

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Tuesday, December 13, 2016, 9:00 a.m.  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

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

**Absent:** Commissioner Jerome Delvin (China – Legislative Tour)

**Benton County Employees Present During All or a Portion of the Meeting:** Deputy Administrator Loretta Smith Kelty; Adam Fyall, Sustainable Development Manager; County Engineer Matt Rasmussen; Assistant County Engineer Robert Blain; Tavis Hatfield, Road Dept.; Auditor Brenda Chilton; Clerk Josie Delvin; District Court Administrator Jacki Lahtinen; Public Services Administrator Fred Bowen; Jerrod MacPherson, Assistant Planning Manager; OPD Manager Eric Hsu; Michelle Cooke, Planning; IT Manager Teri Holmes.

#### Approval of Minutes

The Minutes of December 1, 2016 and December 6, 2016 were approved.

#### Consent Agenda

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

#### Auditor

- a. Surplus of Personal Property

#### Commissioners

- b. Line Item Transfer, Fund No. 0000-101, Dept. 107

#### Coroner

- c. Contract w/Dr. Sigmund Menchel for Forensic Pathology Services

#### District Court

- d. Line Item Transfer, Fund No. 0000-101, Dept. 111
- e. Line Item Transfer, Fund No. 0131-101, Dept. 000

#### Facilities

- f. Line Item Transfer, Fund No. 0000-101, Dept. 115 to Dept. 110

#### GIS

- g. Line Item Transfer, Fund No. 0000-101, Dept. 131

### **Information Technologies**

- h. Purchase of Forensic Extraction Device from Cellebrite, Inc. for Sheriff's Office

### **Juvenile**

- i. Agreement w/State of WA, Administrative Office of the Courts for Court Interpreter Services

### **Noxious Weed**

- j. Approval of 2017 – 2018 Operating Budget

### **Office of Public Defense**

- k. Superior Court Public Defense Amended Agreement w/C Harkins

### **Planning**

- l. Short Plat Vacation ~ SPV 2016-003

### **Public Safety**

- m. Line Item Transfer, Fund No. 0148-101, Dept. 111

### **Public Works**

- n. Purchase of Radio Equipment from Tessco Technologies
- o. Authorizing County Engineer to Sign Annual & Final Fiscal Reports for Federally Funded Projects
- p. Construction Plans Approval for Summit View Phase 11 ~ Wallowa Road
- q. Revised Equipment Rental & Revolving Fund Policy
- r. Equipment Rental & Revolving Fund Rental Rates for Non-Road Vehicles
- s. Equipment Rental & Revolving Fund Operational Rates for Road Vehicles

### **Sheriff**

- t. Line Item Transfer, Fund No. 0000-101, Dept. 120
- u. Line Item Transfer, Fund No. 0000-101, Dept. 121
- v. Line Item Transfer, Fund No. 0000-101, Dept. 121
- w. Line Item Transfer, Fund No. 0000-101, Dept. 125
- x. Line Item Transfer, Fund No. 0000-101, Dept. 125
- y. Contract w/LexisNexis for Hard Drive Prison Solutions for Case Law & Codes of WA State
- z. Payment to Surplus Ammo & Arms, LLC for Swat Equipment
- aa. Memorandum of Understanding w/US Marshal for Joint Law Enforcement for 2017
- bb. Contract w/Day Wireless Systems Management Corp. for Installation/Maintenance of Electronic Equipment
- cc. Purchase of Furniture from Brutzman's Office Solution for Training Room

### **WSU Extension**

- dd. Line Item Transfer, Fund No. 0000-101, Dept. 108

### **Office of Public Defense - 3<sup>rd</sup> Quarter Update**

Eric Hsu presented the 3<sup>rd</sup> quarter update and talked about caseloads and the struggle to balance quality representation with fiscal responsibility.

### **Notable Trends**

- Benton County caseloads were not tracking with statewide trends
- Percentage of cases involving mental health issues was rising

- Benton County violent felonies continued to be below statewide average

#### Quality Representation

- Monitoring
- Training - Second to none in the State
- Complaint Monitoring – complaints have dropped off

#### Fiscal Responsibility through data accuracy

- Attorney reports
- Courtroom reports
- Caseload database
- State Courts computer – final source of information

Commissioner Beaver asked about the mental health issue and reduction in state funding. Mr. Hsu said his information was from a study that graded Washington State as low for funding for mental health services. He said they were aggressively pursuing state reimbursements for competency evaluations and contracted with two experts out of the area (Tri-Cities had low access to experts) and they agreed to travel to Tri-Cities and they batched the evaluations three to five at a time.

Chairman Small asked if they used resources like Human Services and GCBH and Mr. Hsu indicated they tried to problem solve as much as possible and refer to Human Services and other services.

