

# WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS  
March 16, 2021



*This document is a weekly review of the Board of County Commissioners meeting, Tuesday, March 16, 2021 Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).*

## Public Hearing

### *Close Out of Washington State Department of Commerce COVID Grant Funds – Kyle Sullivan, Human Services Manager & Tammy McKiernan, Human Services Financial Manager*

Staff presented a close out of a grant for review of community development and housing needs, informed citizens of the services performed as part of the State Community Development Block Grant-COVID (CDBG-COVID) and received comments on funded activities. A total of \$79,061 was awarded to Benton County and Benton-Franklin Community Action Connections to fund public service activities such as rent and utility assistance, eviction prevention, and more that principally benefited low- and moderate-income persons. **The Board moved and seconded to approve closing out the CDBG-COVID grant #19-62210-02. Motion carried.**

### *Amendment to the Six-Year Road Program – Doug D'Hondt, County Engineer*

Resolution 2020-528 approved the 2021-2026 Six-Year Road Program, but the Guidepost and Guardrail Installation Project was not added, though construction will continue in year 2021. A public hearing was held hear public testimony. The project has a fiscal impact of \$616,700, paid from the Road Fund. **The Board moved and seconded to amend the 2021-2026 Six-Year Road Program, to include the Guidepost and Guardrail Installation Project. Motion carried.**

### *Ordinance Amendments to Benton County Codes 3.04, 3.08, 3.12, 3.16, and 3.24 – Greg Wendt, Community Development Director; Brad O'Brien, Building Manager; & Rod Worthington, Assistant Building Manager*

The State of Washington adopted the new International Building, Residential, Mechanical, Fire, Swimming Pool and Spa and Uniform Plumbing Codes effective February 1, 2021. In order to implement these codes as required by State statutes, the Community Development Department - Building Division has prepared the ordinances for review and implementation of the 2018 International Codes and the 2018 Uniform Plumbing Code. It is recommended by staff that the Board adopt the ordinance amendments as presented and approve the resolutions. **The Board moved and seconded to: 1) adopt the ordinance and approve the resolution for Benton County Code 3.04 – 2018 International Building Code; 2) adopt the ordinance and approve the resolution for Benton County Code 3.08 – 2018 Uniform Plumbing Code; 3) adopt the ordinance and approve the resolution for Benton County Code 3.12 – 2018 International Mechanical Code; 4) adopt the ordinance and approve the resolution for Benton County Code 3.16 – 2018 International Fire Code; and 5) adopt the ordinance and approve the resolution for Benton County Code 3.24 – 2018 International Swimming Pool and Spa Code. Motions carried.**

### *Amended Building Permit Fee Schedule – Greg Wendt, Community Development Director; Brad O'Brien, Building Manager; & Rod Worthington, Assistant Building Manager*

The last time the County evaluated and amended its building permit fees was January 1, 2010. A recent comparison of fees with Yakima County, Walla Walla County, Kittitas County, Adams County, Franklin County, Grant County and Klickitat County found that Benton County fees are lower than the neighboring counties. The comparison with the other counties showed that Benton County was the only one not charging a plan review fee. The Building Division is proposing the following fee increases: 1) All residential permits be charged a 5% plan review fee; 2) Increase building valuation from \$101.95 sq/ft to \$112.65 sq/ft on single family dwellings; 3) Increase valuation on garages from \$39.61 sq/ft to \$44.63 sq/ft; and 4) Increase the fee for address posts from \$30.00 to \$35.00 which would cover the cost of materials. Th Community Development Department - Building Division will

be moving to a new software system this year. Smart Gov offers remote access capabilities and on-line access for the public. The goal is to improve workflow when people are working remotely and provide the ability for the public to completely process a permit on-line, including payment options. On February 16, 2021 representatives from the Building Division met with the Home Builders Association to discuss the fee changes. As a rule, the Home Builders Association does not support fee increases but they did give their support for the new planned software, training, and technology improvements the department will make. **The Board moved and seconded to approve the resolution to adopt the changes to the Building Division Fee Schedule. Motion carried.**

