

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, June 11, 2013, 9:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman Shon Small
Commissioner James Beaver
Commissioner Jerome Delvin
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; Finance Manager Keith Mercer; Personnel Manager Melina Wenner; Public Works Manager Steve Becken; County Engineer Daniel Ford; Planning Manager Mike Shuttleworth; DPA Ryan Brown; Jacki Lahtinen, District Court; Clerk Josie Delvin; Kenn Denn, Bob Woody, and Robert Heard, Central Services; Susan Walker and RJ Lott, Planning; Sue Schuetze, Public Works; Rosie Sparks, Auditor's Office; Bryan Perry, Safety Coordinator; Lexi Wingfield, Personnel; Dean Docken, Facilities; Nick Kooiker, Treasurer's Office.

Approval of Minutes

The Minutes of June 4, 2013 were approved.

Consent Agenda

MOTION: Commissioner Beaver moved to approve the consent agenda items "a" through "v", pulling "d" (Design West Architects Amendment). Commissioner Delvin seconded and upon vote, the Board approved the following:

Auditor

- a. Line Item Transfer, Fund No. 0111-101, Dept. 000

Central Services

- b. Purchase Agreement w/Cerium for System Upgrade

Commissioners

- c. Master Contract Usage Agreement w/St of WA, Department of Enterprise Services

District Court

- e. Line Item Transfer, Fund No. 0131-101, Dept. 000

Facilities

- f. Contract w/Banlin Construction LLC for Prosser Courthouse Tenant Improvement Project

- g. Purchase Authorization of Air Filters for HVAC from Total Filtration Services

Fairgrounds

- h. Contract w/Stratton Surveying & Mapping, PC for Locating & Adjusting Parcel Boundaries

Human Services

- i. Line Item Transfer, Fund No. 0108-101, Dept. 504
- j. Amended Agreement w/First Steps Community Counseling Services for Substance Abuse Treatment Services
- k. Hardware & Software Maintenance Agreement w/IBM & Netsmart Technologies, Inc.

Juvenile

- l. Line Item Transfer, Fund No. 0115-101, Dept. 171
- m. Contract w/Michael Henry for Sex Offenders Treatment Services
- n. Termination of 2001 Contract w/Ruegsegger Polygraph Services
- o. Contract w/Ruegsegger Polygraph Services for Polygraph Examinations

Office of Public Defense

- p. Line Item Transfer, Fund No. 0000-101, Dept. 136

Prosecuting Attorney

- q. Copier Lease Agreement w/Abadan

Public Works

- r. Bid Award to Tapani, Inc. for Travis Road Project
- s. Purchase Authorization for Pavement Marking Material from Flint Trading, Inc.
- t. Public Hearing Authorization for 6 Year Road Program
- u. City of Grandview Equipment Maintenance Agreement
- v. Surplus of Personal Property

Consent Item “d” Amended Contract w/Design West Architects for Architectural & Engineering

Chairman Small said the agreement gave authorization to the County Administrator to approve proposals up to \$25,000, but he wanted to have the resolution rescinded if Mr. Sparks ever left his position.

MOTION: Commissioner Beaver moved to approve “d” (Amended Contract w/Design West Architects for Architectural & Engineering). Commissioner Delvin seconded and upon vote, the motion carried.

Public Hearing C & M Orchards, Inc. Franchise

Sue Schuetze presented a petition for a nonexclusive franchise to place a water distribution system within County road right of way in the Roza vicinity in Benton County.

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

MOTION: Commissioner Beaver moved to approve the petition for nonexclusive franchise filed by C & M Orchards, Inc. as presented with conditions. Commissioner Delvin seconded and upon vote, the motion carried.

Fairgrounds Improvement Board

RJ Lott said the Fairgrounds Improvement Board recommended initiating a program that would mutually benefit high school seniors in the Kennewick School District and the Benton County Fairgrounds by allowing high school seniors to complete their required senior project for the school year 2013-2014. He said the seniors would be responsible for submitting their ideas to the Fairgrounds staff for approval prior to the commencement of any project and any labor or materials would need to be provided by the students. Mr. Lott said the school district had a form that he forwarded to the PA for approval and modification and the County would not have any liability.

Commissioner Beaver said he supported the idea and it was a tool that had been used throughout the community and was a no-cost solution to improve the facilities.

MOTION: Commissioner Beaver moved to approve the creation the program for no more than 10 high school seniors in the the Kennewick School District to complete their required senior projects at the Benton County Fairgrounds for the 2013-2014 school year. Commissioner Delvin seconded and upon vote, the motion carried unanimously.

