

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting
Tuesday, July 30, 2013, 9:00 a.m.
Commissioners' Conference Room
Benton County Courthouse, Prosser, WA

Present: Chairman Shon Small
Commissioner Jerome Delvin
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 Kely; Adam Fyall, Sustainable Development Manager; Finance Manager Keith Mercer; Personnel Manager Melina Wenner; Public Works Manager Steve Becken; County Engineer Daniel Ford; Ed Thornbrugh, Human Services; Planning Manager Mike Shuttleworth; DPA Ryan Brown; Jacki Lahtinen, District Court; Clerk Josie Delvin; Bob Woody and Teri Holmes, Central Services; Sue Schuetze, Public Works; Norm Childress, Public Works; Steve Brown and Ken Williams, Building Department; Erhiza Rivera, Treasurer's Office.

Approval of Minutes

The Minutes of July 16, 2013 were approved.

Consent Agenda

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

Animal Control

- a. Agreement w/PetSmart Charities for Adoption Program

Auditor

- b. Letter to Washington State Auditor's Office

Central Services

- c. Contract w/Cerium Networks Inc. for Server Equipment, Support & Maintenance
- d. Purchase Authorization of 4 APC Smart-UPS from Southern Computer Warehouse
- e. Purchase Authorization from PCM-G, Inc. for 5 Document Scanners

Clerk

- f. Purchase of 10 Libertyweb Licenses and Support From Techline Communications, Inc.

Commissioners

- g. Line Item Transfer, Fund No. 0000-101, Dept. 115

Human Services

- h. Contract w/Housing Authority of City of Kennewick for 10 Yr Homeless Housing Plan Goals
- i. Contract w/Sierra Electric, Inc for Electrical Repair Services
- j. Agreement w/S Adolphsen for Parent Coalition Support

Juvenile

- k. Consolidated Juvenile Srvcs Agreement w/DSHS, Juvenile Rehabilitation Administration
- l. Program Agreement w/DSHS for Evidence Based Expansion
- m. Agreement w/DSHS for Short-Term Transition Program
- n. Contract w/Educational Services District 123 for Assessments & Treatments
- o. Contract w/The Personal Touch Cleaning, Inc. for Janitorial Services
- p. Line Item Transfer, Fund No. 0115-101, Dept. 171

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- q. Line Item Transfer, Fund No. 0134-101, Dept. 000

Personnel

- r. Employee of the Month Appointment
- s. Closure of Petty Cash Revolving Funds

Prosecuting Attorney

- t. Agreement w/Teamsters Local Union No. 839 Representing Bailiffs

Sheriff

- u. Line Item Transfer, Fund No. 0000-101, Dept. 120
- v. Line Item Transfer, Fund No. 0000-101, Dept. 121

Public Hearing – Reese Road Right of Way Vacation

Sue Schuetze presented the application to vacate a portion of Reese Road from landowner Brent Hartley. Ms. Schuetze indicated the right of way was reviewed by the Public Works and there were no documents recorded for the proposed right of way. The Road log showed the gravel width was 20-feet, however, Benton County claimed 30 feet total as the road currently existed. The Fire Marshal had no comments and Benton PUD requested a 30-foot utility easement for facilities currently installed with the existing 30 foot right of way. Additionally, eight parcels had legal access from Reese Road to Travis Road and if vacated, three parcels would need an ingress egress easement so they could continue to have access to Travis Road.

Ms. Schuetze said her office recommended vacation of the right of way with the conditions as listed.

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

MOTION: Commissioner Delvin moved to approve the vacation of Reese Road as outlined in the staff memo with retention of the 30 foot utility easement for Benton PUD and granting an ingress egress easement for the three parcels. The ingress egress easement applications had to be filed by August 9, 2013. Commissioner Beaver seconded and upon vote, the motion carried.

Public Hearing - Subdivision Vacation – SV 12-01

RJ Lott said the Planning Department received a request for vacation of a 30-foot drainage easement on Lot 13 of Badger Mountain Plateau. He said the only comments received were from Public Works requiring the property owner to raise the north end of the property to an elevation at least one foot higher than the nearby orchard road and to sign a statement accepting liability for any damages caused by altering the drainage easement.

He said it was their recommendation to approve the vacation with the two conditions.

