

**MINUTES**

**BOARD OF BENTON COUNTY COMMISSIONERS**

Regular Board Meeting  
Tuesday, January 8, 2019, 9:00 a.m.  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

**Present:** Chairman Shon Small  
Commissioner James Beaver  
Commissioner Jerome Delvin  
County Administrator David Sparks  
Clerk of the Board Cami McKenzie

**Benton County Employees Present During All or a Portion of the Meeting:** Deputy Administrator Loretta Smith Kelty; Adam Fyall, Sustainable Development Manager; County Engineer Matt Rasmussen; Assistant County Engineer Robert Blain; DPA Ryan Brown; Clerk Josie Delvin; Jerrod MacPherson, Planning Manager Clark Posey, Assistant Planning Manager; Bob Woody, IT and IT Manager Teri Holmes; Auditor Brenda Chilton; Deputy Auditor Taylor Raschko; Treasurer Ken Spencer; Deputy Treasurer Andrew Hicks; District Court Judge Terry Tanner.

**Approval of Minutes**

The Minutes of December 18, 2018 were approved.

**Consent Agenda**

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

**Auditor**

- a. Classification Description for Accounting Services Manager/Chief Accountant
- b. Classification Description for Payroll Operations Supervisor
- c. Classification Description for Accounting Operations Supervisor
- d. Salary Grade for Accounting Services Manager/Chief Accountant
- e. Salary Grade for Payroll Operations Supervisor
- f. Salary Grade for Accounting Operations Supervisor
- g. Reorganization of Accounting Services Division
- h. Surplus of Personal Property

**Board of Equalization**

- i. Notice of Approval to Hear Property Tax Appeals

**Clerk**

- j. Contract Change Order w/Konica Minolta for Conversion From Liberty to Onbase

### **Commissioners**

- k. Organization of Benton County Commissioners for 2019; Rescinding Resolution 2017-856
- l. Line Item Transfer, Fund No. 0000-101, Dept. 115 to 123
- m. Line Item Transfer, Fund No. 0000-101, Dept. 115 to 138
- n. Line Item Transfer, Fund No. 0305-101, Dept. 000

### **Human Resources**

- o. Therapeutic Courts Coordinator Classification Description
- p. Budget & Finance Analyst Classification Description
- q. Establishing Salary Grade for Budget & Finance Analyst
- r. Establishing Salary Grade for Therapeutic Courts Coordinator

### **Human Services**

- s. Agreement w/K Sharpe for Community Prevention Coordinator
- t. Update to Benton County Veterans Assistance Fund Policies and Procedures
- u. Second Amended Agreement w/WA State Health Care Authority

### **Information Technology**

- v. Support Contract w/CompuNet, Inc. for Cisco Software and Equipment

### **Juvenile Justice**

- w. Line Item Transfer, Fund No. 0115-101, Dept. 173 to 172
- x. Contract w/Sierra Electric for Electrical Repair Services
- y. Contract w/Lutheran Community Services Northwest for Mental Health Assessments
- z. Contract w/City of Benton City for Graffiti Abatement Program

### **Office of Public Defense**

- aa. Superior Court Public Defense Agreement w/C Harkins
- bb. Amended District Court Public Defense Contract w/B Gieszler
- cc. Juvenile Public Defense Contract w/A Betancourt
- dd. Public Defense Investigation Contract w/J Griffin
- ee. Public Defense Investigation Contract w/M Almquist
- ff. Public Defense Investigation Contract w/M Matkowski

### **Public Works**

- gg. Agreement w/Ben Franklin Transit to Install a Concrete Pad Adjacent to Kennewick Annex Parking Lot
- hh. Contract w/Jack's Superior Auto Body for Automobile Body Repair Services
- ii. Advertisement & Bid for Purchase of One Water Truck Cab & Chassis

### **Sheriff**

- jj. Line Item Transfer, Fund No. 0000-101, Depts. 120 & 121
- kk. Contract w/Day Management Corp. for Communication & Public Safety Systems

