

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Tuesday, November 27, 2012, 9:00 a.m.  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

**Present:** Chairman James Beaver  
Commissioner Shon Small  
Commissioner Leo Bowman  
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 Kely; 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; DPA Ryan Brown; Central Services Manager Randy Reid; Treasurer Duane Davidson; Assessor Barb Wagner; Pat Austin, Superior Court; Undersheriff Jerry Hatcher; District Court Administrator Jacki Lahtinen; Clerk Josie Delvin; R.J. Lott, Planning; Nick Kooiker and Erhiza Rivera, Treasurer's Office; Van Petty and Pat Powell, Auditor's Office.

#### Approval of Minutes

The Minutes of November 20, 2012 were approved.

#### Consent Agenda

**MOTION:** Commissioner Bowman moved to approve the consent agenda items "a" through "hh", adding "ii" and "jj". Commissioner Small seconded and upon vote, the Board approved the following:

#### Animal Control

- a. Contract w/Banfield the Pet Hospital of Kennewick for Veterinarian Medical Services

#### Central Services

- b. Line Item Transfer, Fund No. 0502-101, Dept. 000

#### Commissioners

- c. Contract w/Columbia Industries Company for Document Destruction Services

#### District Court

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

#### Fairgrounds

- e. Line Item Transfer, Fund No. 0123-101, Dept. 000

### **Human Services**

- f. Amended Agreement w/First Steps Community Counseling Services
- g. Surplus of Personal Property
- h. Amended Agreement w/Domestic Violence Services for Services Through Department of Commerce Homeless Grant
- i. Amended Agreement w/Nueva Esperanza Counseling Center for Shelter Plus Care Program
- j. Amended Agreement w/Nueva Esperanza Counseling Center for Substance Abuse Treatment Services
- k. Amended Agreement w/Catholic Family & Child Services for Shelter Plus Care Program
- l. Amended Agreement w/Somerset Counseling Center for Substance Abuse Treatment Services

### **Juvenile**

- m. Line Item Transfer, Fund No. 0115-101, Dept. 171
- n. Line Item Transfer, Fund No. 0115-101, Dept. 171 to 174
- o. Line Item Transfer, Fund No. 0115-101, Dept. 172
- p. Line Item Transfer, Fund No. 0115-101, Dept. 173 to 174
- q. Line Item Transfer, Fund No. 0115-101, Dept. 174
- r. Line Item Transfer, Fund No. 0000-101, Dept. 138

### **Personnel**

- s. Contract w/Elicit Corporation for Asbestos & Lead Survey
- t. Employee of the Month Appointment
- u. Establishing 2013 Holidays & Hours for the Transaction of Business

### **Public Works**

- v. Appreciation Letter to M Cross

### **Sheriff**

- w. Contract w/Day Wireless Systems for Replacement of Bi-Directional Amplifier @ the Jail
- x. Line Item Transfer, Fund No. 0127-101, Dept. 000
- y. Line Item Transfer, Fund No. 0000-101, Dept. 120
- z. Line Item Transfer, Fund No. 0000-101, Dept. 120
- aa. Contract w/Jack's Superior Auto Body, LLC for Automobile Body Repair
- bb. Contract w/Mathews Auto Body for Automobile Body Repair
- cc. Contract w/Mel's Inter City Collision for Automobile Body Repair

### **Treasurer**

- dd. Line Item Transfer, Fund No. 0129-101, Dept. 000

### **Workforce Development Council**

- ee. Contract w/Career Path Services for Adult Services
- ff. Contract w/Career Path Services for Dislocated Worker Services
- gg. Contract w/Career Path Services for In-School & Out-of-School Youth Services
- hh. Contract w/Career Path Services for National Emergency Grant Services

### **Office of Public Defense**

- ii. Ratification of Agreement w/Kevin Holt
- jj. Ratification of Agreement with Scott Johnson

### **Public Hearing – Certifying Taxes – 2013-2014**

David Sparks presented three resolutions for Board consideration: certifying the current expense levy for 2013 collection, certifying the road levy for 2013 collection, and certifying budgeted taxes for collection in 2013. Mr. Sparks said he was directed to keep the Current Expense levy rate a “smidge” under last year’s levy rate and the Road Levy was factored at 0%.

