

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Special Board Meeting
Thursday, September 26, 10:30 a.m.
Benton County Justice Center
Commissioners' Conference Room, 2nd Floor
7122 W. Okanogan Place, Bldg. A
Kennewick, WA 99336

Present: Chairman Shon Small
Commissioner Jerome Delvin
County Administrator David Sparks
Clerk of the Board Marilu Flores

Absent: Commissioner James Beaver (excused)

Benton County Employees Present During All or a Portion of the Meeting: Interim Administrator Loretta Smith Kelty; Adam Fyall, Sustainable Development Manager; Deputy Finance Manager Jennifer Bowe; County Engineer Matt Rasmussen; Public Works Robert Blain; Planning Manager Jerrod MacPherson; DPA Ryan Brown; Auditor Brenda Chilton; Deputy Auditor Taylor Raschko; Treasurer Ken Spencer; Assessor Bill Spencer; Assessor's Office Adam Morasch and Mary Christen; Superior Court Administrator Tiffany Deaton; HR Manager Lexi Wingfield; Communications Coordinator Shyanne Palmus; IT Department Robert Heard

Presentation from Craig Conrad with MMEC Architecture on New Administrative Building

County Engineer, Matt Rasmussen, opened the presentation on the Administrative Building. The concept was developed in 2017 and added to the Capital Improvement Plan with the 2018 update with funding provided in the 2019-2020 budget for the architectural services and construction. The construction of the Administrative Building would include the Treasurer, Auditor and Assessor Offices with those offices being moved from their current location at the Annex. Moving the HR and Commissioners' Office from the Justice Center would free up approximately 7500 square feet. Mr. Rasmussen stated that the Board approved the Request for Qualifications for architectural services in June 2018 and MMEC Architects of Spokane, Washington was selected as the most qualified to provide design services. Mr. Rasmussen introduced MMEC Architecture staff who have been working on design of the Administrative Building to be located adjacent to the Benton County Justice Center.

Mr. Rasmussen introduced staff from MMEC Architecture:

Craig Conrad, Principal Architect
Marin Evenson, Principal Interior Designer

Emily Greif, Interior Designer
Tyler Troutman, Associate Architect
Ken VanSchoor, Landscaping

MMEC Architects presented the current state of the design of the Administrative Building. Staff presented digital drawings of the design. The focus of the design was to create a unified and safe campus allowing for future growth. The space was designed to be professional, warm and inviting. The location would also have good views with the entrance facing the Benton County Justice Center.

The design will feature landscaping components with emphasis on security and allowing for easy voter ballot drop box access. The plaza will have a visually pleasing atmosphere. Parking will be approximately 50 feet from the entry and will feature good lighting.

A video tour was presented which emphasized certain features and patterns. The materials and scheme used was neutrals with blue tones giving the building a timeless look for years to come. The HVAC system would be in the basement.

Project schedule was discussed as follows:

- **September 30, 2019 ~ complete plan review
- **End of October 2019 ~ out to bid
- **December 12, 2019 ~ bid opening
- **January 2020 ~ begin construction
- **Spring 2021 ~ end of construction

Commissioner Small acknowledged everyone's involvement to include David Sparks, Loretta Smith Kelty, Matt Rasmussen as well as the architect team.

A 3-D virtual reality tour would be available after the meeting.

There being no further business before the Board, the meeting adjourned at 11:25 am.

Clerk of the Board

Chairman