

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Tuesday, September 1, 2015, 9:00 a.m.  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

**Present:** Chairman Jerome Delvin  
Commissioner Shon Small  
Commissioner James Beaver  
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; Public Works Manager Matt Rasmussen; Planning Manager Mike Shuttleworth; DPA Ryan Brown; Auditor Brenda Chilton; Clerk Josie Delvin; District Court Administrator Jacki Lahtinen; Bob Woody, IT Department; GIS Manager Mary Phillips; Taylor Ranger, Auditor's Office; Treasurer Duane Davidson; Assessor Bill Spencer; Public Defense Manager Eric Hsu; Mary Heather Ames, Public Works; Dan Mack, Public Works; IT Manager Teri Holmes.

#### Approval of Minutes

The Minutes of August 25, 2015 were approved.

#### Review Agenda

Consent Agenda item "q" (Change Order No. 7 for the Public Work Maintenance Facility) was added to the consent agenda.

#### Consent Agenda

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

#### Board of Equalization

- a. Notice of Approval to Hear Property Tax Appeals

#### Commissioners

- b. Organization of Benton County Commissioners for Year 2015; Rescinding Resolution 2014-998
- c. Line Item Transfer, Fund No. 0501-101, Dept. 650

#### District Court

- d. Line Item Transfer, Fund No. 0148-101, Dept. 112

**Facilities**

- e. Line Item Transfer, Fund No. 0000-101, Dept. 110

**Human Services**

- f. Agreement w/DSHS, Developmental Disabilities Administration

**Information Technologies**

- g. Purchase Authorization of Toner, Ink Cartridges & Printer Maintenance Supplies
- h. Purchase of Fujitsu Scanner for Clerk's Department From PCM-G
- i. Purchase of HP Designjet Printer & Hardware Support From Hewlett Packard for GIS

**Juvenile**

- j. Line Item Transfer, Fund No. 0115-101, Depts. 171 & 173

**Public Works**

- k. Road Approach Policy and Policy on Use of County Right of Way; Rescinding Resolution 2005-116
- l. Standard Plans for Road Construction Within Benton County Right of Way; Rescinding Resolution 2000-01 & Resolution 2008-01
- m. Advertisement and Bid Process for Pavement Marking 2015
- n. Covenant for Installation of Irrigation Distribution System w/SVID

**Sheriff**

- o. Line Item Transfer, Fund No. 0000-101, Dept. 120

**Treasurer**

- p. Agreement w/FTN Financial Main Street Advisors, LLC for Investment Program Advising

**Public Works**

- q. Change Order No. 7 – Maintenance Shop

**Public Hearings – Supplemental Appropriation**

Loretta Smith Kelty presented the supplemental appropriations to the public safety tax fund as follows: \$138,930 for capital in the Sheriff Custody Department and \$901,185 in Sheriff Patrol Department for the hiring of four deputies, along with the capital expenses.

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

**MOTION:** Commissioner Small moved to approve the supplemental appropriations to the public safety tax fund in the amount of \$138,930 and \$901,185 as presented. Commissioner Beaver seconded.

**Discussion**

Chairman Delvin said he was asked if someone could go on line and look at this information regarding the public safety tax and Ms. Smith Kelty said that was correct.

Upon vote, the motion carried unanimously.

## **Office of Public Defense - Mid-Year Report – Executive Summary Version**

Eric Hsu presented his summary mid-year report. He said the full version would be on the OPD website if someone wanted to see it. He discussed the following:

- New
  - Juvenile Justice Services; Public Defense Improvement Project; Reporting
- Superior Court & District Court Operations – filings, appointments, trials held, financials
- Highlights
  - Caseload Trends – Homicide cases appointed to public defense counsel
  - Performance Metrics – Jail visits YTD; Key motions filed; Formal complaints about public defenders
- Legal Update – Public Defense Improvement Project

## **Volunteer Stewardship Program**

Mike Shuttleworth gave a Powerpoint presentation and discussed the Volunteer Stewardship Program:

- Critical areas ordinance - agricultural activities - pushed by the Farm Bureau
- Once complete, they would have three areas
- The caveat was they did not have to do the planning until funding was available
- Now being funded by the State to complete the Watershed Work Plan; no funding available yet for implementation (another caveat—the County did not have to fund implementation)
- Timeline – first step would be to identify and create a workgroup

Chairman Delvin asked if the money being provided was enough to cover the costs and Mr. Shuttleworth said the amount provided was based on a survey by WSAC to determine costs so it should be enough.

