

LEWIS COUNTY BOARD OF COUNTY COMMISSIONERS (BOCC)

Business Meeting minutes

May 18, 2020

Present: Commissioner Stamper, Commissioner Fund, Commissioner Jackson

Recorder: Rieva Lester

Commissioner Stamper called the meeting to order at 3 p.m., determined a quorum and then proceeded with the flag salute.

PUBLIC COMMENT

David Lowe of Centralia said he is a community journalist who has been exploring the local response to the COVID-19 pandemic. He said KFC is allowing individuals inside. He said an area morgue he interviewed has had zero COVID-19 deaths. He said the three alleged COVID-19 deaths don't warrant the local response. He said there are tyrants in charge.

Bob Guenther of SR 508 said Washington does not have an illegitimate governor. He said the county needs to use science to make decisions to reopen.

Commissioner Jackson made a motion to add to the agenda Resolution 20-161 to approve a No-Spray agreement and fee.

Commissioner Fund seconded.

Motion passed 3-0.

NOTICE ITEMS

Commissioner Jackson made a motion to approve Resolutions 20-157 and 20-158. Commissioner Fund seconded.

Resolution 20-157: The temporary closure of Meade Hill Road to all through traffic.

Public Works Director Josh Metcalf spoke to the resolution. He said a shoulder will be repaired and the guardrail will be replaced along the stretch of road.

Resolution 20-158: A franchise to AT&T to install, construct, operate, and maintain telecommunications facilities in Lewis County rights of way. The hearing will take place June 8, 2020.

Public Works Director Josh Metcalf spoke to the resolution. He said the hearing will take place June 8. Josh said he doesn't believe the franchise will affect broadband in the area.

Motion passed 3-0.

CONSENT ITEMS

Commissioner Fund made a motion to approve minutes from the May 11, 2020, meeting as well as Resolution 20-159. Commissioner Jackson seconded.

Resolution 20-159: Approval of warrants/claims against the various county departments.

Chief accountant Suzette Smith, representing the Auditor's Office, said warrants 828,529 through 828,797 and direct disbursements numbered 2084 and 2166 were issued in May for payments against the county totaling \$1,457,896.32. She said payroll/tax deposit warrants 795,759 through 795,760 and Automatic Deposits 11,313 through 11,890 also were approved for payments against the county totaling \$1,649,172.60.

Suzette noted a skip in sequence for warrants 828,493 through 828,528, which were issued on behalf of Special Purpose Districts.

Motion passed 3-0.

DELIBERATION ITEMS

Commissioner Jackson made a motion to approve Resolutions 20-160 through 20-163 and 20-165 and to table Resolution 20-164. Commissioner Fund seconded.

Resolution 20-160: Approve a Local Agency Agreement and Federal Aid Project Prospectus between Lewis County and Washington State Department of Transportation (WSDOT) for the Tucker Road Improvements Project, County Road Project (CRP) 2189C.

Public Works Director Josh Metcalf spoke to the resolution. He said the agreement with WSDOT will allow for the repaving of Tucker Road in the summer.

Resolution 20-161: Approve a No-Spray agreement and fee.

Public Works Director Josh Metcalf spoke to the resolution. He said the one-year agreement will cost \$300. He said property owners can pay a \$25 renewal fee by Feb. 1 to extend it. Josh said the agreements are non-transferable. Bill Wamsley said his understanding is that the spraying is very localized and therefore should not be detrimental to area honey bees. Josh noted that it appears the number of individuals asking for no-spray agreements has increased.

Resolution 20-162: Adoption of the January 31, 2020, Mass Casualty Incident Plan as an Annex to the Lewis County Comprehensive Emergency Management Plan.

Emergency Management Deputy Director Andy Caldwell spoke to the resolution. Andy said the plan is designed to maximize survivability.

Resolution 20-163: Approve a .09 ("Distressed Counties") grant agreement with Lewis County Flood Control District #1.

County Manager Erik Martin spoke to the resolution. He said the \$156,000 will be used to help reduce flooding around the port / Lewis County Flood Control District 1. He said the port is using the funding as a match for its Flood Authority funding.

Resolution 20-164: Approve a .09 ("Distressed Counties") grant agreement with the Lewis County Public Facilities District.

