

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting

Benton County Courthouse, Prosser, WA

Tuesday, September 19, 2023, 9:00 a.m.

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

Present: Chairman Will McKay
Commissioner Jerome Delvin
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; Robert Heard, IT Manager; Tim Brown, IT; Carlee Nave, HR Manager; Treasurer Ken Spencer; Chief Deputy Treasurer Kirsten Yniguez; Greg Wendt, Community Development Director; Clayton Rawlings, Road Maintenance Manager; Clerk Josie Delvin; DPA Ryan Brown; Amanda Pearson, Commissioners; Nicole Webb, Commissioners; Brian Malley, Public Works

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of September 12, 2023 were approved.

Review Agenda

Jerrod MacPherson added the following to the agenda:

- Executive Session – Pending Litigation

Public Comment

Tina Gregory, Kennewick via/WebEx, spoke about being in favor of the public safety tax; in person voting with ID and transparency & integrity in elections; criminals being held accountable; tax dollars working for Americans; pornography in school and that schools were for academics. speaking up against evil; she thanked the Board for their time and suggested muting the microphones to reduce background noise.

Consent Agenda

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

Auditor

- a. Payroll ~ Check Posting List for 09/05/2023
- b. Accounts Payable ~ Check Posting List for 09/08/2023 a
- c. Accounts Payable ~ Check Posting List for 09/08/2023 b

Commissioners

- d. De-Obligation of Rural County Capital Funding of Columbia Garden Project
- e. Surplus & Disposition of Personal Property

Human Services

- f. Agreement w/Most Reliable Job Network for Developmental Disabilities Support Services
- g. Agreement w/Responding to Autism, Inc. for Developmental Disabilities Support Services
- h. Agreement w/Goodwill Industries of the Columbia for Developmental Disabilities Support Services
- i. Agreement w/The ARC of the Tri-Cities for Developmental Disabilities Support Services

Juvenile

- j. Line Item Transfer, Fund No. 1150, Dept. 171
- k. Agreement w/Pitney Bowes for the Lease of Postage Meters & Scales

Public Works

- l. Initiating a County Road Project Designated as CRP 2145 – C. Williams Road Surfacing as an Emergent Project

Purchasing

- m. Ratifying Change Order #1 w/Banlin Construction LLC for the Justice Center TI Project
- n. First Contract Amendment w/Schindler Elevator Corporation for Elevator Maintenance & Repairs
- o. Purchase of Asphalt From Ergon Asphalt & Emulsions, Inc. by the Public Works Department
- p. Agreement of Substitution of Professional Services Contract w/Beckwith Consulting Group for Completing the Comprehensive Parks Master Plan
- q. Purchase of a Chevrolet Express Passenger Van From Bud Clary Chevrolet, Inc. for the Corrections Department
- r. Accepting Work Performed by Superior Tree Services, LLC for County Wide Brush Cutting Project
- s. Agreement of Substitution of Professional Services Contract w/Meier Enterprises, Inc. for Architectural & Engineering Services for the Coroner’s Autopsy Ventilation System Upgrade
- t. Contract w/Bouten Construction Company for the Three Rivers Behavioral Health Recovery Center Project

Draft Six-Year Transportation Improvement Program

Brian Malley and Matt Rasmussen presented the draft six-year transportation improvement plan (2024 – 2029) for review and indicated that the comprehensive transportation program is required by counties to be prepared and adopted for the ensuing six calendar years. The program included proposed road and bridge work, in addition to active-transportation (bike/ped) facilities. He indicated that copies of the program were required to be filed with the County Road Administrative Board (CRAB) no more than thirty days after adoption, and prior to December 31 yearly.

Mr. Malley said that the draft TIP had been provided to the MPO/RTPO allowing for inclusion within the MPO/RTPO DRAFT TIP review process which had a public input period ending October 7th. He mentioned that cities and towns within Washington State were required to adopt similar programs, with an adoption deadline of June 30th of each year, which began an annual MPO/RTPO process for development of the Regional Transportation Improvement Program (TIP) that is required to be provided to WSDOT in October. He said that while counties were not required to adopt their programs until year-end, they traditionally participated within the MPO/RTPO process to encourage coordination with area jurisdictions and to provide greater opportunity for public input. The Public Works Department intended to garner any public input received through the MPO/RTPO DRAFT TIP review and schedule a Commissioner public hearing for TIP adoption between October 7 and the MPO/RTPO Board meeting date of October 20 when adoption of the Regional TIP is set. This timing would allow for inclusion of Benton County projects within the adopted 2024-2029 Regional TIP.

Mr. Malley outlined projects indicating that some were mostly fully funded with some newer projects not being secured but expecting those to become funded. Upon the effective date of January 1 of the first year of the program, the approved six-year transportation improvement plan superseded previous approved transportation improvement plans. The program could at any time be revised by the Board.

Mr. Rasmussen indicated that the cities' plans were done yearly by July and they were aiming to get Benton County back on schedule with regular season deadlines.

