

Leo Bowman  
District 1  
Shon Small  
District 2  
James Beaver  
District 3

# Board of County Commissioners BENTON COUNTY

David Sparks  
County Administrator

Loretta Smith Kelty  
Deputy County Administrator



To view items in detail, please  
click on highlighted area

## AGENDA BOARD OF BENTON COUNTY COMMISSIONERS Regular Board Meeting Tuesday, January 31, 2012 Benton County Courthouse, Prosser, WA

9:00 AM

### Call to Order

### Approval of Minutes

❖ January 19, 2012

❖ January 24, 2012

### Review Agenda

### Consent Agenda

#### Commissioners

- a. Competitive Bidding Resolution; Rescinding Resolution 11-402
- b. Establishing Uniform Process for Awarding Contracts; Rescinding Resolution 11-403
- c. Establishing Uniform Small Works Roster Process for Awarding Contracts; Rescinding Resolution 11-404
- d. Soliciting Personal and Professional Service Contracts; Rescinding Resolution 11-405

#### Facilities

- e. Payment Authorization to James Delp DBA Clog Busters for Emergency Work @ Jail

#### Fairgrounds

- f. Contract w/Lindstrom Construction Co. for Removal & Replacement of Metal Girder Beam

#### GIS

- g. Contract w/Mapcon Mapping for Color Digital Orthophotography for 2012

#### Juvenile

- h. Agreement w/MacArthur Foundation for "Models for Change" Participation

#### Personnel

- i. Lease Agreement w/Neopost for Mail Processing Services

#### Public Works

- j. Certification of the 2012 Road Levy and Estimated Revenue
- k. Improvement Authorization of Antinori Road Pursuant to County Road Improvement District No. 21
- l. Authorization to Divert Road Tax Levy Funds to Current Expense for Traffic Enforcement Purposes
- m. Approval of E. R. & R. Equipment Rental Rates Schedule for 2012
- n. Order & Agreement for Franchise to Northwest Open Access Network
- o. Supplemental Agreement w/WA State, Dept of Transportation for Piert Road Extension

**Sheriff**

- p. Vehicle Purchase Authorization for Ford Superduty Supercab
- q. Vehicle Purchase Authorization for Chevrolet Caprice
- r. Vehicle Purchase Authorization for Chevrolet Tahoe
- s. Purchase Authorization from 911 Supply, LLC for Uniforms and Accessories
- t. Purchase Authorization from Blumenthal Uniform Co., Inc. for Uniforms and Accessories
- u. Line Item Transfer, Fund No. 0116-101, Dept. 000
- v. Line Item Transfer, Fund No. 0000-101, Dept. 120

**Superior Court**

- w. Line Item Transfer, Fund No. 0000-101, Dept. 123

**9:05 AM Public Hearings:**

**Treasurer** Investment Fund Biennial Budget – L Smith Kelty

**Scheduled Business:**

**Hanford** Issues – A Fyall  
\*\*Hanford Communities Annual Report  
\*\*Hanford Advisory Board Annual Report

**IT** Strategic Plan Implementation Report – R Reid

**Executive Session:**

Pending Litigation – D Sparks

**Unscheduled Visitors**  
**Board Assignment Update**

Draft

MINUTES

BOARD OF BENTON COUNTY COMMISSIONERS

Emergency Special Board Meeting  
Thursday, January 19, 2012, 11:30 am  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

**Present:** Chairman James Beaver via video conference  
Commissioner Shon Small  
County Administrator David Sparks  
Alt. Clerk of the Board Marilu Flores

**Absent:** Commissioner Leo Bowman (Olympia – WSAC)

**Benton County Employees Present During All or a Portion of the Meeting:** Personnel Manager Melina Wenner; Deputy County Administrator Loretta Smith Kely; Steve Becken, Road Dept. Manager; Josie Delvin, Clerk; Jacki Lahtinen, District Court Administrator; Harriet Mercer, Benton County Deputy Assessor; Adam Fyall, Sustainable Development Manager; Keith Mercer, Finance Manager; Ryan Brown, Deputy Prosecuting Attorney.

Chairman Jim Beaver and Commissioner Shon Small, constituting the majority of the Board of Benton County Commissioners, met for an emergency special meeting at 11: 30 a.m. on Thursday, January 19, 2012. Chairman Beaver attended via video conference.

The Board discussed the proposed resolution and the extraordinary winter weather conditions, which prompted the Board to hold the special meeting. The Board determined it was in the best interest of county employees and public conducting county business to close county offices on Thursday, January 19, 2012 and Friday, January 20, 2012 as authorized by each elected official and the Benton County Administrator.

Commissioner Small commented on the current weather and extended weather forecast in the next few days and recommended to allow elected officials and county administrator determine if employees should be allowed to return to work on Friday at a later time. Ryan Brown commented that the resolution addressed that concern.

**MOTION:** Commissioner Small moved to approve Resolution No. 2012-040, declaring county offices closed due to an emergency resulting from hazardous weather conditions. Chairman Beaver seconded and upon vote, motion carried unanimously.

**Resolution:**

2012-40 Authorizing County Offices to Close Due to Hazardous Inclement Weather In Benton County

There being no further business before the Board, the meeting adjourned at 11:35 a.m.

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Alt. Clerk of the Board

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Chairman

**Draft**

**MINUTES**

**BOARD OF BENTON COUNTY COMMISSIONERS**

Regular Board Meeting  
Tuesday, January 24, 2012, 9:00 a.m.  
Commissioners' Conference Room  
Benton County Courthouse, Prosser, WA

**Present:** Chairman James Beaver  
Commissioner Shon Small  
Commissioner Leo Bowman  
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; Human Services Manager Ed Thornbrugh; Public Works Manager Steve Becken; Planning Manager Mike Shuttleworth; County Engineer Malcolm Bowie; DPA Ryan Brown; Eric Hsu, OPD; Sheriff Steve Keane; Sgt. Carlos Trevino; Treasurer Duane Davidson; District Court Administrator Jacki Lahtinen; Clerk Josie Delvin; Auditor Brenda Chilton; Rosie Sparks, Auditor's Office; Larry Moser, Public Works; Superior Court Administrator Pat Austin; Superior Court Judge Robert Swisher.

**Approval of Minutes**

The Minutes of January 10, 2012 were approved as corrected.

**Consent Agenda**

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

**Assessor**

- a. Line Item Transfer, Fund No. 0000-101, Dept. No. 101

**Auditor**

- b. Management Letter to WA State Auditor's Office
- c. Coding Correction/Line Item Transfer, Fund No. 0138-101, Dept. 000

**Commissioners**

- d. Line Item Transfer, Fund No. 0305-101, Dept. No. 000
- e. Reappointment of R Burtsfield to the Aging & Long Term Care Advisory Board

**Fairgrounds**

- f. Lease Amendment w/Sundown Training Center

**Human Services**

- g. Line Item Transfer, Fund No. 0108-101, Dept. No. 504

h. Line Item Transfer, Fund No. 0108-101, Dept. No. 560 & 504

**Personnel**

i. February Employee of the Month Awards

**Public Works**

j. Contract Award to A & B Asphalt, Inc. for Stockpiling & Crushed Screening

k. Public Hearing Franchise Authorization for PacifiCorp

l. Interlocal Agreement w/City of Prosser for Bituminous Surface Treatment 2012

**Sheriff**

m. Purchase Authorization from Zep Sales & Service for Cleaning Supplies

n. Purchase Authorization from Bob Barker Company Inc.

**Superior Court**

o. Line Item Transfer, Fund No. 0156-101, Dept. 000

**Sustainable Development**

p. Agreement w/J.T. Atkins & Company for Red Mountain Master Site Plan & Map Updates

**Treasurer**

q. 2011 Personal Property Uncollectibles

The Board briefly recessed, reconvening at 9:05 a.m.

**Gang Unit Update**

Sheriff Steve Keane and Sgt. Carlos Trevino updated the Board on the gang unit and briefly discussed the following:

- Transition with new members – training continued;
- Operational phase; working with new crime analyst; sending out information on crime trends;
- 4<sup>th</sup> Qtr 2011 Highlights
  - Public Education Meetings – 6 total; (1 conducted in Spanish for WA State Migrant Council to parents – targeting young children)
  - Suppression – targeted highly active gang members - executed 23 search warrants and 23 felony arrests;
  - Graffiti – 100% accountability – for cases that were considered solvable;
  - Home visits (feedback has been very positive);
  - Partnering w/law enforcement agencies; part of last gang sweep in December
- 2012 – New
  - Partnering w/ Teen Challenge (comprised of former gang/drug users) to assist with home visits;
  - Applying for grants – hope to fund informational pamphlets

Commissioner Bowman asked how they were measuring their successes. Sgt. Trevino replied they were translating information to arrests and getting feedback from parents and the community. He said it was very hard to show on paper at this point but he would look for ways to quantify the successes.

Commissioner Small commended the unit for executing 23 search warrants and asked if parents had been responsive to the program. Sgt. Trevino said the parents were very thankful and they were assisting them on what to look for (gang symbols, colors, nicknames, etc.).

Chairman Beaver also thanked the team and said he was encouraged by their efforts.

### **Superior Court – Legal Financial Obligation Update**

Judge Swisher gave a history of the legal financial obligation process. He said when an individual was convicted with a felony the sentence included both jail time and a financial obligation (including state mandated obligations, cost recovery, and restitution). Originally this was collected by the Department of Justice, however, now it was the Clerk's responsibility. Currently the County held two afternoon dockets per month for legal financial obligations with 350-500 cases per docket and they needed some relief with extra dockets.

Clerk Delvin said the number of cases was causing problems, with lines going all the way to the Sheriff's office. Fights were breaking out in the hall, felons were mixing with the general public waiting in line for passports, etc., and individuals waiting in line were getting upset with her employees. Ms. Delvin gave statistics about the success of the collection program and that Benton County was held up as an example across the state and was number one in the state for collection. She said they wanted to continue their efforts by having a weekly docket to decrease the number of cases on each docket. She did say, however, the docket numbers might increase eventually because they were adding juvenile cases to collection.

Sheriff Keane said that crowding in the hallways was a problem with up to 500 felons and there were safety issues (both public and officer safety) associated with more warrants being issued.

Additionally, Judge Swisher said they wanted to have the same judicial officer on the docket to become familiar with an individual for consistency.

Andy Miller, via videoconference, said when they started the LFO docket, they didn't necessarily think two days would be adequate, but wanted to start small and increase later if needed, so it was not a real surprise. He also said they would like having the same judicial officer on the dockets for consistency. Additionally, he mentioned his office sent out surveys to crime victims and one of the top things commented on was restitution. He said when a victim received a check, they knew the County was working on these cases; he said he supported the request for additional dockets.

Eric Hsu said he currently had one contract defender spending two afternoons a month on the docket and they only got involved when a person had the potential to be incarcerated. He briefly discussed a new case in the Court of Appeals that found some irregularities that might cause public defense to be more involved in these cases.

Commissioner Bowman said they made a compelling argument but wanted to know if there was a cost and how it would be paid for. He also asked if the safety issues and lobby configuration could be addressed.

Ms. Delvin said there were costs associated with the PA's office, OPD, and court commissioner but no new costs associated with the Sheriff's office; additionally, the Collections Department was fully funded. She said she wanted to come back with a supplemental request with a revenue source to be paid from the Collection Fund. Additionally, she was working on a solution for the lobby area.

Chairman Beaver said he appreciated the fact they started with two days a month and said he would like to see a proposal for the Board to review.

Commissioner Small asked if changes were made if they would be able to collect additional money and Ms. Delvin said she believed they would. Commissioner Small said that officer safety, public safety, and employee safety was very important and agreed he wanted to see a proposal.

The Board briefly recessed, reconvening at 10:13 a.m.

### **Commissioner 2012 Goals & Objectives Discussion**

Chairman Beaver recommended the Board pick a manageable number of goals (three to five) as it moved through the process so it could focus on a few to accomplish. He said it was still important to him to focus on the internal operations of Benton County by meeting with elected officials, reviewing financial analysis, and receiving the five to 10 years plans from the elected officials. However, the County had recommendations to upgrade IT and his number one priority was to upgrade the IT program. He said the County's ability to expand was not a brand new building, but the improvement of the IT program. Mr. Sparks said the Board would be receiving a report at the next meeting on the progress of the IT upgrades.

Commissioner Small agreed IT was a priority. He said his other goals included the following:

- Strategic planning for the 2013-2014 budget, to include financial analysis for big-ticket items. Additionally, he was interested in exploring a zero base budget instead of base line so he could justify expenditures to constituents.
- Manager accountability – he reviewed the “ladder of responsibility” and his mission for the county's leaders.
- Public Works Administrative Fee – he said he wanted to explore why county departments were being charged fees that were not required by the State. The Board briefly discussed the issue with Public Works and agreed it was a valid question and should be discussed more in-depth during a workshop.

Commissioner Bowman discussed conservation and how much was really saved by streamlining. He said what was really important to him was economic development and since the County was limited on what it could do, he wanted to spend some realistic time on what could be done. He said the Board could focus on appropriate land use rules and decisions, specifically for the Red Mountain area, to assist economic development. He discussed the importance of law enforcement and crime prevention and said the Board would need to find money to continue the gang unit program that was initially funded with one-time money and said he believed the way to

do that was with economic development. Commissioner Bowman also agreed IT was very important.

Chairman Beaver provided some information on the HAEIFC Loan/Grant Process to show how much money was provided for economic development in Benton County. Additionally, he discussed the agreements Benton County had with TRIDEC, PEDDA, Benton City EDC, and the Ports to assist with economic development.

Chairman Beaver requested Mr. Sparks to bring back a list of priorities that were discussed for the Board to approve.

The Board briefly recessed, reconvening at 11:19 a.m.

### **Executive Session – 4<sup>th</sup> Quarter Litigation**

The Board went into executive session at 11:19 a.m. for approximately 15 minutes with DPA Ryan Brown to discuss 4<sup>th</sup> quarter litigation. Also present were David Sparks, Cami McKenzie, Melina Wenner, and Loretta Smith Kelty. The Board came out at 11:35 a.m. Mr. Brown said they needed an additional five minutes to discuss pending litigation and went back into executive session. The Board came out at 11:41 a.m. Mr. Brown said the Board discussed pending litigation but took no action.

### **Commissioner Assignment Update**

Commissioner Bowman provided copies of the latest Legislative Bulletins that included information on the public records act reform and said that Senator Hewitt was aggressively pursuing tort reform, specifically relating to seatbelts. Additionally, he mentioned the King County case that determined some public defenders were considered employees (contractor v. employee issue). He asked to be excused since he had a meeting at 11:30 a.m. in Sunnyside.

Commissioner Small said he appreciated the work done by Maintenance last week to take care of the icy conditions at the facilities.

Chairman Beaver said he had several meetings this week and would report on them at the next meeting.

