



## Minutes – Board of County Commissioners

Regular Board Meeting  
Benton County Courthouse, Prosser, WA  
Tuesday, October 17, 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 Amanda Pearson

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

**Benton County Employees Present During All or a Portion of the Meeting:** Security Program Coordinator, Steve Caughey; Deputy County Administrator, Matt Rasmussen; Human Resources Manager, Carlee Nave; Administrative Assistant, Nicole Webb; Finance Manager, Linda Ivey; Development Manager, Adam Fyall; Deputy Prosecuting Attorney, Ryan Brown; Treasurer, Ken Spencer; Information Technology Assistant Manager, Alex Garcia; Information Technology Supervisor, Cody Shelton; Transportation Planning Coordinator, Brian Malley; Patrol Commander, Mathew Clarke; Chief Deputy Clerk, Elaine Osborne

### **Pledge of Allegiance**

The Board recited the Pledge of Allegiance.

### **Approval of Minutes**

The following Minutes were approved:

- October 5, 2023 Special Meeting
- October 10, 2023

### **Review Agenda**

None.

### **Public Comment**

Rebecca Ulbricht read a letter that was also submitted to the Clerk to the Board for distribution relating to the active role of the Commissioners regarding the recent Mid-Columbia Library Board of Trustees appointment. She also requested evening Commissioner meetings to allow working citizens to attend, as well as the repeal process of a referendum relating to the Public Safety Sales Tax.

Jim Atkins requested the public comment period to be extended to five minutes for person. He suggested that answers to questions from the public be added to the following week's agenda.

Tina Gregory spoke about her support of the approval for the Public Safety Sales Tax but agreed with a previous public comment wanting to know more about how the money gets spent. She had questions about laws regarding pornography relating to minors and why it's allowed in libraries and schools. She agreed with Mr. Atkins about extending individual public comment time to five minutes. She shared her concerns about street racing in the cities and asked for more ticketing. Lastly, she spoke to statements made previously by Commissioner Alvarez regarding sunset clauses in relation to surrounding counties and her support of his efforts.

### **Consent Agenda**

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

#### **Auditor**

- a. Payroll ~ Check Posting List for 10/05/23
- b. Accounts Payable ~ Check Posting List for 10/06/2023
- c. Accounts Payable ~ Check Posting List for 10/10/2023

#### **Commissioners**

- d. Line-Item Transfer, Fund No. 0010, Dept. 115 to 116 for the Voluntary Stewardship Program

#### **Coroner**

- e. Agreement w/Pacific Northwest Forensic Pathology, LLC for Autopsies Services

#### **Facilities**

- f. Payment to Sunbelt Rentals, Inc. for Emergency Work @ the Old Kennewick General Hospital

#### **Human Services**

- g. Contract w/Children's Developmental Center for Developmental Disabilities Support Services

#### **Information Technology**

- h. Surplus and Disposition of Personal Property

#### **Juvenile**

- i. Contract w/Tri-Cities Monitoring, Inc. Security Guard Services

#### **Public Works**

- j. Coding Correction; Rescinding Resolution 2023-672 for Work Crew Roadside Garbage Collection

#### **Purchasing**

- k. Authorize the Purchase of Four Vehicles & Placed in the ER&R Replacement Fund First Contract Amendment w/J-U-B Engineers, Inc. for On-Call Engineering Services

### **Public Hearings**

#### **2024-2029 Six-Year Transportation Improvement Program**

Brian Malley, Transportation Planning Coordinator, shared that the purpose of the hearing is to approve Six-Year TIP. Local agencies utilize the WSDOT Statewide Transportation Improvement Program (STIP) database to complete their requirements for transportation program development. Agencies refer to their Transportation Improvement Plan as their TIP.

