

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Tuesday, March 18, 2014, 9:00 a.m.  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

**Present:** Chairman James Beaver  
Commissioner Jerome Delvin  
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 Kely; Adam Fyall, Sustainable Development Manager; Finance Manager Keith Mercer; Personnel Manager Melina Wenner; Public Works Manager Steve Becken; Ed Thornbrugh, Human Services; Planning Manager Mike Shuttleworth; DPA Ryan Brown; Jacki Lahtinen, District Court; Clerk Josie Delvin; Auditor Brenda Chilton; Bob Woody, IT; County Engineer Daniel Ford; Donna Holmes, Public Works; Treasurer Duane Davidson; DPA Ryan Lukson, DPA Steve Hallstrom; Erhiza Rivera and Michelle Simpson, Treasurer's Office.

#### Approval of Minutes

The Minutes of March 11, 2014 were approved.

#### Consent Agenda

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

#### Auditor

- a. Letter to WA State Auditor's Office

#### Commissioners

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

#### Fairgrounds

- c. Updated Rental Rates; Rescinding Resolutions 09-883 & 07-870

#### GIS

- d. Interlocal Agreement w/City of Kennewick for Digital Orthophotography

#### Human Services

- e. Amended Agreement w/J Dorsett as Community Prevention Coordinator
- f. Agreement w/River of Life Metropolitan Community Church for Homeless Housing Plan

- g. Agreement w/Benton Franklin Community Action Committee for Homeless Housing Plan
- h. Agreement w/Catholic Charities for Homeless Housing Plan

#### **Juvenile**

- i. Line Item Transfer, Fund No. 0115-101, Dept. 175

#### **Office of Public Defense**

- j. Amended Agreement w/A Rado for District Court Defense Services

#### **Personnel**

- k. Contract w/Praetorian Group Inc. for Online Training Services
- l. Appointment of G Dorsett to the Mosquito Control Board

#### **Prosecuting Attorney**

- m. Amended Agreement w/Teamsters Local No. 839, Representing Juvenile Detention Unit
- n. Amended Agreement w/Teamsters Local No. 839, Representing Facilities & Parks Employees

#### **Public Works**

- o. Agreement w/City of Benton City to Allocate Map-21 Funds
- p. Purchase of Herbicide Materials from Crop Production Srvcs, Amending Resolution 2014-050
- q. Agreement w/Union Pacific Railroad Company for Land Purchase for Columbia Irrigation District Canal

#### **Sheriff**

- r. Contract Termination Letter to Blue Mountain Pharmacies, LLC dba/ Densow's Pharmacy
- s. Interlocal Agreement w/Franklin County and Cities of Kennewick, Richland, Pasco, Prosser, West Richland and Connell for Software License for Cellebrite USA, Inc.
- t. Agreement w/Lexipol, LLC for a Web-Based Development Policy & Procedures System

#### **Solid Waste Committee Transfer Request**

Steve Becken said the Solid Waste Advisory Committee (SWAC) was requesting to explore the option of turning over Solid Waste to BFCOG as the controlling agency. Additionally, the SWAC requested to hire HDR in the amount of \$62,000 to complete the conceptual design of the moderate risk facility and determine capital and operational funding. He said that after review by the Prosecuting Attorney, they recommended to go out for an RFQ for this design work.

The Board unanimously agreed with having Mr. Becken look at transferring Solid Waste over to BFCOG to run Solid Waste and to move forward with an RFQ for the moderate risk facility.

#### **Current Expense - Four Year Financial Forecast**

Keith Mercer said he worked with Mr. Sparks, Ms. Smith Kelty and the Treasurer's office on the four-year forecast and briefly highlighted the following:

- Revenue
  - Taxes - Mr. Sparks commented they were trying to keep the Hanford sales tax separate and keep it flat; they were a little ahead and looked at 2.5% growth per year for the four years (for sales tax)

- License/Permits – gun permits and passports had an increase
- Intergovernmental revenue – reduction due to grants being reduced and adjustments to general receipting
- Security of Persons & Property - tied with dept. 120's budgets
- Fines & forfeitures – penalties and interest on property taxes – now based on actuals
- Miscellaneous (Interest) - not going up

Mr. Sparks said they were estimating revenue was growing 3.7% but that was based on assumptions and as the assumptions changed, so would the numbers.

- Expenditures
  - Percentage increase was 4.7% and growing faster than revenue; took into consideration inflation and employer actuaries, department chargebacks and intergovernmental services and transfers out
- Total Excess (Deficit)
  - 2015-2016 - \$62,668
  - 2017-2018 – (\$1,055,200)

Mr. Sparks said this was a first draft and they had factored in a small increase in both salaries and benefits and that it was the biggest driver. He said they would welcome any suggestions for improvement but felt it was a tool they could use as they went forward to help them make decisions; additionally, it was based on current staffing with modest increases.

Mr. Sparks added that he thought based on this information the County was okay (not great but okay). He said the biggest issue was sales tax; property tax was pretty basic in forecasting but sales tax was the key and they were monitoring that on a constant basis.