Claim for Damages

CC 2012-01: Received on January 19, 2012 from Frontier CMR Claims TPA

### **Vouchers**

Check Date: 01/13/2012

Warrant #: 49547-49810

Taxes #: 011601121

Total all funds: \$932,637.91

Check Date: 01/17/2012  
Payroll Draw Taxes  
Taxes #: 10112014  
Total all funds: \$33,927.04

Check Date: 01/17/2012  
Warrant #: 233559-233581  
Direct Deposit #: 70833-71035  
Total all funds: \$113,338.33

Check Date: 01/20/2012  
Warrant #: 49855-49957  
Taxes #: 010101122, 050101121  
Total all funds: \$369,994.45

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

**Resolutions**

- 2012-041: Line Item Transfer, Fund No. 0000-101, Dept. No. 101
- 2012-042: Coding Correction/Line Item Transfer, Fund No. 0138-101, Dept. 000
- 2012-043: Line Item Transfer, Fund No. 0305-101, Dept. No. 000
- 2012-044: Reappointment of R Burtsfield to the Aging & Long Term Care Advisory Board
- 2012-045: Lease Amendment w/Sundown Training Center
- 2012-046: Line Item Transfer, Fund No. 0108-101, Dept. No. 504
- 2012-047: Line Item Transfer, Fund No. 0108-101, Dept. No. 560 & 504
- 2012-048: Contract Award to A & B Asphalt, Inc. for Stockpiling & Crushed Screening
- 2012-049: Public Hearing Franchise Authorization for PacifiCorp
- 2012-050: Interlocal Agreement w/City of Prosser for Bituminous Surface Treatment 2012
- 2012-051: Purchase Authorization from Zep Sales & Service for Cleaning Supplies
- 2012-052: Purchase Authorization from Bob Barker Company Inc.
- 2012-053: Line Item Transfer, Fund No. 0156-101, Dept. 000
- 2012-054: Agreement w/J.T. Atkins & Company for Red Mountain Master Site Plan & Map Updates
- 2012-055: Canceling Taxes Assessed Upon 2011 Personal Property - Uncollectible

There being no further business before the Board, the meeting adjourned at approximately 11:46 a.m.

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Clerk of the Board

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Chairman

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	<u>COMMISSIONERS</u>
Meeting Date: <u>1/31/2012</u>	Execute Contract _____	Consent Agenda <u>X</u>
Subject: Competitive Bidding Resolution	Pass Resolution _____	Public Hearing _____
Prepared by: <u>L. Small</u>	Pass Ordinance _____	1st Discussion _____
Reviewed by: <u>K. Mercer</u>	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

**BACKGROUND INFORMATION**

“Public Works” contracts mean all work, construction, alteration, repair or improvement *other than ordinary maintenance (performed by an employee)*. Public Works, including ordinary maintenance when performed by a contract shall comply with the public works requirements (prevailing wage, bonding requirements, & competitive bidding process).

As per Resolution 11-402 and as per RCW 36.32.250 advertisement and competitive bidding can be dispensed with in the letting of public works contracts involving less than forty thousand dollars (\$40,000). Therefore, by increasing the limit to \$40,000 and being consistent with the RCW’s, this would allow the county to be more efficient and have the ability to solicit quotes from both those companies listed on the small works roster and/or anyone else who has not yet requested to be added to the Small Works Roster.

This resolution also authorizes in letting of any non-public works contract for the purchase of lease of materials, equipment or supplies in an amount ranging from \$5,000 – \$25,000, the advertisement and formal sealed bidding requirements set forth in RCW 36.32.245 may be dispensed with if a uniform process set forth in RCW 39.04.190 and Benton County’s Resolution for Materials, Equipment and Supplies.

There have not been any changes on the attached Resolution from the one that was approved and referenced as Resolution 11-402, other than the Resolution number that is referenced from the “Establishing a Small Works Roster Process Resolution”.

**RECOMMENDATION**

**MOTION**

Move to approve the attached Competitive Bidding Resolution; Rescinding Resolution 11-402.

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

**IN THE MATTER OF DISPENSING WITH ADVERTISING AND COMPETITIVE BID PROCEDURES WITH RESPECT TO CERTAIN CONTRACTS FOR PUBLIC WORKS PROJECTS AND THE PURCHASE OR LEASE OF MATERIALS, EQUIPMENT OR SUPPLIES; RESCINDING RESOLUTION 11-402**

**WHEREAS**, public bidding requirements under state law allow alternative procedures in lieu of formal competitive bidding; and

**WHEREAS**, different alternative procedures are required for public works contracts and for the purchase or lease of general materials, equipment and supplies for county use; and

**WHEREAS**, the Board of County Commissioners determined that it is in the public's best interest to take advantage of the state law allowing for more timely and cost effective procedures for entering into smaller contracts; and

**WHEREAS**, RCW 36.32.250 authorizes advertisement and competitive bidding to be dispensed with in the letting of public works contracts involving less than forty thousand dollars (\$40,000); and

**WHEREAS**, the Board of Benton County Commissioners has determined it would be in the best interest of the county and the citizens thereof to allow such contracts for public works services or materials to be awarded without advertisement and competitive bidding formalities; **NOW, THEREFORE**

**BE IT RESOLVED** that in letting of any contract for public works involving less than forty thousand dollars (\$40,000), advertisement and competitive bidding may be dispensed with, and such contracts may be entered into after direct negotiation and authorization by the Board of Commissioners, with such authorization being in the form of a resolution containing the bid quotations obtained and being available for public inspection. As an alternative to the procedure outlined in this paragraph, the letting of contracts for public works involving less than thirty five thousand dollars (\$35,000) may also be accomplished pursuant to the small works roster or limited public works processes set forth in RCW 39.04.155; and

**BE IT FURTHER RESOLVED** that for public works contracts with an estimated value of forty thousand dollars (\$40,000) up to three hundred thousand dollars (\$300,000), the county shall follow either the advertisement and competitive bidding procedures set forth in RCW 36.32.250 or shall follow the small works roster process authorized by RCW 39.04.155 and set forth in Resolution \_\_\_\_\_; and

**BE IT FURTHER RESOLVED** as authorized by RCW 36.32.245, in letting of any non-public works contract for the purchase or lease of materials, equipment or supplies in an amount of less than five thousand dollars (\$5,000), advertisement and competitive bidding may be dispensed with, and such purchases or leases may be completed based on direct negotiation; and

**BE IT FURTHER RESOLVED** that in letting of any non-public works contract for the purchase or lease of materials, equipment or supplies in an amount ranging from five thousand dollars (\$5,000) to twenty five thousand dollars (\$25,000), the advertisement and formal sealed bidding requirements set forth in RCW 36.32.245 may be dispensed with only if the uniform process set forth in RCW 39.04.190 and Benton County Resolution \_\_\_\_\_ is followed; and

**BE IT FURTHER RESOLVED**, that this resolution does not mandate procedures for i) intergovernmental property transfers; ii) purchases at an auction; iii) performance based contracts for the purchase of energy equipment negotiated under RCW 39.35A; or iv) contracts and purchases for the printing of election ballots, voting machine labels, or all other election material containing the names of candidates and ballot titles.

**BE IT RESOLVED**, resolution 11-402 is hereby rescinded.

Dated this ..... day of ....., 20 .....

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Chairman Pro-Tem

\_\_\_\_\_  
Member

Attest:.....  
Clerk of the Board

\_\_\_\_\_  
Constituting the Board of County  
Commissioners of Benton County, Washington

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	<u>COMMISSIONERS</u>
Meeting Date: <u>1/31/2012</u>	Execute Contract _____	Consent Agenda <u>X</u>
Subject: Purchase Resolution	Pass Resolution _____	Public Hearing _____
Prepared by: <u>L. Small</u>	Pass Ordinance _____	1st Discussion _____
Reviewed by: <u>K. Mercer</u>	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

**BACKGROUND INFORMATION**

As per Resolution 11-403 the Board of Commissioners approved the letting of any non-public works contract for the purchase of lease of materials, equipment or supplies in an amount ranging from \$5,000 – \$25,000, the advertisement and formal sealed bidding requirements set forth in RCW 36.32.245 may be dispensed with if a uniform process set forth in RCW 39.04.190 and Benton County’s Resolution for Materials, Equipment and Supplies and soliciting three quotes from the Benton County Vendors List.

There have not been any changes on the attached Resolution from the one that was approved and referenced as Resolution 11-403, other than the Resolution number that is referenced from the Competitive Bidding Resolution will be need to be revised and referenced.

**RECOMMENDATION**

Approve the attached resolution allowing the county to used the Benton County Vendor’s List for purchases of materials, equipment and supplies between \$5,000 - \$25,000.

**MOTION**

Move to approve the attached Materials, Equipment & Supplies Resolution; Rescinding Resolution 11-403.

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

**IN THE MATTER OF ESTABLISHING A UNIFORM PROCESS FOR AWARDING CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES IN AMOUNTS OF MORE THAN \$5,000 AND LESS THAN \$25,000; RESCINDING RESOLUTION 11-403**

**WHEREAS**, Benton County Resolution \_\_\_\_\_ and RCW 36.32.245 authorizes contracts for the purchase of materials, equipment and supplies valued between five thousand (\$5,000) and twenty-five thousand (\$25,000) without advertisement and formal sealed bidding if the county follows the uniform process for contract awards described in RCW 39.04.190; and

**WHEREAS**, the Board of Commissioners has determined it to be in the public's best interest to establish such uniform process; **NOW, THEREFORE**

**BE IT RESOLVED** the Benton County Administrator shall be responsible for ensuring that the county publish a notice of the existence of a Benton County vendors list for small purchases of materials, supplies and equipment and soliciting the names of vendors for such list and shall take such other reasonable steps to establish and maintain such a list, including but not limited to publishing such notice no later than the first Sunday in November and the first Sunday in May of each year; and

**BE IT FURTHER RESOLVED** that if any county department other than Public Works desires to purchase or lease from a vendor on Benton County's vendor list and not advertise and solicit formal sealed bids, it shall secure written quotes from at least three (3) different vendors on the vendor list, unless the product is such that it is not reasonable to obtain three price quotes, to assure that a competitive price is established and to award the contract to the lowest responsible bidder as determined under RCW 39.30.040 and RCW 43.19.1911; and

**BE IT FURTHER RESOLVED**, the award of any such purchase contract or lease with a vendor on the vendor list for the acquisition of materials, supplies or equipment valued between five thousand (\$5,000) and twenty-five thousand (\$25,000) shall be made by resolution signed by a majority of the Board of Commissioners. Attached to said resolution shall be a copy of the written quotations received; and

**BE IT FURTHER RESOLVED**, copies of resolutions awarding said contracts shall be maintained in a separate file by the Board of Commissioners and be open to public inspection and available by telephone inquiry; and

**BE IT FURTHER RESOLVED**, resolution 11-403 is hereby rescinded.

Dated this ..... day of ....., 20 .....

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Chairman Pro-Tem

\_\_\_\_\_  
Member

Attest:.....  
Clerk of the Board

Constituting the Board of County  
Commissioners of Benton County, Washington

<b>AGENDA ITEM</b>	<b>TYPE OF ACTION NEEDED</b>	
Meeting Date: <u>6/27/2011</u>	Execute Contract _____	Consent Agenda <u>X</u>
Subject: SWR Resolution	Pass Resolution _____	Public Hearing _____
Prepared by: <u>L. Small</u>	Pass Ordinance _____	1st Discussion _____
Reviewed by: <u>LSk</u>	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

**BACKGROUND INFORMATION**

As per Resolution 11-404 the Board of Commissioners established a procedure for the use of the Benton County Small Works Roster for projects less than \$300,000.

As per Resolution 11-735 the Board of Benton County Commissioners entered into an annual agreement with Municipal Research and Services Center of Washington (MRSC) to create and maintain Benton County's Small Works Roster as allowed by RCW 39.04.155 and Chapter 39.80 RCW.

This contract will allow Benton County to use the state wide electronic databases for small public works rosters and consulting services developed and maintained by MRSC. In addition, paper and/or electronic rosters may be kept on file by appropriate Benton County departments.

**RECOMMENDATION**

Approve the attached resolution approving the changes allowed for MRSC to maintain the Benton County Small Works Rosters

**MOTION**

Move to approve the attached Small Works Roster Resolution; Rescinding Resolution 11-404

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

**IN THE MATTER OF ESTABLISHING A SMALL WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS IN AMOUNTS LESS THAN \$300,000; RESCINDING RESOLUTION 11-404**

**WHEREAS**, pursuant to Benton County Resolution \_\_\_\_\_ the Benton County Board of Commissioners has increased the size of public works contracts that can be awarded through the use of a small works roster and limited public works process pursuant to RCW 39.04.155 from no more than two hundred thousand dollars (\$200,000) to no more than three hundred thousand dollars (\$300,000); and

**WHEREAS**, per Resolution 11-735 the Board of Benton County Commissioners entered into an annual agreement with Municipal Research and Services Center of Washington (MRSC) to create and maintain Benton County's Small Works Roster as allowed by RCW 39.04.155 and Chapter 39.80 RCW; and

**WHEREAS**, in order to be able to implement a small works roster process, Benton County is required by law to adopt a resolution establishing specific procedures; **NOW, THEREFORE**

**BE IT HEREBY RESOLVED**, Benton County has contracted with Municipal Research and Services Center of Washington (MRSC) to adopt for Benton County to use the state wide electronic databases for small public works rosters and consulting services developed and maintained by MRSC. In addition, paper and/or electronic rosters may be kept on file by appropriate Benton County departments.

**BE IT HEREBY FURTHER RESOLVED**, that the following small works roster procedures are established for use by Benton County pursuant to RCW 36.32.250, RCW 36.77.075 and RCW 39.04.155:

1. **Cost.** Benton County and its officials and officers need not comply with formal sealed bidding procedures for public works contracts for the construction, building, renovation, remodeling, alteration, repair, maintenance or improvement of county owned assets where the estimated cost is less than three hundred thousand dollars (\$300,000), inclusive of the costs of labor, material, equipment and sales and/or use taxes as applicable. For such projects, the small works roster procedures as set forth herein may be used. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

2. **Contractors on Small Works Roster(s).** The small works roster(s) shall consist of all responsible contractors. In order to be placed on the MRSC small works roster(s), interested contractors must prove they are responsible and must, therefore, submit the minimum qualifications as per RCW. 39.04.350 and required by MRSC.

**3. Publication.** At least once a year, on behalf of Benton County, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that they submit a written request and necessary records.

**4. Solicitation of Bids.** Benton County officers or officials seeking to utilize the small works roster shall use the following procedure in soliciting bids from contractors on the appropriate MRSC small works roster(s) to assure that a competitive price is obtained:

- a) A contract awarded from a small works roster need not be advertised. Invitations for bids shall be written and include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.
- b) Bids being sought over \$150,000 shall be invited from all appropriate contractors on the appropriate small works roster. Bids less than \$150,000 may be invited from all appropriate contractors on the appropriate small works roster, or as an alternative, bids may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity to bid among the contractors on the appropriate roster. If there are less than five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, bids shall be invited from all contractors who have indicated the capability of performing such work.
- c) For purposes of this resolution, "equitably distribute" means that Benton County will not favor, by disproportionately seeking quotations from certain contractors to a significant degree or otherwise, certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the County representative shall not inform a contractor of the terms or amount of any other contractor's quotes for the same project.
- d) All bids shall be submitted in writing. The amount of each bid and of any conditions imposed on the bid, as well as the contractor's name and registration number, shall be reflected in the resolution adopted to award the contract. After an award is made, a copy of the resolution awarding the contract shall be placed in a separate file for small works roster contracts by the Board of Commissioners and shall be open to public inspection, and available by telephone inquiry.
- e) Bids submitted pursuant to the small works roster process must include all items required of bidders in competitive bid situations, including but not limited to performance and payment bonds, bid bonds, specifications and retainage.

- f) The Benton County Board of Commissioners shall maintain a list of contractors contacted and contracts awarded during the previous twenty-four months pursuant to this resolution, including the name of the contractors, the contractors' registration numbers, the amounts of the contracts, a brief description of the type of work performed, and the date the contracts were awarded. Said list may be in the form of a compilation of all awarding resolutions if such resolutions include the requisite information.

