



**Snohomish Health District
Board of Health Minutes
July 9, 2019**

The meeting was held at Snohomish Health District, 3020 Rucker Ave., first floor Auditorium.

Members Present

Scott Bader, Councilmember, Everett
Christine Cook, Councilmember, Mukilteo
Adrienne Fraley-Monillas, Councilmember, Edmonds
Sam Low, County Councilmember (via phone)
Kyoko Matsumoto Wright, Mayor, Mountlake Terrace (via phone)
Nate Nehring, County Councilmember
Liam Olsen, Councilmember, Bothell
Dan Rankin, Mayor, Darrington
Linda Redmon, Councilmember, Snohomish
Terry Ryan, County Councilmember
Brian Sullivan, County Councilmember
Shirley Sutton, Councilmember, Lynnwood

Members Absent

Kurt Hilt, Councilmember, Lake Stevens – BOH Vice Chair
Jeff Vaughan, Councilmember, Marysville
Stephanie Wright, County Councilmember – BOH Chair

Call to Order

The regular meeting of the Board of Health was called to order at 3:00 p.m. by Ms. Adrienne Fraley-Monillas in the auditorium of the Snohomish Health District Rucker Building.

Selection of Presiding Officer

Legal Counsel noted that the Board Chair and Vice Chair were not in attendance, and stated it would be appropriate for the Board to entertain a motion to appoint a Board member of their choosing to chair today's meeting.

It was moved by Mr. Terry Ryan and seconded by Mr. Nate Nehring to appoint Ms. Adrienne Fraley-Monillas to chair today's meeting. The motion passed unanimously.

Roll Call

Roll call was taken by Ms. Linda Carl who reported there was a quorum present.

Arrivals/Departures

Mr. Olsen arrived at 3:15 p.m.

Approval of Agenda Contents and Order

It was moved by Mr. Nehring and seconded by Mr. Scott Bader to amend the agenda to add an executive session to include the following two items: regarding potential litigation pursuant to RCW 42.30.110(1)(i) and regarding pending litigation pursuant to RCW 42.30.110(1)(i). The motion passed unanimously.



It was moved by Ms. Linda Redmon and seconded by Mr. Bader to approve the agenda contents and order with the addition of the executive session items. The motion passed unanimously.

Approval of Minutes

Ms. Redmon requested the minutes for the meeting of June 11 be amended under the Health Officer's report to include the word "no" before the word "secondary" in this sentence: Dr. Mark Beatty reported that there have been secondary measles cases reported in our county.

It was moved by Mr. Bader and seconded by Mr. Nehring to approve the minutes of the regular meeting of June 11, 2019, with one correction. The motion passed unanimously.

It was moved by Mr. Bader and seconded by Ms. Redmon to approve the minutes of the special meeting of June 18, 2019. The motion passed unanimously.

Public Comment

There were no volunteers to speak during public comment. Public comment was closed.

Division Update

Mr. Phil Wyman, Environmental Health Specialist, Food Safety Program, gave a brief presentation on temporary food establishments, including farmers markets, and how they're regulated.

Written Reports

Committee reports are provided in the Board packet.

Consent

It was moved by Mr. Bader and seconded by Mr. Ryan to approve the consent agenda item:

- a. Authorize the Interim Administrator to release the Request for Qualifications to solicit real estate services for leasing space at the Rucker Building.

The motion passed unanimously.

Briefings

Puget Sound Clean Air Agency presentation regarding regional clean fuel standard (no staff report)

Mr. Craig Kenworthy, Executive Director of PSCAA, gave a presentation on a regional clean fuel standard being considered by PSCAA to help reduce climate change by lowering greenhouse gas emissions. The standard would apply to PSCAA's jurisdiction: King, Kitsap, Pierce, and Snohomish Counties.

Finance Manager's report for April 2019 (SR 19-071)

Ms. Tracey Kellogg reported that as of April 30, cash and investments total about \$9.6M. The report is typical for this time of year.

