

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting

Benton County Courthouse, Prosser, WA

Tuesday, September 20, 2022, 9:00 a.m.

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

Present: Chairman Shon Small
Commissioner Will McKay
County Administrator Jerrod MacPherson
Clerk of the Board Cami McKenzie

Absent: Commissioner Jerome Delvin – (Excused – ECA Conference)

Benton County Employees Present During All or a Portion of the Meeting: Deputy County Administrator Matt Rasmussen; Lexi Wingfield, HR Manager; Clerk Josie Delvin; DPA Ryan Brown; Treasurer Ken Spencer Linda Ivey, Finance Manager; HR Assistant Manager Eric Wyant; Cristina Woods, Public Works; Matt Mahoney, Public Works Operations Manager; Alex Garcia and Cody Shelton, IT; Chief Robert Guerrero.

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of September 13, 2022 were approved.

Agenda Review

The following items were added to the agenda:

- State Auditor Letter
- Two Executive Sessions
 - Review Labor Negotiations
 - Review Qualifications of Candidate for Public Employment

Consent Agenda

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

Human Services

- a. 1st Amended Contract w/Breanna Zavicar for Community Prevention Coordinator
- b. Amendment C to Homeless Grant w/WA State Department of Commerce
- c. 1st Amended Agreement w/Tri-Cities Hispanic Chamber of Commerce

IT

- d. Yearly Subscription From HIPPO Facility Management Technologies for the Facilities Department for Online Asset & Work Order Management System
- e. Purchase of Three Scanners for Superior Court Administration From Southern Computer Warehouse

Office of Public Defense

- f. Superior Court Public Defense Agreement w/Eric Scott
- g. Early Termination Notice for Megan Whitmire for Superior Court Public Defense Services
- h. First Amendment to Agreement w/WA State Office of Public Defense for Blake Funds
- i. Superior Court Public Defense Agreement w/Hayden Sebald

Prosecuting Attorney

- j. Lease Extension w/Support, Advocacy & Resource Center

Public Works

- k. Contract w/Construction Ahead for 2022 Pavement Markings Project
- l. Detour Agreement Form for Utility Encroachment Permit w/Dallas DeCorte

Purchasing

- m. Purchase of Surveying Equipment From Kuker Ranken, Inc. for the Road Department
- n. Change Order #4 w/Booth & Sons Construction, Inc. for the Moderate Risk Waste Facility Project

Treasurer

- o. Columbus Day Training

Public Comment

None.

Public Hearing - Whitstran Heights Water Association Franchise Request

Cristina Woods presented the franchise agreement renewal for Whitstran Heights Water Association. She said that Benton County Public Works recommended the Commissioners approve the Franchise Order and Agreement with Whitstran Heights Water Association as presented.

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

MOTION: Commissioner McKay moved to approve the Franchise Order and Agreement with Whitstran Heights Water Association for water pipe and all systems and facilities as presented. Chairman Small seconded and upon vote, the motion carried.

Jail Use Agreements

- City of West Richland
- City of Richland

- City of Prosser
- City of Kennewick

Jerrod MacPherson and Chief Guerrero presented the Jail Use Agreements with the cities, set to expire on December 31, 2022. The parties agreed to a new Jail Use Agreement, effective January 1, 2023 through December 31, 2026. Mr. MacPherson said they were reviewed and approved by the PA's office and recommended approval as presented.

MOTION: Commissioner McKay moved to approve the Agreement for Use of Jail Facilities between Benton County and the City of West Richland, effective January 1, 2023 through December 31, 2026 as presented. Chairman Small seconded and upon vote, the motion carried.

MOTION: Commissioner McKay moved to approve the Agreement for Use of Jail Facilities between Benton County and the City of Richland, effective January 1, 2023 through December 31, 2026 as presented. Chairman Small seconded and upon vote, the motion carried.

MOTION: Commissioner McKay moved to approve the Agreement for Use of Jail Facilities between Benton County and the City of Prosser, effective January 1, 2023 through December 31, 2026 as presented. Chairman Small seconded and upon vote, the motion carried.

MOTION: Commissioner McKay moved to approve the Agreement for Use of Jail Facilities between Benton County and the City of Kennewick, effective January 1, 2023 through December 31, 2026 as presented. Chairman Small seconded and upon vote, the motion carried.

Budget Update

Linda Ivey, Matt Rasmussen, and Jerrod MacPherson updated the Board on the budget process as follows:

1. Budget Receipt
 - Received the Departments budgets as required by the Budget Call
 - Reviewing the submittals plus converting from EDEN to Enterprise as the financial systems were changed during this time
 - Department submittals of Revenues and Expenditures will be presented to the Board on October 11, 2022
2. Courthouse Union
 - Working on ideas to be included in the budget recommendations for the Courthouse Union employees
3. Upcoming Schedule
 - October 11 – Preliminary budget submittal - including our initial amount of out of balance on baseline and new requests
 - October 26-27 – Budget Workshops with Elected Officials
 - November 1 – recommendations and request to proceed to public hearing.

