

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, March 17, 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; Shan MacPherson, IT; County Engineer Doug D'Hondt; Assessor Bill Spencer; Adam Morasch, Chief Deputy Assessor.

Approval of Minutes

The Minutes of March 10, 2020 were approved.

Review Agenda

The following items were added to consent:

- “u” - Contract with QLUE Consulting – Assessor’s Office
- “v” – Certification of Road Fund Expenditures

The Board added a discussion to Other Business regarding declaration of an emergency due to COVID-19.

Consent Agenda

MOTION: Commissioner Delvin moved to approve the consent agenda items as amended, “a” through “t”, adding “u” and “v”. Commissioner Small seconded and upon vote, the Board approved the following:

Commissioners

- a. Line Item Transfer, Fund No. 0305-101, Dept. 000
- b. Line Item Transfer, Fund No. 0133-101, Dept. 000
- c. Line Item Transfer, Fund No. 0000-101, Dept. 110

- d. Agreement w/Lexipol, LLC to Provide Policy Manuals and Daily Training Bulletins
- e. Line Item Transfer, Fund No. 0000-101, Dept. 120

Facilities

- f. Purchase of Linen and Laundry Services From U.S. Linen
- g. Authorizing Not to Exceed Amounts for Purchases by the Facilities Department
- h. First Amended Agreement w/Waxie Sanitary Supply for Vendor Purchasing

Fairgrounds

- i. Award and Contract of Fencing Repair to Frontier Fence, Inc.

Human Services

- j. Agreement w/WISE for Developmental Disabilities Services

Juvenile

- k. Notice of Termination Contract to Redwood Toxicology, Inc.

Planning

- l. Adopting Fee Schedule for the Benton County Planning Department

Public Works

- m. Contract w/Columbia Pumping & Construction, Inc for the Erickson Road Bridge Repair Project
- n. Approving Invoice for Purchase of Road Salt From Salt Distributors
- o. Agreement and Federal Aid Project Prospectus for Highway Safety Improvement Grant Funds for Guidepost and Guardrail Installation Project
- p. Agreement and Federal Aid Project Prospectus for Transportation Alternative Project Funds for Dallas Road Bike Path Project
- q. Agreement and Federal Aid Project Prospectus for Surface Transportation Block Grant Funds for the Plymouth Road Pavement Overlay
- r. Purchase of 4000 Gallon Tank and Plumbing Installed on Chassis From Ochoco Mfg. Corp.
- s. Purchase of Sign Materials for the TrafficJet Print System from Avery Dennison

Sheriff

- t. Awarding Purchase of Patrol Jackets to Uniforms 2 Gear

Assessor

- u. Personal Services Contract with QLUE Consulting

Public Works

- v. Certification of Road Fund Expenditures

TRIDEC – Introduction

Adam Fyall introduced new Executive Director for TRIDEC, Karl Dye. Mr. Dye provided some information on his background and history and programs he would be working on to benefit and diversify the economy. Additionally, he was working with State Agencies to assist and help qualify the businesses for the bridge loans through the Small Business Association that were being affected by the current COVID-19 situation.

Benton REA – Request for Letter in Support of Lower Snake River Dams

Commissioner Delvin recommended the Board sign a letter in support of the lower Snake River Dams as requested by Benton REA for constituents to submit comments on the draft EIS.

MOTION: Commissioner Delvin moved to approve submitting a letter to US Army Corps of Engineers in support of the lower Snake River Dams and have Mr. Fyall draft that letter. Commissioner Small seconded and upon vote, the motion carried.

Other Business

Declaration of Emergency

Mr. MacPherson said they had been working with most of the elected officials and departments to discuss impacts to operations and presented a Resolution declaring an emergency and reducing staff and hours of operation and allowing non-essential staff to work remotely. He discussed some of the services that would continue and said they were working on a press release internally and externally that would identify how each department would be affected. He recommended that identification of nonessential and essential be left up to the elected officials and department heads.

Commissioner Small said this was a state and national emergency and they were being proactive versus reactive and hoped this would help by putting measures in place.

MOTION: Commissioner Small moved to approve the Resolution in the matter of declaration of emergency in Benton County and hereby grant authority to independently elected officials and the County Administrator to adjust office hours as needed and to approve tele-commuting options and/or paid administrative leave for those employees that are deemed non-essential for the period of March 23, 2020 through April 5, 2020. Commissioner Delvin seconded and upon vote, the motion carried.

The Board agreed not to cancel the Board meeting of March 24 in case it needed to meet to discuss the current situation.

Certificate of Service

The Board signed a certificate of service in appreciation for 25 years of service to Lori McCullugh, Corrections.

Board of Health Meeting

Commissioner Delvin said he would be attending a Board of Health meeting today; they would be conducting a conference call with school districts, etc. to discuss the current issue of COVID-19.

Account Payables

Check Date: 03/12/2020

P-Card #: 0320

Total all funds: \$368,711.52

Payroll

Check Date: 03/16/2020

Payroll Draw Checks

Warrant #: 242499-242502

Direct Deposit #: 151527-151692

Total all funds: \$118,326.18

Payroll Draw Deductions/Transfers

Taxes #: 101200312

Total all funds: \$36,083.33

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

Resolutions

- 2020-236: Line Item Transfer, Fund No. 0305-101, Dept. 000
- 2020-237: Line Item Transfer, Fund No. 0133-101, Dept. 000
- 2020-238: Line Item Transfer, Fund No. 0000-101, Dept. 110
- 2020-239: Agreement w/Lexipol, LLC to Provide Policy Manuals and Daily Training Bulletins
- 2020-240: Line Item Transfer, Fund No. 0000-101, Dept. 120
- 2020-241: Purchase of Linen and Laundry Services From U.S. Linen
- 2020-242: Authorizing Not to Exceed Amounts for Purchases by the Facilities Department
- 2020-243: First Amended Agreement w/Waxie Sanitary Supply for Vendor Purchasing
- 2020-244: Award and Contract of Fencing Repair to Frontier Fence, Inc.
- 2020-245: Agreement w/WISE for Developmental Disabilities Services
- 2020-246: Notice of Termination Contract to Redwood Toxicology, Inc.
- 2020-247: Adopting Fee Schedule for the Benton County Planning Department
- 2020-248: Contract w/Columbia Pumping & Construction, Inc for the Erickson Road Bridge Repair Project
- 2020-249: Approving Invoice for Purchase of Road Salt From Salt Distributors
- 2020-250: Agreement and Federal Aid Project Prospectus for Highway Safety Improvement Grant Funds for Guidepost and Guardrail Installation Project
- 2020-251: Agreement and Federal Aid Project Prospectus for Transportation Alternative Project Funds for Dallas Road Bike Path Project
- 2020-252: Agreement and Federal Aid Project Prospectus for Surface Transportation Block Grant Funds for the Plymouth Road Pavement Overlay
- 2020-253: Purchase of 4000 Gallon Tank and Plumbing Installed on Chassis From Ochoco Mfg. Corp.
- 2020-254: Purchase of Sign Materials for the TrafficJet Print System from Avery Dennison
- 2020-255: Awarding Purchase of Patrol Jackets to Uniforms 2 Gear
- 2020-256: Personal Services Contract with QLUE Consulting
- 2020-257: Authorizing Certification of Road Fund Expenditures for Traffic Law Enforcement, Fish Passage Barrier Removal and Annual Certification for 2019 – CRAB

2020-258: Declaration of Emergency in Benton County – COVID-19

There being no further business before the Board, the meeting adjourned at approximately 9:16 a.m.

Clerk of the Board

Chairman