

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting

Benton County Courthouse, Prosser, WA

Tuesday, February 28, 2023, 9:00 a.m.

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

Present: Chairman Will McKay
Commissioner Jerome Delvin via WebEx
Commissioner Michael Alvarez
County Administrator Jerrod MacPherson
Clerk of the Board Marilu Flores

Benton County Employees Present During All or a Portion of the Meeting: Deputy County Administrator Matt Rasmussen; Carlee Nave, HR Manager; Greg Wendt, Community Development Director; Clerk Josie Delvin; Robert Heard, IT Manager; Fairgrounds Events Manager Tom French; Treasurer Ken Spencer; Planning Manager Michelle Cooke, HR Eric Wyant; Auditor Brenda Chilton; Corrections Chief Robert Guererro

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of February 14, 2023 and February 17, 2023 were approved.

Agenda Review

None

Public Comment

Ray Schubert, Kennewick, discussed her concerns about the lack of use and deteriorating conditions at the Fairgrounds.

Tina Gregory, in person at the Administration Building, spoke about voting and taking local control.

BriAnne Blume, via WebEx, spoke about the 4H Arena at the Fairgrounds and requested some information. Mr. Tom French, Fairgrounds Event Manager, said that he was in the process of opening the 4H Arena and was working out waivers with a target date of late March. The 4H would be open Monday through Friday for now but indicated that he was working through the process. Commissioner Alvarez

had concerns about 4H programs; however, Mr. French said the program was still in effect and working to have other secondary stock shows. Mr. French indicated that the Fairgrounds was built for those types of events and that was what the arena was built for. Mr. French indicated that the conditions were a concern and was putting a lot of focus on that. Commissioner McKay also asked whether it would be possible to work with the Fair Association to open the fair a few days in advance.

Consent Agenda

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

Auditor

- a. Agreement w/Clear Ballot Group, Inc. for Election Tabulation System Software & Services

District Court

- b. Contract w/Valley Alcohol Council for Monitored Urine Drug Screen Collection

Human Services

- c. Agreement w/Columbia Basin Veterans Coalition for Five-Year Homeless Housing Plan
- d. Agreement w/Benton Franklin Community Action Committee for the Five-Year Homeless Housing Plan
- e. Agreement w/Oxford House, Inc. for the Five-Year Homeless Housing

Information Technology

- f. Contract Renewal w/HID Global Corporation for Fingerprint Hardware for Corrections, Sheriff's Office & Juvenile Justice
- g. Purchase of One LaserJet From Strictly Technology LLC for the Moderate Risk Waste Facility
- h. Migration of Application Services From Current PACS Server to New Hardware From Harris Govern
- i. Purchase of Three Laptops & Three Docks From Dell, Inc. for Superior Court Administration

Juvenile

- j. Amended Contract No. 1 w/Fikes Northwest Corp. for Odor Control Services
- k. Payment to Clearwater Tech, LLC for Emergency Plumbing Repair

Office of Public Defense

- l. Line Item Transfer, Fund No. 0010, Dept. 136 for Wages & Benefits
- m. Amended Superior Court Public Defense Services Agreement w/Christine Bennett
- n. Second Amended Superior Court Public Defense Services Agreement w/Nicholas Blount
- o. Second Amended Superior Court Public Defense Services Agreement w/Keith Hilde
- p. Second Amended Superior Court Public Defense Services Agreement w/Karla Kane
- q. Second Amended Superior Court Public Defense Services Agreement w/Ian Sinclair
- r. Second Amended Superior Court Public Defense Services Agreement w/Brian Hultgrenn

Public Safety Tax

- s. Line Item Transfer, Fund No. 1480, Dept. 123 for Bailiff Position

Public Works

- t. Line Item Transfer, Fund No. 1550, Dept. 000 for Vehicle Purchase in Solid Waste
- u. Adoption of ER&R Department Shop Rate