#### **Other Business**

David Sparks reminded the Board it would be adopting the budget at the December 20, 2016 meeting and that it was the last meeting of the year. He said the next meeting after that would be January 10, 2017.

Ms. Smith Kelty said the Cities of Kennewick, Richland and West Richland approved and signed the short term jail use agreements and City of Prosser would be signing at their meeting tonight.

Mr. Sparks said this would give them until March 31 to work on a long term agreement.

Chairman Small requested a short executive session to discuss the performance of a public employee.

The Board recessed at 9:26 a.m. reconvening at 9:27 a.m.

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

The Board went into Executive Session at 9:27 a.m. to discuss the performance of a public employee for approximately three minutes. Also present were David Sparks and Cami McKenzie. The Board came out at 9:32 a.m. No decisions were made.

The Board recessed at 9:32 a.m., reconvening at 10:00 a.m.

**Benton County Emergency Management Training Response Actions - Columbia Generating Station**

Brian Calvert and Deanna Davis, Benton County Emergency Services said this yearly training was a requirement of the FEMA grant to continue to maintain funding and was for a potential radiation exposure emergency at the Columbia Generating Station and the steps that would be taken in the event of that emergency.

He said an emergency declaration was necessary to start the clock and would allow for reimbursement.

**Payroll**

Check Date: 12/05/2016

Payroll Checks

Warrant #: 240159-240218

Direct Deposit #: 119479-120084

Total all funds: \$2,607,347.67

Payroll Deductions/Transfers

Taxes #: 101161201-101161215

Total all funds: \$2,042,741.88

Payroll Deductions/Warrants

Warrant #: 149129-149143

Total all funds: \$382,309.69

**Account Payables**

Check Date: 12/09/2016

Warrants #: 149382-149383

Total all funds: \$597,706.07

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

**Resolutions**

2016-1009: Surplus of Personal Property

2016-1010: Line Item Transfer, Fund No. 0000-101, Dept. 107

2016-1011: Contract w/Dr. Sigmund Menchel for Forensic Pathology Services

2016-1012: Line Item Transfer, Fund No. 0000-101, Dept. 111

2016-1013: Line Item Transfer, Fund No. 0000-101, Dept. 131

2016-1014: Line Item Transfer, Fund No. 0000-101, Dept. 115 to Dept. 110

2016-1015: Line Item Transfer, Fund No. 0131-101, Dept. 000

- 2016-1016: Purchase of Forensic Extraction Device from Cellebrite, Inc. for Sheriff's Office
- 2016-1017: Agreement w/State of WA, Administrative Office of the Courts for Court Interpreter Services
- 2016-1018: Approval of 2017 – 2018 Operating Budget
- 2016-1019: Superior Court Public Defense Amended Agreement w/C Harkins
- 2016-1020: Short Plat Vacation ~ SPV 2016-003
- 2016-1021: Line Item Transfer, Fund No. 0148-101, Dept. 111
- 2016-1022: Purchase of Radio Equipment from Tessco Technologies
- 2016-1023: Authorizing County Engineer to Sign Annual & Final Fiscal Reports for Federally Funded Projects
- 2016-1024: Construction Plans Approval for Summit View Phase 11 ~ Wallowa Road
- 2016-1025: Revised Equipment Rental & Revolving Fund Policy
- 2016-1026: Equipment Rental & Revolving Fund Rental Rates for Non-Road Vehicles
- 2016-1027: Equipment Rental & Revolving Fund Operational Rates for Road Vehicles
- 2016-1028: Line Item Transfer, Fund No. 0000-101, Dept. 120
- 2016-1029: Line Item Transfer, Fund No. 0000-101, Dept. 121
- 2016-1030: Line Item Transfer, Fund No. 0000-101, Dept. 121
- 2016-1031: Line Item Transfer, Fund No. 0000-101, Dept. 125
- 2016-1032: Line Item Transfer, Fund No. 0000-101, Dept. 125
- 2016-1033: Contract w/LexisNexis for Hard Drive Prison Solutions for Case Law & Codes of WA State
- 2016-1034: Payment to Surplus Ammo & Arms, LLC for Swat Equipment
- 2016-1035: Memorandum of Understanding w/US Marshal for Joint Law Enforcement for 2017
- 2016-1036: Contract w/Day Wireless Systems Management Corp. for Installation and Maintenance of Electronic Equipment
- 2016-1037: Purchase of Furniture from Brutzman's Office Solution for Training Room
- 2016-1038: Line Item Transfer, Fund No. 0000-101, Dept. 108

There being no further business before the Board, the meeting adjourned at approximately 10:12 a.m.

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Clerk of the Board

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Chairman