

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
September 21, 2021



This document is a weekly review of the Board of County Commissioners meeting, Tuesday, September 21, 2021. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Public Hearing

Budget Adjustment to 2021-2022 Current Expense Fund – Linda Ivey, Finance Manager

Per Budget Policy (Resolution 2019-753), in order to meet operational needs, the Board of Benton County Commissioners shall maintain a minimum unassigned fund balance range of 10% - 13% of the year's (in the case of Biennium, only one year) General Fund appropriated expenditures. Any cash carry forward that would bring the General Fund in excess of the 13%, may be transferred into the following funds: Park Development Fund, Capital Projects Fund, Fairgrounds Operating Fund, or Sustainable Development Fund.

Per Budget Policy (Resolution 2019-753), in order to meet operational needs, the Election Reserve Fund, 0111-101, should maintain a minimum fund balance of \$500,000 and at any time during the year, an operating transfer may be approved by the Board of Benton County Commissioners. A Budget Supplement of the current year's expenditures budget is necessary and must be approved in a Public Hearing. Fiscal impact to Current Expense is \$11,083,700 as follows:

- Park Development Fund - \$115,000
- Capital Projects Fund - \$10,098,700
- Fairgrounds Operating Fund - \$130,000
- Sustainable Development Fund - \$300,000
- Election Reserve Fund - \$440,000

The Board moved and seconded to approve the request for a budget adjustment to the General Fund, fund number 0000101, Non-Departmental, Department 115, in the amount of \$11,083,700. Motion carried.

Scheduled Business

Fairgrounds Feasibility Study & Master Plan Contract w/ C.H. Johnson Consulting, Inc. – Adam Fyall, Sustainable Development Manager

Over the past several years, the County has been transitioning the 170-acre Fairgrounds property from a mostly single-purpose venue that supports some smaller related activities into a year-round events center. This has been an effort to better utilize the property, provide needed activity spaces for the community, and make the Fairgrounds more budget neutral in its operations. The County has discussed hiring a professional consultant to develop a master plan of the property and make the transition into a community events center a reality. Staff has identified a budget and a course of action and has conducted a nationwide search within our procurement policies to find a firm with the relevant experience to both assess the strengths, weaknesses, opportunities, and threats of the Fairgrounds property, reconcile those with the market trends and community needs that are not being met (the feasibility study); and then work with the County, major stakeholders, and the community to build a master plan for the property. After review, staff has selected, and proposes for Board approval, the team of C.H. Johnson Consulting (lead) of Chicago and MIG (sub) of Denver to facilitate this endeavor. A request for qualifications for this work was published earlier in the summer, to which there were six (6) respondents and two (2) interviewed teams. Scope of services and compensation have been negotiated with the consultant, and a contract has been approved to form and signed by the contractor. The contract will be in the amount of \$236,500 excluding WSST to be paid from Fund # 0130101, Real Estate Excise Tax (REET). The Board moved and seconded to approve the contract between Benton County and C.H. Johnson Consulting, Inc. for development of the feasibility study and master plan of the Benton County Fairgrounds. Motion carried.

Other Business

Letter of Commitment of Funding for Behavioral Health Recovery Center – Matt Rasmussen, Deputy County Administrator

The Board reviewed and approved a letter to state its commitment to the construction of a new behavioral health crisis recovery center in Benton County. The center will serve the residents of Benton County as well as the surrounding region and provide much-needed treatment options to the community and an alternative to incarceration or frequent trips to hospital emergency rooms. The County has secured \$2.7 million from Washington State Department of Commerce for the architecture and engineering work on the facility. Negotiations for the purchase of the old Kennewick General Hospital building for repurposing into the recovery center are in the final stages, and the County intends to utilize funds from its own capital program to make the purchase, which is estimated at \$1.6 million. Total cost of the project is estimated to be \$20 million, and the County is actively working at the federal, state, and local levels to secure additional funding for the project. Operational funding for the facility will come from a sales and use tax authorized under RCW 82.14.460, which the County is in the process of implementing. **The Board moved and seconded to approve the letter as presented to express its commitment to funding a Behavioral Health Recovery Center. Motion carried.**

Change Order No. 1 w/ Total Office Concepts for New Administration Building Furnishings – Robert Blain, Director of Operations & Capital Programs

On June 15, 2021 the Board approved Resolution 2021-465 and executed a contract with Total Office Concepts for furnishing a portion of the furniture for the New Administration Building in the amount of \$168,368.75 including WSST. The substantial completion date was September 26, 2021. Due to manufacturing problems resulting in delayed shipment of some of the chairs, Total Office Concepts has requested that the substantial completion date be changed to October 20, 2021. This change constitutes Change Order No. 1, with the total cost remaining the same and an increase to the contract of 24 days. **The Board moved and seconded to approve Change Order No. 1 with Total Office Concepts to extend the substantial completion date of the furnishings as presented. Motion carried.**

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