

# WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS  
January 28, 2020



*This document is a weekly review of the Board of County Commissioners meeting, Tuesday, January 28, 2020. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).*

## Main Topics Discussed

### *Consent Agenda Item Z, Contract w/ Banlin Construction for the New Administration Building – Matt Rasmussen, Public Works Administrator & Robert Blain, Public Works Manager*

Staff discussed the new Administration Building project, including preparing public notice regarding the groundbreaking ceremony, to be scheduled on February 14, 2020, and the anticipated impact to parking during the project. During the first phase of the project, for approximately 90 days, public parking will be significantly impacted, with some of the parking being recuperated after Phase 1. **The Board moved and seconded to approve the contract with Banlin Construction, LLC for the New Administration Building Project. Motion carried.**

### *Public Hearing: Plymouth Water District Franchise – Matt Rasmussen, Public Works Administrator*

Benton County has received an application to establish a Franchise Order and Agreement for a domestic water delivery system from Plymouth Water District. The Public Works Department recommends approval of the Franchise Order and Agreement, subject to six conditions: 1) The term of the franchise be for a ten-year period; 2) Grantee shall carry liability insurance with Benton County named as an insured with a minimum limit of \$1 million and a copy of proof of insurance provided to the County; 3) Placement of facilities within the right-of-way shall meet all County requirements as to location and repair; 4) Grantee shall pay for any required utility relocation work because of road construction, maintenance, or any other reason; 5) The franchise is non-exclusive; and 6) The Grantee sign the Order and Agreement for Nonexclusive Franchise, which will be prepared based upon the requirements set forth at the public hearing. **The Board moved and seconded to approve the Franchise Order and Agreement with Plymouth Water District, subject to the six items listed. Motion carried.**

### *Planning Department Fee Schedule Update – Greg Wendt, Planning Manager*

The Planning Department is proposing an update to the Department's Fee Schedule with the creation of the Rural Water Supply Program and a change to the Critical Area Review Fee. The following fees are being proposed:

Rural Water Supply Program Fees: 1) Mitigation Certificate Package A: \$663; 2) Mitigation Certificate Package B: \$1,410; 3) Mitigation Certificate Package C: \$2,157; 4) Water Meter: Actual Cost; and 5) Annual Fee: \$180.

Amendments to Critical Areas Review Fee: 1) Change the name of the fee to Critical Areas/Site Plan Review Fee; and 2) Charge 5% of the actual cost of the Building Permit instead of the \$100 flat fee.

**The Board moved and seconded to adopt the attached resolution and approve the proposed changes to the Benton County Planning Department Fee Schedule, effective February 1, 2020. Motion carried.**

### *Change Orders w/ Banlin Construction – Robert Blain, Public Works Manager*

Change Order No. 3 for the Justice Center Restroom Renovation Project: Change the grout type from cementitious to epoxy grout, which will significantly reduce future maintenance needs and extend the life of the tile and grout. Total cost for this change is \$7,743.02 plus WSST.

Change Order No. 4 for the Justice Center Plumbing and Water Intrusion Project: Five modifications are included in this change order, including: modifying the boiler shut-off switch and adding duplex receptacles in the upper chases for the water management system; having the jail floor scanned for rebar before drilling holes for new piping; upsizing the hot and cold supply lines for K-Pod; proving connections to the trap primers from the new plumbing in the first-level chases; and removing a section of the CMU wall to the common chase between G- and H-Pod. Total cost for these changes is \$22,437.92 plus WSST and an increase in contract time of 9 days.

The Board moved and seconded to approve the Chairman to sign Change Order No. 3 with Banlin Construction, LLC for the Justice Center Restroom Renovation project, and to approve the Chairman to sign Change Order No. 4 with Banlin Construction, LLC for the Justice Center Plumbing and Water Intrusion project. Motions carried.

### *Request for Public Hearing on Budget Adjustments – Linda Ivey, Finance Manager*

Three Budget Adjustments have been requested, which must go to public hearing:

1. The Treasurer's Office and Assessor's Office are requesting a budget adjustment for the REET Technology Fund, fund number 0129-101 in the amount of \$220,000. The request includes three parts: 1) The Spatialist, a \$60,000 request, is an enhancement for the Treasurer's Office to the software the Assessor's Office is using to provide taxpayers with parcel information; 2) the Harris Govern Online, a \$60,000 request, is an enhancement to the software that both offices use in conjunction with the assessment and tax information and collection; and 3) the Eagle View, a \$100,000 request is the aerial survey of parcels for assessment purposes. A Budget Supplement of the current year's expenditures budget is request and must be approve in a Public Hearing. The Finance Manager recommends that the Board of Commissioners go to public hearing on February 25, 2020 to consider and potentially approve the REET Technology Fund request. The total request is \$220,000.
2. Benton County was awarded the Washington State Health Care Authority Grant for the purpose of medicated assisted treatment (MAT) for opioid treatment networks within the Benton County Jail in the amount of \$1,064,764 via Resolution 2019-110 and 2019-708. The grant was received after the completion of the 2019-2020 budget process. A Budget Supplement of the current year's expenditures budget is request and must be approve in a Public Hearing. The Finance Manager recommends that the Board of Commissioners go to public hearing on February 25, 2020 to consider and potentially approve the request for a budget adjustment for the Current Expense, Corrections, Department 120. This item is budget neutral.
3. Per Budget Policy (Resolution 2019-753), in order to meet operation needs the Commissioners shall maintain a minimum unassigned fund balance range of 10-13% of the year's (in the case of biennium, only one year) General Fund appropriated expenditures. Any cash carry forward that would bring the General Fund in excess of 13% may be transferred into the following funds: Park Development Fund, Capital Projects Fund, Fairgrounds Operating Fund, and Sustainable Development Fund. A Budget Supplement of the current year's expenditures budget is request and must be approve in a Public Hearing. The Finance Manager recommends that the Board of Commissioners go to Public Hearing on February 25, 2020 to potentially approve the cash carry forward. The total impact to current expense is \$3,600,000 (Park Development - \$46,000; Capital Projects - \$3,229,000; and Sustainable Development - \$325,000).

The Board moved and seconded to go to Public Hearing on February 25, 2020 for the potential approval of the REET Technology Fund request, potential approval of the Current Expense Corrections Department 120 request, and potential approval of the 2020 Cash Carry Forward. Motion carried.

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