

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting

Benton County Courthouse, Prosser, WA

Tuesday, December 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
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; Carlee Nave, HR Manager; Greg Wendt, Community Development Director; Adam Fyall, Sustainable Development Manager; Public Works Manager Matt Mahoney; Clerk Josie Delvin; Treasurer Ken Spencer; Shyanne Palmus, Communications Coordinator; Sheriff Tom Croskrey; Undersheriff Jon Law; Donna Hutchinson, Planning; Dale Wilson, Code Enforcement; Planning Manager Michelle Cooke; Finance Manager Linda Ivey; Lt. Josh Combs.

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of December 13, 2022 were approved.

Agenda Review

The following items were added to the agenda:

- Sheriff's Grant Application for Traffic Safety 2023
- 3rd Contract Amendment for Tri-Cities Chaplaincy
- Inclement Weather and Emergency Closure Policy
- Purchase and Sale Agreement – Fire Station 3
- Rejection of Proposals for Behavioral Health Crisis Recovery Center
- Executive Session – Union Negotiations

Consent Agenda

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

Auditor

- a. Establishing a Salary Grade for the License/Recording Manager

Commissioners

- b. Line Item Transfer, Fund No. 0010, Dept. 115 to 109
- c. Line Item Transfer, Fund No. 0010, Dept. 115 to 138
- d. Line Item Transfer, Fund No. 0010, Dept. 115 to 123
- e. Appointment of Tom Thoreson to the Kiona Irrigation District
- f. Appointment of Thomas Sexton to the Benton County Noxious Weed Control Board

District Court

- g. 4th Amended Agreement w/nCourt for Online/Web-based Payment Collections

Facilities

- h. Line Item Transfer, Fund No. 0010, Dept. 110

Human Resources

- i. Creation of Lead Hazardous Waste Position Classification and Salary Placement in Public Works
- j. Creation of Hazardous Waste Technician Classification and Salary Placement in Public Works
- k. Creation of Forensic Pathologist Position Classification and Salary Placement in Coroner’s Office
- l. Creation of Part-Time Autopsy Technician Classification and Salary Grade in Coroner’s Office

Human Services

- m. Line Item Transfer, Fund No. 1040, Dept. 000

Information Technology

- n. License Renewal w/CompuNet Covering Software & Equipment
- o. 1-Year Renewal of On Base Maintenance & Subscription – Authorize Invoices from i3 ImageSoft
- p. Copier Lease Agreement w/Ricoh USA for Assessor & Auditor Offices
- q. Copier Lease Agreement w/Ricoh USA for Risk Management
- r. Copier Lease Agreement w/Ricoh USA for Coroner
- s. Copier Lease Agreement w/Ricoh USA for Superior Court Administration
- t. Purchase of Ninety-Seven Laptops & Accessories from Dell Inc.

Juvenile

- u. Adopting Franklin County Flat Monthly Payments for 2023 Operations & Facilities Budget

Planning

- v. Purchase of Water Meters From General Pacific, Inc. for 2023

Purchasing

- w. Ratification of Contract w/Banlin Construction for Boarding Up of Former KGH Site
- x. First Amended Contract w/Intermountain Cleaning Services for Voting Center Janitorial Services

- y. 2nd Contract Amendment w/Intermountain Cleaning Services for County-Wide Janitorial Services
- z. Contract w/Moon Security, Inc. for Fire & Security Monitoring for Multiple Benton County Locations
- aa. Contract w/MEC Architecture & Interiors for the Justice Center Wayfinding Project
- bb. Second Aendment to Agreement w/NaphCare, Inc for Health Care Services @ the Jail

Superior Court

- cc. Contract w/Ana Armijo for Interpreter Services
- dd. Contract w/Columbia Basin Interpreting/Translation Services for Interpreter Services
- ee. Participation Position Allocation for Adult & Juvenile Drug Court Programs & Adopting At Risk Youth Population Percentage Split for Functional Family Therapy and Other Programs
- ff. Adopting Percentage Rates for Salaries, Benefits & Information Technology Assessments
- gg. Interlocal Agreement Regarding Information Technology Services w/Franklin County

Treasurer

- hh. First Amended Contract w/GovEase Auction for Conducting Online Property Tax Foreclosure Sales

Public Comment

Tina Gregory, Kennewick, via/videoconference, expressed her concern about government.