**5. Limited Public Works Process.** If a work, construction, alteration, repair, or improvement meeting the definition of a "public work" as defined by RCW 39.04.010 is estimated to cost less than thirty-five thousand dollars (\$35,000), and the County does not elect to award such contract pursuant to direct negotiation as authorized by Resolution \_\_\_\_\_, Benton County may award such contract using the limited public works process provided under RCW 39.04.155(3). For limited public works projects (those estimated to cost less than \$35,000) awarded under this alternative process, written invitations for bids will be solicited from a minimum of three contractors from the appropriate small works roster. All bids must be submitted in writing, and Benton County may award the contract to the lowest responsible bidder as defined under RCW 43.19.1911(9). Such bids, the contractors names and their registration numbers shall be reflected in the resolution adopted to award the contract. After an award is made, the written bids shall be open to public inspection and available by electronic request.

**6. Determining Lowest Responsible Bidder.** Since all bidders on the small works roster are presumed to be responsible, the public works project must be awarded to the lowest bidder unless facts or circumstances arise which causes Benton County to believe the lowest bidder is not responsible. If facts or circumstances arise which causes Benton County to believe that any responding bidder is not responsible, then the County representative must notify the bidder in writing of the fact that they are considered not responsible and include the specific reasons for that determination. After that notification, the bidder will then have a reasonable opportunity to submit supplementary material to rebut that determination. The County representative must reconsider the not responsible determination in light of the new information and must notify the bidder in question, in writing, of the final determination. If the final determination is that the bidder in question is actually responsible, then the project must be awarded to the lowest bidder, including that bidder. If the final determination is that the bidder in question is in fact not responsible, then, after waiting two business days after the day when the non responsible bidder has received the final determination, the project must be awarded to the lowest bidder excluding the bidder in question.

**7. Award.** All written bids received pursuant to the small works roster process set forth herein shall be submitted to the Benton County Board of Commissioners along with a recommendation for award of the contract to the lowest responsible bidder. The Benton County Board of Commissioners shall then make a decision to award the contract to the lowest responsible bidder pursuant to a resolution in the form required hereby or to reject all bids as authorized herein.

**BE IT FURTHER RESOLVED**, resolution 11-404 is hereby rescinded.

Dated this ..... day of ....., 20 .....

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Chairman Pro-Tem

\_\_\_\_\_  
Member

Attest: .....  
Clerk of the Board

Constituting the Board of County  
Commissioners of Benton County,  
Washington

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	<u>COMMISSIONERS</u>
Meeting Date: <u>1/31/2012</u>	Execute Contract _____	Consent Agenda <u>X</u>
Subject: <u>Pers. &amp; Pro. Res.</u>	Pass Resolution _____	Public Hearing _____
Prepared by: <u>L. Small</u>	Pass Ordinance _____	1st Discussion _____
Reviewed by: <u>K Mercer</u>	Pass Motion _____	2nd Discussion _____
	Other _____	Other _____

**BACKGROUND INFORMATION**

As per Resolution 11-405 the Board of Commissioners approved the Resolution for Personal and Professional services for non-public works contracts, the county need not advertise or follow a formal competitive bidding procedure, but instead evaluate and utilize the procedures it deems best under the individual circumstances in order to obtain services of the highest quality at the lowest cost.

As per Resolution 11-735, Benton County entered into a contract with MRSC to maintain our Small Works Roster to include an Architectural & Engineering and Consulting Roster.

No other changes have been made on the attached Resolution from the one that was approved and referenced as Resolution 11-405, other than the Resolution number that is referenced from the Competitive Bidding Resolution will be need to be revised and referenced and the additional language indicating that MRSC will maintain a Professional Architectural and Engineering Services as well as Consulting roster for Benton County.

**RECOMMENDATION**

Approve the attached Resolution for Personal and Professional Services.

**MOTION**

Move to approve the attached Personal and Professional Service Resolution; Rescinding Resolution 11-405

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

## IN THE MATTER OF SOLICITING PERSONAL AND PROFESSIONAL SERVICE CONTRACTS; RESCINDING RESOLUTION 11-405

**WHEREAS**, Personal and Professional contracts are performed by the person (contractor) as an independent contractor. Qualifications and performance are the primary considerations in selection of the contractor with price being secondary or subject to negotiation; and

**WHEREAS**, contracts for personal or professional services do not need to follow any particular bid procedures, although the Request for Qualifications process may be helpful; and

**WHEREAS**, per Resolution 11-735 the Board of Benton County Commissioners entered into an annual agreement with Municipal Research and Services Center of Washington (MRSC) to create and maintain Benton County's Small Works Roster(s) for both Small Public Works projects as well as Consulting Services allowed by RCW 39.04.155 and Chapter 39.80 RCW; and

**WHEREAS**, per Resolution 04-534, the Board determined that applying bid procedures to the acquisition of all personal and professional contracts does not necessarily advance the county's interest in obtaining the highest quality services at the lowest cost; **NOW, THEREFORE**

**BE IT RESOLVED**, that Benton County may utilize MRSC for the acquisition of architectural and engineering services which shall be done in accordance with provisions of RCW 39.80 as now in effect or hereafter amended; and

**BE IT FURTHER RESOLVED**, contracts for all public works projects, including those involving a service component for the maintenance of public facilities, shall be solicited in accordance with the competitive bid requirements of RCW 36.32.250 or such alternative procedures as allowed by Benton County Resolutions \_\_\_\_\_ and \_\_\_\_\_; and

**BE IT FURTHER RESOLVED**, except as set forth above, for all contracts for non-public works services, the county need not advertise or follow a formal competitive bidding procedure but may instead evaluate and utilize the procedures it deems best under the individual circumstances in order to obtain services of the highest quality at the lowest cost; and

**BE IT FURTHER RESOLVED**, all personal and professional service contracts must be awarded by the Board of Benton County Commissioners; and

**BE IT FURTHER RESOLVED**, Benton County Resolution 11-405 is hereby rescinded.

Dated this ..... day of ....., 20 .....

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Chairman of the Board

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Chairman Pro-Tem

---

Member

Attest:.....  
Clerk of the Board

Constituting the Board of County  
Commissioners of Benton County, Washington

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>	
Meeting Date:	<u>1-31-12</u>	Execute Contract	<u>  x  </u>
Subject:	<u>Payment to Clog Busters</u>	Pass Resolution	<u>      </u>
Prepared by:	<u>K. Mercer</u>	Pass Ordinance	<u>      </u>
Reviewed by:		Pass Motion	<u>      </u>
		Other	<u>      </u>
		Consent Agenda	<u>  x  </u>
		Public Hearing	<u>      </u>
		1st Discussion	<u>      </u>
		2nd Discussion	<u>      </u>
		Other	<u>      </u>

**BACKGROUND INFORMATION / SUMMARY**

On January 20, 2012, jail staff removed inmates from pods D, E, and F (PODS) due to backed up drains and contacted facilities to fix the problem. Facilities attempted to unclog the drains but could not and therefore facilities proceeded to call Roto Rooter since Benton County has a blanket contract with Roto Rooter via Resolution 11-321. Roto Rooter did not want to respond due to the inclement weather and the icy roads and informed facilities to call back in the morning. Facilities called Roto Rooter in the morning but no one answered the phone. Since Roto Rooter was not responding, the Facility Maintenance Supervisor authorized the call out of Clog Busters since the PODS housed high-risk inmates and it was imperative that the drains be fixed so that proper classification of inmates is maintained in the jail.

**RECOMMENDATION**

Authorize payment to Clog Busters for the emergency work performed on January 21, 2012.

**FISCAL IMPACT**

\$211.19 to be paid out of Current Expense Fund (0000-101) Dept. 120 (facility sub-section 539.500). No supplement required.

**MOTION**

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

**IN THE MATTER OF AUTHORIZING PAYMENT TO JAMES E. DELP JR. DOING BUSINESS AS CLOG BUSTERS FOR EMERGENCY WORK PERFORMED IN THE BENTON COUNTY JAIL ON JANUARY 21, 2012**

**WHEREAS**, on January 20, 2012, jail staff removed inmates from pods D, E, and F (PODS) due to backed up drains and contacted facilities to fix the problem; and

**WHEREAS**, facilities attempted to unclog the drains but could not and therefore facilities proceeded to call Roto Rooter since Benton County has a blanket contract with Roto Rooter via Resolution 11-321; and

**WHEREAS**, Roto Rooter did not want to respond due to the inclement weather and the icy roads and informed facilities to call back in the morning; and

**WHEREAS**, facilities called Roto Rooter in the morning but no one answered the phone; and

**WHEREAS**, the Facility Maintenance Supervisor authorized the call out of Clog Busters – Kennewick, WA Contractor License No. CLOGB\*\*044NO – since the PODS housed high risk inmates and it was imperative that the drains be fixed so that proper classification of inmates be maintained in the jail; and

**WHEREAS**, the Facility Maintenance Supervisor recommends authorizing payment to Clog Busters for the emergency work performed on January 21, 2012; **NOW, THEREFORE**

**BE IT RESOLVED**, the Board of Benton County Commissioners, Benton County, Washington, hereby approves payment to James E. Delp Jr. doing business as Clog Busters for the emergency work performed on January 21, 2012 in the amount of \$211.19 including WSST.

**Dated this . . . . . day of . . . . . , 2012**

\_\_\_\_\_  
**Chairman of the Board**

\_\_\_\_\_  
**Chairman Pro-Tem**

\_\_\_\_\_  
**Member**

**Constituting the Board of County  
Commissioners of Benton County,  
Washington**

**Attest: . . . . .**  
**Clerk of the Board**

# RESOLUTION

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:**

**IN THE MATTER OF A CONTRACT BETWEEN BENTON COUNTY AND LINDSTROM CONSTRUCTION CO., LLC TO REPLACE DAMAGED METAL GIRDER BEAM LOCATED AT THE BENTON COUNTY FAIRGROUNDS FACILITY**

**WHEREAS**, per resolution 11-402, any public works services or materials involving less than \$40,000, advertisement and competitive bidding may be dispensed, and such contracts may be entered into after direct negotiation and authorization from the Board of Benton County Commissioners; and

**WHEREAS**, during post Fair cleanup, a Coke Incorporated delivery vehicle impacted a metal girder support beam in Building 11; and

**WHEREAS**, the impact of the accident caused the metal girder beam to lose its structural integrity; and

**WHEREAS**, a proposal for replacement was solicited and received from the following:

- ◆ Lindstrom Construction Co., LLC, Richland, WA - \$4,909.06 plus WSST

**WHEREAS**, the Benton County Fairgrounds Department reviewed the quote and recommends awarding the contract to Lindstrom Construction Co., LLC - Contractors License No. LINDSCC943C8 in the accordance with their proposal in the amount of \$4,909.06 plus WSST; **NOW, THEREFORE**

**BE IT RESOLVED**, the Board of Benton County Commissioners, Benton County, Washington hereby agrees with the recommendation and awards the services to remove and replace the metal girder beam in Building 11 to Lindstrom Construction Co., LLC, Richland, WA for a contract amount of \$4,909.06 plus WSST with a total contract amount payable, including acceptable overages, incidentals and other unanticipated costs not to exceed \$7,000.00 plus WSST; and

**BE IT FURTHER RESOLVED**, the Board hereby authorizes the Chairman to sign the public works contract attached hereto; and

**BE IT FURTHER RESOLVED**, the contract commences upon signature of both parties and expires on June 30, 2012.

Dated this . . . . . day of . . . . . , 20 . . . . .

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Chairman Pro-Tem

\_\_\_\_\_  
Member

Constituting the Board of County  
Commissioners of Benton County,  
Washington

Attest: .....  
Clerk of the Board

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>		
Meeting Date: <u>1-31-12</u>	Execute Contract	_____	Consent Agenda
Subject: Lindstrom Construction Co LLC	Pass Resolution	<u>  x  </u>	Public Hearing
	Pass Ordinance	_____	1st Discussion
Prepared by: cmb _____	Pass Motion	_____	2nd Discussion
Reviewed by: _____	Other	_____	Other

**BACKGROUND INFORMATION**

As part of the Fair Association Post Fair clean up, a Coke Incorporated delivery vehicle impacted a metal girder support beam in Building 11.

The impact of the accident caused the metal girder beam to lose its structural integrity.

**SUMMARY**

Fairgrounds Facility Supervisor solicited a proposal from Lindstrom Construction Co., LLC, Richland, WA for a contract amount of \$4,909.06 plus WSST for the removal and replacement of the metal girder beam in Building 11.

**RECOMMENDATION**

The Board of Benton County Commissioners sign the public works contract attached.

**FISCAL IMPACT**

Amount not to exceed \$7,000 plus WSST to be paid out of Fairgrounds Improvement (0123101) no supplement required.

**MOTION**

Move the Resolution for removal and replacement of the damage metal girder beam be approved.

**PUBLIC WORKS CONTRACT  
TERMS AND CONDITIONS**

THIS CONTRACT is made and entered into by and between **BENTON COUNTY**, a political subdivision, with its principal offices at 620 Market Street, Prosser, WA 99350 (hereinafter "COUNTY"), and **LINDSTROM CONSTRUCTION CO., LLC** a Washington corporation with its principal offices at 1135 Halter Court, Richland, WA 99352 (hereinafter "CONTRACTOR").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

**1. CONTRACT DOCUMENTS**

This Contract consists of these terms and conditions and the following documents:

- a. Exhibit A - Proposal Dated 10/25/11
- b. Exhibit B - Washington State Prevailing Wage Rates

**2. DURATION OF CONTRACT**

The term of this Contract shall begin upon signature of both parties and shall expire on June 30, 2012. Price adjustments of this contract will only be effective with an executed amendment to this contract. The CONTRACTOR shall complete all work by the time(s) specified herein, or if no such time is otherwise specified, no later than the expiration date.

**3. SERVICES PROVIDED**

The COUNTY requires and the CONTRACTOR agrees to provide all labor and material to repair and replace damaged metal girder beam in Building 11.

In the event that requested work encompasses work that is legally required to be completed by another type of contractor, CONTRACTOR shall inform COUNTY of that fact and shall coordinate with COUNTY to complete the work in conjunction with such other contractor. In the event that requested work requires, under State or local law, the issuance of a building permit, CONTRACTOR shall be responsible for procuring such building permit and arranging for inspection and certification of the work. CONTRACTOR may bill COUNTY for the full cost of the permit and any labor time for any of its employees involved in the permitting process, but may not charge any additional processing or other fees that it does not actually

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>	
Meeting Date:	<u>1-31-12</u>	Execute Contract	<u>  x  </u>
Subject:	<u>Contract with</u>	Pass Resolution	<u>  x  </u>
	<u>Mapcon Mapping</u>	Pass Ordinance	<u>      </u>
Prepared by:	<u>M. Phillips</u>	Pass Motion	<u>      </u>
Reviewed by:		Other	<u>      </u>
		Consent Agenda	<u>  x  </u>
		Public Hearing	<u>      </u>
		1st Discussion	<u>      </u>
		2nd Discussion	<u>      </u>
		Other	<u>      </u>

**BACKGROUND / SUMMARY INFORMATION**

In order to keep up with growth and changes to its landbase, infrastructure, and associated public services, it is essential that Benton County continually maintains a current GIS base and periodically updates its digital orthophotography. Since the digital orthophotography has not been updated since 2008, the Benton County GIS Department, along with the Franklin County Public Works Department, solicited proposals for 2012 color digital orthophotography for both counties and for the Hanford Federal Reservation, as well as high-resolution orthophotography for the cities of Kennewick, Richland, West Richland, and Pasco. By combining resources in a joint project such as this, participants will be able to acquire high quality color digital orthophotography at a substantially reduced rate from that which would be incurred if participants were to contract separately.