Security Camera Proposal

Bryan Perry reviewed the Powerpoint presentation on the proposed security camera installation. He said there had been interest in replacing and installing cameras in and around the Justice Center and Jail so he put forth a proposal. He said the proposal was reviewed and approved by each of the departments. He said it included 290 cameras, was similar to the IT system on a centralized but separate network, 36 TB of storage for each facility and multiple viewing stations. He said some additional things to consider were as follows:

- It would become a public record;
- The system effectiveness relied on staff/public reporting
- Large initial investment - \$1.5 million for what was being proposed
- Benefits
 - Risk management – reduce time investigating claims; improved forensic data when incidents occurred; emergency management; operational management

Mr. Perry indicated he worked very closely with Pelco in putting together the proposal and used their expertise on what short of equipment was needed. Mr. Sparks said they would have to review what funds might be available for this project.

Commissioner Beaver said it was important to keep employees and the community safety and there was an element that should be observed. He said if and when they got to that point, he wanted to see strict qualifications and scope of work for the contractor. He added that this was not an attempt to monitor employees but to make it a safer place. Chairman Small said he agreed with the need and utilizing IT expertise was important. Mr. Perry added that it was mainly covering the outside, entrances, and main corridors.

The Board said it was agreeable to moving forward on a RFP to get a true estimate of the costs.

Personnel Resources Department Strategic Plan Update

Melina Wenner and Lexi Wingfield presented the update for the Personnel Resources Department. It highlighted new programs including:

- Unemployment Cost Containment Program
- Online Recruitment and Application Process (Neogov Program)
- Update and Expansion of Pre-employment Testing Methods

Mr. Sparks commented that the Neogov program had really helped in the recruiting process and reaching out across the nation as well as the state.

Financial Update

Keith Mercer provided a final update for 2013 as of April 30. He said the County had received \$12.6 million in taxes, however, it had not received the refueling tax as of yet. Mr. Sparks commented on the amount received for “security of persons and property” and Mr. Mercer said it appeared the jail use contracts had not yet been billed. Mr. Sparks said he felt an “accounts receivable” department was needed because the County needed accountability in one place to keep track of these issues; the Sheriff’s office had a \$32 million budget with no revenue received. He said he had been working on this with the Auditor and Treasurer and would hopefully have something for the Board soon. Commissioner Delvin asked how this affected the County’s cash flow and Mr. Sparks said the budget policy required the County keep 10% in reserves for cash flow issues. Overall, the revenue received was 16.85%.

Mr. Mercer then outlined expenditures by department and showed the overall the budget was at 15.51% used. Mr. Sparks said that sometime during this biennium the Board would have to look at adjusting the budgets according to the one-time payment in lieu of COLA. He said the main key was to keep an eye on retail sales and billing for the County’s big revenue sources.

Citizens for Economic Development

Commissioner Beaver said he attended a meeting at Lampson Stadium with a group that was proposing expanding ports and they were soliciting proposals. He said at this point he was not asking for a letter but just comments from the Board.

Commissioner Delvin said he agreed with content of the proposed letter that was provided and would support sending a letter to the Governor asking him not to single out commodities but to support fair treatment for all.

Chairman Small agreed and Mr. Fyall was directed to draft a letter.

Commissioner Assignment Update

Commissioner Delvin said he received a request for volunteers to sit on the NACO committee if any members were interested. He said he would be attending the groundwater meeting in Yakima on Wednesday. He said he would like to submit a statement from Benton County how it was going to go forward and address the groundwater issues and he suggested they offer the paper presented by Darryl Olsen on the preferred alternative and principles. The Board agreed.

Commissioner Delvin asked if the Board was interested in receiving a presentation by the Yakima Basin Storage Alliance to get their views on the water issues. The Board agreed and Commissioner Delvin said he would set that up.

Additionally, he said that Ecology was looking at shutting down the basin and so the County would need to have a response to that. Commissioner Beaver said he wanted to send a letter to the Director of Ecology and state there have been discussions about shutting down water in the Basin and the County would like to get a straight answer.

Commissioner Delvin also stated that Department of Ecology accepted the County's request to withdraw from the GWMA and that he would be meeting with Mike Shuttleworth, the Health District, and the Conservation District to determine how to go forward; he wanted to let me them know the County would still remain observers and interested in groundwater quality. Commissioner Beaver read the letter from Ecology into the record.

Commissioner Delvin said the Board was invited to attend a BBQ by the Columbia River Commission next Wednesday if they were interested.

