

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Benton County Courthouse, Prosser, WA
Tuesday, November 30, 2021, 9:00 a.m.

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

Present: Chairman Pro Tem Shon Small
Commissioner Will McKay
County Administrator Jerrod MacPherson
Alt. Clerk of the Board Marilu Flores

Absent: Chairman Jerome Delvin (Vacation)

Benton County Employees Present During All or a Portion of the Meeting: Deputy County Administrator Matt Rasmussen; Robert Heard, IT Manager; Karlee Ainsworth, HR Assistant Manager; County Engineer Doug D'Hondt; Deputy Clerk Elaine Osborne; Chief Deputy Auditor Lorene Roe; District Court Administrator Ela Selga; District Court Accounting Supervisor Veronica Saenz

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of November 16, 2021 were approved.

The Minutes of the Special Meeting of November 19, 2021 were approved.

Agenda Review

The following items were added to "Other Business":

- 2 items from the Auditor's Office

Consent Agenda

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

Auditor

- a. Amended Engagement Letter w/the State Auditor's Office for 2020 Audits

Clerk

- b. Upgrade Service Agreement w/i3-IMAGESOFT for Project Change Request No. 21420
- c. Statement of Work No. 21847 w/i3-IMAGESOFT for Support of OnBase Document Management System

Human Resources

- d. Establishing Holidays and Hours for the Transaction of Business for 2022

Juvenile

- e. Adopting Flat Monthly Payments for 2021-2022 Juvenile Operations & Facilities Budget; Amending Resolution 2020-1016
- f. Contract w/Washington Collectors for Collection of Unpaid Fees and Interest
- g. Line Item Transfer, Fund No. 0115-101, Dept. 171
- h. Line Item Transfer, Fund No. 0000-101, Dept. 138

Office of Public Defense

- i. Public Defense Investigation Contract w/Abel Campos dba Premier Investigations
- j. Amending Resolution 2021-446; Investigative Public Defense Contract w/Shawna Morris dba Harrington Investigations
- k. Amending Resolution 2021-531; Investigative Public Defense Contract w/Clay Vannoy
- l. Investigative Public Defense Services w/Mark Almquist dba Columbia Private Investigation

Purchasing

- m. Purchase of Twelve Exterior Waste Receptacles for the Justice Center Campus From Hunter Site Furnishings
- n. Change Order No. 3 to Freeform Contract for Furnishings @ Administration Building
- o. Supplemental Agreement w/PBS Engineering & Environmental Inc for On-Call Geophysical /Geotechnical Services
- p. Purchase of Weapons, Air Tasers & Incapacitation Devices From Axon Enterprises for Corrections Dept and Sheriff's Office
- q. Interlocal Cooperative Agreement w/Energy Northwest for General Equipment and Services
- r. Rejecting Bid #CB21-18 for 2021 Catch Basin & Drywell Cleaning Project
- s. Agreement w/Washington Collectors for Collection Services for District Court
- t. Purchase of Communication Equipment From Motorola Solutions for Sheriff's Office
- u. Contract w/C & E Trenching for 2021-2023 Snow Removal & Ice Control Services

Superior Court

- v. Expending Funds From the Trial Court Improvement Fund for Courtroom Equipment Project

Public Comment

None.

Scheduled Business

Public Works Position Request – Operations Manager

Karlee Ainsworth & Doug D'Hondt presented a request for a new position in Public Works and reviewed the following resolutions:

- Establishing the Operations Manager Classification Description
- Operations Manager Salary Placement
- Line Item Transfer, Fund No. 0101-101, Dept. 500
- Public Works Department Organizational Chart

MOTION: Commissioner McKay moved to approve the Operations Manager classification description as presented. Commissioner Small seconded and upon vote, the motion carried.

MOTION: Commissioner McKay moved to approve the Operations Manager as a grade 9 on the Benton County Administrators, Managers & Assistant Managers Salary Schedule as presented. Commissioner Small seconded and upon vote, the motion carried.

MOTION: Commissioner McKay moved to approve the Line Item Transfer, County Road Fund 0101-101, Dept. 500 in the amount of \$243,516.00 as presented. Commissioner Small seconded and upon vote, the motion carried.

MOTION: Commissioner McKay moved to approve the Benton County Public Works Department organizational chart as presented. Commissioner Small seconded and upon vote, the motion carried.

