

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, August 20, 2019, 9:00 a.m.
Planning Hearing Room
Benton County Planning Annex, Prosser, WA
(special location due to water damage in the Courthouse)

Present: Chairman Shon Small
Commissioner James Beaver
Commissioner Jerome Delvin
Deputy County Administrator Loretta Smith Kelty
Clerk of the Board Cami McKenzie

Absent: County Administrator David Sparks (excused)

Benton County Employees Present During All or a Portion of the Meeting: Adam Fyall, Sustainable Development Manager; County Engineer Matt Rasmussen; Jerrod MacPherson, Planning Manager; Shan MacPherson, IT; Andrew Hicks, Deputy Treasurer; Treasurer Ken Spencer; Greg Wendt, Planning; Shyanne Palmus, Communications; HR Manager Lexi Wingfield; Auditor Brenda Chilton; Rayce Miller and Aileen Coverdell, Auditor’s Office; Jennifer Bowe and Linda Ivey, Finance Dept.; Tiffany Deaton, Superior Court.

Approval of Minutes

The Minutes of August 13, 2019 were approved.

Consent Agenda

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

Building

- a. Requesting Additional Funds in the Cash Drawers

Facilities

- b. Payment Authorization to Hobart for Services Performed on Jail Kitchen Equipment

Information Technology

- c. Purchase of One HP LaserJet Printer for Human Services From Southern Computer Warehouse
- d. Request for Proposals for Electronic Data Processing & Telecommunications Equipment for County Network Improvements

Juvenile Justice

- e. Contract w/John Bolla for Dialectical Behavioral Therapy

- f. Truancy Contract w/Finley School District
- g. Memorandum of Understanding w/Washington State Patrol for Protection of Criminal History Record Information

Office of Public Defense

- h. Amending Final Termination Date for Public Defense Attorney Bart Tomerlin

Planning

- i. Proposed Vacation of Summit View Subdivision, Phase 5 ~ SV 19-01

Prosecuting Attorney

- j. Interlocal Agreement for Prosecution of Municipal Cases in Benton County Therapeutic Courts
- k. Request for WSAC Board of Directors to Approve Amicus Brief

Public Works

- l. Award of 2019 Pavement Marking to Construction Ahead, Inc.
- m. Authorization to Proceed With Advertisement and Bid Process for Tenant Improvements - Finance Dept. & Human Resources Dept. at the Benton County Justice Center
- n. Purchase of Electric Valve & Water Spreader Bar From TankMax Inc.
- o. Rental of Water Truck From Papé Machinery
- p. Purchase of Office Furniture From the State of Washington, Department of Corrections, Correctional Industries for the Public Services Building

Sheriff

- q. Agreement w/City of Kennewick for the 2019 Byrne Justice Assistance Grant

Washington Counties Insurance Fund Update

Jon Kaino, Executive Director for WCIF, provided an update and briefly discussed the following:

- 2020 Renewal rates to be released no later than September 20, 2019
- New – hearing benefit coverage
- Dental – preventative waiver
- Wellness Program/Sonic Boom
- WCIF insures 30,000 across the State including 18 counties

2nd Amendment to Contract with Meier Architecture Engineering

Matt Rasmussen presented the 2nd Amendment to the Contract with Meier Architecture Engineering, which formalized the addition to the Commissioners' board room.

MOTION: Commissioner Beaver moved to approve the 2nd Amendment to the Professional Services Contract with Meier Architecture Engineering for additional design services for various upgrades to the Benton County Courthouse. Commissioner Delvin seconded and upon vote, the motion carried.

Licensing/Recording Manager Classification and Salary Placement

Brenda Chilton presented the proposed change to the Licensing/Recording Manager position. She said when it was originally classified, Benton County was one of the first counties that combined

the services of licensing and recording and prior to that it was separate. She said that over the years the position changed, and she worked closed with Loretta Smith Kelty and Lexi Wingfield in developing the new classification and salary grade.

MOTION: Commissioner Beaver moved to approve the resolution establishing the Licensing/Recording Manager classification as presented. Commissioner Delvin seconded and upon vote, the motion carried.

MOTION: Commissioner Beaver moved to approve the resolution establishing the Salary Grade for a Licensing/Recording Manager as presented. Commissioner Delvin seconded and upon vote the motion carried.

Ms. Chilton introduced new accounting team member, Rayce Miller, Accounting Support Supervisor.

Finance Team Presentation

Linda Ivey and Jennifer Bowe gave the Board a financial update as of July 31, 2019. Highlights included:

Current Expense Fund - Time elapsed 29.2%

- Revenue - Grand total 29.57% (right on target)
 - Received in April, May & June - comparison to last year – 8.79% increase total
 - Retail Trade – largest subcategories
 - Warehouse clubs and super centers, misc. retail (except tobacco), new car dealers
 - Services – continued decrease in that category (engineering services – Hanford), full service limited service restaurants, telemarketing
 - Construction – continued to show increase – new single family, all other specialty contractors, commercial and industrial buildings
 - Intergovernmental – high – PUD privilege tax, PILT, Opioid Response Grant
 - General government – billed for 6 months, right on target
 - Security of persons – low – about \$2 million off target (some paid for 3 months, some paid 5 months)
 - Fines & Forfeitures; low – since LFO’s same decline
 - Misc. revenue – high, mainly due to investment interest as they were conservative during budget
- Expenditures – 26.93% - on target
 - Assessments – bill quarterly, annually and semi-annually
 - Wages/benefits, people are getting hired – less vacancies

Commissioner Beaver requested a letter be sent to the Sheriff’s office to request the information regarding billing be provided as requested. The Board agreed and Ms. Smith Kelty said she would draft something up.

