

Leo Bowman  
District 1  
Shon Small  
District 2  
James Beaver  
District 3

# Board of County Commissioners BENTON COUNTY

David Sparks  
County Administrator

Loretta Smith Kelty  
Deputy County Administrator



## AGENDA BOARD OF BENTON COUNTY COMMISSIONERS Regular Board Meeting Tuesday, August 9, 2011 Benton County Courthouse, Prosser, WA

9:00 AM

### Call to Order

### Approval of Minutes

- ❖ July 27, 2011
- ❖ August 1, 2011

### Review Agenda

### Consent Agenda

#### Commissioners

- a. Family Day, A Day To Eat Dinner With Your Children Proclamation

#### Juvenile

- b. Agreement w/Administrative Office of the Courts for CASA – Agreement No. IAA12055

#### Personnel

- c. Denial of County Claim – CC 2011-18

#### Public Works

- d. Bid Award for Pavement Marking - 2011
- e. Authorization for Construction of Clodfelter Road
- f. Authorization for Construction of Locust Grove Road

#### Sheriff

- g. Department of Ecology Grant

Click on any highlighted  
area to view detail

### Scheduled Business

- \* Comprehension Plan Amendment Workshop – M Shuttleworth
- \* Residential Substance Abuse Treatment Contract Discussion – E Thornbrugh
- \* Treasurer's Investment Pool – D. A. Davidson, Inc. & Deanne Woodring
- \* Water Conservancy Board Update – D Olsen
- \* Revised Travel Policy Discussion – L Smith Kelty
- \* Benton County Emergency Interlocal Agreement Discussion – T Lampson

- a. **Unscheduled Visitors**
- b. **Board Assignment Update**

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Special Board Meeting  
July 27, 2011, 9:00 a.m.  
Commissioners' Conference Room  
Benton County Justice Center, Kennewick, WA

**Present:** Chairman Leo Bowman  
Commissioner James Beaver  
Commissioner Shon Small  
Clerk of the Board Cami McKenzie

**Benton County Employees Present During All or a Portion of the Meeting:** Finance Manager Keith Mercer; DPA Ryan Brown; Sustainable Development Manager Adam Fyall.

#### E-Gov – Presentation of Report Findings

Cindy Johnson, Richland City Manager introduced the team from E-Gov Consulting and they gave a Powerpoint and discussed the following:

##### Benton County Emergency Services

- Project Background & Goals
  - How is it managed and operated/improvements to be made
  - Improve service delivery – systems interoperations
    - Reduce ongoing upgrade and maintenance costs
    - Provide backup of both systems
    - Reduce support complexity
- Executive Summary Findings & Impact
  - Current System – Integraph
    - Highly complex – no central management
    - Computer and radio systems issues
  - Goal – funding impacts to be the same or less
    - Functional needs, systems support, governance
    - Each piece is governed separately (with one entity there would be approximately \$150,000 total savings annually) for combined entities.

Ms. Johnson said the City of Richland and City of Kennewick were in agreement and they were asking the County to acknowledge what they were trying to accomplish. She said the point was to decrease the cost and/or stay the same but to add more efficiency.

Anticipated recommendations for a new governance model and associated costs would be coming in about a month. The current BCES building was also discussed and stated it was big enough to handle consolidation, including BI-PIN and records consolidation.

The Board agreed it was interested and also asked about Franklin County's interest. Ms. Johnson said they would be presenting to Franklin County and in fact Franklin County had paid for the consultant with a grant it received.

The meeting adjourned at approximately 10:10 a.m.

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Clerk of the Board

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Chairman

**Draft**

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
August 1, 2011, 8:30 a.m.  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

**Present:** Chairman Leo Bowman  
Commissioner James Beaver  
Commissioner Shon Small  
County Administrator David Sparks  
Clerk of the Board Cami McKenzie

**Benton County Employees Present During All or a Portion of the Meeting:** Deputy Administrator Loretta Smith Kelty; Adam Fyall, Sustainable Development Manager; Finance Manager Keith Mercer; Personnel Manager Melina Wenner; Human Services Manager Ed Thornbrugh; Public Works Manager Steve Becken; Planning Manager Mike Shuttleworth; County Engineer Malcolm Bowie; Clerk Josie Delvin; District Court Administrator Jacki Lahtinen; Erhiza Rivera and Nick Kooiker, Treasurer's Office; Bryan Perry, Safety Coordinator; DPA Ryan Brown; Marianne Ophardt, Benton County WSU Extension; Auditor Brenda Chilton; DPA Reid Hay; Central Services Manager Randy Reid; Susan Walker and Valerie Smith, Planning.

**Workshop Agenda**

Commissioner Small reported on his attendance at the Port of Benton presentation and that he was still reviewing the Walter Clore issue. Additionally, he discussed a request to have a fence replaced at the Fairgrounds in the 4-H area (separating the camping area and 4-H arena and/boneyard). Commissioner Beaver said the County was aware of the issue and it was currently under consideration and being reviewed by the Facilities Maintenance Supervisor.

Commissioner Beaver also reported on his attendance at the following meetings: Transit, HAIEF, Workforce Development Council, Health Board, Fairgrounds stakeholders meeting, Visitor & Convention Bureau, and TRIDEC.

Chairman Bowman said he wanted to give David Sparks authority to meet with Ryan Brown to review the Port of Benton and W. Richland requests to see if they could provide appropriate language to give them county money.

Additionally, he said the WSAC Legislative Steering Committee was starting to prepare for the next legislative session and with the Board's concurrence, he would sign up for next year. Commissioner Small said his only concern would be the travel money. Commissioner Beaver said the Board needed to know how much money was required if the Board made another

commitment. Chairman Bowman said he didn't have that answer, however, if the County did not have representation then it should not complain about what happened. Commissioner Small said the Board should lead by example and if Chairman Bowman thought it best, he was agreeable if the money was available. Commissioner Beaver commented that the financial issue should not be a surprise to anyone and the County could stay involved, but maybe at a lesser level. Chairman Bowman said just because he was on the committee didn't mean he had to go; he said he would take a look at the issue and get back to the Board.

#### Health District Letter – Health Officer

Chairman Bowman discussed the letter received from the Health District requesting Dr. Jecha stay on full time and at full pay until December. He said this was not acceptable to him since they now had an executive position in place. He recommended the numbers be presented and Commissioner Beaver set up a board meeting to discuss the issue.

The Board agreed.

The Board briefly recessed, reconvening at 9:00 a.m. for the regular session.

#### Approval of Minutes

The Minutes of July 25, 2011 were approved.

#### Consent Agenda

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

##### Auditor

- a. Line Item Transfer, Fund No. 0000-101, Dept. 102

##### Board of Equalization

- b. Notice of Approval to Hear Property Tax Appeals

##### Commissioners

- c. Approval of Commissioner Bylaws and Rules of Procedure

##### Facilities

- d. Contract Amendment w/Industrial Equipment Solutions, Inc.

##### Fairgrounds

- e. Lease Agreement w/Columbia Basin Pigeon Club

##### Human Services

- f. Grant Agreement w/Columbia Basin Veterans Coalition's Transitional Facility
- g. Award of 2060 Affordable Housing Funds
- h. Appointment to the Substance Abuse Administrative Board

##### Juvenile

- i. Memorandum of Agreement w/AFL-CIO Local 3892 Modifying Meal & Rest Periods
- j. Agreement w/The Confederated Tribes of the Umatilla Indian Reservation

##### Personnel

- k. Employee of the Month Appointment

### **Public Works**

- l. Authorization for Drywell Installation on Pico Drive
- m. Approval of Southgate Water Company Franchise
- n. Approval of Olsen Brothers Ranches LLC Franchise

### **Sheriff**

- o. Agreement w/City of Kennewick for the Provisions of Work Crews
- p. Personal Services Contract w/Mathews Auto Body for Auto Repair Work

The Board agreed to have Mr. Sparks work with Mr. Brown on disbursing money from rural county funds for West Richland and Port of Benton, divided two ways.

The Board briefly recessed, reconvening at 9:05 a.m.

### **Franklin County WSU Extension Update**

Marianne Ophardt and Lori Shirfey, Franklin County Director updated the Board on Franklin County WSU Extension as follows:

- Agronomy position filled – now for first time fully staffed in Franklin County
- Pathway to Literacy grant – now closing out
- Community Development and Economic Development – attended some conferences on asset building coalition; because Benton/Franklin did not have a current coalition, it was eliminated from the grant
- Regional meeting think-tank/partnerships; she passed the info along if the Board was interested (there was currently not a southeast district)

The Board briefly recessed, reconvening at 9:20 a.m.

### **Public Hearing – Whitstran Heights Water Association**

Malcolm Bowie reviewed the application by Whitstran Heights Water Association, recommending approval based upon the six conditions.

As there was no one present to testify, public testimony was closed.

**MOTION**: Commissioner Beaver moved to approve the franchise agreement subject to the six conditions as requested by the Public Works Department. Commissioner Small seconded and upon vote, the motion carried.

The Board briefly recessed, reconvening at 9:25 a.m.

### **Prosser Economic Development Association**

Deb Heintz gave the quarterly update and briefly discussed the following:

- Membership campaign continued

- Cascade Natural Gas
- Strategic Planning Session – hired a consultant to create a 5-15 year goals/objectives work plan
- Organization Committee – change board meetings
- Business & Retention Committee – met 2<sup>nd</sup> time w/ConAgra – they will not be reopening anytime in the near future; looking at some new lease options for the property
- Project Committee – long-term strategy for Exit 80 and I-82
- The Clore Center – hired a part-time event coordinator for new event pavilion
  - Business trip to New York wine/culinary centers for research;
  - Largest donor now wanted to now spread out donation over 5-year period so they were scrambling to get matching dollars.

The Board briefly recessed, reconvening at 9:40 a.m. for an executive session.

### **Executive Session – Potential Litigation**

The Board went into executive session at 9:41 a.m. with DPA Reid Hay for approximately 10 minutes to discuss potential litigation. Also present were David Sparks, Cami McKenzie, Ryan Brown, Melina Wenner, Bryan Perry, and Malcolm Bowie. The Board came out at 9:51 a.m. Mr. Reid said the Board discussed potential litigation but took no action.

### **Executive Session – Performance of Public Employee**

The Board went into executive session at 9:54 a.m. for approximately 15 minutes to discuss the performance of a public employee. The Board came out at 10:10 a.m. and went back in executive session for another 15 minutes. The Board came out at 10:26 a.m. Chairman Bowman said there were no decisions were made.