## **Visit Tri-Cities Wayfinding Project**

Adam Fyall introduced Kris Watkins and Kim Shugart of Visit Tri-Cities and said that Tri-Cities Rivershore Enhancement Council (TREC) had implemented numerous projects in the community and were now looking at the wayfinding project with a request for funding.

Kris Watkins said they were looking at a master plan for wayfinding for Benton and Franklin Counties. She said part of the branding process that was previously studied outlined 37 recommendations and one of the main recommendations was wayfinding. Additionally, the following items were discussed from the Powerpoint:

- Benefits of wayfinding
- Components of wayfinding; as a strategy
- Sequence of Events – coordination, RFQ was issued, review of submissions, narrowed to top three, budget established, funding mechanism, a top design firm was identified.

- Once investors made a commitment, they would complete a memorandum of agreement; hope to identify funding for actual wayfinding
- Proposed budget - \$12,000 for Benton County

Chairman Delvin said the planning was \$150,000 but asked about costs for projects. Ms. Watkins said they saw it as a long-range plan and up to each jurisdiction to get the grants and funding but this was really a common roadmap for the design.

Commissioner Small asked if they had support from the other entities and Ms. Watkins indicated they still needed to meet with the Port of Kennewick and W. Richland give two more presentations but had support from the others.

Chairman Delvin asked how Benton County would be involved in the project portion. Mr. Fyall said most of the area attractions were within cities and ports, except maybe Red Mountain, the Fairgrounds, Two Rivers Park, and Finley but Benton County attractions were minimum relative to the other partners.

**MOTION:** Commissioner Small moved to continue to go forward to participate in the project with funding up to \$12,000 for the wayfinding design contract. Commissioner Beaver seconded.

#### Discussion

Commissioner Small said if they were looking at a 12 to 18 percent increase in retail sales, he felt it would be a good strategy and interesting to see what kind of results they would get.

Upon vote, the motion carried unanimously

#### **Assessment and Tax System**

Duane Davidson and Bill Spencer presented the contract for the new assessment and tax system. They thanked the team who assisted on this project and said it was a very laborious task. Additionally, they said the numbers were real close to the initial estimate.

Mr. Sparks asked if there was anything in the contract that indicated it would integrate with Eden. Mr. Davidson said it was included in the contract and the cost. Mr. Sparks commented that Clark County had spent a lot of money getting this program designed.

**MOTION:** Commissioner Small moved to authorize the Chairman to sign the contract with Harris Govern. Commissioner Beaver seconded.

#### Discussion

Mr. Sparks stated the project was listed in the capital facilities plan and capital budget.

Upon vote, the motion carried.

## **Other Business**

### **Human Services Contract**

Commissioner Small said he requested Kyle Sullivan come and talk to the Board about a call he received from a concerned contractor. Mr. Sullivan said the original contract expired on June 30 and with the State there was normally an amendment to cover the gap. He said they received the contract on August 10 and it was sent to the PA's office. He said they had requested a one-year contract (instead of two-year) and they were still working out the issue and waiting for a response from the State. Mr. Sullivan said they had made this issue a priority and would get back to the Board with an update.

Mr. Sparks said he had been working with Franklin County on an operating agreement for Human Services. He said he wanted to make sure the Board still wanted to proceed with Benton County as the administrator for bi-county operations.

Chairman Delvin said he was interested in continuing the joint agency Human Services and that he felt an obligation to try to come to agreement. However, his bottom line was Benton County would run the show with Franklin County paying for administration and having input on major financial obligations and salaries for union negotiations.

Commissioner Small said he agreed and didn't want to have everyone work so hard on negotiations and then have it stopped. He said they would contact their partners on big financial decisions or wages but he wanted a clause to opt out if it wasn't working. He suggested sending a letter to Franklin County outlining their proposal.

Commissioner Beaver said they had a silent partner (30%) that wasn't silent. He said if they couldn't get to a point where they had a silent partner, that relationship was over.

Mr. Brown said he could send a letter outlining the concepts and specifying the major terms and stating that if Franklin County was okay with these terms, they could go forward.