Purchasing

- v. Purchase of Three Ford Escapes, One Ford Truck From Bud Clary Ford/Hyundai & One Dodge Charger Police From Northsound Auto Group
- w. First Amended Contract w/Trade Services Northwest, Inc. for Plumbing Maintenance & Repair
- x. Contract w/MacKay & Sposito, Inc for the Design of the Two Rivers Park Boardwalk Project
- y. Second Amended Contract w/Yoder, Inc for Kitchen Maintenance & Repair Services
- z. Purchase of Office Furniture From the State of WA Dept of Corrections, Correctional Industries for Public Works, Building & Planning Departments
- aa. First Amended Contract w/Moon Security Services to Include the Battelle Building @ Former KGH Site
- bb. Payment to Tyler Technologies for Additional Work Performed Updating Eagle Recording Software

Risk Management

- cc. First Contract Amendment w/PPC Solutions, Inc. for Unarmed Security Guard Services for the Justice Center Campus & Prosser Courthouse

Sheriff

- dd. 2022 Federal Equitable Sharing Agreement Certification

Sustainable Development

- ee. Second Amended Contract w/City of Prosser for the Interstate 82 Utility Crossing Phase Two Project

Grant Award From the WA State Criminal Justice Training Commission

Benton County Sheriff Lieutenant Clark, from the Administration Building in Kennewick, indicated that the Sheriff's Office responded to a request for proposal for the purpose of establishing officer wellness programs. The Sheriff's Office received notice of award with a maximum reimbursable amount of \$54,450 and indicated that this was budget neutral and would be put in the Sheriff Investigative Fund.

Commissioner Delvin asked if this was a one-time funding and whether it covered overtime. Lt. Clark indicated that it was a one-time funding with the vendor coming in to do a 3-day training and said overtime would be absorbed.

MOTION: Commissioner Alvarez moved to approve the acceptance of the grant award from the Washington State Criminal Justice Training Commission for a maximum amount of \$54,450 to be applied towards officer wellness programs and authorized the Benton County Undersheriff's signature on said grant contract between Washington State Criminal Justice Training Commission and the Benton County Sheriff's Office. Commissioner Delvin seconded and upon vote, motion carried.

Amendment II w/WA State Council of County & City Employees Representing Appraisers

Carlee Nave, HR Manager, said that in the current Appraisers Collective Bargaining Agreement, the holidays were calculated based on an eight-hour workday even though some of the employees in the bargaining unit regularly worked a 10-hour day. On the occasions where a 10-hour workday schedule was implemented, employees had to use two hours of vacation to fill their scheduled hours on days when the office is closed for a holiday. The Assessor reached out to HR with a desire to negotiate an option to allow employees to request a schedule modification on holiday weeks where they could request to work

the additional two hours during the holiday week on a day other than the holiday, subject to workload and operational need. The union negotiated the proposed Amendment II to the 2022-2024 Appraisers Collective Bargaining Agreement to allow this flexibility for the Appraisers bargaining unit.

MOTION: Commissioner Alvarez moved to approve Amendment II to the 2022-2024 Appraisers CBA as presented. Commissioner Delvin seconded and upon vote, motion carried.

Crediting M Christen Total Years of Service for Purposes of Vacation Accrual

Benton County employee Mary Christen began employment with Benton County in 2000. In June 2020, she had a 20-day (14 working days) break in service. In accordance with County policy, Ms. Christen's vacation hours were cashed out on June 30, 2020 and when she was rehired on July 1, 2020, her years of service for the purposes of vacation accruals were reset to zero. Ms. Christen is currently accruing 10 hours of vacation per month in accordance with the accrual schedule for a non-bargaining employee with 1-5 years of County service. Ms. Nave was requesting the Board approve a resolution giving Ms. Christen credit for the nearly 20 years of service she gave the county from September 2000 to June 2020 allowing her to earn vacation at a rate appropriate for her actual years of service to the County.

MOTION: Commissioner Alvarez moved to approve the resolution crediting Mary Christen's total years of Benton County service for the purposes of vacation accrual. Commissioner Delvin seconded and upon vote, motion carried.

Creation of Chaplain Position in the Jail

Corrections Chief Guerrero and Eric Wyant, HR, presented on creating a chaplain position at the Jail. Chief Guerrero indicated that after the budget was submitted, the current provider of chaplain services proposed a substantial increase to the contract which was a 54% increase. He said that he has been working with HR who formulated a cost analysis and it was determined that it would be more cost effective for the County to employ a chaplain as opposed to contract out for those services.

MOTION: Commissioner Alvarez moved to approve the Chaplain classification description and salary schedule placement as presented. Commissioner Delvin seconded and upon vote, motion carried.

