

## MINUTES

### BOARD OF BENTON COUNTY COMMISSIONERS

Regular Board Meeting  
Tuesday, April 26, 2016, 10:00 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 Kelty; Adam Fyall, Sustainable Development Manager; Planning Manager Mike Shuttleworth; DPA Ryan Brown; Auditor Brenda Chilton; Clerk Josie Delvin; District Court Administrator Jacki Lahtinen; DPA Ryan Lukson; Human Services Manager Kyle Sulilvan; Shannon Christen and Jeff Liner, Road Department; Erhiza Rivera, Treasurer's Office.

Chairman Small commented the Board attended a special ribbon cutting at Benton PUD for the new community solar project in Prosser at 9:00 a.m., which was the reason for the delayed regular board meeting.

#### Approval of Minutes

The Minutes of April 19, 2016 were approved.

#### Consent Agenda

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

#### Commissioners

- a. Line Item Transfer, Fund No. 0000-101, Dept. 115
- b. Support Letter to the Port of Kennewick for Clover Island Improvements

#### Fairgrounds

- c. Contract w/Top Tree Service, LLC for Tree Removal

#### Juvenile

- d. Contract w/Stephenson Computer Consulting for Development & Maintenance of Juvenile Tracking System
- e. Agreement w/Pacific Office Automation for Two Copiers

#### Office of Public Defense

- f. District & Superior Court Public Defense Agreement w/T Orosco

- g. Line Item Transfer, Fund No. 0000-101, Dept. 136
- h. Termination of Superior Court Contract w/C Briggs for LFO Matters

**Parks**

- i. Contract w/Big D's Construction of Tri-Cities, Inc. for Badger Mt Trail Access Road
- j. Contract w/Premier Excavation for Parking Lot at Horn Rapids Park

**Personnel**

- k. Establishing Community Programs & Public Relations Coordinator Classification Description & Salary Grade

**Public Safety Tax**

- l. Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 122
- m. Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 138
- n. Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 112
- o. Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 117
- p. Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 111

**Public Works**

- q. Road Department Safety Day
- r. Amended Purchase Agreement w/Crop Production Services, Inc. for Herbicides

**Sheriff**

- s. Salary Request Statement
- t. Line Item Transfer, Fund No. 0000-101, Dept. 121
- u. Agreement w/Booker Auction Co. for Unclaimed Property
- v. Amended Agreement w/Franklin County for Use of Jail Facilities
- w. License Agreement w/Adventos, LLC for Smartforce Agency Management System Software

**Sustainable Development**

- x. Agreement w/Tri City Development Council for Economic Development Services
- y. Line Item Transfer, Fund No. 0135-101, Dept. 000

**Video Showcase Program Presentation by CGI Communications, Inc.**

Adam Fyall said Benton County was again approached by CGI Communications to do a series of videos for their video showcase program. He said Benton County previously participated when it was sponsored by NACO and they made a collection of short videos featuring topics important to Benton County that were accessed from the County's webpage. The videos were made at no cost to Benton County; in turn CGI received a letter of introduction with Benton County letterhead so they could reach out to companies in the community for sponsorships.

He said the contract would be for a three year term and they would send out videographers for marketing, promotion and public relations and Benton County would provide a generic letter for marketing so they could sell more videos.

**MOTION:** Commissioner Beaver moved to approve Benton County's participation in the Video Showcase program and sign an agreement with CGI Communications for this purpose and direct Commissioners and IT staff to work with CGI to complete the project. Commissioner Delvin seconded.

## Discussion

Chairman Small said he did not hear anything about the cost to Benton County. Mr. Fyall said they were not buying anything; CGI paid for everything and used Benton County as a marketing tool by providing a letter that Benton County had a video showcase.

Upon vote, the motion carried unanimously.

## **Benton County Noxious Weed Control Board Update**

Victor Reeve, Noxious Weed, said they were still transitioning and it had been a learning experience. He said they were lacking a 5<sup>th</sup> board member but currently had an individual that wanted to serve on the board. He said they needed to be involved in agriculture and getting that door opened was taking some time. He said they had a lot of contact from landowners asking for assistance and he had a good employee with a positive attitude. He discussed upcoming events and presentations to groups and suppliers and said he would be back with another update as they moved forward.

## **Other Business**

Commissioner Delvin said he would be gone the next meeting because he would be attending a Transit board meeting out of town.

## Contracts for Human Services

Commissioner Delvin said there were some issues to be worked out with the contracts for Human Services. He said it would take more than two months to get the RFP out and get contracts to GCBH and there were some additional issues with the insurance language. He said it appeared the Board would need to sign the contracts as is so they could get the funding for the services or use reserve funds and provide the services separately.