Updated Public Works Department Organization Chart

Matt Rasmussen said that the Public Works Road Department had found the need to restructure their maintenance and administrative divisions. He indicated that maintenance staffing levels had remained constant as infrastructure and maintenance requirements had increased with struggles occurring in the last few years. This increase along with staffing and resource complications had resulted in slower response times and less preventive maintenance to Public Works facilities and infrastructure. Mr. Rasmussen said that County road culverts had increased significantly making a storm water maintenance program prevalent. The increased need for inventory control and accounting activities had gone up with these changes. He mentioned that there was a need to better supervise projects and was requesting to add two road superintendents which would allow more oversight of the day-to-day operations. He also mentioned that the CEO was requesting a new accounting position to allow administrative staff the assistance needed.

The following changes were proposed:

Eliminate Vacant Administrative Assistant
Eliminate Temporary Help
Eliminate Vacant OA 1 (CH1)
Reduce the OT Budget
Add Accounting Assistant III (CH 5)
Add 2 Road Superintendents (NB 16)
Add 1 Maintenance Worker II (T 11)

MOTION: Commissioner Delvin moved to approve the resolution updating the Benton County Public Works organizational chart as presented. Commissioner Alvarez seconded and upon vote, the motion carried.

Commissioner Alvarez indicated that he saw these to be positive changes to allow more productivity and added that other departments should be looking at doing the same.

Commissioner McKay asked about the salaries with Mr. Rasmussen indicating that the superintendents were exempt.

Other Business

TC Cares

Commissioner Delvin asked whether the county could look into some funding for experts for the TC Cares if funding could be identified. Commissioner McKay asked whether this would be considered a conflict. Commissioner Alvarez was aware of the request and was agreeable to funding if approved by legal.

Mid-Columbia Library

Commissioner Alvarez spoke about a concern on a social media post last week regarding the Mid-Columbia Library. He mentioned that he contacted Administration to follow up with the Library. The Library will be changing the classification for their Board appointments to have a more balanced board; perhaps looking into having one commissioner from each county serving as a liaison. Ultimately, the situation turned out positive with the issue being resolved.

New Staff Introduction

Administrator MacPherson introduced Amanda Pearson as the new clerk to the board in the Commissioners' Office.

Executive Session – Pending Litigation

The Board went into executive session at 9:25 a.m. for up to 10 minutes with Ryan Brown. Also present were Jerrod MacPherson, Matt Rasmussen, Amanda Pearson and Marilu Flores.

The Board came out at 9:36 a.m. No decisions were made in executive session.

Payroll

Check Date: 09/05/2023

Payroll Checks:

Total all funds: \$ 2,990,106.54

Warrant #: 244199-244221

Direct Deposit #: 182786-183429

Payroll Draw Deductions/Transfers

Total all funds: \$ 2,587,534.36

Taxes #: 595-601

ACH #: 1118-1128

Payroll Deduction Warrants

Total all funds: \$ 116,453.23

Warrant #: 248939-248948

Accounts Payable

Check Date: 09/08/2023

Warrants #: 248990- 249160

Total all funds: \$1,131,274.04

EFT's #: 602-605

Transfers #: 1117, 1129, 1139

Total all funds: \$38,813.10

Check Date: 09/08/2023

Warrants #: 1140

Total all funds: \$252,659.89

Resolutions

2023 639 De-Obligation of Rural County Capital Funding of Columbia Garden Project

2023 640 Surplus & Disposition of Personal Property


2023 641 Agreement w/Most Reliable Job Network for Developmental Disabilities Support Services

2023 642 Agreement w/Responding to Autism, Inc. for Developmental Disabilities Support Services

- 2023 643 Agreement w/Goodwill Industries of the Columbia for Developmental Disabilities Support Services
- 2023 644 Agreement w/The ARC of the Tri-Cities for Developmental Disabilities Support Services
- 2023 645 Line Item Transfer, Fund No. 1150, Dept. 171
- 2023 646 Agreement w/Pitney Bowes for the Lease of Postage Meters & Scales
- 2023 647 Initiating a County Road Project Designated as CRP 2145 – C. Williams Road Surfacing as an Emergent Project
- 2023 648 Ratifying Change Order #1 w/Banlin Construction LLC for the Justice Center TI Project
- 2023 649 First Contract Amendment w/Schindler Elevator Corporation for Elevator Maintenance & Repairs
- 2023 650 Purchase of Asphalt From Ergon Asphalt & Emulsions, Inc. by the Public Works Department
- 2023 651 Agreement of Substitution of Professional Services Contract w/Beckwith Consulting Group for Completing the Comprehensive Parks Master Plan
- 2023 652 Purchase of a Chevrolet Express Passenger Van From Bud Clary Chevrolet, Inc. for the Corrections Department
- 2023 653 Accepting Work Performed by Superior Tree Services, LLC for County Wide Brush Cutting Project
- 2023 654 Agreement of Substitution of Professional Services Contract w/Meier Enterprises, Inc. for Architectural & Engineering Services for the Coroner's Autopsy Ventilation System Upgrade
- 2023 655 Contract w/Bouten Construction Company for the Three Rivers Behavioral Health Recovery Center Project
- 2023 656 Updated Benton County Public Works Department Organization Chart

There being no further business before the Board, the meeting adjourned at approximately 9:36 a.m.


 Clerk of the Board


 Chairman