Commissioner Gardner called the regular meeting to order at 9:00 a.m. Commissioner Mortensen was present. Commissioner Weber was absent-excused.

Pledge of Allegiance – Led by Commissioner Gardner.

Approval of Minutes of October 2 - 4, 2018 and Consent Agenda of October 9, 2018 – Commissioner Mortensen moved to approve the Minutes of October 2 - 4, 2018. The motion carried with all voting in favor. Commissioner Mortensen moved to approve the Consent Agenda of October 9, 2018. The motion carried with all voting in favor.

Resolution No. 18-090 - Fixing weight restrictions on County owned bridges pursuant to RCW 36.75.270. Susan Eugenis, Public Works; was present. This is for a total of eight bridges. Based on load rating analyses performed in response to Federal Highway Administration requirements to review bridge carrying capacity for Specialized Haul Vehicles consisting of four to seven axle single unit trucks.
Commissioner Mortensen moved to adopt the resolution. The motion carried with all voting in favor.

Personal Services Agreement with Cities Digital to design, build and implement a new permit system for the Department of Building & Planning utilizing Laserfiche forms and workflow processes for a total cost of $73,500. Elaine Placido, Building and Planning; was present. This is for their new permit system. Paid by special revenue fund. Ease of functions for staff and customers.
Commissioner Mortensen moved to approve the agreement. The motion carried with all voting in favor.

Professional Services Agreement with Cowlitz County Court Appointed Special Advocates (CASA) to provide funding to recruit, train, support, and oversee additional volunteer advocates to provide support to abused and neglected children in Cowlitz County; maximum consideration not to exceed $225,000 during the period July 1, 2018 through June 30, 2019. Funding for this agreement comes from Mental Health Sales Tax. Gena James, Health and Human Services; was present. This was in response to a request for proposals. CASA works closely with Superior Court.
Commissioner Mortensen moved to approve the agreement. The motion carried with all voting in favor.

Consent Agenda

Call for Hearings
Resolution No. 18-091 - Call for Hearing - Electronic version of the existing zoning maps and aligning those zoning maps in zoned areas with the Comprehensive Plan; Hearing to be held October 23, 2018 at 11:00 a.m.
Agreements / Contracts / Bid Awards
Discontinuance of the Letter of Understanding with the Cowlitz County Assessor for mapping responsibilities allowing for the reinstatement of the map draftsperson positions into the Assessor's budget prior to December 31, 2018.

Contract for Services between the Washington Traffic Safety Commission and Cowlitz County Sheriff's Office to provide funding for DUI blood draws performed in the Cowlitz County Jail. This contract allows for up to $3,000 to be reimbursed through June 30, 2019.


Personal Services Agreement with Epic Land Solutions, Inc. to perform right-of-way acquisition services for various Public Works projects on an as-needed basis through December 31, 2020; amount not to exceed $50,000.

Small Works Roster Construction Services Agreement with Interior Resources, Inc. for the Hall of Justice Court Carpet Project; cost $30,304.75.

Lease Agreement - Non Residential with Lauri Rowland, Choices; for lease of office space in the County owned building commonly known as "Courthouse Square" for a one year period commencing October 9, 2018 to October 8, 2019; annual rent of $3,600.

Listing Agreement with GovPlanet for the sale of surplus assets; County receives 85% of revenue.

Board Correspondence
Letter dated October 1, 2018 to Gary Crews from the BOCC with congratulations on his retirement.

Letter dated September 26, 2018 to the BOCC from Genny Matteson, CDBG Project Manager, State of WA, Department of Commerce; regarding Contract Closeout Performance Report for Community Development Block Grant (CDBG) Contract #16-62210-020 to rehabilitate eight public housing units at the Beechwood duplexes.

Affidavit of posting resume' of the Commissioners' proceedings for the month of September, 2018.

Vouchers
The following vouchers/warrants are approved for payment

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The Cowlitz County Board of Commissioners adjourned at 9:20 a.m. to meet again Tuesday, October 16, 2018 at 9:00 a.m.

Tiffany Ostrem, Clerk of the Board           Joe Gardner, Chairman
Minutes
Open Public Meetings for the week of
October 9-10, 2018

8:45 Commissioners Pre Public Meeting Conference
Commissioners Office, 207 4th Avenue North, Kelso, 3rd Floor
Present: Joe Gardner, Arne Mortensen, Axel Swanson and Tiffany Ostreim
Quorum established.

