

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Benton County Courthouse, Prosser, WA  
Tuesday, March 21, 2023, 9:00 a.m.  
*Meeting provided in-person, by Video Live-Broadcast and Telephonically via/WebEx*

**Present:** Chairman Will McKay  
Commissioner Michael Alvarez  
County Administrator Jerrod MacPherson  
Clerk of the Board Cami McKenzie

**Absent:** Commissioner Jerome Delvin (Excused)

**Benton County Employees Present During All or a Portion of the Meeting:** Deputy County Administrator Matt Rasmussen; Robert Heard, IT Manager; Public Works Manager Matt Mahoney; Michelle Cooke, Planning Manager; Carlee Nave, HR Manager; Greg Wendt, Community Development Director; Treasurer Ken Spencer; DPA Ryan Brown; DPA Steve Hallstrom; Robert Blain, Capital Projects Manager; Auditor Brenda Chilton; Amanda Hatfield, Elections.

#### Pledge of Allegiance

The Board recited the Pledge of Allegiance.

#### Approval of Minutes

The Minutes of March 14, 2023 were approved.

#### Review Agenda

Add the following items:

- Approval of Property Access Agreements for the Recovery Center
- Commissioners' Office Reorganization
- Executive Session – Potential Litigation
- Executive Session – Review Qualifications of Applicant for Public Employment

#### Public Comment

Tina Gregory, Kennewick (via/WebEx) expressed concerns about local action and standing against big pharma.

## **Consent Agenda**

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

### **Corrections**

- a. Contract w/WA State Health Care Authority for Substance Use Disorder Services @ the Jail
- b. Agreement w/City of Richland for Work Crew Program

### **Human Resources**

- c. Reappointment of Mary Hutchins to the Benton County Civil Service Commission
- d. Reappointment of Paul Hart to the Benton County Civil Service Commission
- e. Settlement Agreement and Release w/Teamsters Local 839 Representing Sheriff’s Office & Corrections Dept Clerical Employees
- f. Agreement w/Teamsters Local 839, Representing Road Department Employees

### **Information Technology**

- g. Renewing Twelve-Month Microsoft Enterprise Services Work Order w/Microsoft Corporation

### **Juvenile**

- h. Contract w/Comprehensive Healthcare for Multi-Systemic Therapy Service Delivery
- i. Contract w/Comprehensive Healthcare for Outpatient Treatment Services
- j. Rejecting Western States Equipment Bid for the Generator Maintenance

### **Office of Public Defense**

- k. Line Item Transfer, Fund No. 0010, Dept. No. 136
- l. Superior Court Public Defense Services Agreement w/Angela Garratt

### **Purchasing**

- m. Agreement w/Cintas for Uniforms, Laundering & Facilities Services @ the Moderate Risk Waste Facility
- n. Accepting Work Performed by Apollo Mechanical Contractors for the Courtroom HVAC Project @ the Kennewick Justice Center
- o. Accepting Work Performed by Double J Excavating, Inc. for the Roadside Improvements Project
- p. Contract w/Yoder, Inc. for As Needed Repair & Maintenance Services for Jail Kitchen Equipment

### **Sheriff**

- q. Contract w/Pronto Process Service, Inc. for Process & Delivery Services
- r. Statement of Work w/Trinity Tactical Consulting LLC for Officer Wellness Programs

### **Sustainable Development**

- s. Support Letter for the Pacific Northwest Hydrogen Hub Community Benefits Plan

## **Public Hearing - Short Plat Vacation - SPV 2023-001**

Michelle Cooke presented the Short Plat Vacation for vacation and relocation of a 20-foot emergency access and turnaround easement on Lot 2 of Short Plat 3310 to allow for additional usable area on the south side of the property for an onsite septic system. The applicant is proposing

to record a new emergency access and turnaround easement to replace the easement being vacated. Owners of property within 300 feet and all concerned agencies were notified and no objections or concerns were received to date.

The Planning Division, based on the information received, recommended approval as presented.

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

**MOTION:** Commissioner Alvarez moved to approve the vacation of the twenty (20) foot emergency access and turnaround easement located on Lot 2 of Short Plat 3310, with the condition that the applicant record a new emergency access and turnaround easement on Lot 2 of Short Plat 3310 with the Benton County Auditor. The document must be recorded within 1 year of the date of approval by the Benton County Board of Commissioners or this approval will be null and void. Commissioner McKay seconded and upon vote, the motion carried.

