

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, December 8, 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: Matt Rasmussen, Deputy County Administrator; Robert Heard, IT Manager; Adam Fyall, Sustainable Development Manager; Greg Wendt, Planning Manager; Brian Malley, Associate Planner; HR Manager Lexi Wingfield; OPD Manager Eric Hsu (via/WebEx); County Engineer Douglas D'Hondt (via/WebEx); Robert Blain, Operations/Capital Programs; Michael McGhan, Public Works; DPA Stephen Hallstrom, Auditor Brenda Chilton.

Approval of Minutes

The Minutes of November 24, 2020 were approved.

Agenda Review

Mr. MacPherson stated they would like to add the following items to the agenda:

- Voluntary Early Retirement Program
- Clarify statement – proposed jail contract with cities
- Executive Session – County's position or strategy on labor negotiations

Consent Agenda

MOTION: Commissioner Delvin moved to approve the consent agenda items "a" through "oo". Commissioner Small seconded and upon vote, the Board approved the following:

Auditor

- a. Appointments to the Benton County Accessible Community Advisory Committee

Clerk

- b. Second Contract Addendum w/nCourt for Online/Web-Based Payment Options
- c. Line Item Transfer, Fund No. 0000-101, Dept. 106

Commissioners

- d. Coding Correction Related to the CARES ACT Grant

- e. Line Item Transfer, Fund No. 0000-101, Dept. 115 to 106
- f. Support Letter to Miramar Health Center
- g. Appointment of Lydia Barrett to the Kiona Irrigation District

Corrections

- h. Rejecting All Bids for the Procurement of Inmate Supplies (CB 20-19)
- i. Contract w/Fastsigns for Vehicle Decals, Signs & Banners

Facilities

- j. Peaks Preferred Two Party End User Agreement w/Kaba II Co for Lock and Keys Systems

Human Resources

- k. Providing a Non-Bargaining General Increase of Wages for 2021
- l. Non-Bargaining Employees and Elected Officials Contribution to Insurance Benefits
- m. Establishing Holidays and Hours for the Transaction of Business for 2021

Human Services

- n. Line Item Transfer, Fund No. 0108-101, Dept. 560
- o. Ratifying First Amendment to Agreement w/WA State Department of Commerce Community Services & Housing Assistance Unit to Mitigate Impacts of COVID-19
- p. Ratifying Agreement w/Traum Ventures for Hotel Rooms to the Homeless During COVID-19
- q. Ratifying Agreement w/DAMI TOO for Meals to the Homeless During COVID-19
- r. Ratifying First Amendment w/Michelle Santo for Community Prevention Coordinator
- s. Ratifying Third Amendment w/Kristi Sharpe for Community Prevention Coordinator
- t. Ratifying Second Amendment w/Breanna Zavicar for Community Prevention Coordinator
- u. First Amended Contract w/WA State Health Care Authority for Prevention Services

Information Technology

- v. Information Technology's Authority in Purchasing Software; Rescinding Resolution 91-417
- w. Purchase of Cisco Voice Upgrades From CompuNet, Inc.

Juvenile

- x. Contract w/Sierra Electric for As Needed Electrical Repair
- y. Contract w/City of Benton City for Graffiti Abatement Program
- z. Contract w/Western States Equipment for Engine & Generator Maintenance and Repair

Office of Public Defense

- aa. Juvenile Court Public Defense Services Agreement w/Michele Alexander
- bb. Juvenile Court Public Defense Services Agreement w/Angel Betancourt
- cc. District Court Public Defense Services Agreement w/Raymond Hui
- dd. District Court Public Defense Services Agreement w/Rebecca Lemons
- ee. District Court Public Defense Services Agreement w/Scott Naccarato
- ff. Juvenile Court Public Defense Services Agreement w/Karyn Oldfield
- gg. Superior Court Public Defense Services Agreement w/Scott Rodgers
- hh. Juvenile Court Public Defense Services Agreement w/Eric Scott
- ii. Superior Court Public Defense Services Agreement w/Ian Sinclair
- jj. Juvenile Court Public Defense Services Agreement w/Michele Trombley

