

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, September 15, 2020, 9:00 a.m.

Meeting provided by Video Live-Broadcast and Telephonically

Present: Chairman James Beaver
Commissioner Jerome Delvin (via/WebEx)
Commissioner Shon Small (via/WebEx)
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; Robert Heard, IT Manager; Alex Garcia, IT; HR Manager Lexi Wingfield (via/WebEx); Ryan Lukson (via/WebEx); Treasurer Ken Spencer; Deputy Treasurer Kirsten Yniguez; Adam Fyall, Sustainable Development Manager; Adam Morasch, Risk Manager; Robert Blain, Operations/Capital Assets; Commander Jon Law and Detective Todd Carlson, Sheriff's Office.

Approval of Minutes

The Minutes of September 1, 2020 were approved.

Review Agenda

Consent agenda item "i" (Payment to Great Floors) was pulled for discussion.

The Board agreed to move the discussions regarding the Agreement with Dept. of Commerce and Dept. of Ecology to the first scheduled business items.

Consent Agenda

MOTION: Commissioner Delvin moved to approve the consent agenda items "a" through "ii", pulling "i" (Payment to Great Floors) for discussion. Commissioner Small seconded and upon vote, the Board approved the following:

Auditor

- a. Surplus and Disposition of Personal Property

Coroner

- b. Memorandum of Understanding w/LifeNet Health Northwest

Corrections

- c. Line Item Transfer, Fund No. 0000-101, Dept. 120
- d. MOU w/Support, Advocacy & Resource Center to Acknowledge a Working Relationship

- e. Purchase of One Polygraph Sensor Box Package From Axciton Computerized Polygraphs

Facilities

- f. Contract w/Campbell Underground LLC for Backflow Inspection & Repair
- g. Contract w/Craftsman Cabinets & Flooring Inc for Public Services Building Countertop Replacement Project
- h. Contract w/TCA Enterprises for the Badger Mtn Maintenance Building Asphalt Project
- j. Contract w/Western States for the Backup Generator Service & Repair
- k. Change Order No. 1 w/Cliff Thorn Construction

Human Services

- l. Ratifying Agreement w/WA State Dept. of Commerce Community Services & Housing Assistance Unit for Rental Assistance
- m. Agreement w/Michelle Santo for Community Prevention Coordinator
- n. Agreement w/Breanna Zavicar for Community Prevention Coordinator

Information Technology

- o. Purchase of a 3-Year Subscription for Cisco Flex From CompuNet
- p. Purchase of a 3-Year Subscription for Social Media Archiving From Pagefreezer

Juvenile

- q. Truancy Contract w/Finley School District
- r. Agreement w/State of WA Administrative Office of the Courts for BECCA Bill Program

Planning

- s. Line Item Transfer, Fund No. 0000-101, Dept. 116
- t. Final Plat of Steeplechase Phase 1 – SUB 2020-006
- u. Vacation of Ten Foot Drainage Easement – SV 19-02

Public Safety Sales Tax

- v. Line Item Transfer, Fund No. 0148-101, Dept. 115
- w. Line Item Transfer, Fund No. 0148-101, Dept. 120

Public Works

- x. Line Item Transfer, Fund No. 0101-101, Dept. 500
- y. Granting A Franchise to Sunheaven Farms for Water Lines Systems & Facilities in County Road Rights of Way
- z. Granting A Franchise to Eddie Farms Inc for Irrigation Pipe Systems & Facilities in County Road Rights of Way
- aa. Granting A Franchise to Plymouth Water District for Water Delivery System & Facilities in County Road Rights of Way
- bb. Purchase of John Deere Grader from Pape Machinery Inc.
- cc. Purchase of Asphalt Emulsion for From Albina Holdings
- dd. Declaring Snipes Road Bituminous Surface Treatment Project an “Emergent Project”
- ee. Rural Arterial Program Final Prospectus for Construction of County Well Road Phase 1 & County Well Road Phase 2

Sheriff

- ff. Purchase of Communication Equipment From Motorola Solutions
- gg. MOU Modification w/United States Marshal for Joint Law Enforcement Operations

Treasurer

- hh. Agreement w/FHN Financial Main Street Advisors - Oversight of Investment Program

Workforce Development

- ii. Contract w/Career Path Services for Youth Services

Consent Agenda “i” - One-Time Payment Authorization for Carpet Squares From Great Floors

Robert Blain explained the Resolution was needed because the purchase was done outside the procurement policy to get enough lead time to order the carpet for installation. They previously had quotes for the carpet that were less expensive, but they determined the quotes were too old to use. Commissioner Small asked when the new procurement policy would be complete, and Mr. Blain said it was currently in review in the PA’s office and he anticipated finalizing it in the next month or two.

MOTION: Commissioner Small moved to approve the Resolution Authorizing Payment to Great Floors as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Public Comment

None.