### **Superior Court**

- ll. 2019 Adult & Juvenile Drug Court Programs; Functional Family Therapy & Selective Aggressive Probation Participant Position Allocation

### **Workforce Development Council**

- mm. Contract w/Arbor E&T for Dislocated Worker Services

### **Change Order No. 7 – Kennewick Annex Parking Lot**

Matt Rasmussen presented the final change order for the Kennewick Annex Parking Lot covering multiple increases and decreases to the project costs (as detailed in the agenda action sheet) for the total amount of \$22,294.44 plus WSST.

**MOTION:** Commissioner Beaver moved to approve the Change Order No. 7 with Total Site Services for the Kennewick Annex Parking Lot Paving project as presented. Commissioner Delvin seconded and upon vote, the motion carried.

### **Establishing S. 38<sup>th</sup> Ave. & Mt. Adams View Drive as County Roads**

Mr. Rasmussen said the construction of S. 38<sup>th</sup> and Mt. Adams View Drive were complete and open for use and the County must now establish them as County roads.

**MOTION:** Commissioner Beaver moved to approve the Resolution establishing South 38<sup>th</sup> Avenue and Mt. Adams View Drive as County Roads. Commissioner Delvin seconded and upon vote, the motion carried.

### **Other Business**

#### **Legislative Steering Committee**

Commissioner Delvin said he would be in Olympia next week and had up meetings to work with legislators to discuss the Juvenile Justice Administration building.

#### **Human Services**

Chairman Small said he wanted to explore the possibility of dissolving the bi-county operation and seeing what services Benton County could provide.

There was a discussion with Kyle Sullivan (via/videoconference) about the grants received from the State and what services were currently provided by the bi-county operation. Mr. Sullivan said they received housing grants and money for Developmental Disabilities Services to support programs in both counties and the Homeless Housing grant for housing assistance was used in both counties. He said the Veterans Assistance programs were separate but his office monitored both programs.

Chairman Small said he would appreciate taking preliminary steps to determine how much was used in Benton County and how much in Franklin County and whether the grants could be separated. Additionally, that he wanted to look at this relationship and whether it should be dissolved, however, he understood the Juvenile Justice relationship was a different situation.

The Board agreed to have Mr. Sullivan work with David Sparks and Ryan Brown to discuss this issue.

The Board briefly recessed, reconvening at 9:18 a.m.

### **Executive Session – Pending Litigation**

The Board went into executive session at 9:18 a.m. with DPA Ryan Brown for 15 minutes to discuss pending litigation. Also present were David Sparks, Loretta Smith Kelty and Cami McKenzie. The Board came out at 9:33 a.m. No decisions were made in executive session.

### **Executive Session – Performance of Public Employee**

The Board went into executive session with David Sparks at 9:33 a.m. for up to 20 minutes to discuss the performance of a public employee. Loretta Smith Kelty was also present. The Board came out at 10:02 a.m. No decisions were made in executive session.

### **Account Payables**

Check Date: 12/21/2018

Warrant #: 185244-185497

Total all funds: \$7,779.17

EFT's #: 486-495

Transfers #: 12211801-12211803, 12211808

Total all funds: \$241,794.26

Warrant #: 185498-185657

Total all funds: \$735,814.28

Check Date: 12/31/2018

Warrant #: 185860-185890

Total all funds: \$1,038.25

EFT's #: 496-513

Transfers #: 12311801-12311814

Total all funds: \$10,219,201.64

Warrant #: 185894-185978

Total all funds: \$873,018.56

Check Date: 01/04/2019

Transfers #: 01041901-01041904

Total all funds: \$24,410.57

Warrant #: 186078-186123

Total all funds: \$406,874.09

## **Payroll**

Check Date: 01/04/2019

### Payroll Checks

Warrant #: 241599-241654

Direct Deposit #: 139949-140531

Total all funds: \$2,290,173.73

### Payroll Deductions/Transfers

Taxes #: 101190101-101190111

ACH #: 514-520

Total all funds: \$2,174,327.90

### Payroll Deductions/Warrants

Warrant #: 186124-186131

Total all funds: \$133,301.47

Total amounts approved by fund can be reviewed in the Benton County Auditor's Office.

