



**OFFICIAL PROCEEDINGS OF THE COUNTY BOARD
WASHINGTON COUNTY, MINNESOTA
OCTOBER 5, 2021**

WASHINGTON COUNTY BOARD OF COMMISSIONERS CONVENES

The Washington County Board of Commissioners met in regular session at 9:00 a.m. in the Washington County Government Center, County Board Room.

Present: Commissioner Fran Miron, District 1
Commissioner Stan Karwoski, District 2
Commissioner Gary Kriesel, District 3
Commissioner Wayne Johnson, District 4
Commissioner Lisa Weik, District 5

Also Present: Kevin Corbid, County Administrator
Susan Tice, County Attorney Civil Division Chief
Stephanie Kammerud, Administrative Assistant

The Board recited the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC

Board Chair Weik asked for comments from the public; none were heard.

CONSENT CALENDAR

Commissioner Kriesel moved, seconded by Commissioner Miron, to adopt the Consent Calendar as follows:

1. Approval to appoint Karl Olson, Oak Park Heights, to the Mental Health Advisory Committee as a Consumer Representative, to a partial term expiring December 31, 2023.
2. Approve revisions to Policy #6006 Advisory Committees, Boards, and Commissions.
3. Approve revisions to Human Resources Personnel Rules and Regulations - Section #17 Insurance/Benefits.
4. Approval of a special project Human Resources Generalist position in the Human Resources Department.
5.
 1. Approval of Contract No. 14325 with Asphalt & Concrete, Inc. (ACI) in the amount of \$439,640.89 for construction services of the Forest Lake Parking Lot Improvement Project.
 2. Approve permanent use of fund balance in an amount not to exceed \$479,800.



The motion was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.

COMMUNITY SERVICES

Resolution to Accept Additional Emergency Rental Assistance Program Funds from the Minnesota Housing Finance Agency

Community Services Director Jennifer Castillo presented a resolution to accept additional funding provided by Minnesota Housing Finance Agency in the amount of \$2 million and potentially up to \$3 million, for the Emergency Rental Assistance 1 Program (ERA1). This resolution will allow the department to swiftly distribute the funds when they become available.

Ms. Castillo reported that the U.S. Treasury established ERA to keep residents in their homes during the COVID-19 pandemic. The State of Minnesota, through Minnesota Housing Finance Agency (MHFA), received \$289,403,961. Jurisdictions with populations of 200,000 or more were eligible to receive direct allocations from the U.S. Treasury. On February 9, 2021, the Washington County Board accepted the county's allocation in ERA1 funds of \$7,855,959.

Ms. Castillo reported that, as of mid-September, Washington County had already expended 100% of its \$7,070,363 in ERA1 direct assistance to more than 1,200 households. Washington County was the first jurisdiction to expend its ERA1 funds. County staff anticipated the spenddown, and proactively sought opportunities for additional funding to cover unmet needs. In August, Ms. Castillo reached out directly to MHFA Commissioner Jennifer Ho and requested additional assistance, as there were still opportunities for the county to provide assistance; however, the ERA1 allocation was spent. Washington County was the first jurisdiction to ask for additional funds, and although this was uncharted territory, Commissioner Ho was very receptive to this request. All teams quickly worked together to figure out the mechanisms of how to do this, and the MHFA board has approved this request.

Economic Assistance Division Manager George Stone reported the Emergency Rental Assistance team is serving 1,280 eligible households to date. Mr. Stone acknowledged and commended the county staff members of the Emergency Rental Assistance team: Kristyn Stephens, Tim Koerner, Maddie Joy, Becky Dresser, Christina Fort, Laura Belisle, Jaci Stipe, Jackie Routa, Mai Vang, Amber Frascone, and Hannah Wickum.

