

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, June 10, 2014, 9:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman Pro Tem Jerome Delvin
Commissioner Shon Small
County Administrator David Sparks
Clerk of the Board Cami McKenzie

Absent: Chairman James Beaver

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 Daniel Ford; 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; Michelle Simpson, Treasurer's Office; Marianne Ophardt, WSU Extension; Lexi Wingfield, Personnel; Erhiza Rivera, Treasurer's Office; Steve Brown and Dale Wilson, Building Department; Marty Groom, Public Works.

Approval of Minutes

The Minutes of June 3, 2014 were approved.

Consent Agenda

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

Auditor

- a. Surplus of Personal Property
- b. Line Item Transfer, Fund No. 0111-101, Dept. 000

Commissioners

- c. Agreement w/Department of Revenue for Administration of Enhanced 911 Excise Taxes

Facilities

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

Human Services

- e. Agreement w/CBVC for Ten-Year Homeless Housing Plan
- f. Amended Agreement w/Benton Franklin Community Action Committee for the Chronically Homeless Housing Program

Prosecuting Attorney

- g. Contract w/Associated Appraisers of Walla Walla LLC for Parcel No. 1-1680-100-0009-000

Public Works

- h. Purchase Authorization of Dump Bodies from Northend Truck Equipment, Inc.
- i. Contract w/Brulotte Construction, Inc. for Utility Relocation @ Nine Canyon Road
- j. Reimbursement Agreement w/Benton PUD for Utilities Relocation for Nine Canyon Road
- k. Bid Process Authorization for 3 Diesel Powered Truck Cab & Chassis Units
- l. Bid Process Authorization for 3 Three-Axle Pup Trailers

Sheriff

- m. Contract Modification w/U.S. Department of Energy for Law Enforcement Services

Superior Court

- n. Contract w/M Dolven for Court Facilitator Services

Treasurer

- o. Armored Car Service Agreement w/Garda CL Northwest, Inc.

Community Gardens in Benton County

Marianne Ophardt and Bill Dixon, Master Gardener talked about the community gardens in Benton County. Mr. Dixon said they were working to promote people to plant extra in their gardens to donate to food banks. Additionally, they talked about the following:

- Working hard to develop community gardens; 89 beds for social service programs and families to grow food
- Provide technical assistance by mentoring 24 community and social service gardens
- Received \$1,000 in grants to support three new gardens (Juvenile Justice, My Friends Place and Kurtzman Park) and over \$4,000 in donated materials and service
- By the end of the year , Master Gardeners expect to contribute about 1500 hours (value of \$34,000) in their community gardening effort

Ms. Ophardt said they found in studies that when children participate in their own gardening, they eat more vegetables and gain a healthier lifestyle.

Personnel Resources Department Update

Lexi Wingfield and Tammy Dufault via/videoconference updated the Board on the following:

Personnel Projects

- Revamping FMLA Process
- Affordable Care Act Tracking
- Wellness Committee
- Insurance Committee
- Succession Plan (County is becoming smaller by reducing full-time employees) with a reduction in Current Expense, a 10% cut in Juvenile and Human Service and Road

Department for a total of 33 full-time employees since 2008. She said they planned to provide a full work force succession plan by the end of the summer.

Civil Service

- Promotion Testing for Corporal and Sergeant (9 for corporal and 13 for sergeant - contracted with outside agency this year for testing)
- Upcoming oral boards for entry level corrections – 20 on the list
- Upcoming testing and oral boards for entry level deputies and new sheriff clerical positions - hope to complete in July

Building Department Update

Steve Brown and Dale Wilson gave an update for the Building Department as follows:

- Building Permit Numbers – Jan. through April
- Year to date building activity - 2014 versus 2013 (2014 up slightly) - slowing growing in the last five years
- Revenue – just a little bit behind in revenue on year to date at \$268,942 for 2014 and \$292,179 for 2013 (can change quickly month to month with commercial projects)
- Code enforcement 1st quarter case status
- Cases by cities; types of violations
- Code enforcement is steadily increasing; they are being very proactive and the public is aware and also making more complaints

Mr. Sparks commented that Current Expense had to allocate dollars in 2009 and 2010 and also eliminated a building inspector, although now the fund is back to being self-sufficient. He said the next presentation by the Building Department might also include management of the Animal Control Department.

Other Business

Mr. Sparks said they had advertised for Mr. Mercer's vacant position.

Executive Session – Pending Litigation

The Board went into executive 9:45 a.m. for approximately 10 minutes with DPA Ryan Brown to discuss pending litigation. Also present were David Sparks, Cami McKenzie, and Loretta Smith Kelty. The Board came out at 9:52 a.m. Mr. Brown said the Board discussed pending litigation and that no decisions were made and no action was taken.

Vouchers

Check Date: 06/10/2014
Procurement Cards #: 0614
Total all funds: \$167,184.37

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

Resolutions

- 2014-441: Surplus of Personal Property
- 2014-442: Line Item Transfer, Fund No. 0111-101, Dept. 000
- 2014-443: Agreement w/Department of Revenue for Administration of Enhanced 911 Excise Taxes
- 2014-444: Line Item Transfer, Fund No. 0000-101, Dept. 110
- 2014-445: Agreement w/CBVC for Ten-Year Homeless Housing Plan
- 2014-446: Amended Agreement w/Benton Franklin Community Action Committee for the Chronically Homeless Housing Program
- 2014-447: Contract w/Associated Appraisers of Walla Walla LLC for Parcel No. 1-1680-100-0009-000
- 2014-448: Purchase Authorization of Dump Bodies from Northend Truck Equipment, Inc.
- 2014-449: Contract w/Brulotte Construction, Inc. for Utility Relocation @ Nine Canyon Road
- 2014-450: Reimbursement Agreement w/Benton PUD for Utilities Relocation for Nine Canyon Road
- 2014-451: Bid Process Authorization for 3 Diesel Powered Truck Cab & Chassis Units
- 2014-452: Bid Process Authorization for 3 Three-Axle Pup Trailers
- 2014-453: Contract Modification w/U.S. Department of Energy for Law Enforcement Services
- 2014-454: Contract w/M Dolven for Court Facilitator Services
- 2014-455: Armored Car Service Agreement w/Garda CL Northwest, Inc.

There being no further business before the Board, the meeting adjourned at approximately 9:52 a.m.

Clerk of the Board

Chairman