Commissioner Beaver said he attended the ECA conference in Idaho Falls with Adam Fyall last week and there was still heavy debate on the Yucca Mountain issue. Additionally, he briefly attended the Park Board meeting.

Commissioner Beaver also discussed the letter received from Mr. Simpson regarding the summer rafters on the river and that he was asking for more decisive action. He discussed sending a letter to CID regarding their property that allowed rafters access to the river and also sending a response letter to Mr. Simpson.

Chairman Small said they previously contacted CID regarding this issue and they declined to close their access so he agreed it was a good idea to contact them again asking if they would put up "no parking" or "no trespassing" signs on their property.

Susan Walker said during the process of the Shoreline Management Program, public access was a huge issue and they had to show the County had public access policies and ways to get people to the water. She said their focus group met at the end of May (large broad base group) to discuss public access and handle future policies and where it was most likely they wanted access. She said they felt it was most important to provide access on public property and she hoped as part of this process for shorelines they would solve some of these enforcement and parking

issues. She stated the plan was to target the money where folks have planned to put in access areas and provide parking, access, garbage service and enforcement.

Chairman Small said that until the issue was resolved he wanted to contact CID again. The Board agreed. Commissioner Delvin said he also viewed the area and felt that enforcement was the main way to solve the problem.

Chairman Small said he received a call from a local farmer, Jan Blair, and they discussed the issue of Les Blair Road being shut down to prevent vandalism and theft in the area. There was a discussion with Steve Becken regarding a resolution that originally shut down the road 18 years ago and the RCW's that governed this type of action. Mr. Becken said the RCW stated if a road was closed, it could not be used by anyone, including the farmers, but could only be used by emergency vehicles. He said the best way to solve the issue for Mr. Blair would be for him to request vacation of the road right of way.

The Board agreed that Mr. Sparks could work with Mr. Becken to get the issue resolved.

Chairman Small said he attended the Metro meeting and there was discussion about them losing grant money and dealing with a shortfall. He said they were looking at prorating amongst entities and reducing costs. He said he also attended the Greater Columbia Behavioral Health meeting.

Commissioner Beaver also commented that bi-county or interlocal partnership programs needed to be evaluated.

Vouchers

Check Date: 06/05/2013
Warrant #: 235701-235803
Direct Deposit #: 84589-85184
Total all funds: \$2,230,811.25

Check Date: 06/05/2013
Warrant #: 81731-81750
Taxes #: 10113061-10113069
Total all funds: \$2,175,579.73

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

Resolutions

2013-429: Line Item Transfer, Fund No. 0111-101, Dept. 000
2013-430: Purchase Agreement w/Cerium for System Upgrade
2013-431: Master Contract Usage Agreement w/St of WA, Department of Enterprise Services
2013-432: Line Item Transfer, Fund No. 0131-101, Dept. 000

- 2013-433: Contract w/Banlin Construction LLC for Prosser Courthouse Tenant Improvement Project
- 2013-434: Purchase Authorization of Air Filters for HVAC from Total Filtration Services
- 2013-435: Contract w/Stratton Surveying & Mapping, PC for Locating & Adjusting Parcel Boundaries
- 2013-436: Line Item Transfer, Fund No. 0108-101, Dept. 504
- 2013-437: Amended Agreement w/First Steps Community Counseling Services for Substance Abuse Treatment Services
- 2013-438: Hardware & Software Maintenance Agreement w/IBM & Netsmart Technologies, Inc.
- 2013-439: Line Item Transfer, Fund No. 0115-101, Dept. 171
- 2013-440: Contract w/Michael Henry for Sex Offenders Treatment Services
- 2013-441: Termination of 2001 Contract w/Ruegsegger Polygraph Services
- 2013-442: Contract w/Ruegsegger Polygraph Services for Polygraph Examinations
- 2013-443: Line Item Transfer, Fund No. 0000-101, Dept. 136
- 2013-444: Copier Lease Agreement w/Abadan
- 2013-445: Bid Award to Tapani, Inc. for Travis Road Project
- 2013-446: Purchase Authorization for Pavement Marking Material from Flint Trading, Inc.
- 2013-447: Public Hearing Authorization for 6 Year Road Program
- 2013-448: City of Grandview Equipment Maintenance Agreement
- 2013-449: Surplus of Personal Property
- 2013-450: Second Amendment to Contract Between Design West Architects and Benton County

There being no further business before the Board, the meeting adjourned at approximately 11:05

Clerk of the Board

Chairman