The Board agreed.

### **Resolution – Funding/Eliminating/Reclassifying Positions in the Assessor's Office; Rescinding Resolution 2015-588**

Loretta Smith Kelty presented a resolution to rescind a resolution previously approved regarding funding and positions in the Assessor's office. Mr. Sparks added they just needed to make some administrative changes to job titles and correlation of grades and there were not any monetary adjustments.

**MOTION**: Commissioner Small moved to approve the new and improved resolution as presented. Commissioner Beaver seconded and upon vote, the motion carried.

### Parade in Prosser

Commissioner Small asked the board members if they wanted to participate and they indicated they did.

### Mental Health – Public Meeting

Commissioner Small asked the Board if it was still okay with a town hall meeting to include Rick Weaver, Commissioner Bouchey, and a Commissioner from Walla Walla County, perhaps sometime in late September or early October. The Board indicated it would and Commissioner Small said he would get back to them on possible dates.

### Bi-County Issues

Ryan Brown discussed the proposed letter to Franklin County and the issue of outsourcing Crisis Response. Mr. Sparks said if Franklin County wanted to contract for Benton County services, it would be up to Benton County to decide how to provide the services; if they didn't like the services provided, they could terminate the contract. The Board agreed.

### Benton City Days Parade

Commissioner Delvin asked the Board if it wanted to participate in the parade and they indicated they would.

### Board Organization

Mr. Sparks said the Board appointed Matt Rasmussen as the County Engineer as part of the resolution approved on the consent agenda with the resignation of Dan Ford.

### MATRICS

Chairman Delvin said he attended a MATRICS meeting and Kennewick and Richland were now waiting for Franklin County to review the contract.

### Flip Flop Friday

It was announced that Flip Flop Friday would be held on September 11 in Prosser and September 18 in Kennewick.

### Vouchers

Check Date: 08/28/2015

Transfers #: 08281501-08281509

Total all funds: \$1,674,514.17

Warrant #: 127156-127280  
Total all funds: \$347,674.92

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

**Resolutions**

- 2015-608: Notice of Approval to Hear Property Tax Appeals
- 2015-609: Organization of Benton County Commissioners for Year 2015; Rescinding Resolution 2014-998
- 2015-610: Line Item Transfer, Fund No. 0501-101, Dept. 650
- 2015-611: Line Item Transfer, Fund No. 0148-101, Dept. 112
- 2015-612: Line Item Transfer, Fund No. 0000-101, Dept. 110
- 2015-613: Agreement w/DSHS, Developmental Disabilities Administration
- 2015-614: Purchase Authorization of Toner, Ink Cartridges & Printer Maintenance Supplies
- 2015-615: Purchase of Fujitsu Scanner for Clerk's Department From PCM-G
- 2015-616: Purchase of HP Designjet Printer & Hardware Support From Hewlett Packard for GIS
- 2015-617: Line Item Transfer, Fund No. 0115-101, Depts. 171 & 173
- 2015-618: Road Approach Policy and Policy on Use of County Right of Way; Rescinding Resolution 2005-116
- 2015-619: Standard Plans for Road Construction Within Benton County Right of Way; Rescinding Resolution 2000-01 & Resolution 2008-01
- 2015-620: Advertisement and Bid Process for Pavement Marking 2015
- 2015-621: Covenant for Installation of Irrigation Distribution System w/SVID
- 2015-622: Line Item Transfer, Fund No. 0000-101, Dept. 120
- 2015-623: Agreement w/FTN Financial Main Street Advisors, LLC for Investment Program Advising
- 2015-624: Change Order No. 7 – Maintenance Shop
- 2015-625: Budget Adjustment 2015-2016 Safety Tax Fund Number 0148-101 - Department 120 - \$138,930
- 2015-626: Budget Adjustment 2015-2016 Public Safety Tax Fund Number 0148-101 Department 121 - \$901,185
- 2015-627: Master Professional Services Contract/Software License and Maintenance Agreement Between Harris Govern and Benton County
- 2015-628: In The Matter Of Funding - Eliminating - And Reclassifying Positions In The Assessor's Office And Rescinding Resolution 2015-588

There being no further business before the Board, the meeting adjourned at approximately 10:30 a.m.

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Clerk of the Board

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Chairman