

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
February 25, 2020



This document is a weekly review of the Board of County Commissioners meeting, Tuesday, February 25, 2020. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Public Hearings

Subdivision Alteration of Seitz River Tracts (SA 2020-001) – Greg Wendt, Planning Manager

On June 26, 2019, the Board of County Commissioners approved the preliminary plat of Seitz River Tracts to create 14 residential lots with an average size of 2.82 acres. The plat was originally applied for in 2007. It was recently determined that signature approval by the Benton Irrigation District (BID) was not included on the final recorded plat. After discussion and coordination between the Planning Department, applicant, applicant's surveyor, and Benton Irrigation District, the consensus is to move forward and complete a corrected or altered plat, in accordance with BCC 9.07.100. This process will allow BID to submit agency requirements and provide an approval signature on the final recorded plat. The proposed alteration includes the requirements of the Benton Irrigation District and a signature block for their approval of the plat map and a correction to the final plat map legal description. The Benton County Assessor has indicated that the Record legal description on the final plat map be corrected to read Lots 1-14 of Seitz River Tracts and the parcel numbers be corrected to 1-1196-302-0000-001 through 1-1196-302-0000-014. **The Board moved and seconded to adopt the Findings of Fact as indicated and approve the Subdivision Alteration of Seitz River Tracts – SA 2020-001 with the requirements of the Benton Irrigation District, along with a signature block for their signature and that the legal description be corrected as per the Assessor's Office. Motion carried.**

Vacation of Unused Portion of Clodfelter Road – Doug D'Hondt, County Engineer

The County holds a right of way, 60 feet in width, for Clodfelter Road, and due to realignment in 2015, a portion of the right of way was not vacated and has become an unusable remnant. The portion of road under discussion contains 0.22 acres to the northwest of W 15th Avenue (a City of Kennewick road). The Board directed the County Engineer to prepare a report on the viability of such vacation via Resolution 2020-115. The report has been completed and was provided to the Board for review. Staff recommends vacation of the unused portion of roadway. **The Board gave staff direction to proceed with the necessary process to vacate the unused portion of Clodfelter Road as discussed, to be brought forth at a later date for final approval.**

6-Year Road Program Amendment & One-Year Road Program – Doug D'Hondt, County Engineer

The 2020-2025 Six-Year Road Program was adopted on July 30, 2019 and the annual road plan for year 2020 was adopted on November 12, 2019. The Transportation Alternatives Program (TAP), Service Transportation Program (STP), and the Highway Safety Improvement Program (HSIP) put out a call for projects after the 2020 - 2025 Six-Year Road Program and One-Year Road Program were approved. The following amendments are recommended for approval:

| | | |
|------------------------------------|----------------------------|------------------------------|
| Plymouth Road Pavement Overlay | PE Phase (2020): \$57,804 | CN Phase (2021): \$1,734,104 |
| Dallas Road Bike Path | PE Phase (2020): \$75,000 | CN Phase (2021): \$575,000 |
| Guidepost & Guardrail Installation | PE Phase (2020): \$111,300 | CN Phase (2020): \$505,400 |

The Board hereby concurs with the County Engineer's recommendation and moved and seconded to approve the presented amendments to the 2020-2025 Six-Year Road Program and the 2020 One-Year Road Program. Motion carried.

Supplemental Appropriations – Linda Ivey, Finance Manager

Three hearings were presented by the Finance Manager for supplemental appropriations:

- 1. Budget Adjustment for Current Expense Fund 0000-101, Dept 120 (Corrections) for \$1,064,764**
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 2019110 and 2019-708. The grant was received after the completion of the 2019-2020 budget process. Fiscal impact to Current Expense, Corrections, Department 120 is budget neutral, as this program is grant-funded.

