

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
December 8, 2020



This document is a weekly review of the Board of County Commissioners meeting, Tuesday, December 8, 2020. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Public Hearing

SPV 2020-003: Vacation of 30 Foot Ingress-Egress Easement – Brian Malley, Associate Planner

On November 25, 1991 Short Plat 1768 was recorded, which created a 30-foot ingress-egress easement running along the east 30 feet of Lot 2 of the Short Plat. In 2020, it was determined that the property boundary of Lot 1 of Short Plat 1768 in fact has approximately 130 feet of frontage along Dague Road, which provides access to Lot 1. Lot 2 fronts and obtains access from E 25th Ave. The owner of Lots 1 and 2 is requesting that the ingress-egress easement and the note restricting the access for Lots 1 and 2 to the 30-foot ingress-egress easement be vacated from the plat. All nearby property owners and concerned agencies were notified of the request. The Planning Department recommends the approval of the proposed vacation. **The Board moved and seconded to approve SPV 2020-003 for the vacation of the 30-foot ingress-egress easement running along the east 30 feet of Lot 2 and the note restricting access for Lots 1 and 2 to the 30-foot ingress-egress easement be vacated from Short Plat 1768 in Section 8, Township 8 North, Range 30 East, W.M. Motion carried.**

Scheduled Business

Request to Post and Fill Maintenance Worker II (Public Works) – Doug D'Hondt, County Engineer

Per Resolution 2020-602, the Public Works Department is requesting Board of Commissioners' approval to post and fill Position 1056, Maintenance Worker II (Kennewick), which is currently vacant. The filling of this position would put the crew at full capacity. **The Board moved and seconded to authorize the open Maintenance Worker II (Position 1056) position to be filled. Motion carried.**

Equipment Rental & Revolving (ER&R) Policy & Management of County Vehicles & Equipment – Mike McGhan, Fleet Superintendent & Robert Blain, Director of Operations & Capital Programs

On November 3, 2020 the Board of County Commissioners signed Resolution 2020-808, which updated the ER&R policy to include all county-owned vehicles be managed by ER&R. A memo is provided for clarification and explanation of how that will be implemented. Staff wanted to have further discussion with the Board concerning the implementation of the new policy. The memo discussed is intended to notify all Department Heads and Elected Officials of the changes, and requests that they work directly with the Fleet Superintendent to coordinate the transition. **The Board gave direction to proceed as presented.**

Procurement, Leasing & Contracting Policy – Robert Blain, Director of Operations & Capital Programs

The current Procurement, Leasing and Contracting policy was adopted by the Board in 2012 via Resolution 2012-508, which consolidated several resolutions for procuring supplies, material, and equipment; and contracting for public works and professional services. The Board then updated that policy with Resolution 2012-677. This policy is no longer consistent with the governing RCWs, and staff has been working to update that policy. A team of procurement specialists and representatives from the Prosecuting Attorney's Office along with the Auditor's Office and Commissioners' Office have completed said update, with the following major policy changes: 1) allowing unit-priced contracts; 2) authorizing staff to execute service contracts under \$5,000; 3) allowing the Operations & Capital Programs Department to execute Change Orders along with Public Works; and 4) updating the bidding limits to match existing RCWs. **The Board gave direction to bring forth two resolutions under consent agenda at a later date for approval of the updated policy and the creation of a Procurement Department.**

Federal Coronavirus Emergency Supplemental Fund Grant Application by Benton County Office of Public Defense – Eric Hsu, Public Defense Manager

The COVID-19 pandemic has caused Benton County Office of Public Defense (OPD) to incur financial burdens for various increased public defender staffing requirements. The Coronavirus Emergency Supplemental Funding (CESF) grant from Washington State OPD allows public defense agencies to apply for reimbursement for such financial costs. The Public Defense Manager submitted an application for said grant funding, in the amount of \$38,650, and has received notice that the request has been approved in its entirety. In order to claim the approved funding, it is necessary to complete and execute supplemental application and accountability grant documentation. The proposed resolution grants the Public Defense Manager the necessary authority to complete and execute this documentation to ensure funds are released to Benton County. This grant does not require local matching funds and does not need to be repaid. **The Board moved and seconded to approve the Benton County OPD grant application for Coronavirus Emergency Supplemental Funding from the Washington State Office of Public Defense, and to authorize the Public Defense Manager to complete and sign the needed grant documents to accept the grant funds. Motion carried.**

CARES Act Briefing – Adam Fyall, Sustainable Development Manager

Staff led a discussion with the Board to summarize the Community Support Program and other outlets for which the County used federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds to support over 300 businesses and childcare providers in the community this year. CARES Act funds were also used to assist the County with much-needed COVID-19 related expenses and to support the Benton-Franklin Health District. Tri-City Development Council (TRIDEC) staff, who was the County’s contractor for much of the CARES Act related work, also joined the discussion. **No Board direction or vote – discussion only.**

Other Business

Voluntary Early Retirement Program – Matt Rasmussen, Deputy County Administrator & Lexi Wingfield, HR Manager

Staff discussed with the Board a voluntary early retirement incentive program, with an official roll-out and additional information provided to County employees directly from the HR Department at a later date. **The Board moved and seconded to approve the Resolution adopting the Benton County Early Retirement Plan as presented.**

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