

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, December 22, 2020, 9:00 a.m.

Meeting provided by Video Live-Broadcast and Telephonically

Present: Commissioner Shon Small
Commissioner Jerome Delvin (via/WebEx)
County Administrator Jerrod MacPherson
Clerk of the Board Cami McKenzie

Absent: Chairman James Beaver

Benton County Employees Present During All or a Portion of the Meeting: Matt Rasmussen, Deputy County Administrator; Robert Heard, IT Manager; Robert Blain, Operations/Capital Programs; HR Manager Lexi Wingfield; Scott Souza, Chief of Corrections; Risk Manager Adam Morasch.

Approval of Minutes

The Minutes of December 15, 2020 were approved.

Review Agenda

Jerrod MacPherson requested the following changes to the agenda:

- Pull the discussion on PERC Notice to Employee Compliance
- Contract with Dept. of Corrections
- Corrections Dept. Layoffs – Vacation and Sick Leave Cash Out
- MOU – Teamsters – Kelly Time
- Response to Cities – Jail Use Agreement
- Interagency Agreement with Washington State University Extension
- Continuation of Ad Campaign with Visit Tri-Cities

Commissioner Small requested the following discussions be added to the agenda:

- Resolution – Authorizing Unused Sick Leave – VEBA Trust Account
- Amendment to Voluntary Early Retirement Policy

Consent Agenda

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

Assessor

- a. Line Item Transfer, Fund No. 0129-101, Dept. 000

Capital Projects

- b. Line Item Transfer, Fund No. 0305-101, Dept. 000

Commissioners

- c. Appointment of Dean Dennis to the Kennewick Irrigation District Board
- d. Line Item Transfer, Fund No. 0000-101, Dept. 115 to 107
- e. Line Item Transfer, Fund No. 0000-101, Dept. 115 to 101
- f. Line Item Transfer, Fund No. 0000-101, Dept. 139

Corrections

- g. Contract w/Summit Food Service for Food Services
- h. First Contract Amendment w/Lourdes Hospital for Mental Health Services
- i. Agreement w/Mister Car Wash for Washing of Fleet Vehicles; Amending Resolution 2018-720
- j. Contract w/WA State Health Care Authority for Opioid Treatment Networks @ the Jail

District Court

- k. Contract w/Washington Collectors Tri-Cities for Collection of Unpaid Court Assessments
- l. Second Amended Contract w/NCourt LLC for Online Payment Services

Human Resources

- m. Establishing a Special Programs Coordinator Classification Description
- n. Establishing a Salary Grade for a Special Programs Coordinator
- o. Agreement w/Teamsters Local 839, Representing Corrections Officers
- p. Amendment 1 to Agreement w/Teamsters Local 839 Representing Juvenile Detention
- q. Amendment 1 to Agreement w/Benton-Franklin Juvenile Court Guild, Representing Court Employees
- r. Settlement Agreement w/AFSCME, Representing Appraisers & B Crawford
- s. Settlement Agreement w/AFSCME, Representing Appraisers & C Hughes

Human Services

- t. Ratifying First Amendment w/Goodwill Industries for Eviction Rent Assistance

Information Technology

- u. Contract w/CompuNet for Renewal of Cisco Smartnet & FirePower Support & Maintenance
- v. Purchase of One HP DesignJet HD Pro MFP Printer from Southern Computer Warehouse for Public Safety Services Building
- w. 3-Year Subscription VMWare Virtualization Software From CompuNet

Juvenile

- x. Adopting Benton County Flat Monthly Payments for Operations & Facilities Budget
- y. Adopting Franklin County Flat Monthly Payments for Operations & Facilities Budget

Office of Public Defense

- z. Amending Superior Court Public Defense Services Contract w/Michelle Alexander
- aa. Amending Superior Court Public Defense Services Contract w/Justin Andrews
- bb. Amending Superior Court Public Defense Services Contract w/Nicholas Blount
- cc. Amending Agreement w/Columbia Private Investigation for Public Defense Investigation Services
- dd. Amending Agreement w/Premier Investigations for Public Defense Investigation Services
- ee. District & Juvenile Courts Public Defense Contract w/Gravis Law

- ff. Amending Agreement w/GT Investigations for Public Defense Investigation Services
- gg. Benton County Public Defense Services Contract Amendment w/Summer Rife
- hh. Amending Superior Court Public Defense Services w/Scott Rodgers

Public Safety

- ii. First Agreement Amendment w/Forge Youth Mentoring for Mentoring Services
- jj. First Amended Agreement w/Kiona-Benton City School District for Crime Prevention Services
- kk. First Amended Contract w/Benton-Franklin Health District for Nurse Family Partnership Program