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

**MOTION:** Commissioner Small moved to approve the Resolution Certifying the Current Expense Levy for 2013 Collection. Commissioner Bowman seconded and upon vote, the motion carried unanimously.

**MOTION:** Commissioner Bowman moved to approve the Resolution Certifying the County Road Levy for 2013 Collection. Commissioner Small seconded and upon vote, the motion carried unanimously.

**MOTION:** Commissioner Bowman moved to approve the Resolution Certifying the Budgeted Taxes for Collection in the Year 2013 for Benton County. Commissioner Small seconded and upon vote, the motion carried unanimously.

### **Entrance Conference – State Auditor**

Lisa Noland and Ginny Waltman reviewed the Benton County Entrance Conference report dated November 27, 2012 for calendar year 2011. The report outlined the following areas: audit scope, accountability audit to review public resources and legal compliance in the following areas: bail bonds; uncleared checks; surplus real property sales; jail revenues; health services contracts; restricted revenues; procurement-purchases; payroll salaries; payroll leave accruals; vendors and disbursements; travel expenditures; amended contracts; general contracts; and payroll and safeguarding of property in Coroner’s office. Ms. Waltman said they expected to issue the accountability audit report in January 2013 assuming there were no delays. They also discussed the different reporting levels for audit recommendations, audit costs, audit staffing, and that Van Pettey, Chief Accountant, was named as the audit liaison for the State Auditor to communicate with throughout the audit.

### **Fairgrounds Improvement Board Appointments**

RJ Lott said that 11 applications were received and nine applicants were interviewed for the Fairgrounds Improvement Board. He said it was a volunteer board made up of five members that would provide recommendations to the Commissioners. The members were required to be residents of Benton County, meet every other month, and serve a two year term for a total of four years if reappointed.

**MOTION:** Commissioner Small moved to approve the appointment of Mike Holstein, Amanda Mathieson, Dan McDaniel, Jeff Van Meighem, and Jan Wiggins to the Fairgrounds

Improvement Board, as recommended by staff. Commissioner Bowman seconded and upon vote, the motion carried unanimously.

### **Budget Recap Update**

Mr. Sparks reported that everybody did a fantastic job of helping with the budget; they started with a \$2.6 million deficit and were now down to \$76,000. He said he believed the Board could proceed to public hearing for adoption of the 2013-2014 budget.

Commissioner Bowman said he noticed some of the reductions were in Central Services and wanted to know if that would slow down the computer upgrades currently being done by Central Services. Mr. Sparks said that most of the Central Services upgrades through the PTI study were being funded through the capital fund and they would continue to move forward on those improvements. Commissioner Bowman thanked Mr. Sparks, his staff, and the elected officials for their work on the budget.

Commissioner Small and Chairman Beaver also congratulated Mr. Sparks and his team and the elected officials on a job well done.

Mr. Sparks commented that this was the first budget he worked on that the Board did not have to legislate the cuts and he thanked everybody for their help. He said he would send out detailed statements to the departments regarding specific line item reductions and requested they let Keith Mercer know as soon as possible if corrections were needed so they could move forward on the public hearing notices.

### **Commissioner Assignment Update**

Commissioner Small said he continued to work on the budget and also sat on the Canvassing Board. Commissioner Bowman and Chairman Beaver said they didn't have anything to report and enjoyed the holiday off.