Tuesday 9:00 a.m. Regular Public Meeting – separate minutes
Commissioners Hearing Room, 207 4th Avenue North, Kelso, 3rd Floor

Wednesday 8:15 a.m. Staff Meeting (2nd & 4th Wednesday of month)
General Meeting Room, 207 4th Avenue North, Kelso, 3rd Floor
Present: Joe Gardner, Arne Mortensen, Axel Swanson, Tiffany Ostreim, Clara Angel, Amy Filippello, Ronda Hollis,
Dee Wirkkala, Charlie Rosenzweig, Mike Moss, Joseph Govednik, Ernie Schnabler, Thad Scudder, Jim Zdilar, Terry
McLaughlin, Julie Miller, Randy Webster, Kim Cooper, Kurt Williams, Carole Harrison, Katrina Harris, Kathy
Hanks, Marin Fox, Ron Melin, Brad Bastin, Emily Wilcox, Gary Fredricks, Will Tastad, Don Nyman

Agenda Items/Topics:
Safety – Fall Driving Safety Tips – Read the handout.

Agenda Quick Deadline – Wednesday at 5 pm. Have your Agenda item in the system, approved through routing
and at least 1 copy of the paperwork to the Commissioners’ Office. If you want a signed copy back; send a second
original.

IT and Facilities Update – Both IT Director and Facilities Director have left the organization. Idea is to go with a
General Services Director – over IT and Facilities Maintenance. Would like to try a little different organizational
structure to help facilitate communication. Offered Randy Webster the Interim IT Manager position. Hope to
designate someone in the Facilities Interim Manager position soon.

Budget Update – Hopefully everyone submitted their department budget to Katrina. Any questions, contact
Katrina. You can access the Portal to see your budgets. Read the updated mid-biennium budget calendar.

Admin Elevator Project Update – Looking like mid-December parts will be delivered and work will start on the
Administration Building Elevator. The Elevator is expected to be down for 2 months. Need to figure out where
public meetings will be held and how to assist the public in accessing the 2nd and 3rd floors during the down-time.

Bathroom Door Locks in the Admin Building – should we still have or get rid? After various comments
decision was made – keep as is. There has been some improvement, but still issues. Will have to think about
unlocking 1st floor bathrooms while the elevator is down for 2 months.

ICS Training Reminder – Basic ICS Combo Course: ICS 100, ICS 200, IS 700, IS 800 - October 16 at
Emergency Operations Center (basement in the Hall of Justice) – still room to register
Cowlitz_dem.training@gmail.com
Cowlitz County Trivia Tidbits – Kelsonopoly. Monopoly Cowlitz County style. How much money is in a game, what city are the street names from, how many countries and languages is monopoly market in? Check out Kelsonopoly and let Joseph know what local businesses on the board are still in existence 30 years after it was produced.

Benefits Fair – Thursday, October 11, 2018 from 10 am to 1:30 pm at the Cowlitz County Event Center. Many vendors will be present and a good time to get your flu shot.


Budgets – departments need to look at their revenues in their budgets closely. Want to do as accurately as we can. Any questions or changes, contact Katrina.

Board schedule – will be making more changes in times. No more Tuesday and Thursday Commissioner Conference. Doing staff, work session and Commissioner Conference on Wednesday. Please look at the calendar sent out on Friday’s for the updated times and agenda items.

Wednesday 9:00 a.m. Work Session
General Meeting Room, 207 4th Avenue North, Kelso, 3rd Floor
Present: Joe Gardner, Arne Mortensen, Axel Swanson, Tiffany Oestreim, Katrina Harris, Jim Zdilar, Sabrina Fraidenburg, Randy Webster, Julie Miller, Dee Wirkkala, Clara Angel, Emily Wilcox, Terry McLaughlin, Charlie Rosenzweig, Marin Fox, Deanna Wells, Kurt Williams, Traci Jackson, Kim Bowcutt, Amy Filippello, Elaine Placido, Carole Harrison, Kathy Hanks, Debra Gardner, Ana Lunday, Will Tastad, Brad Bastin, Nick McCree, Judge Bashor, Adam Pithan, Jenny Spain, Mike Wilson

Agenda Items/Topics:

Research on three Therapeutic Courts - Nick McCree –
1. Adult Drug Treatment Court
2. Juvenile Drug Treatment Court – SAFE
3. Family Drug Treatment Court – HOPE

All three reports are scanned and located in Laserfiche for Commissioner Workshops. See the handouts for information on the research conducted.
RCW 82.14.460 authorized counties to level sales tax. Started 1/10th of 1% in 2012.
Research used data between January, 2014 and June, 2017.

Adult Drug Treatment Court – 116 clients entered and exited the program during the time period identified above. Explained participation, client profile, demographics and social profile, drug use and mental health history, criminal histories, graduation rates and reasons for client dismissal, sanction and incentive activity, graduation and recidivism, felony and misdemeanor re-arrest following program, conclusions.

Juvenile Drug Treatment Court – SAFE – evaluated against the 16 best practices of juvenile drug treatment courts and meet most benchmarks. 28 clients entered and exited the program during the time period studied. Explained demographics and background of clients, drug use and mental health history, criminal histories, graduation rates and termination reasons, sanctions and incentives, recidivism, and felony and misdemeanor arrest following program exit.