## **Resolutions**

- 2019-001: Classification Description for Accounting Services Manager/Chief Accountant
- 2019-002: Classification Description for Payroll Operations Supervisor
- 2019-003: Classification Description for Accounting Operations Supervisor
- 2019-004: Salary Grade for Accounting Services Manager/Chief Accountant
- 2019-005: Salary Grade for Payroll Operations Supervisor
- 2019-006: Salary Grade for Accounting Operations Supervisor
- 2019-007: Reorganization of Accounting Services Division
- 2019-008: Surplus of Personal Property
- 2019-009: Notice of Approval to Hear Property Tax Appeals
- 2019-010: Contract Change Order w/Konica Minolta for Conversion From Liberty to Onbase
- 2019-011: Organization of Benton County Commissioners for 2019
- 2019-012: Line Item Transfer, Fund No. 0000-101, Dept. 115 to 123
- 2019-013: Line Item Transfer, Fund No. 0000-101, Dept. 115 to 138
- 2019-014: Line Item Transfer, Fund No. 0305-101, Dept. 000
- 2019-015: Therapeutic Courts Coordinator Classification Description
- 2019-016: Budget & Finance Analyst Classification Description
- 2019-017: Establishing Salary Grade for Budget & Finance Analyst
- 2019-018: Establishing Salary Grade for Therapeutic Courts Coordinator
- 2019-019: Agreement w/K Sharpe for Community Prevention Coordinator
- 2019-020: Update to Benton County Veterans Assistance Fund Policies and Procedures
- 2019-021: Second Amended Agreement w/WA State Health Care Authority
- 2019-022: Support Contract w/CompuNet, Inc. for Cisco Software and Equipment
- 2019-023: Line Item Transfer, Fund No. 0115-101, Dept. 173 to 172
- 2019-024: Contract w/Sierra Electric for Electrical Repair Services

- 2019-025: Contract w/Lutheran Community Services NW for Mental Health Assessments
- 2019-026: Contract w/City of Benton City for Graffiti Abatement Program
- 2019-027: Superior Court Public Defense Agreement w/C Harkins
- 2019-028: Amended District Court Public Defense Contract w/B Gieszler
- 2019-029: Juvenile Public Defense Contract w/A Betancourt
- 2019-030: Public Defense Investigation Contract w/J Griffin
- 2019-031: Public Defense Investigation Contract w/M Almquist
- 2019-032: Public Defense Investigation Contract w/M Matkowski
- 2019-033: Agreement w/Ben Franklin Transit to Install a Concrete Pad Adjacent to Kennewick Annex Parking Lot
- 2019-034: Contract w/Jack's Superior Auto Body for Automobile Body Repair Services
- 2019-035: Advertisement & Bid for Purchase of One Water Truck Cab & Chassis
- 2019-036: Line Item Transfer, Fund No. 0000-101, Depts. 120 & 121
- 2019-037: Contract w/Day Management Corp. for Communication & Public Safety Systems
- 2019-038: 2019 Adult & Juvenile Drug Court Programs; Functional Family Therapy & Selective Aggressive Probation Participant Position Allocation
- 2019-039: Contract w/Arbor E&T for Dislocated Worker Services
- 2019-040: Approval of Change Order No. 7 with Total Site Services
- 2019-041: Establishing Portions of S. 38<sup>th</sup> Ave. and Mt. Adams View Drive as County Roads

There being no further business before the Board, the meeting adjourned at approximately 10:02 a.m.

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Clerk of the Board

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Chairman