

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Tuesday, October 6, 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)  
Deputy County Administrator Matt Rasmussen  
Clerk of the Board Cami McKenzie

**Absent:** County Administrator Jerrod MacPherson (Vacation)

**Benton County Employees Present During All or a Portion of the Meeting:** Robert Heard, IT Manager; Robert Blain, Director of Operations/Capital Programs; Adam Fyall, Sustainable Development Manager; Treasurer Ken Spencer; Deputy Treasurer Kirsten Yniguez; HR Manager Lexi Wingfield; Finance Manager Linda Ivey; Auditor Brenda Chilton.

#### Approval of Minutes

The Minutes of September 29, 2020 were approved.

#### Review Agenda

Mr. Rasmussen requested to add a discussion on Child-Care Grant Programs to Scheduled Business.

#### Consent Agenda

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

#### Auditor

- a. Agreement w/Washington Student Association for Student Engagement Coordinator @ WSU
- b. Cancellation of Unclaimed Warrants

#### Commissioners

- c. Line Item Transfer, Fund No. 0305-101, Dept. 000
- d. Line Item Transfer, Fund No. 0153-101, Dept. 000
- e. Line Item Transfer, Fund No. 0131-101, Dept. 000

### **Facilities**

- f. First Amended Contract w/Meir Architecture & Engineering for the Courtroom Audio Visual Upgrade Project

### **Human Services**

- g. Agreement w/Benton-Franklin Community Action Committee for Projects Under the WA State Community Development Block Grant
- h. Ratifying Agreement w/Tri-Cities Hispanic Chamber of Commerce for Outreach Services

### **Parks**

- i. First Amended Contract w/Meier Architecture & Engineering for Shooting Range Facility Design

### **Planning**

- j. First Amended Agreement w/Selah-Moxee Irrigation District for Water Rights Acquisition; Amending Resolution 2019-925

### **Public Works**

- k. Granting a Utility Easement to Cascade Natural Gas on the East Side of the Wiser Parkway Property
- l. Purchase of 500-Gallon Waste Oil Tank From Arrow Construction Supply

### **Sheriff**

- m. Purchase of Tactical Jumpsuits From Seattle Sewing Solutions

### **Public Comment**

Andrew Klein, Pasco, real estate developer, said there was legislation passed regarding the commercial property assessed clean energy program. He said it needed to be implemented at a local level and he was working with Commissioner Delvin and sent him some language that could be adopted.

Commissioner Delvin said he was having DPA Reid Hay review the legislation and he had some calls into WSAC for their review. Once the issue had been reviewed, he would bring it back for a presentation to the Board.

Mr. Klein mentioned it did not require any investment by the County, only administration, and those costs could be passed along to the developers that use the program.

### **Second Administrative Agreement with TRIDEC for CARES Act**

Adam Fyall presented the agreement with TRIDEC for administering the supplemental grant program for the CARES Act funds. He stated he previously brought a Commerce grant agreement to the Board in the amount of \$750,000 for grants to the local business community and this agreement would allow TRIDEC to assist with this process.

**MOTION:** Commissioner Small moved to approve the new Standard Service Agreement with TRIDEC for assistance and implementing Benton County's CARES Act Community Support Grant Program as presented. Commissioner Delvin seconded.

## Discussion

Chairman Beaver requested the Board provide some sort of recognition to the partners showing appreciation of their efforts. Upon vote, the motion carried.

## **Change Order No. 1 - V K Powell Construction for the Courthouse Upgrades Project**

Robert Blain presented Change Order No. 1 with V K Powell Construction. He said after the contract was approved, they revaluated the project and recommended removal of the façade installation on the southern building and could re-evaluate that in the future when budget funding became available. Additionally, there was work scheduled to be done in the old engineering building and they decided to remove that from the scope of work, for a total deduct of \$542,666.00 plus WSST.

**MOTION:** Commissioner Small moved to approve Change Order No. 1 with V K Powell Construction, LLC for the Courthouse Upgrades project, decreasing the contract by \$542,666.00 plus WSST as presented. Commissioner Delvin seconded and upon vote, the motion carried.

## **Position Request – Office Assistant III – Treasurer’s Office**

Treasurer Ken Spencer and Deputy Treasurer Kirsten Yniguez requested the Board authorize posting and filling an Office Assistant III position in their office. Mr. Spencer said they had a surprise resignation and they needed to fill one of their spots that worked the front line on the collection process.

**MOTION:** Commissioner Delvin moved to approve position 1506, Office Assistant III in the Treasurer’s Office to be posted and filled. Commissioner Small seconded and upon vote, the motion carried unanimously.

## **Request to go to Public Hearing – Budget Adjustments for 2019/2020 Budget**

Linda Ivey presented the following requests to go to public hearing for budget adjustments:

- Current Expense, CARES Act, Dept. 139 - \$4,036,000
  - Benton County was awarded an additional \$4,036,000 in CARES Act funds received after the 2019-2020 budget process
- Current Expense – VIT Impact Fund, \$5,563,630
  - The VIT Impact Fund was previously closed and funds authorized to be transferred to the Capital Projects Fund; the adjustment is needed so the Auditor’s Office can make the proper journal entries

**MOTION:** Commissioner Delvin moved to approve going to public hearing on October 27, 2020 for the request for a budget adjustment for Current Expense, CARES Act, Department 139 in the amount of \$4,036,000. Commissioner Small seconded and upon vote, the motion carried.