## Scheduled Business

### *Amendment No. 1 to Benton County Budget Policies & Procedures – Linda Ivey, Finance Manager*

Resolution 2019-753 approved and updated the Benton County Budget Policies and Procedures, and staff are wishing to add to Section IV – Other Budget Policies a Sub-Section B – Minimum Fund Balances for the Protective Inspection Fund, #0149-101. This change is needed to meet operational needs, with a required minimum fund balance of at least one year of appropriated budget expenditures. The Finance Manager and Director of Community Development recommend approval of the amendment. **The Board moved and seconded to adopt Amendment 1 to the Benton County Budget Policies and Procedures, Resolution 2019-753. Motion carried.**

### *Building Inspector I Position Request – Greg Wendt, Community Development Director & Lexi Wingfield, HR Manager*

With the expected workload increase in the Building Department and in order to provide adequate time for inspections and field work, there is a need for an additional Building Inspector. The additional Building Inspector position will be funded by the increase in the fee schedule. The additional position is being requested as a Building Inspector I, non-bargaining grade 11. **The Board moved and seconded to approve the resolution and attached Line Item Transfer (LIT) to create a Building Inspector I. Motion carried.**

### *Executive Assistant Position Request – Tiffany Deaton, Superior Court Administrator; Judge Joe Burrows; & Lexi Wingfield, HR Manager*

Due to current Superior Court needs and in order to be more efficient, the Superior Court Administrator has worked with both Benton and Franklin Counties Administration and found that changing a vacant Court Reporter to an Executive Assistant will help them accomplish their goals. The Court Reporter is a bi-county non-bargaining grade 14 and the Executive Assistant is a bi-county non-bargaining grade 13. **The Board moved and seconded to: 1) approve the bi-county resolution changing position 1476 from a Court Reporter, bi-county non-bargaining grade 14, to an Executive Assistant, bi-county non-bargaining grade 13, effective March 1, 2021; and 2) to approve the resolution and attached Line Item Transfer (LIT) to change a Court Reporter to an Executive Assistant effective March 1, 2021. Motions carried.**

### *Memorandum of Understanding w/ Benton County Fire Protection District No. 6 for Purchase of 1997 Jet Boat & Trailer – Commander Jon Law, Sheriff's Office*

The Benton County Sheriff's Office (BCSO) is working in coordination with Benton County Fire Protection District No. 6 (BCFPD #6) to sell an aging BCSO patrol boat to BCFPD #6 for their use in fire suppression along the shoreline downriver of the McNary Dam on the Columbia River. Per Resolution 2021-203, the Benton County Sheriff's Office has coordinated with the Benton County Auditor's Office to surplus the patrol vessel, a 1997 Wind River Jetboat. This vessel is no longer of service to Benton County, as it has been replaced by a more modern platform. Benton County has negotiated a selling price and would be entering into a Memorandum of Understanding (MOU) regarding its use. The MOU releases ownership of the boat to BCFPD#6 for the negotiated price of \$2,500.00. In addition, this MOU allows BCSO's use of the boat in the event of an emergency for water rescue operations. BCFPD#6 will maintain and make the vessel available to BCSO when not in use by BCFPD#6 for fire suppression. BCFPD#6 will hold title to the Boat pursuant to the attached Exhibit's A and B "Vehicle/Vessel Bill of Sale" and will provide comprehensive insurance for the Boat that names Benton County as an additional insured. BCSO will also have insurance on the Boat that covers them as an operator of the Boat and the Boat will be securely housed by BCFPD#6. **The Board moved and seconded to approve the Chairman to sign the Memorandum of Understanding and Resolution between Benton County and Benton County Fire Protection District No. 6 to purchase the 1997 Wind River jet boat and accompanying trailer from Benton County, that will be used by both parties for emergency response on the Columbia River. Motion carried.**

