



Minutes – Board of County Commissioners

Regular Board Meeting
Benton County Courthouse, Prosser, WA
Tuesday, November 7, 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 Amanda Pearson

Benton County Employees Present During All or a Portion of the Meeting: Deputy County Administrator, Matt Rasmussen; Information Technologies Manager, Robert Heard; Human Resources Manager, Carlee Nave; Community Development Director, Greg Wendt; Public Works Manager, Matt Mahoney; Deputy Prosecuting Attorney, Ryan Brown; Deputy Prosecuting Attorney, Jeff Aultman; Deputy Prosecuting Attorney, Stephen Hallstrom; Risk Manager, Adam Morasch; Treasurer, Ken Spencer; Clerk, Josie Delvin; Amanda Watts, Court Administrator-trainee; Security Program Coordinator, Steve Caughey; Sheriff, Tom Croskrey

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of October 31, 2023 were approved.

Review Agenda

Jerrod MacPherson added the following:

- Prosecuting Attorney's Office contract with Prothman
- Additional (Second) Executive Session for potential litigation

Public Comment

Jim Atkins requested that the meeting minutes from the special meeting to be posted and available on the county website. Additionally, he requested for public comment to be extended to five minutes.

Tina Gregory shared that she tried and was not able to make a public comment online last week. She agreed with Mr. Atkins to extend public comment period to 5 minutes. She commented on in-person voting, pornography laws, public safety sales tax, and assessment values.

Consent Agenda

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

Assessor

- a. First Contract Amendment with Automated Funds Transfer Services for Property Notices

Auditor

- b. Accounts Payable ~ Check Posting List for 10/27/2023
- c. Accounts Payable ~ Check Posting List for 10/31/2023
- d. Cancellation of Unclaimed Warrants; Rescinding Resolution 2023-686
- e. VoteWA Data Sharing Agreement with Washington Office of the Secretary of State, Elections Division

Commissioners

- f. Rescinding Resolution 2023-670 Which Appointed Andrew Wirkkala to the Mid-Columbia Libraries Board of Trustees
- g. Appointment of Andrew Wirkkala to the Mid-Columbia Libraries Board of Trustees

Corrections

- h. Purchase of Uniforms and Accessories from Galls, LLC for Corrections Dept. and Sheriff's Office

Human Resources

- i. Subscriber Agreement with Public Safety Testing for Law Enforcement Entry Level Testing

Information Technology

- j. Copier Lease Agreement with Ricoh USA for Superior Court Clerk's Office
- k. Agreement with Environmental Systems Research Institute, Inc. for GIS Access to Application, Database, Mapping and Analytical Tools
- l. Law Enforcement Agreement and Order Number 1 with LexisNexis Coplogic Solutions Inc. for Desk Officer Reporting System for the Sheriff's Office
- m. Municipal One, LLC Work Order for Design, Program and Creating an Auditor's Office Subsite

Purchasing

- n. Purchase of Two Vehicles for the Benton County Sheriff's Office

Sheriff

- o. Purchase Authorization to Washington State Department of Fish and Wildlife of 2008 Safe Boat and Trailer

Contract with McGrath Consulting Group, Inc. for the Classification/Compensation Study and Job Description Project

Human Resources Manager, Carlee Nave, explained that through coordination with the Purchasing Department, an RFP was put together for a Classification/Compensation Study and Job Description Revision Project. Benton County received ten responses to the request for proposals for the Classification/Compensation Study and Job Description Revision Project.

After a review of the qualifications submitted, it was determined that McGrath Consulting Group, Inc. was the most qualified firm to provide the necessary services. A Professional Services Contract was negotiated with McGrath Consulting Group, Inc., approved to form by the Prosecuting Attorney's office, and signed by the consultant.

Carlee shared that the last time the county had this type of Compensation Study completed it was in the early 90s. Upon approval, the date for this study to be completed would be June 30th, 2024.

Commissioner Alvarez shared his support, explaining that he talked with neighboring counties about how to balance the implementation process; that this would help improve employee retention, moral, and save money for the county and taxpayers in the long run.

MOTION: Commissioner Delvin moved to approve the Execution of a Contract with McGrath Consulting Group, Inc. for Classification/Compensation Study and Job Description Project. Commissioner Alvarez seconded and upon vote, the motion carried as presented.

2024 Annual Road Program and Major Equipment Purchases

Matt Mahoney shared that Washington Administrative Code (WAC) Chapter 136-16 requires that the County Engineer prepare and submit to the Board a recommended annual road program. On October 17th, 2023, the Board reviewed and approved the Six-Year Annual Transportation Program (Resolution 2023-0711) which included all construction projects proposed for the year 2024. The Public Works Department has provided the Board a preliminary budget which included those projects on the adopted six-year plan that would be attempted in 2024 and those pieces of equipment intended for purchase in 2024 based on estimated available funds.

WAC 136-16-018 states: *“The county legislative authority shall adopt a final annual program at any time prior to the adoption of the budget.”* Further, WAC 136-16-030 states: *“In accordance with RCW 36.81.130. The annual program shall also include a list of all major road equipment purchases and repairs contemplated for the year, together with the estimated costs thereof. The total estimated cost of all equipment listed shall be approximately equal to the amount budgeted for equipment purchase in the annual equipment rental and revolving fund budget. The equipment list may include an item for miscellaneous minor equipment in any amount up to ten percent of the estimated total cost. The list may also include a list of alternate or additional items of equipment totaling up to fifteen percent of the basic list cost to allow for unforeseen conditions.”*

As part of the initial project selection an environmental assessment for each project was done. All projects have been found to have an insignificant impact on the environment or are exempt from environmental assessment.