Commissioner Johnson moved to adopt **Resolution No. 2021-119** as follows:

RESOLUTION ACCEPTING ADDITIONAL EMERGENCY RENTAL ASSISTANCE PROGRAM FUNDS FROM MINNESOTA HOUSING FINANCE AGENCY

WHEREAS, on March 11, 2020, the World Health Organization (WHO) deemed the outbreak of a respiratory illness called coronavirus disease 2019 (COVID-19) a pandemic; and



WHEREAS, public health authorities at the federal, state, and local levels recognized the public health threat that COVID-19 poses; and

WHEREAS, on March 13, 2020, President Donald Trump declared a Presidential National Emergency; and on the same day Governor Tim Walz declared a Peacetime State of Emergency in Minnesota; and

WHEREAS, on March 17, 2020, the County Board of Commissioners of Washington County declared a local state of emergency to respond to the impacts of the COVID-19 pandemic; and

WHEREAS, the county board approved a spending plan that provided rental assistance, utility assistance and damage deposit assistance for individuals impacted by the COVID-19 pandemic that allows individuals to avoid eviction; and

WHEREAS, through the county's coronavirus relief fund (CRF) spending programs the county received more than 1,100 applications for rental assistance and provided more than \$2.7 million in rental assistance from April 1, 2020 to November 30, 2020; and

WHEREAS, on December 15, 2020 the county board held a workshop to review spending for rental assistance and continued needs into 2021 and during the workshop the board provided direction to staff to develop funding alternatives and guidelines for on-going assistance; and

WHEREAS, the county board believes by providing on-going rental assistance it will reduce the need for longer term, more costly interventions for those impacted; and

WHEREAS, on December 27, 2020, the federal government passed the Consolidated Appropriations Act of 2021 (H.R. 133) to address the economic impact of the coronavirus of households that rent; and

WHEREAS, Washington County being a local government with over 200,000 in population was eligible for a direct allocation from the US Treasury; and

WHEREAS, on January 11, 2021 the Accounting and Finance Department certified with the US Treasury that Washington County requested to receive these funds directly; and

WHEREAS, on through the certification signed by the County Administrator, the county agrees to spend the funds as required in the Consolidated Appropriations Act of 2021 (H.R. 133), agrees to periodically report our spending as required by the US Treasury, and agrees to return any



unspent or unencumbered funds as defined by the federal guidance as of December 31, 2021 to the US Treasury; and

WHEREAS, Washington County received funding on January 27, 2021 from the US Treasury for the Emergency Rental Assistance 1 (ERA1) Program in the amount of \$7,855,959; and

WHEREAS, on February 9, 2021, the Washington County Board of Commissioners accepted the funding as provided by the US Treasury in the amount of \$7,855,959 for the Emergency Rental Assistance 1 (ERA1) Program; and

WHEREAS, the Minnesota Housing Finance Agency (MHFA), received funding from the US Treasury for the Emergency Rental Assistance 1 (ERA1) Program in the amount of \$289,403,961; and

WHEREAS, Washington County has obligated all of its Emergency Rental Assistance 1 (ERA1) Program direct assistance funds from the US Treasury as of September 23, 2021 in the amount of \$7,070,363. These funds have supported more than 1,200 county households in rental and utility assistance; and

WHEREAS, the Minnesota Housing Finance Agency (MHFA), will enter into a contract with Washington County to subaward a base allocation of \$2,000,000, and up to \$3,000,000 of its Emergency Rental Assistance 1 (ERA1) Program direct assistance funds from the US Treasury. The contract will run coterminous with Minnesota Housing Finance Agency's (MHFA) administration of the funds, which are available until September 20, 2022; and

WHEREAS, Washington County is already part of the RentHelpMN application portal and there will be no noticeable difference in the application system for residents of Washington County applying to RentHelpMN as a result of this subaward. The additional funds will enable Washington County to continue to serve households in need of rental and utility assistance; and

WHEREAS, the Minnesota Housing Finance Agency (MHFA) through this subaward will become subject to the requirements for pass-through entities in Uniform Grants Guidance at 2 CFR §200. Minnesota Housing Finance Agency (MHFA) will remain responsible for financial oversight, audit, and Treasury reporting of these funds and will monitor Washington County's administration of the funds for compliance with the enabling statute, Treasury program guidance, and financial management regulations under Uniform Grants Guidance.

NOW, THEREFORE, BE IT RESOLVED upon negotiation of a contract with the Minnesota Housing Finance Agency (MHFA), that the Washington County Board of Commissioners does authorize the Board Chair and the County Administrator to sign the contract from Minnesota Housing without any further action from the board.

