

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, October 27, 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: Matthew Rasmussen, Deputy County Administrator; Robert Heard, IT Manager; Robert Blain, Operations/Capital Programs; Michelle Cooke, Planning; Greg Wendt, Planning Manager; Paul Schut, Procurement/Contract Coordinator; Linda Ivey, Finance Manager; DPA Stephen Hallstrom; HR Manager Lexi Wingfield.

Approval of Minutes

The Minutes of October 20, 2020 were approved.

Review Agenda

Commissioner Small requested item “jj” (Salary Request Statement – Sheriff’s Office) be pulled for discussion.

Consent Agenda

MOTION: Commissioner Delvin moved to approve the consent agenda items “a” through ‘ii’, pulling “jj”. Commissioner Small seconded and upon vote, the Board approved the following:

Auditor

- a. Line Item Transfer, Fund No. 0000-101, Dept. 102
- b. Line Item Transfer, Fund No. 0000-101, Dept. 102
- c. 2019 Audit Management Representation Letter to the State Auditor’s Office
- d. Contract w/Deuces Dirt Hogz for Janitorial Cleaning & Sanitation Services

Building

- e. Line Item Transfer, Fund No. 0149-101, Dept. 000

Clerk

- f. Request for Proposal for Conversion of Microfilm Documents Into Digital Format

Commissioners

- g. Line Item Transfer, Fund No. 0000-101, Dept. 115 to 102

h. Line Item Transfer, Fund No. 0000-101, Dept. 115 to 117

Corrections

- i. Line Item Transfer, Fund No. 0000-101, Dept. 120
- j. Third Amendment to Agreement w/NaphCare for Health Care Services
- k. Agreement w/Crown Paper & Janitorial Supply Co. for Paper & Glove Supplies
- l. Agreement w/Crown Paper & Janitorial Supply Co. for Chemicals & Janitorial Supplies
- m. Agreement w/911 Supply, Inc. for Employee Uniforms & Other Related Items

Human Services

- n. Ratifying Second Amendment to Agreement w/Compass Career Solutions for Employment Services
- o. Ratifying Agreement w/Children's Developmental Center for Children's Services
- p. Ratifying Second Amendment to Agreement w/Goodwill Industries for Employment Services
- q. Ratifying Second Amendment to Agreement w/Responding to Autism Services for Employment Services

Information Technology

- r. Microsoft's Alternative Acceptance Form Adding Amendment to Contract Documents From Shi International Corp.
- s. Purchase of One Dell Laptop & Docking Station for the Planning Department
- t. Purchase of One Dell Laptop, Docking Station & Two Monitors for the Elections Department
- u. Purchase of One Dell Laptop, Docking Station & Two Monitors for Public Works Department
- v. Purchase of Five Dell Laptops & One Computer for District Court
- w. Purchase of One Lavi Electronic Queuing System, Counter for Clerk's Office
- x. Purchase of One Dell Laptop for Coroner's Office
- y. Purchase of Two Dell Compellent Enclosures, Prosupport & Services for Courthouse & Justice Center Locations From Thornburg Computer Services
- z. Contract w/CompuNet for Cisco WebEx Plus Programming for Executive Conference Room

Juvenile

aa. Line Item Transfer, Fund No. 0115-101, Dept. 173

Public Safety

bb. Line Item Transfer, Fund No. 0148-101, Dept. 115 to 122

cc. Line Item Transfer, Fund No. 0148-101, Dept. 106

Public Works

- dd. Accepting Work by Construction Ahead for 2019 Pavement Marking Project
- ee. Purchase of Sign Material for the TrafficJet Print System From Avery Dennison
- ff. Purchase of Road Salt From Salt Distributors
- gg. Purchase of Liquid Magnesium Chloride From EnviroTech Services

Sheriff

- hh. Agreement w/WA Traffic Safety Commission for Overtime Grant Funding
- ii. Salary Request Statement – Deputy Sheriff

Discussion – Consent Agenda Item “jj” - Salary Request Statement

Commissioner Small said he reviewed both Salary Request Statements “ii” and “jj” and noted that one employee had 10 years of experience and one employee had 2 years of experience. He said he just wanted to bring it up for discussion and make sure these types of increases were justified.

MOTION: Commissioner Small moved to approve the Salary Request Statement identified in item “jj” as presented. Commissioner Delvin seconded.

Discussion

Commissioner Delvin said the Sheriff’s office should work with Human Resources, so it was explained a little better on the paperwork. Chairman Beaver agreed and said a better narrative would assist in explaining their request.