Creating the Job Classification & Establishing the Salary Grade for Accreditation Coordinator Position in the Sheriff's Office

Sheriff Tom Croskrey & Undersheriff Jon Law presented a proposal to change a position in the Sheriff's office to replace the vacant Criminologist position with an Accreditation Coordinator. Sheriff Croskrey said the Criminologist position did not provide a lot to the department. Additionally, this reorganization would free up commissioned deputies that were currently doing some of the duties of an accreditation coordinator and free up their time to focus on training. He said it would be budget neutral as that position was vacant and was asking that a Line Item Transfer be prepared to be effective in January, 2023.

MOTION: Commissioner Delvin moved to approve the creation of the job classification and establishing the salary grade of the Accreditation Coordinator position as presented. Commissioner McKay seconded and upon vote, the motion carried.

Hours of Operation for Sheriff's Office at the Courthouse

The Board had a discussion regarding the procedure to establish the hours for the Sheriff's Office at the Courthouse. Sheriff Croskrey said he would review that issue and provide a resolution to the Board.

Setting County Salary Threshold for Non-Bargaining Positions to be Classified as Exempt from Overtime

HR Manager Carlee Nave presented a resolution to set a Benton County exempt salary threshold to comply with state and federal laws, effective January 1, 2023 for all positions at grade 15 or below to be classified as non-exempt and eligible for overtime.

MOTION: Commissioner Delvin moved to approve the resolution setting the 2023 Benton County exempt salary threshold for non-bargaining employees as presented. Commissioner McKay seconded and upon vote, the motion carried.

Treasurer Ken Spencer said this might present a problem in his budget and he was not sure where he would pay this from.

Benton County Non-Bargaining Employees, Managers & Administrators General Wage Increase

Carlee Nave presented the resolution recommending a 3% general wage increase for non-bargaining employees, managers, and administrators.

Ms. Nave said she brought this before the Board as it related to changes made earlier in the year to the Courthouse salary. She said the County ended up with compression issues between employees and their supervisors and they identified 15 supervisor positions most directly impacted by those salary changes. They were looking at possible solutions to getting those issues resolved with those most affected and would continue to look at long term changes for non-bargaining positions to bring parity both internally and to the labor market.

MOTION: Commissioners McKay moved to approve the resolution providing a 2023 wage increase for Non-Bargaining employees, Managers, and Administrators, as presented. Commissioner Delvin seconded and upon vote, the motion carried.

Public Safety Sales Tax Education Contract w/ Desautel Hege, Inc.

Shyanne Palmus presented the contract with Desautel Hege, Inc. to educate and inform the community about the Public Safety Sales Tax. The original proposal included a video aspect, however, the video aspect was removed and changed with a hard copy mailer. This change decreased the cost of the services but increased the overall cost due to mailing costs. They were still working on that final cost and the contract was in an amount NTE \$30,000.00. The PA's office did not approve as to form and provided separate communication to the Board regarding that.

MOTION: Commissioner Delvin moved to approve the Resolution and Contract with Desautel Hege, Inc. for Public Safety Sales Tax Education as presented. Commissioner McKay seconded and upon vote, the motion carried.

Other Business

Sheriff's Grant Application for Traffic Safety 2023

Lt. Erickson, via/videoconference, presented the Resolution authorizing the Sheriff's office to apply for the WTSC Traffic Safety Grant for FY2023. If approved, it would allow funding for eight Lidar handheld units in the amount of \$24,000 including WSST. If allowed, they would make the initial purchase out of the Investigative Fund and then the fund would be reimbursed so there would be zero impact on the budget.

MOTION: Commissioner Delvin moved to authorize the Benton County Sheriff's Office to apply for funding under the WASPC traffic safety grant application for FY2023 in the amount of \$24,000 including WSST and shipping to enhance traffic safety. Commissioner McKay seconded and upon vote, the motion carried.

Tri-Cities Chaplaincy 3rd Contract Amendment for Tri-Cities Chaplaincy

Lt. Combs presented a 3rd Contract Amendment for the Tri-Cities Chaplaincy contract to allow for a three-month extension to negotiate a new contract or research other options. They were informed the contract would have an increase of 55%, so they wanted to look at other options.

MOTION: Commissioner Delvin moved to approve the Third Contract Amendment extending the contract between Benton County and Tri-Cities Chaplaincy to provide chaplaincy and redirection service for the Benton County Jail as further outlined in the attached amendment through March 31, 2023. Commissioner McKay seconded and upon vote, the motion carried.

Inclement Weather and Emergency Closure Policy

Mr. MacPherson presented a Resolution adopting an Inclement Weather/Emergency Closure Policy. Mr. MacPherson said it was circulated to all departments and elected officials for input and provided information outlining the 24-hour and essential services, designation of authority, Court closures, notification, employee-initiated time off and pay during closure.