### **Claim for Damages**

CC 2011-21:	Received on August 1, 2011 from Ric and Adria Berven
CC 2008-22A:	Received on July 27, 2011 from Jesus Cobian Benitez
	Received on July 27, 2011 from Norma Dominguez Robles

### **Vouchers**

Check Date: 07/29/2011  
 Warrant #: 38787-39024  
 Taxes #: 01010711  
 Total all funds: \$1,865,400.59

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

**Resolutions**

- 11-497: Line Item Transfer, Fund No. 0000-101, Dept. 102
- 11-498: Notice of Approval to Hear Property Tax Appeals
- 11-499: Approval of Commissioner Bylaws and Rules of Procedure
- 11-500: Contract Amendment w/Industrial Equipment Solutions, Inc.
- 11-501: Lease Agreement w/Columbia Basin Pigeon Club
- 11-502: Grant Agreement w/Columbia Basin Veterans Coalition’s Transitional Facility
- 11-503: Award of 2060 Affordable Housing Funds
- 11-504: Appointment to the Substance Abuse Administrative Board
- 11-505: Memorandum of Agreement w/AFL-CIO Local 3892 Modifying Meal & Rest Periods
- 11-506: Agreement w/The Confederated Tribes of the Umatilla Indian Reservation
- 11-507: Authorization for Drywell Installation on Pico Drive
- 11-508: Approval of Southgate Water Company Franchise
- 11-509: Approval of Olsen Brothers Ranches LLC Franchise
- 11-510: Agreement w/City of Kennewick for the Provisions of Work Crews
- 11-511: Personal Services Contract w/Mathews Auto Body for Auto Repair Work

There being no further business before the Board, the meeting adjourned at approximately 10:26 a.m.

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Clerk of the Board

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Chairman

# RESOLUTION

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:**

**IN THE MATTER OF PROCLAIMING SEPTEMBER 26, 2011, AS *FAMILY DAY - A DAY TO EAT DINNER WITH YOUR CHILDREN***

**WHEREAS**, the use of illegal and prescription drugs and the abuse of alcohol and nicotine constitute the greatest threats to the well-being of America’s children; and

**WHEREAS**, 16 years of surveys conducted by the National Center on Addiction and Substance Abuse (CASA) at Columbia University have consistently found that the more often children and teenagers eat dinner with their families the less likely they are to smoke, drink, and use illegal drugs; and

**WHEREAS**, the correlation between frequent family dinners and reduced risk for teen substance abuse is well documented; and

**WHEREAS**, parents who are engaged in their children’s lives, through activities such as frequent family dinners, are less likely to have children who abuse substances; and

**WHEREAS**, family dinners have long constituted a substantial pillar of family life in America; **NOW, THEREFORE**

**BE IT RESOLVED** the Board of Benton County Commissioners hereby proclaims September 26, 2011, as *Family Day - A Day to Eat Dinner with Your Children* and urge all citizens to recognize and participate in its observance.

Dated this . . . . . day of . . . . ., 20 . . . .

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Chairman Pro-Tem

\_\_\_\_\_  
Member

Attest: . . . . .  
Clerk of the Board

Constituting the Board of County  
Commissioners of Benton County,  
Washington

<b>AGENDA ITEM:</b> Consent	<b>TYPE OF ACTION NEEDED</b>	
<b>MEETING DATE:</b> B/C 08-08-11 F/C 08-15-11	Executive Contract <u>xx</u>	CONSENT AGENDA <u>xx</u>
<b>SUBJECT:</b> Contract for State Funds for the CASA volunteers caseload standards for dependency matters IAA12055	Pass Resolution <u>xx</u>	PUBLIC HEARING
<b>Prepared By:</b> Sharon Paradis	Pass Ordinance	1ST DISCUSSION
<b>Reviewed By:</b> Sharon Paradis	Pass Motion	2ND DISCUSSION
	Other	OTHER

**BACKGROUND**

The State of Washington, Administrative Office of the Courts (AOC) has contracted with the Benton-Franklin Counties Juvenile Justice Center for many years to provide Court Appointed Special Advocate (CASA) representation to dependent youth of Benton and Franklin Counties.

**SUMMARY**

The purpose of Interagency Agreement NO. IAA12055 is to increase the number of children served by court-appointed special advocates in dependency matters or reduce the average caseload of volunteers to the recommended CASA standards for the biennium period of July 1, 2011 through June 30, 2012.

**RECOMMENDATION:**

I recommend that the Boards of County Commissioners approve the Resolution Authorizing their Chair to sign the Interagency Agreement for the period commencing July 1, 2011 and completed on June 30, 2012.

**FISCAL IMPACT:**

This is a Grant whereby we are reimbursed for services rendered.

**MOTION:**

I move that the Chairman of the Board of Benton County Commissioners and the Chairman of the Board of Franklin County Commissioners be and they hereby are authorized to sign, on behalf of their respective county, the Interagency Agreement IAA12055 between the State of Washington, Administrative Office of the Courts (AOC) and the Benton-Franklin Counties Juvenile Justice Center.

**JOINT RESOLUTION**

**BENTON COUNTY RESOLUTION NO. \_\_\_\_\_**

**FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN COUNTIES, WASHINGTON;**

**IN THE MATTER OF THE REQUEST FOR SIGNATURE FROM THE CHAIRMAN OF THE BOARDS OF BENTON AND FRANKLIN COUNTY COMMISSIONERS ON THE INTERAGENCY AGREEMENT BETWEEN THE JUVENILE JUSTICE CENTER AND THE STATE OF WASHINGTON, ADMINISTRATIVE OFFICE OF THE COURT, and**

**WHEREAS, Sharon A. Paradis, Administrator of the Juvenile Court, believes it is in the best interest of the Juvenile Justice Center that the Interagency Agreement Number IAA12055 between the State of Washington, Administrative Office of the Court, and Benton-Franklin Counties Juvenile Justice Center be approved as presented for a term commencing July 1, 2011 and terminating on June 30, 2012, NOW, THEREFORE**

**BE IT RESOLVED, that the Chairman of the Board of Benton County Commissioners and the Chairman of the Board of Franklin County Commissioners be and they hereby are authorized to sign, on behalf of their respective county, the Personal Services Contract.**

**DATED this \_\_\_\_ day of August 2011.**

**DATED this \_\_\_\_ day of August 2012.**

**BENTON COUNTY BOARD OF COMMISSIONERS**

**FRANKLIN COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Chairman Pro Tem

\_\_\_\_\_  
Member  
Constituting the Board of  
County Commissioners,  
Benton County, Washington

\_\_\_\_\_  
Member  
Constituting the Board of  
County Commissioners,  
Franklin County, Washington

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Clerk of the Board

**INTERAGENCY AGREEMENT IAA12055**  
**between**  
**THE STATE OF WASHINGTON**  
**ADMINISTRATIVE OFFICE OF THE COURTS**  
**and**  
**BENTON/FRANKLIN JUVENILE COURT**

**THIS AGREEMENT** is made and entered into by and between the State of Washington Administrative Office of the Courts, hereinafter referred to as "AOC," and Benton/Franklin Juvenile Court, hereinafter referred to as the "COURT."

**IT IS THE PURPOSE OF THIS AGREEMENT** for the COURT to increase the number of children served by court-appointed special advocates (CASA's) in dependency matters or to reduce the average caseload of volunteers to recommended CASA standards.

Funds received by the COURT under this agreement may only be used to supplement, not supplant, any other local, state or federal funds received by the COURT.

**STATEMENT OF WORK**

The COURT shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of managing a CASA program to serve juvenile dependency cases. The COURT will ensure that the CASA program and CASA volunteers comply with the statutory requirements contained in RCW 13.34.100 and 102. The COURT will submit reports to AOC detailing information about the number of children served and the number of volunteers. The format of the report will be that provided in Exhibit A. Reports are due as follows:

<b>Period</b>	<b>Report Due</b>
07/01/11 - 12/31/11	01/10/12
01/01/12 - 06/30/12	07/10/12

**PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on July 1, 2011, and be completed on June 30, 2012, unless terminated sooner as provided herein.

**PAYMENT**

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed \$108,954 (one hundred eight thousand, nine hundred fifty-four dollars). Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount in writing, except as governed by the REVENUE SHARING section of this agreement.

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	
Meeting Date: <u>08/08/2011</u>	Execute Contract _____	Consent Agenda <u>  x  </u>
Subject: <u>County Claim</u>	Pass Resolution <u>  x  </u>	Public Hearing _____
Prepared by: <u>B.Perry</u>	Pass Ordinance _____	1st Discussion _____
Reviewed by: <u>M.Wenner</u>	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

**BACKGROUND INFORMATION**

Denial of Claim CC2011-18

**SUMMARY**

See above.

**RECOMMENDATION**

Pass Resolution

**FISCAL IMPACT**

N/A

**MOTION**

N/A

**RESOLUTION**

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:**

**IN THE MATTER OF COUNTY CLAIM CC2011-18**

**WHEREAS**, The Benton County Risk Manager and Civil Deputy Prosecuting Attorney have reviewed CC2011-18; and

**WHEREAS**, The Board of Benton County Commissioners has reviewed the recommendation of the Risk Manager and Civil Deputy Prosecuting Attorney and finds said recommendation to be justified by the facts present; **NOW, THEREFORE**,

**BE IT RESOLVED** that the Benton County Board of Commissioners further approves the denial of CC2011-18.

Dated this.....day of....., 20.....

\_\_\_\_\_  
**Chairman of the Board**

\_\_\_\_\_  
**Chairman Pro-Tem**

\_\_\_\_\_  
**Member**

Attest:.....  
**Clerk of the Board**

ORIGINAL

RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY ROADS RE: AWARDING BID FOR C.E. 1949 SMP - PAVEMENT MARKING-2011

WHEREAS, bids for C.E. 1949 SMP - PAVEMENT MARKING-2011 were received and opened on July 25, 2011; and

WHEREAS, bids are as set forth on the attached tabulation; and

WHEREAS, the low bid was submitted by Apply-A-Line, Inc., Pacific, Washington; and

WHEREAS, the County Engineer recommends award of the bid to Apply-A-Line, Inc.; NOW, THEREFORE,

BE IT RESOLVED that the contract for C.E. 1949 SMP – PAVEMENT MARKING-2011 be awarded to Apply-A-Line, Inc., Pacific, Washington in the amount of \$214,120.00.

Dated this 9th day of August, 2011.

\_\_\_\_\_  
Chairman.

\_\_\_\_\_  
Chairman Pro-Tem.

\_\_\_\_\_  
Member.  
Constituting the Board of County  
Commissioners of Benton County, Washington.

