

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, October 15, 9:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman Shon Small
Commissioner James Beaver
Commissioner Jerome Delvin
Interim County Administrator Loretta Smith Kelty
Clerks of the Board Marilu Flores and Cami McKenzie (present in Kennewick)

Benton County Employees Present During All or a Portion of the Meeting: Adam Fyall, Sustainable Development Manager; Assistant County Engineer Doug D'Hondt; DPA Ryan Brown; Clerk Josie Delvin; District Court Administrator Ela Selga; Jerrod MacPherson, Planning Manager; Assistant Planning Manager Greg Wendt; Finance Manager Linda Ivey; Deputy Finance Manager Jennifer Bowe; Shan McPherson, IT; IT Assistant Manager Robert Heard; DPA Ryan Lukson; DPA Steve Hallstrom; Treasurer Ken Spencer; Deputy Treasurer Andrew Hicks; Blanca Parham, Public Works; Robert Blain, Public Works; Auditor Brenda Chilton.

Approval of Minutes

The Minutes of October 8, 2019 were approved.

Review Agenda

The executive session regarding potential litigation was delayed for one week.

The Board added an executive session to discuss the performance of a public employee.

Consent Agenda

MOTION: Commissioner Delvin moved to approve the consent agenda items "a" through "l". Commissioner Beaver seconded and upon vote, the Board approved the following:

Commissioners

- a. Line Item Transfer, Fund No. 0305-101, Dept. 000
- b. Line Item Transfer, Fund No. 0000-101, Dept. 115 to 116

Human Services

- c. Agreement w/Domestic Violence Services of Benton and Franklin Counties for the Consolidated Homeless Grant

Juvenile

- d. Award and Contract w/The Personal Touch Cleaning, Inc. for Janitorial Services

Prosecuting Attorney

- e. Agreement w/Local 874HC, Council 2, American Federation of State, County & Municipal Employees, Representing Courthouse Employees

Public Works

- f. Agreement w/Cities of Benton City, Kennewick, Prosser, Richland and West Richland Regarding the Recovery of Local Match of the 2019-2021 WA State Coordinated Prevention Grant
- g. Agreement for Extension of the Contract for Card Lock Service for Gasoline and Diesel Fuel w/Co-Energy
- h. Purchase of Snow and Ice Control Products From Salt Distributors, Inc.
- i. Purchase of Corrosion Inhibited Liquid Magnesium Chloride From EnviroTech Services
- j. Surplus and Disposition of Personal Property
- k. Contract w/Rentokil North America for Bird Control Services

Sheriff

- l. Interlocal Agreement With Local Law Enforcement Agencies for Special Investigations Unit

Benton Conservation District for Groundwater Nitrate Plan Funding

Adam Fyall presented an interlocal agreement with the Benton Conservation District for implementation of the Benton County Groundwater Community Action Plan. He said they were being asked to contribute \$30,000 and the money was included in the budget.

Commissioner Beaver asked if the County was requested to participate in the future beyond this agreement and Mr. Fyall indicated only for this agreement.

MOTION: Commissioner Delvin moved to authorize the Chairman to sign the interlocal agreement with the Benton Conservation District for implementation of the Benton County Groundwater Community Action Plan as presented. Commissioner Beaver seconded and upon vote, motion carried.

First Contract Amendment w/HDR Engineering for Design of the Moderate Risk Waste Facility

Robert Blain and Blanca Parham presented the first contract amendment with HDR Engineering. Mr. Blain said it would add \$12,100.00 of work for a total contract amount of \$93,100.00. With these changes, they should be able to push through the permitting process. The project was 90% designed but missing an engineering report.

MOTION: Commissioner Delvin moved to approve the First Amendment to the Professional Services Contract between Benton County and HDR Engineering, Inc. for design of the moderate risk waste facility. Commissioner Delvin seconded.

Discussion

The Board discussed funding for operation and Mr. Blain said there was a grant available for operating the facility, but they would need to complete an assessment on how often the facility would be open. Additionally, Commissioner Small asked if the County would be subcontracting to manage the facility and Mr. Blain said that was the plan.

Upon vote, the motion carried.

FY 19 STOP School Violence Prevention/Mental Health Training Program Grant Award

Lt. Erik Magnuson (via/Skype) said the Sheriff's Office applied for this grant and was awarded the full amount. He said it was 100% reimbursable and he was requesting the Board authorize the grant so they could move forward with purchasing the equipment.