BE IT FURTHER RESOLVED that the Washington County Board of Commissioners does hereby accept the funding as provided by the Minnesota Housing Finance Agency (MHFA) in the amount of \$2,000,000 up to \$3,000,000 for the Emergency Rental Assistance 1 Program (ERA1), subject to and in compliance with the contract.

Commissioner Kriesel seconded the motion, and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.

INFORMATION TECHNOLOGY SERVICES

Resolution in Support of National Cybersecurity Awareness Month

Information Technology Director Renee Heinbuch presented a resolution supporting October 2021 as National Cybersecurity Awareness Month. This year's theme is: Do Your Part. #BeCyberSmart. Ms. Heinbuch acknowledged and commended the Information Technology (IT) team, especially the security team of Mark Kosanke, Josh Winter, and Zachary Cory for their dedication to keeping Washington County secure, and Administration for its support of IT and its work efforts.

Ms. Heinbuch said as people become increasingly dependent on technology, almost all personal and business data is kept on internet-connected platforms, which means security work is endless.

Ms. Heinbuch provided the following statistics:

- first half of 2021, 1,767 publicly reported breaches which exposed 18.8 billion records;
- 85% of breaches are caused by human error;
- ransomware attacks happen every 10 seconds;
- 71% of all attacks are financially motivated;
- cost of cybercrime is estimated to be \$10.5 trillion by 2025;
- 2021 predication of global cybercrime damage is \$11.4 million a minute.

Another contributing factor to the growing problem with cybersecurity is being able to find the resources and people to help fight the crime. The 2019/2020 Official Annual Cybersecurity Jobs Report predicts that there will be 3.5 million unfilled security jobs globally by 2021. The United States needs to invest more resources into STEM education, technology learning, internships, and apprenticeships to fill the growing demand.

In conclusion, Ms. Heinbuch advised people to be cybersmart – STOP-THINK-CONNECT – and secure networks, stay up-to-date with security updates, and use multi-factor authentication (MFA).

Commissioner Karwoski moved to adopt **Resolution No. 2021-120** as follows:

**SUPPORT OF NATIONAL CYBERSECURITY AWARENESS
MONTH OCTOBER 2021**

WHEREAS, Washington County recognizes that it has a vital role in identifying, protecting its citizens from, and responding to cyber threats that may have significant impact to its individual and collective security and privacy; and

WHEREAS, critical infrastructure sectors are increasingly reliant on information systems and technology to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

WHEREAS, the **Do Your Part. #BeCyberSmart** Campaign serves as the national cybersecurity public awareness campaign, implemented through a coalition of private companies, nonprofit and government organizations, as well as academic institutions working together to increase the understanding of cyber threats and empowering the American public to be safer and more secure online; and

WHEREAS, the National Institute of Standards and Technology (NIST) Cybersecurity Framework has been developed as a free resource to help organizations (large and small, both public and private) improve their cybersecurity practices through a practical approach to addressing evolving threats and challenges; and

WHEREAS, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role to play, and awareness of computer security essentials will improve the security of Washington County's information, infrastructure, and economy; and

WHEREAS, the Federal Government of the United States of America, the U.S. Department of Homeland Security (www.dhs.gov/cyber), the Multi-State Information Sharing and Analysis Center (<http://msisac.cisecurity.org>), the National Association of State Chief Information Officers (www.nascio.org), and the National Cyber Security Alliance (www.staysafeonline.org) all recognize October as National Cyber Security Awareness Month; and all citizens are encouraged to visit these websites and the STOP. THINK. CONNECT.™ Campaign website (www.dhs.gov/stophinkconnect or www.stophinkconnect.org) to learn about cybersecurity to put that knowledge into practice in their homes, schools, workplaces, and businesses.



NOW, THEREFORE, BE IT RESOLVED, that the Washington County Board of Commissioners recognizes October as National Cybersecurity Awareness Month.

Commissioner Miron seconded the motion, and it was adopted 5-0 with a Roll Call vote as follows: Ayes, Commissioners Miron, Kriesel, Johnson, Karwoski, and Weik. Nays, none.

