention – Security System Retrofit

There being no further business before the Board, the meeting adjourned at approximately 10:20 a.m.

Clerk of the Board

Chairman