Public Safety Sales Tax

Linda Ivey and Loretta Smith Kelty updated the Board on the Public Safety Sales Tax. Highlights included:

- Estimated beginning fund balance –under \$400,000
- Tax/investment – up \$150,818
- Expenditures
 - Mental Health - two unfilled position
 - Non-Dept. – contracts – automatically fall behind one month
 - PA – just started Veterans’ program
 - Sheriff Patrol – last presentation had four unfilled positions that are now filled
 - Under spending by \$947,632 (Seven Months into the budget)
- Summary – total beginning fund balance is low
- One-time expenditures (2 proposals)
 - ICAC Task Force – from City of Richland (part of it follows the ballot); it is being reviewed by the PA and sent to the Sheriff’s office for input (proposal is to provide counseling to officers)
 - Enforcing Protection Orders – operation between PA and Sheriff’s office/and potentially a case manager; not approved and no cost estimate

Ms. Smith Kelty asked the Board if it wanted to look at using the \$.5 million (whatever is on blue lists that can be matched up with \$.5 million). The Board agreed.

Ms. Smith Kelty said they were looking at \$12 million as the estimated ending fund balance. She said they were looking at ways to address the one-time expenditure process and would bring a presentation back to the Board for review.

Other Business

Appointment of Interim County Administrator

Commissioner Delvin said was ready to decide regarding appointment of an interim County Administrator. He said they could meet with Ms. Smith Kelty monthly to see how everything was progressing and that she deserved a chance as interim.

MOTION: Commissioner Delvin moved to approve the resolution in the matter of appointment of Loretta Smith Kelty as Interim County Administrator effective August 20, 2019 as presented. Commissioner Beaver seconded.

Discussion

Commissioner Beaver said he agreed with the process and the resolution. Chairman Small said he did not have an issue with the resolution.

Upon vote, the motion carried.

Fair Board

Chairman Small said the Fair Board put advertisement directly over the new Dan McDaniel Arena sign. He said the County moved it back and was told by Lori Lancaster that the contract allowed them to advertise as they wanted during the Fair. He said it was unprofessional and showed a lack of respect for Benton County.

The Board discussed options and agreed to start with sending a letter to the Fair Board expressing the Board's displeasure with the Fair Board's unprofessionalism in covering up the sign. Due to the time sensitivity, the Board agreed to have the Chairman sign a letter this date.

MOTION: Commissioner Beaver moved to authorize the Chairman to sign a letter sharing the Board's concerns, to be sent out immediately upon review by the Board. Commissioner Delvin seconded and upon vote, the motion carried.

Tort Claim

CC 2019-17: Received on August 15, 2019 from Amy Ayres

Payroll

Check Date: 08/15/2019

Payroll Draw Checks
Warrant #: 242093-242095
Direct Deposit #: 146016-146180
Total all funds: \$114,107.04

Payroll Draw Deductions/Transfers
Taxes #: 101190812-101190813
Total all funds: \$34,733.80

Account Payables

Check Date: 08/16/2019

Warrants #: 195033-195271
Total all funds: \$5,493.81

EFT's #: 852-866
Transfers #: 08161901-08161903
Total all funds: \$360,541.19

Warrants #: 195277-195497
Total all funds: \$1,720,970.71

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

Resolutions

- 2019-609: Requesting Additional Funds in the Cash Drawers
2019-610: Payment Authorization to Hobart for Services Performed on Jail Kitchen Equipment
2019-611: Purchase of One HP LaserJet Printer for Human Services From Southern Computer Warehouse
2019-612: Request for Proposals for Electronic Data Processing & Telecommunications Equipment for County Network Improvements
2019-613: Contract w/John Bolla for Dialectical Behavioral Therapy
2019-614: Truancy Contract w/Finley School District
2019-615: Memorandum of Understanding w/Washington State Patrol for Protection of Criminal History Record Information
2019-616: Amending Final Termination Date for Public Defense Attorney Bart Tomerlin
2019-617: Proposed Vacation of Summit View Subdivision, Phase 5 ~ SV 19-01
2019-618: Interlocal Agreement for Prosecution of Municipal Cases in Benton County Therapeutic Courts
2019-619: Request for WSAC Board of Directors to Approve Amicus Brief
2019-620: Award of 2019 Pavement Marking to Construction Ahead, Inc.
2019-621: Authorization to Proceed With Advertisement and Bid Process for Tenant Improvements - Finance Dept. & Human Resources Dept. at the Benton County Justice Center
2019-622: Purchase of Electric Valve & Water Spreader Bar From TankMax Inc.
2019-623: Rental of Water Truck From Papé Machinery
2019-624: Purchase of Office Furniture From the State of Washington, Department of Corrections, Correctional Industries for the Public Services Building
2019-625: Agreement w/City of Kennewick for the 2019 Byrne Justice Assistance Grant
2019-626: Second Amendment to Contract with Meier Architecture Engineering
2019-627: Establishing a Licensing/Recording Manager Classification Description
2019-628: Establishing a Salary Grade for Licensing/Recording Manager
2019-629: Appointment of Loretta Smith Kelty as Interim County Administrator for Benton County

There being no further business before the Board, the meeting adjourned at approximately 10:05 a.m.

Clerk of the Board

Chairman