



Minutes – Board of County Commissioners

Regular Board Meeting
Benton County Courthouse, Prosser, WA
Tuesday, October 24, 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: Resources Manager, Carlee Nave; Development Director, Greg Wendt; Planning Manager, Michelle Mercer; Treasurer, Ken Spencer; Code Enforcement Officer, Dale Wilson; Chief Deputy Treasurer, Kirsten Yniguez; Information Systems Analyst III, Tim Brown; Security Program Coordinator; Steve Caughey; Finance Manager, Linda Ivey; Auditor, Brenda Chilton

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of October 17, 2023 were approved.

Review Agenda

Jerrod MacPherson added:

- American Association of Code Enforcement's Proclamation of October Being the National Code Compliance Month
- Executive Session regarding Labor Negotiations

Public Comment

No public comments.

Consent Agenda

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

Auditor

- a. Accounts Payable ~ Check Posting List for 10/13/2023
- b. Payroll ~ Check Posting List for 10/16/2023

Corrections

- c. Assignment Consent Letter to Dynamic Laundry Systems, Inc. for Laundry Services @ the Jail
- d. Line-Item Transfer, Fund No. 0010, Department No. 120 for Overtime

Purchasing

- e. Accepting Work Performed by American Rock Products for Bituminous Surface Treatment
- f. First Contract Amendment w/Qal-Tek Associates, LLC for Calibration of Nuclear Density Gauges
- g. Interlocal Agreement w/Columbia Irrigation District for Equipment, Materials and Services; Terminating Resolution 2022-647
- h. Ratifying Change Order No. 1 & 2 to JRT Mechanical, Inc. Contract for Coroner's Autopsy Ventilation Upgrade Project
- i. Accepting Work Performed by Brutzmans Office Solutions for Installation of New Storage System
- j. Contract w/Nolan's Collision, LLC, Mel's Inter-City Collision, Inc. & FNS Collision Group, Inc. for Auto Body Repairs on Fleet Vehicles
- k. Purchase of Passenger Van from Clary Longview, LLC for Corrections; Rescinding Resolution 2023-652

Sheriff

- l. Interagency Agreement w/Washington Traffic Safety Commission for Traffic Safety Grant Project
- m. Contract w/Cascade Engineering, Inc. for Radar Recalibration

Treasurer's Office Line-Item Transfer for Temporary Accounting Assistant III Trainee

Treasurer, Ken Spencer, requested the line-item transfer within General Fund, Treasurer's Department, creating Accounting Assistant III -Trainee line-item, Position 51255, to allow for up to a 90-day training position. Accounting Assistant III - Trainee, Position 51255, will be vacated as of 12/31/23 due to retirement. Position 51255 is Courthouse union, Grade 5, and is a current classification and grade.

Ken explained that this is a budget neutral Line-item Transfer. Duties of this position are cyclical and specific to this job role, and the direct supervisor over this role will be out of the office on extended leave. This trainee position will allow time for adequate training.

MOTION: Commissioner Alvarez moved to approve the Line-Item Transfer to Create the Temporary Accounting Assistant III Trainee Position in the Treasurer's Office. Commissioner McKay seconded and upon vote, the motion carried as presented.

Request for Public Hearing on 2024 Collection of Taxes

Finance Manager, Linda Ivey, explained to the board that Administration is requesting discussion and direction on the 2024 Collection of Taxes. Administration is also Requesting a Public Hearing on November 14, 2023, to Certify Levies and Re-Adopt the 2023-2024 Budget.

Presented Resolutions for the Public Hearing include:

- Certifying County General Fund Levy for 2024 Collection
- Certifying County Road Levy for 2024 Collection

- Certifying Budgeted Taxes for Collection in 2024
- Re-Adopting the Final 2023-2024 Benton County Budget

Commissioner Alvarez asked questions regarding the financial details relating to— long-term, what it would look like if the County approved the 1% increase. He requested budget workshops to explain this process more thoroughly.

Linda clarified that there will be a presentation before the public hearing, but this meeting’s request is just related to setting a date for the hearing and determining which resolutions are to be posted and available for the public to see prior to the hearing in November.

Ryan Brown, Deputy Prosecuting Attorney, clarified the advertising process relating to these specific resolutions and public hearing.

Both Commissioner McKay and Alvarez agreed to move forward with the 1% increase as the preliminary draft resolution.

Other Business

Proclamation of October Being the National Code Compliance Month

Planning Department’s, Michelle Mercer, introduced a resolution recognizing American Association of Code Enforcement’s Proclamation of October being the National Code Compliance Month.

Commissioner Alvarez and McKay shared their appreciation for officers, Bonnie Gomez and Dan Wilson, and commented on the positive affects that the addition of a second officer position has made.

MOTION: Commissioner Alvarez moved to approve American Association of Code Enforcement’s Proclamation of October being the National Code Compliance Month. Commissioner McKay seconded and upon vote, the motion carried as presented.

Executive Session – Labor Negotiations

The Board went into executive session at 9:23 a.m. for up to 10 minutes with Human Resources Manager, Carlee Nave. Also present were Jerrod MacPherson, and Amanda Pearson.

The Board came out at 9:34 a.m. No decisions were made in executive session.

Payroll

Check Date: 10/16/2023

Payroll Checks
 Total all funds: \$123,410.80
 Warrant #: 244248-244250
 Direct Deposit #: 184205-184344

Payroll Draw Deductions/Transfers
 Total all funds: \$22,490.43
 ACH #: 1269

Accounts Payable

Check Date: 10/13/2023

Warrants #: 250085-250236
Total all funds: \$3,114,655.98

EFT's #: 645-647
Transfers #: 1247-1248, 1252-1253
Total all funds: \$12,854.60

Resolutions

- 2023-715 Assignment Consent Letter to Dynamic Laundry Systems, Inc. for Laundry Services at the Jail
- 2023-716 Line-Item Transfer, Fund No. 0010, Department No. 120 for Overtime
- 2023-717 Accepting Work Performed by American Rock Products for Bituminous Surface Treatment
- 2023-718 First Contract Amendment w/Qal-Tek Associates, LLC for Calibration of Nuclear Density Gauges
- 2023-719 Interlocal Agreement w/Columbia Irrigation District for Equipment, Materials and Services; Terminating Resolution 2022-647
- 2023-720 Accepting Work Performed by Brutzmans Office Solutions for Installation of New Storage System
- 2023-721 Ratifying Change Order No. 1 & 2 to JRT Mechanical, Inc. Contract for Coroner's Autopsy Ventilation Upgrade Project
- 2023-722 Contract w/Nolan's Collision, LLC, Mel's Inter-City Collision, Inc. & FNS Collision Group, Inc. for Auto Body Repairs on Fleet Vehicles
- 2023-723 Purchase of Passenger Van from Clary Longview, LLC for Corrections; Rescinding Resolution 2023-652
- 2023-724 Interagency Agreement w/Washington Traffic Safety Commission for Traffic Safety Grant Project
- 2023-725 Contract w/Cascade Engineering, Inc. for Radar Recalibration
- 2023-726 Transfer of Funds within General Fund, Fund Number 0010, Department Number 124
- 2023-727 American Association of Code Enforcement's Proclamation of October Being the National Code Compliance Month

There being no further business before the Board, the meeting adjourned at approximately 9:35 a.m.

Clerk of the Board

Chairman