Public Works

- ll. Northwest Pipeline Franchise for Natural Gas Transmission System in County Road Right of Way
- mm. Second Amendment to Contract w/HDR Engineering for Retrofit of Existing Structure to Moderate Risk Waste Facility
- nn. Contract w/Jack's Superior Auto Body for Automobile Body Repair
- oo. Purchase of Bulk Diesel Fuel From Christensen
- pp. Consultation Agreement w/PBS Engineering & Environmental for 20521 On-Call Services
- qq. Contract w/Mel's Inter-City Collision for As Needed Towing Services
- rr. Contract w/Mel's Inter-City Collision for As Needed Automobile Body Repair Services

Risk Management

- ss. Second Amended Contract w/Parker Corporate Services for Security Services
- tt. Contract w/Tri Cities Monitoring for Security Services
- uu. Contract w/Pacific MicroRem for X-Ray & Metal Detector Machines Services

Sheriff

- vv. Solicitation of Bids for Procurement of Pistols & Accessories, CB 20-37

Public Comment

None.

Change Order No. 2 - V K Powell Construction

Robert Blain presented a change order with V K Powell Construction, including five modifications for unanticipated items in the amount of \$5,620.00 plus WSST.

MOTION: Commissioner Delvin moved to approve the resolution approving Contract Change Order No. 2 with V K Powell Construction LLC for the Courthouse Upgrades project increasing the contract by \$5,620.00 plus WSST for a new contract amount not to exceed \$897,954 plus WSST. Commissioner Small seconded and upon vote, the motion carried.

Change Order No. 5 – Banlin Construction for Administration Building

Robert Blain presented a change order with Banlin Construction for the Administration Building, in the amount of \$10,978.80 plus WSST with no increase in contract time.

MOTION: Commissioner Delvin moved to approve the resolution approving Change Order No. 5 with Banlin Construction LLC for the new administration building project increasing the contract by \$10,978.00 plus WSST for a new contract amount not to exceed \$13,587,174 plus WSST. Commissioner Small seconded and upon vote, the motion carried.

Corrections Department Position Changes Due to Reduction In Force

Chief Scott Souza and Adam Morasch, Risk Manager discussed alternatives to help reduce the number of positions that would be laid off as follows:

- Restarting the work crew program with a 100% county utilization. The current vacant work crew deputy position would be filled with an existing corrections officer, to reduce one employee being laid off to take that position.
- One position will be moved to the Inmate Benevolence Fund to allow that employee to remain with the County for one additional year, to get through the worst of the COVID-19 pandemic.
- The security supervisor, currently within the Corrections Budget, would be moved to Risk Management, allowing Corrections to retain one additional corrections officer.

MOTION: Commissioner Delvin moved to approve the line item transfers as follows:

- Within Inmate Benevolence Fund number 0116101 for a new custody officer position
- Within Insurance Management Fund number 0504101 for a new security officer supervisor position
- Within Current Expense Fund 0000101, Dept. 120 Corrections, to change a security supervisor to a custody officer.

Commissioner Small seconded and upon vote, the motion carried.

Other Business

Interagency Contract with Department of Corrections

Scott Souza presented a Contract with the Washington State Department of Corrections. He said Governor Inslee's proclamation 20-80 – DOC Prison Commitments would temporarily suspend the transfer of newly sentenced felons from county jails to Department of Corrections and this new contract established a temporary per diem rate during this suspension and contract term.

Commissioner Delvin asked if this was a temporary fix until January 8 and Chief Souza indicated that was correct and they had reached out to start negotiating a new contract.

MOTION: Commissioner Delvin moved to approve the attached Interagency Contract between Benton County and Department of Corrections for Proclamation 20-80 – Prison Commitments for a rate further outlined in the Interagency Contract between Benton County and Department of Corrections. Commissioner Small seconded and upon vote, the motion carried.

Vacation and Sick Leave Cash Out – Employees Being Laid Off in Corrections

Lexi Wingfield and Scott Souza presented a resolution to allow employees being laid off to be able to cash out vacation and sick leave, regardless of length of service. This resolution would not be precedent setting and would allow all vacation accrued to be cashed out and 25% of the employees unused sick leave not to exceed \$3,000.00 for the employees being laid off effective January 1, 2021.

MOTION: Commissioner Delvin moved to approve the resolution in the matter of vacation and sick leave cash out for employees being laid off in the Corrections Department effective January 1, 2021 as presented. Commissioner Small seconded and upon vote, the motion carried.