While Franklin County and the City of Pasco will be contracting separately for their portion of the project, the cities of Kennewick, Richland, and West Richland will be reimbursing Benton County for the cost of the high-resolution digital orthophotography within their urban growth areas according to the following totals: Kennewick - \$7,669.00; Richland - \$11,743.00; and West Richland - \$5,512.00. Additional agencies have also given tentative agreement to help fund the 2012 digital orthophotography project, including Benton County Public Works, the Hanford Federal Reservation, Benton PUD, Benton REA, Benton Franklin Council of Governments, Sunnyside Valley Irrigation District, and the Port of Benton. It is the intention of participating agencies that in combining resources in such a manner digital orthophotography projects will be more cost-effective for all participating agencies, and such cooperative efforts will allow for more frequent updates of the agencies' digital orthophotography base.

**RECOMMENDATION**

Pass the resolution.

**FISCAL IMPACT**

Color digital orthophotography at a total contracted amount of \$62,717.21 plus WSST, if applicable, to be paid out of Current Expense (0000-101) Department 131 GIS. No supplement required.

**MOTION**

# RESOLUTION

## BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

**IN THE MATTER OF AWARDING MAPCON MAPPING, INC., A PERSONAL SERVICE CONTRACT FOR COLOR DIGITAL ORTHOPHOTOGRAPHY FOR 2012 FOR ALL OF BENTON COUNTY AND THE PORTIONS OF THE HANFORD FEDERAL RESERVATION IN BENTON AND GRANT COUNTIES.**

**WHEREAS**, per resolution 11-405, "...for all contracts for non-public works services the county need not advertise or follow a formal competitive bidding procedure, but may instead evaluate and utilize the procedures it deems best under the individual circumstances in order to obtain services of the highest quality at the lowest cost"; and

**WHEREAS**, in order to keep up with growth and the associated public services, Benton County continually updates its GIS base and periodically updates its digital orthophotography base; and

**WHEREAS**, Benton County's digital orthophotography base has not been updated since 2008; and

**WHEREAS**, the Geographic Information Systems Manager recommends moving forward with the project in order to maintain a current digital orthophotography base; and

**WHEREAS**, proposals were solicited from contractors through a Request for Proposal published on both the Benton County and Franklin County websites; and

**WHEREAS**, proposals were received from seven vendors and were subsequently reviewed by a board composed of representatives of project participant agencies, including Benton and Franklin Counties, the cities of Kennewick, Richland, West Richland, Pasco, and the Hanford Federal Reservation; and

**WHEREAS**, the top vendor was selected based upon the results of a proposal rating process—which took into account favorable pricing, company expertise, and specific services offered—and upon interviews conducted with the two highest rated vendors; and

**WHEREAS**, Mapcon Mapping, Inc., offered the lowest price for the required services, and was determined by the selection board to be highly qualified to perform the services required; and

**WHEREAS**, the Benton County Geographic Information Systems Manager recommends awarding said service contract to Mapcon Mapping, Inc., a wholly owned subsidiary of Aeroquest International Limited, Salt Lake City, Utah, as the lowest responsive bidder for a proposal amount of \$62,717.21 plus WSST, if applicable; **NOW, THEREFORE**

**BE IT RESOLVED**, the Board of Benton County Commissioners, Benton County, Washington hereby agree to move forward with this project and award the 2012 color digital orthophotography project to Mapcon Mapping, Inc., a wholly owned subsidiary of Aeroquest International Limited, Salt Lake City, Utah, for a total contract amount of \$62,717.21 plus WSST, if applicable; and

**BE IT FURTHER RESOLVED** the Board hereby authorizes the Chairman to sign the personal services contract attached hereto; and

**BE IT FURTHER RESOLVED** the term of the attached contract commences upon execution by both parties and shall expire on December 31, 2012.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of Commissioners  
of Benton County, Washington

Attest.....  
Clerk of the Board

**BENTON COUNTY  
PERSONAL SERVICES CONTRACT  
TERMS AND CONDITIONS**

THIS CONTRACT is made and entered into by and between BENTON COUNTY, a political subdivision, with its principal offices at 620 Market Street, Prosser, WA 99350 (hereinafter "COUNTY"), and Mapcon Mapping Inc., a wholly owned subsidiary of Aeroquest International Limited, a publicly traded corporation, qualified to do business in the State of Washington, with its principal offices at 4545 South 2300 East, Salt Lake City, Utah 84117, (hereinafter "CONTRACTOR").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

**1. CONTRACT DOCUMENTS**

This Contract consists of the following documents:

- a. Terms and Conditions set forth herein;
- b. Exhibit A, Scope of Work;
- c. Exhibit B, Compensation; and
- d. Exhibits C-1 through C-4, Project Area Maps

**2. DURATION OF CONTRACT**

The term of this Contract shall begin immediately upon execution by the parties, and shall expire on December 31, 2012. The CONTRACTOR shall complete all work by the time(s) specified herein, or if no such time is otherwise specified, no later than the expiration date.

**3. SERVICES PROVIDED**

The CONTRACTOR shall perform the following services:

- a. A detailed description of the services to be performed by the CONTRACTOR is set forth in Exhibit A, "Scope of Work", which is attached hereto and incorporated herein by reference.
- b. The CONTRACTOR agrees to provide its own labor and materials. Unless otherwise provided in this Contract, no material, labor, or facilities will be furnished by the COUNTY.

**JOINT RESOLUTION**

**BENTON COUNTY RESOLUTION NO. \_\_\_\_\_**

**FRANKLIN COUNTY RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN COUNTIES, WASHINGTON;**

**IN THE MATTER OF THE REQUEST FOR SIGNATURE FROM THE CHAIRMAN OF THE BOARDS OF BENTON AND FRANKLIN COUNTY COMMISSIONERS ON THE AGREEMENT NUMBER 11-99693-000-USP BETWEEN THE JUVENILE JUSTICE CENTER AND THE JOHN D. AND CATHERINE T. MAC ARTHUR FOUNDATION, and**

**WHEREAS**, Sharon A. Paradis, Administrator of the Juvenile Court, believes it is in the best interest of the Juvenile Justice Center that the Agreement between the John D. and Catherine T. MacArthur Foundation, and Benton-Franklin Counties Juvenile Justice Center be approved as presented for a term commencing January 1, 2012 and terminating on December 31, 2012. The agreement is backdated to January 1, 2012 so that services are not interrupted and the Juvenile Justice Center can maximize the use of available funds effective January 1, 2012, **NOW, THEREFORE**

**BE IT RESOLVED**, that the Chairman of the Board of Benton County Commissioners and the Chairman of the Board of Franklin County Commissioners be and they hereby are authorized to sign, on behalf of their respective county, the Agreement Number 11-99693-000-USP.

**DATED** this 31<sup>st</sup> day of January 2012  
**BENTON COUNTY BOARD OF COMMISSIONERS**

**DATED** this 8th day of February 2012  
**FRANKLIN COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Chairman Pro Tem

\_\_\_\_\_  
Member

Constituting the Board of  
County Commissioners,  
Benton County, Washington

\_\_\_\_\_  
Member

Constituting the Board of  
County Commissioners,  
Franklin County, Washington

Attest:

Attest:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Clerk of the Board

**AGREEMENT**

**THE GRANTEE, FUND RECIPIENT, AND GRANTOR (AS SET FORTH BELOW) HEREBY AGREE AS FOLLOWS:**

DATE: December 20, 2011

GRANT NO.: 11-99693-000-USP

GRANTEE: Benton County, Washington  
5606 W. Canal Place, Suite 106  
Kennewick, WA 99336-1388

Franklin County, Washington  
1016 N. 4<sup>th</sup> Avenue  
Pasco, WA 99301-3706

(collectively, the "**Counties**")

FUND RECIPIENT: Benton County, Washington  
5606 W. Canal Place, Suite 106  
Kennewick, WA 99336-1388  
(the "**Fund Recipient**")

GRANTOR: John D. and Catherine T. MacArthur Foundation  
140 South Dearborn Street, Suite 1200  
Chicago, Illinois 60603-5285  
(the "**Foundation**")

GRANT AMOUNT: U.S. \$75,000

PURPOSE OF GRANT: In support of developing data analysis and reporting capacity to help sustain and expand practice and policy innovations established as part of Washington *Models for Change* (the "**Purpose**")

FOR USE OVER THE PERIOD: January 1, 2012 - December 31, 2012

EXPECTED PAYMENT SCHEDULE, as may be amended by the Foundation from time to time (the "**Payment Schedule**"):

Initial Installment: U.S. \$75,000, paid in a single lump sum

WRITTEN REPORTS DUE, as may be amended from time to time upon written authorization from the Foundation (the "**Due Dates**"):

January 31, 2013: Final Report, covering the entire life of the grant

**OTHER TERMS AND CONDITIONS:**

1. **PAYMENT TERMS:** (A) Payment of the grant funds is expected to be made as indicated in the Payment Schedule above and, at the direction of the Counties, shall be made to the Fund Recipient, *provided* the Counties and the Fund Recipient are in compliance with all terms and conditions of this agreement at the time of each scheduled payment.

(B) The first instalment of grant funds will be made within ninety (90) days after receipt by the Foundation of a fully-executed copy of this agreement and all necessary tax documents.

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>		
<b>Meeting Date:</b> 1/31/12 <b>Subject:</b> Service Agreement <b>Prepared by:</b> <u>M. Wenner</u>	<b>Execute Contract</b> <b>Pass Resolution</b> <u>  X  </u> <b>Pass Ordinance</b> <b>Pass Motion</b> <b>Other</b>		<b>Consent Agenda</b> <u>  X  </u> <b>Public Hearing</b> <b>1st Discussion</b> <b>2nd Discussion</b> <b>Other</b>

**BACKGROUND INFORMATION**

The State of Washington entered into a multi-state contract #06907 for mail processing equipment, accessories, services, and supplies.

Neopost is an approved vendor per State Contract #06907.

**SUMMARY**

The agreement with Neopost has expired. Therefore, we need to enter into another agreement for services.

**RECOMMENDATION**

Request the Chairman of the Board of Commissioners sign the attached Equipment Lease Agreement and authorize the Personnel/Risk Manager sign as the "Eligible Entity" when equipment is received.

**FISCAL IMPACT**

60 month lease

\$100.00/mo for 12 months

\$120.00/mo for remaining 48 months

Total lease amount \$6960.00

No supplement is required.

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING THE CHAIRMAN OF THE BOARD TO SIGN THE LEASE AGREEMENT WITH NEOPOST

**WHEREAS**, the Benton County Personnel Resources Department wishes to enter into an equipment lease agreement based off the State Contract #06907 for postage equipment; and

**BE IT RESOLVED**, by the Board of Benton County Commissioners, Benton County, Washington, the Board concurs with the Personnel/Risk Manager's recommendation and hereby authorizes the lease payments for 60 months from the time the equipment lease agreements are signed by the "Eligible Entity" not to exceed \$6960.00, including WSST; and

**BE IT FURTHER RESOLVED**, that the Chairman is authorized to sign the attached Equipment Lease Agreement for postage equipment; and

**BE IT FURTHER RESOLVED**, the Board of Benton County Commissioners hereby authorizes the Benton County Personnel/Risk manager to sign as "Eligible Entity" when said items are received.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of Commissioners  
of Benton County, Washington

Attest.....  
Clerk of the Board

cc: R. Sparks, M. Wenner, R. Ozuna



**OFF22 Multi-State Postage and Mail Processing Equipment, Accessories, Services and Supplies  
Equipment Confirmation Form**

This form **must** be used and attached to each equipment **lease, purchase, service or rental** encumbrance document to confirm the selection of equipment covered under the Statewide Contract Number OFF22 on file at OSD. All of the terms and conditions of the Statewide Contract, OFF22 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form, which conflict with the terms of the OFF22 Statewide Contract shall be considered to be superseded and void unless contained in the Participating Addendum reference below. Eligible Entities are only required to sign this confirmation form. This form is **optional** for all supply **purchases**.

**Purchase Order/Encumbrance Number:** 06907 (the Participating Addendum between Washington State and Contractor is also incorporated by reference.)

**Fiscal Year:** 2012

**Resolution Number:**

<b>Eligible Entity:</b> Benton County Personnel	<b>Contractor Lease Name:</b> Neopost Leasing	
<b>Contact Person:</b> Melina Wenner	<b>Contractor Purchase, Service or Meter Head Name:</b>	
<b>Phone:</b> 509-737-2777 <b>E-Mail:</b> Melina.wenner@co.benton.wa.us <b>Fax:</b> 509-737-2778	<b>Contact Person:</b> Stacey Graham  <b>Phone:</b> 713-690-0635 <b>E-Mail:</b> s.graham@neopost.com <b>Fax:</b> 832-553-7337	
<b>Entity Billing Address:</b> Benton County Personnel 7122 W Okanogan Place Kennewick WA 99336  <b>Contact:</b> Melina Wenner <b>Phone:</b> 509-736-3064	<b>Contractor Lease Remit Address:</b> PO BOX 45822 San Francisco CA 94145	<b>Contractor Purchase, Service or Meter Head Remit Address:</b>  <b>Purchase, Service or Meter Head FEIN/Vendor Code Number #</b>
<b>Delivery Address: (If different from Billing Address Above)</b> (Multiple Address and Contact Information Entity must attached the appropriate information to the form)  <b>Contact:</b> Same <b>Phone:</b>	<input checked="" type="checkbox"/> <b>Term Lease # Months</b> _____ <input checked="" type="checkbox"/> <b>Meter Head Term Lease # Months</b> _____ <input type="checkbox"/> <b>Rental (Not to exceed 6 months)</b> <input type="checkbox"/> <b>Purchase (Optional)</b>	
<b>Check off the applicable box for equipment type and Maintenance Plan and number of years after warranty period:</b> <input checked="" type="checkbox"/> <b>New Equipment</b> <b>Service Term after Warranty Period;</b> <input checked="" type="checkbox"/> <b>Warranty</b> <input checked="" type="checkbox"/> <b>2<sup>nd</sup> Year</b> <input checked="" type="checkbox"/> <b>3<sup>rd</sup> Year</b> <input checked="" type="checkbox"/> <b>4<sup>th</sup> Year</b> <input checked="" type="checkbox"/> <b>5<sup>th</sup> Year</b>  <input checked="" type="checkbox"/> <b>4 Hour</b> <input type="checkbox"/> <b>8 Hour</b> <input type="checkbox"/> <b>12 Hour</b> <input type="checkbox"/> <b>24 Hour</b>  <input type="checkbox"/> <b>Plan A Yearly Service with applicable response time</b> <input type="checkbox"/> <b>4 Hour</b> <input checked="" type="checkbox"/> <b>8 Hour</b> <input type="checkbox"/> <b>12 Hour</b> <input type="checkbox"/> <b>24 Hour</b>  <input type="checkbox"/> <b>New B Time and Material with applicable response time</b> <input type="checkbox"/> <b>4 Hour</b> <input type="checkbox"/> <b>8 Hour</b> <input type="checkbox"/> <b>12 Hour</b> <input type="checkbox"/> <b>24 Hour</b>	<b>Check off the applicable box for equipment sub-category:</b> <input checked="" type="checkbox"/> <b>Category 1</b> <input type="checkbox"/> <b>2A</b> <input type="checkbox"/> <b>2B</b> <input type="checkbox"/> <b>2C</b> <input type="checkbox"/> <b>2D</b> <input type="checkbox"/> <b>2E</b> <input type="checkbox"/> <b>2F</b> <input type="checkbox"/> <b>2G</b> <input type="checkbox"/> <b>2H</b>  <b>Purchase, Lease and Service Billing Options:</b> <input type="checkbox"/> <b>Monthly</b> <input checked="" type="checkbox"/> <b>Quarterly</b> <input type="checkbox"/> <b>Semi-Annual</b> <input type="checkbox"/> <b>Yearly</b>  <b>Service Plan A</b> <input type="checkbox"/> <b>Monthly</b> <input type="checkbox"/> <b>Quarterly</b> <input type="checkbox"/> <b>Semi-Annual</b> <input type="checkbox"/> <b>Yearly</b>	

**NOTE: Contractors are required to include one (1) month worth of complete supplies necessary to operate each piece of equipment based upon the monthly volumes indicated within the OFF22 terms and conditions upon installation and training.**

Equipment Model Number	Equipment/Accessory Description (E.G. Digital Postage Equipment)	Quantity	Purchase Price Or Monthly Lease Or Rental Equipment Cost	Number Of Lease Or Rental Months	Trade-In Value	Net Total Lease, Purchase Or Rental Equipment Costs	Service Plan Selected With Applicable Net Rate Per Unit/Each	Net Total Cost For Service
IS 420	Mail Machine	1	34.00	60		\$34.00	4HR	\$20.00
ISWP-10	10lb scale	1	\$21.80	60		\$21.80	4HR	Inc
ISWP-10	Differential Weighing	1	\$4.20	60		\$4.20		Inc
IS 40ai	Meter/Rate updates	1	\$40.00	60		\$40.00		inc
<b>Totals</b>								
<b>GRAND TOTAL</b>							<b>\$100.00/Month year 1</b>	<b>\$120.00/Month year 2-5</b>
Special Instructions/Additional Information (e.g. equipment model traded, software license information, lease document information for contractor tracking purposes only, supplies exchanged): State contract mandates first year maintenance free								

**Eligible Entity and Contractor signatures below acknowledge ONLY that the equipment order has been placed pending delivery, installation, start-up supplies and training.**

**ELIGIBLE ENTITY:**

X: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

TITLE: Benton County Commissioner

DATE: \_\_\_\_\_

**CONTRACTOR:**

X \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

TITLE: President

DATE: \_\_\_\_\_

**Eligible Entity and Contractor signatures below acknowledge completion of the four (4) items below to the Eligible Entities satisfaction in addition to the payment start and termination dates.**

Eligible Entity must check off all four (4) items below acknowledging completion prior to final approval.