Parks

- kk. Contract w/Top Tree Service for Tree Trimming Services @ Two Rivers Park

Public Works

- ll. Agreement for the Extension Contract for Card Lock Services for Gasoline and Diesel Fuel w/Co-Energy

Sheriff

- mm. Purchase of 41 Trijicon Electronic Pistol Sights From Galls, LLC
- nn. Contract w/Jiffy Car Wash, Inc. for As Needed Washing & Cleaning of Fleet Vehicles

Superior Court

- oo. Line Item Transfer, Fund No. 0000-101, Dept. 123

Public Comment

None.

Public Hearing – SPV 2020-003 – Vacation of 30 Foot Ingress-Egress Easement

Greg Wendt and Brian Malley presented the proposed vacation of a 30 foot ingress-egress easement as requested by Cheryl Ellingsworth, as it was determined the property boundary of Lot 1 of Short Plat 1768 had 130 feet of frontage, which provided access, so the easement was not needed.

Owners and concerned agencies were notified and no objections were received. The Planning recommended approval as presented.

As there was no one present telephonically to testify, public testimony was closed.

MOTION: Commissioner Delvin moved to approve SPV 2020-003 for the vacation of the 30-foot ingress-egress easement running along the east 30’ of Lot 2 and the note restricting the access for Lots 1 and 2 to the 30’ Ingress-Egress easement be vacated from Short Plat 1768 in Section 8, Township 8 North, Range 30 East, W.M. Commissioner Small seconded and upon vote, the motion carried unanimously.

Request to Post and Fill Maintenance Worker II in Public Works Department

Douglas D’Hondt (via/WebEx) said they recently received a resignation resulting in a vacancy and needed to fill the position as quickly as possible in case there was a winter storm.

MOTION: Commissioner Small moved to approve posting and filling Position 1056 - Maintenance Worker II (Kennewick) as presented. Commissioner Delvin seconded and upon vote, the motion carried.

ER&R Policy Memo

Robert Blain and Michael McGhan presented a memo to send out to department heads and elected officials clarifying and explaining Resolution 2020-808 that updated the ER&R Policy to include all county owned vehicles be managed by ER&R. This memo would further explain how that policy will be implemented and how vehicles will be managed in the future.

The Board agreed with the Memo as presented, to be sent out by the ER&R Department.

Proposed Updated Procurement Policy

Robert Blain presented the proposed updated procurement policy. He said major changes included the following:

- Allowing Unit Priced contracts
- Authorizing staff to execute service contracts under \$5,000
- Allowing the Operations and Capital Programs Department to execute Change Orders along with Public Works
- Updating the bidding limits to match the existing RCWs

Additionally, in order to use unit price contracting, the County needed to create a procurement department.

The Board agreed to have Mr. Blain present the resolutions creating the procurement department and adopting the updated policy under the consent agenda.

Office of Public Defense – Coronavirus Grant from WA State OPD

Eric Hsu (via/WebEx) said he applied for the Washington State OPD grant in the amount of \$38,650 and received notice that the application was approved in its entirety (with no local match required). In order to claim the grant funding, it was necessary to complete and execute supplemental documentation and he requested the Board authorize him to sign the grant documents.

MOTION: Commissioner Small moved to approve Benton County OPD's grant application for Coronavirus Emergency Supplemental Funding from the Washington State Office of Public Defense as presented, and that the Public Defense Manager be authorized to complete and sign needed Grant Documents to accept the grant funds. Commissioner Delvin seconded and upon vote, the motion carried.