Upon vote, the motion carried unanimously.

Public Comment

None.

Public Hearing – 2021-2026 Capital Improvement Plan

Robert Blain and Paul Schut presented the 2021-2026 Capital Improvement Plan. Mr. Blain said they started the process in April and initially received 47 projects and evaluated the need for each project against the budget. As shown, there was a reduction in revenue so the plan included completion of projects that were underway or carried forward and reduced scope on some current projects. Additionally, a few were carefully selected based on need and other projects selected that had available funding from funds other than Capital.

Commissioner Small commented on the properties owned by Benton County and wanted to point out there was a cost to maintenance and upkeep on the buildings.

As no one called in to testify, public testimony was closed.

MOTION: Commissioner Small moved to approve the Resolution adopting the 2021-2026 Benton County Capital Improvement Plan as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Public Hearing - Budget Supplements

Linda Ivey presented the following budget supplements:

2019-2020 VIT Impact Fund No. 0153-101 for \$5,563,630

The VIT Impact Fund was closed and the Board authorized the transfer of the remaining cash be transferred to the Capital Projects Fund. A supplement was needed so the Auditor's office could make the proper journal entries.

2019-2020 Current Expense Fund No. 0000-101, Dept. 139 for \$4,036,000

Benton County was awarded an additional \$4,036,000 in CARES Act funds and the award was received after the completion of the 2019-2020 budget process. The supplement was budget neutral as eligible expenditures were reimbursed.

As no one called in to testify, public testimony was closed.

MOTION: Commissioner Small moved to approve budget supplements to the 2019-2020 VIT Impact Fund in the amount of \$5,563,630 and the 2019-2020 Current Expense Fund, CARES Act, Dept. 139 in the amount of \$4,036,000 as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Preliminary Plat of Country Acres SUB 2020-007

Greg Wendt and Michelle Cooke presented the preliminary plat application of Country Acres to subdivide approximately 160 acres into 14 residential lots. At the conclusion of the open record hearing, the Planning Commission voted to forward a positive recommendation to the Board of Commissioners. Additionally, the Planning Department recommended approval as submitted.

MOTION: Commissioner Small moved to adopt the Planning Commission's Recommendation, Findings of Fact and Conditions as the Board's own and approve the preliminary plat of Country Acres SUB 2020-007 as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Change Order No. 4 - Banlin Construction for Administration Building Project

Robert Blain presented Change Order No. 4 with Banlin Construction for the New Administration Building. He said the changes consisted of modification to the existing irrigation, new landscaping, moving an electrical panel and meter, widening a foundation wall, and revisions to the door hardware. The total amount of the change was \$101,256.73 plus WSST.

Commissioner Delvin asked if they were still within the allotted contingencies that were included in the contract and Mr. Blain said yes.

MOTION: Commissioner Small moved to approve Change Order No. 4 with Banlin Construction in the amount of \$101,256.73 plus WSST and increasing the contract time by 7 calendar days. Commissioner Delvin seconded and upon vote, the motion carried.

CARES Act Childcare Support Grant Program Contracts

Matt Rasmussen said the Board previously gave direction to continue development of the Childcare Support Grant program. He said they worked with Childcare Aware, TRIDEC, Chamber of Commerce and several large area providers to develop the grant application program and put out an RFP with a deadline of October 30. He presented a Resolution approving the contract form, based largely on the small business grant program. Additionally, the Resolution would authorize the County Administrator and/or Deputy County Administrator to sign the contract, which was the same process they were using for the small business grants, with the intent to issue the grants during the month of November. He stated that as the economy reopened, some people that could return to work were not able to because there was not a place to take their children and the general public and everyone in Benton County would benefit from this program.

MOTION: Commissioner Delvin moved to approve the Resolution approving the agreement for the Childcare Assistance Program grant funding and authorize the County Administrator and/or Deputy County Administrator to sign those agreements on behalf of the County. Commissioner Small seconded and upon vote, the motion carried.