2. Budget Adjustment for REET Technology Fund 0129-101 for \$220,000

The Treasurer's and Assessor's Offices are requesting a budget adjustment for the REET Technology Fund, number 0129-101, in the amount of \$220,000. The request includes three parts:

- The Spatialest, a \$60,000 request, is an enhancement for the Treasurer's Office software that the Assessor's Office is using to provide taxpayers with information on parcels;
- The Harris Govern Online, a \$60,000 request, is an enhancement of the software that both the Assessor's and Treasurer's Offices use in conjunction with the assessment and tax information and collection; and
- The Eagle View, a \$100,000 request, is the aerial survey of the parcels for assessment purposes.

3. Budget Adjustment for Current Expense Fund 0000-101, Department 115 for \$3,600,000

Per Budget Policy (Resolution 2019-753), in order to meet operational needs, the Board of Benton County 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 the allowable 13% may be transferred into the following funds: Park Development Fund, Capital Projects Fund, Fairgrounds Operating Fund, and Sustainable Development Fund. The Finance Manager recommends the following budget adjustments for the 2020 cash carry forward, in a total amount of \$3,600,000:

- Park Development Fund: \$46,000
- Capital Projects Fund: \$3,229,000
- Sustainable Development Fund: \$325,000

The Board moved and seconded to approve the budget adjustments for Current Expense, Corrections, Department 120 in the amount of \$1,064,764; for a budget adjustment to the REET Technology Fund in the amount of \$220,000; and for the budget adjustments for Current Expense Department 115 Cash Carry Forward in the amount of \$3,600,000. Motion carried.

Main Topics Discussed

Recovery Center Feasibility Study Update – Kyle Sullivan, Human Services Manager

The Human Services Manager provided an update to the Board regarding the recently discussed Feasibility Study for the proposed Recovery Center, presented to the Board on February 4, 2020. At that meeting, the Benton County Board of Commissioners moved to allocated funds within the Human Services Fund in the amount of up to \$12,500 to pay for a portion of the feasibility study. A similar request was made to the Franklin County Board of Commissioners, who have decided not to support the feasibility study. The previous presentation by the Kennewick Hospital District indicated that Franklin County had already expressed support for the feasibility study, which was incorrect. Staff indicated that Franklin County's participation or non-participation will not impact the ability to continue to move forward with the feasibility study. **The Board expressed continued support for the feasibility study, to be conducted by the Kennewick Hospital District.**

Request for Temporary Help – Andy Miller, Prosecuting Attorney

The Prosecuting Attorney's Office is requesting a short-term, temporary position to assist their Victim Witness division. The supervisor position in this division was open for one month before being filled, and the Prosecutor is requesting to use the unspent wages from that position to fund a short-term, temporary position to assist during the transition period. The request is for the 2019-2020 budget cycle and is not being requested to carry into the 2021-2022 budget cycle. **The Board moved and seconded to approve the resolution authorizing the temporary help position in the Crime Victim Fund to be funded in the 2019-2020 budget cycle and will not be carried forward to the 2021-2022 budget cycle at this time. Motion carried.**

Request for the Purchase of Five Vehicles from Columbia Ford Lincoln – Commander Tom Croskrey

The Benton County Sheriff's Office (BCSO) has five (5) patrol vehicles that have reached over 100,000 miles or are anticipated to have reached over 100,000 by time of procurement, and with normal wear and tear are in need of replacement. Washington State Contract No. 05916 allows for the purchase of 2020 Ford Police Interceptor AWD SUV's from Columbia Ford in Longview, WA. The total anticipated cost for the five (5) vehicles, including WSST, is \$218,377.22 plus \$125,421.65 for upfit costs (flashlights, stop sticks, decaling, emergency lighting, radio, computer supports, and peripheral equipment). The five (5) vehicles and their associated upfit costs were not included in the 2019-2020 budget process, and this is a new request based upon replacement needs. Public Safety Sales Tax has been identified by BCSO and Administration as a funding source for the purchase, if approved. **The Board moved and seconded to concur with the recommendation and is hereby authorized to sign the attached Purchase Agreement between Benton County and Columbia Ford Lincoln, Longview, WA for the purchase of five (5) Ford Police Interceptor Utility/SUV AWD, utilizing State Contract No. 05916 in the total amount of \$218,377.22 including WSST. Motion carried.**

