

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Tuesday, December 14, 2021 9:00 a.m.  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

**Present:** Chairman Pro Tem Shon Small  
Commissioner Will McKay  
Deputy County Administrator Matt Rasmussen  
Alt. Clerk of the Board Marilu Flores

**Absent:** Chairman Jerome Delvin (vacation)  
County Administrator Jerrod MacPherson (excused)

**Benton County Employees Present During All or a Portion of the Meeting:** Adam Fyall, Sustainable Development Manager; County Engineer Doug D'Hondt; Shela Berry, Public Works CFO; Chief Deputy Clerk Elaine Osborne; Community Development Director Greg Wendt; Treasurer Ken Spencer; Robert Heard, IT Manager

#### Pledge of Allegiance

The Board recited the Pledge of Allegiance.

#### Approval of Minutes

The Minutes of December 7, 2021 were approved.

#### Consent Agenda

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

#### Human Services

- a. Agreement w/Benton-Franklin Community Action Committee for WA State Community Development Block Grant Services
- b. First Amended to Agreement w/Goodwill Industries for the Treasury Rent Assistance Program
- c. Contract w/Benton-Franklin Health District for Quarantine & Isolation Services
- d. Agreement w/MRJN Associates for Employment Services

#### Information Technology

- e. Equipment/Product Change Amendment w/Ricoh for Corrections Department
- f. Approval of Work Order Quote From Municipal One to Add Judicial Services Section on Website
- g. Purchase of Two PCs, Four Monitors & 2 Laptops For Human Services From Dell Inc.

- h. Purchase of One PC, One Docking Station & Two Monitors for the Prosecuting Attorney's Office From Dell, Inc.
- i. Purchase of One PC, One Docking Station & Two Monitors for the Sheriff's Office From Dell, Inc.

**Juvenile**

- j. Franklin County Flat Monthly Payments for 2022 Juvenile Operations and Facilities
- k. Contract w/Kathleen Moreno for Becca Docket Attorney Representation

**Public Safety**

- l. Coding Correction of Funds From Current Expense, 0000-101, Dept. 121 to Public Safety Fund, 0148-101, Dept. 121
- m. Coding Correction of Funds From Current Expense, 0000-101, Dept. 121 to Public Safety Fund, 0148-101, Dept. 122

**Public Works**

- n. Ratifying Change Order Nos. 1, 2 & 3 to Granite Construction Company's Contract for Dallas Road Bike Path Project
- o. Ratifying Change Order Nos. 1 & 2 to C & E Trenching's Contract for the Dallas Rd/Arena Rd Traffic Improvements Project
- p. Employment Offer for Operations Manager Position

**Purchasing**

- q. Contract w/Iron Horse Vac for CatchBasin & Drywell Cleaning Services
- r. Contract w/Mel's Inter-City Collision for As Needed Automobile Body Repair Services
- s. Agreement w/DOT for Inspection of County Owned Bridges
- t. Non-Renewal Notice to ICSolutions for Inmate Telephone Services

**Risk Management**

- u. Contract w/Bock Consulting for Occupational Health Consultations

**Sheriff**

- v. Contract w/Bluepearl Washington Practice Entity for Canine Surgical Veterinarian Services

**Superior Court**

- w. Adoption of 2022 Percentage Rates for Salaries, Benefits, and Information Technology Assessments
- x. Adoption of 2022 Participant Position Allocation for Adult & Juvenile Drug Court Programs

**Unscheduled Visitors**

None.

**Line Item Transfer in Roads Department for Administrative Assistant**

Shela Berry, Public Works Chief Financial Officer, and County Engineer Doug D'Hondt indicated that the Board approved the Administrative Assistant position in Public Works on November 30, 2021. Before the Board was a line item transfer that was not done previously approving the funds.

**MOTION:** Commissioner McKay moved to approve the Benton County Public Works Department line item transfer authorizing the funds be moved from the Assistant Operations Manager, non-bargaining grade 19, to the Administrative Assistant, non-bargaining grade 15. Commissioner Small seconded and upon vote, the motion carried.

**2022 1-Year Road Program**

County Engineer Doug D'Hondt prepared and presented the 1-Year Road Program which included expenditures of maintenance, administration, capital projects and equipment purchases.

**MOTION:** Commissioner McKay moved to approve the Resolution approving the Benton County 2022 Annual Road Program. Commissioner Small seconded and upon vote, the motion carried.