**MOTION:** Commissioner Delvin moved to approve going to public hearing on October 27, 2020 for the request for a budget adjustment for the VIT Impact Fund in the amount of \$5,563,630. Commissioner Small seconded and upon vote, the motion carried.

### **2021/2022 Budget Discussion**

Linda Ivey, Finance Manager and Auditor Brenda Chilton provided an update to the 2021/2022 Budget as follows:

Auditor Brenda Chilton discussed the budget process, including call letter, submittal of requests and revenue projections, and formal submittal of the budget to the Board of Commissioners. Additionally, she discussed the impressive collaborative effort of the Finance Department and the Auditor's Office in putting together the budget.

Ms. Ivey recapped the preliminary budget for Current Expense, stating it was now down to \$4.5 million in expenses over revenues (from \$5.2 million two weeks prior) for baseline budget. New requests totaled \$3.2 million. Public Safety Tax Budget was \$6.6 million in expenditures over revenue for baseline, and \$1.1 million additional requests. Budget Workshops were scheduled for October 21 and 22, with presentation of the proposed budget on October 27, to go to public hearing on November 17, 2020.

### **Child-Care Providers Grant Program**

Mr. Rasmussen said the County received an additional allocation of CARES Act funds from Washington State Department of Commerce of just over \$4 million. He said they worked with regional partners (TRIDEC, Visit Tri-Cities, Tri-City Regional Chamber of Commerce and other area representatives) to identify needs in the community to get residents back to work and identified a need for child-care providers. Providers were currently working under the Safe Start Washington guidelines and some were at risk of closing their doors. If Benton County does not have adequate child-care, people cannot go back to work. He indicated they put together a draft program, with final details to be worked out, for a total amount of \$1.3 million in grants, utilizing CARES Act funds. It would be implemented similar to the small business grant program, but they would not be asking TRIDEC to manage this program. There were 127 individual child-care agencies identified in Benton County, although not all would apply or receive funding. It would be first-come first-served, based on a tiered system and he was looking for consensus to approve the program and bring it back for final approval, possibly next week.

The Board agreed to have Mr. Rasmussen move forward with the program and bring it back to the Board for final approval.

### **Other Business**

#### **In-Person Meetings**

Commissioner Small asked if anyone knew when the Board members would be able to have meetings under the same roof. Commissioner Delvin said it was up to the Governor and until he

changed the emergency order, those meetings could not happen until Phase 4. However, they were in the process of trying to re-evaluate the phase system.

Matt Rasmussen said the Governor had a special proclamation removing some of requirements of the open public meetings act, specifically prohibiting in-person meetings, and it was extended until November 9, 2020.

### **Executive Session – Union Negotiations**

Mr. Rasmussen announced at 9:42 a.m. the Board would be going into executive session for up to 20 minutes to discuss union negotiations. The Board briefly recessed to reconvene in the Executive Conference Room.

The Board went into executive session at 9:43 a.m. for up to 20 minutes with DPA Stephen Hallstrom (via/teleconference) to discuss union negotiations. Present were Chairman Beaver, Commissioners Small and Delvin (via/teleconference), Matt Rasmussen, Lexi Wingfield, Linda Ivey and Cami McKenzie. The Board came out of executive session at 10:00 a.m. and briefly recessed to reconvene back in the Commissioners' Conference Room.

Matt Rasmussen announced at 10:00 a.m. that no decisions were made in executive session.

### **Account Payables**

Check Date: 09/25/2020

EFT's #: 1431-1456  
Transfers #: 09252001-09252003  
Total all funds: \$214,170.82

Warrants #: 210120-210255  
Total all funds: \$1,196,474.49

Check Date: 10/02/2020

EFT's: 1457-1462  
Transfers #: 10022001-10022005  
Total all funds: \$1,262,047.90

Warrants #: 210284-210455  
Total all funds: \$952,216.99

### **Resolutions**

2020-690: Agreement w/Washington Student Association for Student Engagement Coordinator @ WSU  
2020-691: Cancellation of Unclaimed Warrants

- 2020-692: Line Item Transfer, Fund No. 0305-101, Dept. 000
- 2020-693: Line Item Transfer, Fund No. 0153-101, Dept. 000
- 2020-694: Line Item Transfer, Fund No. 0131-101, Dept. 000
- 2020-695: First Amended Contract w/Meir Architecture & Engineering for the Courtroom Audio Visual Upgrade Project
- 2020-696: Agreement w/Benton-Franklin Community Action Committee for Projects Under the WA State Community Development Block Grant
- 2020-697: Ratifying Agreement w/Tri-Cities Hispanic Chamber of Commerce for Outreach Services
- 2020-698: First Amended Contract w/Meier Architecture & Engineering for Shooting Range Facility Design
- 2020-699: First Amended Agreement w/Selah-Moxee Irrigation District for Water Rights Acquisition; Amending Resolution 2019-925
- 2020-700: Granting a Utility Easement to Cascade Natural Gas on the East Side of the Wiser Parkway Property
- 2020-701: Purchase of 500-Gallon Waste Oil Tank From Arrow Construction Supply
- 2020-702: Purchase of Tactical Jumpsuits From Seattle Sewing Solutions
- 2020-703: 2<sup>nd</sup> Standard Service Agreement with TRIDEC – CARES Act
- 2020-704: Change Order No. 1 with V K Powell Construction – Courthouse Upgrades Project

There being no further business before the Board, the meeting adjourned at approximately 10:00 a.m.

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Clerk of the Board

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Chairman