

WEEKLY REVIEW

BENTON COUNTY BOARD OF COMMISSIONERS
October 15, 2019



This document is a weekly review of the Board of County Commissioners meeting, Tuesday, October 15, 2019. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Main Topics Discussed

Agreement w/ Benton Conservation District for Groundwater Nitrate Community Action Plan Funding – Adam Fyall, Sustainable Development Manager

In December 2018, the Board of Commissioners adopted the [Groundwater Nitrate Community Action Plan](#), along with Benton Conservation District and the Benton Franklin Health District (Resolution 2018-859). Early in the planning process, the Benton Conservation District approached Benton County about making a financial contribution toward the development and/or implementation of the Plan. Adequate funding was budgeted for this purpose in the Sustainable Development Fund, in the amount of \$30,000. Staff recommends using budgeted funds for the implementation of the Plan. **The Board moved and seconded to authorize the Chairman to sign the interlocal agreement with the Benton Conservation District for implementation of the Benton County Groundwater Nitrate Community Action Plan. Motion carried.**

First Contract Amendment w/ HDR Engineering, Inc. for Design of the Moderate Risk Waste Facility – Robert Blain, Public Works Manager & Blanca Parham, Public Works Assistant Operations Manager

The Benton County Public Works Department is in the process of designing a permanent moderate risk waste facility (MRWF). The purpose of the facility is to serve the residents of Benton County with year-round, proper disposal of household hazardous waste materials. On June 11, 2019, Resolution 2019-444 was passed by the Board of County Commissioners entering into a Professional Services Contract with HDR Engineering, Inc. This Resolution encompassed Architectural and Engineering Services for the retrofit of an existing structure to a MRWF. The structure is located at 1709 S Ely Street in Kennewick, Washington and was purchased from the Road Department when they moved out, with the intention of turning the facility into a permanent MRWF. During the permitting process with the Benton Franklin Health District, it was discovered that an additional engineering report was needed. This report was not included in the original contract scope. Additionally, the County would like to have the ability to use the Consultant to assist on permitting and construction management on an as-needed basis, which was also not included in the contract. The First Amendment in the amount of \$12,100 accounts for these additional services, and staff recommends approval of the Amendment. **The Board moved and seconded 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 in the amount of \$93,100. Motion carried.**

FY19 Bureau of Justice Assistance STOP School Violence Prevention & Mental Health Training Program Grant Award – Lt. Magnuson, Benton County Sheriff's Office

Per Resolution 2019-446, dated June 11, 2019, the Board of Commissioners authorized the Benton County Sheriff's Office (BCSO) to submit an application for funding under the [Bureau of Justice Assistance \(BJA\) STOP School Violence](#) Prevention and Mental Health Training Program FY 2019 Competitive Grant Solicitation. The BCSO received notification from U.S. Department of Justice Programs of approval for funding in the amount of \$250,000. Funds would be used to provide the necessary training, equipment, and personnel in order to properly develop a reliable and peer-reviewed school safety plan based on 3-D modelling technologies. **The Board moved and seconded to accept the grant award from the U.S. 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. Motion carried.**

Revision of Budget Policies and Procedures – Loretta Smith Kelty, Interim County Administrator; Linda Ivey, Finance Manager; and Jennifer Bowe, Assistant Finance Manager

The Benton County Budget Policies and Procedures have not been updated since December 2011 (per Resolution 11-793). The Office of Budget and Finance has worked with the Interim County Administrator to revise the Budget Policies and Procedures to provide clarifications and additional information. The following changes were made: the main categories were re-arranged into a logical timeline to assist the reader; language was added to include the Office of Budget and Finance into the policy; Budget Administration and Maintenance, Section III was divided into four subsections to assist the reader; new language was added to the Budget Maintenance and Line Item Transfer section; the Other Budget Polices section was updated to follow current practices; and Attachment 2 - Computer Replacement Policies and Procedures was updated to include the policy approved in 2017. **The Board moved and seconded to adopt the Benton County Budget Policies and Procedures, rescinding Resolution 11-793. Motion carried.**

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