

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
February 23, 2021



This document is a weekly review of the Board of County Commissioners meeting, Tuesday, February 23, 2021. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Scheduled Business

Position Requests/Changes (four items):

1. Facilities Re-Organization – Jeff Jones, Facilities Manager & Lexi Wingfield, HR Manager

The Facilities Manager worked with the HR Manager and Administration and found that a re-organization of the Facilities Department would help increase productivity, meet the growing needs of the department, and have an overall cost savings. The re-organization consists of the following: 1) Changing Position 1318 Facilities Assistant Manager (non-bargaining grade 17) to Office Assistant IV (Courthouse grade 9) to assist the Facilities Manager with administrative support, scheduling, payroll, accounts payable, and accounts receivable; 2) Changing Position 1520 (unfunded and vacant) to a Facilities Lead Maintenance Worker (non-bargaining grade 13), with internal posting and transfer of an existing Facilities Maintenance Worker into the position, leaving their previous position unfunded and vacant to be eliminated; 3) Increasing the Clerk of the Board (non-bargaining grade 12), who regularly completes administrative tasks for the Facilities Department, to a non-bargaining grade 14; and 4) Increasing the Executive Assistant position (non-bargaining grade 12), who assists with administrative tasks for the Facilities Department, to a non-bargaining grade 13. These changes will have an overall cost savings of approximately \$45,000 to the 2021-2022 budget. The Board moved and seconded to approve the resolution and line item transfer (LIT) for the Facilities re-organization to change position 1318 to an Office Assistant IV and position 1520 to a Facilities Lead Maintenance Worker; to approve the resolution establishing the Clerk of the Board as a non-bargaining grade 14 effective February 1, 2021; to approve the resolution establishing the Executive Assistant as a non-bargaining grade 13 effective February 1, 2021; and to approve the resolution and LIT to transfer funds from Facilities, Department 110, to Commissioners, Department 107, to fund the increases for the Clerk of the Board and Executive Assistant. Motions carried.

2. IT Systems Analyst – Pulled Until a Later Date

3. Human Services Temporary Housing Program Navigators – Kyle Sullivan, Human Services Manager & Lexi Wingfield, HR Manager

With the approval of the Emergency Rental Assistance Grant, Human Services is requesting two (2) extended temporary Housing Program Navigators to help provide the community with the greatest assistance when administering funding as provided by the Grant. Human Services will work with HR to assure the extended temporary employees follow temporary help guidelines with an anticipated end date in connection with the Grant of December 31, 2021. The Board moved and seconded to approve the resolution and attached line item transfer (LIT) to create two (2) Temp Housing Program Navigators. Motion carried.

4. Clerk's Office Employee Training – Josie Delvin, Clerk

The Clerk requested a line item transfer (LIT) to hire people for placement in training with employees that will be taking advantage of the early retirement incentive program, to be used only for the 2021-2022 budget cycle. The Board moved and seconded to approve the resolution as presented by the Clerk to create two (2) training line items for the 2021-2022 budget cycle. Motion carried.

Jail Medical Services Discussion & Direction – Commander Josh Shelton, Corrections Department

Per Resolution 2020-841 dated November 10, 2020, the Board approved a Request for Qualifications (RFQ) for Professional Medical Services for the Benton County Corrections Department. A total of 16 companies requested a copy of the RFQ packet, with the following two (2) companies responding: NaphCare, Inc and Diamond Pharmacy Services (alternative pharmacy-only option provided). Based on the proposal for 0-500 inmates, there would be an approximate \$414,937 shortfall in the current 2021-2022 approved budget with a 3-year contract totaling \$7,289,032.05. Based in the proposal for 501-600 inmates, there would be an approximate \$1,242,263 shortfall in the current 2021-2022 budget with a 3-year contract totaling \$8,608,963.71. Chief Souza and Commander Shelton recommend moving forward with an agreement with NaphCare, Inc. as the only responsive bidder to be placed on the consent agenda at a later date, with the plan to keep the average daily inmate population below 500. **The Board moved and seconded to authorize the Benton County Corrections Department and involved parties to negotiate a 3-year agreement between Benton County and NaphCare, Inc. for professional medical services for the Benton County Jail, to be placed on the consent agenda at a later date. Motion carried.**

Rural County Capital Fund Disbursement Agreement & Program Update – Adam Fyall, Sustainable Development Manager