MOTION: Commissioner Delvin moved to approve the Resolution Adopting the Benton County Inclement Weather and Emergency Closure Policy as presented. Commissioner McKay seconded and upon vote, the motion carried.

Purchase and Sale Agreement – Fire Station 3

Mr. MacPherson said he they had been working on purchase of the City of Kennewick Fire Station 3, right near the Justice Center Campus. The Assessed value of the property was \$1.1 million, and the appraised value was \$1.9 million. They negotiated on the purchase and the City was willing to sell it for the assessed value, due to the good partnerships between the City and the County. Mr. MacPherson presented a Purchase and Sale Agreement, signed by the City of Kennewick, reflecting that purchase price.

MOTION: Commissioner Delvin moved to approve the Resolution Authorizing the Purchase and Sale Agreement Between the City of Kennewick and Benton County for the Real Property Commonly Known as the Fire Station 3. Commissioner McKay seconded and upon vote, the motion carried.

Rejection of Proposals for Behavioral Health Crisis Recovery Center

Mr. Rasmussen said the Board needed to formally reject the proposals for the Behavioral Health Crisis Recovery Center so they could move forward with a new RFP.

MOTION: Commissioner Delvin moved to approve the Resolution Rejecting all Proposals for the Behavioral Health Crisis Recovery Center. Commissioner McKay seconded and upon vote, the motion carried.

Legislative Updates

Mr. Rasmussen said they had been working on increasing the regular meetings allowed outside the County seat and were currently restricted to one per quarter, with advertising as a special meeting. Senate Bill 5067 was now officially proposed, to allow these meetings once per month.

Additionally, the County's federal lobbyists were working on appropriations for the microwave replacement system and Benton County made the final list. They would do their final appropriations on Friday, and if approved, the County would receive a \$2 million grant to purchase that replacement system.

Commissioner Delvin said he was also researching FEMA grants regarding that replacement system.

Agenda Template – Clarification

The Board's agenda template regarding the consent agenda would be clarified since there seemed to be some confusion regarding the order of business.

Certificate of Service

The Board presented Chairman Shon Small with a Certificate of Service to Benton County for over 32 years of service.

Executive Session –County's Position or Strategy in Union Negotiations

The Board went into executive session at 9:47 a.m. for up to 10 minutes for up with Carlee Nave to discuss the County's position or strategy in union negotiations. Also present were Jerrod MacPherson, Matt Rasmussen, and Cami McKenzie.

The Board came out at 9:55 a.m. No decisions were made in executive session.

MOTION: Commissioner Delvin moved to approve the tentative agreement reached with the Sheriff's Command Guild, effective January 1, 2023, with the understanding that the contract will be brought to the Board for signature at the Board's next meeting in January. Commissioner McKay seconded and upon vote, the motion carried.

MOTION: Commissioner Delvin moved to direct staff to prepare a resolution setting the salary for the Undersheriff position effective January 1, 2023, based on compression with the Sheriff's Command Guild positions, with the understanding that the resolutions will be brought before the Board for signature at the Board's next meeting in January. Commissioner McKay seconded.

Discussion

The Board indicated this was due to compression and trying to keep a buffer between the command staff and the Undersheriff.

Upon vote, the motion carried.

Payroll

Check Date: 12/05/2022

Payroll Checks

Total all funds: \$4,428,151.41

Warrant #: 243897-243966

Direct Deposit #: 175905-176519

Payroll Deductions/Transfers

Total all funds: \$3,047,542.84

EFT #: 203-209

ACH #: 267, 337-352

Payroll Deduction Warrants

Total all funds: \$128,436.75

Warrant #: 240702-240714

Check Date: 12/15/2022

Payroll Draw Checks

Total all funds: \$118,259.08

Warrant #: 243968-243969

Direct Deposit #: 176520-176662

Payroll Draw Deductions/Transfers

Total all funds: \$20,802.30

EFT #: 374

Accounts Payable

Check Date: 12/16/2022

Warrants #: 240795-241039
Total all funds: \$1,523,829.88

Wires #: 329-332, 354-362, 365, 373
EFT's #: 210-219
Total all funds: \$72,700.74