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

MOTION: Commissioner Beaver moved to approve the vacation of the 30-foot drainage easement on Lot 13 of Badger Mountain Plateau conditioned upon the applicant raising the north end of Lot 13 to an elevation at least one foot higher than the nearby orchard road and the applicant record a document with the County Auditor stating he accepted any liability for damages as a result of vacating the drainage easement. Prior to the document being recorded, Public Works must review its content and the applicant must provide the Benton County Planning Department with a copy of the recorded document prior to the signing of the resolution by the Board of County Commissioners. The document must be recorded within one year of the date of approval by the Benton County Board of Commissioners or this approval will be null and void. Commissioner Delvin seconded.

Discussion

Chairman Small asked the applicant if he was in agreement with the conditions and he replied he was.

Upon vote, the motion carried unanimously.

Public Hearing - Community Development Block Grant

Ed Thornbrugh said the block grant contract required a public hearing to provide a report by the Contractor.

Judith Gidley, Community Action Committee, provided the report on the grant funds as follows:

- Partnership with City of Connell (2 days week in Connell) to provide services
- Partnership with Benton City (1 ½ days/week in Benton City) to provide services
- Came to Prosser office as needed
- \$39,275.68 (52%) spent – completion date of June 30, 2013
- Served 302 households
 - 243 – Hispanic; 59 Non-Hispanic
 - 299 below 30% AMI; 2 between 31 and 50% AMI
 - 112 – Female Head of Household; 42 – Disabled
- Services Provided

- Helping Hands; Project Warmup; Rental Assistance (CDBG); Homeless Grant; Hygiene Kit; Low-Income Energy Assistance; Diapers; Transportation (witness protection); Utilities/Water; Basic Foods application

As there was no one present to testify, the public hearing was closed for public input.

MOTION: Commissioner Beaver moved to approve the resolution accepting the Community Development Block Grant Grantee Closeout Report. Commissioner Delvin seconded and upon vote, the motion carried.

Benton City Economic Development Council Update

Bea Baker provided an update for Benton City EDC and briefly discussed the following:

- Consultant meeting w/clients regarding I-82 project and downtown development;
- Other events: car show, voter forum, Benton City Days;
- Open houses for Branches & Vines and Hair It Is;
- Future opening of Red Mountain Rentals and Carousel Day Care Expansion
- Property sold (old produce business site) and new business going in
- Upgrading website

Commissioner Beaver suggested the Board send a letter to DNR supporting the I-82 project so Benton City could start selling the parcels and marketing for business. The Board requested Adam Fyall draft that letter.

Building Code and Department Update

Steve Brown and Ken Williams updated the Board on implementation of the new International codes effective July 1, 2013. Mr. Brown said they prepared ordinances for Board review and he planned to adopt the codes “as is” at a future public hearing.

- Department Updates
 - Permit Activity
 - Valuation per permit
 - Revenue – showing better revenue in 2013 than 2012
 - Code Enforcement Report
 - New building permit tracking system
 - Working on records retention from with State Archives and Auditor – disposing of documents; (now scanning plans and will dispose according to retention)

Parks Department Update

Adam Fyall updated the Board on Parks activities, including:

- Current and Past Parks Inventory; Employees and Operating Budget
- Badger Mountain Centennial Preserve

- Horn Rapids Park
- Rattlesnake Mountain Shooting Facility
- Two Rivers Park
- Horse Heaven Cemetery
- Horse Heaven Vista
- Hover Park
- Vista Park
- Wallula Gap Preserve
- 2013 Major Projects
 - Badger Mtn Management & Master Plan
 - Horn Rapids Park Maintenance Shop Expansion
 - Horn Rapids Park – Road, Trail & Access Improvements
 - Brochure & Website Upgrades
- Volunteerism, Partners in Parks
- Benton County Park Board

Reata Road Discussion

Steve Becken said he received an email from an individual requesting a 4-way stop at Dallas Road and Bermuda Road and reduced speed limits and that Norm Childress would give a report to the Board.

Mr. Childress said that based upon his review of the data, the request for a multi-way stop at Bermuda Road intersection did not meet requirements for implementation of a multi-way stop. He also said there was a request by landowners in the 1980's to reduce the speed limit and it was previously reduced from 40 to 35; then it was petitioned to increase back to 40 and that was done. He said the data did not support reduction of the speed limit and his recommendation was to leave everything as is.

The Board agreed to sign a letter to the individual and also suggest they bring it up to their homeowners' association.

