

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting

Benton County Courthouse, Prosser, WA

Tuesday, August 15, 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 Cami McKenzie

**Benton County Employees Present During All or a Portion of the Meeting:** Deputy County Administrator Matt Rasmussen; Robert Heard, IT Manager; Tim Brown, IT; Carlee Nave, HR Manager; Public Works Manager Matt Mahoney; Clerk Josie Delvin; Human Services Manager Kyle Sullivan, via/WebEx; Nicole Webb, Commissioners' Office; Paxton Pederson, Human Services.

#### Pledge of Allegiance

The Board recited the Pledge of Allegiance.

#### Approval of Minutes

The Minutes of August 8, 2023 were approved.

#### Review Agenda

The following items were added to the agenda:

- Grant Opportunity for Shoreline Master Plan
- Commissioners' Office Staff Evaluation

#### Public Comment

Jim Atkins said he had been asking questions of the Board and was not getting all the answers to his questions. Additionally, he said he wanted a public answer to a public question, and that an email was not responsive.

Commissioner Alvarez commented that public comment allowed the public three minutes to speak to the Board, but it was not appropriate to go back and forth with dialogue during that time.

Chairman McKay said the Board and staff had reviewed his requests, responded appropriately, and considered all items that might be of a legal nature, and not just Mr. Atkins' personal requests and preferences.

Mr. Atkins demanded additional time to speak since his three minutes were reduced. However, the Chairman denied his request.

Tina Gregory, Kennewick, via/WebEx, expressed her concerns about government and that she agreed Mr. Atkins should be allowed additional time to speak.

### **Consent Agenda**

**MOTION:** Commissioner Alvarez moved to approve the consent agenda items "a" through "p". Commissioner Delvin seconded and upon vote, the Board approved the following:

#### Auditor

- a. Payroll - Check Posting List for 08/04/23
- b. Accounts Payable – Check Posting List for 08/04/23a
- c. Accounts Payable – Check Posting List for 08/04/23b

#### Facilities

- d. Line Item Transfer, Fund No. 0010, Dept. 110 for Two Portable Air Conditioners

#### Human Services

- e. Contract w/WA State DSHS for Developmental Disabilities Services

#### Information Technology

- f. Purchase of Palo Alto Networks Next Generation Firewalls, Security Subscription & Licensing From CompuNet, Inc.
- g. Annual Subscription w/Zencity Technologies US, Inc. for Community Engagement Software
- h. Purchase of One Laptop, Dock & Two Monitors From Dell for the Sheriff's Office

#### Juvenile

- i. Agreement w/State of WA State DSHS for Evidence Based Treatment & Training Programs

#### Purchasing

- j. First Amended Agreement w/Salt Distributors, Inc. for the Purchase of Road Salt
- k. First Amended Agreement w/EnviroTech Services, Inc. for the Purchase of Deicer
- l. Purchase of Two Cat D Dump Bodies From OSW Equipment & Repair, LLC by Equipment Rental & Revolving Fund
- m. Purchase of Two Snow Plows From OSW Equipment & Repair, LLC for Public Works Department
- n. Authorize the Placement of Two Message Boards to be Placed Into the ER&R Replacement Program
- o. Purchase of Ford F350 Truck from Clary Longview, LLC for Public Works Department

#### Sheriff

- p. Interlocal Agreement w/Cities of Kennewick & Richland for the Byrne Justice Assistance Grant

**Contract w/Greater Columbia Behavioral Health for the Community Behavioral Health Rental Assistance Program**

Kyle Sullivan, via/WebEx, presented the Contract with GCBH. He said the attorney had concerns, and some concerns were changed by GCBH, and some were not. The attorney was not willing to approve as to form due to inconsistencies on insurance, page numbering and date of final invoicing.

**MOTION:** Commissioner Alvarez moved to approve the Contract with Greater Columbia Behavioral Health and Benton County as presented. Commissioner Delvin seconded and upon vote, the motion carried.

**Contract w/WA State Health Care Authority for Drug & Alcohol Prevention Services**

Kyle Sullivan, via/WebEx, presented the Contract with the Washington State Health Care Authority for Drug and Alcohol Prevention Services for pass-through funding for independent contractors they contracted with. He said it was not approved as to form by the attorney due to unclear language in the insurance requirements, as well as a lack of specification that the services were to be rendered in both Benton and Franklin Counties.

**MOTION:** Commissioner Alvarez moved to approve the contract K6937 between Benton County and the Washington State Healthcare Authority as presented. Commissioner Delvin seconded and upon vote, the motion carried.