2021-2022 Budget Discussions

Jerrold MacPherson, Matt Rasmussen and Linda Ivey followed up on the proposed 2021-2022 budget and discussed the following:

- During budget workshops the prior week, the Current Expense Fund baseline budget had a \$4.5 million shortfall and \$3.2 million in new requests (for a combined total shortfall of \$7.7 million).
- Administration investigated an array of options including alternative funding sources to alleviate reducing staff and/or services to the public, including Public Safety Tax Fund, 1/10th Criminal Justice Tax Fund, and Human Services Fund (local mental health/millage).
- It was important to note that not all \$3.2 million in new requests could be accommodated, but the recommendation to the Board did not reduce staff.
- Benton County's main revenue source was property tax and they were recommending a zero-percentage increase in the property tax levy rate, and to bank the 1%.
- Current Expense Revenue revisions since last presentation:
 - Property Tax & Administrative Refund – add \$408,351
 - 1/10th Criminal Justice Fund - Transfer in \$855,757
- Current Expense Expenditures – reduction of \$3,615,017
 - Highlights
 - 1 Work Crew position removed (vacant for 2 years)
 - 5 Sheriff's Office positions moved to PST Fund
 - No recommendation to add requests for new staff
 - No recommendation to approve grade changes for current staff

- Facilities – add \$475,000 (generally related to new Administration Building operating costs)
 - Department Requests for IT related purchases – add \$99,000
 - GIS – Orthophotos – add \$125,000 (matching revenue source)
 - BI-PIN – reduce by \$581,000
 - Auditor – reduce by \$281,000 (grant ended/Richland office closed)
 - Transfers out to Juvenile and Fairgrounds - \$2.1 million (funded by alternative funding source)
- Summary Recommendation – Current Expense
 - Revenues - \$142,287,932
 - Expenditures - \$142,293,541
 - Decrease to fund balance of \$(-5,609) – balanced
- Summary Recommendation – Public Safety Tax
 - Revenues - \$17 million
 - Expenditures - \$26 million
 - They were working to spend down the fund balance (by about \$9 million) with an ending fund balance of \$9.5 million with the tax sunsetting in 2024
 - The Board preliminarily approved \$1.1 million in the RFP process that included:
 - New staff for Clerk, Mental Health/Veterans Court, and Superior Court
 - Legal Services for OPD
 - Several capital items for the Sheriff including Safeco Boat, radar speed trailer, thermal imagers, forensic software, and interview recording system - \$299,000
 - They were also recommending the following - \$1.2 million
 - Decrease to Corrections Mental Health contract (will be funded by alternate source – Human Services Millage fund)
 - 1 new staff for PA
 - 5 positions moved from the Sheriff’s office Current Expense to PST
- Bi-County – Superior Court and Juvenile
 - Superior Court funding was added to contingency in case Franklin County agreed to fund the bailiff position (Benton County approved in PST). It will be added to Superior Court from contingency if approved by Franklin County
 - Juvenile – the Board may need to do a supplement – they are not recommending to budget funds until Franklin County approves their Juvenile budget
- Over 55 special funds outside Current Expense – recommending staffing requests for the following special funds:
 - Road Fund – 2 positions
 - Workers’ Comp – 1 position
 - Insurance Management – 1 position
 - Protective Inspection – 1 position
- New Position Requests – Overall - 16 New positions requested
 - Recommendation - 9 positions be approved (4 in PST and 5 in special funds)

They recommended the Board proceed to public hearing on November 17, 2020 for consideration and adoption of the 2021-2022 Benton County budgets. Additionally, if approved to move forward, the budgets will be posted on the website on October 28, 2020 and they will begin advertising as required by law.

Corrections Department Budget Discussion

It was stated they were seeing a significant reduction in contract revenue due to the pandemic, however, they needed to keep staff levels higher. The proposed budget did not address the reduced revenue and the impacts to staffing and expenditures and they were still reviewing how to address that issue.

MOTION: Commissioner Small moved to approve to go to public hearing on November 17, 2020 for adoption of the proposed 2021-2022 Benton County budgets. Commissioner Delvin seconded and upon vote, the motion carried.

Executive Session - Plan Strategy or Position to be Taken During Grievance Proceedings

Jerrod MacPherson announced at 9:40 a.m. the Board would be going into executive session for up to 15 minutes with DPA Stephen Hallstrom to discuss the plan, strategy or position to be taken during grievance proceedings. The Board briefly recessed to reconvene in the Executive Conference Room.

Present were Chairman Beaver, Commissioners Small and Delvin (via/teleconference), Jerrod MacPherson, Matt Rasmussen, DPA Stephen Hallstrom, Lexi Wingfield, and Cami McKenzie. The Board came out of executive session and briefly recessed to reconvene back in the Commissioners' Conference Room.

Stephen Hallstrom announced at 10:02 a.m. there was a brief delay due to technical difficulties and that no decisions were made in executive session.