Financial Update – Thru June, 2013

Keith Mercer provided a financial update through June 2013 outlining the revenues and expenditures. Time elapsed through June 30, 2013 was (25%) with revenues totaling 23.54% and expenditures totaling 22.62%. He said the Planning Department was slightly above at 26.06% due to a grant and Personnel at 27.10% due to paying for Neogov up front. He stated that Accumulated Leave and Workers Comp. had only billed out for the 1st quarter and the 2nd quarter would go out in July 30, 2013.

Commissioner Assignment Update

Commissioner Beaver said that he and Adam attended the Hanford Tour and he also attended the Port of Benton BBQ. He added that he was in favor of removing "Commissioner Assignment Update" from the agenda if the Board agreed. He indicated he provided his weekly assignments

to Marilu each week for the weekly calendar and would report something to the Board if needed. Mr. Sparks suggested the Board maybe add "Other Business" back to the agenda which would allow time for the Board and/or departments to discuss items that were not scheduled on the agenda.

Commissioner Delvin said he attended the Ben/Franklin Transit conference in Austin and the transportation audit and all was good. He also attended the Port of Benton BBQ. He said he met with Charles Simpson, along with David Sparks and Adam Fyall to discuss the Twin Bridges issue. He said he talked with the Sheriff about extra patrol and also asked Mr. Brown to look into a vacating that road and he was continuing to try and find a possible solution.

Commissioner Beaver said he believed the landowners should also approach the Conservation District to discuss the issue.

Chairman Small said he received a request from the Tri-Cities Legislative Council for Commissioners' priorities; he said of course they continued to be decreased revenues, shortfalls, and budget but wanted to know if the Board had anything to add.

Commissioner Beaver said he wanted to continue to modernize and listen to elected officials and reduce the County's footprint through IT development; additionally he wanted to review the vehicle rental program.

Commissioner Delvin said the legislative council tried to focus on two areas to take to Olympia and he suggested asking them to follow the message WSAC was trying to send to the legislature regarding unfunded mandates on county government. The Board agreed.

Vouchers

Check Date: 07/19/2013
Warrant #: 84449-84668
Total all funds: \$268,397.40

Check Date: 07/19/2013
Transfers
Total all funds: \$169,417.44

Check Date: 07/26/2013
Warrant #: 84672-74979
Total all funds: \$925,670.31

Check Date: 07/26/2013
Warrant #: 85294-85384
Total all funds: \$3,045.84

Check Date: 07/26/2013
Transfers
Total All Funds: \$704,957.17

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

Resolutions

- 2013-550: Agreement w/S Adolphsen for Parent Coalition Support
- 2013-551: Agreement w/PetSmart Charities for Adoption Program
- 2013-552: Contract w/Cerium Networks Inc. for Server Equipment, Support & Maintenance
- 2013-553: Purchase Authorization of 4 APC Smart-UPS from Southern Computer Warehouse
- 2013-554: Purchase Authorization from PCM-G, Inc. for 5 Document Scanners
- 2013-555: Purchase of 10 Libertyweb Licenses and Support From Techline Communications, Inc.
- 2013-556: Line Item Transfer, Fund No. 0000-101, Dept. 115
- 2013-557: Contract w/Housing Authority of City of Kennewick for 10 Yr Homeless Housing Plan Goals
- 2013-558: Contract w/Sierra Electric, Inc for Electrical Repair Services
- 2013-559: Consolidated Juvenile Srvcs Agreement w/DSHS, Juvenile Rehabilitation Administration
- 2013-560: Program Agreement w/DSHS for Evidence Based Expansion
- 2013-561: Agreement w/DSHS for Short-Term Transition Program
- 2013-562: Contract w/Educational Services District 123 for Assessments & Treatments
- 2013-563: Contract w/The Personal Touch Cleaning, Inc. for Janitorial Services
- 2013-564: Line Item Transfer, Fund No. 0115-101, Dept. 171
- 2013-565: Line Item Transfer, Fund No. 0134-101, Dept. 000
- 2013-566: Closure of Petty Cash Revolving Funds
- 2013-567: Agreement w/Teamsters Local Union No. 839 Representing Bailiffs
- 2013-568: Line Item Transfer, Fund No. 0000-101, Dept. 120
- 2013-569: Line Item Transfer, Fund No. 0000-101, Dept. 121
- 2013-570: Acceptance of CDBG Grantee Closeout Report for Community Development Block Grant

There being no further business before the Board, the meeting adjourned at approximately 10:24 a.m.

Clerk of the Board

Chairman