

**MINUTES**

**BOARD OF BENTON COUNTY COMMISSIONERS**

Regular Board Meeting  
Tuesday, April 21, 2015, 9:00 a.m.  
Benton County Planning Annex  
1002 Dudley Avenue, 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 Daniel Ford; DPA Ryan Brown; Auditor Brenda Chilton; Clerk Josie Delvin; District Court Administrator Jacki Lahtinen; Bob Woody, IT Department; GIS Manager Mary Phillips; Matt Rassmussen, Assistant County Engineer; Clark Posey, Planning; Erhiza Rivera and Yuliana Perez Castillo, Treasurer’s Office; Teri Holmes, IT Manager; Paul Schut, Commissioners’ Office; Assessor Bill Spencer; DPA Steve Hallstrom; Pat Austin, Superior Court.

**Approval of Minutes**

The Minutes of April 14, 2015 were approved.

**Review Agenda**

Executive Sessions were added to the agenda to discuss labor negotiations and performance of a public employee.

**Consent Agenda**

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

**Auditor**

- a. Agreement w/Comstor Information Management Inc. for Maintenance & Repair Services

**Facilities**

- b. Terminating Contract for Janitorial Services
- c. Award of Janitorial Services to ABM Janitorial Services

**Fairgrounds**

- d. Line Item Transfer, Fund No. 0124-101, Dept. 000
- e. Contract w/Pacific Fire Inspection Services for Backflow Assemblies Testing

### **Human Services**

- f. Agreement w/Dept of Social & Health Services for Chemical Dependency Prevention

### **Information Technology**

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

### **Juvenile**

- h. Line Item Transfer, Fund No. 0115-101, Dept. 174

### **Office of Public Defense**

- i. Amended Juvenile Indigent Defense Agreement w/J Azure
- j. Legal Representation Agreement w/S Johnson for Superior Court Drug Court Program

### **Personnel**

- k. Voluntary Employee Beneficiary Association Policy & Procedure; Amending Resolution 2014-350

### **Pest Board**

- l. Appointment of M Eddie to the Benton County Horticultural Pest and Disease Board

### **Public Works**

- m. Establishing A Public Works Program Coordinator Classification Description & Salary Grade

### **Sheriff**

- n. Purchase Authorization of Utility Vehicle From RN Tri-Cities LLC
- o. Amending Resolution 2014-439 Regarding Interlocal Agreement w/City of Kennewick for 2014 Byrne Justice Assistance Grant

### **Superior Court**

- p. Agreement w/M Dolven for Courthouse Facilitator Services

### **PEDA Quarterly Update**

Deb Heintz, PEDA and Gary White, TRIDEC discussed the results of the survey of local food and beverage companies in Benton & Franklin Counties (24 in Prosser). Mr. White briefly discussed the results of the survey as follows:

- Manufacturing in Benton & Franklin - 45% of manufacturing was food and beverage
- Surveyed 71 companies and this is what they need to grow their industry:
  - Develop a hospitality program
  - Develop a culinary school
  - Develop a food processing training company
  - Develop a technical skills program
  - Produce an event to showcase all companies (one scheduled for June 12)
  - Develop public relations program
  - Develop a strategic gateway concept – position this area as a gateway between North America and Asia

### **Quarterly Finance Report**

Paul Schut provided a financial update through March, 2015 outlining the revenues and expenditures. Time elapsed through March 2015 was (12.5%) with revenues totaling 8.96% and expenditures totaling 10.93%.

He mentioned that property taxes were expected to come in later this month and other taxes were projecting where they should be. Intergovernmental revenue, mainly PUD taxes, had not come in yet but was expected in June.

He said they were lagging behind in billings to the cities (District Court, OPD and Superior Court) but had been working with the Treasurer's Office and sent out invoices last week so would be catching up there shortly. He said they had not sent out jail billings yet (based on actuals). He was told they were working on a report and were in the final stages and they would see that revenue shortly.

Mr. Sparks said there was a 2015 bed day rate established so he did not understand why they hadn't been billed; if they received a credit for 2014 it would be given in the 2015 billings.

Mr. Schut said they were receiving Federal and U.S. Marshal/ Dept. Of Corrections money and were receiving higher than expected revenue due to the increased bed day rate but it was expected to even out at the end of the biennium.

Mr. Schut said he would continue to work with those departments to make sure they followed through with collecting and account receivables. He said all other receivables were as expected during the first quarter.

The Board discussed the issue with billing out account receivables and Mr. Sparks said they needed to do something to address the issue.