**Sponsorship Agreement With Visit Tri-Cities for the Travel Bloggers Exchange North America Conference**

Adam Fyall came before the Board to speak about an event coming to the Tri-Cities in April 2022. Mr. Fyall briefed the Board regarding a sponsorship proposal from Visit Tri-Cities (VTC) who was the lead organization hosting the Travel Bloggers Exchange North America (TBEX) conference. The conference will be a network of travel and lifestyle writers/bloggers. Mr. Fyall introduced Mr. Michael Novakovich and Lara Watkins with VTC who spoke in more detail about the Travel Bloggers Exchange. Mr. Novakovich & Ms. Watkins spoke on the highlights that the Tri Cities has to offer to include Red Mountain, stem opportunities, culinary, outdoor recreation and reception at three different cities with TBEX expected to bring over 300 travel and media professionals from around the world to the Tri-Cities. The direct economic impact will be substantial in regard to hotels and food with the timing being right coming out of the pandemic for this type of event. Visit Tri-Cities has reached out to Benton County for a \$50,000 sponsorship for the upcoming event.

**Discussion:** Commissioner Small commended all involved on the level of professionalism moving this event forward. Commissioner McKay indicated that he already saw the presentation and was excited.

**MOTION:** Commissioner McKay moved to pass the resolution authorizing Benton County's sponsorship of the TBEX North America event at the \$50,000 level and directing the County Administrator to sign the Sponsorship Agreement with Visit Tri-Cities to put the sponsorship into effect. Commissioner Small seconded and upon vote, the motion carried.

**Other Business**

Commissioner McKay met with the Veterans' Advisory Board and with Kyle Sullivan, Human Services Manager, last week. He indicated that they were looking into a joint bi-county meeting in January 2022 for a presentation.

Commissioner Small recognized the Sheriff's Office and their push to get more staff and looked forward to the team building relationship being created.

**Vouchers**

Check Date: 12/03/2021  
Payroll Checks  
Total All Funds \$2,906,444.00

Warrant #243415-243446  
Direct Deposit #167022 - 167612  
Payroll Deduction Transfers  
Total All Funds: \$2,409,771.06  
Taxes 101211201 - 101211211  
ACH #2058-2064

Payroll Deduction Warrants  
Total All Funds \$128,083.22  
Warrant #224683 - 224691

Total amounts approved by fund can be reviewed in the Benton County Auditor's Office.

### **Resolutions**

- 2021 870 Agreement w/Benton-Franklin Community Action Committee for WA State Community Development Block Grant Services
- 2021 871 First Amended to Agreement w/Goodwill Industries for the Treasury Rent Assistance Program
- 2021 872 Contract w/Benton-Franklin Health District for Quarantine & Isolation Services
- 2021 873 Agreement w/MRJN Associates for Employment Services
- 2021 874 Equipment/Product Change Amendment w/Ricoh for Corrections Department
- 2021 875 Approval of Work Order Quote From Municipal One to Add Judicial Services Section on Website
- 2021 876 Purchase of Two PCs, Four Monitors & 2 Laptops For Human Services From Dell Inc.
- 2021 877 Purchase of One PC, One Docking Station & Two Monitors for the Prosecuting Attorney's Office From Dell, Inc.
- 2021 878 Purchase of One PC, One Docking Station & Two Monitors for the Sheriff's Office From Dell, Inc.
- 2021 879 Franklin County Flat Monthly Payments for 2022 Juvenile Operations and Facilities
- 2021 880 Contract w/Kathleen Moreno for Becca Docket Attorney Representation
- 2021 881 Coding Correction of Funds From Current Expense, 0000-101, Dept. 121 to Public Safety Fund, 0148-101, Dept. 121
- 2021 882 Ratifying Change Order Nos. 1, 2 & 3 to Granite Construction Company's Contract for Dallas Road Bike Path Project
- 2021 883 Ratifying Change Order Nos. 1 & 2 to C & E Trenching's Contract for the Dallas Rd/Arena Rd Traffic Improvements Project
- 2021 884 Employment Offer for Operations Manager Position
- 2021 885 Contract w/Iron Horse Vac for CatchBasin & Drywell Cleaning Services
- 2021 886 Contract w/Mel's Inter-City Collision for As Needed Automobile Body Repair Services
- 2021 887 Agreement w/DOT for Inspection of County Owned Bridges
- 2021 888 Contract w/Bock Consulting for Occupational Health Consultations
- 2021 889 Contract w/Bluepearl Washington Practice Entity for Canine Surgical Veterinarian Services

- 2021 890 Adoption of 2022 Percentage Rates for Salaries, Benefits, and Information Technology Assessments
- 2021 891 Adoption of 2022 Participant Position Allocation for Adult & Juvenile Drug Court Programs
- 2021 892 Line Item Transfer, Fund No. 0101101, Dept. 500
- 2021 893 Approving the Benton County 2022 Annual Road Program
- 2021 894 Sponsorship Agreement w/Visit Tri-Cities for the Travel Bloggers Exchange North America Conference
- 2021 895 Coding Correction of Funds From Current Expense, 0000-101, Dept. 121 to Public Safety Fund, 0148-101, Dept. 122

There being no further business before the Board, the meeting adjourned at approximately 9:17 a.m.

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Clerk of the Board

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Chairman