MOTION: Commissioner Alvarez moved to approve the Line Item Transfer Within Inmate Benevolence Fund No. 1160, Department Number 000 as presented. Commissioner Delvin seconded and upon vote, motion carried.

Reorganization of Planning & Building Divisions of the Community Development Department

The Director of Community Development, Greg Wendt, and Eric Wyant, HR, presented on the reorganization of the planning and building divisions of the Community Development Department. Mr. Wendt said that he met with the Building and Planning Department Managers to discuss ways to enhance operations creating staff flexibility throughout the Departments allowing for employee growth and employee retainment. He proposed the following budget neutral changes:

- For the Building Department: establish a new job description series for the full time Building Inspector I, II and III position that also included a one-step pay upgrade for the designated inspector that obtains the appropriate fire marshal certifications and is designated the County Fire Marshal. The reorganization included filling the building inspector positions with existing staff depending on qualifications and experience.
- For the Planning Department: Re-establishing the Senior Planner and Assistant Planning Manager positions. The reorganization includes filling the Senior Planner position with existing staff and re-establishing an Assistant Planning Manager at a Grade 5 on the Administrators Salary Schedule.

Commissioner McKay appreciated the hard work involved as well as the cost savings.

MOTION: Commissioner Alvarez moved to approve the Building Division’s Resolution establishing the Building Inspector Position Series Job Classification, affirming the salary scale for each building inspector position, and establishing the compensation for the fire marshal duties. Commissioner Delvin seconded and upon vote, motion carried.

MOTION: Commissioner Alvarez moved to approve the Planning Division’s Resolution reclassifying the Principal Planner position to an Assistant Planning Manager job classification and re-establishing the salary grade for the Assistant Planning Manager. Commissioner Delvin seconded and upon vote, motion carried.

MOTION: Commissioner Alvarez moved to approve the Line Item Transfer for Protective Inspection Services, Fund 1490, as presented. Commissioner Delvin seconded and upon vote, motion carried.

MOTION: Commissioner Alvarez moved to approve the line item transfer for the General Fund, 0010, Planning Department 116, as presented. Commissioner Delvin seconded and upon vote, motion carried.

Other Business

Commissioner McKay inquired into the prospects for obtaining a permanent county engineer. Deputy County Administrator Matt Rasmussen indicated that they have an internal individual who was working for a license

Commissioner Delvin reported on the Energy Community Alliance waste management conference he was currently attending in Phoenix. He indicated that he had a meeting regarding cleanup and asked DOE at getting momentum on waste disposal. Commissioner Alvarez indicated that these type of conferences were very important.

Commissioner Alvarez appreciated staff being very welcoming with Administrators being great to work with and was having a great experience. He further acknowledged Marcus Whitman Elementary for the thank you card.

Administrator MacPherson further commented on the public comment earlier relating to the Fairgrounds and indicated that there was a Master Plan with a consultant being done and will be before the Board once

it was complete. Commissioner McKay indicated that at the end of the day, it was about the kids and understood that it would take time to complete but looking to grow the Fairgrounds.

Payroll

Check Date: 02/15/2023
Payroll Draw Pay Checks
Total All Funds \$111,501.84
Direct Deposit # 178037-178176

Payroll Draw Pay Deduction Transfers
Total All Funds \$20,150.94
EFT #
ACH # 520

Accounts Payable

Check Date: 02/10/2023
Warrants #242597-242769
Total of all Funds: \$1,422,018.65

