



Minutes – Board of County Commissioners

Regular Board Meeting
Benton County Courthouse, Prosser, WA
Tuesday, December 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 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; Clerk, Josie Delvin; Deputy Prosecuting Attorney, Ryan Brown; Treasurer, Ken Spencer; Administrative Assistant, Nicole Webb; Deputy Prosecuting Attorney, Steve Hallstrom; Planning Manager, Michelle Mercer; Security Program Coordinator, Steve Caughey

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approval of Minutes

The Minutes of December 12, 2023 were approved.

Review Agenda

Jerrod MacPherson added the following:

- New Evidence Vehicle for Sheriff's Office

Public Comment

Jim Atkins of Prosser asked the board to extend the public comment period to five minutes. He shared that when looking at expenses regarding homeless housing, he had questions relating to the criteria of individuals staying in these facilities and what is being done to fix the issue. Mr. Atkins also requested names be printed under signature lines to help clarify who signed.

Consent Agenda

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

Assessor

- a. Service Agreement with Automatic Funds Transfer Services (AFTS) to Print Change of Value, New Construction, and Personal Property Notices

Auditor

- b. Payroll ~ Check Posting List for 12/05/2023
- c. Accounts Payable ~ Check Posting List for 12/08/2023 A
- d. Accounts Payable ~ Check Posting List for 12/08/2023 B
- e. Accounts Payable ~ Check Posting List for 12/15/2023 C

Commissioners

- f. Declaration of Surplus Property
- g. Re-Appointment of Cynthia Gary to the Benton County Mosquito Control Board
- h. Letter of Support for My Friends Place Expansion
- i. Setting Salaries for Elected Officials in Benton County and Amending Resolution 2022-298

Coroner

- j. Correction of Autopsy Services Agreement with Pacific Northwest Forensic Pathology, LLC

Human Resources

- k. Bi-County Non-Bargaining Juvenile Justice and Superior Court General Increase of Wages for 2024
- l. Bailiffs Collective Bargaining Agreement Amendment III
- m. 2024-2025 Benton-Franklin Juvenile Court Guild Collective Bargaining Agreement

Information Technology

- n. Lease Agreement for One IM C300F Copier from Ricoh USA, Inc. for the Benton County Sheriff's Office
- o. Lease Agreement for One IM C2510 Copier from Ricoh USA, Inc. for the Benton County Canine Shelter
- p. Approval of 1-Year CivicClerk Agenda and Meeting Management, and Meeting Manager Software
- q. Approval to Purchase Two Meraki MS350-48FP Switches and Two 1-year Enterprise License and Support from CompuNet Inc.

Juvenile

- r. Professional Services Contract with Tri-Cities Chaplaincy dba Chaplaincy Health Care

Office of Public Defense

- s. Amendment to Professional Services Agreement with Allyson Dahlhauser for Payee Change

Public Works

- t. Line-Item Transfer of Funds within Solid Waste for Services by Meier Engineering

Purchasing

- u. Accepting Work Performed by Goodman and Melenbacher Enterprises, Inc. dba GAME, Inc. for the Benton County Shooting Range Expansion Project
- v. First Amendment to the Contract with Walla Water, Inc. dba Overhead Door Company of Tri-Cities
- w. First Amendment to the Professional Services Contract for the Review and Update of Benton County's Solid Waste Management Plan
- x. Authorization to Purchase an Excavator from Western States CAT Utilizing Sourcewell Cooperative Purchasing Contract #032119CAT
- y. Ratifying Change Order Proposal No. 1 to Bruce Mechanical, Inc for Canine Control HVAC Project

- z. Ratifying Change Order Proposal No. 1 & 2 to Hummel Construction & Development, LLC for Rattlesnake Mountain Shooting Facility Training Center
- aa. Authorization to Pay Fire Systems West for Work Performed After the Expiration of Contract
- bb. Second Contract Amendment with Apollo Mechanical Contractors for the Justice Center Boiler Replacement Project
- cc. Accepting Work Performed by Intermountain Cleaning Service, Inc. for Janitorial Services
- dd. Award of Contract for C.E. 2146-2023 Crushing Project to DeAtley Crushing Company
- ee. Award of Contract to Banlin Construction for the Elections Center Remodel Project

