



DRAFT

MINUTES

Regular Meeting – April 10, 2023, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Greg Brotherton, Commissioner Kate Dean and Commissioner Heidi Eisenhour participated in the meeting. Chair Brotherton called the meeting to order at the appointed time. Public Works Director Monte Reinders attended the meeting as Acting County Administrator during Mark McCauley's absence.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and four comments were received. The Commissioners addressed the comments. The Commissioners reviewed Consent Agenda items in between listening to public comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the items on the Consent Agenda as presented. Commissioner Dean seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 15-23** re: Creating a County Project – East Jefferson Culvert Lining
2. **DIGITAL SUBMITTAL CERTIFICATION re:** County Road Administration Board (CRAB) Reports for 2022
3. **AGREEMENT** re: Community Wildfire Protection Plan; In the Amount of \$167,481; Central Services; SWCA Environmental Consultants
4. **AGREEMENT** re: Snow Creek Road Culvert Replacement MP 0.84 Culvert Replacement, County Project No. 18020310, County Road No. 352909, FEMA Hazard Mitigation Grant No. D21-031; In the Amount of \$1,092,394; Public Works; Bruch and Bruch Construction
5. **AGREEMENT** re: Grant of Temporary Easement to Washington State Department of Transportation (WSDOT) for Temporary Use of County Right-of-Way for SR104 Roundabout Project; Public Works; WSDOT
6. **AGREEMENT** re: State Homeland Security Grant Program Contract E22-185R; In the Amount of \$57,538; Emergency Management; Washington State Emergency Management Division
7. **AGREEMENT** re: State Homeland Security Grant Program Contract E23-090; In the Amount of \$32,006; Emergency Management; Washington State Emergency Management Division
8. **AGREEMENT** re: State Homeland Security Grant Program Contract E23-154; In the Amount of \$26,930; Emergency Management; Washington State Emergency Management Division
9. **AGREEMENT** re: Emergency Management Performance Grant E23-146; In the Amount of \$31,866; Emergency Management; Washington State Emergency Management Division
10. **AGREEMENT** re: Derelict Crab Pot Removal and Outreach; Amount up to \$6,000; WSU Extension/Marine Resources Committee; Applied Education Foundation

11. **AGREEMENT** re: Side Scan Sonar; Amount up to \$9,000; WSU Extension/Marine Resources Committee; Coastal Sensing & Survey
12. **AGREEMENT** re: Microsoft Exchange Online Upgrade; In the Amount of \$63,002; Central Services; CDW Government LLC
13. **AGREEMENT, Amendment No. 3** re: Recovery Café; Additional Amount of \$25,000 for a total of \$180,000; Public Health; Dove House
14. **AGREEMENT, Amendment No. 3** re: Lower Big Quilcene Floodplains Acquisition; One-Year Project Extension; Public Health; Washington State Recreation and Conservation Office
15. **MINUTES** re: Regular Meeting Minutes of April 3, 2023, and Special Meeting Minutes of April 3, 2023 (WSAC), and April 5, 2023 (WSDOT)
16. **Payment of Jefferson County Payroll Warrants** Dated April 5, 2023 Totaling \$2,314,205.47 (Records of all claims submitted for payment along with A/P Warrants approved by the Payroll Services Manager are retained in the Jefferson County Auditor's Office.)

PROCLAMATION re: Proclaiming the Week of April 9-15, 2023 as Public Safety Telecommunicators Week: Chair Brotherton and Commissioner Eisenhour read aloud the proclamation. Commissioner Eisenhour moved to approve the proclamation. Chair Brotherton seconded the motion which carried by a unanimous vote. The Commissioners spoke to the importance of emergency dispatchers.

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings. Acting County Administrator Monte Reinders provided an update of Public Works activities. Central Services Director Chris Goy provided an update re: County email system.

The meeting was recessed at 10:27 a.m. and reconvened at 10:31 a.m. with all three Commissioners present.