### *Boat Safety Program Federal Financial Assistance Grant – Commander Jon Law, Sheriff's Office*

The Benton County Sheriff's Office (BCSO) submitted the grant application for the Washington State Parks & Recreation Commission 2021 Federal Financial Assistance Grant Program for the Recreational Boating Safety Program. BCSO received a Letter of Award for FY2021 stating the Washington State Parks and Recreation Commission is awarding BCSO the Recreational Boating Safety Federal Financial Assistance Grant in the amount of \$13,501.93. Washington State Parks & Recreation Commission is requiring Benton County to sign the attached documents first. They will return a fully executed copy to us for our records. **The Board moved and seconded to authorize the Chairman to sign and approve the grant award from Washington State Parks & Recreation Commission 2021 Federal Financial Assistance Grant Program for the Recreation Boating Safety Program. Motion carried.**

### *2020 Communications & Social Media Report – Shyanne Palmus, Communications Coordinator*

Staff presented a summary of the County's 2020 communications and social media efforts, including various statistics and goals for the future. **No Board direction or vote.**

### *Water Issues Briefing – Darryll Olsen, Ph.D., Columbia-Snake River Irrigators Association & Adam Fyall, Sustainable Development Manager*

Darryll Olsen, Ph.D. presented to the Board on behalf of the Benton Water Conservancy Board and the Columbia-Snake River Irrigators Association an update on past, present, and future operations and litigation plan. The presentation included a summary of Lower Snake River hydro projects, past litigation/policy actions and impacts from 1994-2016, and 2016-2021 litigation path alternatives. **No Board direction or vote.**

### *National Disability Awareness Month Proclamation – Commissioner Delvin*

March is Disability Awareness Month, and Commissioner Delvin received a request that the Board pass a proclamation to provide awareness to the issue. **The Board moved and seconded to approve the proclamation as presented to make March Disability Awareness Month. Motion carried.**

### *Scout Clean Energy's Application to EFSEC for the Horse Heaven Wind Farm – Greg Wendt, Community Development Director & Ryan Brown, Chief Civil Deputy Prosecuting Attorney*

Staff presented a brief update to the Commissioners in advance of this evening's Wind Farm Town Hall meeting, to clarify the dates/times of Energy Facility Site Evaluation Council (EFSEC) public meetings and decision-making proceedings. Tonight's town hall will be held at 6 PM and is open to the public to attend in person or remotely. More information: <https://www.co.benton.wa.us/newsview.aspx?nid=6241>. The Board wishes to appoint Ed Brost to the EFSEC review, as the previously appointed member had a potential conflict of interest. **The Board moved and seconded to approve the Resolution rescinding Resolution 2021-202 and the appointment of Ed Brost to the Energy Facility Site Evaluation Council (EFSEC) as a voting member in accordance with RCW 80.50.030(4) to evaluate the proposed Horse Heaven Wind Farm Site. Motion carried.**

## **Other Business**

### *Awarding a Contract to River City Environmental, Inc. for Jail Grease Trap Pumping & Cleaning Project – Robert Blain, Director of Operations & Capital Programs & Jeff Jones, Facilities Manager*

Per Resolution 2021-168, the County entered into a contract with Baker Commodities, Inc. to pump and clean out the grease trap at the Benton County Jail. While the contractor was on site performing the work, they discovered unforeseen issues that require special equipment and qualifications, which they do not possess, to complete the work. The Facilities Manager contacted the second-lowest bidder from Resolution 2021-168, and confirmed they had the necessary equipment and qualifications to perform the work. **The Board moved and seconded to award the Jail Grease Trap Pumping and Cleaning Project to River City Environmental, Inc. in an amount not to exceed \$25,000 excluding WSST and to authorize the Chairman of the Board to sign the contract as presented. Motion carried.**

### *Impacts of Phase 3 on Reopening County Buildings & Facilities – Jerrod MacPherson, Administrator*

The County Administrator informed the Commissioners that staff is working to prepare a reopening plan, under guidance from the Governor's Office regarding changes to the Washington State Safe Start reopening plan (addition of Phase 3). **No Board direction or vote.**

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