Family Drug Treatment Court – HOPE - 44 clients entered and exited the program during the time period studied. Explained demographics and background of clients, marital status, family composition and CPS involvement, drug use and mental health history, criminal histories of clients, graduation rates and reasons for terminations, sanctions and incentive activity, and felony and misdemeanor arrest following program exit.
Cowlitz County has good well-functioning programs. Drug Court programs are much more cost effective. Greater effect on recidivism.

**Budget Discussion, Salary Survey, Technology Requests** -
Present: Joe Gardner, Arne Mortensen, Tiffany Ostreim, Katrina Harris, Jim Zdilar, Sabrina Fraidenburg, Randy Webster, Julie Miller, Dee Wirkkala, Clara Angel, Emily Wilcox, Terry McLaughlin, Charlie Rosenzweig, Marin Fox, Deanna Wells, Kurt Williams, Traci Jackson, Kim Bowcutt, Amy Filippello, Carole Harrison, Kathy Hanks, Debra Gardner, Ana Lunday, Will Tastad, Brad Bastin, Adam Pithan, Mike Wilson, Susan Westervelt, Laura Gressett

**Salary Survey** - Office of Financial Management presented a handout – located in Laserfiche for Commissioner Workshops. $626,000 for year 1 which includes $320,000 out of general fund.

HR completed salary survey using 5 comparable counties historically used. Met with EO/DH. Had 2 sessions going over survey. Recently met with 3 departments regarding non-union overtime eligible employees. Need a decision for 2019 budget. The $626,000 includes the 2% cola. $352,000 is based on current employees, not positions; the rest up to $626,000 is the 2% cola. Included 20% to account for retirement and social security.

The County has not made any transfers from the landfill to the general fund yet, waiting for the green light; currently don’t have the funds to make up the difference. State Auditor should give their position on landfill asset transfer the end of this week.

HR hopes to roll out to all non-union and then work with unions. Would like to get comments and concerns and tweak. Imagine minor changes in amounts. Details could continue to be worked on. If we don’t consider for 2019, can continue and work on final product for 2020.

The concept is approved and approval of HR to work with unions.

Need to get clarification of transfer in the budget. Improper to put burden on the backs of employees for whatever system we are supposed to have.

Would like something from HR – example - if not fixed, this will happen.

Appreciate the efforts. Without certain funding mechanism leaves us in a tough spot.

HR will continue to move down the path forward; will get details left in the air resolved so down the road we know exactly what it will look like.

HR will go over the draft with unions. Binding interest groups are carved out.

Continue the work being done behind the scene and can then present how it will look.

Need to get information. Nothing is committed to yet.

Direction to HR to move forward.

**Technology Requests**
Present: Joe Gardner, Arne Mortensen, Kurt Williams, Traci Jackson, Deanna Wells, Charlie Rosenzweig, Terry McLaughlin, Emily Wilcox, Clara Angel, Randy Webster, Katrina Harris, Will Tastad, Debra Gardner, Brad Bastin

Technology Reserve fund. Bigger IT needs. Have the reserve fund; built up to supply outside the general fund.

This is the Technology Five-year plan. These are projects that touch the whole county.

**Other New Computers, Accessories, or other technology requests** –

**Software:** Gov QA. $15,640. Approved Gov QA out of Technology Reserve Funding 2019.


**Sheriff Software – text message archive software – allows the archive and searching of Sheriff’s Office issued cellphones (public records requests) - $12,000.** This is the purchase cost. Ongoing cost is unknown. This allows key word searching and time frame searching. This is same as city of Longview.

Approved out of General Fund out of the Sheriff’s Budget. *Specific thing to Sheriff’s Office.*
Sheriff Hardware – car mobile data computers – due to be replaced in 2019. There is $250,000 that IT has budgeted but anticipates a $100,000 shortfall of the amount needed. Anticipate needing $75,000 per year to be able to replace every 5 years. - $100,000. Gets through 2019 only. Should put money away for future replacement. Arne - doesn’t like replacements on a time table. Should be based on functionality and total cost analysis. HOLD.

Motor Pool – Portable Radios – IT provided funds to purchase radios this year. Anticipate needing $20,000 a year put aside for 10 years to be able to replace the radios again HOLD.

**Wednesday 1:30 p.m. Commissioner Conference**

Commissioners Office, 207 4th Avenue North, Kelso, 3rd Floor

Present: Joe Gardner, Arne Mortensen, Axel Swanson, Tiffany Ostreim, Denise Cramer, Jim Williams, Jim Zdilar, Susan Westervelt, Shawn Roewe, Terry McLaughlin, Emily Wilcox, Mike Moss, Savannah Clement, Kim Bowcutt, Don Nyman, Elaine Placido, Kurt Williams, Sabrina Fraidenburg, Katrina Harris, Traci Jackson

Agenda Items/Topics:

GIS Budget & organizational update. – Handout – located in Laserfiche for Commissioner Workshops. Terry explained the transition.