Attest: \_\_\_\_\_  
Clerk of the Board

SWB:MJB:LJM:slc

PROJECT: CE 1949 SMP - PAVEMENT MARKING 2011				APPLY-A-LINE, INC.		SPECIALIZED PAVEMENT MARKING, INC.		STRIPE RITE, INC.	
LOCATION: BENTON COUNTY				175 Roy Road SW Bldg C		11095 S W Industrial Way,		1813 137th Avenue East	
LET BY: BOARD OF COUNTY COMMISSIONERS				Pacific, WA 98047		Suite A		Sumner, WA 98390	
DATE: July 25, 2011; 2:00 p.m., Local Time						Tualatin, OR 97062			
ITEM NO	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT
1	CENTERLINE SKIP YELLOW	292	Linear Miles	135.00	39,420.00	122.00	35,624.00	143.00	41,756.00
2	PAVEMENT EDGELINE SOLID WHITE	386	Linear Miles	260.00	100,360.00	290.00	111,940.00	293.00	113,098.00
3	NO PASS SOLID YELLOW	284	Linear Miles	260.00	73,840.00	255.00	72,420.00	283.00	80,372.00
4	S P C C PLAN	Lump Sum	L.S.	Lump Sum	500.00	Lump Sum	300.00	Lump Sum	400.00
<b>TOTAL BID</b>					<b>214,120.00</b>		<b>220,284.00</b>		<b>235,626.00</b>

PROJECT: CE 1949 SMP - PAVEMENT MARKING 2011				ROAD RUNNER STRIPING CO.		ENGINEER'S ESTIMATE			
LOCATION: BENTON COUNTY				10611 Canyon Road East					
LET BY: BOARD OF COUNTY COMMISSIONERS				Suite 122					
DATE: July 25, 2011; 2:00 p.m., Local Time				Puyallup, WA 98373					
ITEM NO	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT	UNIT PRICE	BID AMOUNT
1	CENTERLINE SKIP YELLOW	292	Linear Miles	300.00	87,600.00	180.00	52,560.00		
2	PAVEMENT EDGELINE SOLID WHITE	386	Linear Miles	450.00	173,700.00	315.00	121,590.00		
3	NO PASS SOLID YELLOW	284	Linear Miles	550.00	156,200.00	310.00	88,040.00		
4	S P C C PLAN	Lump Sum	L.S.	Lump Sum	5,000.00	Lump Sum	500.00		
<b>TOTAL BID</b>					<b>422,500.00</b>		<b>262,690.00</b>		

RESOLUTION NO. \_\_\_\_\_

County Engineer Project No. 1778 CRP

Arterial  Access

Item No. 7 in Six Year Road Program 2011-2016

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY, WASHINGTON  
IN THE MATTER OF COUNTY ROADS, RE: CLODFELTER ROAD

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, that the County Engineer is hereby authorized to proceed with the construction of CE 1778 CRP - Clodfelter Road from Bentley Road to C Williams Road and CE 1838 CRP - Locust Grove Road from Clodfelter Road To Edwards Road according to the terms of the contract awarded June 27, 2011 to TAPANI UNDERGROUND, INC., Battle Ground, Washington.

Length of Project: 2.80 ± miles; Width of Roadbed: 40 ft.; Surface: 32 ft.; Pavement: 24 ft.

Type and depth of surfacing: HMA Class 1/2 inch PG 70-28

Bridge \_\_\_\_\_ Irrigation Crossing: Length \_\_\_\_\_ ft.; Width \_\_\_\_\_ ft.

Estimated date of beginning: August 15, 2011; Estimated date of completion: July 31, 2012

BE IT FURTHER RESOLVED, That for the foregoing proper county road purpose there is hereby appropriated sums in the following detail:

	County Road Fund	RAP Funds	CRIMP Funds	Total
Prelim. Engr'g	4,700.00	42,300.00		47,000.00
Right-of-Way	15,400.00	138,900.00		154,300.00
Mat. from Stkple				0.00
Day Labor	1,500.00			1,500.00
Contract	774,582.00	995,950.00	320,000.00	2,090,532.00
Const. Engr.	195,100.00			195,100.00
Contingencies	96,568.00			96,568.00
Total	1,087,850.00	1,177,150.00	320,000.00	2,585,000.00

The county road purpose herein described is HEREBY DECLARED to be a public necessity and the County Road Engineer is HEREBY ORDERED AND AUTHORIZED to report and proceed thereon as by law provided.

BE IT FURTHER RESOLVED, That this purpose be performed in accordance with the Standard Road and Bridge Specifications of the State of Washington as adopted by this Board.

ADOPTED this 9th day of August, 2011.

\_\_\_\_\_  
Chairman

(SEAL)

\_\_\_\_\_  
Chairman Pro-Tem

Attest:

\_\_\_\_\_  
Member  
Constituting the Board of County Commissioners  
of Benton County, Washington.

\_\_\_\_\_  
Clerk of the Board

SWB:MJB:LJM:slc

RESOLUTION NO. \_\_\_\_\_

County Engineer Project No. 1838 CRP  
 Arterial  Access

Item No. 8 in Six Year Road Program 2011-2016

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY, WASHINGTON  
 IN THE MATTER OF COUNTY ROADS, RE: LOCUST GROVE ROAD

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, that the County Engineer is hereby authorized to proceed with the construction of CE 1778 CRP - Clodfelter Road from Bentley Road to C Williams Road and CE 1838 CRP - Locust Grove Road from Clodfelter Road to Edwards Road according to the terms of the contract awarded June 27, 2011 to TAPANI UNDERGROUND, INC., Battle Ground, Washington.

Length of Project: 1.50 ± miles; Width of Roadbed: 40 ft.; Surface: 32 ft.; Pavement: 24 ft.  
 Type and depth of surfacing: HMA Class 1/2 inch PG 70-28.  
 Bridge  Irrigation Crossing: Length      ft.; Width      ft.  
 Estimated date of beginning: August 15, 2011; Estimated date of completion: July 31, 2012

BE IT FURTHER RESOLVED, That for the foregoing proper county road purpose there is hereby appropriated sums in the following detail:

	County Road Fund	RAP Funds	CRIMP Funds	Total
Prelim. Engr'g	9,350.00	84,150.00		93,500.00
Right-of-Way	17,000.00	147,000.00		164,000.00
Mat. from Stkple				0.00
Day Labor	1,000.00			1,000.00
Contract	439,000.00	740,000.00	215,000.00	1,394,000.00
Const. Engr.	153,400.00			153,400.00
Contingencies	76,100.00			76,100.00
Total	695,850.00	971,150.00	215,000.00	1,882,000.00

The county road purpose herein described is HEREBY DECLARED to be a public necessity and the County Road Engineer is HEREBY ORDERED AND AUTHORIZED to report and proceed thereon as by law provided.

BE IT FURTHER RESOLVED, That this purpose be performed in accordance with the Standard Road and Bridge Specifications of the State of Washington as adopted by this Board.

ADOPTED this 9th day of August, 2011.

(SEAL)

Attest:

\_\_\_\_\_  
 Clerk of the Board

\_\_\_\_\_  
 Chairman

\_\_\_\_\_  
 Chairman Pro-Tem

\_\_\_\_\_  
 Member  
 Constituting the Board of County Commissioners  
 of Benton County, Washington.

SWB:MJB:LJM:slc

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>			
Meeting Date:	<del>08/11</del> 8/9/11	Execute Contract	_____	Consent Agenda	<u>  X  </u>
Subject:	Department of Ecology Grant	Pass Resolution	X_____	Public Hearing	_____
Prepared by:	D Pettey	Pass Ordinance	_____	1st Discussion	_____
Reviewed by:	Keith Mercer / Ryan Lukson	Pass Motion	_____	2nd Discussion	_____
		Other	_____	Other	_____

## BACKGROUND INFORMATION

In the past, the Benton County Sheriffs Office has received grant funding from the Department of Ecology to offset costs related to their Work Crew programs through the Community Litter Cleanup Program (see resolutions 09-365 and 07-301). However, the funding that was allocated for the July 1, 2009 to June 30, 2011 timeframe (\$90,492) was eliminated on June 30, 2010 due to budgetary constraints imposed on the Department of Ecology. Subsequently, work crew 3 was eliminated during the 2011-2012 budget process.

## SUMMARY

The Benton County Sheriff's Office completed a grant application for the 2011-2013 Community Litter Cleanup Program from the Department of Ecology via resolution 11-180. The amount applied for was \$76,047.

In a letter dated July 14, 2011, the Benton County Sheriff's Office was notified that they were awarded the grant in the amount of \$76,047 for the 2011-2012 Community Litter Cleanup Program. The money would be used to offset costs related to an existing work crew.

## RECOMMENDATION

The Benton County Sheriff's Office wishes to utilize the Washington State Department of Ecology Community Litter Program for the period of July 1, 2011 to June 30, 2013.

The back-dating of this resolution is due to the fact that the Department of Ecology notified the Sheriff's Office of this award after the start date of July 1, 2011.

## FISCAL IMPACT

The grant will provide up to \$76,047 of funding from the Department of Ecology to help offset Work Crew costs to the Benton County Sheriff's Office.

## MOTION

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF THE AWARD OF A GRANT BY THE WASHINGTON STATE DEPARTMENT OF ECOLOGY TO BENTON COUNTY FOR THE PURPOSE OF SHARING THE COSTS OF OPERATION OF THE BENTON COUNTY SHERIFF'S OFFICE, SHERIFF CUSTODY DEPARTMENT 120, WORK CREW PROGRAM

WHEREAS, the Benton County Sheriff's Office completed a grant application for the 2011/2013 Community Litter Cleanup Program from the Department of Ecology with a funding amount of \$76,047 to be used towards the cost of operating an existing Work Crew; and

WHEREAS, in a letter dated July 14, 2011, the Benton County Sheriff's Office was notified that they were awarded the cost sharing grant in the amount not to exceed \$76,047 to assist in the cost of operating an existing Work Crew; and

WHEREAS, The Benton County Sheriff's Office wishes to utilize the funding provided by the Washington State Department of Ecology Community Litter Program for the period of July 1, 2011 to June 30, 2013; **NOW, THEREFORE,**

**BE IT RESOLVED** by the Board of Benton County Commissioners, Benton County, Washington, the Board hereby authorizes the Chairman to sign the attached Community Litter Cleanup Program Contract No. C1200051; and

**BE IT FURTHER RESOLVED** that the term of the attached contract commences July 1, 2011 and expires on June 30, 2013.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of Commissioners  
of Benton County, Washington.

Attest.....  
Clerk of the Board

INTERAGENCY AGREEMENT  
BETWEEN  
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY  
AND  
BENTON COUNTY SHERIFF'S OFFICE

This is a binding agreement entered into by and between the State of Washington Department of Ecology, hereinafter referred to as ECOLOGY, and BENTON COUNTY SHERIFF'S OFFICE, hereinafter referred to as the PROVIDER. The purpose of this agreement is to provide funding for the PROVIDER's Community Litter Cleanup Program.