County Manager Erik Martin spoke to the resolution. Ron Averill said the PFD will use the funding to complete work on the second-floor mezzanine. Candy Hallom said the funding will help complete the second floor. Becky said there is an outstanding balance on the bond restructure agreement. The commissioners said they would like to have further discussions about the proposal prior to offering approval.

Cullen Gatten said he reviewed the agreement and application materials. He said he was unaware of other concerns that would need to be addressed.

Resolution 20-165: Approve a .09 ("Distressed Counties") grant agreement with the Lewis County Economic Development Council.

County Manager Erik Martin spoke to the resolution. He said the agreement is for economic services the EDC provides to help attract, secure and retain local businesses.

Motion passed 3-0.

HEARING

Resolution 20-166: Public hearing to ratify Ordinance 1317, a moratorium upon certain building permits within the boundaries of Water-Sewer District #5.

Commissioner Stamper introduced the hearing.

Community Development Director Lee Napier and Civil Deputy Prosecuting Attorney Amber Smith gave the staff report.

Lee Napier said the BOCC considered and extended the moratorium on April 27. Civil DPA Amber Smith said there is no agreement between Water Sewer District 2 and Water Sewer District 5. She said once an agreement is in place, the moratorium could be lifted. She noted that the county and WSD2 have a court hearing June 15 regarding the county's takeover of Water Sewer District 5.

Commissioner Stamper asked if there were any questions.

Commissioner Stamper then closed the question-and-answer portion of the hearing.

Lee Napier and Amber Smith asked that their previous comments be adopted into the record.

Commissioner Stamper asked if anyone wanted to speak for or against the resolution.

Larry McGee thanked the commissioners for their involvement in the process. Josh Metcalf said the county has had some preliminary discussions with WSD2 and hopes to meet with the district the following week.

Commissioner Stamper closed the hearing.

Commissioner Jackson made a motion to approve Resolution 20-166. Commissioner Fund seconded.

Motion passed 3-0.

COVID-19

County Manager Erik Martin said Lewis County has learned of a new confirmed case of COVID-19, pushing the total to 35. He said the individual is in their 20s.

Erik provided an update:

- District 1 has 18 cases, of which 10 patients have recovered.
- District 2 has nine cases, of which six patients have recovered.
- District 3 has eight cases, of which five patients have recovered.

JP Anderson said the county is working on an MOU with Valley View. He said the Medical Surge Strike team will visit May 22 to determine the area's isolation and quarantine preparation.

JP said the county is awaiting the results of the final 10 percent of the 150 tests at a congregate site that had reported a case.

JP said he envisions the county moving to Phase II along with the state June 1. He said he is hopeful the county can apply for a variance and move quickly to Phase III.

Commissioner Stamper said he suspects many independent business owners will open prematurely as the Memorial Day weekend approaches.

Becky Butler discussed funding management and administration of the Coronavirus Relief Funding. She said Commerce is working on grant agreements. Becky proposed the following plans for processing and managing the funding, noting that the CRF is offered on a reimbursement basis only. She said Lewis County will submit invoice reimbursement requests through Commerce's online invoicing process:

- The BOCC will provide approval of the initial outline and allocation of funding and either designate one commissioner as the signer or authorize the County Manager to serve as the signatory.
- Expenditures and contracts will be executed through the CRF Leaders in coordination with the Prosecutor's Office, and the County Manager will have final approval.
- Invoices will be processed using the appropriate Project Account set up in Munis by the accounting staff in each office/department.
- Assigned staff (Brette Strodemier and Abbie Snyder) will pull project reports and related costs on a bi-weekly basis and compile necessary documentation for the Grant Manager to review.
- The Grant Manager will provide the forms to the County Manager for signature and will follow up with online submission through Commerce's online portal.
- The Treasurer will receive an EFT and send the notification to Brette/Abbie to prepare transmittal and deposit to Fund 1410.

Proposed management:

- **Authorized signature: County Manager Erik Martin**
- **Public Health response: JP Anderson**
Public Health contracts: Ed Mund, Meja Handlen, Alison Puckett, Stacey Loflin and Sandi Andrus
- **Economic recovery and business grants: Tamara Hayes/Becky Butler**
Business grants: EDC
Documentation and billing: Abbie Snyder, Brette Strodemier and Robin Saline
Legal: Amber Smith and Jonathan Meyer
- **Contracts/bids for CRF building/operations: Internal Services Chief Steve Wohld**
IT Services: Matt Jaeger

Becky addressed how the county can best allocate the \$4.3 million in CRF it is set to receive.