WAC and RCW requirements are that Six-Year TIPs shall include any new or enhanced bicycle or pedestrian facilities or other changes that promote nonmotorized transit, and that the annual Bridge Report be consulted during the preparation of the Six-year TIP. Upon their effective date of January 1<sup>st</sup> of the first year of program, the approved Six-Year TIP supersedes any previously approved TIP.

Brian explained that RCW 36.81.121 requires that the legislative body of each county, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years.

He confirmed the Six-Year Transportation Improvement Program for 2024-2029 has been prepared consistent with the above stated requirements.

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

**MOTION**: Commissioner Alvarez moved to approve the 2024-2029 Six-Year Transportation Improvement Program as presented. Commissioner McKay seconded and upon vote, the motion carried.

### **Surplus of 23' Safe Boat**

Administrative Assistant, Nicole Webb, explained that the Benton County Sheriff's Office desires to surplus their 23' Safe Boat. The Sheriff's Office has been in contact with the Washington State Department of Fish and Wildlife and would like to purchase the boat.

On October 3<sup>rd</sup>, 2023, the Board passed a resolution declaring the boat as surplus. In accordance with RCW 39.33.020, before disposal of surplus property with an estimated value of more than fifty thousand dollars, the County shall hold a public hearing to take testimony for or against the proposed sale.

This public hearing was advertised in accordance with the Benton County Personal Property Management Policy. The required ad appeared on October 4<sup>th</sup>, 2023. At the conclusion of this public hearing, the Board must authorize the sale and set the method of sale. If the Board determines not to sell, no further action is required.

Commissioner Alvarez had questions regarding the negotiations process.

### **Public Comment**

Mr. Atkins had a question about how many boats the county had.

Public testimony was closed after public comment.

**MOTION**: Commissioner Alvarez moved to approve the resolution authorizing the sale of the 2008 23' Safe Boat and setting the method of sale to intergovernmental negotiation in accordance with the Benton County Personal Property Management Policy. Commissioner McKay seconded and upon vote, the motion carried.

## **Benton City Revitalization Organization Semiannual Update**

Kyle Spies was recently elected as the Chair of the Benton City Revitalization Organization. He gave an update of the organization's activities including cleanup of the park and Benton City days.

The following were also included:

- Newly added kiosks and picnic tables in parks.
- Adopted portion of highway 225 (mile post 5-9) to keep that stretch of road clean.
- Update speaker system in the downtown area, including banners (for holiday and advertising purposes).

## **Recovering Overpayment for Two Courthouse Employees Due to Payroll Software Hot Fix Error**

Human Recourses Manager, Carlee Nave, shared that in January 2023, a hot fix was applied to the Eden payroll system which resulted in payroll calculation errors for employees who submitted December 2022 payroll adjustments to be reconciled on the January 2023 payroll.

Two Courthouse unit employees, Heather Hutchison and Lois Stock, had one hour each of vacation adjustments on the impacted payroll, resulting in one hour each of additional wages paid to them.

Upon discovery of the issue, HR met with the affected employees and their Union Representative and discussed repayment options, including non-wage options as allowed by RCW 49.48.200. The request of the Board was to authorize the overpayment be recovered in the form of one vacation hour for each employee.

**MOTION:** Commissioner Alvarez moved to approve the resolution allowing Heather Hutchison and Lois Stock to repay overpayments with vacation hours relating to a Payroll Software Hot Fix Error as presented. Commissioner McKay seconded and upon vote, the motion carried.

## **Benton County Budget Policies & Procedures**

Finance Manager, Linda Ivey, presented updates to Benton Counties Budget Policy and Procedures. She explained that the last update to policy was in 2019 and that this update is mainly for housekeeping purposes. Since then, the county's financial system recently changed from Eden to Enterprise.

Main changes (financial system) included:

- Fund numbers changed from seven digits to four digits.
- Object codes changed from four digits to five.
- Some fund names changed (ex.) "fairgrounds" changed to "event center".