County Electronic Signature Policy

Robert Heard, IT Manager, presented the proposed County Electronic Signature Policy for the Board's consideration. Mr. Heard mentioned that the policy had been in the works for some time and it's Benton County's first policy and is in line with other policies used by local agencies within the State.

MOTION: Commissioner McKay moved to approve the Resolution adopting the Benton County Electronic Signature Policy as presented. Commissioner Small seconded and upon vote, the motion carried.

Other Business

Chief Deputy Auditor, Lorene Roe, brought forth a delegation of authority signed by Chairman Delvin, delegating authority to serve on the canvassing board to Commissioner Small for the manual recount of the City of Benton City – Council Position 3 race.

MOTION: Commissioner Small moved to ratify the signature of Chairman, Jerome Delvin, delegating Commissioner Shon Small to serve on the Benton County Canvassing Board for the recount of the City of Benton City – Council Position 3 race. Commissioner McKay seconded and upon vote, the motion carried.

Chief Deputy Auditor Roe also presented and read a thank you letter from Auditor Brenda Chilton expressing gratitude to Robert Blain and Robert Heard and their teams in the Facilities & IT Departments during the move to the new Administration Building.

Tort Claims

CC 2021-33: Received on 11/29/21 from Benton PUD

Payroll

Check Date: 11/15/21

Payroll Draw Checks

Total all funds: \$112,951.71

Warrant #243412-243413

Direct Deposit #: 166871-167019

Payroll Draw Deductions/Transfers

Total all funds: \$20,324.67

Taxes 101211113

ACH #

Accounts Payable

Check Date: 11/19/21

Warrants #: 223620-223981

Total all funds: \$1,005,162.49

EFT's #: 2026-2028

Transfers #: 11192101-11192102

Total all funds: \$1,016,547.53

Resolutions

2021-832: Upgrade Service Agreement w/i3-IMAGESOFT for Project Change Request No. 21420

2021-833: Statement of Work No. 21847 w/i3-IMAGESOFT for Support of OnBase Document Management System

2021-834: Establishing Holidays and Hours for the Transaction of Business for 2022

2021-835: Adopting Flat Monthly Payments for 2021-2022 Juvenile Operations & Facilities Budget; Amending Resolution 2020-1016

2021-836: Contract w/Washington Collectors for Collection of Unpaid Fees and Interest

2021-837: Line Item Transfer, Fund No. 0115-101, Dept. 171

2021-838: Line Item Transfer, Fund No. 0000-101, Dept. 138

2021-839: Public Defense Investigation Contract w/Abel Campos dba Premier Investigations

- 2021-840: Amending Resolution 2021-446; Investigative Public Defense Contract w/Shawwna Morris dba Harrington Investigations
- 2021-841: Amending Resolution 2021-531; Investigative Public Defense Contract w/Clay Vannoy
- 2021-842: Investigative Public Defense Services w/Mark Almquist dba Columbia Private Investigation
- 2021-843: Purchase of Twelve Exterior Waste Receptacles for the Justice Center Campus From Huntco Site Furnishings
- 2021-844: Change Order No. 3 to Freeform Contract for Furnishings @ Administration Building
- 2021-845: Supplemental Agreement w/PBS Engineering & Environmental Inc for On-Call Geophysical /Geotechnical Services
- 2021-846: Purchase of Weapons, Air Tasers & Incapacitation Devices From Axon Enterprises for Corrections Dept and Sheriff's Office
- 2021-847: Interlocal Cooperative Agreement w/Energy Northwest for General Equipment and Services
- 2021-848: Rejecting Bid #CB21-18 for 2021 Catch Basin & Drywell Cleaning Project
- 2021-849: Agreement w/Washington Collectors for Collection Services for District Court
- 2021-850: Purchase of Communication Equipment From Motorola Solutions for Sheriff's Office
- 2021-851: Contract w/C & E Trenching for 2021-2023 Snow Removal & Ice Control Services
- 2021-852: Expending Funds From the Trial Court Improvement Fund for Courtroom Equipment Project
- 2021-853: Establishing the Operations Manager Classification Description
- 2021-854: Operations Manager Salary Placement
- 2021-855: Line Item Transfer, Fund No. 0101-101, Dept. 500
- 2021-856: Public Works Department Organizational Chart
- 2021-857: Benton County Electronic Signature Policy

There being no further business before the Board, the meeting adjourned at approximately 9:16 a.m.

Clerk of the Board

Chairman