



## Minutes – Board of County Commissioners

Regular Board Meeting  
Benton County Courthouse, Prosser, WA  
Tuesday, April 16, 2024, 9:00 a.m.  
*Meeting provided in-person, by Video Live-Broadcast and Telephonically via/WebEx*

**Present:** Chairman Jerome Delvin  
Commissioner Michael Alvarez  
Commissioner Will McKay  
County Administrator Jerrod MacPherson  
Clerk of the Board Amanda Pearson

**Benton County Employees Present During All or a Portion of the Meeting:** Information Technologies Manager, Robert Heard; Human Resources Manager, Carlee Nave; Community Development Director, Greg Wendt; Clerk, Josie Delvin; Deputy Prosecuting Attorney, Ryan Brown; Treasurer, Ken Spencer; Chief Financial Officer Sheriff's Office, Katie Gillies; Director of Operations and Capital Assets, Robert Blain; Deputy Prosecuting Attorney, Amber Smith; Finance Manager, Linda Ivey; Security Program Coordinator, Steve Caughey; Chief Deputy Treasurer; Kirsten Yniguez; Chief Financial Officer Public Works, Shela Berry

### **Pledge of Allegiance**

The Board recited the Pledge of Allegiance.

### **Approval of Minutes**

The following minutes were approved:

- April 9, 2024, Regular Meeting
- April 9, 2024, Special Meeting

### **Review Agenda**

Commissioner Delvin added the following:

- Executive Session – Qualifications of a Candidate (Sheriff's Office)
- Other Business – introducing the County's new Labor and Employment Attorney

### **Public Comment**

Ilene Alexander thanked the Commissioners regarding recent concerns over Animal Control and shared background on her family history in the area. She also shared concerns over aspects of the plan of action for the Canine Shelter.

Rommy, in Kennewick, spoke via WebEX, about chemical trails in the sky relating to haze.

### **Consent Agenda**

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

#### Auditor

- a. Payroll ~ Check Posting List for 04/05/24
- b. Payroll ~ Check Posting List for 04/09/24

#### Information Technology

- c. Annual Premium Support Renewal for CourtSight from Infax, Inc. for Superior Court & District Court Judicial Court Case Docket Display System

#### Juvenile

- d. Contract Amendment No. 4 w/Ideal Option PLLC for Medical Services

#### Office of Public Defense

- e. District Court Public Defense Services Agreement w/Justin Andrews

#### Public Safety Sales Tax

- f. Transfer of Funds, Fund No. 1480, Dept. 115 to 138 for Superior Court Indigent Defense

#### Public Works

- g. Initiating a County Road Project Designated as CRP 2157 – Dowd Road Surfacing as an Emergent Project

#### Purchasing

- h. Rejecting All Bids for the County-Wide Fire Alarm Inspection & Repair Contract

#### Sustainable Development

- i. Second Amended & Restated Disbursement Agreement w/City of Richland for the Center Parkway Extension Project
- j. Agreement w/Tri-City Regional Chamber of Commerce for Completion of Business Resource Initiative

### **Scheduled Business**

#### **Request for Position Reclassification and Positions in Canine Control**

Director of Operations and Capital Assets, Robert Blain; Community Development Director, Greg Wendt

On April 9, 2024, the Board of Benton County Commissioners held a workshop on the County’s Canine Shelter and the administration of the County’s dangerous dog codes. At the conclusion of the workshop, the Board provided positive feedback they each preferred Option #3 focusing on the need to increase the service level at the Canine Shelter to include on-call evening and weekend rotations of canine control officers to respond 24/7 to dangerous dog calls and the need to take over the Sheriff’s office responsibilities associated with dangerous dog declarations and permitting/licensing.

This level of service increase is expected to require two (2) additional full-time employees and converting the one (1) part-time employee to full-time. If approved by the Board, this option would be implemented over the next several months/year.

The first step of the plan is to begin the process of increasing the staff size at the Shelter, beginning as early as May 1, 2024. The proposal, which would be effective 5/1/2024, includes:

1. Two (2) new Canine Control Officer II, Positions 51145 & 51156, Grade 10, Non-Barg.
2. Canine Control Officer 1, Position 51136, is currently part time, becomes a full-time position, Grade 8 Non-Barg;
3. Canine Control Supervisor, Position 51146, is changed to Canine Control Manager, Grade 2, Non-Barg.
4. Additional supplies, services & capital requested for support reorganization & increase in staffing.

Questions from the board relating to the budget as well as what the training for these positions would look like.

**MOTION:** Commissioner Alvarez moved to approve the Canine Control Manager Job Description and Classification as presented. Commissioner McKay seconded and upon vote, the motion carried as presented.

**MOTION:** Commissioner Alvarez moved to approve the Transfer of Funds within the General Fund 0010, Department 115 Non-Departmental to Department 137 Canine Control as presented. Commissioner McKay seconded and upon vote, the motion carried as presented.

The Board gave consensus to move forward with the architectural design.

### **Other Business**

Deputy Prosecuting Attorney, Ryan Brown, introduced Amber Smith as the new Labor and Employment Attorney for the Prosecuting Attorney's Office.

### **Executive Session – Qualifications of a Candidate**

The Board went into executive session at 9:19 a.m. for up to 5 minutes with Undersheriff Jon Law, Chief Financial Officer Katie Gillies, and Human Resources Manager Carlee Nave. Also present were Jerrod MacPherson, and Amanda Pearson.

The Board came out at 9:24 a.m. No decisions were made in executive session

**MOTION:** Commissioner Alvarez moved to approve the Salary Request form for Aimee Bergman as presented. Commissioner McKay seconded and upon vote, the motion carried as presented.

### **Executive Session - 1<sup>st</sup> Quarter Litigation Update**

The Board went into executive session at 9:24 a.m. for up to 15 minutes with Deputy Prosecuting Attorneys Ryan Brown and Amber Smith. Also present were Jerrod MacPherson, and Amanda Pearson.

The Board came out at 9:39 a.m. No decisions were made in executive session.

### **Accounts Payable**

Check Date: 04/05/2024

Warrants #: 255505-255624

Total of all funds: \$1,002,508.80

EFT #: 872

Transfers #: 1708, 1725-1737

Total of all Funds: \$41,255.50

Check Date: 04/09/2024

Pcards #: 1763

Total of all Funds: \$497,527.76

**Resolutions**

- 2024-0272 Annual Premium Support Renewal for CourtSight from Infax, Inc. for Superior Court & District Court Judicial Court Case Docket Display System
- 2024-0273 Contract Amendment No. 4 w/Ideal Option PLLC for Medical Services
- 2024-0274 District Court Public Defense Services Agreement w/Justin Andrews
- 2024-0275 Transfer of Funds, Fund No. 1480, Dept. 115 to 138 for Superior Court Indigent Defense
- 2024-0276 Initiating a County Road Project Designated as CRP 2157 – Dowd Road Surfacing as an Emergent Project
- 2024-0277 Rejecting All Bids for the County-Wide Fire Alarm Inspection & Repair Contract
- 2024-0278 Second Amended & Restated Disbursement Agreement w/City of Richland for the Center Parkway Extension Project
- 2024-0279 Agreement w/Tri-City Regional Chamber of Commerce for Completion of Business Resource Initiative
- 2024-0280 Canine Control Manager Job Description and Classification
- 2024-0281 Transfer of Funds within the General Fund 0010, Department 115 Non-Departmental to Department 137 Canine Control

There being no further business before the Board, the meeting adjourned at approximately 9:40 a.m.

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Chairman