### **Vouchers**

Check Date: 11/21/2012  
Warrant #: 69888-70030  
Taxes #: 01011112, 01161112, 0501112  
Total all funds: \$440,976.31

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

### **Resolutions**

2012-711: Contract w/Banfield the Pet Hospital of Kennewick for Veterinarian Medical Services  
2012-712: Line Item Transfer, Fund No. 0502-101, Dept. 000  
2012-713: Contract w/Columbia Industries Company for Document Destruction Services

2012-714: Line Item Transfer, Fund No. 0000-101, Dept. 111  
 2012-715: Line Item Transfer, Fund No. 0123-101, Dept. 000  
 2012-716: Amended Agreement w/First Steps Community Counseling Services  
 2012-717: Surplus of Personal Property  
 2012-718: Amended Agreement w/Domestic Violence Services for Services Through  
 Department of Commerce Homeless Grant  
 2012-719: Amended Agreement w/Nueva Esperanza Counseling Center for Shelter Plus  
 Care Program  
 2012-720: Amended Agreement w/Catholic Family & Child Services for Shelter Plus Care  
 Program  
 2012-720A: Amended Agreement w/Nueva Esperanza Counseling Center for Substance  
 Abuse Treatment Services  
 2012-721: Amended Agreement w/Somerset Counseling Center for Substance Abuse  
 Treatment Services  
 2012-722: Line Item Transfer, Fund No. 0115-101, Dept. 171  
 2012-723: Line Item Transfer, Fund No. 0115-101, Dept. 171 to 174  
 2012-724: Line Item Transfer, Fund No. 0115-101, Dept. 172  
 2012-725: Line Item Transfer, Fund No. 0115-101, Dept. 173 to 174  
 2012-726: Line Item Transfer, Fund No. 0115-101, Dept. 174  
 2012-727: Line Item Transfer, Fund No. 0000-101, Dept. 138  
 2012-728: Contract w/Elicit Corporation for Asbestos & Lead Survey  
 2012-729: Establishing 2013 Holidays & Hours for the Transaction of Business  
 2012-730: Contract w/Day Wireless Systems for Replacement of Bi-Directional Amplifier  
 @ the Jail  
 2012-731: Line Item Transfer, Fund No. 0127-101, Dept. 000  
 2012-732: Line Item Transfer, Fund No. 0000-101, Dept. 120  
 2012-733: Line Item Transfer, Fund No. 0000-101, Dept. 120  
 2012-734: Contract w/Jack's Superior Auto Body, LLC for Automobile Body Repair  
 2012-735: Contract w/Mathews Auto Body for Automobile Body Repair  
 2012-736: Contract w/Mel's Inter City Collision for Automobile Body Repair  
 2012-737: Line Item Transfer, Fund No. 0129-101, Dept. 000  
 2012-738: Contract w/Career Path Services for Adult Services  
 2012-739: Contract w/Career Path Services for Dislocated Worker Services  
 2012-740: Contract w/Career Path Services for In-School & Out-of-School Youth Services  
 2012-741: Contract w/Career Path Services for National Emergency Grant Services  
 2012-742: Ratification of Agreement Resolving Dispute with Kevin Holt  
 2012-743: Ratification of Agreement Resolving Dispute with Scott Johnson  
 2012-744: Certifying the Current Expense Levy for 2013 Collection  
 2012-745: Certifying the County Road Levy for 2013 Collection  
 2012-746: Certifying Budgeted Taxes for Collection in the Year 2013  
 2012-747: Appointment of Mike Holstein to Position No. 1 of the Benton County  
 Fairgrounds Improvement Board  
 2012-748: Appointment of Amanda Mathieson to Position No. 2 of the Benton County  
 Fairgrounds Improvement Board  
 2012-749: Appointment of Dan McDaniel to Position No. 3 of the Benton County  
 Fairgrounds Improvement Board

- 2012-750 Appointment of Jeff Van Meighem to Position No. 4 of the Benton County Fairgrounds Improvement Board
- 2012-751 Appointment of Jan Wiggins to Position No. 5 of the Benton County Fairgrounds Improvement Board

There being no further business before the Board, the meeting adjourned at approximately 9:27 a.m.

---

Clerk of the Board

---

Chairman