CARES Act Agreement with Dept. of Commerce

Adam Fyall presented a new CARES Act Agreement with the Department of Commerce, specifically for disbursement of grants to small businesses. He said this money was designed to flow through the ADO (TRIDEC), but they had an agreement with Commerce to channel the money through the County, similar to the first CARES Act Agreement. Mr. Fyall recommended the Board approve the new contract with the Dept. of Commerce, to be followed by a new contract with TRIDEC in two weeks (both nearly identical to the first contracts approved for the CARES Act).

MOTION: Commissioner Small moved to approve the new grant agreement with the Department of Commerce for additional CARES Act funds as presented. Commissioner Delvin seconded, and upon vote, the motion carried unanimously.

Agreement with Washington Dept. of Ecology

Adam Fyall presented the new restated Agreement with Washington Department of Ecology for rent received for uses associated with a lease on the Hanford site; the original Interagency Agreement was amended 26 times after being entered into in 1993.

MOTION: Commissioner Delvin moved to approve the Resolution and new Interagency Agreement with Department of Ecology as presented. Commissioner Small seconded and upon vote, the motion carried.

Agreement w/PowerDMS – Sheriff’s Office

Commander Jon Law and Detective Todd Carlson, Sheriff’s Office, presented the Agreement with PowerDMS. They explained it was a document, training, and accreditation management software program and was used and recommended by many statewide law enforcement agencies. They

explained the need for the program to reduce staff workload to aid the Sheriff's office in getting accredited; they lost their accreditation three years ago. Additionally, Mr. Carlson said the most difficult part of his job was tracking 70+ employees and this would assist in training, inventory, certifications and expiration of equipment, and reminders.

Commissioner Delvin expressed concern about using this program after discussing it with the IT Department and requested a one-on-one meeting with the Commander and IT before deciding. The Board agreed with postponing a decision until after that meeting.

Agreement w/Lexipol – Sheriff's Office

Commander Jon Law and Detective Todd Carlson presented the Agreement with Lexipol and said this agreement was separate from PowerDMS. Commander Law said it was the same program the jail was using for updating policy manuals and training bulletins. Commissioner Delvin said this program was already supported by IT and he did not have an issue approving this.

MOTION: Commissioner Delvin moved to authorize this agreement to be on the next consent agenda for approval by the Board. Commissioner Small seconded and upon vote, the motion carried unanimously.

Amendment No. 3 w/MMEC for the Administration Building

Robert Blain presented Amendment No. 3 with MMEC Architecture & Interiors to provide additional design services to add, at the request of the County, the access control systems to the doors and to integrate the new building into the existing system by the County. The total amount of the amendment was \$19,800.00 plus WSST.

MOTION: Commissioner Delvin moved to approve Amendment No. 3 to the Professional Services Contract with MMEC Architecture & Interiors as presented. Commissioner Small seconded and upon vote, the motion carried.

Request for Office Assistant III Position to be Posted & Filled – Treasurer's Office

Lexi Wingfield via/WebEx, Treasurer Ken Spencer and Deputy Treasurer Kirsten Yniguez requested the Board authorize posting and filling of an Office Assistant III position. One of the positions with prior approval per Resolution 2020-602 was an Accounting Assistant II position within the Treasurer's Office. That position was filled by a current employee within the Treasurer's Office leaving an Office Assistant III position vacant. They requested the Board authorize filling that position to give them time to train a new employee for the tax season. Ms. Yniguez added that this was the only tax collecting position in Prosser.

MOTION: Commissioner Delvin moved to approve the Resolution authorizing the Treasurer's Office to post and fill the Office Assistant III position as presented. Commissioner Small seconded and upon vote, the motion carried.

Keep Washington Working Act Policy

Adam Morasch presented a policy to adopt legislation passed in 2019 establishing statewide practices regarding the enforcement of federal immigration laws and provide improved support of economic opportunities for Washingtonians, regardless of their immigration or citizenship status.

MOTION: Commissioner Delvin moved to approve the Resolution adopting the “Keep Washington Working Act” Policy as presented. Commissioner Small seconded and upon vote the motion carried.

Quit Claim Deeds

Matt Rasmussen stated that in 1948 the County was dedicated a 10-foot wide alleyway in the Island View area and subsequently the area was annexed by the City of Richland. The County assumed ownership of the alley transferred to the City with the annexation. However, an ownership issue was discovered when a property owner adjacent to the alley attempted to subdivide their property. In order to resolve the issue, Mr. Rasmussen recommended the Board approve and sign quit claim deeds to quit claim any remaining interest the County had in the alley to the adjoining landowners. The City indicated this would resolve their issues and the County, taking the position it had no interest in the land, was effectively granting nothing.

MOTION: Commissioner Delvin moved to authorize the Chairman to execute seven (7) quit claim deeds conveying whatever interest Benton County has in portions of a strip of land dedicated to Benton County for public use and purposes to the adjoining property owners as presented. Commissioner Small seconded and upon vote, the motion carried.

Other Business

Fairgrounds – Emergency Boarding of Livestock

Adam Fyall said the Fair Association brought up the idea of using the Fairgrounds for emergency boarding of livestock, if needed, as other Fairgrounds were doing. Mr. Fyall said he reviewed and discussed the idea, along with the potential issues, including safety and security, liability, access, etc. and did not recommend moving forward with this at the present time.