Small changes [to policy] in language:

- Line-Item Transfer process to eliminate the need for supplemental requests.
- Line-Item Transfer being presented without prior review may be requested to be submitted for a future date.
- 1/10 criminal justice fund (1330) to match the resolution that created the fund.

- Changed “attachments” at the end of policy to, “references” avoiding having to re-update every time there is a change.

Language removed:

- Relating to the creation of a revenue code.
- Now, without the request it can be added after review.
- In the past, there was a budget award document; the departments had to turn in the document in August. This was removed, but the request for an organization chart from each department remains.

Commissioner Alvarez commented on the efficiency related to these changes made. He made statements related to the spending of funds and their intended use (line-item name) to show a more accurate budget.

Linda clarified the flexibility that the departments have to move things around and clean them up prior to budget submittal. She will also be back in February or March to talk about what the budget process will look like with the new financial system.

**MOTION:** Commissioner Alvarez moved to approve the resolution adopting the Benton County Budget Policies and Procedures; rescinding Resolutions 2019-753 and 2021-249 as presented. Commissioner McKay seconded and upon vote, the motion carried.

Commissioner made final statements pertaining to Public Comments, Mid-Columbia Library, and Public Safety Sales Tax.

## **Other Business**

### **Executive Session – Pending Litigation**

The Board went into executive session with Deputy Prosecuting Attorney, Ryan Brown at 9:36 a.m. to reconvene at 9:50 am. Also present were Jerrod MacPherson, Matt Rasmussen, and Amanda Pearson.

The Board came out at 9:49 a.m. No decisions were made in executive session.

## **Payroll**

Check Date: 10/5/2023

Payroll Checks

Total all funds: \$3,046,707.09

Warrant #: 244224-244247

Direct Deposit #: 183568-184204

Payroll Draw Deductions/Transfers

Total all funds: \$2,640,175.49

EFT#: 634-640

ACH #: 1236-1246

Payroll Deduction Warrants  
Total all funds: \$ 116,167.39  
Warrant #: 249873-249881

**Accounts Payable**

Check Date: 10/6/2023

Warrants #: 249882-249981  
Total all funds: \$2,253,242.69

EFT's #: 641-644  
Transfers #: 1216, 1223-1229, 1235  
Total all funds: \$163,948.21

Check Date: 10/10/2023

Warrants #: 1257  
Total all funds: \$363,701.73

**Resolutions**

- 2023-702 Line-Item Transfer, Fund No. 0010, Dept. 115 to 116 for the Voluntary Stewardship Program
- 2023-703 Agreement w/Pacific Northwest Forensic Pathology, LLC for Autopsies Services
- 2023-704 Payment to Sunbelt Rentals, Inc. for Emergency Work @ the Old Kennewick General Hospital
- 2023-705 Contract w/Children's Developmental Center for Developmental Disabilities Support Services
- 2023-706 Surplus and Disposition of Personal Property
- 2023-707 Contract w/Tri-Cities Monitoring, Inc. Security Guard Services
- 2023-708 Coding Correction; Rescinding Resolution 2023-672 for Work Crew Roadside Garbage Collection
- 2023-709 Authorize the Purchase of Four Vehicles & Placed in the ER&R Replacement Fund
- 2023-710 First Contract Amendment w/J-U-B Engineers, Inc. for On-Call Engineering Services
- 2023-711 Approval of the 2024-2029 Six Year Transportation Improvement Program
- 2023-712 Authorizing the Sale of the 2008 23' Safe Boat and Setting the Method of Sale to Intergovernmental Negotiation in Accordance with the Benton County Personal Property Policy
- 2023-713 Recovering Overpayments for Heather Hutchinson and Lois Stock Through Application of Vacation Hours
- 2023-714 Budget Policies-Rescinding Resolutions 2019-753 and 2021-249 and Adopting a New Budget Policy

There being no further business before the Board, the meeting adjourned at approximately 9:50 a.m.

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Clerk of the Board

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Chairman