CARES Act Briefing

Adam Fyall, along with Karl Dye and Traci Jao (TRIDEC) via/WebEx, updated the Board on the CARES Act Community Support Grant Program and discussed the following:

- Expenditure summary
 - Employee safety \$1,136,618.07
 - Employment security - \$3,852,168.82
 - Community Outreach - \$460,891.91
 - Community Assistance, \$6,174,699.00
 - Resiliency \$4,360,321.20
- Grant Program – Small Business Categories

- Eligibility, application, approval process, marketing and communications – this program was created in 14 days
- 808 applications – 293 businesses funded in the amount of \$4,234,699.00 between County dollars and ADO dollars combined
- Cities and industry breakdown
- Eligible Expenses
- Thank you letters from businesses

Other Business

Voluntary Early Retirement Incentive

Matt Rasmussen and Lexi Wingfield presented the Benton County Early Retirement Plan. They first looked at it for the Corrections Department, and then decided to offer for all employees.

Highlights included:

- Plan description - \$10,000 to \$20,000 tax free into the HRA-VEBA account
- Application Period - December 8, 2020 through January 29, 2021
- Employee Separation Period - January 29 through March 31
- Age and service-based incentive – VEBA representative on board with plan
- Eligibility - 60 years of age with a minimum of 5 years of service; or 25 years of service and is any age
- 75 employees county-wide that would be eligible
- Initial \$500,000 to \$750,000 outlay, but would recover that in the first 1 ½ years with reduced expenditures

MOTION: Commissioner Delvin moved to approve the resolution adopting the Benton County Early Retirement Plan as presented. Chairman Beaver seconded.

Discussion

Mr. Rasmussen said if any Corrections Department employees opted for the early retirement, it would reduce the number of layoffs in Corrections.

Upon vote, the motion carried unanimously.

Clarification –Jail Use Agreement with Cities

Mr. MacPherson said he wanted to clarify that he inadvertently used the wrong percentage when referring to the split as proposed by the cities. He incorrectly stated it would be 93% of the operating costs for Benton County, however, the actual percentage proposed was 81%.

Executive Session – County’s Position or Strategy in Labor Negotiations

Jerrold MacPherson announced at 10:01 a.m. the Board would be going into executive session for up to 30 minutes to have two executive sessions to discuss the County’s position or strategy in labor negotiations. The Board briefly recessed to reconvene in the Executive Conference Room.

Present were Chairman Beaver, Commissioners Small and Delvin (via/teleconference), Jerrold MacPherson, Matt Rasmussen, Stephen Hallstrom, Lexi Wingfield, Cami McKenzie, and Brenda Chilton. Ms. Chilton left the executive session at 10:20 a.m. The Board came out of executive session and briefly recessed to reconvene back in the Commissioners’ Conference Room.

The Board came out at 10:33 a.m. and announced that no decisions were made in executive session, but direction was given.

Tort Claim

CC 2020-20: Received 12/11/2020 from Nathan Roy Croskrey

Payroll

Check Date: 11/13/2020

Payroll Checks
Warrant #: 242894
Total all funds: \$1,089.17

Payroll Deductions/Transfers
Taxes #: 101201113-101201114
Total all funds: \$186.71

Check Date: 11/16/2020

Payroll Draw Checks
Warrants #: 242892-242893
Direct Deposit #: 157747-157911
Total all funds: \$118,691.24

Payroll Draw Deduction/Transfers
Taxes #: 101201115
Total all funds: \$34,789.92

Accounts Payable

Check Date: 11/13/2020

EFT's #: 1511-1516
Transfers #: 11132001-11132007
Total all funds: \$2,128,490.62

Warrants #: 211605-211904
Total all funds: \$4,567,288.78

Check Date: 11/20/2020

EFT's #: 1517-1520
Transfers #: 11202001-11202003
Total all funds: \$363,224.23

Warrants #: 212011-212288
Total all funds: \$2,860,126.19

Check Date: 11/30/2020

EFT's #: 1521-1546
Transfers #: 11302001-11302007
Total all funds: \$471,536.18

Warrants #: 212383-212511
Total all funds: \$2,406,102.70

Check Date: 12/04/2020

EFT's #: 1547-1550
Transfers #: 12042001-12042003
Total all funds: \$183,272.65

Warrants #: 212560-212675
Total all funds: \$1,988,758.64

Resolutions

2020-908: Appointments to the Benton County Accessible Community Advisory Committee
2020-909: Second Contract Addendum w/nCourt for Online/Web-Based Payment Options
2020-910: Line Item Transfer, Fund No. 0000-101, Dept. 106
2020-911: Coding Correction Related to the CARES ACT Grant
2020-912: Line Item Transfer, Fund No. 0000-101, Dept. 115 to 106
2020-913: Appointment of Lydia Barrett to the Kiona Irrigation District
2020-914: Rejecting All Bids for the Procurement of Inmate Supplies (CB 20-19)