Commissioner Delvin asked if the grant was going to be used for schools in the county only or other school districts as well. Lt. Magnuson said they would start with county schools but eventually wanted to expand out to other schools.

MOTION: Commissioner Delvin moved to accept the grant award from the US Department of Justice Office of Justice Programs for the FY19 STOP School Violence Prevention and Mental Health Training Program in the amount of \$250,000 to provide the necessary training, equipment and personnel in order to properly develop a reliable and peer review school safety plan based on 3D modelling technologies. Commissioner Beaver seconded and upon vote, motion carried.

Budget Policies

Loretta Smith Kelty, Linda Ivey and Jennifer Bowe presented the proposed new budget policy and highlighted the following:

- Categories rearranged to be more logical and easier for the reader to understand
- Review was completed by the PA's Office
- Added language referencing the Office of Budget & Finance
- Biennial Budget Creation and Adoption
- Mid-Biennium Budget Review and Adoption
- Budget Administration and Maintenance
- Other Budget Policies
- Attachments

Ruth Franz (via/Skype) expressed concern about having sufficient funds in the Sheriff's Office (PST) fund and also had questions regarding supplements and mid-biennium review deadlines. Ms. Ivey clarified the Sheriff's Office concerns regarding the policy and said Ms. Franz could send an email with her questions.

MOTION: Commissioner Delvin moved to adopt the Benton County Budget Policies and Procedures to include the changes recommended by staff to page 8, Road Levies and page 9, Capital Projects fund, rescinding Resolution 11-793. Commissioner Beaver seconded.

Discussion

Commissioner Beaver said he appreciated the group’s work on the policy. Commissioner Delvin said he appreciated the work as well and with the County being the size that it was, he wanted to reaffirm to the tax payers that monies were being used wisely.

Commissioner Small appreciated the elected officials being present for the discussion and that everyone was willing to help each other.

Ms. Smith Kelty said she wanted to acknowledge former County Administrator David Sparks for his work on this policy prior to his retirement.

Upon vote, the motion carried unanimously.

Other Business

Commissioner Small indicated that he received a letter from the Sheriff but was not going to comment further.

The Board recessed, reconvening at 9:32 a.m.

Executive Session – Review Performance of Public Employee

The Board went into executive session with DPA Ryan Brown at 9:32 a.m. regarding performance of a public employee for 20 minutes. Also present were Loretta Smith Kelty, Marilu Flores, Linda Ivey, Jennifer Bowe, Steve Hallstrom, and Ryan Lukson. The Board came out at 9:52 a.m. and went back in for an additional five minutes. The Board came out at 9:57 a.m. Mr. Brown indicated the Board discussed the performance of a public employee and no action was taken.

Resolutions

- 2019-738 Line Item Transfer, Fund No. 0305-101, Dept. 000
- 2019-739 Line Item Transfer, Fund No. 0000-101, Dept. 115 to 116
- 2019-740 Agreement w/Domestic Violence Services of Benton and Franklin Counties for the Consolidated Homeless Grant
- 2019-741 Award and Contract w/The Personal Touch Cleaning, Inc. for Janitorial Services
- 2019-742 Agreement w/Local 874HC, Council 2, American Federation of State, County & Municipal Employees, Representing Courthouse Employees
- 2019-743 Agreement w/Cities of Benton City, Kennewick, Prosser, Richland and West Richland Regarding the Recovery of Local Match of the 2019-2021 WA State Coordinated Prevention Grant

- 2019-744 Agreement for Extension of the Contract for Card Lock Service for Gasoline and Diesel Fuel w/Co-Energy
- 2019-745 Purchase of Snow and Ice Control Products From Salt Distributors, Inc.
- 2019-746 Purchase of Corrosion Inhibited Liquid Magnesium Chloride From EnviroTech Services
- 2019-747 Surplus and Disposition of Personal Property
- 2019-748 Contract w/Rentokil North America for Bird Control Services
- 2019-749 Interlocal Agreement With Local Law Enforcement Agencies for Special Investigations Unit
- 2019-750 Interlocal Agreement with Benton Conservation District – Implementation of Benton County Groundwater Community Action Plan
- 2019-751 First Contract Amendment with HDR Engineering
- 2019-752 Approval of STOP School Violence Prevention/Mental Health Training Program Grant Award
- 2019-753 Approval of Budget Policies & Procedures – Adoption of New Budget Policy

There being no further business before the Board, the meeting adjourned at approximately 9:58 a.m.

Clerk of the Board

Chairman