PROVIDER ADDRESS	Benton County Sheriff's Office 7122 West Okanogan Place Kennewick, WA 99336
PROVIDER PROJECT COORDINATOR	Captain Al Thompson
TELEPHONE	(509)735-6555 x 3290
FAX	(509)783-5852
E-MAIL	Al.Thompson@co.benton.wa.us
ECOLOGY PROJECT OFFICER	Rod Hankinson
TELEPHONE	(509) 454-7209
FAX	(509) 575-2809
E-MAIL	rhan461@ecy.wa.gov
FUNDING SOURCE	Waste Reduction, Recycling, & Model Litter Control Fund
ESTIMATED COMMUNITY INVESTMENT	\$ 163,206
STATE SHARE	\$ 76,047
FEDERAL TAX IDENTIFICATION NO.	91-6001296

The period of performance of this Agreement begins on **July 1, 2011**. Any work performed prior to the effective date of this agreement without prior written authorization and specified in the Scope of Work will be at the sole expense and risk of the PROVIDER. The work will be completed on **June 30, 2013**, unless terminated sooner as provided for herein.

PURPOSE STATEMENT: To remove litter and illegally dumped material from roadways and other public lands.

It is agreed that the PROVIDER shall furnish the necessary personnel, equipment, material and/or services, and/or otherwise do all things necessary for or incidental to the performance of the scope of work set forth below.

### SCOPE OF WORK

#### PROVIDER Responsibilities:

**1. TASK:** Litter and Illegal Dump Cleanup

Maximum Eligible Cost: \$ 76,047

Schedule: July 1, 2011-June 30, 2013

Goal Statement:

The PROVIDER'S goal is to clean up litter on county roads, state highways, and illegal dumps throughout Benton County. Benton County has many recreational activities available year round to citizens and tourists. In the summer, many people come to the area to enjoy the weather and the recreation that is offered. In the fall and winter, many sportsmen and women come to the area for the upland birds and waterfowl. The PROVIDER's goal is to offer a clean and safe environment for visitors/tourists and citizens to use by cleaning up litter along the roadways and in the public places. The PROVIDER hopes to clean up at least 140 illegal dumps and to keep these areas clean to discourage future dumping.

Project Description:

The PROVIDER will arrange to have a work crew from Benton County Sheriff's Office Bureau of Corrections dedicated to this project part-time. The crew will consist of one officer and eight to ten inmates per day. The crew will go out three days per week working 10-hour shifts. An additional work crew will be available for certain projects and to cover any time the primary work crew is unavailable.

The PROVIDER will be responsible for litter pickup and cleanup of illegal dump sites and will also be responsible for bagging and disposing the trash. The PROVIDER crew will recycle items whenever possible to help reduce the impact to local landfills.

The PROVIDER crew will work on public lands and facilities in Benton County and state and County roadways. All litter clean up will be coordinated with ECOLOGY's Youth Corps and State Department of Corrections crews working along the Interstate highway systems to insure efforts are not duplicated.

The officer in charge of the work crew will insure that all safety requirements are met and will supervise the inmates on the crew at all times. All required safety equipment needed by the inmates on the program will be provided.

Inmates assigned to the work crew program will go through an orientation with the officer supervising the crew that will cover all the rules and regulations of the program and safety information. No one under the age of eighteen will be permitted on the work crew program.

Eligible Costs:

The PROVIDER shall use awarded funds to pay a portion of the salary and benefits for one supervisor.

<p><b>AGENDA ITEM</b>  <b>WORKSHOP DATE:</b> August 9, 2011  <b>SUBJECT:</b> Proposed 2011                  Comprehensive Plan Amendments  <b>MEMO DATE:</b> August 2, 2011  <b>Prepared By:</b> Susan M. Walker  <b>Reviewed By:</b> Michael Shuttleworth</p>	<p><b>TYPE OF ACTION</b>  <b>NEEDED</b>                  Execute Contract                  Pass Resolutions                  Pass Ordinance                  Pass Motion                  Other</p>	<p><b>Consent Agenda</b>  <b>Public Hearing</b>  <b>1st Discussion</b>  <b>2nd Discussion</b>                  Other</p>
	<b>X</b>	

**BACKGROUND INFORMATION**

Washington State planning law requires continuing review and evaluation of comprehensive plans pursuant to RCW 36.70A.130(1), allowing revisions and amendments to be considered by the county no more frequently than once every year (RCW 36.70A.130(2)(a)). The Benton County Planning Department reviewed three in-house staff proposals for the 2011 Comprehensive Plan Amendment Cycle. These 2011 Comprehensive Plan Amendment (CPA) proposals have been evaluated for Comprehensive Plan compliance pursuant to the Comprehensive Plan Amendment Evaluation Criteria provided in BCC 16.14.080.

The Planning Commission held a hearing regarding the proposals on July 12<sup>th</sup>, 2011, to take public comments and formulate its recommendation to the Board of County Commissioners (BOCC). The BOCC will hold a workshop to review the proposals and the Planning Commission’s findings regarding these amendments on August 9<sup>th</sup>, 2011. A hearing has been scheduled for August 16, 2011, at 9:05 am in the Commissioners Hearing room in Prosser to take final action on the 2011 Comprehensive Plan Amendment proposals.

**SUMMARY**

**CPA 11-01**

A proposal submitted through the Planning Manager at the request of the property owners of Barker Ranch LTD, to change the land use designation on their property from Rural Lands Five Acre (RL-5) to Open Space Conservation (OSC), as shown in staff memo **PCM 1**. The designation is requested to promote the conservation and protection of the natural characteristics and activities that occur on the site. The Barker Ranch consists of approximately 2,044 acres and is recognized as having significant wildlife habitat, with abundant natural wetlands used as game feeding, nesting, rearing, resting and recreational activity. The area proposed is made up of two parcels with boundaries that straddle Snively and Twin Bridges Roads and shown in Exhibit PCM 1.1, the Land Use Map; and PCM 1.2, Aerial Site Map. These parcels are located in an area West of the City of Richland, bordering the Yakima River and northerly to the Horn Rapids Ditch.

**CPA 11-02**

A proposal submitted by the Benton County Public Works Department to add two proposed road projects: 1) an extension of Locust Grove Road between Clodfelter and Edwards Roads, and 2) an extension of Coffin Road between Nine Canyon and Meals roads as

shown in staff memo **PCM 2**, and map exhibits PCM 2.1 & PCM 2.2. These proposed road projects were adopted in the County's 2011-2016 Six Year Road Program and are being included in the Plan as required to meet eligibility for state and federal funding opportunities i.e., REET, PWTF, etc.

**CPA 11-04**

The amendments found in staff memo **PCM 3**, items 1-8, are "Housekeeping" items proposed by staff and considered maintenance of the Plan deemed necessary to update and improve the accuracy of the information contained in various chapters of the Plan and its maps. The updates often reflect changes in current conditions and other revisions necessary in response to recently adopted legislation.

**RECOMMENDATION**

After reviewing Planning Staff recommendations and receiving public testimony the Planning Commission voted to recommend to the Board of Commissioners approval of the 2011 Comprehensive Plan Amendments 11-01, 11-02, and 11-04. A public hearing with the Board of County Commissioners is scheduled for August 16, 2011 to consider adoption of these amendments.

**MOTION**

No motion necessary.

**FISCAL IMPACT**

None.

RECOMMENDATION OF THE  
BENTON COUNTY PLANNING COMMISSION

RE: File No. **CPA 11-01**  
Comprehensive Plan Amendment  
To change the land use designation on  
approximately 2,044 acres known as  
Barker Ranch from Rural Lands Five Acre  
to Open Space Conservation.

RECOMMENDATION,  
FINDINGS OF FACT  
AND CONCLUSIONS

**RECOMMENDATION**

In the matter of County Planning, a Comprehensive Plan Amendment: **CPA 11-01**, Exhibit PCM 1, a proposal by the Planning Manager at the request of the property owners of Barker Ranch LTD, the Planning Commission is hereby recommending **APPROVAL**. This action is based upon the following findings.

**RESOLUTION**

WHEREAS, the Legal notification pursuant to RCW 36.70A.130 was given on June 30, 2011; and,

WHEREAS, the public hearing was held on July 12, 2011 at 7:00 p.m., in the Planning Annex, 1002 Dudley Avenue, Prosser, WA 99350; and,

WHEREAS, the following members were present, Martin Sheeran, Rick Giberson, Mark Reis, Darwin Crosby, Lloyd Coughlin, James Wetzel, and Jim Willard, and,

WHEREAS, the Planning Commission considered all testimony and, after discussion closed the public portion of the hearing; and,

WHEREAS, the Planning Commission considered the evidence submitted and voted seven in favor, to recommend **APPROVAL** of the staff proposals in File No. CPA 11-04, and,

WHEREAS, the Planning Commission is entering it's written findings, conclusions and recommendations concerning this matter, and is forwarding the same to the Board of County Commissioners.

**FINDINGS AND CONCLUSIONS**

1. The Planning Commission members received a staff memo dated July 1, 2011, and finds the facts set forth in the memo are accurate and supporting documents have been considered and addressed, and agrees with the information found in

the staff memo.

2. The Planning Commission finds the area proposed for Open Space Conservation is recognized as a significant wildlife habitat and an Ecologically Sensitive Area of Benton County that contains unique natural resources and performs important biological functions essential for ecosystems, clean water, a healthy river system and valuable wildlife habitats.
3. The Planning Commission finds that over 90% of the proposed Barker Ranch property is in perpetual Conservation Easements with the Federal Government through the Wetlands Reserve Program (WRP), intended to restore, protect, manage, maintain, and enhance functions and values of wetlands and other lands, for the conservation of natural values including fish & wildlife habitat, water quality improvements, flood water retention, ground water recharge, open space, aesthetic values, and environmental education.
4. The Planning Commission finds that on April 25, 2011, the Barker Ranch LTD., was granted a current use taxation classification of "Open Space-Conservation-Wetlands."
5. The Planning Commission finds the Open Space Conservation land use designation more aptly fits with the permanent conservation easement deed restrictions on the property, and accurately reflects the activities and attributes on site.
6. The Planning Commission finds the area proposed for Open Space-Conservation designation is contained within natural boundaries that buffer it from incompatible uses, is rural in nature with activities and uses consistent with the immediately adjacent rural residential land uses.
7. The Planning Commission finds the proposed amendment to designate the Barker Ranch property to Open Space-Conservation will provide necessary protection of the Yakima River corridor and its wetlands, wildlife habitats and ecosystems by providing an open space buffer between these critical resources and urban development.
8. The Planning Commission finds the proposed Open Space-Conservation land use designation consistent with the goals of the Growth Management Act to encourage the retention of open space and the development of recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks", the County-wide Planning Policies, and the overall intent of the visions, goals, policies, maps, and Rural Element of the Benton County Comprehensive Plan.
9. The Planning Commission has determined the requirements of the State Environmental Policy Act (SEPA) (RCW 43.13C) have been met and a Determination of Non Significance was issued on June 10, 2011.