Move position #420 – GIS Specialist III to Building and Planning. Reclass this position to Senior GIS Specialist III

Step 1

Move position #695 – GIS Specialist II to Assessor. Reclass this position to GIS Specialist III Step 2

Reclass position #874 Property & Exempt Specialist. To Map Draftsperson Step 1.

New position GIS Specialist II in Building and Planning.

GIS Supplies/Program Costs – moved to Assessor.

Proposed changes would be an annual savings to General Fund of approximately $85,060.

BOARD approves the GIS Transition Plan as presented and spelled out in the Handout.

OFM will take care of housekeeping items such as closing certain GIS funds and keeping the O&M Fund open.

**November 1 is the date if the union can get done. Will do ASAP.**

Jim Williams, Emily Wilcox, Terry McLaughlin, Denise Cramer, and Susan Westervelt left.

Local 334 Public Works MOU - Stormwater Program Specialist – Can hire on trial basis for a year to see if it meets their needs.

Board approved. Chairman signed the MOU; HR will submit for Consent Agenda.

Local 334 Public Works MOU – Parks Department – defines certain items. Board approved. Chairman signed the MOU. HR will submit for Consent Agenda.

Local 334 Public Works MOU – Comp Time - for 2019 only, then will have to bargain for. Board approved. Chairman signed the MOU. HR will submit for Consent Agenda.

Emergency Services MOU – Board approved. Chairman signed the MOU. HR will submit for Consent Agenda.

WCIF – clarified - stick with HR recommendation. Will revisit next year. Board approved. Chairman signed the MOU. HR will submit for Consent Agenda.

Jim Zdilar, Sabrina Fraidenburg, Mike Moss, Shawn Roewe left.

Conference Center Hotel – reschedule to October 17 at 1:30 pm. In the meantime Axel will follow up on first 4 things that PAO had advised; Board agreed. Request for PAO to continue working on. Kim Bowcutt left.
Emergency repair of Court AV – fiber line went down relating to Jail courtroom and video/audio. COS declared emergency and gave authority to fix. Will bring formal declaration and resolution next week on the Agenda.

Rails to Trails – Elaine gave update. Had first meeting with Patriot today. Previously met with other jurisdictions. Moving in a good direction with good cooperation. COG is involved. Will continue work.

Reminder - Park Board Tour 10-25-18 – starting at LT1 property at 1:30 pm.

Salary Commission – 2 people have resigned; both Auditor random lot draw positions. 2 people have responded yes. Will do appointment letters and place on future Consent Agenda.

Incident Report – report from Steve Nelson. A shooter appears to have been hit by a bullet fragment blown out the side of a neighboring shooter’s muzzle brake. Minor issue – more follow-up.

Interim Facilities Manager – Don Nyman named. Because he is union will do MOU.

Commissioners Rules of Practice – review draft.

Noxious Weeds – regular board meeting tonight. Weeds has 3 year repayment schedule; they are requesting to get out of last year payment of $46,000 which is to be paid in April, 2019. Note - there was an increase in the assessment to make those payments. Katrina has been working on their budget. They have adequate money in their budget to repay.

Only interest in forgiving repayment schedule is if they reduce the assessment. It’s one or the other. Chairman is authorized to talk to Weed Board and bring back.

Noxious Weeds redistricting request – they will submit a call for hearing. GIS has legal description. Everyone in agreement to move forward.

BHO – they have important meeting on LLC this Friday. Chris and Gena attending. Dennis requested Axel also attend. Joe Gardner is the alternate. He will call in and Axel will join the call.

Human Resources requests as needed – none.

Executive Session per RCW 42.30.110(g) to review the performance of a public employee – none.

Miscellaneous - Ongoing Projects and Organization Initiatives:
Facilities/ Landfill/ 911 Transition/ Shooting Range/ Community Forest Trust/ Rails to Trails/ Event Center Hotel/ Economic Development/ Human Resources Initiatives/ Public Works Projects/ Therapeutic Courts

The Board of Commissioners may add and take action on other items not listed on this Agenda. Please note that all meetings are subject to cancellation or rescheduling and that special meetings may be scheduled after appropriate notice. Agendas for regularly scheduled Commissioner Meetings are available at: http://www.co.cowlitz.wa.us/index.aspx?NID=535

Americans with Disabilities Act (ADA) accommodations provided upon request.
Contact Human Resources. Director Jim Zdilar. Phone: 360-577-3065

Tiffany Ostrein, Clerk of the Board
Joe Gardner, Chairman