Memorandum of Understanding – Teamsters Local 839 and Local 760 – 2021 Kelly Time

Scott Souza and Lexi Wingfield presented a Resolution authorizing a Memorandum of Understanding to change the way Kelly time is used in 2021. The unions would be voting on the matter and they anticipated the agreement would be approved. The resolution authorized the Chairman to sign, pending approval by the unions.

MOTION: Commissioner Delvin moved to approve the resolution as presented to sign the MOU regarding Kelly time and authorize the Chairman to sign, pending approval by the unions. Commissioner Small seconded and upon vote, the motion carried.

Unused Sick Leave at Voluntary Retirement - VEBA

Commissioner Small requested the Board authorize unused sick leave be paid into an employee's VEBA Trust Account at his voluntary retirement in lieu of being paid for the sick leave and saving the County from paying payroll taxes on this amount.

MOTION: Commissioner Small moved to approve the resolution authorizing the unused sick leave at voluntary retirement be paid into Steve Caughey's VEBA Trust Account as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Early Retirement Incentive – Amend Policy

Commissioner Small requested the new Early Retirement Incentive policy eligibility be changed from 25 years to 20 years. Commissioner Delvin said he did not have a problem with that change. Ms. Wingfield said the program would be open through January 29 and she would submit the amendment for the Board's approval at the next meeting in January and would let eligible employees know they could apply.

Response to Cities – Jail Use Agreement

Mr. MacPherson presented a letter in response to the Cities received on December 10 regarding the proposed jail use agreement.

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

Interagency Agreement with WSU Extension

Matt Rasmussen presented the Interagency Agreement with Washington State University Extension. He said that Benton County appropriated certain funds to assist the WSU Extension program and the agreement needed to be executed prior to the beginning of the new budget.

MOTION: Commissioner Small moved to approve the Interagency Agreement between Washington State University Extension and Benton County as presented. Commissioner Delvin seconded and upon vote, the motion carried.

COVID-19 - Ad Campaign Continuation

Mr. MacPherson and Mr. Rasmussen discussed continuing the ad campaign with Visit Tri-Cities. Benton County contributed \$430,000 to an advertising campaign to Visit Tri-Cities who worked collaboratively with the Health District and put out a lot of good information to the community. The agreement ended on December 15 and given the current circumstances, they felt it was important to keep this campaign and messaging going to keep the numbers down and provide information about the vaccine rollouts.

They estimated the cost at \$150,000 and Visit Tri-Cities was working with larger area employers to try and offset some of these costs, but if it were split between Benton and Franklin Counties, with no private contributions, Benton County's cost would be \$100,000. Mr. Rasmussen said they had money available in the contingency fund to contribute to this campaign and there could potentially be additional funding coming from the State with the new relief package.

The Board indicated it was agreeable to the proposal, and requested they reach out to the cities to see if they were willing to participate and to go forward with funding from the 2019-2020 budget.

MOTION: Commissioner Small moved to approve paying up to \$100,000 for the continuation of the ad campaign as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Commissioner Small also requested Shyanne Palmus put out some information to the public regarding this issue.

Meeting Cancellations

Mr. MacPherson reminded the Board the meetings of December 29, 2020 and January 5, 2021 were cancelled, and the Board would meet again on January 12, 2021.

Payroll

Check Date: 12/15/2020

Payroll Draw Checks
Warrant # 242947
Direct Deposit #: 158521-158683
Total all funds: \$115,559.35

Payroll Draw Deductions/Transfers
Taxes #: 101201212
Total all funds: \$33,780.46

Accounts Payable

Check Date: 12/11/2020

P-Cards: #1220
Total all funds: \$327,335.24

Check Date: 12/15/2020

Warrant #: 212805-212808
Total all funds: \$320,991.55

Resolutions

2020-993: Line Item Transfer, Fund No. 0129-101, Dept. 000
2020-994: Line Item Transfer, Fund No. 0305-101, Dept. 000
2020-995: Appointment of Dean Dennis to the Kennewick Irrigation District Board
2020-996: Line Item Transfer, Fund No. 0000-101, Dept. 115 to 107
2020-997: Line Item Transfer, Fund No. 0000-101, Dept. 115 to 101
2020-998: Line Item Transfer, Fund No. 0000-101, Dept. 139
2020-999: Contract w/Summit Food Service for Food Services
2020-1000: First Contract Amendment w/Lourdes Hospital for Mental Health Services
2020-1001: Agreement w/Mister Car Wash for Washing of Fleet Vehicles; Amending Resolution 2018-720
2020-1002: Contract w/WA State Health Care Authority-Opioid Treatment Networks - Jail
2020-1003: Contract w/Washington Collectors Tri-Cities for Collection of Unpaid Court Assessments
2020-1004: Second Amended Contract w/NCourt LLC for Online Payment Services
2020-1005: Establishing a Special Programs Coordinator Classification Description
2020-1006: Establishing a Salary Grade for a Special Programs Coordinator
2020-1007: Agreement w/Teamsters Local 839, Representing Corrections Officers
2020-1008: Amendment I to Agreement w/Teamsters Local 839 Representing Juvenile Detention