Sheriff

- ff. Intergovernmental Agreement with Washington State Parks and Recreation Commission for Boating Safety and Education Services
- gg. Authorizing Payment to Church for Cops, LLC for Onsite Front-Line Leadership Training and Rescinding Resolution 2023-785

Superior Court

- hh. 2024 Bi-County Adoption of Percentage Rates for Superior Court Salaries, Benefits, and Information Technology Assessments

Sustainable Development

- ii. Rural County Capital Fund Disbursement Agreement Amendment

Other Business

Sheriff's Office New Evidence Vehicle

The Benton County Sherriff's Department requested Public Safety Sales Tax funds to purchase a crime scene evidence vehicle. On October 4, 2022, the Sheriff's office was approved for \$325,000 to purchase a crime scene evidence vehicle.

Braun NW, Inc. of Chehalis, WA currently has a master agreement with Houston-Galveston Area Council (HGAC) Cooperative Purchasing Group and Benton County is a member of H-GAC pursuant to Resolution #2017-255 dated April 4, 2017, account #17-5946. Utilizing this cooperative purchasing contract with H-GAC and Braun NW, Inc. allows the County to purchase a crime scene evidence vehicle that will meet their needs at government discounted rates.

It is requested the Board authorize the purchase of a crime scene evidence vehicle from Braun, NW Inc. in the amount of \$304,173.00 excluding WSST.

Commissioner Delvin and Alvarez had questions about other agencies access to this vehicle. Commissioner McKay asked for clarification if the vehicle came fully loaded. Commander Cantu confirmed that the only thing needing to be added would be radios that the Sheriff's Office already has. Commissioner McKay also asked for clarification on the Public Safety Sales Tax (PSST) in relation to its remaining funds. Commissioner Alvarez stated he understood that there is quick turnaround time relating to contracts but requested that in the future, agenda items get submitted as soon as possible to allow for time to review them before making decisions.

MOTION: Commissioner Delvin moved to authorize the purchase of a 2025 North Star Command 227-5 Crime Scene Evidence Vehicle from Braun Northwest, Inc. Utilizing the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Contract. Commissioner Alvarez seconded and upon vote, the motion carried as presented.

In closing, Commissioner Delvin shared that there is a vacancy on the Board of Equalization and directed potential applicants to the County website.

Executive Session –Potential Litigation

The Board went into executive session at 9:14 a.m. for up to 20 minutes with Deputy Prosecuting Attorneys, Ryan Brown, Steve Hallstrom, and Jeff Aultman; and Human Resources Manager, Carlee Nave. Also present were Jerrod MacPherson, Matt Rasmussen, and Amanda Pearson.

The Board came out at 9:33 a.m. No decisions were made in executive session.