GENERAL ADMINISTRATION

Federal Legislative Report

Deputy County Administrator Jan Lucke introduced the federal legislative update and provided background on the federal government relations services. In 2019, Washington County conducted a request for proposals for federal government relations services. The county received 12 proposals, and after an extensive review and interview process, the Washington County board supported staff's recommendation to hire Downs Governmental Affairs. The contract was executed in January 2020 for a one-year term, and amended in December 2020, for a second year.

Washington, D.C., attorney and federal legislative advocate Tom Downs established Downs Government Affairs (DGA) in 2015 to build on his experience of serving more than 20 years in private practice at national law firms, following 10 years of service as an aide in the Minnesota Congressional delegation, and two other states' Congressional delegations. DGA has established a robust, entrepreneurial platform for legislative and public policy representation.

For the Washington County contract, Downs Government Affairs' partners with Aurora Strategic Advisors based in Minneapolis, Minnesota, owned by Mike and Dawn Erlandson. Since 2005, Aurora has delivered public affairs results for clients at the federal, state, and local level, including overall strategy, lobbying, public relations, branding and messaging, coalition building, and stakeholder engagement.

Mike Erlandson reported that Washington, D.C., has been busy working on a number of items that include the 12 annual appropriations bills. A multi-year \$3 trillion infrastructure bill has received significant support in the U.S. Senate and was passed by a vote of 69-31. The U.S. House has been tied to another infrastructure package, which is a \$3.5 trillion bill and work continues through the logistics of how to pass those two pieces of legislation in both the House and Senate. There is a significant commitment by the White House and House and Senate leadership, and it was good to see the bipartisan vote in the Senate to get those passed. More than a week ago, the House and Senate passed a continuing resolution, which funded the government that would have shut down October 1st through December, to allow more time to address the annual appropriations process and these large infrastructure bills.

Tom Downs reported there have been many changes during the past couple years that DGA has served Washington County. There was a 10-year period with no congressionally directed spending, also known as earmarks, and now this year has returned to that new opportunity. Despite the COVID-19 pandemic, and a feeling of uncertainty, the Lower St. Croix River project was authorized and has moved to the appropriations process. 2021 has brought a more encouraging



environment in terms of project spending. Other county priority projects included in the negotiations for FY 2022 are Highway 36, Brown's Creek Trail, and Central Greenway. These projects will be considered in the context of House and Senate conference committees between now and later in the fourth quarter of 2021.

Both Mr. Erlandson and Mr. Downs expressed their appreciation of working with Washington County.

Summary of the County Administrator's Performance Review

Board Chair Weik summarized the performance review for County Administrator Kevin Corbid, that was conducted during an Executive (closed) Session on September 28, 2021.

Board Chair Weik stated, while the content and discussion of performance evaluations are private data on the employee involved, Mr. Corbid gave his authorization to share. The board continues to be pleased with Mr. Corbid's performance. The board noted the county's response to the pandemic under Mr. Corbid's leadership, and the county's ability to successfully continue to provide services and ensure the safety of its customers, clients, constituents, and employees.

Over the past year, Mr. Corbid's ability to build relationships and work collaboratively with many partners has been key to the county's success. The board is also pleased with the financial and budget management, and the progress that is being made to ensure major projects are being completed in the county on time and on budget. The board also noted the progress that is being made related to diversity, equity, and inclusion, and the board's support for those efforts. The board noted Mr. Corbid's communication skills as a strength. Mr. Corbid has a deep knowledge of county issues and cares about the work that is being done in all the county departments. The board also discussed 2022 goals with Mr. Corbid.

COMMISSIONER REPORTS

Commissioners reported on meetings and other events they attended. Please see archived web streaming of the board meeting for full commissioner reports at www.co.washington.mn.us, under "County Board."

BOARD CORRESPONDENCE

No board correspondence was received.

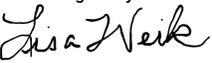
ADJOURNMENT

There being no further business to come before the Board, Commissioner Miron moved to adjourn, seconded by Commissioner Kriesel, and it was adopted unanimously. The County Board meeting adjourned at 10:26 a.m.

Attest:

DocuSigned by:

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Kevin Corbid
County Administrator

DocuSigned by:

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Lisa Weik
County Board Chair