BID OPENING re: Pavement Marking on County Roads for Calendar Years 2023-2025: Assistant Public Works Director Eric Kuzma and Engineer Technician Conor Ferry were present for the bid opening. The engineer's estimate is \$542,599 over three years, and the County will pay for the paint. Engineer Ferry opened and read aloud the following two bids:

<u>BIDDER</u>	<u>TOTAL BID</u>
Specialized Pavement Markings (SPM)	\$615,320.00
Stripe Rite Incorporated	\$616,891.20

Public Works Director Monte Reinders stated that since paint is not included in the cost of these bids, it will cost Jefferson County over one million to paint the roads for three years. Staff will review the bids for accuracy and recommend a bid award recommendation at a future date. Chair Brotherton inquired about striping along Shine Road.

BID OPENING re: Supply of Aggregate for Bituminous Surface Treatment in Jefferson County: Public Works Engineer Technician Conor Ferry stated that the engineer's estimate is \$513,397 over two years, with the ability to extend the contract. He opened and read aloud the following two bids:

BIDDER

Northwest Rock, Inc
Bruch and Bruch

TOTAL BID

\$480,000
\$524,118

Staff will review bids for accuracy and recommend a bid award recommendation at a future date.

COMMISSIONERS' BRIEFING SESSION - Continued: Commissioner Dean and Commissioner Eisenhour reviewed upcoming meetings and scheduling conflicts.

DISCUSSION re: In the Matter of Repealing Resolution No. 12-20 re: Declaration of Emergency of the Covid-19 Pandemic, and Repealing and Replacing Resolution No. 49-22 re: Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic; to Add New Temporary Personnel Policies: Human Resources Director Sarah Melancon reviewed the draft resolution with the Board. Clerk of the Board Carolyn Gallaway stated that Chief Civil Deputy Prosecuting Attorney Philip Hunsucker, Deputy Prosecuting Attorney Barbara Ehrlichman and HR Director Melancon reviewed the draft resolution and made edits prior to the meeting. HR Director Melancon answered questions posed by Acting County Administrator Monte Reinders regarding the proposed changes to the personnel policy as a result of this resolution. After discussion, Commissioner Dean proposed adding a section regarding encouraging staff to mask if they're not feeling well. HR Director Melancon stated she will incorporate the edits and report back later in the meeting.

Chair Brotherton called for public comments on this topic, and one comment was received. He noted that since there will be an approval of edits to the resolution later in the meeting, there will be another public comment period at that time. Commissioner Dean noted there are vulnerable populations that we need to respect, and those that have compromised immune systems. She suggested adding more verbiage to reflect those concerns. HR Director Melancon stated that she will return at approximately 11:45 a.m. with a draft document to review and edit in real-time.

COMMISSIONERS' BRIEFING SESSION - Continued: Chair Brotherton reviewed his upcoming meetings. The Commissioners agreed to addressing the afternoon session items during the morning session.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- Legislative update

DISCUSSION CONTINUED re: In the Matter of Repealing Resolution No. 12-20 re: Declaration of Emergency of the Covid-19 Pandemic, and Repealing and Replacing Resolution No. 49-22 re: Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic; to Add New Temporary Personnel Policies: Human Resources Director Sarah Melancon reviewed the draft resolution on-screen. The Commissioners reviewed and made edits. After discussion, Commissioner Eisenhour moved to approve **RESOLUTION NO. 16-23 re: In the Matter of Repealing Resolution No. 12-20 re: Declaration of Emergency of the Covid-19 Pandemic, and Repealing and Replacing Resolution No. 49-22 re: Adopting a 13th Temporary County Policy Based on**

Commissioners Meeting Minutes of April 10, 2023

Emergency Response to the COVID-19 Pandemic; with new temporary personnel policies as amended today. Commissioner Dean seconded the motion. Chair Brotherton called for public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- National Association of Counties (NACo) Steering Committee Appointment; The Board congratulated Commissioner Eisenhour on her new appointment to the NACo Steering Committee. She will be attending a committee meeting in Austin, Texas later this year.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 12:08 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member