The Planning Commission finds the record indicates that approval of the proposed amendments would be in the public interest as they further update the Plan as necessary to meet state requirements and are consistent with the adopted Comprehensive Plan Amendment Criteria pursuant to Benton County Code 16.14.080.

THEREFORE BE IT RESOLVED THAT THE BENTON COUNTY PLANNING COMMISSION, through its chairman adopts these findings and conclusions with respect to File No. **CPA 11-01**, and hereby recommends to the Board of County Commissioners **APPROVAL** of the Comprehensive Plan amendments as recommended in the staff memo dated July 1, 2011.

 7/25/11  
\_\_\_\_\_  
MARTIN SHEERAN, Chairman                      DATE  
BENTON COUNTY PLANNING COMMISSION

**EXHIBIT LIST FOR CPA 11-01**  
**Benton County Planning Manager at the request of Barker Ranch LTD.**

<b>Planning Commission Exhibit List - July 12, 2011</b>			
<b>PCM 1</b>	PCM 1	Staff Memo	July 1, 2011
	PCM 1.1	Barker Ranch Land Use Map	June 27, 2011
	PCM 1.2	Aerial Map of Barker Ranch	June 27, 2011
	PCM 1.3	Existing Land Use Map 4.5 showing Barker Ranch	October 22, 2007
	PCM 1.4	Resolution 11-281	April 25, 2011
	PCM 1.5	Vision & Goals of the Richland Planning Area Committee	
	PCM 1.6	Critical Resource Lands Goals & Policies	
	PCM 1.7	Letter from Barker Ranch LTD to Michael Shuttleworth	October 23, 2010
	PCM 1.8	Email from Eric Black, Pres. Barker Ranch to Susan Walker	March 31, 2011
	PCM 1.9	Notice of Public Hearing	June 23, 2011
	PCM 1.10	Determination of Non Significance	June 10, 2011
PCM SEPA	Environmental Checklist for 2011 CPA'S	May 12, 2011	
<b>Planning Commission Hearing Exhibit List</b>			
<b>PCH1 Includes:</b>	PCH 1.1	Email from Barker Ranch	July 11, 2011
	PCH 1.2		
<b>Board of County Commissioners Exhibit List</b>			
<b>CCM 1 Includes:</b>	CCM 1.1		
	CCM 1.2		
	CCM 1.3		
	CCM 1.4		
	CCM 1.5		
<b>Board of County Commissioners Hearing Exhibit List</b>			
<b>CCH 1 Includes:</b>	CCH 1.1		
	CCH 1.2		
	CCH 1.3		

**The Exhibit Numbers are found in the  
Top Right Hand Corner of each document.**

**PCM = Planning Commission Memo Exhibits**  
**PCH = Exhibits submitted during Hearing**  
**CCM = County Commissioner Memo Exhibits**  
**CCH = Exhibits submitted during Hearing**

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON  
IN THE MATTER OF OPEN SPACE FOR CURRENT USE ASSESSMENT APPLICATION UNDER RCW 84.34.

WHEREAS, on November 4, 2010, the Barker Ranch Ltd. submitted an application for a reclassification of 1,875.66 acres from Open Space – Agricultural to Open Space - Conservation of Wetland classification for current use assessment under RCW 84.34; and,

WHEREAS, RCW 84.34 requires Benton County to act upon such applications in the same manner as an amendment to the Benton County Comprehensive Plan is processed, as provided in Benton County Code Section 16.14.080; and,

WHEREAS, after legal notification, the Benton County Planning Commission held an open record hearing on this application on April 12, 2011 at 7:00 p.m. in the Hearing Room, Planning Annex, 1002 Dudley Avenue, Prosser, WA 99350; and,

WHEREAS, the Planning Commission considered all testimony, entered written findings and recommended approval of the application and forwarded the same to the Board of County Commissioners; and,

WHEREAS, after legal notification, the Board of County Commissioners held an open record hearing on this application on April 25, 2011 at 10:00 a.m. in the Commissioners Hearing Room, Third Floor, Courthouse, Prosser, WA 99350; and,

WHEREAS, the Board of County Commissioners has considered all testimony and has reviewed the Planning Commission and staff recommendations and hereby adopts the Planning Commission Findings of Fact and Conclusions as their own; and,

WHEREAS, the Board of County Commissioners finds that Barker Ranch Ltd has granted to the United State Government, by and through the Secretary of Agriculture, four Wetland Reserve Program Easements on 1,876.66 acres out of the total of approximately 2,000 areas. Those four easements are: Agreement No. 66-0546-6-15, dated March 21, 1997(Auditor's Fee Number 97-6313); Agreement No. 66-0546-6-35, dated March 21, 1997(Auditor's Fee Number 97-6314); Agreement No. 66-0546-7-05, dated June 15, 1978 (Auditor's Fee Number 1998-018743); and Agreement No. 66-0546-1-06, dated July 16, 2002 (Auditor's Fee Number 2002-028978).

WHEREAS, the tax shift resulting from the approval of the reclassification request for those that portion of the Barker Ranch under the Wetland Reserve Program Easements would be approximately \$9,000.00 for tax year 2012 tax; tax shift in future years is difficult to predict.

WHEREAS, the Board of County Commissioners finds that granting this application will conserve and enhance natural, cultural, and scenic resources; and,

WHEREAS, the Board of County Commissioners finds that that granting this application will promote conservation of wetlands; protect streams, stream corridors, natural shorelines, and aquifers and,

WHEREAS, the Board of County Commissioners finds that that granting this application will enhance the value to the public of neighboring park; wildlife preserves, nature reservations, and other open space, and,

WHEREAS, the Board of County Commissioners finds that that granting this application will enhance recreation opportunities; and,

WHEREAS, the Board of County Commissioners finds that that granting this application will protect soil resources and unique or critical wildlife and native plant habitat; and,

WHEREAS, the Board of County Commissioners finds that that granting this application will promote conservation principles by example or by offering educational opportunities; and,

WHEREAS, the Board of County Commissioners finds the benefits to the environment, the Yakima River corridor, aquifer recharge, fish and wildlife habitat, and the public is best served by open space preservation of the area; and,

WHEREAS, the Board of County Commissioners finds that that granting this application will preserve visual quality along road corridors or scenic vistas; NOW THEREFORE,

BE IT RESOLVED, the Board of County Commissioners approves the reclassification of those portions of Tax Parcels 124072000001000 and 130081000003001, referred to as the Barker Ranch property, that are under Wetland Reserve Program easements with the Federal Government (Recorded under AF Numbers 97-6313, 97-6314, 1998-018743 and 2002-028978), from Open Space - Agricultural to Open Space - Conservation of Wetland for current use assessment under RCW 84.34.

BE IT FURTHER RESOLVED, this approval is conditioned upon the applicant complying with the requirements of the Wetland Reserve Program easements.

BE IT FURTHER RESOLVED, this approval is conditioned upon the applicant entering into the Open Space Taxation Agreement that provides the classification and conditions as approved by the Board of County Commission.

BE IT FURTHER RESOLVED, the Board of County Commissioners directs staff to prepare an Open Space Taxation Agreement that provides the classification and conditions as approved by the Board of County Commission and hereby authorizes the Chairman of the Board of County Commission to sign the agreement.

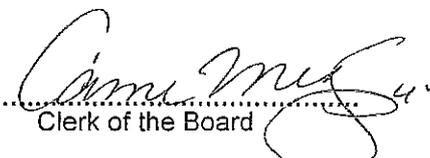
Dated this 35 day of April 2011.

  
Chairman of the Board

  
Member

  
Member

Constituting the Board of County  
Commissioners of Benton County  
Washington.

Attest.....  
  
Clerk of the Board

MES/djh

**EXHIBIT LIST FOR CPA 11-02  
Benton County Public Works**

<b>Planning Commission Application Exhibit List</b>			
<b>PCR</b>	PCR 2.0	Application & Attachments	November 24, 2010
<b>Planning Commission Staff Memo Exhibit List</b>			
<b>PCM 2</b>	PCM 2	Staff Memo	July 1, 2011
	PCM 2.0	Transportation Map 8.0	
	PCM 2.1	Transportation Map 8.1	
	PCM 2.2	Notice of Public Hearing	June 23, 2011
	PCM 2.3	Determination of Non Significance	June 10, 2011
	PCM 2.4	Email from Sue Schuetze	June 15, 2011
	PCM SEPA	Environmental Checklist for 2011 CPA'S	May 12, 2011
<b>Planning Commission Hearing Exhibit List</b>			
<b>PCH 2 Includes:</b>	PCH 2.1		
	PCH 2.2		
<b>Board of County Commissioners Exhibit List</b>			
<b>CCM 2 Includes:</b>	CCM 2.1		
	CCM 2.2		
	CCM 2.3		
	CCM 2.4		
	CCM 2.5		
<b>Board of County Commissioners Hearing Exhibit List</b>			
<b>CCH 2 Includes:</b>	CCH 2.1		
	CCH 2.2		
	CCH 2.3		

**The Exhibit Numbers are found in the  
Top Right Hand Corner of each document.**

**PCR=Planning Record  
PCM = Planning Commission Memo Exhibits  
PCH = Exhibits submitted during Hearing  
CCM = County Commissioner Memo Exhibits  
CCH = Exhibits submitted during Hearing**

**EXHIBIT LIST FOR CPA 11-04  
Staff Housekeeping Edits**

<b>Planning Commission Exhibit List - July 12, 2011</b>			
<b>PCM 3</b>	PCM 3	Staff Memo W/Exhibits 2 through 8	July 1, 2011
	PCM 3.1	Notice of Public Hearing	June 23, 2011
	PCM 3.2	Determination of Non Significance	June 10, 2011
	PCM 3.3	Email from Sue Schuetze	June 15, 2011
	PCM SEPA	Environmental Checklist for 2011 CPA'S	May 12, 2011
<b>Planning Commission Hearing Exhibit List</b>			
<b>PCH 3 Includes:</b>	PCH 3.1		
	PCH 3.2		
<b>Board of County Commissioners Exhibit List</b>			
<b>CCM 3 Includes:</b>	CCM 3.1		
	CCM 3.2		
	CCM 3.3		
	CCM 3.4		
	CCM 3.5		
<b>Board of County Commissioners Hearing Exhibit List</b>			
<b>CCH 3 Includes:</b>	CCH 3.1		
	CCH 3.2		
	CCH 3.3		

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**PCM = Planning Commission Memo Exhibits  
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CCM = County Commissioner Memo Exhibits  
CCH = Exhibits submitted during Hearing**

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>			
<b>Meeting Date:</b>	Execute Contract	<u>  X  </u>	Consent Agenda	<u>  X  </u>
	Pass Resolution	<u>  X  </u>	Public Hearing	_____
<b>Subject:</b>	Pass Ordinance	_____	1st Discussion	_____
Amendment #1063-10778-01	Pass Motion	_____	2nd Discussion	_____
<b>Prepared by:</b>	Other	_____	Other	_____
Maria Loera, Sr. Secretary-DHS				
<b>Reviewed by:</b>				
Ed Thornbrugh, Administrator-DHS				

**BACKGROUND INFORMATION**

Department of Social and Health Services (DSHS), Division of Behavioral Health and Recovery would like to extend the end date and amend Section 3, Statement of Work for the Residential Substance Abuse Treatment (RSAT) Contract #1063-10778 for Benton and Franklin Counties Department of Human Services.