- \$2,165,000 for MOUs, jail, juvenile and courts
- \$1,635,000 for public health and community safety
- \$500,000 for economic and business recovery

JP discussed broadband and telemedicine issues.

Becky said the county needs to reach out to the area cities and entities receiving coronavirus funding to ensure the groups don't duplicate efforts.

The commissioners approved the funding plan as proposed by Becky.

ANNOUNCEMENTS

Ron Averill discussed funding for the Lewis County Seniors.

Becky said the county is still awaiting FEMA approval of its congregate housing plan. She said the county would need to hear back from FEMA one way or another before trying for additional federal funding.

In response to a question from Bob Guenther, JP said the CRF funding could be used for tests for businesses.

Rieva Lester noted that the county's building closures are set to expire May 31.

PRESS CONFERENCE

No questions from the press.

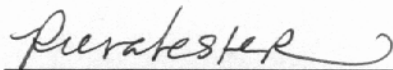
ADJOURNMENT

The BOCC Business Meeting adjourned at 4:43 p.m., with the next Business Meeting scheduled for Monday, June 1, 2020, in the Commissioners' Hearing Room (Room 223).

Please note that minutes from the BOCC Business Meeting are not verbatim. A recording of the meeting may be purchased at the BOCC office, or video footage can be viewed at no charge at LewisCountyWa.gov/bocc-meetings. Video footage of BOCC meetings also is aired on Comcast Channel 3 at 10 a.m., 2 p.m., 6 p.m., and 10 p.m. daily. Video footage also can be found on the Lewis County Commissioners' Facebook page.

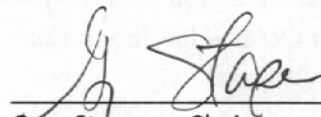


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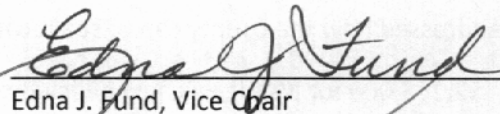


Rieva Lester, Clerk of the Board

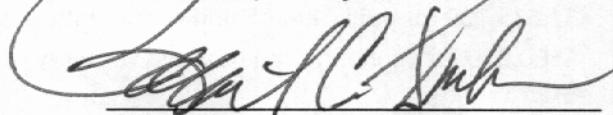
BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON



Gary Stamper, Chair



Edna J. Fund, Vice Chair



Robert C. Jackson, Commissioner

Coronavirus Relief Funding Management and Administration

5-18-2020

Background:

On April 27th Governor Inslee announced distribution of funding to local governments from the federal stimulus package (CARES Act) Lewis County will receive approximately \$4.3 million from Coronavirus Relief Funding (CRF) for expenditures related to the COVID-19 response.

Funds may NOT be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, **revenue replacement is not a permissible use of Fund payments.**

Payments may **NOT be used to cover costs accounted for in the budget most recently approved as of March 27, 2020.** The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Timeline:

Contracting requirements: Prior to receiving funds, a contract will need to be executed between the local governmental entity and the state. Award letters with additional instructions to initiate the contracting process will be emailed to the cities and **counties receiving an allocation in the next 1-2 weeks, through May 22nd.**

Expenditures are only being accepted on costs incurred through **October 31, 2020.** All final requests for reimbursement must be submitted no later than November 15, 2020.

Process:

Funds will be provided on a reimbursement basis only. Lewis County will submit invoice reimbursement requests (A19) through Commerce’s online invoicing process. The A19 must include a detailed breakdown of the costs incurred within each eligible budget category. All awardees will certify that each invoice and payroll costs are allowable per CRF Treasury Guidance. There is no requirement for copies of invoices as backup to the A19, we will supply only a list of invoices and payroll costs as requested by Commerce. The county federal indirect rate of 10% is eligible on grant.