Commissioner Delvin said they had not been asked to provide this service but wanted to have the groundwork done so they were prepared in the event it was needed. The Board agreed. Mr. Fyall said he would continue to research the issue.

Tort Claim

CC 2020-18: Received September 17, 2020 from Dustin Sledd

Payroll

Check Date: 09/04/2020

Payroll Checks

Total all funds: \$2,396,478.27

Warrant #: 242733-242788

Direct Deposit #: 155574-156182

Payroll Deductions/Transfers

Total all funds: \$2,307,847.23

Taxes #: 101200901-101200911

ACH #: 1420-1426

Payroll Deductions/Warrants

Total all funds: \$132,336.25

Warrant #: 209566-209573

Accounts Payable

Check Date: 09/04/2020

EFT #: 1418-1419

Transfers #: 09042001

Total all funds: \$13,892.77

Warrants #: 209475-209565

Total all funds: \$1,816,079.53

Check Date: 09/10/2020

P-Cards #: 0920

Total all funds: \$351,928.84

Resolutions

- 2020-604: Surplus and Disposition of Personal Property
- 2020-605: Memorandum of Understanding w/LifeNet Health Northwest
- 2020-606: Line Item Transfer, Fund No. 0000-101, Dept. 120
- 2020-607: MOU Between Corrections and SARC to Acknowledge a Working Relationship
- 2020-608: Purchase of Polygraph Sensor Box Package From Axciton Computerized Polygraphs
- 2020-609: Contract w/Campbell Underground LLC for Backflow Inspection & Repair
- 2020-610: Contract w/Craftsman Cabinets & Flooring Inc for Public Services Building Countertop Replacement Project
- 2020-611: Contract w/TCA Enterprises - Badger Mtn Maintenance Building Asphalt Project

- 2020-612: Contract w/Western States for the Backup Generator Service & Repair
- 2020-613: Ratifying Agreement w/WA State Dept. of Commerce Community Services & Housing Assistance Unit for Rental Assistance
- 2020-614: Agreement w/Michelle Santo for Community Prevention Coordinator
- 2020-615: Agreement w/Breanna Zavicar for Community Prevention Coordinator
- 2020-616: Purchase of a 3-Year Subscription for Cisco Flex From CompuNet
- 2020-617: Purchase of a 3-Year Subscription for Social Media Archiving From Pagefreezer
- 2020-618: Truancy Contract w/Finley School District
- 2020-619: Agreement w/State of WA Administrative Office of the Courts for BECCA Bill Program
- 2020-620: Line Item Transfer, Fund No. 0000-101, Dept. 116
- 2020-621: Final Plat of Steeplechase Phase 1 – SUB 2020-006
- 2020-622: Vacation of Ten Foot Drainage Easement – SV 19-02
- 2020-623: Line Item Transfer, Fund No. 0148-101, Dept. 115
- 2020-624: Line Item Transfer, Fund No. 0148-101, Dept. 120
- 2020-625: Line Item Transfer, Fund No. 0101-101, Dept. 500
- 2020-626: Granting A Franchise to Plymouth Water District for Water Delivery System & Facilities in County Road Rights of Way
- 2020-627: Purchase of John Deere Grader from Pape Machinery Inc.
- 2020-628: Granting A Franchise to Sunheaven Farms for Water Lines Systems & Facilities in County Road Rights of Way
- 2020-629: Granting A Franchise to Eddie Farms Inc for Irrigation Pipe Systems & Facilities in County Road Rights of Way
- 2020-630: Purchase of Asphalt Emulsion for From Albina Holdings
- 2020-631: Declaring Snipes Road Bituminous Surface Treatment Project an Emergent Project
- 2020-632: Rural Arterial Program Final Prospectus for Construction of County Well Road Phase 1 & County Well Road Phase 2
- 2020-633: Purchase of Communication Equipment From Motorola Solutions
- 2020-634: MOU Modification w/United States Marshal for Joint Law Enforcement Operations
- 2020-635: Agreement w/FHN Financial Main Street Advisors - Oversight of Investment Program
- 2020-636: Contract w/Career Path Services for Youth Services
- 2020-637: Grant Agreement w/Dept. of Commerce – CARES Act Funds
- 2020-638: Interagency Agreement w/Dept. of Ecology
- 2020-639: Approving Change Order No. 1 w/Cliff Thorn Construction
- 2020-640: Amendment No. 3 w/MMEC Architecture & Interiors
- 2020-641: Approving Position 1507 – Office Assistant III to be Posted and Filled
- 2020-642: Approving the Keep Washington Working Act Policy
- 2020-643: Executing Quit Claim Deeds – Alley Way in the City of Richland
- 2020-644: Authorizing One-Time Payment to Great Floors

There being no further business before the Board, the meeting adjourned at approximately 9:54 a.m.

Clerk of the Board

Chairman