- 1) Equipment delivered undamaged from the Contractor.
- 2) Received one (1) complete set of supplies based upon the monthly volumes within the OFF22 terms and conditions.
- 3) Equipment is installed and operational.
- 4) Received initial satisfactory training from the Contractor.

Lease, Rental or Purchase payment terms do not begin until the appropriate items above have been approved by the Eligible Entity.

<b>Payment Start Date of this Lease, Purchase or Rental Agreement:</b> Month _____ Day _____ Year _____	<b>Payment Termination Date of this Lease, Purchase or Rental Agreement</b> Month _____ Day _____ Year _____
--	---

**ELIGIBLE ENTITY:**

X: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

TITLE: Personnel/Risk Manager

DATE: \_\_\_\_\_

Form Revision Date: December 6, 2011

**CONTRACTOR:**

X: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

R E S O L U T I O N

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF BENTON COUNTY ROADS RE: CERTIFICATION OF THE  
2012 ROAD LEVY AND ESTIMATED REVENUE PRODUCED AS PER WAC 136-150-  
021

WHEREAS, the Board of County Commissioners have reviewed the  
Certification of the 2012 Road Levy and finds the Certification  
to be complete; NOW, THEREFORE,

BE IT RESOLVED by the Board of County Commissioners that the  
attached Certification of the 2012 Road Levy and Estimated  
Revenue Produced Form be and hereby is approved, and that the  
Chairman is authorized to sign the Digital Submittal  
Certification form for said Road Levy Certification.

Dated this 31st day of January , 2012.

\_\_\_\_\_  
Chairman of the Board.

\_\_\_\_\_  
Member.

\_\_\_\_\_  
Member.

Attest: \_\_\_\_\_  
Clerk of the Board

Constituting the Board of  
County Commissioners of  
Benton County, Washington.

L. Moser:slc

**STATE OF WASHINGTON  
COUNTY ROAD ADMINISTRATION BOARD**

**CERTIFICATION OF THE 2012 ROAD LEVY, AND ESTIMATED REVENUE PRODUCED**  
(year) (WAC 136-150-021)

Submitting County:	<u>Benton</u>	Total County Valuation:	\$ <u>14,686,962,152</u> (1)
	(\$/Thousand)	Road District Valuation	Highest Lawful Road Levy
<b>Highest Lawful Road Levy:</b> (see instructions):	\$ <u>1.764952</u>	\$ <u>3,239,819,340</u> (2)	\$ <u>5,718,126.00</u> (3)
<b>County Road Levy Shifted to Current Expense (per RCW 84.52.043):</b> (\$/Thousand)		Road District Valuation	Levy Shift Amount (Road Levy Reduction)
Levy Shift:	\$ <u>-</u>	\$ <u>3,239,819,340</u> (2)	\$ <u>-</u> (4)
<b>Adjusted Highest Lawful Road Levy:</b> (\$/Thousand)		Road District Valuation	Adjusted Highest Rd Levy
	\$ <u>1.764952</u>	\$ <u>3,239,819,340</u> (2)	\$ <u>5,718,126.00</u> (5) = (3)-(4)
<b>Actual Established Road Levy:</b> (see instructions):	(\$/Thousand)	Road District Valuation	Actual Road Levy Amount
Levy Fixed in Accordance with RCW 36.40.090:	\$ <u>1.764952</u>	\$ <u>3,239,819,340</u> (2)	\$ <u>5,718,126.00</u> (6)
<b>County Road Property Tax Revenues Diverted For Other Unincorporated Purposes in Accordance With RCW 36.33.220, RCW 39.89, or RCW 84.55.050:</b>			
<b>Service to be Provided:</b>		<b>Diverted \$/Thousand</b>	<b>Diverted Levy Amount:</b>
1 <u>Traffic Law Enforcement (36.33.220)</u> (7)		\$ <u>0.157279</u>	\$ <u>509,557.00</u> (8)
2 _____ (9)		\$ <u>-</u>	\$ <u>-</u> (10)
	<b>* Total Diverted Road Levy:</b>	\$ <u>0.157279</u>	\$ <u>509,557.00</u> (11) = (8)+(10)
<b>Road Levy Revenue Remaining for Roads</b> (RCW 36.82.040)		\$ <u>1.607673</u>	\$ <u>5,208,569.00</u> (12) = (6)-(11)

**Road Funds Budgeted to be used for Traffic Law Enforcement:**

	<b>Funded Through:</b>	<b>Budgeted Amount:</b>
1 Traffic Law Enforcement	Operating Transfer (per agreement)	\$ <u>-</u> (13)
2 Traffic Law Enforcement	Direct Payment (cost reimbursement)	\$ <u>-</u> (14)
	<b>* Total Budgeted Road Fund Expenditures for Traffic Enforcement:</b>	\$ <u>-</u> (15)

**\* Reporting of Diverted Road Levy and budgeted Road Fund Expenditures for Traffic Law Enforcement amounts are both required in order to ascertain county eligibility for RATA funds. (see WAC 136-150-030)**

Note: WAC 136-150-021 provides that "The CRABoard will request that every county legislative authority submit a certification showing the amount of the road levy fixed and the amount, if any, budgeted in accordance with RCW 36.33.220 for traffic law enforcement and/or any other purpose from diverted road levy no later than February 1st of each year".

**DIGITAL SUBMITTAL CERTIFICATION- COUNTY ROAD ADMINISTRATION BOARD  
FOR 2012 Road Levy Certification**

County # 3

County Name Benton County

Required Submittal Date: **February 1, 2012**

The document checked below is hereby submitted from the county named above for the review and acceptance of the County Road Administration Board.

**Road Levy Certification for 2012**

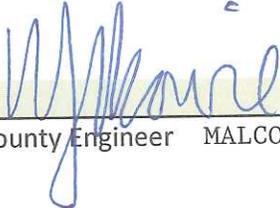
\_\_\_\_\_

**Chair / Executive**

JAMES R. BEAVER  
Chairman, Board of Benton County  
Commissioners

January 31, 2012

**Date:**



County Engineer MALCOLM BOWIE, P.E.

January 31, 2012

**Date**

---

For CRAB Use Only

## RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY,  
WASHINGTON:

IN THE MATTER OF COUNTY ROADS, RE: A RESOLUTION ORDERING THE IMPROVEMENT OF ANTINORI ROAD CE 1945 CRP, PURSUANT TO A PROPERTY OWNERS' PETITION THEREFORE; ESTABLISHING COUNTY ROAD IMPROVEMENT DISTRICT NO. 21 AND ORDERING THE CARRYING OUT OF THE PROPOSED CERTAIN IMPROVEMENT; PROVIDING THAT PAYMENT FOR THE IMPROVEMENT BE MADE BY SPECIAL ASSESSMENTS UPON THE PROPERTY IN THE DISTRICT, PAYABLE BY THE MODE OF "PAYMENT BY BONDS"; CREATING A COUNTY ROAD IMPROVEMENT DISTRICT FUND; AND PROVIDING FOR THE ISSUANCE AND SALE OF COUNTY ROAD IMPROVEMENT DISTRICT WARRANTS REDEEMABLE IN CASH OR OTHER SHORT-TERM FINANCING AND COUNTY ROAD IMPROVEMENT DISTRICT BONDS.

WHEREAS, RCW 36.88.050 provides for the initiation of road improvement districts by the petition method; and

WHEREAS, a petition was submitted to the Board of County Commissioners of Benton County, Washington (the "Board") to form a county road improvement district to improve Antinori Road; and

WHEREAS, pursuant to Resolution No. 11-181, the Board declared its intention to form County Road Improvement District No. 21 ("CRID No. 21") pursuant to the petition method to improve Antinori Road and fixed a time and date for a hearing on the creation of CRID No. 21; and

WHEREAS, the Board fixed April 25, 2011, at 9:20 a.m., local time, at the Commissioners' Meeting Room, Benton County Courthouse, Prosser, Washington, as the time and place for hearing all matters relating to the proposed improvement and the proposed CRID No. 21 and all objections thereto; and

WHEREAS, due notice of the above hearing was given in the manner provided by Resolution No. 11-181 and RCW 36.88.050, and the hearing was held by the Board on the date and at the time above mentioned, and all objections to the proposed improvement were duly considered by the Board, and all persons appearing at such hearing and wishing to be heard were heard; and

WHEREAS, several landowners testified in person or by letter at the Public Hearing that they received no benefit from the CRID and wished to have their names removed from the district, and upon hearing their testimony the Board did remove several parcels as follows:

Parcel #10 1-0597-100-0008-000 Jeffrey F Brown  
Parcel #21a 1-0597-101-3304-001 Blair B and Bruce Emory  
Parcel #21b 1-0597-101-3304-002 Blair B and Bruce Emory  
Parcel #113 1-0497-400-0003-000 Whitaker Hill Estates LLC  
Parcel #114 1-0497-400-0004-000 Whitaker Hill Estates LLC

WHEREAS, parcels that Public Works recommended be excluded due to questionable benefits from the District, and were excluded, (those colored in blue on the map that was presented to the Board) include the following parcels:

Parcel #4 1-1797-101-0810-003 Redpath Vineyards LLC  
Parcel #19 1-1797-100-0005-002 Efeste Vineyard LLC  
Parcel #44 1-1797-100-0009-000 Walter J Kirkpatrick Trustee  
Parcel #45 1-1797-100-0010-000 Walter J Kirkpatrick Trustee  
Parcel #50 1-1697-200-0012-000 Orley J Krogh Jr  
Parcel #52 1-0997-401-0697-002 Marcia McGee  
Parcel #53 1-0997-401-0697-004 Marcia McGee  
Parcel #55 1-0997-400-0005-000 Benton Oliver  
Parcel #56 1-0997-401-0697-001 Oliver Family Trust  
Parcel #57 1-0997-401-0697-003 Oliver Family Trust  
Parcel #58 1-1797-100-0003-000 John P Neath  
Parcel #110 1-1797-100-0004-000 Albert F Vargas

WHEREAS, the Board has not, and will not by means of this resolution, take such action that alters the proposed improvements as to increase the estimated cost thereof by an amount greater than ten percent above the estimated amount contained in the notice of said hearing, or increase the proportionate share of the cost to be borne by assessments from the proportion stated in such notice, or change the boundaries of CRID No. 21 to include property not previously included therein; and

WHEREAS, the Manager of the Department of Public Works has examined the petition for the formation of CRID No. 21, together with all additions thereto or withdrawals therefrom made prior to 5:00 p.m. on April 22, 2011, and determined such petition to be sufficient and that it has been signed by the owners, according to the records of the County Auditor, of property equal to an aggregate amount of a majority of the lineal frontage upon the proposed improvement and of the area within the boundaries of CRID No. 21 as established at the hearing by the Board; and

WHEREAS, the Board has determined it to be in the best interests of the County that the improvement as described herein be carried out and that CRID No. 21 be created in connection therewith; NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY, WASHINGTON, as follows:

Section 1. The Board finds that the petition for the formation of the CRID, including all additions thereto or withdrawals therefrom made prior to 5:00 p.m. on April 22, 2011, is

sufficient within the boundaries of CRID No. 21 established by the Board. The Board further finds that the plan of improvement within CRID No. 21 is feasible and that the benefits to be derived from the improvement by the property included within CRID No. 21 exceeds the costs and expense of the formation of CRID No. 21 and the contemplated construction or improvement.

Section 2. The Board orders the improvement of Antinori Road from Sunset Road easterly to the end of the existing Antinori Road which is approximately 1.0 mile, by making all improvements necessary to meet county road standards, all in accordance with County construction standards. All of the foregoing shall be in accordance with the plans and specifications therefore prepared by the County Engineer, Department of Public Works, and may be modified by the Board as long as such modification does not affect the purpose of the improvement.

Section 3. There is created and established a road improvement district to be called the Benton County Road Improvement District No. 21 ("CRID No. 21"), the boundaries or territorial extent of CRID No. 21 being more particularly described as follows:

See "Exhibit A" attached.

Section 4. The total estimated cost and expense of the improvement is declared to be \$1,697,690.00, which estimated cost includes the estimated cost of acquiring required rights-of way, preliminary engineering, design, construction, construction inspection and administration, and bond administration. Such cost and expense shall be borne entirely by and assessed against the property specially benefited by such improvement included in the boundaries of CRID No. 21, which embraces as nearly as practicable all property specially benefited by such improvement.

Section 5. In accordance with the provisions of RCW 36.88.080, the County shall use such method to compute assessments as the Board shall deemed to be the most practical and equitable under the conditions prevailing. The Board has determined that assessments shall be computed on a front-footage basis using the following methodology:

*First*, the total cost and expense of the improvement in CRID No. 21 shall be divided by an amount equal to the total acreage within the CRID No. 21 to determine the "cost per acre";

*Second*, for each lot in CRID No. 21, multiply (a) the total acreage of that lot, by (b) the "cost per acre" determined pursuant to the previous paragraph, to determine the amount of such lot's special assessment.

The Board reserves the right to modify this method of assessing property in CRID No. 21 to address any change in circumstances between the date hereof and the date of the assessment roll hearing for CRID No. 21.

Section 6. Road improvement district warrants may be issued in payment of the cost and expense of the improvement herein ordered to be assessed, such warrants to be paid out of the

CRID No. 21 Fund (as defined below) and, until the bonds referred to in this section are issued and delivered to the purchaser thereof, to bear interest from the date thereof at a rate to be established hereafter by the County Treasurer, as issuing officer, and to be redeemed in cash and/or by road improvement district bonds herein authorized to be issued, such interest-bearing warrants to be hereafter referred to as "revenue warrants." In the alternative, the County hereafter may provide by resolution for the issuance of other short-term obligations pursuant to Chapter 39.50 RCW.