Payroll

Check Date: 12/5/2023

Payroll Checks

Total all funds: \$3,573,184.22

Warrant #: 244287-244326

Direct Deposit #: 185120-185761

Payroll Draw Deductions/Transfers

Total All Funds: \$2,900,488.16

EFT #: 714-720

ACH #: 1400-1412

Payroll Deduction Warrants

Total All Funds: \$126,978.85

Warrant #: 251580-251591

Accounts Payable

Check Date: 12/8/2023

Warrants #: 251621-251776

Total all funds: \$1,411,276.78

EFT's #: 721-732

Transfers #: 1392-1395, 1420-1421

Total all funds: \$83,784.14

Accounts Payable

Check Date: 12/8/2023

P-Cards #: 1422

Total all funds: \$353,188.67

Accounts Payable

Check Date: 12/15/2023

Warrants #: 251908-252145

Total all funds: \$1,693,299.78

Transfers #: 1423, 1426-1427, 1431-1432

Total all funds: \$26,624.71

Resolutions

- 2023-863 Service Agreement with Automatic Funds Transfer Services (AFTS) to Print Change of Value, New Construction, and Personal Property Notices
- 2023-864 Declaration of Surplus Property
- 2023-865 Re-Appointment of Cynthia Gary to the Benton County Mosquito Control Board
- 2023-866 Letter of Support for My Friends Place Expansion
- 2023-867 Setting Salaries for Elected Officials in Benton County and Amending Resolution 2022-298
- 2023-868 Correction of Autopsy Services Agreement with Pacific Northwest Forensic Pathology, LLC
- 2023-869 Bi-County Non-Bargaining Juvenile Justice and Superior Court General Increase of Wages for 2024
- 2023-870 Bailiffs Collective Bargaining Agreement Amendment III
- 2023-871 2024-2025 Benton-Franklin Juvenile Court Guild Collective Bargaining Agreement
- 2023-872 Lease Agreement for One IM C300F Copier from Ricoh USA, Inc. for the Benton County Sheriff's Office
- 2023-873 Lease Agreement for One IM C2510 Copier from Ricoh USA, Inc. for the Benton County Canine Shelter
- 2023-874 Approval of 1-Year CivicClerk Agenda and Meeting Management, and Meeting Manager Software
- 2023-875 Professional Services Contract with Tri-Cities Chaplaincy dba Chaplaincy Health Care
- 2023-876 Approval to Purchase Two Meraki MS350-48FP Switches and Two 1-year Enterprise License and Support from CompuNet Inc.
- 2023-877 Amendment to Professional Services Agreement with Allyson Dahlhauser for Payee Change
- 2023-878 Line-Item Transfer of Funds within Solid Waste for Services by Meier Engineering
- 2023-879 Accepting Work Performed by Goodman and Melenbacher Enterprises, Inc. dba GAME, Inc. for the Benton County Shooting Range Expansion Project
- 2023-880 First Amendment to the Contract with Walla Water, Inc. dba Overhead Door Company of Tri-Cities
- 2023-881 First Amendment to the Professional Services Contract for the Review and Update of Benton County's Solid Waste Management Plan
- 2023-882 Authorization to Purchase an Excavator from Western States CAT Utilizing Sourcewell Cooperative Purchasing Contract #032119CAT
- 2023-883 Ratifying Change Order Proposal No. 1 to Bruce Mechanical, Inc for Canine Control HVAC Project
- 2023-884 Ratifying Change Order Proposal No. 1 & 2 to Hummel Construction & Development, LLC for Rattlesnake Mountain Shooting Facility Training Center
- 2023-885 Authorization to Pay Fire Systems West for Work Performed After the Expiration of Contract
- 2023-886 Second Contract Amendment with Apollo Mechanical Contractors for the Justice Center Boiler Replacement Project
- 2023-887 Accepting Work Performed by Intermountain Cleaning Service, Inc. for Janitorial Services
- 2023-888 Award of Contract for C.E. 2146-2023 Crushing Project to DeAtley Crushing Company
- 2023-889 Award of Contract to Banlin Construction for the Elections Center Remodel Project
- 2023-890 Intergovernmental Agreement with Washington State Parks and Recreation Commission for Boating Safety and Education Services

- 2023-891 Authorizing Payment to Church for Cops, LLC for Onsite Front-Line Leadership Training and Rescinding Resolution 2023-785
- 2023-892 2024 Bi-County Adoption of Percentage Rates for Superior Court Salaries, Benefits, and Information Technology Assessments
- 2023-893 Rural County Capital Fund Disbursement Agreement Amendment
- 2023-894 Authorizing the Purchase of a 2025 North Star Command 227-5 Crime Scene Evidence Vehicle from Braun Northwest, Inc.

There being no further business before the Board, the meeting adjourned at approximately 9:34 a.m.

Clerk of the Board

Chairman