

RESOLUTION 2025-811

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF APPROVING AN AMENDMENT NUMBER 2 TO THE INTERLOCAL AGREEMENT BETWEEN BENTON COUNTY AND PEND OREILLE COUNTY FOR DELIVERY OF ONBASE ADMINISTRATOR SERVICES

WHEREAS, on August 13, 2024, per Resolution 2024-0517, the Board approved an Interlocal Agreement between Benton County and Pend Oreille County for Delivery of OnBase Administrator Services; and

WHEREAS, on February 25, 2025, per Resolution 2025-121, the Board approved an Amendment Number 1 to the Interlocal Agreement between Benton County and Pend Oreille County for Delivery of OnBase Administrator Services; and

WHEREAS, OnBase plays a critical part in the County Clerk's plans for a paperless court document system which includes "TrueFiling" an electronic court document system that the public can use to file court documents; and

WHEREAS, Pend Oreille County has a dedicated OnBase Administrator that helps Pend Oreille's County Clerk improve similar OnBase court document applications, workflows, and processes; and

WHEREAS, the Benton County Clerk still has a need for an OnBase Administrator to help her office with implementing TrueFiling as well as helping improve existing court document workflows, and processes needed to support a fully paperless court document system; and

WHEREAS, the Information Technology Department fully supports the Benton County Clerk's decision to use OnBase Administrator services from Pend Oreille County; and

WHEREAS, Pend Oreille County has provided Amendment Number 2 changing agreement contacts and Exhibit A, Services and Rates for Budget Year 2026; and

WHEREAS, the Prosecuting Attorney's Civil Division has reviewed the Interlocal Agreement between Benton County and Pend Oreille County for Delivery of OnBase Administrator Services and has approved to form; **NOW, THEREFORE**,

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington, hereby approves Amendment Number 2 to the Interlocal Agreement between Benton County and Pend Oreille County including payments for services not to exceed \$24,800.00 excluding Washington State Sales Tax; and

BE IT FURTHER RESOLVED, upon signature by both Benton County and Pend Oreille County Board members, said Interlocal Agreement shall remain in effect starting January 1, 2026, then end on December 31, 2026; and

BE IT FURTHER RESOLVED, Resolution 2024-0517 is hereby amended.

Dated this 30th day of December, 2025

DocuSigned by:
Jerome Delvin

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Chairman of the Board

DocuSigned by:
Michael Alvarez

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Chairman Pro Tem

Commissioner McKay Absent

Commissioner

DocuSigned by:
Amanda Pearson

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Attest:

Clerk of the Board

**Constituting the Board of County
Commissioners of Benton County,
Washington**

AMENDMENT NO. 2 TO THE INTERLOCAL AGREEMENT BETWEEN BENTON COUNTY AND PEND OREILLE COUNTY FOR DELIVERY OF ONBASE ADMINISTRATOR SERVICES

This second contract amendment is made and entered into by and between Benton County, a political subdivision with its principal offices at 620 Market Street, Prosser, WA 99350 (Benton) and Pend Oreille County, a political subdivision of the State of Washington, through its Superior Court Clerk’s Office (Pend Oreille).

WHEREAS, per Benton County Resolutions No. 2024-0517 and 2025-121, the parties entered an Interlocal Agreement Between Benton County and Pend Oreille County for Delivery of OnBase Administrator Services, as amended (Agreement); and

WHEREAS, a second amendment to the Agreement is necessary to update the rates for service, which is permitted under Sections 18 and 21.1 of said Agreement.

NOW THEREFORE, the parties agree to the following amendment to Exhibit A of the Agreement:

Exhibit A – The Services and Rates for Budget Year 2025 (amended Exhibit A) shall be substituted with the attached revised Services and Rates for Budget Year 2026.

This Second Amendment is incorporated in and made a part of the Agreement. Except as amended herein, all other terms and conditions of the Agreement remain in full force and effect. Each Party acknowledges and accepts the terms of this Second Amendment, effective on the final date of execution below. By signing this Second Amendment, the signatories warrant they have the authority to execute the same.

IN WITNESS WHEREOF: The parties have caused this Second Amendment to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the 30th day of December, 2025.

**BOARD OF COUNTY COMMISSIONERS
PEND OREILLE COUNTY, WASHINGTON:**

John Gentle, Chair

Brian Smiley, Commissioner

**BOARD OF COUNTY COMMISSIONERS
BENTON COUNTY, WASHINGTON:**

DocuSigned by:
Michael Alvarez
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Michael Alvarez, Chairman

Commissioner McKay Absent
Will McKay, Pro-Tem

Robert Rosencrantz, Commissioner

DocuSigned by:
Jerome Delvin
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Jerome Delvin, Commissioner

Attest:

Crystal Zieske, Clerk of the Board

DocuSigned by:
Amanda Pearson
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Amanda Pearson, Clerk of the Board

Recommended for Signature by:

Tammie Ownbey
Pend Oreille County Superior Court Clerk

Recommended for Signature by:

Signed by:
Josie Delvin 12/15/2025
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Josie Delvin
Benton County Superior Court Clerk

Approved as to Form:

Dolly N. Hunt
Prosecuting Attorney

Approved as to Form:

Signed by:
LeeAnn Holt 12/12/2025
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LeeAnn Holt
Deputy/Prosecuting Attorney

EXHIBIT A

Services and Rates for Budget Year 2026

Rate(s) associated with the OnBase Administrator Services provided by Pend Oreille County:

Benton County	# of Licenses	Price Per OnBase License	Base Rate	Price of License	Totally Annually
	55	\$360.00	\$5,000	\$16,500	\$24,800