

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Benton County Courthouse, Prosser, WA
Tuesday, September 21, 2021, 9:00 a.m.

Meeting provided in-person, by Video Live-Broadcast and Telephonically

Present: Chairman Jerome Delvin
Commissioner Shon Small
Commissioner Will McKay
County Administrator Jerrod MacPherson
Clerk of the Board Cami McKenzie

Benton County Employees Present During All or a Portion of the Meeting: Deputy County Administrator Matt Rasmussen; Robert Heard, IT Manager; Finance Manager Linda Ivey; Robert Blain, Operations & Capital Programs; Adam Fyall, Sustainable Development Manager; Clerk Josie Delvin; Treasurer Ken Spencer; DPA Ryan Brown; Greg Wendt, Community Development Director.

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of September 14, 2021 were approved.

Agenda Review

The following items were added to Other Business for discussion:

- Funding Letter for Behavioral Health Recovery Center
- Change Order – Total Office Concepts

Consent Agenda

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

Clerk

- a. Amended Agreement w/ImageSoft for OnBase Licenses

Commissioners

- b. Reimbursement Agreement w/WA State Administrative Office of the Courts Regarding Blake Decision
- c. Monthly Billing, Reports & Department Responsibilities for Reimbursement Agreement w/WA State Administrative Office of the Courts Regarding Blake Decision

Information Technology

- d. Approving Twelve Month Smarsh Inc. Archiving Platform, Data Retention Policy Order Form

Juvenile

- e. Agreement w/State of WA Administrative Office of the Courts for CASA Programs

Office of Public Defense

- f. District & Superior Courts Public Defense Contract w/Timothy Dickerson
- g. District Court Public Defense Contract w/Matthew Rutt

Planning

- h. Final Plat of Orchard View Estates – SUB 2021-005

Purchasing

- i. Contract Extension w/Coleman Oil Company for Card Lock Service
- j. Change Order No. 1 w/Freeform for Administration Building Furniture
- k. Accepting Work Performed by C & E Trenching for Snow Removal Project

Public Comment

None.

Public Hearings

Budget Adjustment to 2021-2022 Current Expense Fund

Linda Ivey presented the Budget Adjustment to the 2021-2022 Current Expense Fund budget as follows and highlighted the following:

Per budget policy, any cash carry forward in excess of 13% may be transferred. Additionally, to meet operational needs, the Election Reserve Fund should maintain a minimum fund balance of \$500,000. The following transfers were recommended:

- Park Development Fund - \$115,000
- Capital Projects Fund - \$10,098,700
- Sustainable Development Fund - \$130,000
- Fairgrounds Operating Fund - \$300,000
- Election Reserve Fund - \$440,000
- Total impact to Current Expense - \$11,083,700

As there was no one present to testify, public testimony was closed.

MOTION: Commissioner Small moved to approve the request for budget adjustment to the General Fund, 0000-101, Dept. 115 in the amount of \$11,083,700. Commissioner McKay seconded and upon vote, the motion carried.

Scheduled Business

Fairgrounds Feasibility Study & Master Plan Contract w/C. H. Johnson Consulting

Adam Fyall presented the contract with C.H. Johnson Consulting to perform a feasibility study and master plan.

A request for qualifications for this work was published earlier in the summer, with six respondents and two were interviewed. The scope of services and compensation were negotiated with the consultant, and a contract approved for form and signed by C.H. Johnson Consulting.

Commissioner McKay asked about the other four applicants. Mr. Fyall said they narrowed it down to qualifications and what they offered and understanding of the project and the two that were interviewed stood apart from the others. Additionally, Commissioner McKay asked if the selected applicant would review the generation of funds and Mr. Fyall said the report would include the cost to make improvements, operations, and return on investment. Commissioner McKay said he wanted to be involved in the interviewing process for architects, etc.

Chairman Delvin said it was his experience that public facilities did not make a profit and they should not do this with the expectation it would be a money maker.