EFT: 292-299
Transfers: 501-505
Total of all Funds: \$15,452.33

Check Date: 02/15/2023
Warrants #242771
Total of all Funds: \$78,786.14

Check Date: 02/17/2023
Warrants #242884-242965
Total of Funds: \$722,370.19

EFT #300-309
Transfers #509-512, 521-522
Total of all Funds: \$161,519.73

Check Date: 02/24/2023
Warrants #243124-243366
Total of Funds: \$1,637,755.55

EFT #310-330
Transfers #525-526, 529
Total of all Funds: \$155,269.56

Resolutions

- 2023-169: Agreement w/Clear Ballot Group, Inc. for Election Tabulation System Software & Services
- 2023-170: Contract w/Valley Alcohol Council for Monitored Urine Drug Screen Collection
- 2023-171: Agreement w/Columbia Basin Veterans Coalition for Five-Year Homeless Housing Plan
- 2023-172: Agreement w/Benton Franklin Community Action Committee for the Five-Year Homeless Housing Plan
- 2023-173: Agreement w/Oxford House, Inc. for the Five-Year Homeless Housing
- 2023-174: Contract Renewal w/HID Global Corporation for Fingerprint Hardware for Corrections, Sheriff's Office & Juvenile Justice
- 2023-175: Purchase of One LaserJet From Strictly Technology LLC for the Moderate Risk Waste Facility
- 2023-176: Migration of Application Services From Current PACS Server to New Hardware From Harris Govern
- 2023-177: Purchase of Three Laptops & Three Docks From Dell, Inc. for Superior Court Administration
- 2023-178: Amended Contract No. 1 w/Fikes Northwest Corp. for Odor Control Services
- 2023-179: Payment to Clearwater Tech, LLC for Emergency Plumbing Repair
- 2023-180: Line Item Transfer, Fund No. 0010, Dept. 136 for Wages & Benefits
- 2023-181: Amended Superior Court Public Defense Services Agreement w/Christine Bennett
- 2023-182: Second Amended Superior Court Public Defense Services Agreement w/Nicholas Blount
- 2023-183: Second Amended Superior Court Public Defense Services Agreement w/Keith Hilde
- 2023-184: Second Amended Superior Court Public Defense Services Agreement w/Karla Kane
- 2023-185: Second Amended Superior Court Public Defense Services Agreement w/Ian Sinclair
- 2023-186: Second Amended Superior Court Public Defense Services Agreement w/Brian Hultgrenn
- 2023-187: Line Item Transfer, Fund No. 1480, Dept. 123 for Bailiff Position
- 2023-188: Line Item Transfer, Fund No. 1550, Dept. 000 for Vehicle Purchase in Solid Waste
- 2023-189: Adoption of ER&R Department Shop Rate
- 2023-190: Purchase of Three Ford Escapes, One Ford Truck From Bud Clary Ford/Hyundai & One Dodge Charger Police From Northsound Auto Group
- 2023-191: First Amended Contract w/Trade Services Northwest, Inc. for Plumbing Maintenance & Repair
- 2023-192: Contract w/MacKay & Sposito, Inc for the Design of the Two Rivers Park Boardwalk Project
- 2023-193: Second Amended Contract w/Yoder, Inc for Kitchen Maintenance & Repair Services
- 2023-194: Purchase of Office Furniture From the State of WA Dept of Corrections, Correctional Industries for Public Works, Building & Planning Departments
- 2023-195: First Amended Contract w/Moon Security Services to Include the Battelle Building @ Former KGH Site
- 2023-196: Payment to Tyler Technologies for Additional Work Performed Updating Eagle Recording Software
- 2023-197: First Contract Amendment w/PPC Solutions, Inc. for Unarmed Security Guard Services for the Justice Center Campus & Prosser Courthouse
- 2023-198: 2022 Federal Equitable Sharing Agreement Certification
- 2023-199: Second Amended Contract w/City of Prosser for the Interstate 82 Utility Crossing Phase Two Project

- 2023-200: Grant Award from WA State Criminal Justice Training Commission
- 2023-201: Amendment II w/WA State Council of County & City Employees Representing Appraisers
- 2023-202: Crediting M Christen Total Years of Service for Purposes of Vacation Accrual
- 2023-203: Establishing the Classification & Salary Placement of the Chaplain Position
- 2023-204: Line Item Transfer, Fund No. 1160, Dept. 000
- 2023-205: Establishing Building Inspector Position Job Classification, Salary Scale & Establishing the Compensation for the Fire Marshall Duties
- 2023-206: Planning Division's Reclassification of Principal Planner to an Assistant Planning Manager Job Classification and Re-establishing the Salary Grade for Assistant Planning Manager
- 2023-207: Line Item Transfer for Protective Inspection Services, Fund 1490
- 2023-208: Line Item Transfer for General Fund, 0010, Planning Department 116

There being no further business before the Board, the meeting adjourned at approximately 9:32 a.m.

Clerk of the Board

Chairman