

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, February 12, 2019, 9:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman Shon Small
Alternate Clerk of the Board Marilu Flores

Present in Kennewick via/videoconference (due to inclement weather):
Commissioner James Beaver
County Administrator David Sparks
Clerk of the Board Cami McKenzie

Absent: Commissioner Jerome Delvin (vacation)

Benton County Employees Present During All or a Portion of the Meeting: Planning Manager Jerrod MacPherson; Teri Holmes, IT Manager; Matt Rasmussen, Public Works Administrator; and Robert Blain, Public Works Manager.

Approval of Minutes

The Minutes of February 5, 2019 were approved.

Consent Agenda

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

Assessor

- a. Salary Request Statement

Commissioners

- b. Line Item Transfer, Fund No. 0141-101, Dept. 000

Facilities

- c. Line Item Transfer, Fund No. 0000-101, Dept. 110
- d. Contract w/Hobart Service for Refurbishing Dishwasher in the Jail Kitchen
- e. Contract for Architectural & Engineering Services for Sheriff's Office Space Needs Assessment Project w/DLR Group, Inc.
- f. First Contract Amendment w/DLR Group, Inc. for Correction Building Plumbing Replacement & Water Intrusion Project

Human Resources

- g. Establishing Facilities Assistant Manager Classification

- h. Establishing A Salary Grade for A Facilities Assistant Manager
- i. Line Item Transfer, Fund No. 0000-101, Dept. 127

Information Technology

- j. Purchase of Toner, Ink Cartridges & Printer Supplies; Rescinding Resolution 2015-614

Juvenile

- k. Line Item Transfer, Fund No. 0115-101, Dept. 171
- l. Line Item Transfer, Fund No. 0115-101, Dept. 172
- m. Line Item Transfer, Fund No. 1115-101, Dept. 174
- n. Reducing Petty Cash Fund Amount
- o. Amended Contract #1 w/Lutheran Community Services Northwest for Mental Health Assessments
- p. Memorandum of Understanding and Agreement for Allocation of Adult Drug Court, Juvenile Drug Court, Functional Family Therapy & Employment Training Program Costs

Public Safety

- q. Line Item Transfer, Fund No. 0148-101, Dept. 135

Public Works

- r. Purchase & Installation of Two Spray Controllers From Ag Enterprise Supply, Inc.
- s. Contract w/M&M Excavating, LLC for Hanks Road Culvert Replacement Project
- t. Purchase of Three Snow Plow Attachments for Polaris Rangers From A & L Sports, Inc.

Sheriff

- u. Position Title Change For Corrections Sergeant to Custody Lieutenant

Superior Court

- v. Line Item Transfer, Fund No. 0000-101, Dept. 123

Workforce Development

- w. Appointment of James Smith to the Benton-Franklin Workforce Development Council

Human Services – Housing Program

Kyle Sullivan and Shela Berry requested permission to implement a new housing program using 2163 funds. This program would fill the gaps for young adults ages 18-24 exiting the youth homeless shelter, aging out of foster care or experiencing homelessness and assist with transitioning into adulthood, job skills, case management, etc.

MOTION: Commissioner Beaver moved to approve the use of 2163 funds for the young adult housing program as presented. Chairman Small seconded and upon vote, the motion carried.

2060 Funds – Proposed Projects

Kyle Sullivan and Shela Berry presented the findings from the Steering Committee for proposed projects paid from 2060 funds. They received 13 proposals and recommended the following five projects:

- Modern Living Services - Carmina's Place - \$100,000.00 for construction of licensed group home for adults with DD
- Elijah Family Homes - Marshall Rehab - \$44,798.00 – rehabilitate the property

- Domestic Violence Services - Transitional Housing/Parking Lot Repair - \$22,327.00 – repairs to parking lot
- Brad Bricker - 1526 Alder - \$150,000.00 – construction of 10-unit apartment
- Housing Authority of Kennewick - Micro Homes - \$150,000.00 – 15-18 micro homes for the homeless

Mr. Fyall commented that during the last round of requests, they only had one response so Ms. Faulconer worked on marketing, media, and outreach and they received 13 proposals.

MOTION: Commissioner Beaver moved to approve the recommendations presented for the 2060 funds and have Human Services prepare contracts. Chairman Small seconded and upon vote, the motion carried.

Other Business

Veterans' Fund

Chairman Small commented that the media put out incorrect information about the Veterans' program and he asked Mr. Sullivan to comment.