1. The BOCC will provide approval of the initial outline and allocation of funding and either designate one Commissioner as the signer or authorize the County Manager as the signer on all contracts (waiting on PAO guidance)
2. Expenditures and contracts will be executed through the CRF Leaders in coordination with the Prosecutor’s Office and have final approval by the County Manager
3. All invoices will be processed using the appropriate Project Account set up in Munis (instructions to follow) by the accounting staff in each office/department.
4. Assigned staff (Brette and Abbie) will pull project reports and related costs for A19 on a bi-weekly basis and compile necessary documentation for review by Grants Manager.
5. Grant Manager will provide A19 to County Manager for signature and will follow with online submission through the Dept. of Commerce online portal.
6. The Treasurer will receive an EFT and send the notification to Brette/Abbie to prepare transmittal and deposit to Fund 1410.

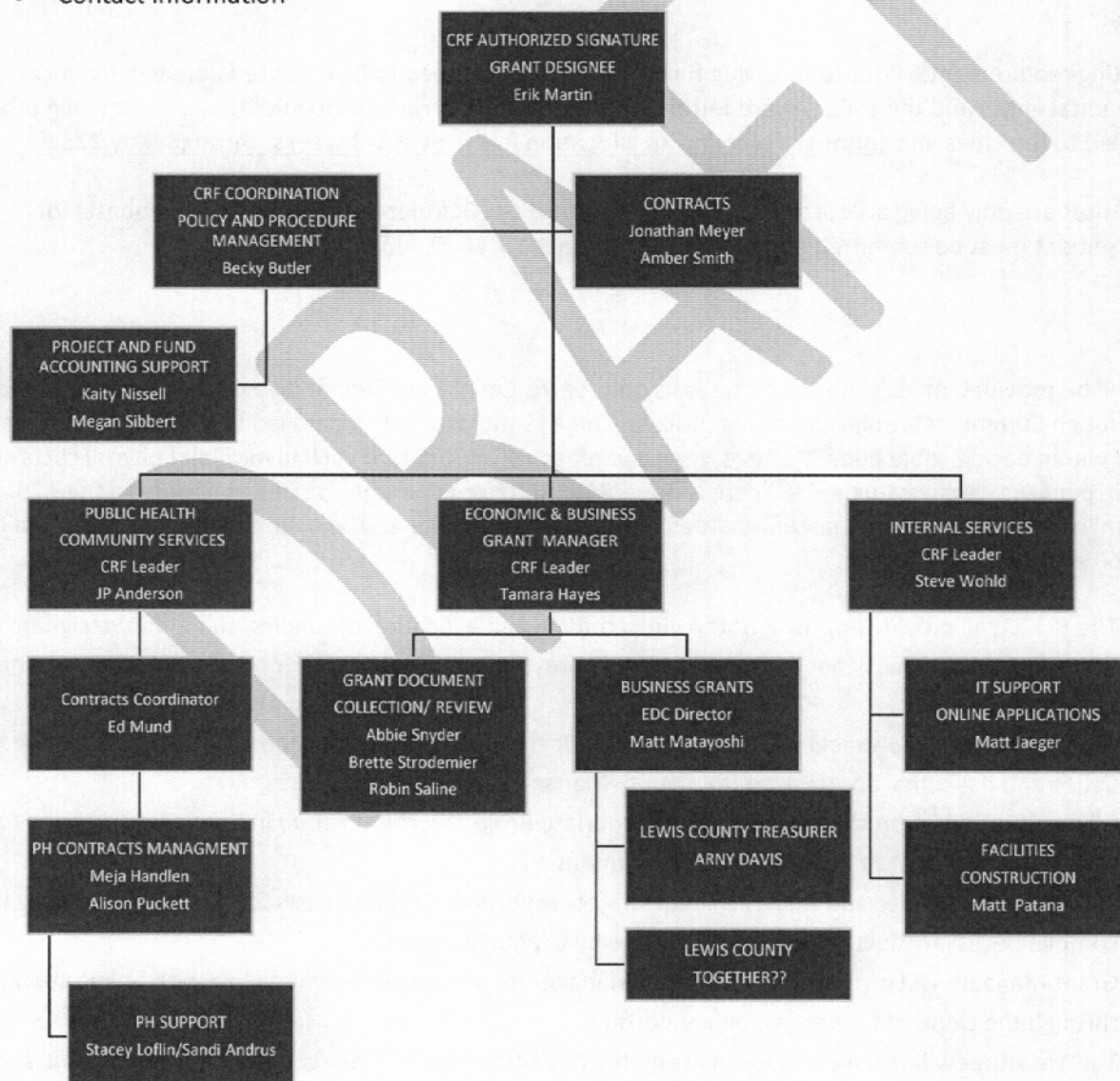
Proposed Management:

- Authorized signature for Grant - County Admin – Erik Martin
- Public Health Response – JP Anderson
- Public Health Contracts - Ed Mund, Meja Handlen, Alison Puckett, Stacey Loflin and Sandi Andrus
- Business Contracts – Tamara Hayes/Becky Butler
- Legal – Amber Smith/Jonathan Meyer
- Contracts/Bids for CRF building/operations - Internal Services Steve Wohld
- Documentation & Billing – Abbie Snyder, Brette Strodemier, Robin Saline
- IT Services – Matt Jaeger

Next Steps:

Guidelines will be established and sent to the ESC and Accountant/Payroll Groups followed by a Zoom meeting to answer any questions. Guidelines will include the following:

- Contracting guidelines and process
- Invoice tracking and process
- Payroll support guidelines
- Contact information



Disease Update overview

One new case, a person in their 20s , not related to the congregate setting mentioned last week.

Almost 150 people have been tested related to the congregate setting.

We are still waiting on test results for a little over 10% of those tested.

So far no additional cases have been identified.

	Total	District		
		1	2	3
Total cases	35	18	9	8
Recovered cases	21	10	6	5
Deaths	3			

Variance Application requirements and developments

1. Valley View MOU ready from signatures after BOCC approval (full resolution upon signatures)
2. Isolation and Quarantine site visit scheduled for Friday with Medical Surge strike team (DOH)
3. Updated list of requirements for **STATEWIDE** move to Phase 2 (page 2)

Operations Update

Operations team holding daily meetings starting May 18th.

Work groups include Medical response (John Abplanalp), Isolation and Quarantine (Meja Handlen), Information and Education (Ed Mund).

Calls this evening with Sec. Of Health, WSAC.

Key Metrics to Guide Public Health Decision-Making during the COVID-19 Pandemic

The following set of metrics will be used to guide public health decision-making throughout the COVID-19 pandemic. The targets represent the ideal state. The state and/or counties will not necessarily need to meet all targets in order to move to the next phase in the "Safe Start Washington" plan. Likewise, the state and/or counties will not necessarily need to drop to a previous phase if targets are not maintained. While these metrics are important, other factors will be considered in public health decision-making.

COVID-19 Activity	Incidence of new cases reported during prior two weeks	Target: <10 cases / 100,000 / 14 days
	Reproductive rate by region	Target: $R_e < 1$
Healthcare system readiness	% licensed beds occupied by patients (i.e., hospital census relative to licensed beds)	Targets: Green: $\leq 80\%$ (Yellow: 81-90%; Red: >90%)
	% licensed beds occupied by suspected and confirmed COVID-19 cases	Target: Green: $\leq 10\%$ (Yellow: 11-20%; Red: >20%)
Testing	Average number of tests performed per day during the past week (or average % tests positive for COVID-19 during the past week)	Target: 50 times the number of cases (or 2%)
	Median time from symptom onset to specimen collection among cases during the past week	Target: median ≤ 2 days
Case and contact investigations	Percent of cases reached by phone or in person within 24 hours of receipt of positive lab test report	Target: 90%
	Percent of contacts reached by phone or in person within 48 hours of receipt of positive lab test report on a case	Target: 80%

COVID COVER SHEET MAY 18, 2020

Protecting high-risk populations	Number of outbreaks reported by week (defined as 2 or more non-household cases epidemiologically linked within 14 days in a workplace, congregate living or institutional setting)	Target: 0 for small counties (<75,000), 1 for medium counties (75,000-300,000), 2 for large counties (>300,000)
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CORONAVIRUS RELIEF FUNDS – LEWIS COUNTY ALLOCATION \$4.3 MILLION