- 2020-915: Contract w/Fastsigns for Vehicle Decals, Signs & Banners
- 2020-916: Peaks Preferred - User Agreement w/Kaba II Co for Lock and Keys Systems
- 2020-917: Providing a Non-Bargaining General Increase of Wages for 2021
- 2020-918: Non-Bargaining Employees/Elected Officials Contribution to Insurance Benefits
- 2020-919: Establishing Holidays and Hours for the Transaction of Business for 2021
- 2020-920: Line Item Transfer, Fund No. 0108-101, Dept. 560
- 2020-921: Ratifying 1st Amendment to Agreement w/WA State Dept. of Commerce Community Services & Housing Assistance Unit to Mitigate Impacts - COVID-19
- 2020-922: Ratifying Agreement w/Traum Ventures for Hotel Rooms - Homeless During COVID-19
- 2020-923: Ratifying Agreement w/DAMI TOO for Meals to the Homeless During COVID-19
- 2020-924: Ratifying 1st Amendment w/M. Santo for Community Prevention Coordinator
- 2020-925: Ratifying 3rd Amendment w/K. Sharpe for Community Prevention Coordinator
- 2020-926: Ratifying 2nd Amendment w/B. Zavicar for Community Prevention Coordinator
- 2020-927: 1st Amended Contract w/WA State Health Care Authority for Prevention Services
- 2020-928: Information Technology's Authority in Purchasing Software; Rescinding Resolution 91-417
- 2020-929: Purchase of Cisco Voice Upgrades From CompuNet, Inc.
- 2020-930: Contract w/Sierra Electric for As Needed Electrical Repair
- 2020-931: Contract w/City of Benton City for Graffiti Abatement Program
- 2020-932: Contract w/Western States Equip - Engine & Generator Maintenance and Repair
- 2020-933: Juvenile Court Public Defense Services Agreement w/Michele Alexander
- 2020-934: Juvenile Court Public Defense Services Agreement w/Angel Betancourt
- 2020-935: District Court Public Defense Services Agreement w/Raymond Hui
- 2020-936: District Court Public Defense Services Agreement w/Rebecca Lemons
- 2020-937: District Court Public Defense Services Agreement w/Scott Naccarato
- 2020-938: Juvenile Court Public Defense Services Agreement w/Karyn Oldfield
- 2020-939: Superior Court Public Defense Services Agreement w/Scott Rodgers
- 2020-940: Juvenile Court Public Defense Services Agreement w/Eric Scott
- 2020-941: Superior Court Public Defense Services Agreement w/Ian Sinclair
- 2020-942: Juvenile Court Public Defense Services Agreement w/Michele Trombley
- 2020-943: Contract w/Top Tree Service for Tree Trimming Services @ Two Rivers Park
- 2020-944: Agreement - Extension of Contract for Card Lock Services for Gasoline and Diesel Fuel w/Co-Energy
- 2020-945: Purchase of 41 Trijicon Electronic Pistol Sights From Galls, LLC
- 2020-946: Contract w/Jiffy Car Wash, Inc. - Washing & Cleaning of Fleet Vehicles
- 2020-947: Line Item Transfer, Fund No. 0000-101, Dept. 123
- 2020-948: Approval of Vacation – SPV 2020-003
- 2020-949: Approval of CESF Grant Application – Benton County OPD
- 2020-950: Adopting the Benton County Early Retirement Plan

There being no further business before the Board, the meeting adjourned at approximately 10:33 a.m.

Clerk of the Board

Chairman