Mr. Sullivan said the program was going well and funds were specific for each county and he had not heard any complaints.

Ms. Berry said if a veteran came in that they could not help, they tried to assist them with local programs or refer them. Mr. Sullivan said they did not turn anyone away.

Mr. Sparks said the Benton County Veterans' fund has been run separately from Franklin County for at least 34 years and they were separate and distinct funds. The only difference was that Human Services now handled the fund instead of the Auditor's office.

Inclement Weather

David Sparks said he prepared a motion for the Board to consider regarding inclement weather granting authority for each individual elected office to make decisions for the remainder of the month.

MOTION: Commissioner Beaver moved for the work period of February 11-28, 2019, to grant authority for each separately and independently elected official, as well as County Administration, for those departments under the direction of the Board of County Commissioners, to adjust their respective office hours as needed for inclement weather, as well as administrative leave for those employees that are affected due to their commute to and from their work station, but not employees on approved annual leave, floating holiday and/or sick leave. Chairman Small seconded.

Discussion

Chairman Small said he hoped everyone recognized the work being done by the Facilities and Road Department 24/7 to take care of the facilities and roads during these weather conditions.

Upon vote, the motion carried.

Tort Claims Received

CC 2019-01: Received February 8, 2019 from Corey Pugh
CC 2019-02: Received February 14, 2019 from Angila Wilkins

Payroll

Check Date: 02/05/2019

Payroll Checks
Warrant #: 241666-241714
Direct Deposit #: 140717-141303
Total all funds: \$2,263,380.35

Payroll Deductions/Transfers
Taxes #: 101190201-101190211
ACH #: 564-570
Total all funds: \$2,208,176.78

Payroll Deductions/Warrants
Warrant #: 187284-187292
Total all funds: \$135,554.99

Account Payables

Check Date: 02/11/2019

P-Cards #: 0219
Total all funds: \$196,192.89

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

Resolutions

2019-127: Line Item Transfer, Fund No. 0141-101, Dept. 000
2019-128: Line Item Transfer, Fund No. 0000-101, Dept. 110
2019-129: Contract w/Hobart Service for Refurbishing Dishwasher in the Jail Kitchen
2019-130: Contract for Architectural & Engineering Services for Sheriff's Office Space Needs Assessment Project w/DLR Group, Inc.

- 2019-131: First Contract Amendment w/DLR Group, Inc. for Correction Building Plumbing Replacement & Water Intrusion Project
- 2019-132: Establishing Facilities Assistant Manager Classification
- 2019-133: Establishing A Salary Grade for A Facilities Assistant Manager
- 2019-134: Line Item Transfer, Fund No. 0000-101, Dept. 127
- 2019-135: Purchase of Toner, Ink & Printer Supplies; Rescinding Resolution 2015-614
- 2019-136: Line Item Transfer, Fund No. 0115-101, Dept. 171
- 2019-137: Line Item Transfer, Fund No. 0115-101, Dept. 172
- 2019-138: Line Item Transfer, Fund No. 1115-101, Dept. 174
- 2019-139: Reducing Petty Cash Fund Amount – Juvenile Justice Center
- 2019-140: Amended Contract #1 w/Lutheran Community Services Northwest for Mental Health Assessments
- 2019-141: Memorandum of Understanding and Agreement for Allocation of Adult Drug Court, Juvenile Drug Court, Functional Family Therapy & Employment Training Program Costs
- 2019-142: Line Item Transfer, Fund No. 0148-101, Dept. 135
- 2019-143: Purchase & Installation of Two Spray Controllers From Ag Enterprise Supply, Inc.
- 2019-144: Contract w/M&M Excavating, LLC for Hanks Road Culvert Replacement Project
- 2019-145: Purchase of Three Snow Plow Attachments for Polaris Rangers From A & L Sports
- 2019-146: Position Title Change For Corrections Sergeant to Custody Lieutenant
- 2019-147: Line Item Transfer, Fund No. 0000-101, Dept. 123
- 2019-148: Appointment of James Smith to the Benton-Franklin Workforce Development Council
- 2019-149: Granting Authority to Adjust Office Hours and Approve Administrative Leave for Inclement Weather – Period February 11-28, 2019

There being no further business before the Board, the meeting adjourned at approximately 9:17 a.m.

Clerk of the Board

Chairman