PUBLIC HEALTH & COMMUNITY SAFETY	ECONOMIC & BUSINESS RECOVERY	INTERNAL SERVICES JAIL, JUVENILE & COURTS
Medical and Public Health expenses and actions to facilitate compliance with COVID-19-related public health measures.	Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency.	Expenses associated with internal Public Health response related to COVID within County Facilities and supporting staff responding to the emergency
\$1,635,000	\$500,000	\$2,165,000

Medical expenses:	Proposed Allocation Amount	Description/Justification
COVID-19-related expenses of public hospitals, clinics, and similar facilities.	\$300,000	Contract with Valley View for Contact support/Quarantine Case management/testing strike team -will decrease over 7 months
Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.	\$55,000	(1) Costs associated with possible pop-up testing sites. (2) Jail booking holding area renovations negative airflow room quarantine area
Costs of providing COVID-19 testing, including serological testing.	\$25,000	Costs associated with testing in congregate settings as well as testing for uninsured people and within the county detention facilities
Emergency medical response expenses, including emergency medical transportation, related to COVID-19.	\$60,000	Jail medical transports estimated at 45 transports through COVID eligible period. Costs related to the hospital care of inmates at the Jail and Juvenile facilities if a persons in the facility w/o insurance needs treatment at the hospital the county would be responsible for the treatment costs.
Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.	\$0	
Public health expenses:	Proposed Allocation Amount	Description/Justification
Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.	\$200,000	Outreach staffing and materials for hard-to-reach and high-risk populations. (request was \$300K from PH)

Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.	\$160,000	Contracts to outside entity to act as supply liaison and increase costs for NaphCare contract associated costs for medical supplies, PPE and thermometers.
Expenses for disinfection of public areas and other facilities, In response to the COVID-19 public health emergency.	\$119,000	Cleaning and disinfection of public restrooms and installation of portable toilets and handwashing stations (Parks and outdoor recreation areas) increased cleaning by LCSO staff, Facilities and NaphCare for County spaces, Jail and Juvenile.
Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.	\$115,000	Contract with outside entity to act as Business Liaison for mitigation efforts. Homewav video arraignment process for all courts. Corrections officers hours associated to inmate transports for arraignments
Expenses for public safety measures undertaken in response to COVID-19.	\$176,000	Jail medical NaphCare 5 hours per day in response to COVID response to prevent spread of virus.
Expenses for quarantining individuals.	\$600,000	Temporary quarantine and isolation location at the Fairgrounds and negative pressure rooms for quarantine and isolation at the Jail and Juvenile facilities.
Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.	\$600,000	Contract management, Public Health response, jail and juvenile staff increases to cover shifts. Facilities costs for increase staff response to COVID. County employee hours from March 1 st for response efforts. Additional staff for court system to maintain and manage public and jurors.
Expenses of actions to facilitate compliance with COVID-19-related public health measures:	Proposed Allocation Amount	Description/Justification
Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.	\$200,000	Summer school lunches/ seniors/ homeless/immune compromised, other health conditions/
Expenses to facilitate distance learning, including technological improvements in compliance with COVID-19 precautions.	\$0	TBD

Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.	\$220,000	Additional costs for county staff to telework including laptops, headsets, VPN concentrator, Cisco DUO two factor Zoom licensing, Firewall upgrades, Shure Mics & Cisco AMP to accommodate telework for county employees to ensure network security during COVID response.
Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.	\$50,000	Estimated costs for emergency paid leave from March 1 st through October 31 st .
COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.	\$60,000	Increased sanitation for all facilities and contracts services for cleaning.
Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions:	\$120,000	Provides congregate and non-congregate housing to compensates for loss of beds due to required distancing, also includes sanitation of shelters, and case management services
Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency:	Proposed Allocation Amount	Description/Justification
Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.	\$500,000	TBD (may increase as funding from other line items becomes available)
Expenditures related to a State, territorial, local, or Tribal government payroll support program.	\$0	TBD
Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.	\$40,000	If the county has to move forward with layoffs or furloughs due to the impact of the economic crisis related to COVID-19
Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.	\$700,000	Potential alternate Court facility in order to comply with the public health order and maintain social distancing for the Court system, the cost is being reviewed. Public Health Surge staffing, community outreach, mileage, vehicle costs. County office safety and preparedness \$200K for PPE, plexiglas stanchions, signage. Request for custodial services, UV HVAC updates to ensure air quality to

		prevent spread of virus. \$100k for COVID response study through DEM
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