Mr. Schut indicated that expenditures were on track but slightly under and there was an inflated number in non-departmental due to the transfer of \$500,000 to Election Reserve for funds needed for the upcoming primary election.

## **Other Business**

### Hearings Examiner Update

Clark Posey said they had their first Hearings Examiner meeting since they adopted the Hearings Examiner ordinance. He said there were two extensions and one conditional use permit and it went very well. He indicated the Planning staff would continue to prepare the maps and memos for the hearings.

### Tri-City Model Railroad Association

Commissioner Beaver discussed the letter received from the Tri-City Model Railroad Association. The Board agreed to forward the information to the Fairgrounds to offer to lease space to the group.

### Antinori Road Ribbon Cutting

Chairman Delvin reminded the Board of the Antinori Road ribbon cutting today at 1:30 p.m.

### The Children's Reading Foundation

Chairman Delvin said they received notice that Nancy Kerr, President of The Children's Reading Foundation was retiring, and he had a letter prepared for the Board to sign thanking her for her service. The Board agreed to sign the letter.

### Interlocal agreement for MATRICS

Chairman Delvin said that Ryan Brown had been working on revisions to the MATRICS interlocal agreement and he would present that to the Board next week. He mentioned that he had discussions with the City of Pasco and Kennewick so they were aware a new agreement would be coming.

The Board briefly recessed, reconvening 9:35 a.m.

### **Executive Session – Pending Litigation**

The Board went into executive session at 9:35 a.m. with DPA Ryan Brown to discuss pending litigation for approximately 10 minutes. Also present were Steve Hallstrom, Loretta Smith Kelty, David Sparks, and Cami McKenzie. The Board came out at 9:45 a.m. Mr. Brown stated the Board discussed pending litigation but took no action.

### **Executive Session – Labor Negotiations**

The Board went into executive session at 9:46 a.m. with DPA Steve Hallstrom to discuss the County's position or strategy regarding ongoing labor negotiations for up to 15 minutes. Also present were Ryan Brown, Loretta Smith Kelty, David Sparks, and Cami McKenzie. The Board came out at 10:03 a.m. Mr. Hallstrom said the Board discussed labor negotiations but took no action.

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

The Board went into executive session at 10:03 a.m. for up to 15 minutes to discuss the performance of a public employee. Also present were David Sparks and Loretta Smith Kelty. The Board came out at 10:15 a.m. It was stated that no action was taken in executive session.

### **Vouchers**

Check Date: 04/15/2015

Payroll Draw Checks

Warrant #: 238449-238457

Direct Deposit #: 103568-103753

Total all funds: \$100,883.00

Payroll Draw Deductions – Transfers  
Taxes #: 101150415  
Total all funds: \$33,274.88

Check Date: 04/17/2015

Warrant #: 120017-120052  
Total all funds: \$719.01

Warrant #: 120053-120092  
Total all funds: \$13,223.74

Warrant #: 120093-120278  
Total all funds: \$1,795,104.36

Transfers #: 04171501-04171510  
Total all funds: \$657,055.62

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

**Resolutions**

- 2015-296: Agreement w/Comstor Information Management Inc. for Maintenance & Repair Services
- 2015-297: Terminating Contract for Janitorial Services
- 2015-298: Award of Janitorial Services to ABM Janitorial Services
- 2015-299: Line Item Transfer, Fund No. 0124-101, Dept. 000
- 2015-300: Contract w/Pacific Fire Inspection Services for Backflow Assemblies Testing
- 2015-301: Agreement w/Dept of Social & Health Services for Chemical Dependency Prevention
- 2015-302: Line Item Transfer, Fund No. 0502-101, Dept. 000
- 2015-303: Line Item Transfer, Fund No. 0115-101, Dept. 174
- 2015-304: Amended Juvenile Indigent Defense Agreement w/J Azure
- 2015-305: Legal Representation Agreement w/S Johnson for Superior Court Drug Court Program
- 2015-306: Voluntary Employee Beneficiary Association Policy & Procedure; Amending Resolution 2014-350
- 2015-307: Appointment of M Eddie to the Benton County Horticultural Pest and Disease Board
- 2015-308: Establishing A Public Works Program Coordinator Classification Description & Salary Grade
- 2015-309: Purchase Authorization of Utility Vehicle From RN Tri-Cities LLC
- 2015-310: Amending Resolution 2014-439 Regarding Interlocal Agreement w/City of Kennewick for 2014 Byrne Justice Assistance Grant
- 2015-311: Agreement w/M Dolven for Courthouse Facilitator Services

There being no further business before the Board, the meeting adjourned at approximately 10:15 a.m.

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Clerk of the Board

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Chairman