DPa Ryan Lukson said the contracts could only be terminated if both counties agreed or if the RSN wanted to terminate or upon expiration. Commissioner Delvin said that Franklin County seemed to be going down the same path with allowing the RSN to take over but they needed to sign them or pay for the services to continue.

Chairman Small commented they had been looking for an actual resolution that required Benton County to have a bi-county Human Services Department. However, they wanted to make sure they provided the care that was needed and the transition was seamless.

DPA Ryan Brown said if Benton County disagreed with Franklin County about outsourcing the services, if they signed the contract they were stuck in it until March of next year. Additionally, he said there was confusing language in the contracts regarding indemnification.

Mr. Lukson said Franklin County had not yet reviewed the contracts and Mr. Sullivan indicated he was supposed to hear something today.

Chairman Small stated that if they could not get a contract signed, they would contact GCBH and they would take over immediately so there was not a lapse in services.

Commissioner Delvin suggested the RFP include that the contracts would be taken over by the new providers and completed for the duration of the term.

#### Support for Farmers on Horse Heaven Hills

Chairman Small indicated he received contact from Senator Sharon Brown's office that several legislators would be meeting with the farmers up on the Horse Heavens on Friday at 1:00 and that DNR would be showing up at 1:30. He asked the Board if it was interested in having a special board meeting to be involved in that meeting. Commissioner Delvin said he would be travelling and Commissioner Beaver stated he did not want to call a special meeting for this meeting. Chairman Small indicated he would be in attendance and report back to the Board.

#### Scan Team Presentation

Clerk Josie Delvin presented photos showing the work done by the scan team to remove the documents from the Health Department storage area. She said they boxed up 2,544 boxes of documents (38 tons of files and documents) and got them ready to be moved, without using any overtime.

At 10:25 a.m. Chairman Small stated the Board would take a five minute recess and be back at 10:30 a.m. Mr. Brown said the executive session would be approximately 30 minutes and he did not anticipate any decisions would be made.

#### Executive Session – Pending Litigation

The Board went into executive session at 10:34 a.m. for up to 30 minutes with DPA Ryan Brown to discuss pending litigation. Also present were Ryan Lukson, Eric Hsu, Loretta Smith Kelty, David Sparks, Cami McKenzie, PA Andy Miller (via/videoconference), Judge Katy Butler (via/videoconference), and special attorney Steve DiJulio via/teleconference.

The Board came out at 10:55 a.m. Mr. Brown said the Board discussed pending litigation and no action was taken.

#### Vouchers

Check Date: 04/22/2016

Transfers: 04221601-04221610

Total all funds: \$199,412.95

Warrant #: 138277-138397

Total all funds: \$1,970,481.65

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

**Resolutions**

- 2016-345: Line Item Transfer, Fund No. 0000-101, Dept. 115
- 2016-346: Contract w/Top Tree Service, LLC for Tree Removal
- 2016-347: Contract w/Stephenson Computer Consulting for Development & Maintenance of Juvenile Tracking System
- 2016-348: Agreement w/Pacific Office Automation for Two Copiers
- 2016-349: District & Superior Court Public Defense Agreement w/T Orosco
- 2016-350: Line Item Transfer, Fund No. 0000-101, Dept. 136
- 2016-351: Termination of Superior Court Contract w/C Briggs for LFO Matters
- 2016-352: Contract w/Big D's Construction of Tri-Cities, Inc. for Badger Mt Trail Access Road
- 2016-353: Contract w/Premier Excavation for Parking Lot at Horn Rapids Park
- 2016-354: Establishing Community Programs & Public Relations Coordinator Classification Description & Salary Grade
- 2016-355: Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 122
- 2016-356: Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 138
- 2016-357: Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 112
- 2016-358: Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 117
- 2016-359: Budget Adjustment to 2015-2016 Public Safety Tax Fund No. 0148-101, Dept. 111
- 2016-360: Road Department Safety Day
- 2016-361: Amended Purchase Agreement w/Crop Production Services, Inc. for Herbicides
- 2016-362: Line Item Transfer, Fund No. 0000-101, Dept. 121
- 2016-363: Agreement w/Booker Auction Co. for Unclaimed Property
- 2016-364: Amended Agreement w/Franklin County for Use of Jail Facilities
- 2016-365: License Agreement w/Adventos, LLC for Smartforce Agency Management System Software
- 2016-366: Agreement w/Tri City Development Council for Economic Development Services
- 2016-367: Line Item Transfer, Fund No. 0135-101, Dept. 000
- 2016-368: County Video Program – Agreement w/CGI Communications Inc.

There being no further business before the Board, the meeting adjourned at approximately 10:55 a.m.

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Clerk of the Board

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Chairman