If the County shall authorize expenditures to be made for such improvement (other than for any cost or expense expected to be borne by the County) prior to the date that any short-term obligations or road improvement district bonds are issued to finance the improvement, from proceeds of interfund loans or other funds that are not, and are not reasonably expected to be, reserved, allocated on a long-term basis or otherwise set aside to pay the cost of the improvement herein ordered to be assessed against the property specially benefited thereby, the County declares its official intent pursuant to Treasury Regulation § 1.150-2 that those expenditures, to the extent not reimbursed with prepaid special benefit assessments, are to be reimbursed from proceeds of short-term obligations or road improvement district bonds that are expected to be issued for the improvement in a principal amount not exceeding \$1,697,690.00.

The County is authorized to issue county road improvement district bonds for CRID No. 21 which shall bear interest at a rate and to be payable on or before a date to be hereafter fixed by resolution. The bonds shall be issued in exchange for and/or in redemption of any and all revenue warrants issued hereunder or other short-term obligations hereafter authorized and not redeemed in cash within 20 days after the expiration of the 30-day period for the cash payment of assessments without interest on the assessment roll for the District. The bonds shall be paid and redeemed by the collection of special assessments to be levied and assessed against the property within the District, payable in annual installments, with interest at a rate to be hereafter fixed by resolution under the mode of "payment by bonds," as defined by law and the resolutions of the County. The exact form, amount, date, interest rate and denominations of such bonds hereafter shall be fixed by resolution of the Board. Such bonds shall be sold in such manner as the Board hereafter shall determine.

Section 7. In accordance with RCW 36.88.010 and 36.88.350, the improvements constructed within CRID No. 21 shall become County roads and all maintenance thereof shall be performed by the County at the expense of the County Road Fund.

Section 8. Benton County Road Improvement District No. 21 Fund (the "CRID No. 21 Fund") is created and established in the office of the County Treasurer. The proceeds from the sale of revenue warrants or other short-term obligations drawn against the CRID No. 21 Fund which may be issued and sold by the County and the collections of special assessments, interest and penalties thereon shall be deposited in the CRID No. 21 Fund. Cash warrants to the contractor or contractors in payment for the work to be done by them in connection with the improvement and cash warrants in payment for all other items of expense in connection with the improvement shall be issued against the CRID No. 21 Fund.

Section 9. Notices Regarding Farm and Agricultural Land. Pursuant to RCW 84.34.320, the County's Department of Public Works shall deliver this resolution to the County Assessor as

notice that CRID No. 21 has been created, and the Board will retain this resolution as notice to itself that CRID No. 21 has been created. The County Assessor is directed to send a notice to all owners of "farm and agricultural land" (as defined in chapter 84.34 RCW) within CRID No. 21, as listed on the County Treasurer's tax rolls, of: (a) the creation of CRID No. 21; (b) the exemption (or partial exemption) of that land from special benefit assessments; (c) the fact that such land may become subject to the special benefit assessments if the owner waives the exemption by filing a notarized document with the Board before the confirmation of the final assessment roll for CRID No. 21; (d) the potential liability, pursuant to RCW 84.34.330, if the exemption is not waived and the land is subsequently removed from the farm and agricultural land status; and (e) such other information as may be required by WAC 458-30-530. The County Assessor is further directed to comply with the requirements of WAC 458-30-520 upon receiving this resolution.

Dated this 31st day of January 2012.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Chairman Pro-Tem

\_\_\_\_\_  
Member

Attest: \_\_\_\_\_  
Clerk of the Board

Constituting the Board of County  
Commissioners of Benton County,  
Washington

Benton County Public Works: Steve Becken: Sue Schuetze

R E S O L U T I O N

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF DIVERTING ROAD TAX LEVY FUNDS TO CURRENT EXPENSE FOR TRAFFIC ENFORCEMENT PURPOSES

WHEREAS, the Board of Benton County Commissioners certified the collection of Road taxes in the Year 2012 in the unincorporated areas of the County for traffic enforcement, road administrative refund, and road purposes; and

WHEREAS, the Board of Benton County Commissioners, by adopting the 2012 annual road budget, authorized the diversion of a portion of Road Tax Levy monies for traffic enforcement in the unincorporated areas of the County; NOW, THEREFORE,

BE IT RESOLVED that the 2012 Road Tax Levy of 1.76495208 mills, generating approximately \$5,718,126, be divided as follows:

0.15727945 mills, generating approximately \$509,557, be deposited in the Current Expense Fund (No. 0000-101), and identified as revenue code 311.20.0001;

1.60767263 mills, generating approximately \$5,208,569, be deposited in the Road Fund (No. 0101-101); and

Dated this 31st day of January, 2012.

Chairman of the Board.

Chairman Pro-Tem.

Member.

Constituting the Board of County Commissioners of Benton County, Washington.

Attest: Clerk of the Board

L. Moser:slc

c: Treasurer, Auditor, Road

R E S O L U T I O N

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF EQUIPMENT RENTAL RATES FOR COUNTY ROAD EQUIPMENT RENTAL AND REVOLVING FUND - 2012

WHEREAS, by resolution 77-644, dated December 29, 1977, an annual review of the E. R. & R. Fund's Equipment Rental Rates was established; and

WHEREAS, the current Equipment Rental Rates were last reviewed in January 2011; and

WHEREAS, a review of equipment status has been made and it is found that all equipment rental rates need to be revised according to the attached schedule; and

WHEREAS, the County Engineer recommends that the attached schedule of Equipment Rental Rates be approved and become effective January 1, 2012; NOW, THEREFORE,

BE IT RESOLVED that the attached schedule of E. R. & R. Fund Equipment Rental Rates for all County Road Equipment be approved and be effective January 1, 2012.

Dated this 31st day of January, 2012.

\_\_\_\_\_  
Chairman of the Board.

\_\_\_\_\_  
Chairman Pro-Tem.

\_\_\_\_\_  
Member.

Attest: \_\_\_\_\_  
Clerk of the Board

Constituting the Board of  
Commissioners of Benton  
County, Washington.

S. Becken:L. Moser:slc

## RESOLUTION

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY,  
WASHINGTON:**

IN THE MATTER OF COUNTY FRANCHISES RE: GRANTING A FRANCHISE TO NORTHWEST OPEN ACCESS NETWORK (NOANET), FOR A FRANCHISE FOR FIBER OPTIC TELECOMMUNICATIONS AND COMMUNICATIONS SYSTEMS AND FACILITIES, LOCATED IN BENTON COUNTY;

WHEREAS, a public hearing was held to consider the request of NORTHWEST OPEN ACCESS NETWORK (NOANET), who has applied for a nonexclusive franchise for a fiber optic telecommunications and communications system and facilities in unincorporated Benton County, and

WHEREAS, after hearing the testimony regarding the request for a franchise, the Board finds as follows:

1. The term of the franchise shall be a ten year (10) period, expiring January 30, 2022, with an associated cost of \$500.00;
2. The Grantee is to carry liability insurance with Benton County named as an insured with a minimum limit of \$500,000.00. A copy of the proof of insurance is to be provided to Benton County yearly;
3. Placement of facilities within the right of way shall meet all requirements of Benton County as to location and repair of roads and right of way, including noxious weed control;
4. Should Benton County require utility relocation work because of road construction or maintenance, said work shall be at the Grantee's expense;
5. The franchise is nonexclusive;
6. The Grantee is to sign the Order and Agreement for Nonexclusive Franchise;

WHEREAS, NORTHWEST OPEN ACCESS NETWORK (NOANET) has agreed to the terms and has signed the Order and Agreement for Nonexclusive Franchise, said Order having been approved as to form by the Prosecuting Attorney's Office, NOW, THEREFORE

BE IT RESOLVED that the franchise be approved and that the Board indicates its approval by its signatures on the Order and Agreement for Nonexclusive Franchise.

Dated this 31<sup>st</sup> day of January, 2012

---

Chairman

---

Chairman Pro-Tem

---

Member

Attest: \_\_\_\_\_  
Clerk of the Board

Constituting the Board of County  
Commissioners of Benton County,  
Washington

Benton County Public Works: Steve W Becken: Sue Schuetze

Return to:  
Benton County Public Works  
P. O. Box 1001  
Prosser, WA 99350

Grantor: Benton County  
Grantee: Northwest Open Access Network (NoaNet)

BEFORE THE BOARD OF COUNTY COMMISSIONERS

BENTON COUNTY, STATE OF WASHINGTON

IN THE MATTER OF THE APPLICATION OF )  
NORTHWEST OPEN ACCESS NETWORK, (NOANET) )  
A STATE OF WASHINGTON NON-PROFIT MUTUAL )  
CORPORATION FOR A NONEXCLUSIVE )  
FRANCHISE TO LOCATE, CONSTRUCT, MAINTAIN, )  
OPERATE, USE, AND IF NECESSARY, REMOVE A )  
FIBER OPTIC TELECOMMUNICATIONS AND )  
COMMUNICATIONS SYSTEM WITHIN THE )  
COUNTY OF BENTON, STATE OF WASHINGTON, )  
UPON, OVER, UNDER, ALONG, AND ACROSS )  
CERTAIN COUNTY ROADS AND PUBLIC )  
HIGHWAYS, OR PARTS THEREOF, NOT WITHIN )  
THE LIMITS OF ANY INCORPORATED CITY OR )  
TOWN.

No. \_\_\_\_\_

ORDER AND AGREEMENT FOR  
NONEXCLUSIVE FRANCHISE

FINDINGS

NOW, on this \_\_\_\_\_ day of \_\_\_\_\_ the petition and application of NORTHWEST OPEN ACCESS NETWORK, for the authority and nonexclusive Franchise, for a term of ten (10) years, to install, locate, construct, maintain, operate, use, and, if necessary, remove A FIBER OPTIC TELECOMMUNICATIONS AND COMMUNICATIONS SYSTEM AND FACILITIES under, upon, over, along and across Benton County roads, highways, streets, alleys, bridges, and rights-of-ways, or other County property, hereinafter called County roads or

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>	
<b>Meeting Date: Jan. 31, 2012</b> <b>Subject: Piert Rd. Supplemental Agreement No. 5</b> <b>Prepared by: M Bowie</b> <b>Reviewed by: Steve Becken</b>	Execute Agreement _____ Pass Resolution <u>XX</u> _____ Pass Ordinance _____ Pass Motion _____ Other <u>Sign Agreement</u> _____	Consent Agenda <u>XX</u> _____ Public Hearing _____ 1st Discussion _____ 2nd Discussion _____ Other _____

**BACKGROUND INFORMATION**

Since January 2005, the Benton County Public Works Department has been under contract with JUB Engineers, Inc. to provide engineering services for the Piert Rd. Extension project. Over the last 7 years there have been 4 supplements to this service agreement. The project is now scheduled to go to bid in 2012 with the engineering services agreement set to expire December 31, 2012. Supplement Agreement No. 5 is submitted to provide necessary resources to finalize this important project.

**SUMMARY**

An adjusted alignment was selected after coordination with the Utility Transportation Commission and the two railroads involved. This resulted in a rework of plans. The project was necessarily split into two in order to minimize impact to the Columbia Irrigation District operations. This resulted in additional expense as well. On-call construction engineering services are being included in the Supplement Agreement No. 5 to insure that Public Works has tools at hand to provide construction engineering for the completion of the job. This is a necessary Supplement to maintain continuity and finalize the project.

**RECOMMENDATION**

Approval of the Supplemental Agreement No. 5 to the Consultant Agreement for the Piert Road Extension Project.

**FISCAL IMPACT**

County Road Fund 0101101

\$36,100 Preliminary Engineering  
 \$52,800 On-call Construction Engineering  
 \$88,900 Total

New maximum amount payable from \$457,900 to \$546,800

**MOTION**

Consent agenda

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY ROADS RE: LOCAL AGENCY CONSULTANT SUPPLEMENTAL AGREEMENT-C.E.1619 CRP PIERT ROAD EXTENSION

WHEREAS, a Local Agency Consultant Agreement with J-U-B Engineers, Inc., Kennewick , Washington, for C.E. 1619 CRP Piert Road Extension, S.R. 397 to Bowles Road, was executed by the Board of County Commissioner on January 24, 2005; and

WHEREAS, the project scope has changed and schedules have been extended, and

WHEREAS, additional services are necessary to complete the project, and

WHEREAS, the County Engineer recommends approval of the Supplemental Agreement No. 5 to the Consultant Agreement for C.E. 1619 CRP Piert Road Extension; NOW, THEREFORE,

BE IT RESOLVED that the Supplemental Agreement No. 5 to the Consultant Agreement for C.E. 1619 CRP Piert Road Extension is hereby approved, and the Chairman of the Board of County Commissioners is authorized to sign the Agreement.

Dated this 31st day of January, 2012.

\_\_\_\_\_  
Chairman of the Board.

\_\_\_\_\_  
Chairman Pro-Tem.

\_\_\_\_\_  
Member.

Attest: \_\_\_\_\_  
Clerk of the Board

Constituting the Board of County  
Commissioners of Benton County,  
Washington.

M. Bowie



<b>Supplemental Agreement Number <u>5</u></b>		Organization and Address J-U-B ENGINEERS, INC. 2810 W. Clearwater Ave., Ste 201 Kennewick, WA 99336	
Original Agreement Number J-U-B No. 30-04-051 / CE 1619 CRP		Phone: (509) 783-2144	
Project Number	Execution Date 1/24/2005	Completion Date 12/31/2012	
Project Title Piert Road Extension	New Maximum Amount Payable \$ 546,800.00		
Description of Work Piert Road Extension - SR397 to Bowles Road - Preliminary Engineering for design 1.75 miles rural collector to provide access for the Port of Kennewick and southeast industrial area of Finley to SR397 and I82 via the SR-397 to I-82 Intertie.			

The Local Agency of Benton County  
desires to supplement the agreement entered into with J-U-B ENGINEERS, INC.  
and executed on 1/24/2005 and identified as Agreement No. 30-04-051  
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

See attached Exhibits

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion Date December 31, 2012

III

Section V, PAYMENT, shall be amended as follows:

Increase Design \$36,100.00 Lump Sum and provide T&M Construction Engineering for an estimated \$52,800 (Task 2 & Task 3)

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: J-U-B Engineers, Inc

By: Benton County



Consultant Signature

\_\_\_\_\_

Approving Authority Signature



Approved as to form,  
Deputy Prosecuting Attorney

\_\_\_\_\_

Date

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>	
Meeting Date:	<u>January 31, 2012</u>	Execute Contract	_____
Subject:	Vehicle Purchase – State Contract – Sheriff’s Office	Pass Resolution	<u>  x  </u>
		Pass Ordinance	_____
		Pass Motion	_____
		Other	_____
Prepared by:	<u>D. Pettey</u>	Consent Agenda	<u>  x  </u>
Reviewed by:	<u>K. Mercer</u>	Public Hearing	_____
		1st Discussion	_____
		2nd Discussion	_____
		Other	_____

**BACKGROUND INFORMATION/ SUMMARY**

The Sheriff’s Office has received approval to purchase a tow vehicle to be reimbursed per the current Boater Safety Grant.

**RECOMMENDATION**

The Sheriff’s Office recommends purchasing one 2012 Ford Superduty Supercab off State Contract #04011 in the amount of \$38,620.33

**FISCAL IMPACT**

Amount not to exceed \$39,100.00 including WSST to be paid out of Current Expense (0000-101) Dept. 121 Sheriff Patrol’s Budget. A grant related supplement that will include the estimated vehicle purchase price of \$39,100 and any additional cost associated with the purchase price of additional equipment is required and will be done at a later date. Funding source is the Boater Safety Grant.