The Board expressed concern regarding the cost of the contract and there was a discussion regarding cost and the current market for these types of studies. The total contract was \$236,500.00 excluding WSST to be paid from the REET fund.

MOTION: Commissioner Small moved to approve the contract between Benton County and C.H. Johnson Consulting for development of the feasibility study and master plan of the Benton County Fairgrounds as presented. Commissioner McKay seconded and upon vote, the motion carried.

Other Business

Commitment of Funding Letter – Behavioral Health Recovery Center

Matt Rasmussen said he was working on two grant applications for the recovery center, and they were looking for a letter from the County that it was committed to funding the project from the beginning to completion. He presented a Commitment of Funding letter to assure the Department of Commerce that the County was committed to this project.

There was a discussion regarding funding and Mr. Rasmussen assured the Board they were working within the existing budget and pursuing grants. He said there was a big move right now behind behavioral health and funding was available, so it was a good time to move forward.

Commissioner McKay again requested to be involved in the construction process.

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

Change Order with Total Office Concepts

Robert Blain presented a change order with Total Office Concepts to extend the contract completion date by 24 days to October 20, 2021 due to problems with the supply chain.

MOTION: Commissioner Small moved to approve the Change Order with Total Office Concepts as presented. Commissioner McKay seconded and upon vote, the motion carried.

Transitional Housing

Commissioner Small asked if the Board was agreeable to him researching whether they could use parts of the Trios campus to assist with transitional housing, even during the design phase. The Board agreed.

WSAC

Commissioner McKay said he was very impressed with WSAC's involvement with the County's issues. To that end, they were proposing a fee increase of approximately \$15,000 to \$20,000 per year due their staff involvement and he said he was in favor of that increase.

Tort Claim

CC 2021-26: Received on September 20, 2021 from Thomas Wilson

Payroll

Check Date: 09/15/2021

Payroll Checks

Total all funds: \$118,627.34

Warrant #: 243338

Direct Deposit #: 165368-165523

Payroll Draw Deductions/Transfers

Total all funds: \$21,860.66

Taxes #: 101210912

Accounts Payable

Check Date: 09/17/2021

Warrants #: 221308-221502
Total all funds: \$4,372,642.94

EFT's #: 1935-1937
Transfers #: 09172101-09172106
Total all funds: \$46,841.71

Resolutions

- 2021-690: Amended Agreement w/ImageSoft for OnBase Licenses
- 2021-691: Reimbursement Agreement w/WA State AOC Regarding Blake Decision
- 2021-692: Monthly Billing, Reports & Department Responsibilities for Reimbursement Agreement w/WA State AOC Regarding Blake Decision
- 2021-693: Approving 12-Month Smarsh Inc. Archiving Platform, Data Retention Policy Order Form
- 2021-694: Agreement w/State of WA Administrative Office of the Courts for CASA Programs
- 2021-695: District & Superior Courts Public Defense Contract w/Timothy Dickerson
- 2021-696: District Court Public Defense Contract w/Matthew Rutt
- 2021-697: Final Plat of Orchard View Estates – SUB 2021-005
- 2021-698: Contract Extension w/Coleman Oil Company for Card Lock Service
- 2021-699: Change Order No. 1 w/Freeform for Administration Building
- 2021-700: Accepting Work Performed by C & E Trenching for Snow Removal Project
- 2021-701: Budget Adjustment to the 2021-2022 Current Expense Fund No. 0000101 Department 115 - \$11,083,700
- 2021-702: Professional Services Contract with C.H. Johnson Consulting Inc. for Performing a Feasibility Study and Master Plan for the Benton County Fairgrounds
- 2021-703: Approving Contract Change Order No. 1 with Total Office Concepts Inc. for Furnishing a Portion of the Furniture for the New Administration Building

There being no further business before the Board, the meeting adjourned at approximately 9:39 a.m.

Clerk of the Board

Chairman