Finance Manager's report to the State Auditors for 2018 (SR 19-072)

The annual report to the State Auditors was filed on May 29. The auditors are expected to arrive on Tuesday; it typically takes six to eight weeks to complete an audit. The entrance interview is scheduled at the next Executive Committee meeting. At the conclusion of the audit, an exit interview will be scheduled.



Strategic planning update (no staff report)

Mr. Shawn Frederick previously reached out to KelloggWatson for situational awareness. The strategic planning work session is scheduled on Aug. 13, after which there will be follow up with the Executive Committee to determine next steps and plan the next work session.

Mariner Community Campus update (no staff report)

This item was at last month's Executive Committee meeting; the committee asked that it be discussed with the full Board at today's meeting. Ms. Heather Thomas gave a briefing on the project, including location, service area, community needs, and background. She stated that earlier this year the Board approved a capital appropriations request to the legislature, and Sno-Isle Libraries hired Pomegranate to do the community engagement process. The legislature appropriated \$2.25M to the Health District as the fiscal agent of the project for land acquisition. Sno-Isle and the Health District are the "anchor" tenants on the project. Other partners include the County, school districts, community colleges, and the Boys and Girls Club; all are interested in participating in some capacity. The vision is to create a safe and accessible community campus that benefits the community and the needs of the residents. Currently the project is between phase one and phase two; there will be ongoing stakeholder engagement; right now we're at the start of site search. The hope is to have a campus that opens in 2023 to 2025, which aligns with the Lynnwood lease and potential decisions for the Rucker building. The Pomegranate study included focus groups, online community surveys, and community meetings. The focus groups show that residents want something for that celebrates diversity, is safe for everyone and all ages, integrates technology, focuses on learning and knowledge, and supports healthy bodies and minds. The question now is, do we design something before we look for a site, or do we look for a site first and see what can be accommodated. In their community engagement, Pomegranate proposed the question that if there were 500 to 8,000 sq ft of flexible space for community benefit, what would be of most interest to the community. They categorized use into small, medium, large, and extra large. Results show that the library plays a key role, as well as learning and service activities, indoor and outdoor space, flexible and fixed spaces, social and informal spaces, and healthcare and other medical services. Certain uses were off that table, such as a soccer field and a pool. Ms. Thomas shared some possible configurations that include the Health District and Sno-Isle as anchor tenants, plus other interested partners. There's also a strong interest in mobile services, such as breast-cancer screening or dental services.

Ms. Thomas stated that the Executive Committee asked staff what the benefit is to the Health District. Of particular interest to Sen. Liias and the legislature is our ability to leverage capital funding for the District and an opportunity to pay for a satellite or main headquarters. Additionally we could utilize multipurpose facilities to use for our own meeting space, increase the visibility of our services, improve brand awareness, increase partnerships and collaboration with our community partners, and help meet the needs of shared clientele. The area includes bus lines and future light rail access.

The recommendation was to look for land to build on and existing buildings that could be renovated. Sen. Liias, Chair Wright, Sno-Isle Libraries, and District leadership recommended to develop an RFQ for real estate services to research the availability in the area. In addition to the \$2.25M, which could be used for design permitting, Sen. Liias mentioned there may be an opportunity for additional funds from the legislature.

Next steps include continued ongoing engagement, the community needs assessment, continued District conversations regarding the Rucker building, and the governance discussion.

Mr. Terry Ryan stated he understands the project conceptually but asked who's initiating the efforts. Also, he noted that it's a large geographic area and is one of the fastest-growing communities in the county. He asked how the project will be funded and who's going to pay the ongoing M&O expenses. Ms. Thomas stated that it started when Sen. Liias attended the Sno-Isle library opening in the Mariner area and heard from the