Ryan Lukson has declined to sign to form due to expiration date however, we request signature. See attached memo.

**SUMMARY**

**Award:** remains unchanged.  
**Period:** July 1, 2011 through September 30, 2011.  
**Funding Source:** Division of Behavioral Health and Recovery

**RECOMMENDATION**

- Sign the Resolution to accept the proposed Amendment
- Approve the proposed Amendment by signing all the copies where indicated

**FISCAL IMPACT**

Funding for the services described in this Amendment is provided by the Division of Behavioral Health and Recovery. **There is no impact on the current expense budget.** All revenues and expenditures are from the Fund 0108-101 Human Services Budget.

**MOTION**

To approve signing Amendment #1063-10778-01 with Department of Social and Health Services, Division of Behavioral Health and Recovery, and to authorize the Chair to sign of behalf of the Board.

  
 \_\_\_\_\_  
 Signature

**BENTON COUNTY PROSECUTOR**

7122 W. Okanogan Place, Bldg. A  
Kennewick, WA 99336  
(509) 735-3591 Fax (509) 736-3066

**MEMORANDUM**

TO: Board of Benton County Commissioners  
FROM: Ryan Lukson, Deputy Prosecutor  
DATE: June 8, 2011  
RE: Residential Substance Abuse Treatment Contract Amendment

---

This memorandum is written in regards to the Residential Substance Abuse Treatment (“RSAT”) contract amendment (1063-10778-01) sent to our office for approval as to form.

This document attempts to amend the RSAT agreement between the State of Washington Department of Social and Health Services (“DSHS”) and Benton County by extending the agreement end date to September 30, 2011, as well as adding additional language to the statement of work. The original RSAT contract was in place from July 1, 2010 through June 30, 2011.

Unfortunately, because the RSAT contract expired on June 30, 2011 there no longer is an enforceable contract to amend. There are two ways to proceed in dealing with the amendment issue. The first option is to incorporate the additional language in the amendment into the original expired contract and update the dates accordingly. This would create a valid contract when signed by all parties. The second option is to simply sign the amendment to the expired contract as is. My concern with signing the amendment to the expired contract as it currently stands is the agreement may have limited enforceability to the parties if a dispute arises. Because of that limited enforceability if that option is chosen by the parties our office would not be comfortable approving the amendment as to form.

# RESOLUTION

BENTON COUNTY RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY,  
WASHINGTON;

RE: IN THE MATTER OF EXECUTION OF AMENDMENT #1063-10778-01 FOR  
RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) SERVICES  
BETWEEN DEPARTMENT OF SOCIAL AND HEALTH SERVICES (DSHS),  
DIVISION OF BEHAVIORAL HEALTH AND RECOVERY AND BENTON AND  
FRANKLIN COUNTIES DEPARTMENT OF HUMAN SERVICES

WHEREAS, this Amendment serves to extend the end date of DSHS Contract #1063-10778 to September 30, 2011; and

WHEREAS, this Amendment also serves to amend Section 3, Statement of Work; and

WHEREAS, the consideration of the funding remains unchanged; NOW THEREFORE,

BE IT RESOLVED, that the Board of Benton County Commissioners hereby accept the proposed Amendment; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Benton County Commissioners is hereby authorized to sign, on behalf of the respective county, Amendment #1063-10778-01.

BOARD OF COUNTY COMMISSIONERS  
BENTON COUNTY, WASHINGTON

Dates this .....day of ....., 2011

\_\_\_\_\_  
Leo Bowman, Chairman

\_\_\_\_\_  
Shon Small, Chair Pro Tem

\_\_\_\_\_  
James Beaver, Member

Attest: \_\_\_\_\_  
Clerk of the Board



## CONTRACT AMENDMENT RSAT

DSHS CONTRACT NUMBER:  
1063-10778

Amendment No. 1063-10778-01

This Contract Amendment is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.

Program Contract Number

Contractor Contract Number

CONTRACTOR NAME		CONTRACTOR doing business as (DBA)	
Benton County			
CONTRACTOR ADDRESS		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI)	DSHS INDEX NUMBER
Department of Human Services 7102 West Okanogan Place, Suite 201 Kennewick, WA 99336-		035-000-971	1122
CONTRACTOR CONTACT	CONTRACTOR TELEPHONE	CONTRACTOR FAX	CONTRACTOR E-MAIL ADDRESS
Joel Chavez	(509) 783-5284 Ext:	(509) 783-5981	joelc@gov.wa.co.benton-franklin.us

DSHS ADMINISTRATION Aging and Disability Services Administration	DSHS DIVISION Division of Behavioral Health and Recovery	DSHS CONTRACT CODE 1000CC-63
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DSHS CONTACT NAME AND TITLE Earl Long Program Manager	DSHS CONTACT ADDRESS 626 8th Avenue SE Olympia, WA 98504-5330
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DSHS CONTACT TELEPHONE (360) 725-9985 Ext:	DSHS CONTACT FAX (360) 586-0341	DSHS CONTACT E-MAIL ADDRESS longea@dshs.wa.gov
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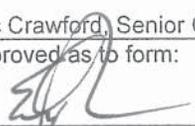
IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT? No	CFDA NUMBERS
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AMENDMENT START DATE 7/1/2011	CONTRACT END DATE 9/30/2011	
PRIOR MAXIMUM CONTRACT AMOUNT \$122,996.00	AMOUNT OF INCREASE OR DECREASE \$0.00	TOTAL MAXIMUM CONTRACT AMOUNT \$122,996.00

REASON FOR AMENDMENT;  
CHANGE OR CORRECT CHOOSE ONE:

**ATTACHMENTS.** When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract Amendment by reference:  
 Additional Exhibits (specify):

This Contract Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Contract. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Contract remain in full force and effect. The parties signing below warrant that they have read and understand this Contract Amendment, and have authority to enter into this Contract Amendment.

Benton County Commissioner Chair	Printed Name and Title Leo Bowman, Chair Benton County Commissioners	Date Signed
DSHS Signature	Printed Name and Title Eric Crawford, Senior Contracts Manager	Date Signed
Approved as to form:	Approved as to form:	
Ryan J Lukson Benton County Prosecuting Attorney's Office	 Ed Thornbrugh Administrator, Human Services	

This Contract between the State of Washington Department of Social and Health Services (DSHS) and the Contractor is hereby amended as follows:

**1. Contract Extension.**

This amendment extends the end date of the contract until September 30, 2011.

**2. The following language is added to the Statement of Work**

a. Performance Work Statement.

- (1) The Contractor shall participate in a technical assistance meeting, either via telephone or in person, to be scheduled by DSHS on or before August 31 for the purpose of working directly or indirectly with the BJA contracted technical assistance contractor, Advocates for Human Potential, Inc.
- (2) The purpose of the meeting will be to discuss performance-based indicators and monitoring techniques that will assist in evaluation of the success of overall RSAT program as it is currently structured and may result in modifications to future RSAT programs.

b. Non-performance.

- (1) If the contractor does not participate in the meeting as required, DSHS shall deduct two-hundred fifty dollars (\$250.00) from the contract maximum for non-performance.
- (2) The deduction will be made from the payment based on the A-19 Invoice Voucher for services provided in August.
- (3) If DSHS is unable to schedule the meeting, the \$250 will not be deducted from the maximum available for providing RSAT Services.

All other terms and conditions of this Contract remain in full force and effect.

<b><u>AGENDA ITEM</u></b>		<b><u>TYPE OF ACTION NEEDED</u></b>		
<b>Meeting Date:</b>	<b>08/09/11</b>	<b>Execute Contract</b>	_____	<b>Consent Agenda</b>
<b>Subject:</b>	<b>Revised Travel Policy</b>	<b>Pass Resolution</b>	<b>XXX</b>	<b>Public Hearing</b>
<b>Prepared by:</b>	<b>L Smith Kelty</b>	<b>Pass Ordinance</b>	_____	<b>1st Discussion</b>
<b>Reviewed by:</b>	<b>L Smith Kelty</b>	<b>Pass Motion</b>	_____	<b>2nd Discussion</b>
		<b>Other</b>	_____	<b>Other</b>
				<b>XXX</b>

## **BACKGROUND INFORMATION**

On May 2, 2011 the Benton County Board of Commissioners approved a revised County Business Travel and Expense Policy Establishing Procedures and Guidelines for Reimbursement Related to County Travel Resolution 11 289. Since then a couple of situations unique to Benton County have arisen, requiring revisions to this policy.

## **SUMMARY**

1. Deleted "incidental(s)" in sections 1.1; 1.2; 1.3.6; 1.7 – 1.7.1; 1.7.3; and 1.12
2. Added "designee" in section 1.3.1
3. Rewrote section 1.3.2
4. Added non-mandatory attendance language in new section 1.3.5.1
5. Added a website address (specifically for meal per diems) in section 1.3.6 (formerly 1.3.5.2)
6. Deleted "per diem" in section 1.3.6; 1.7 – 1.7.1
7. Added specific meal and exception language in section 1.7.1 – 1.7.1.2
8. Added detailed receipt language in section 1.7.2
9. Revised the website address and removed "for any service or meal" in section 1.7.3
10. Added group meal language in new section 1.7.5
11. Revised language on day travel or first and last day of overnight travel and destinations outside the exclusion zone section and revised the time frames 1.7.7 (formerly section 1.7.6)
12. Deleted section 1.7.9 (formerly section 1.7.8)
13. Deleted "refreshment" in section 1.8 – 1.8.1.1
14. Added two more non-reimbursable expense considered personal to section 1.9.1.4.15 – 1.9.1.4.16
15. Added "copy" in section 1.10.2.4
16. Revised Exhibit "A"

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1. Added section 1.0 "definitions"
  2. Added "transportation" in section 1.2
  3. Added "volunteers" to section 1.2.1; deleted sections 1.2.2 – 1.2.3; section 1.2.4 has been replaced with 1.2.2
  4. Deleted "within 60 miles from" and replaced it with "within the Exclusion Zone" in sections 1.3.2.2; 1.6.1; 1.7.7
  5. Rewrote sections 1.3.1 – 1.3.2; deleted sections 1.3.2.2.1 – 1.3.2.2.2; combined sections 1.3.3 – 1.3.3.2; added "other appearances" language to section 1.3.4; section 1.3.5.1 becomes 1.3.6 and 1.3.7 (formerly 1.3.6)
  6. Deleted "ask and" from section 1.5.1.4.1
  7. Added "when using a private vehicle" language to section 1.5.5
  8. Revised language in sections 1.6.1; 1.7.1.2 and 1.7.7

**RECOMMENDATION**

Approve the revisions.