### **Benton Franklin Behavioral Health Advisory Committee Update**

BJ Olson, Chairman, updated the Board on the Benton Franklin Behavioral Health Advisory Committee as follows:

- Establishing the Committee Members
- Requests for Proposal – initially only one was received so a second RFP dividing up the system of care was proposed, and two proposals were received and currently scheduled to be interviewed. There was a misunderstanding by the original contractor that proposed, so they were revising their proposal and the Committee would also meet with that contractor
- Mobile Crisis Teams
- Crisis Response Center – Phased Implementation
- Mental Health Treatment Needs
- Substance Abuse Treatment Needs
- Workforce Development – due to a shortage of mental health providers, they were exploring with trainers and educational institutions what was needed to develop a plan for recruitment
- Public Communications
- Finance and Facilities

### **Agreement w/City of West Richland for Revision of Corporate Boundary**

Matt Mahoney presented the agreement with the City of West Richland for revision of corporate boundary. The City of West Richland was seeking to revise a portion of the corporate boundary of the city that coincides with the north right of way line of SR 224 in coordination with Benton County, and the support of WSDOT. The proposed revision will not affect Benton County's calculation for gas tax revenues.

If the Board approved the Agreement, Mr. Mahoney said he would forward it to the City of West Richland for approval at the same time as their public hearing. After that time, he would forward the fully signed agreement to the Clerk of the Board.

**MOTION:** Commissioner Alvarez moved to approve the agreement between Benton County and the City of West Richland for the revision of corporate boundary for the City of West Richland as presented. Chairman McKay seconded.

### Discussion

Chairman McKay asked about the maintenance issues and whether Benton County would have to maintain anything. Mr. Mahoney stated the City of West Richland and DOT would work out the maintenance agreement. Upon vote, the motion carried.

### **Capital Projects Update**

Robert Blain said the County took possession of the old fire station and he was proposing to remodel the newly acquired fire station building to permanently house the Voting Center. This would align with the County's goal of bringing the majority of County services onto one central campus to better serve the citizens of Benton County. He said the estimate to complete both the remodel of the building and the construction of a new access road off Quinault Ave was \$2.2 million dollars, to be paid from Capital Projects Fund.

The Auditor currently had a voting center at River's Edge Plaza, and they would vacate that lease and move into the new facility.

Auditor Brenda Chilton said they excited about this project and a number of years ago they put together a strategic plan that included moving Elections to the Tri-Cities and they did that, however, paid quite a bit of rent there. Additionally, they needed long term storage and a better reception area for voters. He said they were working with the Board and Mr. Blain on a plan that really optimized the facility, including security, both physical and cyber security. Additionally, it was important the public had confidence in the system, and they were going to be able to do that at this location and make the necessary modifications and gain some efficiencies.

The Board agreed to move forward with the project as presented.

### **Other Business**

#### Property Access Agreements – Recovery Center

Matt Rasmussen said a grant program was identified through Benton-Franklin COG that required studies to be done as part of the grant program. He said the County would have to pay for these studies anyway, but by signing the access agreements, now COG would be paying for those studies. He requested the Board approve the access agreements to those facilities to complete the studies.

**MOTION:** Commissioner Alvarez moved to approve the property access agreements between Benton County and Stantec Consulting Services and authorize the Chairman to sign on behalf of Benton County. Commissioner McKay seconded and upon vote, the motion carried.

**Commissioners' Office Reorganization**

Matt Rasmussen said GIS and Facilities previously adopted a reorganization that left enough funding to create a new position for an Administrative Assistant. They identified a need for a grant manager as there were several grants currently being pursued, as well as looking at economic development, real property management, administrative assistance, and grant programs for Benton County. He said they proposed the existing classification of Administrative Assistant and would use the funding saved and create the position. He said this would still leave \$36,000.00 in savings.

**MOTION:** Commissioner Alvarez moved to approve the Line Item Transfer in the amount of \$223,725.00 for the General Fund, Dept. 107 and 131 as presented. Commissioner McKay seconded and upon vote, the motion carried.

The Board briefly recessed, reconvening at 9:43 a.m.

**Executive Session – Potential Litigation**

The Board went into executive session at 9:45 a.m. for up to 30 minutes to discuss potential litigation. Also present were Carlee Nave, Stephen Hallstrom, Beth Kennar (Risk Pool), Jerrod MacPherson, and Matt Rasmussen.