Commissioner Delvin clarified that the county is required to create this preliminary budget even though we are a biennial county.

MOTION: Commissioner Delvin moved to approve the Adoption of the 2024 Annual Benton County Road Program and Major Equipment Purchases. Commissioner Alvarez seconded and upon vote, the motion carried as presented.

Declaration of Emergency in Benton County, Waiving Competitive Bidding Requirements Regarding Knox Road Culvert Failure

Matt Rasmussen explained that a culvert pipe on Knox Road is blocked and will need to be cleaned out and the damage to the road will need to be repaired. Staff has been unable to quickly unblock the culvert and needed to bring in an outside contractor to resolve the issue to prevent further damage to County infrastructure and reopen the roadway as soon as possible. Matt clarified that the road will be okay, but most of the culvert is deteriorated.

On October 26, 2023, pursuant to Benton County Procurement, Leasing & Contracting Policy, Section 1.6.1 and RCW 29.04.280(1)(c)(e) the Deputy County Administrator declared an emergency relating to Knox Road culvert failure. The emergency declaration is needed to waive formal competitive bidding requirements so that a contractor could be hired to complete the necessary work immediately.

MOTION: Commissioner Delvin moved to approve the Declaration of Emergency for Knox Road and Waive Formal Bidding Requirements Pursuant to RCW. 29.04.280 and Benton County Procurement, Leasing & Contracting Policy Section 1.6.1. Commissioner Alvarez seconded and upon vote, the motion carried as presented.

Other Business

Deputy Prosecuting Attorney, Ryan Brown, presented a Personal Services Contract to the board relating to Prothman for sourcing and outreach only recruitment services in relation to multiple attorney positions that require more qualified individuals and have been challenging to fill.

The fee for services is \$5,500 plus other expenses.

MOTION: Commissioner Delvin moved to approve and authorize the Chairman to sign the contract with Prothman for Sourcing and Outreach Only Recruitment Services. Commissioner Alvarez seconded and upon vote, the motion carried as presented.

Treasurer, Ken Spencer, shared that 96% of property taxes have been collected. Commissioner Alvarez stated it was election day and reminded everyone to turn in the ballots. Commissioner Delvin reminded everyone that Friday is Veteran's Day and thanked veterans for their service.

Executive Session – Potential Litigation ~ S Hallstrom & J Aultman

The Board went into executive session at 9:22 a.m. for up to 30 minutes.

Present in the first half of the session was, Jeff Aultman, Adam Morasch, Carlee Nave, Ryan Brown, and Tom Croskrey. Also present were Jerrod MacPherson, Matt Rasmussen, and Amanda Pearson.

All remained in the second half of the session, apart from Sheriff, Tom Croskey. Upon the Sheriff's exit, Stephen Hallstrom joined the session.

The Board came out at 9:52 a.m. No decisions were made in executive session.

MOTION: Commissioner Delvin moved to approve a contract with Chad Peterschick Law Enforcement Perspectives not to exceed \$20,000. Commissioner Alvarez seconded and upon vote, the motion carried.

MOTION: Commissioner Delvin moved to approve the Prosecutor's Office to refuse the October 19th, 2023 settlement letter from AKW Law Commissioner Alvarez seconded and upon vote, the motion carried.

Accounts Payable

Check Date: 10/27/2023

Warrants #: 250532-250692
Total all funds: \$1,018,050.99

EFT's #: 652-671
Transfers #: 1277-1284, 1288-1289, 1294-1296, 1300
Total all funds: \$406,079.91

Check Date: 10/31/2023

EFT's #: 672
Total all funds: \$9,952.44

Resolutions

- 2023-751 First Contract Amendment with Automated Funds Transfer Services for Property Notices
- 2023-752 Cancellation of Unclaimed Warrants; Rescinding Resolution 2023-686
- 2023-753 VoteWA Data Sharing Agreement with Washington Office of the Secretary of State, Elections Division
- 2023-754 Rescinding Resolution 2023-670 Which Appointed Andrew Wirkkala to the Mid-Columbia Libraries Board of Trustees
- 2023-755 Appointment of Andrew Wirkkala to the Mid-Columbia Libraries Board of Trustees
- 2023-756 Purchase of Uniforms and Accessories from Galls, LLC for Corrections Dept. and Sheriff's Office
- 2023-757 Subscriber Agreement with Public Safety Testing for Law Enforcement Entry Level Testing
- 2023-758 Copier Lease Agreement with Ricoh USA for Superior Court Clerk's Office
- 2023-759 Agreement with Environmental Systems Research Institute, Inc. for GIS Access to Application, Database, Mapping and Analytical Tools
- 2023-760 Contract with McGrath Consulting Group, Inc. for the Classification/Compensation Study and Job Description Project
- 2023-761 Law Enforcement Agreement and Order Number 1 with LexisNexis Coplogic Solutions Inc. for Desk Officer Reporting System for the Sheriff's Office
- 2023-762 Municipal One, LLC Work Order for Design, Program and Creating an Auditor's Office Subsite
- 2023-763 Purchase of Two Vehicles for the Benton County Sheriff's Office
- 2023-764 Purchase Authorization to WA State Department of Fish and Wildlife of 2008 Safe Boat and Trailer
- 2023-765 2024 Annual Benton County Road Program and Major Equipment Purchases
- 2023-766 Declaration of Emergency for Knox Road and Waive Formal Bidding Requirements
- 2023-767 Professional Service Contract between Benton County and Chad Peterschick Law Enforcement Perspectives, for "as needed" Investigative and Consulting Services for the Benton County Sheriff's Office

There being no further business before the Board, the meeting adjourned at approximately 9:53 a.m.

Clerk of the Board

Chairman