- 2020-1009: Amendment I to Agreement w/Benton-Franklin Juvenile Court Guild, Representing Court Employees
- 2020-1010: Settlement Agreement w/AFSCME, Representing Appraisers & B Crawford
- 2020-1011: Settlement Agreement w/AFSCME, Representing Appraisers & C Hughes
- 2020-1012: Ratifying First Amendment w/Goodwill Industries for Eviction Rent Assistance
- 2020-1013: Contract w/CompuNet for Renewal of Cisco Smartnet & FirePower Support & Maintenance
- 2020-1014: Purchase of One HP DesignJet HD Pro MFP Printer from Southern Computer Warehouse for Public Safety Services Building
- 2020-1015: 3-Year Subscription VMWare Virtualization Software From CompuNet
- 2020-1016: Adopting Benton County Flat Monthly Payments for Operations & Facilities Budget
- 2020-1017: Adopting Franklin County Flat Monthly Payments for Operations & Facilities Budget
- 2020-1018: Amending Superior Court Public Defense Services Contract w/Michelle Alexander
- 2020-1019: Amending Superior Court Public Defense Services Contract w/Justin Andrews
- 2020-1020: Amending Superior Court Public Defense Services Contract w/Nicholas Blount
- 2020-1021: Amending Agreement w/Columbia Private Investigation for Public Defense Investigation Services
- 2020-1022: Amending Agreement w/Premier Investigations for Public Defense Investigation Services
- 2020-1023: District & Juvenile Courts Public Defense Contract w/Gravis Law
- 2020-1024: Amending Agreement w/GT Investigations for Public Defense Investigation Services
- 2020-1025: Benton County Public Defense Services Contract Amendment w/Summer Rife
- 2020-1026: Amending Superior Court Public Defense Services w/Scott Rodgers
- 2020-1027: First Agreement Amendment w/Forge Youth Mentoring for Mentoring Services
- 2020-1028: First Amended Agreement w/Kiona-Benton City School District for Crime Prevention Services
- 2020-1029: First Amended Contract w/Benton-Franklin Health District for Nurse Family Partnership Program
- 2020-1030: Northwest Pipeline Franchise for Natural Gas Transmission System in County Road Right of Way
- 2020-1031: Second Amendment to Contract w/HDR Engineering for Retrofit of Existing Structure to Moderate Risk Waste Facility
- 2020-1032: Contract w/Jack's Superior Auto Body for Automobile Body Repair
- 2020-1033: Purchase of Bulk Diesel Fuel From Christensen
- 2020-1034: Consultation Agreement w/PBS Engineering & Environmental for 20521 On-Call Services
- 2020-1035: Contract w/Mel's Inter-City Collision for As Needed Towing Services
- 2020-1036: Contract w/Mel's Inter-City Collision for As Needed Automobile Body Repair Services
- 2020-1037: Second Amended Contract w/Parker Corporate Services for Security Services
- 2020-1038: Contract w/Tri Cities Monitoring for Security Services
- 2020-1039: Contract w/Pacific MicroRem for X-Ray & Metal Detector Machines Services
- 2020-1040: Solicitation of Bids for Procurement of Pistols & Accessories, CB 20-37

- 2020-1041: Approving Contract Change Order No. 2 with V K Powell Construction LLC
- 2020-1042: Approving Contract Change Order No. 5 with Banlin Construction
- 2020-1043: Transfer of Funds within Inmate Benevolence Fund 0116-101
- 2020-1044: Transfer of Funds within Insurance Management Fund 0504-101
- 2020-1045: Transfer of Funds within Current Expense Fund 0000-101, Dept. 120
- 2020-1046: Interagency Contract Between Benton County and Dept. of Corrections – DOC Prison Commitments
- 2020-1047: Vacation and Sick Cash Out for Employees Being Laid Off – Corrections Dept.
- 2020-1048: Authorizing MOU Between Benton County and Teamsters – Kelly Time
- 2020-1049: Authorizing Unused Sick Leave at Voluntary Retirement into Employee’s VEBA
- 2020-1050: Authorizing Interagency Agreement between Washington State University Extension and Benton County

There being no further business before the Board, the meeting adjourned at approximately 9:58 a.m.

Clerk of the Board

Chairman