

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Benton County Courthouse, Prosser, WA
Tuesday, August 2, 2022, 9:00 a.m.

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

Present: Chairman Shon Small
Commissioner Will McKay
Commissioner Jerome Delvin
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; Lexi Wingfield, HR Manager; Brian Malley, Transportation Planning Manager; Clerk Josie Delvin; Finance Manager Linda Ivey; Ryan Skeen, Public Works; DPA Stephen Hallstrom.

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of July 26, 2022 were approved.

Agenda Review

The following items were added to the agenda:

- Budget Update/Public Safety Tax Requests
- Executive Session – Labor Strategy

Consent Agenda

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

Clerk

- a. Agreement w/Rapid Investment, Inc. for Jury Pay Debit Cards
- b. Positive Pay Agreement w/Community First Bank

Commissioners

- c. Contract w/WA State Military Department for E911

- d. Surplus & Disposition of Personal Property
- e. 2023-2024 Consulting Agreement w/ Gordon Thomas Honeywell Governmental Affairs for State Governmental Affairs Services

Information Technology

- f. Purchase of Two Laptops, Two Docks & Four Monitors for PA's Office From Dell, Inc.
- g. Purchase of Two Laptops, Two Docks & Four Monitors for Event Center Positions from Dell, Inc.
- h. Statement of Work w/i3 ImageSoft LLC to Move Services to New Web Server

Juvenile

- i. Agreement w/State of WA Administrative Office of the Courts for BECCA Services

Public Works

- j. Authorization to Proceed w/Bid Process for Pavement Marking Project
- k. Construction Plans & Setting Speed Limit for Highland Vineyard Phase I Subdivision
- l. Ratifying Change Order No. 3 w/C & E Trenching for Dallas Road & Arena Road Traffic Safety Improvements
- m. Memorandum of Understanding w/CRAB for an ESRI Editor Term License

Purchasing

- n. Purchase of Carpet Tile & Cove Base From Floor & Home for Corrections Dept.

Public Comment

None.

Public Hearing - Surplus of Real Property – Parcel No. 131072000003005 on Pendleton Road

Matt Rasmussen presented the request to surplus real property on Pendleton Road. He said the Kiona Irrigation District acquired the parcel back in the 1940's and then in 1995 they transferred to it to the County, with the intention to split it up and distribute to landowners. It was not really a buildable lot by itself, and currently the landowners were occupying the property. The County transferred to two property owners, but did not finish the process, and the property owners would like to see this process finished.

He said he met with the property owners and came up with a reasonable plan. A survey had to be completed, along with a boundary line adjustment, and the property owners were willing to pay for the cost of the survey, if the County would deed to them at no cost. Mr. Rasmussen said that was a fair offer as it was deeded to the County at no cost, and there were no property taxes or back taxes owing.

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

MOTION: Commissioner Delvin moved to declare parcel number 131072000003005 surplus and direct staff to negotiate the transfer of said property to the adjoining property owners in accordance with the Benton County Real Property Management Policy. Commissioner McKay seconded and upon vote, the motion carried.

Public Hearing – Six-Year Transportation Improvement Program

Matt Mahoney and Brian Malley presented the proposed 2023-2028 Six-Year Transportation Improvement Program, as required every year to describe the road maintenance and improvement program, to be effective January 1, 2023.

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

MOTION: Commissioner Delvin moved to approve the 2023-2028 Six-Year Transportation Improvement Program as presented. Commissioner McKay seconded and upon vote, the motion carried.

Engagement Letter w/Thaxton Parkinson - Legal Services Progressive Design-Build Projects

Robert Blain, via/WebEx, requested the Board sign the Engagement Letter with Thaxton Parkinson for legal services regarding the progressive design-build projects. The letter was approved by PA Andy Miller and the services would be paid by the Capital Projects Fund, up to \$30,000.00.

MOTION: Commissioner Delvin moved to approve the Engagement Letter with Thaxton Parkinson, PLLC. Commissioner McKay seconded and upon vote, the motion carried.

Other Business

Budget Update

Mr. MacPherson said the budget call letter was sent out yesterday to elected officials and department managers and required to be returned to the Commissioners by August 31, 2022. Administration will submit preliminary numbers to the Board in October. There were \$3.7 million in new requests above baseline, mainly positions, and they would not have the estimated revenue until the first preliminary property taxes were received in September from the Assessor. Additionally, the new financial system update conversion began yesterday.

PST Funding Update

Mr. Rasmussen said a few weeks prior they presented the PST funding recommendations to the Board along with the proposed ending balance of a 12-month reserve fund. The Board requested staff bring back a recommendation for funding, leaving a six-month reserve fund.