Payroll

Check Date: 10/15/2020

Payroll Draw Checks

Warrant #: 242831

Direct Deposit #: 156967-157135

Total all funds: \$121,856.12

Payroll Draw Deductions/Transfers

Taxes # 101201012

Total all funds: \$35,858.94

Accounts Payable

Check Date: 10/16/2020

EFT's #: 1470-1474
Transfers #: 10162001-10162012
Total all funds: \$449,974.51

Warrants #: 210645-210926
Total all funds: \$3,286,581.95

Check Date: 10/19/2020

Warrants #: 210927-210928
Total all funds: \$26,465.57

Check Date: 10/23/2020

EFT's #: 1475-1477
Transfers #: 10232001-10232007
Total all funds: \$419,411.35

Warrants #: 211050-211183
Total all funds: \$1,536,136.24

Resolutions

- 2020-755: Line Item Transfer, Fund No. 0000-101, Dept. 102
- 2020-756: Line Item Transfer, Fund No. 0000-101, Dept. 102
- 2020-757: Contract w/Deuces Dirt Hogz for Janitorial Cleaning & Sanitation Services
- 2020-758: Line Item Transfer, Fund No. 0149-101, Dept. 000
- 2020-759: Request for Proposal for Conversion of Microfilm Documents Into Digital Format
- 2020-760: Line Item Transfer, Fund No. 0000-101, Dept. 115 to 102
- 2020-761: Line Item Transfer, Fund No. 0000-101, Dept. 115 to 117
- 2020-762: Line Item Transfer, Fund No. 0000-101, Dept. 120
- 2020-763: Third Amendment to Agreement w/NaphCare for Health Care Services
- 2020-764: Agreement w/Crown Paper & Janitorial Supply Co. for Paper & Glove Supplies
- 2020-765: Agreement w/Crown Paper & Janitorial Supply Co. for Chemicals & Janitorial Supplies
- 2020-766: Agreement w/911 Supply, Inc. for Employee Uniforms & Other Related Items
- 2020-767: Ratifying Second Amendment to Agreement w/Compass Career Solutions for Employment Services
- 2020-768: Ratifying Agreement w/Children's Developmental Center for Children's Services
- 2020-769: Ratifying Second Amendment to Agreement w/Goodwill Industries for Employment Services

- 2020-770: Ratifying Second Amendment to Agreement w/Responding to Autism Services for Employment Services
- 2020-771: Microsoft's Alternative Acceptance Form Adding Amendment to Contract Documents From Shi International Corp.
- 2020-772: Purchase of One Dell Laptop & Docking Station for the Planning Department
- 2020-773: Purchase of One Dell Laptop, Docking Station & Two Monitors for the Elections Department
- 2020-774: Purchase of One Dell Laptop, Docking Station & Two Monitors for Public Works Department
- 2020-775: Purchase of Five Dell Laptops & One Computer for District Court
- 2020-776: Purchase of One Lavi Electronic Queuing System, Counter for Clerk's Office
- 2020-777: Purchase of One Dell Laptop for Coroner's Office
- 2020-778: Purchase of Two Dell Compellent Enclosures, Prosupport & Services for Courthouse & Justice Center Locations From Thornburg Computer Services
- 2020-779: Contract w/CompuNet for Cisco WebEx Plus Programming for Executive Conference Room
- 2020-780: Line Item Transfer, Fund No. 0115-101, Dept. 173
- 2020-781: Line Item Transfer, Fund No. 0148-101, Dept. 115 to 122
- 2020-782: Line Item Transfer, Fund No. 0148-101, Dept. 106
- 2020-783: Accepting Work by Construction Ahead for 2019 Pavement Marking Project
- 2020-784: Purchase of Sign Material for the TrafficJet Print System From Avery Dennison
- 2020-785: Purchase of Road Salt From Salt Distributors
- 2020-786: Purchase of Liquid Magnesium Chloride From EnviroTech Services
- 2020-787: Agreement w/WA Traffic Safety Commission for Overtime Grant Funding
- 2020-788: Adopting the 2021-2026 Benton County Capital Improvement Plan
- 2020-789: Budget Adjustment to the 2019-2020 VIT Impact Fund 0153-101
- 2020-790: Budget Adjustment to the 2019-2020 Current Expense Fund, Dept. 139
- 2020-791: Approval of Preliminary Plat Application SUB 2020-007 – Country Acres
- 2020-792: Approving Contract Change Order No. 4 with Banlin Construction
- 2020-793: Authorizing CARES Act Childcare Support Program Grant Contracts

There being no further business before the Board, the meeting adjourned at approximately 10:02 a.m.

Clerk of the Board

Chairman