community that there are limited resources. This is where the conversation about the Mariner campus started, with Sno-Isle beginning a community needs assessment and engagement to find what's feasible in the area. Sno-Isle Libraries, however, can't be a landlord so they couldn't move forward with the project in that capacity. The Boys & Girls Club stepped forward as an option as needed. Sen. Liias then spoke to Chair Wright about the District being the lead. It could be that the District purchases the land, followed by subdivision of parcels and ownership. Mr. Ryan noted that the cost of refurbishing an existing building or purchasing a new building could be similar, and he asked where the funds would come from and how this becomes a viable business model that doesn't bankrupt an organization. Ms. Thomas said that Chair Wright has had conversations with Sen. Liias and has indicated she wants to use only the \$2.25M that's been allocated. Ms. Thomas said if we can get a real estate company onboard to find what's available, we'll know better what options we have. It could be a building that houses the District and the library, then we wait two or three years until we have the financing to move forward in future phases. Sen. Liias has stated that once we've acquired something, it opens the opportunity for more funding. The vision right now is to see what's available. The capital appropriation is through 2021. Mr. Ryan stated he hopes that at some point in the discussion we talk about the M&O. He suggested talking to the State about providing for ongoing M&O. Ms. Thomas stated this is part of the governance discussion—once we have the space and know which partners will be tenants—then a 501c3 would be created for the community space and would be responsible for ongoing funding, whether through grants or sponsorships with partners. The District would be responsible only for our piece.

Ms. Fraley-Monillas noted that her understanding from former Administrator Jeff Ketchel is that we would obtain the land and use the Rucker building as collateral to build, then sell this building. She understood we would move the entire District staff to the Mariner campus. However, at the last Executive Committee meeting, it became clear we can't move the entire District because we don't know how big of a space we'll acquire, whether it's a satellite or could house all District staff. Ms. Thomas responded that she wasn't in the meetings with Mr. Ketchel, Chair Wright, and Sen. Liias and is not privy to those conversations. However, she knows that the Rucker building task force discussed potential options, including possibly having the Lynnwood staff move to the Mariner campus. But Ms. Fraley-Monillas responded that it could be a concern if we don't those services in South County. She added this is the first time the Board was looped in as a whole on this topic.

Mr. Dan Rankin asked if the Lynnwood facility would move to the Mariner facility. Ms. Thomas said that's one of the questions that we hope to answer with the RFQ because a lot is still hypothetical until we know what's available in the area. Any decisions about purchasing property would come before the Board.

Mr. Scott Bader stated there are more global questions that need to be answered before we continue down this road or get into specifics, including the Lynnwood office and if we want to be in a position to close that office before we move forward on the Mariner office.

Mr. Brian Sullivan said he knows that Sen. Liias envisioned that the District will provide a leadership role to get the ball rolling. Mr. Sullivan said he's concerned about the governance issue, which we need to get answered sooner rather than later. A governance workgroup with key players and anchor tenants could then be formed. Right now he's concerned about the liability. Ms. Thomas said a governance subcommittee was put on hold after the project shifted to the District; the question is who would be included in this subcommittee moving forward.

Mr. Sam Low stated that because Chair Wright and Sen. Liias aren't in the room, he suggested we invite Sen. Liias to a meeting so he can explain his vision so the Board can get a better grasp on the project. Ms. Fraley-Monillas agreed. She noted this project will take staff time, and she asked Mr. Shawn Frederick how staff will work on this, considering we're unsure what's in it for the District. Mr. Frederick said it's hard to envision what the workload will entail because of the unknowns. He said we're in the middle of a \$400,000 HVAC renovation in the Rucker building, and staff were directed by the Rucker building task force to engage with the Lynnwood



office landlord to renegotiate that contract earlier (it expires in 2023). There are a lot of unknowns, and he's voiced his concerns about the Mariner project, mostly because there are very few details.

Mr. Rankin commented that Sno-Isle Libraries has been an excellent partner in Darrington since the mid-1990s. He said by owning something in South County, does it give us the flexibility to continue those services and have a presence there once light rail comes to the area and affordability in the area decreases. He stated that he doesn't think we have enough information to do anything right now. He'd like to hear from some of the other visionaries on this project.