**FISCAL IMPACT**

None.

**MOTION**

Approve the revisions to the County Business Travel and Expense Policy Establishing Procedures and Guidelines for Reimbursement Related to County Travel and rescind Resolution 11 289.

# RESOLUTION

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:**

**IN THE MATTER OF COUNTY POLICY: THE BENTON COUNTY BUSINESS TRAVEL AND EXPENSE POLICY ESTABLISHING PROCEDURES AND GUIDELINES FOR REIMBURSEMENT RELATED TO COUNTY TRAVEL; RESCINDING RESOLUTION 11-289**

**WHEREAS**, on May 2, 2011 the Board of Benton County Commissioners approved a revised Benton County Business Travel and Expense Policy, which established procedures and guidelines for reimbursement related to county travel via Resolution 11-289; and

**WHEREAS**, since then the policy has been revised to clarify and or accommodate specific situations unique to the operations of county business; **NOW, THEREFORE**

**BE IT RESOLVED** that effective August 9, 2011 all Benton County Elected Officials, the County Administrator, Department Managers, County Employees and other travelers authorized to travel by the County shall be reimbursed all in accordance with the attached Travel Policy; and

**BE IT FURTHER RESOLVED** Resolution No. 11-289 is hereby rescinded.

**Dated this . . . . . day of . . . . ., 2011**

\_\_\_\_\_  
**Chairman of the Board**

\_\_\_\_\_  
**Chairman Pro-Tem**

\_\_\_\_\_  
**Member**

**Constituting the Board of County  
Commissioners of Benton County,  
Washington**

**Attest: . . . . .  
Clerk of the Board**

# TRAVEL POLICY

## 1.0 DEFINITIONS

“Authorizing Individual” shall mean the appropriate Elected Official, County Administrator, Department Manager (or designee) who has fiscal responsibility for the travel budget in question.

“Day Travel” shall mean travel to location(s) outside of the “exclusion zone” when the “traveler” does not stay in lodging away from their home for one or more nights.

“Mandatory” shall mean a portion of the subject of travel that is such that attendance by the Traveler is of justifiable benefit to the County as determined by the Authorizing Individual.

“Mandatory Evening Functions” shall mean a portion of the subject of travel that: a) is scheduled to occur after 6:00 pm; and b) is such an integral part of the subject of travel that omission would be significantly detrimental to the subject of the travel as determined by the Authorizing Individual.

“Overnight Travel” shall mean travel to location(s) outside of the “exclusion zone” when the “traveler” does stay in County reimbursed, employee paid, or free lodging away from their home for one or more nights.

“Exclusion Zone” shall mean the area inside the oval depicted and illustrated in Exhibit A to this Policy.

“Travel Expense Reimbursement” shall mean County financial responsibility for certain lodging, transportation, and meal costs related to travel for County business. This may be in the form of authorizing Travelers to use County credit cards or “P-cards” or in the form of financially reimbursing Travelers for expenses that they advance on behalf of County.

“Traveler” shall mean a person (not organization) meeting the criteria of Sections 1.2.1-1.2.24.

## 1.1 PURPOSE

Benton County hereby adopts a policy to establish official procedures and guidelines for travel approved related costs and reimbursement of ordinary and reasonably necessary expenses of ~~the persons, (“Traveler”)~~, including; registration, transportation, lodging, and meals, ~~and/or incidental~~ expenses incurred in performance of County related business.

It is the policy of Benton County that business travel and expenses are restricted to those activities that are reasonably necessary and clearly in the best interest of the County. All Travelers need to remain sensitive to the potential negative public perceptions regarding business expenses incurred by local government employees and to use prudence and good judgment when traveling at the County’s expense.

## 1.2 REIMBURSEMENT AUTHORIZATION/APPROVAL

## TRAVEL POLICY

Travelers authorized/approved to receive travel ~~and other incidental~~ expense reimbursements within budgetary restraints are restricted to the following:

1.2.1 Elected Officials, County Administrator, Department Managers, and County employees ~~and volunteers~~.

~~1.2.2 Persons authorized by grant or contract.~~

1.2.3 ~~Other (e.g. volunteers, witnesses, victims, etc.) if authorized/approved by appropriate Elected Official, County Administrator, or Department Manager.~~

~~1.2.4~~ 1.2.2 Members of Benton County Boards and/or Commissions.

No travel expense reimbursements will be made under any circumstances to any organizations.

### 1.3 TRAVEL AUTHORIZATION/APPROVAL

1.3.1 ~~Travel must be pre-approved by the appropriate Elected Official, County Administrator, or Department Manager, or designee (“Authorizing Individual”)~~ Authorizing Individual is responsible for pre-approving travel as required in this Section 1.3 even if some entity other than the County funds part or all of the expenses related to travel. In the case of Elected County Commissioner travel, the “Benton County Board of Commissioners”, shall, by majority action, approve travel even if some entity other than the County funds part or all of the expenses related to travel.

1.3.2 Pre-approval by an Authorizing Individual is required ~~to approve all travel under the following circumstances:~~ for all travel under the following circumstances:

1.3.2.1 Out-of-state travel; or

1.3.2.2 If within the State of Washington ~~or Oregon~~, to destinations ~~60 miles from the workplace or~~ outside the ~~exclusion zone depicted by Exhibit “A”~~ Exclusion Zone.

~~1.3.2.2.1 1.3.2.3 Day travel is considered travel within the State of Washington and Oregon, out-of-state or to destinations 60 miles from the workplace inside the exclusion zone but does not include an overnight stay. Travel within 60 miles from the workplace is not considered day travel.~~

~~1.3.2.2.2 , while oOvernight travel is considered travel out-of-state or to destinations 60 miles from the workplace with the exception of parts of Oregon referenced in Section 1.3.2.2 and depicted by Exhibit “A” and includes an overnight stay or to destinations within 60 miles from the workplace in which the event has mandatory evening functions or the logistics of the event requires that an overnight stay is reasonably necessary.~~

## TRAVEL POLICY

1.3.3 Authorizing Individual approving travel shall ensure that each Traveler has provided sufficient information about the ~~applicable travel expense reimbursement as follows~~ proposed travel such that a determination can be made that travel pertains to official County business. To the extent available, pre-approval requests or reimbursement requests shall include a travel itinerary and/or printed material indicating the overall agenda or content of the subject of travel.

~~1.3.3.1 Requested travel pertains to official County business; and~~

~~1.3.3.2 When available, a travel itinerary and/or printed material indicating the overall content accompany any travel request.~~

1.3.4 Authorizing Individual shall ensure availability of budgeted funds to pay travel expenses ~~to Traveler~~.

1.3.5 Authorizing Individual may approve reimbursement to Traveler for non-mandatory attendance at job-related seminars, conferences, conventions, ~~or~~ training or other appearances so long as they pertain to County business.

1.3.6 Any other non-mandatory attendance not covered by this policy will need Board of Commissioner approval.

1.3.7 Both Board of Commissioners and Auditor shall administer and announce the current published mileage and, lodging, ~~per diem, and incidental~~ rates for business-related travel located at <http://www.gsa.gov/portal/category/21287> and meal per diem rates for business-related travel located at <http://www.ofm.wa.gov/policy/10.90.htm#10.90.20>. The Benton County Board of Commissioners shall approve these rates by resolution.

### 1.4 REGISTRATION COSTS

1.4.1 Authorizing Individual shall reimburse Traveler or prepay registration for the meeting, conference, convention or work session for official County business.

1.4.2 Authorizing Individual may reimburse Traveler for any educational courses taken, including seminars, classes, trainings, etc. if it is deemed that the training will benefit the County, that it pertains to a County-related purpose, and the appropriate budget authority has been already established for this purpose.

### 1.5 TRANSPORTATION COSTS

1.5.1 Authorizing Individual shall reimburse Traveler the actual and reasonably necessary costs of transportation to conduct official County business as follows:

## TRAVEL POLICY

1.5.1.1 The method of transportation is by the most economical mode, primarily by air and vehicle, available and the route most direct or advantageous to the County.

1.5.1.2 Unless less expensive fares unavailable, reimburse the cost of coach class fare for a given mode of travel.

1.5.1.3 Necessary taxi or public transportation costs.

1.5.1.4 To ensure cost efficiency, it is mandated that a County vehicle be used when traveling, to the extent available. Authorizing Individual is responsible for arranging the use of a County vehicle or may approve the use of a leased/rented third-party vehicle for travel. When approving leased/rented third-party vehicles for Traveler conducting official County business:

1.5.1.4.1 Traveler shall ~~ask and~~ obtain a government rate whenever possible.

1.5.1.4.2 Traveler shall lease/rent the standard third-party vehicle that adequately carries the person(s) and equipment needed for conducting County business.

1.5.1.4.3 Authorizing Individual shall not reimburse vehicle insurance offered by the leasing/rental agency per Risk Management's recommendation.

~~1.5.1.5 To ensure cost efficiency, it is mandated that a County vehicle be used the use of a leased/rented third-party vehicle for travel the guidelines set in Section 1.5.1.4.~~

~~1.5.1.4.4~~ 1.5.1.4.5.1 If a County vehicle or a leased/rented third-party vehicle is available, and the Traveler nevertheless chooses to use a personal vehicle, mileage will not be reimbursed.

~~1.5.1.5~~ 1.5.1.5.6 When a County vehicle or a leased/rented third-party vehicle is not available for Traveler's use, the Authorizing Individual may approve the use of a personal vehicle and shall reimburse Traveler at the ~~current established mileage rate~~ approved ~~mileage rate~~ by resolution from the Benton County Board of Commissioners ~~referenced in Section 1.3.6.~~

~~1.5.1.5~~ 1.5.1.5.6.1 Mileage will not be paid for normal commute between their home and regularly assigned workplace.

## TRAVEL POLICY

1.5.1.56.2 If a non-bargaining employee is temporarily re-assigned to another office for the day, their travel to the new location is considered their commute time and will not be reimbursed. If a bargaining employee is temporarily re-assigned to another office for the day and given sufficient notice of re-assignment per their Collective Bargaining Agreement (CBA), their travel to the new location is considered their commute time and will not be reimbursed.

1.5.1.56.3 Mileage will not be paid for that portion of a trip, which would be part of the normal, commute. Example: Employee lives in Richland and the employee's work location is at the Prosser Courthouse. If the employee travels to Seattle after working one hour that day, the mileage from Richland to Prosser is not reimbursed. The reverse is treated in the same manner. If the employee travels back from Seattle to Prosser and works one hour, the travel between Prosser and Richland is not reimbursed.