The Board came out at 10:14 a.m. No decisions were made in executive session.

**Executive Session – Review Qualifications of Applicant for Public Employment**

The Board went into executive session at 10:14 a.m. for up to five minutes to review the qualifications of an applicant for public employment. Also present were Carlee Nave, Jerrod MacPherson, Matt Rasmussen, and Cami McKenzie.

The Board came out at 10:19 a.m. No decisions were made in executive session.

**MOTION:** Commissioner Alvarez moved to approve the Salary Request Form as presented for the Communications Coordinator at a Non-Bargaining Grade 17D. Chairman McKay seconded and upon vote, the motion carried.

**Other Business – Continued**

**Law & Justice Council – Public Safety Sales Tax**

Commissioner Alvarez asked about the recommendations provided and who was in charge of writing the factual ballot measure language. Mr. Rasmussen said the Law & Justice Council was ready to meet if there were any additional questions, and each jurisdiction sent what they spent tax

dollars on. He said the next step was for the PA to write the ballot measure for the Board's approval by August. He said he would research who was in charge of writing the language for the Voter's pamphlet.

### Girl Scouts

Commissioner Alvarez said the CEO of the Girl Scouts would be sending each of the Board members VIP special patches.

### Noise/Distracton During Board Meetings

Commissioner Alvarez discussed noise and distraction coming from the hall during the Board meetings and made some suggestions on how to reduce that. Mr. Rasmussen said they would look at options.

### **Payroll**

Check Date: 03/15/2023

Payroll Draw Checks

Total all funds: \$110,758.25

Warrant #: 244076-244077

Direct Deposit #: 178791-178927

Payroll Draw Deductions/Transfers

Total all funds: \$20,060.26

ACH #: 589

### **Accounts Payable**

Check Date: 03/17/2023

Warrants #: 243633-243869

Total all funds: \$2,755,743.13

EFT's #: 339-348

Transfers #: 557-563, 567-571, 574-579, 581-582, 588, 590-591

Total all funds: \$76,021.41

### **Resolutions**

2023-243: Contract w/WA State Health Care Authority for Substance Use Disorder Services @ the Jail

2023-244: Agreement w/City of Richland for Work Crew Program

2023-245: Reappointment of Mary Hutchins to the Benton County Civil Service Commission

- 2023-246: Reappointment of Paul Hart to the Benton County Civil Service Commission
- 2023-247: Settlement Agreement and Release w/Teamsters Local 839 Representing Sheriff's Office & Corrections Dept Clerical Employees
- 2023-248: Agreement w/Teamsters Local 839, Representing Road Department Employees
- 2023-249: Renewing Twelve-Month Microsoft Enterprise Services Work Order w/Microsoft Corporation
- 2023-250: Contract w/Comprehensive Healthcare for Multi-Systemic Therapy Service Delivery
- 2023-251: Contract w/Comprehensive Healthcare for Outpatient Treatment Services
- 2023-252: Bi-County - Rejecting Western States Equipment Bid for the Generator Maintenance
- 2023-253: Line Item Transfer, Fund No. 0010, Dept. No. 136
- 2023-254: Superior Court Public Defense Services Agreement w/Angela Garratt
- 2023-255: Agreement w/Cintas for Uniforms, Laundering & Facilities Services @ the Moderate Risk Waste Facility
- 2023-256: Accepting Work Performed by Apollo Mechanical Contractors for the Courtroom HVAC Project @ the Kennewick Justice Center
- 2023-257: Accepting Work Performed by Double J Excavating, Inc. for the Roadside Improvements Project
- 2023-258: Contract w/Yoder, Inc. for As Needed Repair & Maintenance Services for Jail Kitchen Equipment
- 2023-259: Contract w/Pronto Process Service, Inc. for Process & Delivery Services
- 2023-260: Statement of Work w/Trinity Tactical Consulting LLC for Officer Wellness Programs
- 2023-261: Agreement w/City of West Richland for Revision of Corporate Boundary
- 2023-262: Approving Property Access Agreements Between Benton County and Stantec Consulting Services
- 2023-263: Transfer of Funds Within General Fund Number 0010 Department Number 107 and 131

There being no further business before the Board, the meeting adjourned at approximately 10:25 a.m.

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Clerk of the Board

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Chairman