Sundance Improvement Association Water System, Request for Community Development Block Grant (CDBG) Sponsorship – Adam Fyall, Sustainable Development Manager

The Sundance Improvement Association (“Sundance” or “the Association”) has requested that Benton County serve as their primary sponsor for an upgrade to their residential water system by applying for a Department of Commerce Community Development Block Grant (CDBG), which will fund the project. A team representing Sundance presented to the Board regarding this request. The Sundance Improvement Association is a neighborhood-scale well serving a subdivision in Finley, with 29 connections that are suffering similar nitrate contamination issues as the Plymouth Water District well project, which was previously sponsored by Benton County for a CDBG in 2017. However, it is important to note that the Plymouth Water District is significantly larger in service than Sundance. The Association has already met with Commerce, the Department of Health, and other relevant agencies, and meets the criteria to receive CDBG for an upgrade to their well. They would like to move forward with applying for the grant for well replacement in the 2021-2022 timeframe. Similar to the Plymouth Water District, Sundance cannot directly receive CDBG funds and requires a government sponsor. Staff recommends moving forward with a partnership with Sundance Improvement Association Water System. **The Board gave direction to staff to proceed with partnering with Sundance Improvement Association Water System for application to the Department of Commerce Community Development Block Grant program.**

Change Order No. 5 w/ Banlin Construction for Justice Center Plumbing & Water Intrusion Project – Robert Blain, Public Works Manager

Change Order No. 5 is needed to add four (4) changes to the contract, including: 1) adding steel plates to the existing gaps between walls and windows of toilet areas in Pods F, G, and H; 2) Installing temporary covers to secure plumbing access panels while permanent panels are delivered, allowing pods to be opened for use three (3) weeks early; 3) Moving the location of the flood-proof float installation on toilets in Pods F, G, H, and T to allow for easier maintenance in the future; and 4) Adding three (3) additional shut-off switches to the mechanical room as required by Department of Labor & Industries (L&I). All of the changes have a total cost of \$13,071.01 plus WSST and will not increase the contract time, for a new contract amount not to exceed \$2,763,308.79 plus WSST. **The Board moved and seconded to approve the Chairman to sign Change Order No. 5 with Banlin Construction LLC for the Justice Center Plumbing and Water Intrusion Project. Motion carried.**

Amendment to Professional Services Contract w/ MMEC Architecture & Interiors of Spokane for the New Administration Building – Robert Blain, Public Works Manager

In October 2018 the County executed a contract with MMEC Architecture of Spokane Washington (Resolution 2018-726) to provide design services for the New Administration Building to be built on the Justice Center campus. The Board approved Amendment 1 by Resolution 2019-396 on May 21, 2019 in the amount of \$78,260.00 excluding WSST. Since then, most of the master planning and schematic design work has been completed. Upon further review of departmental space needs, MMEC was asked to develop a proposal to partially design the 2nd floor space, add an IT room to the basement area, and modify the layout of the 1st and 3rd floors to better facilitate department needs. The proposal has two sections: 1) The 2nd floor partial buildout and basement IT room addition, with a cost for design of \$46,600.00 excluding WSST; and 2) The modifications of the 1st and 3rd floors, with a cost for design of \$32,380.00 excluding WSST. The total cost for Amendment 2 to the design contract with MMEC Architecture is \$78,980.00 excluding WSST. **The Board moved and seconded to approve Amendment 2 to the contract with MMEC Architecture for the Architecture and Engineering services for the design of the new Administration Building. Motion carried.**

Other Business: Letter of Support for Sheriff’s Office Deputies and Staff

As requested by the Board at the February 11, 2020 Board meeting, staff prepared a letter of support for the Sheriff’s Office deputies and staff that recently expressed a vote of no-confidence in Sheriff Hatcher. **The Board moved and seconded to approve the letter as presented, with the Clerk of the Board to affix Commissioner Delvin’s signature to the letter on his behalf.**

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