Staff presented a brief update to the Commissioners on the status of the Rural County Capital Fund (RCCF) program, including review of a County policy and related activity occurring during the current Washington State legislative session. In addition, staff presented an additional disbursement award for the Port of Benton's "Richland Innovation Center" improvement project, for possible approval, in the amount of \$1,100,000. Staff recommends approval of the project in full, with details provided in the agenda packet. **The Board moved and seconded for the disbursement of Rural County Capital Funds to the Port of Benton for the Richland Innovation Center project in the amount of \$1,100,000 and for signing of the disbursement agreement by the Chair that will put this action into force. Motion carried.**

Other Business

Change Order No. 8 w/ Banlin Construction, LLC for the New Administration Building – Robert Blain, Director of Operations & Capital Programs

On January 28, 2020 the Board of County Commissioners approved Resolution 2020-101 and executed a contract with Banlin Construction, LLC for the New Administration Building project in the amount of \$12,547,345.30 plus Washington State Sales Tax (WSST). The Board previously approved Change Orders No. 1 through 7 for an additional \$1,266,781.98 plus WSST, bringing the total contract to \$13,814,127.28 plus WSST and increasing the contract time by 98 days for a total of 548 calendar days. One modification is included in Change Order No. 8 to add building security and access controls to the scope of the contract. These items were originally going to be bid as a separate project but adding this work to the existing contract allows for construction sequencing and the use of contractor already engaged in the project. The total cost for this change is \$513,812.15 plus WSST and an increase of 7 days to the contract time. **The Board moved and seconded to approve the Chairman to sign Change Order No. 8 with Banlin Construction, LLC for the New Administration Building project increasing the contract by \$513,812,15 plus WSST for a new contract amount not to exceed \$14,327,939.43 plus WSST and increasing the contract time by 7 days for a total of 555 days. Motion carried.**

Courthouse Terrazzo Flooring Restoration – Robert Blain, Director of Operations & Capital Programs

Staff presented four (4) options for the restoration of the Prosser Courthouse Terrazzo Flooring, which is part of the Courthouse remodel project that is ongoing: 1) restoring the stair treads for \$10,068.00; 2) restoring damaged existing terrazzo base cove at the top of the 3rd floor for \$3,749.00; 3) repairing spalled terrazzo floor caused by removal of existing wall, removal of the installed carpet, and polishing the 3rd floor terrazzo for \$10,068.00; and 4) a. removal of paint from top of base, polish and shine terrazzo and b. adding two (2) sections of terrazzo cove base for \$5,034.00. The total cost for all four (4) options would be \$28,960.00. These amounts are all preliminary and subject to change. **The Board gave staff direction to proceed with negotiation with the contractor to submit all four (4) options for approval at a later date.**

Department of Ecology Grant – Commander Josh Shelton, Corrections Department

The Benton County Corrections Department requested BOCC authorization to apply for the US Department of Ecology Community Litter Cleanup Program (CLCP) grant, in partnership with Benton County Solid Waste. The grant is a 2-year term initiating July 1, 2021 and concluding June 30, 2023. This grant will fund 1 full-time work crew position that will be responsible to clean up county roads, state highways and illegal dumps throughout Benton County. Our goal is to be proactive with the removal of litter and illegal dump sites so that all areas can be enjoyed by the tourist, visitors, and citizens of Benton County. Aside from the community cleanliness benefit, this grant will give the Benton County Corrections Department the opportunity to provide another alternative to confinement and can be utilized by the Benton County Therapeutic Courts to help develop a positive integration plan of their participant back into the community. **The Board gave staff direction to proceed with the grant application as presented.**

Washington State Energy Facility Site Evaluation Council (EFSEC) Appointment – Greg Wendt, Community Development Director & Michelle Cooke, Assistant Planning Manager

On February 8, 2021, the Horse Heaven Wind Farm (Scout Clean Energy) applied with the Washington State Energy Facility Site Evaluation Council (EFSEC) to construct a 1,150 MW energy generation facility consisting of 244 wind turbines and solar arrays. In preparation for an April 2021 (Week of April 5) Informational and Land Use Hearing, the Community Development Department – Planning Division has started reviewing the application and will be coordinating with the Prosecuting Attorney's Office in preparation of the April hearing. In addition, the County is currently reviewing an Interagency Agreement between the County and EFSEC as a means provide funding to the County to assist EFSEC in the review of information related to land use and zoning applicable to the application. In accordance with [RCW 80.50](#), the County can appoint a member or designee as a voting member to the EFSEC for the review of the Horse Heaven Wind Farm application. Staff recommended the approval of Mr. Rick Dunn, General Manager of Benton PUD for appointment to EFSEC. **The Board moved and seconded to approve the resolution appointing Mr. Rick Dunn to the EFSEC as voting member in accordance with RCW 80.50 to evaluate the proposed Horse Heaven Wind Farm site as presented. Motion carried.**

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