- 1.5.2 Travelers driving a County vehicle or leased/rented third-party vehicle on County business shall follow the regulations of the Policy regarding use of County vehicles, Exhibit "B" Resolution 86 104.
- 1.5.3 Reimbursement shall be available for reasonably necessary parking and toll costs if detailed receipts are submitted.
- 1.5.4 Valet parking costs may only be reimbursed when no reasonable parking alternative is available or when it is the least expensive parking service available.
- 1.5.5 The Traveler shall provide ~~proof and~~ a copy of vehicle insurance ~~when using a private vehicle~~.
- 1.5.6 Only ~~authorized/approved~~ Travelers ~~referenced in Section 1.2~~ may ride in County vehicles or leased/rented third-party vehicles.

## 1.6 LODGING COSTS

- 1.6.1 Lodging ~~within the County boundary or within 60 miles from the workplace~~ ~~within the Exclusion Zone~~ ~~inside the exclusion zone, addressed in Section 1.3.2~~ will not be approved or reimbursed unless ~~lodging is reasonably justified by the event has~~ mandatory evening functions ~~of the event~~ or the logistics of the event ~~requires that an overnight stay is reasonably necessary~~.
- 1.6.2 Authorizing Individual may approve reimbursement request for actual lodging costs, plus tax, incurred for single occupancy up to the ~~current established~~ lodging rate approved by resolution from the Benton County Board of Commissioners ~~referenced in Section 1.3.6~~.

## TRAVEL POLICY

- 1.6.3 Lodging costs that are greater than the lodging limits approved by resolution from the Benton County Board of Commissioners ~~referenced in Section 1.3.6~~ may be approved if supported by a proper cost analysis. Such proper cost analysis should include the following factors:
- 1.6.3.1 Travel logistics.
  - 1.6.3.2 Distance from event.
  - 1.6.3.3 Availability of transportation.
  - 1.6.3.4 Risk management considerations.
- 1.6.4 Travelers approved to travel on County business may claim lodging costs from the night before the approved event starts through the night it ends if the cost analysis indicates it is cost efficient due to travel logistics, distance from the event, availability of transportation, and risk management considerations following the guidelines set in Section 1.6.3 or no available reasonably priced and timely return transportation exists. Proper cost analysis is required to be submitted with reimbursement.
- 1.6.5 If Traveler does not show for a hotel room, or conference, training, etc., they shall be responsible for all costs, except under documented exigent circumstances (e.g. severe illness, death in the family, hazardous weather conditions).

## 1.7 ~~MEAL PER DIEM, AND INCIDENTAL EXPENSES~~

### ~~MEALS AND PER DIEM~~

- 1.7.1 ~~Any meals and incidental~~ expenses within ~~the County boundary or inside the Exclusion Zone~~ exclusion zone, addressed in Section 1.3.2 including meals associated with community functions, ~~will~~ shall not be approved or reimbursed unless:
- 1.7.1.1 Lodging is ~~required~~ justified as the event has mandatory evening functions or the logistics of the event requires that an overnight stay is reasonably necessary.
  - 1.7.1.2 A grant or contract approved by signature from the Board of Commissioners that includes language for the provision of meals or snacks.
  - 1.7.1.3 ~~A Board of Commissioner approved and signed off grant or contract, which includes specific meal language for volunteers to serve on an ad hoc board or committee, or in a workgroup session.~~

## TRAVEL POLICY

- 1.7.2 All requests for reimbursements require detailed receipts. Failure to produce a detailed receipt will result in the denial of reimbursement. The detailed receipt will list at a minimum the name of the establishment, date and time, description of the meal and associated tax and tip, along with the total amount expensed.
- 1.7.3 Reimbursement rate for meals ~~and incidental~~ expenses shall follow the Office of Financial Management (OFM) State and Administrative & Accounting Manual (SAAM) Section 10.90.20 ~~United States Government Services Administration (GSA)~~ fixed allowance for each meal consistent with the appropriate per diem rate for the host County or city located at ~~http://www.gsa.gov/portal/category/21287~~ <http://www.ofm.wa.gov/policy/10.90.htm#10.90.20>. These maximum rates include taxes and ~~are inclusive of tips~~ and such tips ~~(for any service or meal)~~ may not exceed 15% even if a higher tip amount will not exceed ~~OFM~~~~GSA~~ per diem limits.
- 1.7.4 Authorizing Individual may approve reimbursement for actually incurred costs up to the ~~current established~~ per diem limit rate approved by resolution from the Benton County Board of Commissioners ~~referenced in Section 1.3.6~~. Traveler may not claim a “per diem” if amount is not spent.
- 1.7.5 Authorizing Individual may approve reimbursement for actually incurred costs up to the current per diem limit rate in the case of a group meal. The names and positions of other authorized/approved travelers to receive travel expense reimbursements shall be included. Authorizing Individual may not pay for or reimburse meal expenses for persons not covered by this travel policy.
- 1.7.6 ~~5~~For meals included in a registration fee, airfare, lodging (e.g. continental breakfast) or other County expense, the Traveler shall not be eligible for reimbursement for that particular meal whether or not the Traveler actually consumes the provided meal or not.
- 1.7.7 ~~6~~On either ~~day travel~~Day Travel or first and last days of ~~overnight travel~~Overnight Travel ~~days and destinations 60 miles from the workplace~~outside of the Exclusion Zone or when justification has been made for meal reimbursement for travel within the Exclusion Zone,,; reimbursement eligibility is based on the following times unless otherwise pre-approved by Authorizing Individual:;
- Breakfast: ~~departure prior to 6:30 AM qualifies an employee for breakfast. At least two hours prior to the person’s regular work hours~~ departure prior to 6:30 AM qualifies an employee for breakfast.
  - Lunch: ~~d~~During the person’s regular lunch period.
  - Dinner: ~~arrive after 6:30 PM qualifies an employee for dinner. At least two hours after the person’s regular work hours~~ arrive after 6:30 PM qualifies an employee for dinner.

## TRAVEL POLICY

1.7.8 ~~7~~All meal expenses for day travel will be taxed as a non-cash fringe benefit per Internal Revenue Service regulations.

~~1.7.8 Authorizing Individual may not pay for or reimburse meals or incidental expenses for persons not covered by this travel policy.~~

### 1.8 NON-REIMBURSEABLE MEAL ~~AND REFRESHMENT~~ COSTS

1.8.1 Authorizing Individual shall not reimburse meal ~~and refreshment~~ costs when:

1.8.1.1 Included in another County expense, regardless of whether the person partakes in the meal ~~or refreshment~~; or

1.8.1.2 Incurred for recreational or social events such as office, going away, and retirement parties, or other personalized social events; or

1.8.1.3 A violation of [The State Constitution, Article VIII, Section 7](#), i.e. when a gift of public funds, would occur; ~~or~~

1.8.1.4 For the purchase of alcoholic beverages.

### 1.9 NON-REIMBURSABLE EXPENSES

1.9.1 Authorizing Individual shall not reimburse ineligible expenses, including:

1.9.1.1 Expenses incurred without prior approval from Authorizing Individual, unless bona fide emergency occurred preventing prior approval.

1.9.1.2 Travel and miscellaneous expenses not approved under this policy

1.9.1.3 Miscellaneous travel expenses not directly related to conduct official County business or expenses that are unreasonable, excessive or unnecessary.

1.9.1.4 Expenses considered personal including, but not limited to:

1.9.1.4.1 Hosting meals or entertaining of others for promotional activities.

1.9.1.4.2 Personal telephone calls.

1.9.1.4.3 Entertainment (i.e. TV, radio, games, outdoor fun), clothing, personal sundries and services.

## TRAVEL POLICY

1.9.1.4.4 Transportation to places of entertainment or similar personal activities (tour bus, sightseeing).

1.9.1.4.5 Personal trip insurance.

1.9.1.4.6 Medical, dental or hospital services.

1.9.1.4.7 Tobacco products.

1.9.1.4.8 Fines and penalties.

1.9.1.4.9 Dependent care.

1.9.1.4.10 Travel paid for by any other organization.

1.9.1.4.11 Meals or hotel/motel accommodations for spouse or guest.

1.9.1.4.12 Mileage if traveling as a passenger in either a County vehicle or private vehicle other than Traveler's own.

1.9.1.4.13 Moving expenses.

1.9.1.4.14 Excess costs and additional travel expenses as a result of taking an indirect route or a delayed return trip for personal preference or convenience, except that for approved travel expenses when an indirect route or delay reduces the County's total costs.

1.9.1.4.15 Any tips or gratuities associated with personal expenses.

1.9.1.4.16 Out of pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include service charges for the delivery of fuel, retrieval of keys from locked vehicles, jump starting vehicles when the lights have been left on, etc.

### 1.10 TRAVEL EXPENSE REIMBURSEMENT FORM

1.10.1 Travelers requesting reimbursement for expenses under this policy must submit a Travel Expense Reimbursement Form to the Authorizing Individual.

1.10.2 Procedures:

1.10.2.1 Travel expense reimbursement form shall cite the time, place, business purpose and participants.

## TRAVEL POLICY

1.10.2.2 Attach applicable conference, convention, seminar brochure, or agenda and airline itinerary to the travel expense reimbursement form.

1.10.2.3 Attach all required detailed receipts prepared and issued by the service provider.

1.10.2.4 A ~~Proof copy~~ of vehicle insurance ~~for the traveled time period if one was used as referenced in Section 1.5.5.~~

1.10.2.5 Authorizing Individual shall review Traveler's request for reimbursement to ensure:

1.10.2.5.1 Travel appropriately approved and County purpose documented.

1.10.2.5.2 Required information and detailed receipts included.

1.10.2.5.3 Appropriate reimbursement rates requested.

1.10.2.5.4 Non-reimbursable items not included.

1.10.2.5.5 One political subdivision does not pay expenses properly attributed to another in violation of [RCW 43.09.210](#).

### 1.11 REPAYMENT OF UNAUTHORIZED/UNAPPROVED REIMBURSEMENTS

The County, through the appropriate Authorizing Individual, shall seek repayment of expenses from the person who was reimbursed whenever an audit or subsequent review of travel expense reimbursements finds that such expenses were reimbursed contrary to the provisions of this policy unless such expenses were incurred in reasonable reliance on the pre-approval of an Authorizing Individual.

### 1.12 ELECTED OFFICIALS OR EMPLOYEES WHO SERVE ON OTHER NON-COUNTY BOARDS

Departments shall reimburse Elected Officials or County employees for travel expenses, including [registration](#), lodging, [transportation](#), and ~~meal expenses and incidentals~~, at the [current](#) rates ~~established~~ in this policy when traveling on non-County board's official business unless the board they serve on pays those expenses.

# Benton County

With Reimbursement Exclusion Zone