Mr. Rasmussen said they reviewed the matter and recommended a special RFP process take place, and also recommended those applicants that were underfunded or not funded previously be automatically enrolled in the process.

Additionally, they were currently at the point where the budget matched the revenue and if they decided to open it up to new requests for long-term funding versus one-time expenditures, they

needed to be cautious and wanted to put a cap of two years on new positions and look at those at the end of the two-years. He said they favored more of the one-time expenditures.

Linda Ivey said there was \$4.5 to \$5 million available to be released annually and it would be put in the budget as a contingency and if approved, would be put forth in the 2023-2024 budget.

The Board agreed to move forward with the proposed process.

Clerk's Office Update

Josie Delvin said she wanted to make the Board aware of a problem in her office and that in the past eight months she lost 13 employees (1/3 her office) and was having a hard time recruiting. She was losing new employees and up to 20-year employees. She indicated that when employees said they could not afford to work for her anymore, that was a problem and very painful and something had to happen.

Chairman Small said that it was happening everywhere and sometimes employees did not realize some of the benefits of working for the County, like retirement and the benefit package. He agreed it should be assessed and also suggested some might want to work from home. Ms. Delvin said her Clerks could not work from home, and she understood the benefit package, and had always been an advocate, but benefits did not put food on the table or gas in their cars. She just lost a supervisor and only had six applicants for the position.

She said she could not cut services except passports, but then she would cut revenue. And she could not close the doors because she was statutorily required to remain open. She added that she had not seen this before in her 33 years at the County.

The Board agreed it would review the matter further.

Executive Session – Labor Negotiations

The Board went into executive session to discuss labor negotiations at 9:34 a.m. for up to 15 minutes with Lexi Wingfield. Also present were Jerrod MacPherson, Matt Rasmussen, Cami McKenzie, Stephen Hallstrom, and Linda Ivey.

The Board came out at 9:51 a.m. No decisions were made in executive session.

Tort Claim

2022-17:	Received 08/02/2022 from Edward George Barkowski
2022-18a:	Received 08/04/2022 from Lydia Resendez
2022-18b:	Received 08/04/2022 from Tanya Colley
2022-18c:	Received 08/04/2022 from Dion Galvan
2022-18d:	Received 08/04/2022 from Isaiah Colley
2022-18e:	Received 08/04/2022 from Dakota Street
2022-18f:	Received 08/04/2022 from David Martinez

Accounts Payable

Check Date: 07/29/2022

Warrants #: 235053-235182
Total all funds: \$664,863.10

EFT's #: 2385-2411
Transfers #: 07292201-07292204
Total all funds: \$205,559.90

Resolutions

- 2022-517: Agreement w/Rapid Investment, Inc. for Jury Pay Debit Cards
- 2022-518: Positive Pay Agreement w/Community First Bank
- 2022-519: Contract w/WA State Military Department for E911
- 2022-520: Surplus & Disposition of Personal Property
- 2022-521: 2023-2024 Consulting Agreement w/ Gordon Thomas Honeywell Governmental Affairs for State Governmental Affairs Services
- 2022-522: Purchase of Two Laptops, Two Docks & Four Monitors for PA's Office from Dell
- 2022-523: Purchase of Two Laptops, Two Docks & Four Monitors for Event Center Positions from Dell, Inc.
- 2022-524: Statement of Work w/i3 ImageSoft LLC to Move Services to New Web Server
- 2022-525: Agreement w/State of WA Administrative Office of the Courts for BECCA Services
- 2022-526: Authorization to Proceed w/Bid Process for Pavement Marking Project
- 2022-527: Construction Plans & Setting Speed Limit for Highland Vineyard Phase I Subdivision
- 2022-528: Ratifying Change Order No. 3 w/C & E Trenching for Dallas Road & Arena Road Traffic Safety Improvements
- 2022-529: Memorandum of Understanding w/CRAB for an ESRI Editor Term License
- 2022-530: Purchase of Carpet Tile & Cove Base from Floor & Home for Corrections Dept
- 2022-531: Declaring Parcel Number 131072000003005 Surplus and Authorizing it for Sale in Accordance with the Benton County Real Property Management Policy
- 2022-532: Approval of the 2023-2028 Six Year Transportation Improvement Program
- 2022-533: Approving the Engagement Letter with Thaxton Parkinson PLLC to Provide Legal Services for the Upcoming Progressive Design Build Projects

There being no further business before the Board, the meeting adjourned at approximately 9:51 a.m.

Clerk of the Board

Chairman