Mr. Ryan agreed that Sno-Isle is a great partner. However, there's too much uncertainty on this project. He suggested to get all the players in the room to explain their vision, how much they think it will cost, how it can be paid for, and then, if it all makes sense, we can take the next step and talk about governance. He doesn't want to create more work for staff if we don't have a clear goal and a path to get there, along with a balance sheet that includes M&O. He'd like to hear how ideally it would be funded, how it would be governed, and who would be responsible.

Ms. Fraley-Monillas said she would work with the Chair and Vice Chair to see if we can invite Sen. Liias to the next Board meeting, if possible, to continue the discussion.

Mr. Sullivan added that this is a big project, and he's concerned with governance and liability. There's money on the table from the legislature, which is never easy to get. However, we need a take-charge process to make things happen in an orderly fashion. He's unsure the Board has a good feel for the project and agrees with Mr. Ryan that we need more information. Once we have it, we can move forward rapidly on a decision.

Mr. Liam Olsen stated that the RFQ is intended to gather more information to see if there's even a chance of obtaining real estate in order to have more information for the discussion. He agrees the Board needs to have the players here to present their vision. However, it would be helpful to move this along if we had the real estate piece available so that we're not still in the hypothetical situation about the options for property. It would narrow down the discussion and could help clarify things depending on what's available.

Mr. Ryan stated we need to know how big the property would need to be first. Mr. Olsen responded that if there's nothing available, then it will put the brakes on the project. But Mr. Ryan said he believes a potential buyer needs to be more definitive and provide the real estate company with more details. He asked what the timeline is for using the dollars from the state. Ms. Thomas said it's through June 2021, but Sen. Liias was hoping to have information by year-end to know if the \$2.25 will get us what we need; if not, he needs to go back in the next legislative session to ask for another appropriation. Mr. Ryan said it'll be tight, but he'd still like to have Sen. Liias in the room to share his vision and make sure we're all on the same page, such as square footage (smallest to largest) and how it'll be funded in the future. Then, if it all make sense, we can get a realtor in to do a market analysis by year-end.

Ms. Chris Cook said it could be a wonderful opportunity, but she has questions about cost and how it will actually work. Also, how does it affect the services we provide? Will it be a problem for our rural communities if we don't have a presence in Everett? Maybe it dovetails into our strategic planning and could be good timing; maybe we want to include this in our strategic planning study, specifically related to our services and how those might change.

The Board came to the consensus that they would like Sen. Liias and Chair Wright at the next Board meeting to continue this discussion. Ms. Thomas suggested that Lois Thompson, Executive Director of Sno-Isle Libraries, also is invited to the conversation. Mr. Fraley-Monillas agreed that any partners are welcome to be in the room.



Ms. Cook asked if the Y has been involved; Ms. Thomas confirmed they are. Ms. Thomas also reached out to the Department of Commerce to determine what kind of contracting is needed.

Action Items

Authorize the Interim Administrator to release the Request for Qualifications to solicit real estate services needed for the Mariner Community Campus (SR 19-076)

This item was moved to the August Board meeting for possible action.

Approve vouchers and Res. 19-16 authorizing June 2019 expenditures for the Health District and PHEPR fund (no staff report)

It was moved by Mr. Bader and seconded by Mr. Ryan to approve vouchers and Res. 19-16 authorizing June 2019 expenditures for the Health District and PHEPR fund. The motion passed unanimously.

Authorize the Interim Administrator to sign the on-call memorandum of understandings with both Washington State Nurses Association and PROTEC17–Allied Professional Health Unit (SR 19-070)

Healthcare providers and laboratories are required to report disease conditions, which require an immediate response from public health; therefore the District is required to staff 24/7 in Communicable Disease. During the day, nurses are available. After hours we have on-call program, which includes three public health nurses, two supervisors, and the assistant director in Prevention Services. One epidemiologist will be added to the list for a total of seven on-call staff.

It was moved by Mr. Bader and seconded by Ms. Redmon to authorize the Interim Administrator to sign the on-call memorandum of understandings with both Washington State Nurses Association and PROTEC17–Allied Professional Health Unit. The motion passed unanimously.

