

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Tuesday, April 14, 2020, 9:00 a.m.

*Meeting provided by Video Live-Broadcast*

**Present:** Chairman James Beaver  
Commissioner Shon Small (via/teleconference)  
Commissioner Jerome Delvin (via/teleconference)  
County Administrator Jerrod MacPherson  
Clerk of the Board Cami McKenzie

**Benton County Employees Present During All or a Portion of the Meeting:** Deputy County Administrator Matt Rasmussen; DPA Ryan Brown; IT Manager Robert Heard; Robert Blain, Director of Operations/Capital Assets; District Court Judge Terry Tanner; DPA Stephen Hallstrom; Chief Scott Souza; Commander Joshua Shelton; HR Manager Lexi Wingfield.

#### Approval of Minutes

The Minutes of March 31, 2020 and April 2, 2020 were approved.

#### Consent Agenda

**MOTION:** Commissioner Small moved to approve the consent agenda items “a” through “o”. Commissioner Delvin seconded and upon vote, the Board approved the following:

#### Facilities

- a. Line Item Transfer, Fund No. 0000-101, Dept. 110
- b. Contract w/Meier Architecture & Engineering for the Design of the New Benton County Shooting Range
- c. First Amended Agreement w/Sierra Electric for As Needed Electrical Installation and Repair
- d. First Amended Agreement w/Wave Design Group for As Needed Architecture and Engineering Services
- e. Second Amended Agreement w/Yoder dba Coffey Refrigeration for Jail Kitchen Equipment Maintenance
- f. Ratifying Emergency Contract w/Banlin Construction for Providing Locker Room Access for the Corrections Department From an Outside Access Point

#### Human Services

- g. Agreement w/A1 Hospitality/Columbia Trading to Fund 23 Hotel Rooms for the Homeless Population Due to the COVID-19 Outbreak

### **Juvenile**

- h. Agreement w/Washington Office of Superintendent of Public Instruction Child Nutrition Programs for Meals Served to Youth in the Detention Center
- i. Contract Amendment No. 1 w/Apollo Sheet Metal for Kitchen Maintenance Services
- j. Contract Amendment No. 1 w/Regional Toxicology Services for Urinalysis Supplies and Testing

### **Office of Public Defense**

- k. Amended Juvenile Court Public Defense Contract w/Diana Anderson
- l. Amended Juvenile Court Public Defense Contract w/Jennifer Azure
- m. Superior Court Public Defense Contract w/Heather Villani; Amending Resolution 2020-204

### **Parks**

- n. Line Item Transfer, Fund No. 0000-101, Dept. 126

### **Public Works**

- o. Purchase of Sign Materials for 2020 From Newman Signs

### **Public Comment ~ Cancelled**

### **Benton County Newspaper Bid**

Matt Rasmussen presented the bid opening for the official county newspaper. The bid was originally scheduled to be opened at the April 7 meeting and was continued to April 14, 2020.

He opened the following bids:

- Prosser Record Bulletin – Valley Publishing Company
- Tri-City Herald

He said he would review the bids and bring back a recommendation at a later date.

### **Families First Coronavirus Response Act (FFCRA) Policy**

HR Manager Lexi Wingfield and DPA Stephen Hallstrom presented the “Families First Coronavirus Response Act Policy” for adoption. The policy provided employees protected leave and paid leave benefits for two separate types of leave; one for caring for children and the other was emergency paid sick leave. The policy provided a process for employees to request those types of leave and Ms. Wingfield indicated said they would send out an email to employees. The policy was effective April 1, 2020 and would sunset on December 31, 2020, unless extended. This process was still evolving and changing daily and may evolve further as they moved through this process.

Mr. Hallstrom said it was based on federal rules and captured the federal policy. In the event the Federal government provided reimbursement, it would allow the County to potentially request reimbursement.

**MOTION:** Commissioner Small moved to approve the policy as presented. Commissioner Delvin seconded and upon vote, the motion carried.

### **Benton County Emergency Declaration - Continued Discussion**

Mr. MacPherson and Mr. Rasmussen presented the updated resolution regarding the Benton County Emergency Declaration to coincide with the “Stay Home, Stay Healthy” order, and take advantage of available leave banks. This was consistent with the “Families First Coronavirus Response Act” policy presented by Ms. Wingfield and Mr. Hallstrom.

Mr. Rasmussen indicated the County, to date, had been allowing employees paid administrative leave but now employees would have the ability to take advantage of the federal sick leave. Given the County must pay salaries in either case, it seemed advantageous to encourage employees to use mandated federal leave banks rather than paid administrative leave. The Policy would implement these leave banks in accordance with federal regulations and guidelines.