### **Animal Control Update**

Keith Mercer updated the Board on the Animal Control Department. He gave statistics on dogs that were adopted, that died in the facility, were returned to owners, transferred out, or euthanized. He said they had reached out to different facilities and local contacts about transferring and dealt a lot with Noah on the west side; also had contacts in Spokane, Oregon, and had built local relationships to assist in getting the dogs placed. He emphasized the dogs were euthanized only if it was medically necessary or deemed dangerous or potentially dangerous to protect the county from liability.

Additionally, he updated the Board on a dog in the facility (Riley) that was in need of surgery and said an individual volunteer had raised the funds necessary to pay for the surgery.

## **Other Business**

David Sparks stated that he had been working with Duane Davidson regarding the Assessor and Treasurer software system that needed to be replaced. He said it was in the capital facilities plan and he believed the Board should look at it and it had an approximate cost of \$800,000.

Commissioner Small thanked elected officials for assisting with the Prosser Leadership class for 2014.

Commissioner Delvin said the Transit Board was looking for a new general manager, received 43 applications from around the country and had it down to nine finalists.

Chairman Beaver reminded the Board it had a Bi-County meeting Wednesday at 3:00 p.m. at the Health Building.

## **Executive Session - Potential Litigation; Pending Litigation; Grievance Position**

The Board went into executive session at 9:37 a.m. for approximately 30 minutes to discuss pending litigation, potential litigation, and a grievance position. Present were DPA Ryan Brown, DPA Ryan Lukson, Melina Wenner, DPA Steve Hallstrom, Loretta Smith Kelty, David Sparks, and Cami McKenzie. Detective Lee Cantu and Undersheriff Jerry Hatcher were present via/video conference until 9:49 a.m. Daniel Ford and Steve Becken joined the executive session at 10:00 a.m.

The Board came out of executive session at 10:02 a.m. DPA Ryan Brown stated the Board discussed potential and pending litigation and a grievance position, but took no action.

**MOTION**: Commissioner Small moved to approve the Benton County Commissioners sign five step 3 response letters to the union that responded back to address the grievances. Commissioner Delvin seconded and upon vote, the motion carried.

## **Vouchers**

### **CORRECTION**

Check Date: 02/05/2014

#### Payroll Checks

Warrant #: 236780-236879

Direct Deposit #: 91274-91874

Total all funds: \$2,115,208.76

#### Payroll Deductions

Taxes #: 10114021-10114029

Warrant #: 95968-95987

Total all funds: \$2,154,072.06

Check Date: 03/13/2014

Procurement Cards: #0314  
Total all funds: \$130,381.56

Check Date: 03/14/2014  
Warrants #: 97963-98226  
Total all funds: \$7,091.08

Check Date: 03/17/2014

Payroll Draw checks  
Warrant #: 237009-237023  
Direct Deposit #: 92724-92923  
Total all funds: \$105,140.14

Payroll Draw Deductions  
Taxes #: 101140310  
Total all funds: \$34,679.05

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

## **Resolutions**

- 2014-237: Line Item Transfer, Fund No. 0000-101, Dept. 107
- 2014-238: Updated Rental Rates; Rescinding Resolutions 09-883 & 07-870
- 2014-239: Interlocal Agreement w/City of Kennewick for Digital Orthophotography
- 2014-240: Amended Agreement w/J Dorsett as Community Prevention Coordinator
- 2014-241: Agreement w/River of Life Metropolitan Community Church for Homeless Housing Plan
- 2014-242: Agreement w/Benton Franklin Community Action Committee for Homeless Housing Plan
- 2014-243: Agreement w/Catholic Charities for Homeless Housing Plan
- 2014-244: Line Item Transfer, Fund No. 0115-101, Dept. 175
- 2014-245: Amended Agreement w/A Rado for District Court Defense Services
- 2014-246: Contract w/Praetorian Group Inc. for Online Training Services
- 2014-247: Appointment of G Dorsett to the Mosquito Control Board
- 2014-248: Amended Agreement w/Teamsters Local No. 839, Representing Juvenile Detention Unit
- 2014-249: Amended Agreement w/Teamsters Local No. 839, Representing Facilities & Parks Employees
- 2014-250: Agreement w/City of Benton City to Allocate Map-21 Funds
- 2014-251: Purchase of Herbicide Materials from Crop Production Srvcs, Amending Resolution 2014-050
- 2014-252: Agreement w/Union Pacific Railroad Company for Land Purchase for Columbia Irrigation District Canal

2014-253: Interlocal Agreement w/Franklin County and Cities of Kennewick, Richland, Pasco, Prosser, West Richland and Connell for Software License for Cellebrite USA, Inc.

2014-254: Agreement w/Lexipol, LLC for a Web-Based Development Policy & Procedures System

There being no further business before the Board, the meeting adjourned at approximately 10:03 a.m.

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Clerk of the Board

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Chairman