Authorize the Interim Administrator to sign the Interagency Agreement between the Department of Ecology and Snohomish Health District for Local Source Control activities and for funding totaling \$504,634.13 for the period July 1, 2019, through June 30, 2021 (SR 19-074)

The Health District has been doing this work with Ecology for about 10 years. Last biennium we received \$471,000; this biennium we'll receive \$504,634.

It was moved by Mr. Bader and seconded by Ms. Redmon to authorize Interim Administrator to sign the Interagency Agreement between the Department of Ecology and Snohomish Health District for Local Source Control activities and for funding totaling \$504,634.13 for the period July 1, 2019, through June 30, 2021. The motion passed unanimously.

Approve out-of-state travel for Board member(s) to attend NALBOH conference (SR 19-073)

Three Board members (Mr. Low, Ms. Redmon, and Ms. Sutton) volunteered to attend the NALBOH conference in Denver, August 14-16. It's an unbudgeted expense; however, Mr. Frederick stated that expenditures are below projection in Administration and the expense could be absorbed. Ms. Fraley-Monillas indicated she would vote in opposition to the motion due to laying off staff and curtailing all staff travel except what's pre-approved or covered by grants. Ms. Redmon indicated she plans to abstain from the vote; however, she feels it's useful if someone on the Board attends, particularly as we're going through changes and strategizing. Because there are other Board members interested, she said she'll remove her name from consideration to save those funds. We need to be mindful of our costs, but if someone is able to go, she hopes they'll bring back information we can utilize. Mr. Nehring stated he would join Ms. Fraley-Monillas in opposing the motion for similar reasons to the ones she stated. Ms. Shirley Sutton indicated she agrees with Ms. Redmon and Ms.



Fraley-Monillas. She noted that it's important for staff to maintain their credentials for their professional growth. She said she will also eliminate her name from consideration. Mr. Bader said it's important to keep our connections with the organization and it's not extravagant to send one or two people. Ms. Cook agreed that being mindful of our expenses, maybe sending one person instead of three would be beneficial. Ms. Kyoko Matsumoto Wright agreed to sending one person and just because we have money in the budget, doesn't mean we have to spend it.

It was moved by Mr. Scott Bader and seconded by Mr. Sullivan to approve out-of-state travel for one Board member to attend the NALBOH conference in August. After a roll-call vote by Ms. Fraley-Monillas, the motion passed with seven ayes (Bader, Cook, Low, Olsen, Rankin, Sullivan, Sutton), four nays (Fraley-Monillas, Matsumoto Wright, Nehring, Ryan), and one abstention (Redmon).

Mr. Low removed his name from consideration. Ms. Fraley-Monillas wrote Ms. Redmon's and Ms. Sutton's names on a piece of paper and asked an audience member to draw a name. Ms. Sutton's name was selected and will represent the Board at the NALBOH conference.

Executive Session

The Board convened into Executive Session for the purposes of:

- A personnel matter pursuant to RCW 42.30.110(1)(g)
- Potential litigation pursuant to RCW 42.30.110(1)(i)
- Pending litigation pursuant to RCW 42.30.110(1)(i)

Executive Session is expected to last up to 20 minutes, unless extended. The Board will reconvene into regular session at 4:50 p.m. and may take possible action. The Board announced one five-minute extension. The Board reconvened at 4:56 p.m. and took no action.

Information Item

Ms. Cook invited everyone to attend the Snohomish County Cities dinner on July 18 at the Nile Golf and Country club. KelloggWatson will speak at the meeting and poll SCC members regarding the status of public health in their jurisdictions.

Interim Administrator's Report

This item was skipped in the interest of time.

Information Items

Ms. Fraley-Monillas reviewed the upcoming meetings. The strategic planning workshop is on August 13 before the Board meeting.

Adjournment

The meeting was adjourned at 5:00 p.m.


Stephanie Wright, Chair


Shawn Frederick, Interim Administrator / Secretary