

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
December 15, 2020



This document is a weekly review of the Board of County Commissioners meeting, Tuesday, December 15, 2020. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Public Hearings

Ordinance Amendment to BCC 3.26 (2020-003) – Michelle Cooke, Senior Planner

The Planning Department presented an ordinance amendment to Benton County Code (BCC) 3.26 Flood Damage Prevention Ordinance, File No. OA 2020-003 to update the ordinance and correct outdated, missing, or required code citations, which applies to all areas of special flood hazards within the unincorporated areas of Benton County, to ensure all the requirements of the code comply with National Flood Insurance Program (NFIP) and Federal Emergency Management Agency (FEMA) standards. **The Board moved and seconded to sign the attached resolution and adopt the ordinance amendment to BCC 3.26-Flood Damage Prevention Ordinance, File No. OA 2020-003 as described in the Agenda Action Sheet under the Planning Recommendation. Motion carried.**

Ordinance Amendment to BCC 17.10 (2020-005) – Michelle Cooke, Senior Planner

The Planning Department presented an ordinance amendment to Benton County Code (BCC) 17.10 Permit Review Process Ordinance, File No. OA 2020-005 to update and amend the ordinance to ensure compliance with the National Flood Insurance Program (NFIP), which will correct the reference of several Permit Types in Table 17-1. **The Board moved and seconded to sign the resolution and adopt the ordinance amendment to BCC Chapter 17.10, an ordinance relating to Permit Review Process amending the section relating to types of project permit applications; amending Ordinance 281, Section 6; Ordinance 558, Section 2; BCC 17.10.05; updating Table 17-1 to replace Flood plain Public Utility Permit with Floodplain Development Permit in Application Type IV and in Type V replacing the words Floodway Development Variance with Floodplain Development Variance. Motion carried.**

Scheduled Business

Prosser Economic Development Quarterly Update – Neal Ripplinger, Executive Director

Prosser Economic Development Association presented their quarterly update, including information about ongoing projects, the Broadband Action Team, COVID-19 business resources, impacts to businesses during the pandemic, CARES Act funding, the 2020 census, and more. **No Board direction or vote.**

Request to Post & Fill Positions (Three Positions Presented)

1. Canine Control Officer I in Animal Control – Joshua Castilleja, Canine Control Supervisor

Resolution 2020-602 states board approval is required to post and fill positions that are currently vacant. The Supervisor in Canine Control resigned and after some internal promotions, there is now a Canine Control Officer I vacancy in the department. The department is very small and filling this position is vital to maintaining operations. **The Board moved and seconded to authorize position 1136 Canine Control Officer I, in Canine Control, to be posted and filled. Motion carried.**

2. Legal Secretary IV & Backfill Legal Process Assistant III – Darryl Banks, Juvenile Justice Administrator

Resolution 2020-602 states board approval is required to post and fill positions that are currently vacant. The Community Supervision Services Unit will have a full-time Legal Secretary IV position which will be vacated on 12/31/20, and if the Legal Secretary IV is filled in-house, we are requesting to backfill the subsequent open position of a Legal Processing Assistant III. Both positions are essential to maintaining court functions and clerical support services. **The Board moved and seconded to authorize the positions in the Juvenile Department 171, Legal Secretary IV and Processing Assistant III, to be posted and filled. Motion carried.**

3. Bailiff in Superior Court – Tiffany Deaton, Superior Court Administrator

Resolution 2020-602 states board approval is required to post and fill positions that are currently vacant. One of the Superior Court full-time bailiffs submitted notice of retirement, effective immediately. This position is essential for the courts to maintain security in the courtroom and needs to be filled as soon as possible. **The Board moved and seconded to authorize position 1483, Bailiff, in Superior Court Administration, to be posted and filled. Motion carried.**

Creating a Procurement Department in the County Commissioners' Office – Robert Blain, Director of Operations & Capital Programs

As the County continues to grow, the need for a more organized method of procurement has been identified. RCW 36.32.240 gives authority to the Board of Benton County Commissioners to create a county purchasing department. RCW 36.32.240 continues to require that the purchasing department contract on a competitive basis for all public works, enter into leases of personal property on a competitive basis, and purchase all supplies, materials, and equipment, on a competitive basis, for all departments of the county, as provided in this chapter and chapter 39.04 RCW, except that the county purchasing department is not required to make purchases that are paid from the county road fund or equipment rental and revolving (ER&R) fund. RCW 36.92.080 states that when the Board creates a central services department (per Resolution 2013-613 the Information Technology Department) those services shall not be performed by any other officer or employee. **The Board moved and seconded to create a purchasing department within the Commissioners' Office, as modified, which shall facilitate contracting and purchasing for the County. Motion carried.**

Updating the County-Wide Procurement, Leasing and Contracting Policy; Rescinding Resolution 2012-677 – Robert Blain, Director of Operations & Capital Programs

Per Resolution 2012-508, the Commissioners consolidated several resolutions which outlined policies and procedures for procuring supplies, material, and equipment; and contracting for public works and professional services. The Board updated that policy with Resolution 2012-677. The current Procurement, Leasing and Contracting Policy was adopted in 2012 and is no longer consistent with the governing RCWs. Staff has worked on updating this policy for the past several months, including the following major policy changes: 1) allowing Unit-Priced contracts; 2) authorizing staff to execute service contracts under \$5,000; 3) allowing the Operations and Capital Programs Department to execute Change Orders along with Public Works; and 4) updating the bidding limits to match the existing RCWs. A team of procurement specialists and representatives from the Prosecuting Attorney's Office, along with the Auditor's Office and Commissioners' Office have completed an update of the policy for Board approval. **The Board moved and seconded to approve the updated Procurement, Leasing and Contracting Policy as modified, and rescind Resolution 2012-677. Motion carried.**

Other Business

Proposed Facility Use Agreement with Benton-Franklin Health District – Matt Rasmussen, Deputy County Administrator

The County has received a request from the Benton-Franklin Health District to use the old Kennewick Road Shop location, on Ely Street, for a COVID-19 testing center, relocating the HAPO Center testing location to this Kennewick location. The current testing site at the HAPO Center is not fenced or secured, and thus requires staff to set up and take down the site each day, resulting in lost time that could otherwise be used for testing. The County has no concern with the Health District utilizing this location for testing and recommends approval of the Use Agreement with no fee to use the site and the Health District responsible for paying the utilities. **The Board moved and seconded to approve the Facility Use Agreement as presented. Motion carried.**

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