- November 29 – Public Hearing to adopt the 2023-2024 Budget
- 4. New positions (33 from Current Expense and Special Funds)
- 5. 22 position requests for new changes
- 6. Out of balance a little over \$8 million with positions, supplies, services, contracts, jail contracts

Other Business

State Auditor Letter

Aileen Coverdell, Auditor’s Office, via/WebEx, requested the Board sign the Letter to the State Auditor regarding the upcoming audit. She said they had a conference at 11:00 a.m. with the State Auditor and needed the letter prior that time.

MOTION: Chairman Small moved to approve the Letter to the State Auditor as presented. Commissioner McKay seconded and upon vote, the motion carried.

Certificate of Appreciation

Chairman Small presented a Certificate of Appreciation to Nancy Richman for service of over 41 years at Benton County.

The Board briefly reconvening at 9:22 a.m.

Executive Session – County’s Position on Labor Negotiations

The Board went into executive session at 9:22 a.m. for up to 30 minutes with Lexi Wingfield to discuss the County’s position on labor negotiations. Also present were Jerrod MacPherson, Matt Rasmussen, Eric Wyant, Linda Ivey, and Cami McKenzie.

The Board came out at 9:48 a.m. No decisions were made in executive session.

Executive Session – Discuss Performance of Public Employee

The Board went into executive session at 9:48 a.m. for five minutes to discuss the performance of a public employee. Also present were Jerrod MacPherson and Matt Rasmussen. The Board came out at 9:51 a.m. No decisions were made in executive session.

MOTION: Commissioner McKay moved to approve the Employment Agreement with Alexandra Wingfield, effective September 1, 2022 through September 30, 2022. Chairman Small seconded and upon vote, the motion carried.

Executive Session – Review Qualifications of Applicants for Public Employment

The Board went into executive session at 9:51 a.m. for up to 10 minutes with Lexi Wingfield. Also present were Jerrod MacPherson, Matt Rasmussen, and Cami McKenzie.

The Board came out at 9:56 a.m. No decisions were made in executive session.

MOTION: Commissioner McKay moved to approve the salary request form for Eric Wyant as presented. Chairman Small seconded and upon vote, the motion carried.

MOTION: Commissioner McKay moved to approve the salary request form for Heather Flowers as presented. Chairman Small seconded and upon vote, the motion carried.

MOTION: Commissioner McKay moved to approve the Employment Agreement with Carlee Nave as presented. Chairman Small seconded and upon vote, the motion carried.

Payroll

Check Date: 09/15/2022

Payroll Draw Checks

Total all funds: \$114,465.89

Warrant #: 243801-243803

Direct Deposit #: 174266-174407

Payroll Draw Deductions/Transfers

Total all funds: \$20,978.67

ACH #: 108

Accounts Payable

Check Date: 09/09/2022

Warrants #: 236650

Total all funds: \$8,096.72

P-Cards #: 95

Total all funds: \$416,414.94

Check Date: 09/16/2022

Warrants #: 236741-237042

Total all funds: \$2,396,494.73

Wire Transfers: 67-69, 89-94, 96-99, 104-107
EFT's #: 55-68
Total all funds: \$79,979.70

Resolutions

- 2022-669: Employment Agreement with Alexandra Wingfield, Human Resources Manager, effective September 1, 2022 through September 30, 2023
- 2022-670: 1st Amended Contract w/Breanna Zavica for Community Prevention Coordinator
- 2022-671: Amendment C to Homeless Grant w/WA State Department of Commerce
- 2022-672: 1st Amended Agreement w/Tri-Cities Hispanic Chamber of Commerce
- 2022-673: Yearly Subscription From HIPPO Facility Management Technologies for the Facilities Department for Online Asset & Work Order Management System
- 2022-674: Purchase of Three Scanners for Superior Court Administration From Southern Computer Warehouse
- 2022-675: Superior Court Public Defense Agreement w/Eric Scott
- 2022-676: Early Termination Notice for Megan Whitmire for Superior Court Public Defense Services
- 2022-677: First Amendment to Agreement w/WA State Office of Public Defense for Blake Funds
- 2022-678: Superior Court Public Defense Agreement w/Hayden Sebald
- 2022-679: Lease Extension w/Support, Advocacy & Resource Center
- 2022-680: Contract w/Construction Ahead for 2022 Pavement Markings Project
- 2022-681: Detour Agreement Form for Utility Encroachment Permit w/Dallas DeCorte
- 2022-682: Purchase of Surveying Equipment From Kuker Ranken, Inc. for the Road Department
- 2022-683: Change Order #4 w/Booth & Sons Construction, Inc. for the Moderate Risk Waste Facility Project
- 2022-684: Columbus Day Training – Approval of Use of County Funds
- 2022-685: Granting A Franchise To Whitstran Heights Water Association To Place A Water Pipe System And Facilities In County Road Rights Of Way
- 2022-686: Approving The Agreement For Use Of Jail Facilities Between Benton County And The City Of West Richland
- 2022-687: Approving The Agreement For Use Of Jail Facilities Between Benton County And The City Of Richland
- 2022-688: Approving The Agreement For Use Of Jail Facilities Between Benton County And The City Of Prosser
- 2022-689: Approving The Agreement For Use Of Jail Facilities Between Benton County And The City Of Kennewick
- 2022-690: Entering Into An Employment Agreement With Carlee Nave, Human Resources Manager

There being no further business before the Board, the meeting adjourned at approximately 9:58 a.m.

Clerk of the Board

Chairman