**MOTION**

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING VEHICLE PURCHASES FOR THE BENTON COUNTY SHERIFF'S OFFICE FROM LEGACY FORD PASCO OFF WASHINGTON STATE CONTRACT NO. 04011

**WHEREAS**, per Resolution 09-858 and 11-812, Benton County and the State of Washington, Department of Enterprise entered into an Intergovernmental Agreement with the State Purchasing Cooperative for the purpose of governmental purchasing activity; and

**WHEREAS**, Washington State Contract No. 04011 allows for the purchase of ¾ to 1 Ton Trucks from Legacy Ford Pasco; and

**WHEREAS**, the Benton County Sheriff's Office received approval to purchase a tow vehicle to be reimbursed per the current Boater Safety Grant; and

**WHEREAS**, the purchase price inclusive of WSST is:

One (1) 2012 Ford Superduty Supercab for a total of \$38,620.33

**WHEREAS**, the Sheriff's Office recommends purchasing this vehicle off Washington State Contract No. 04011; **NOW, THEREFORE**

**BE IT RESOLVED**, by the Board of Benton County Commissioners, Benton County, Washington, hereby concurs with the Sheriff's Office recommendation and approves the purchase of one (1) 2012 Ford Superduty Supercab from Legacy Ford Pasco off Washington State Contract No. 04011 in the amount of \$38,620.33 including WSST with a total amount not to exceed \$39,100.00 including WSST; and

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of Commissioners  
of Benton County, Washington

Attest.....  
Clerk of the Board

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>	
Meeting Date:	<u>January 31, 2012</u>	Execute Contract	_____
Subject:	<u>Vehicle Purchase – State Contract – Sheriff’s Office</u>	Pass Resolution	<u>  x  </u>
		Pass Ordinance	_____
		Pass Motion	_____
		Other	_____
Prepared by:	<u>D. Pettey</u>	Consent Agenda	<u>  x  </u>
Reviewed by:	<u>K. Mercer</u>	Public Hearing	_____
		1st Discussion	_____
		2nd Discussion	_____
		Other	_____

**BACKGROUND INFORMATION/ SUMMARY**

Changes in Vehicle Plan submitted during 2011/2012 Budget

The Ford Crown Victoria Police vehicle will be discontinued in 2013. The Benton County Sheriffs’ Office is looking at the Chevrolet Caprice.

The Sheriffs’ Office wants to adjust the 2011-2012 vehicle plan to purchase a 2012 Chevrolet Caprice instead of a SUV from Dept. 121. With the end of the Ford Crown Victoria, a decision will have to be made in 2013 for a new Police vehicle. By purchasing a Caprice with existing funds, the BCSO can test and evaluate the Chevrolet for up to one year and collect valuable data on the new vehicle prior to the 2013 vehicle plan.

**RECOMMENDATION**

The Sheriff’s Office recommends purchasing one 2012 Chevrolet Caprice off State Contract #03611 in the amount of \$31,575.47.

**FISCAL IMPACT**

Amount not to exceed \$32,000 to be paid out of Current Expense (0000-101) Dept. 121 Sheriff Patrol’s Budget. No supplement required.

**MOTION**

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING VEHICLE PURCHASES FOR THE BENTON COUNTY SHERIFF'S OFFICE FROM BUD CLARY AUTO DEALERSHIPS OFF WASHINGTON STATE CONTRACT NO. 03611

WHEREAS, per Resolution 09-858 and 11-812, Benton County and the State of Washington, Department of Enterprise entered into an Intergovernmental Agreement with the State Purchasing Cooperative for the purpose of governmental purchasing activity; and

WHEREAS, Washington State Contract No. 03611 allows for the purchase of Police Pursuit Vehicles from Bud Clary Auto Dealerships; and

WHEREAS, the purchase price inclusive of WSST is:

One (1) 2012 Chevrolet Caprice for a total of \$31,575.47

WHEREAS, the Sheriff's Office recommends purchasing this vehicle off Washington State Contract No. 03611; **NOW, THEREFORE**

**BE IT RESOLVED**, by the Board of Benton County Commissioners, Benton County, Washington, hereby concurs with the Sheriff's Office recommendation and approves the purchase of one (1) 2012 Chevrolet Caprice from Bud Clary Dealerships off Washington State Contract No. 03611 in the amount of \$31,575.47 including WSST with a total amount not to exceed \$32,000.00 including WSST; and

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of Commissioners  
of Benton County, Washington

Attest.....  
Clerk of the Board

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>			
Meeting Date:	<u>January 31, 2012</u>	Execute Contract	_____	Consent Agenda	<u>  x  </u>
Subject:	Vehicle Purchase – State Contract – Sheriff’s Office	Pass Resolution	<u>  x  </u>	Public Hearing	_____
		Pass Ordinance	_____	1st Discussion	_____
		Pass Motion	_____	2nd Discussion	_____
		Other	_____	Other	_____
Prepared by:	<u>D. Pettey</u>				
Reviewed by:	<u>K. Mercer</u>				

BACKGROUND INFORMATION/ SUMMARY

RECOMMENDATION

The Sheriff’s Office recommends purchasing one 2012 Chevrolet Tahoe off State Contract #03711 in the amount of \$33,177.37

FISCAL IMPACT

Amount not to exceed \$33,700.00 including WSST to be paid out of Current Expense (0000-101) Dept. 125 Sheriff Traffic Budget. No supplement required.

MOTION

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING VEHICLE PURCHASES FOR THE BENTON COUNTY SHERIFF'S OFFICE FROM BUD CLARY AUTO DEALERSHIPS OFF WASHINGTON STATE CONTRACT NO. 03711

WHEREAS, per Resolution 09-858 and 11-812, Benton County and the State of Washington, Department of Enterprise entered into an Intergovernmental Agreement with the State Purchasing Cooperative for the purpose of governmental purchasing activity; and

WHEREAS, Washington State Contract No. 03711 allows for the purchase of Utility/Crossover Vehicles from Bud Clary Auto Dealerships; and

WHEREAS, the purchase price inclusive of WSST is:

One (1) 2012 Chevrolet Tahoe for a total of \$33,177.37

WHEREAS, the Sheriff's Office recommends purchasing this vehicle off Washington State Contract No. 03711; **NOW, THEREFORE**

**BE IT RESOLVED**, by the Board of Benton County Commissioners, Benton County, Washington, hereby concurs with the Sheriff's Office recommendation and approves the purchase of one (1) 2012 Chevrolet Tahoe from Bud Clary Dealerships off Washington State Contract No. 03711 in the amount of \$33,177.37 including WSST with a total amount not to exceed \$33,700.00 including WSST; and

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of Commissioners  
of Benton County, Washington

Attest.....  
Clerk of the Board

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>	
Meeting Date:	January 31, 2012	Execute Contract	_____
Subject:	911 Supply Purchases - Sheriff	Pass Resolution	X_____
Prepared by:	<u>D Pettey</u>	Pass Ordinance	_____
Reviewed by:	<u>Keith Mercer</u>	Pass Motion	_____
		Other	_____
		Consent Agenda	___X___
		Public Hearing	_____
		1st Discussion	_____
		2nd Discussion	_____
		Other	_____

**BACKGROUND INFORMATION**

**SUMMARY**

The Benton County Sheriff's Office solicited the following companies to provide a quote for uniform and uniform accessory purchases:

- 911 Supply, LLC, Keizer, OR (see attached quote)
- Blumenthal Uniform Co., Inc., Spokane, WA (see attached quote)
- Larsen Firearms, LLC, Pasco, WA (see attached quote)
- Brownells, Inc., Montezuma, IA (see attached quote)
- LEED, Inc., Tacoma, WA (see attached quote)
- Bob Barker Company, Inc., Fuquay, NC (see attached quote)
- Bratwear Inc., Fife, WA (see attached quote)

**RECOMMENDATION**

After evaluating the quotes it was determined that uniforms, uniform accessories, and other miscellaneous items will be purchased through 911 Supply, LLC, provide they have the lowest quote.

Additional items not listed in the attached quote may be purchased from 911 Supply, LLC provided that quotes from at least three vendors accompanies the voucher (for each purchase) presented to the Auditor's Office, which shows that 911 Supply, LLC has the lowest price when compared to the other vendors for the items being purchased.

The Jail Support Lieutenant and the Patrol Administrative Lieutenant both recommend purchases of uniform, uniform accessories, and other miscellaneous items from 911 Supply, LLC, Keizer, OR from January 31, 2012 through December 31, 2012.

**FISCAL IMPACT**

Amount not to exceed \$75,000 (including WSST) to be paid out of Current Expense (0000-101) from all Sheriff Departments (118, 119, 120, 121, and 125) and special revenue funds (0116-101, 0126-101, and 0127-101). No supplement required.

**MOTION**

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING UNIFORM, UNIFORM ACCESSORIES, AND OTHER MISCELLANEOUS ITEMS FROM 911 SUPPLY, LLC FOR THE BENTON COUNTY SHERIFF'S OFFICE, KENNEWICK, WASHINGTON

**WHEREAS**, per resolution 11-403, "if any county department other than Public Works desires to purchase or lease from a vendor on Benton County's vendor list and not advertise and solicit formal sealed bids, it shall secure written quotes from at least three (3) different vendors on the vendor list, unless the product is such that it is not reasonable to obtain three price quotes"; and

**WHEREAS**, the Benton County Sheriff's Office solicited the following companies to provide a quote for uniform, uniform accessories, and other miscellaneous items; and

- 911 Supply, LLC, Keizer, OR (see attached quote)
- Blumenthal Uniform Co., Inc., Spokane, WA (see attached quote)
- Larsen Firearms, LLC, Pasco, WA (see attached quote)
- Brownells, Inc., Montezuma, IA (see attached quote)
- LEED, Inc., Tacoma, WA (see attached quote)
- Bob Barker Company, Inc., Fuquay, NC (see attached quote)
- Bratwear Inc., Fife, WA (see attached quote)

**WHEREAS**, after evaluating the quotes it was determined that uniforms, uniform accessories, and other miscellaneous items will be purchased through 911 Supply, LLC, provide they have the lowest quote; and

**WHEREAS**, additional items not listed in the attached quote may be purchased from 911 Supply, LLC provided that quotes from at least three (3) vendors accompanies the voucher (for each purchase) presented to the Auditor's Office, which shows that 911 Supply, LLC has the lowest price when compared to the other vendors for the items being purchased; and

**WHEREAS**, the Jail Support Lieutenant and the Patrol Administrative Lieutenant both recommend purchases of uniform, uniform accessories, and other miscellaneous items from 911 Supply, LLC, Keizer, OR from January 31, 2012 through December 31, 2012; **NOW THEREFORE**,

**BE IT RESOLVED**, the Board of Benton County Commissioners, Benton County Washington, concurs with the Jail Support Lieutenant and the Patrol Administrative Lieutenant's recommendation and hereby authorizes uniform and uniform accessory purchases from 911 Supply, LLC from January 31, 2012 through December 31, 2012 in an amount not to exceed \$75,000 including WSST.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of Commissioners  
of Benton County, Washington.

Attest.....  
Clerk of the Board

Orig: Sheriff's Office  
cc: Auditor, Purchase file

Prepared by: D Pettey

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>	
Meeting Date:	January 31, 2012	Execute Contract	_____
Subject:	Blumenthal Supply Purchases - Sheriff	Pass Resolution	X_____
		Pass Ordinance	_____
		Pass Motion	_____
		Other	_____
Prepared by:	D Pettey	Consent Agenda	___X___
Reviewed by:	Keith Mercer	Public Hearing	_____
		1st Discussion	_____
		2nd Discussion	_____
		Other	_____

**BACKGROUND INFORMATION**

**SUMMARY**

The Benton County Sheriff's Office solicited the following companies to provide a quote for uniform and uniform accessory purchases:

- 911 Supply, LLC, Keizer, OR (see attached quote)
- Blumenthal Uniform Co., Inc., Spokane, WA (see attached quote)
- Larsen Firearms, LLC, Pasco, WA (see attached quote)
- Brownells, Inc., Montezuma, IA (see attached quote)
- LEED, Inc., Tacoma, WA (see attached quote)
- Bob Barker Company, Inc., Fuquay, NC (see attached quote)
- Bratwear Inc., Fife, WA (see attached quote)

**RECOMMENDATION**

After evaluating the quotes it was determined that uniforms, uniform accessories, and other miscellaneous items will be purchased through Blumenthal Uniform Co., Inc., provide they have the lowest quote.

Additional items not listed in the attached quote may be purchased from Blumenthal Uniform Co., Inc. provided that quotes from at least three vendors accompanies the voucher (for each purchase) presented to the Auditor's Office, which shows that Blumenthal Uniform Co., Inc. has the lowest price when compared to the other vendors for the items being purchased.

The Jail Support Lieutenant and the Patrol Administrative Lieutenant both recommend purchases of uniform, uniform accessories, and other miscellaneous items from Blumenthal Uniform Co., Inc., Spokane, WA from January 31, 2012 through December 31, 2012.

**FISCAL IMPACT**

Amount not to exceed \$25,000 (including WSST) to be paid out of Current Expense (0000-101) from all Sheriff Departments (118, 119, 120, 121, and 125) and special revenue funds (0116-101, 0126-101, and 0127-101). No supplement required.

**MOTION**

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON

IN THE MATTER OF AUTHORIZING UNIFORM, UNIFORM ACCESSORIES, AND OTHER MISCELLANEOUS ITEMS FROM BLUMENTHAL UNIFORM CO., INC. FOR THE BENTON COUNTY SHERIFF'S OFFICE, KENNEWICK, WASHINGTON

**WHEREAS**, per resolution 11-403, "if any county department other than Public Works desires to purchase or lease from a vendor on Benton County's vendor list and not advertise and solicit formal sealed bids, it shall secure written quotes from at least three (3) different vendors on the vendor list, unless the product is such that it is not reasonable to obtain three price quotes"; and

**WHEREAS**, the Benton County Sheriff's Office solicited the following companies to provide a quote for uniform, uniform accessories, and other miscellaneous items; and

911 Supply, LLC, Keizer, OR (see attached quote)  
Blumenthal Uniform Co., Inc., Spokane, WA (see attached quote)  
Larsen Firearms, LLC, Pasco, WA (see attached quote)  
Brownells, Inc., Montezuma, IA (see attached quote)  
LEED, Inc., Tacoma, WA (see attached quote)  
Bob Barker Company, Inc., Fuquay, NC (see attached quote)  
Bratwear Inc., Fife, WA (see attached quote)

**WHEREAS**, after evaluating the quotes it was determined that uniforms, uniform accessories, and other miscellaneous items will be purchased through Blumenthal Uniform Co., Inc., provide they have the lowest quote; and

**WHEREAS**, additional items not listed in the attached quote may be purchased from Blumenthal Uniform Co., Inc. provided that quotes from at least three (3) vendors accompanies the voucher (for each purchase) presented to the Auditor's Office, which shows that Blumenthal Uniform Co., Inc. has the lowest price when compared to the other vendors for the items being purchased; and

**WHEREAS**, the Jail Support Lieutenant and the Patrol Administrative Lieutenant both recommend purchases of uniform, uniform accessories, and other miscellaneous items from Blumenthal Uniform Co., Inc., Spokane, WA from January 31, 2012 through December 31, 2012; **NOW THEREFORE**,

**BE IT RESOLVED**, the Board of Benton County Commissioners, Benton County Washington, concurs with the Jail Support Lieutenant and the Patrol Administrative Lieutenant's recommendation and hereby authorizes uniform and uniform accessory purchases from Blumenthal Uniform Co., Inc. from January 31, 2012 through December 31, 2012 in an amount not to exceed \$25,000 including WSST.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of Commissioners  
of Benton County, Washington.