Resolutions

- 2022-938: Establishing a Salary Grade for the License/Recording Manager
- 2022-939: Line Item Transfer, Fund No. 0010, Dept. 115 to 109
- 2022-940: Line Item Transfer, Fund No. 0010, Dept. 115 to 138
- 2022-941: Line Item Transfer, Fund No. 0010, Dept. 115 to 123
- 2022-942: Appointment of Tom Thoreson to the Kiona Irrigation District
- 2022-943: Appointment of Thomas Sexton to the Benton County Noxious Weed Control Board
- 2022-944: 4th Amended Agreement w/nCourt for Online/Web-based Payment Collections
- 2022-945: Line Item Transfer, Fund No. 0010, Dept. 110
- 2022-946: Creation of Lead Hazardous Waste Position Classification and Salary Placement in Public Works
- 2022-947: Creation of Hazardous Waste Technician Classification and Salary Placement in Public Works
- 2022-948: Creation of Forensic Pathologist Position Classification and Salary Placement in Coroner's Office
- 2022-949: Creation of Part-Time Autopsy Technician Classification and Salary Grade in Coroner's Office
- 2022-950: Line Item Transfer, Fund No. 1040, Dept. 000
- 2022-951: License Renewal w/CompuNet Covering Software & Equipment
- 2022-952: 1-Year Renewal of On Base Maintenance & Subscription – Authorize Invoices from i3 ImageSoft
- 2022-953: Copier Lease Agreement w/Ricoh USA for Assessor & Auditor Offices
- 2022-954: Copier Lease Agreement w/Ricoh USA for Risk Management
- 2022-955: Copier Lease Agreement w/Ricoh USA for Coroner
- 2022-956: Copier Lease Agreement w/Ricoh USA for Superior Court Administration
- 2022-957: Purchase of Ninety-Seven Laptops & Accessories from Dell Inc.
- 2022-958: Adopting Franklin County Flat Monthly Payments for 2023 Operations & Facilities Budget
- 2022-959: Purchase of Water Meters From General Pacific, Inc. for 2023
- 2022-960: Ratification of Contract w/Banlin Construction for Boarding Up of Former KGH Site
- 2022-961: First Amended Contract w/Intermountain Cleaning Services for Voting Center Janitorial Services

- 2022-962: 2nd Contract Amendment w/Intermountain Cleaning Services for County-Wide Janitorial Services
- 2022-963: Contract w/Moon Security, Inc. for Fire & Security Monitoring for Multiple Benton County Locations
- 2022-964: Contract w/MEC Architecture & Interiors for the Justice Center Wayfinding Project
- 2022-965: Second Amendment to Agreement w/NaphCare, Inc for Health Care Services @ the Jail
- 2022-966: Contract w/Ana Armijo for Interpreter Services
- 2022-967: Contract w/Columbia Basin Interpreting/Translation Services for Interpreter Services
- 2022-968: Participation Position Allocation for Adult & Juvenile Drug Court Programs & Adopting At Risk Youth Population Percentage Split for Functional Family Therapy and Other Programs
- 2022-969: Adopting Percentage Rates for Salaries, Benefits & Information Technology Assessments
- 2022-970: Interlocal Agreement Regarding Information Technology Services w/Franklin County
- 2022-971: First Amended Contract w/GovEase Auction for Conducting Online Property Tax Foreclosure Sales
- 2022-972: Creating the Job Classification and Establishing the Salary Grade for the Accreditation Coordinator Position Within The Sheriff's Office
- 2022-973: Setting the Benton County Salary Threshold for Non-Bargaining Positions to be Classified as Exempt From Overtime
- 2022-974: In the Matter of Providing a General Wage Increase for Benton County Non-Bargaining Employees and Benton County Managers and Administrators for the Year 2023
- 2022-975: Personal Services Contract Between Benton County and Desautel Hege Inc. for Public Safety Sales Tax Education
- 2022-976: Authorizing the Benton County Sheriff's Office to Submit an Application for the Washington Association of Sheriff's and Police Chiefs Traffic Safety Grant Application for FY 2023
- 2022-977: Third Amendment to the Personal Service Contract Between Benton County and Tri-Cities Chaplaincy for Chaplaincy and Redirectional Services for Inmate Population of the Benton County Jail
- 2022-978: Adopting the Benton County Inclement Weather and Emergency Closure Policy
- 2022-979: Approval of Purchase and Sale Agreement Between the City Of Kennewick and Benton County for the Real Property Commonly Known as Fire Station 3
- 2022-980: Rejecting All Proposals for the Behavioral Health Crisis Recovery Center

There being no further business before the Board, the meeting adjourned at approximately 9:57 a.m.

Clerk of the Board

Chairman