Commissioner Small asked whether it would affect their personal time and Mr. Rasmussen said the intent was to use the federal leave banks and not their own leave banks.

**MOTION:** Commissioner Small moved to approve the Second Amendment to Resolution 2020-258, Declaration of Emergency in Benton County and extending the dates granting authority to adjust office hours effective March 18, 2020 through May 4, 2020 and approve tele-commuting options and use of available leave for the period April 19, 2020 at 6:00 am through May 5, 2020 at 6:00 am. Commissioner Delvin seconded.

### **Discussion**

Commissioner Delvin asked if this covered the last two weeks of the Governor’s order to stay at home and Mr. MacPherson confirmed that was the intent of the amendment.

Upon vote, the motion carried unanimously.

Mr. Rasmussen stated that use of the leave was at the employees’ option, and they may use their own if they wanted, but they would get more information out in the next couple of days.

### **Other Business**

#### **Letter to Governor – Support of Home Builders’ Association**

Commissioner Delvin requested the Board sign the letter as presented, to the Governor in support of the Home Builders’ Association, to request the Governor to reconsider the moratorium on construction of single-family residences in Washington State. He said cities and other counties were writing letters in support and it did not make sense since Benton County had a shortage of housing. Additionally, he talked to the Governor’s staff about this and they were considering this issue and he recommended the Board send the letter.

**MOTION:** Commissioner Delvin moved to approve the letter to Governor Inslee in support of the Home Builders' Association request to reconsider the moratorium on construction of single-family residences in Washington State. Commissioner Small seconded and upon vote, the motion carried.

**Meeting Cancellation**

Chairman Beaver recommended the Board cancel next week's board meeting and meet on April 28, 2020. The Board agreed.

**Account Payables**

Check Date: 04/03/2020

EFT's #: 1229-1230  
Transfers #: 04032001-04032004  
Total all funds: \$30,722.40

Warrant #: 205372-205464  
Total all funds: \$491,650.45

**Payroll**

Check Date: 04/03/2020

Payroll Checks  
Warrant #: 242503-242547  
Direct Deposit #: 151695-152302  
Total all funds: \$2,384,718.01

Payroll Deductions/Transfers  
Taxes #: 101200401-101200411  
ACH #: 1231-1237  
Total all funds: \$2,319,375.50

Payroll Deductions/Warrants  
Warrant # 205465-205472  
Total all funds: \$133,427.80

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

**Resolutions**

2020-274: Line Item Transfer, Fund No. 0000-101, Dept. 110  
2020-275: Contract w/Meier Architecture & Engineering for the Design of the New Benton County Shooting Range

- 2020-276: First Amended Agreement w/Sierra Electric for As Needed Electrical Installation and Repair
- 2020-277: First Amended Agreement w/Wave Design Group for As Needed Architecture and Engineering Services
- 2020-278: Second Amended Agreement w/Yoder dba Coffey Refrigeration for Jail Kitchen Equipment Maintenance
- 2020-279: Ratifying Emergency Contract w/Banlin Construction for Providing Locker Room Access for the Corrections Department From an Outside Access Point
- 2020-280: Agreement w/A1 Hospitality/Columbia Trading to Fund 23 Hotel Rooms for the Homeless Population Due to the COVID-19 Outbreak
- 2020-281: Agreement w/Washington Office of Superintendent of Public Instruction Child Nutrition Programs for Meals Served to Youth in the Detention Center
- 2020-282: Contract Amendment No. 1 w/Apollo Sheet Metal for Kitchen Maintenance Services
- 2020-283: Contract Amendment No. 1 w/Regional Toxicology Services for Urinalysis Supplies and Testing
- 2020-284: Amended Juvenile Court Public Defense Contract w/Diana Anderson
- 2020-285: Amended Juvenile Court Public Defense Contract w/Jennifer Azure
- 2020-286: Superior Court Public Defense Contract w/Heather Villani; Amending Resolution 2020-204
- 2020-287: Line Item Transfer, Fund No. 0000-101, Dept. 126
- 2020-288: Purchase of Sign Materials for 2020 From Newman Signs
- 2020-289: Approving the Families First Coronavirus Response Act Policy
- 2020-290: Second Amendment to Resolution 2020-258 as amended by 2020-272 - Declaration of Emergency in Benton County and Extending the Dates

There being no further business before the Board, the meeting adjourned at approximately 9:20 a.m.

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Clerk of the Board

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Chairman