**Other Business**

**Grant Opportunity – Ecology Shoreline Planning Grant**

Greg Wendt, via/WebEx, said there was an Ecology shoreline planning grant they learned about last week and were requesting consensus from the Board to move forward with the application. It would provide funding for a project they wanted to work on that included, among other things, a cloud-based platform for monitoring and tracking data to help comply with the shoreline requirements, as well as develop a user guide to help explain the process. He said the amount of the grant would be \$145,000 and would cover the entire project. The Board agreed to have the Planning Department move forward with the grant application.

**Commissioners’ Office Staff Evaluation**

Matt Rasmussen said with the departure of the current Clerk of the Board, Admin decided to take a look at the current organization and operations of the Commissioners’ office and determine if a change was needed. The current Clerk of the Board had absorbed, over time, a number of duties that were not traditional to the position, and Admin wanted to distribute those duties to other administrative staff and return the position to the traditional duties. They recommended a reclassification from a change from a Grade 15 to a Grade 13, and a new reporting structure with Commissioners’ staff reporting to an Administrative Assistant.

**MOTION:** Commissioner Alvarez moved to the approve the Resolution Reclassifying the Clerk to the Board Position in the Commissioners’ Office, Establishing the Salary Grade Clerk to the Board Position, and Approving the Classification Descriptions for the Executive Assistant and Office Support/BOE and Disability Board Secretary Positions in the Commissioners’ Office. Commissioner Delvin seconded and upon vote, the motion carried.

**Payroll**

Check Date: 08/04/2023

Payroll Checks

Total all funds: \$3,039,991.64

Warrant #: 244166-244198

Direct Deposit #: 182005-182644

Payroll Draw Deductions/Transfers

Total all funds: \$2,609,837.04

EFT #: 553-559

ACH #: 1050-1060

Payroll Deduction Warrants

Total all funds: \$118,152.17

Warrant #: 248186-248197

**Accounts Payable**

Check Date: 08/04/2023

Warrants #: 248084-248185

Total all funds: \$1,852,330.06

EFT’s #: 548-552

Transfers #: 1043

Total all funds: \$39,754.91

Warrants #: 248198-248199

Total all funds: \$50,156.46

**Resolutions**

2023-573: Line Item Transfer, Fund No. 0010, Dept. 110 for Two Portable Air Conditioners

2023-574: Contract w/WA State DSHS for Developmental Disabilities Services

2023-575: Purchase of Palo Alto Networks Next Generation Firewalls, Security Subscription & Licensing From CompuNet, Inc.

2023-576: Annual Subscription w/Zencity Technologies US, Inc. for Community Engagement Software

- 2023-577: Purchase of One Laptop, Dock & Two Monitors From Dell for the Sheriff's Office
- 2023-578: Agreement w/State of WA State DSHS for Evidence Based Treatment & Training Programs
- 2023-579: First Amended Agreement w/Salt Distributors, Inc. for the Purchase of Road Salt
- 2023-580: First Amended Agreement w/EnviroTech Services, Inc. for the Purchase of Deicer
- 2023-581: Purchase of Two Cat D Dump Bodies From OSW Equipment & Repair, LLC by Equipment Rental & Revolving Fund
- 2023-582: Purchase of Two Snow Plows From OSW Equipment & Repair, LLC for Public Works Department
- 2023-583: Authorize the Placement of Two Message Boards to be Placed Into the ER&R Replacement Program
- 2023-584: Purchase of Ford F350 Truck from Clary Longview, LLC for Public Works Department
- 2023-585: Interlocal Agreement w/Cities of Kennewick & Richland for the Byrne Justice Assistance Grant
- 2023-586: GCBH Agreement No. 24CBRA-BCDHS-00 to Support the Community Behavioral Health Rental Assistance Program Between Greater Columbia Behavioral Health and Benton County Department of Human Services
- 2023-587: Contract #K6937 to Provide Drug and Alcohol Prevention Services Between Washington State Health Care Authority and the Benton County Department of Human Services
- 2023-588: Reclassifying the Clerk to the Board Position in the Commissioners' Office, Establishing the Salary Grade for the Clerk to the Board Position, and Approving the Classification Descriptions for the Executive Assistant and Office Support/BOE and Disability Board Secretary Positions in the Commissioners' Office

There being no further business before the Board, the meeting adjourned at approximately 9:21 a.m.

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Clerk of the Board

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Chairman