Attest.....  
Clerk of the Board

Orig: Sheriff's Office  
cc: Auditor, Purchase file

Prepared by: D Pettey

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>		
Meeting Date: <u>January 31, 2012</u> Subject: <u>Chaplain Services</u> <u>provided via</u> <u>permanent part</u> <u>time positions</u>	Execute Contract _____ Pass Resolution _____ Pass Ordinance _____ Pass Motion _____ Other <u>  X  </u>		Consent Agenda X__ Public Hearing _____ 1st Discussion _____ 2nd Discussion _____ Other _____
Prepared by: <u>Capt. Daniel</u> Reviewed by: <u>Julie Thompson</u>			

**BACKGROUND INFORMATION**

The jail has a capacity of over 700 and an average daily population of 600. Many inmates have histories of trauma, mental health disorders and substance abuse.

The jail's current chaplain services are provided via contract with Tri-Cities Chaplaincy. The contract funding is paid from the Inmate Benevolence Fund.

The current services include: pastoral counseling for inmates; transitional planning for inmate release; on-call emergency response outside normal business hours; critical incident debriefing for both inmates and staff; management of the religious volunteer database; participation in employee training; and conducting volunteer training in coordination with Sheriff's personnel.

The current contract funding is from the Inmate Benevolence Fund and provides for 4,160 hours annually.

We were looking at the possibility of changing vendors so an RFP was done. This process caused us to consider the option of using qualified part-time employees to provide the same functions at a lesser cost.

**SUMMARY**

The chaplain services are very valuable to the jail. Incarceration is distressing and difficult for most of the inmates and many are struggling emotionally. The chaplains provide someone they can talk to and share with, to help them gain greater insight into their lives and make better choices in the future. This increases the officers' ability to manage inmate behavior, increasing facility safety and security.

The transitional planning for inmate release helps the inmates gain access to the resources necessary to improve their lives and become productive; which in turn reduces recidivism and improves community safety.

There is cross over when developing integrated systems and multi-agency coordination and cooperation are extremely important in providing sufficient services. We have identified the individuals for these positions and they are accepting of this proposal. These selected individuals have much combined experience at the jail and they will be able to reintegrate with little difficulty. They also have developed functional partnerships and excellent collaborative relationships that would be beneficial to this program.

The current contract hours are 4160 annually and three part time positions will provide 3240 annual hours. This is 920 hours less than our contract resources. It is our intention to have existing clerical staff absorb much of support functions, such as data collection and entry, background checks and correspondence making the reduction in hours still adequate to provide all the core functions. The fourth per-diem contract position would be for covering absences of the three primary positions.

By bringing these services in-house, in addition to the cost savings we would also realize better scheduling coordination and increased control, including adherence to policies and procedures.

Our current contract expires on January 31, 2012, so it essential that we have the process completed expeditiously to assure limited or no gaps in services.

**RECOMMENDATION / MOTION**

It is recommended that the Board approve line item transfer creating the three permanent part-time positions for chaplain services and fund the temporary help line item to cover absences, emergencies and/or other unforeseen events.

**FISCAL IMPACT**

Inmate Benevolence Fund 0116-101

\$91,000 transferred within the current budget no additional funding needed.

The Sheriff's Office budgeted total cost for chaplain services for 2011/2012 in the contract services line item.

The attached line item transfer will move funds from the contract services line item to the permanent part-time /pastoral counselor line items and temporary help line item created/funded by the attached line item transfer.

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN  
INMATE BENEVOLENCE FUND NUMBER 0116-101.

BE IT RESOLVED, by the Board of Benton County Commissioners, that 2012  
funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of County Commissioners  
of Benton County, Washington.

Attest: \_\_\_\_\_  
Clerk of the Board

**BENTON COUNTY LINE ITEM TRANSFER**

Dept Name: Sheriff Dept Nbr: \_\_\_\_\_

Fund Name: Inmate Benevolence Fund Fund Nbr: 0116-101

TRANSFER FROM:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
523.600	4103	Professional Services	\$91,000	523.600	1956	Corrections Pastoral Counselor	\$27,000
				523.600	1957	Corrections Pastoral Counselor	27,000
				523.600	1958	Corrections Pastoral Counselor	27,000
				523.600	1905	Temporary Help	10,000
TOTAL			\$91,000	TOTAL			\$91,000

Explanation:

The Sheriff's Office (BCSO) completed an RFP process to determine if the services that were being provided by the current contractor could be performed at a lesser cost. This process caused BCSO to consider the option of using qualified part-time employees to provide the same functions at a lesser cost and it was determined that it was in fact cheaper to employ permanent part-time chaplains to perform these services. The Sheriff's Office budgeted total cost for chaplain services for 2011/2012 in the contract services line item. This line item transfer will move funds from the contract services line item to the newly created permanent part-time /chaplain line items and fund the temporary help line item.

Prepared by: Julie Thompson Date: 17-Jan-2012

Approved  Denied

Chairman

Member

Member

<u>AGENDA ITEM</u>	<u>TYPE OF ACTION NEEDED</u>		
Meeting Date: <u>January 31, 2012</u> Subject: <u>Line Item Transfer</u> <u>Sheriff Custody</u> <u>- Dept 120</u> Prepared by: <u>Julie Thompson</u> Reviewed by: <u>Julie Thompson</u>	Execute Contract _____ Pass Resolution _____ Pass Ordinance _____ Pass Motion _____ Other <u>  X  </u>		Consent Agenda <u>  X  </u> _____ Public Hearing _____ 1st Discussion _____ 2nd Discussion _____ Other _____

**BACKGROUND INFORMATION**

Line item transfer needed to allow for proper coding of buffer for the jail.

**RECOMMENDATION / MOTION**

Approve the line item transfer.

**FISCAL IMPACT**

N/A

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN  
CURRENT EXPENSE FUND NUMBER 0000-101, SHERIFF CUSTODY  
DEPARTMENT NUMBER 120.

BE IT RESOLVED, by the Board of Benton County Commissioners, that 2012  
funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of County Commissioners  
of Benton County, Washington.

Attest: \_\_\_\_\_  
Clerk of the Board

**BENTON COUNTY LINE ITEM TRANSFER**

Dept Name: Sheriff Custody

Dept Nbr: 120

Fund Name: Current Expense

Fund Nbr: 0000-101

TRANSFER FROM:

TRANSFER TO:

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
523.200	3106	Operating Supplies	\$887	523.200	3501	Small Item - Equipment	\$887
TOTAL			\$887	TOTAL			\$887

Explanation:

Line item transfer needed to allow for proper coding of buffer for the jail.

Prepared by: Julie Thompson

Date: 23-Jan-2012

Approved

Denied

Date: \_\_\_\_\_

Chairman

Member

Member

## BENTON COUNTY AGENDA ITEM

AGENDA ITEM: _____	<b>Type of Action</b>		
MEETING DATE: <u>01/31/12 9:00AM</u>	Execute Contract	_____	CONSENT AGENDA <u>X</u>
SUBJECT: <u>Line Item Transfer</u> _____ _____	Pass Resolution	<u>X</u>	PUBLIC HEARING _____
	Pass Ordinance	_____	1 <sup>ST</sup> DISCUSSION _____
	Pass Motion	_____	2 <sup>ND</sup> DISCUSSION _____
	Other	_____	OTHER _____
Prepared By: <u>Pat Austin</u>	Approve for Hearing	_____	_____
Reviewed By: <u>Keith Mercer</u>			

### **BACKGROUND INFORMATION**

The court will be utilizing one regular part-time employee in two areas of the administrative offices. This will increase the employee's monthly hours and entitle the employee to accrue paid leave on a pro-rata basis. The court has the funds within the budget and is requesting the line item transfer to prepare for proper expenditure tracking. Please see attached line item transfer.

### **SUMMARY**

See attached line item transfer spreadsheet itemizing the transfers

### **RECOMMENDATION**

Recommend approval.

### **FISCAL IMPACT**

No financial impact – funds are within the court's budget.  
No supplement request is necessary

### **MOTION**

I move to approve Resolution No. \_\_\_\_\_ authorizing line item transfers in the amount of \$200.00 as outlined on Exhibit "A" of the Resolution.

# RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF COUNTY FUNDS RE: TRANSFER OF FUNDS WITHIN  
CURRENT EXPENSE FUND NUMBER 0000101, DEPARTMENT NUMBER 123.

BE IT RESOLVED, by the Board of Benton County Commissioners, that funds shall be transferred as outlined in Exhibit "A", attached hereto.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of County Commissioners  
of Benton County, Washington.

Attest: \_\_\_\_\_  
Clerk of the Board

cc: Commissioners; Auditor; File, Superior Court

GILES

BENTON COUNTY LINE ITEM TRANSFER

Dept Name: Superior Court

Dept Nbr: 123

Fund Name: Current Expense

Fund Nbr: 0000101

TRANSFER FROM: Superior Court Family Court Services      TRANSFER TO: Superior Court Family Court Services

BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT	BASE SUB (6 digit)	LINE ITEM (4 digit)	LINE ITEM NAME	AMOUNT
512.211	1489	Part Time Office Help	\$200	512.211	9908	Accumulated Leave	\$200
TOTAL			\$200	TOTAL			\$200

Explanation: Transfer of funds from Part Time Office Help to Accumulated leave as employee will be entitled to accrue paid leave due to hours worked.

Prepared by: Patricia Austin, Superior Court Administrator

Date: 23-Jan-2012

Approved

Denied

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

<u>AGENDA ITEM</u>		<u>TYPE OF ACTION NEEDED</u>	
Meeting Date:	<u>1-31-12</u>	Execute Contract	<u>  X  </u>
Subject:	<u>PH Treasure</u>	Pass Resolution	<u>      </u>
	<u>Investment Pool</u>	Pass Ordinance	<u>      </u>
	<u>Budget Adoption</u>	Pass Motion	<u>      </u>
Prepared by:	<u>LSK</u>	Other	<u>      </u>
Reviewed by:			

**BACKGROUND INFORMATION / SUMMARY**

Resolution 09-222 authorized the establishment of a new fund for a Treasurer Investment Pool, which would be operated pursuant to RCW 36.29.020 and 36.29.024. Resolution 11-784 re-adopted the 2011-2012 Benton County Budget, however the Treasurer Investment Pool did not have an expenditure budget to adopt at that time. The County Treasurer is now requesting a budget to be adopted for the Treasurer Investment Pool (see attached budget documents). The Budget Policy is silent on budget adoptions outside the normal final budget adoption and the mid-biennium review process, therefore information was solicited from a Public Policy and Management Consultant of the Municipal Research and Services Center (MRSC). It was recommended that a budget amendment be done in order to appropriate the previously unappropriated funds and any additional new revenue.

**RECOMMENDATION**

Approve the budget amendment

**FISCAL IMPACT**

\$73,000 to be paid out of the Treasurer’s Investment Pool (0109-101). Expenditures to be offset by fees and basis points from investments. Budget Amendment required.

**MOTION**

Move to approve the budget amendment and adopt the 2011-2012 Treasurer Investment Pool’s budget

# RESOLUTION

**BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY,  
WASHINGTON**

**IN THE MATTER OF A BUDGET AMENDMENT: ADOPTING THE 2011-2012  
TREASURER INVESTMENT POOL (FUND NO. 0109-101)**

**WHEREAS**, Resolution 09-222 the County Treasurer requested and the Board of County Commissioners authorized the establishment of a new fund for a Treasurer Investment Pool, which would be operated pursuant to RCW 36.29.020 and 36.29.024; and

**WHEREAS**, Resolution 09-332 corrected the fund number 0113-101 for the Treasurer Investment Pool to 0109-101; and

**WHEREAS**, Resolution 11-784 re-adopted the 2011-2012 Benton County Budget, however the Treasurer Investment Pool did not have an expenditure budget to adopt at that time; and

**WHEREAS**, the County Treasurer is requesting a budget be adopted for the Treasurer Investment Pool; and

**WHEREAS**, Resolution 11-793 the December 2011 Revised Budget Policy which outlines a final budget adoption and a mid-biennium review process, is however silent on budget adoptions outside the norm; and

**WHEREAS**, process information was solicited from a Public Policy & Management Consultant of the Municipal Research and Services Center who recommended that a budget amendment be done in order to appropriate the previously unappropriated funds and any additional new revenue; and

**WHEREAS**, after notice was given for the first public hearing for the purpose of adopting the 2011-2012 Treasurer Investment Pool budget was held on January 24, 2012; **NOW THEREFORE**,

**BE IT RESOLVED**, the 2011-2012 Treasurer Investment Pool budget is herein adopted by the Board of County Commissioners at the bottom line level in regards to supplies and other services and charges and category level in regards to salaries, benefits, and interfund payments and capital; and

**BE IT FURTHER RESOLVED**, the fund is required to account for expenditures and revenues within the BARS-assigned account numbers including the prime and base sub-field, element and sub-element field, and unit and sub-unit field as detailed by each fund budget; and

**BE IT FURTHER RESOLVED** per the detailed attachments to this resolution, the 2011–2012 Treasurer Investment Pool budget is hereby adopted:

Dated this.....day of .....20....

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Constituting the Board of  
County Commissioners of  
Benton County, Washington

Attest:.....  
Clerk of the Board

<b><u>AGENDA ITEM</u></b>	<b><u>ACTION NEEDED</u></b>	<b><u>DISCUSSION TYPE</u></b>
Meeting Date: 31 Jan 2012 Subject: Hanford workshop Memo Date: 19 Jan 2012 Prepared By: AJF Reviewed By:	Execute Contract Pass Resolution Pass Ordinance Pass Motion None	Consent Agenda Public Hearing 1st Discussion 2nd Discussion Other
	X	X

## **SUMMARY & BACKGROUND**

This will be our annual update to the Board on Hanford Site and related issues.

Pamela Larsen will give her annual report on Hanford Communities; and Maynard Plahuta (representative) and Larry Lockrem (alternate) will give a report on the Hanford Advisory Board. As has been the case in the past, while each will give a structured report on their specific item, I expect the workshop to become more conversational as the Board can have a dialogue with all of our guests, who can weigh-in on different topics. I have told our guests that they have about 30 minutes for each item, so about a one-hour workshop is planned.

There is no additional background paperwork other than this memo.

# # #

AGENDA/WORKSHOP ITEM		TYPE OF ACTION N			
Meeting Date:	31-January-2012	Execute Contract		Consent Agenda	
Subject:	Report on IT Strategic Plan Implementation	Pass Resolution		Public Hearing	
		Pass Ordinance		1 <sup>st</sup> Discussion	X
		Pass Motion		2 <sup>nd</sup> Discussion	
Prepared By:	J. Randall Reid	Other		Other	
Reviewed By:	Loretta Smith Kelty				

### **BACKGROUND INFORMATION**

It has been a little more than six months since Pacific Technologies, Inc., presented the Board with an "Information Technology Strategic Plan" for Benton County. (Final presentation was on 6-June-2011.) Since that time, Central Services has been busy digesting the information in that document and working on the objectives proposed for the initial two years of the five year plan. The purpose of this meeting is to update the Board on our progress and to get any direction that the Board may like to offer as we continue the implementation.

### **SUMMARY**

Presentation to Board: Update on the status of the Benton County IT Strategic Plan. (A copy of the presentation slides is attached.)

### **RECOMMENDATION**

1<sup>ST</sup> None.

2<sup>ND</sup>

### **FISCAL IMPACT**

None.