

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
FEBRUARY 22, 2022

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Fedler, O'Brien, Haff, Hicks, Rozell, Wilson, Fisher

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hall, Henke, Ferguson, Shaw, Nolan, Hogan, Clary

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 25, 2022
- 3) Department Requests/Reports
 - A. Buildings & Grounds
 1. Capital Plan (LEC Roof; Campus Fire System.; Lighting Control System)
 2. Municipal Campus Signage
 3. Parks Update
 - B. County Administrator – Purchasing Policy Review
- 4) Other Business
- 5) Adjournment

Chairwoman Fedler called the meeting to order at 10:30 A.M. in the Supervisors Chambers and via zoom.

A motion to approve the minutes of the January 25, 2022 meeting was moved by Mr. Fisher, seconded by Messrs. Rozell and Wilson, and adopted.

DEPARTMENT REPORTS/REQUESTS:

BUILDINGS & GROUNDS – Matt Jones, Superintendent, addressed the following items with the committee:

- Capital Plan (LEC Roof; Campus Fire System; Lighting Control System), handout attached.
 - Law Enforcement Roof – Over one hundred leaks in the roof requiring repairs. The roof is just over twenty years and only had a five year warranty. He would like to start the replacement of this roof and the engineering proposal for this project is \$119,000. The estimated cost to replace the roof is approximately \$2.2M. A motion to move forward with the engineering proposal in the amount of \$119,000 for the replacement of the Law Enforcement roof and forward to the Finance Committee for consideration was moved by Mr. O'Brien, seconded by Messrs. Wilson and Fisher, and adopted.
 - Fire System – The fire system is very outdated and if the system goes down we may not have a fire system in the building making this a safety issue. This project is currently on the list under 2024 but would like to move it up to 2022. Not requesting any action today just making the committee aware that this is a project he will be looking into in 2022, requesting to move it up on the list and will look into cost estimates; noting \$110,000 was an estimate in the capital plan. The Treasurer stated considering how the County finished 2021 financially that the Board might want to consider funding this project out of the General Fund not out of the capital plan. The \$103,000 could be applied toward the engineering proposal for the LEC roof project. The Treasurer's recommendation is to fund the fire system replacement out of General Fund and that would free up funding in the capital plan. The Treasurer stated when the capital plan was put together, the \$2.2M was anticipated to be borrowed but the County is in a different financial position now so as we get closer to starting the roof project will have to discuss whether to borrow or not. A motion to allow the Superintendent of Buildings and Grounds to prioritize and move the fire system project to the point where we can have an estimate of the cost and report back to the committee

within sixty days was moved by Mr. Wilson, seconded by Mr. Fisher, and adopted.

- Lighting Control System – The lighting control system is not in the capital plan but is something that should be considered. This system is outdated and with energy prices going up it should be looked and after further discussion might be added to the capital plan list of projects. The Superintendent stated he plans to meet with the County Administrator and County Treasurer again to update the plan.
- Campus Plan – The Superintendent asked what is the goal of the County with this campus and with the buildings. There is a DPW study going on for the barns. Need to look at what are the goals with the former Valmet building and house on Olive Street. Campus goals would help with making decisions on future projects. The County Administrator recommends having some Supervisors participate in the campus plan discussions. The campus was reviewed but no study ever moved forward. Mr. Wilson stated a master plan for the campus is a good idea and should include Burgoyne and all that space. A master plan would provide guidance going forward on what projects to put their efforts into working on. Mr. Rozell is willing to participate in a subcommittee. The Superintendent is not looking for a big study because we are not there yet. Chairwoman Fedler stated Chairman Hall has to appoint the working group so suggested the County Administrator and Superintendent of Buildings and Grounds get together and come up with some ideas for the group to discuss.
- Parks Update – Working on getting lifeguards trained and certified.
- Municipal Campus Signage – He has been working under the County Administrator’s lead on getting new signage throughout the campus directing people where to go. Identified signs that are out dated and looking to replace the sign in front of the complex on Rt. 4. The bricks in the slate sign have aged and it is falling apart and would like to replace with a sign to be made by the DPW sign shop and nicely displayed; border/flowers.
- Parking – Mr. O’Brien stated with the campus opening back up and anticipating more on site business that we should try and make sure that there are parking spots available and not all taken up with employee parking. The County Administrator stated that would not be a bad message to send out and could send out a message reminding employees where they should be parking. The Superintendent stated the shortage of parking spaces has not gone away and more employees have been added.
- DPW Barns:
 - Middle Falls - Regarding the Middle Falls barn, the Superintendent was approved to enter negotiations regarding purchasing a piece of property and he should have more information to report at the next meeting. Received quotes to have the County property and the land interested in acquiring surveyed.
 - Fort Ann - Special Government Operations committee meeting has been scheduled for Tuesday, March 1st at 10 A.M. to present the Fort Ann DPW barn consolidation study.

COUNTY ADMINISTRATOR – Melissa Fitch, Administrator, addressed the following items with the committee:

- Purchasing Policy Review – The new Purchasing Coordinator has been reviewing the County’s purchasing policies and the procurement policy addresses sole source purchases but does not include a cost threshold that would require Board approval over a certain dollar amount. The County Administrator is recommending Board approval for sole source purchases over \$50,000. A motion to amend the purchasing policy to state that a threshold for sole source purchases above which committee approval and Board authorization by resolution would be required proposing that this threshold match the current threshold for the bid awards which is the fifty thousand dollars was moved by Mr. O’Brien, seconded by Mr. Wilson, and adopted. Mr. O’Brien asked in the policy, the

professional services states RFP but no mention of RFQ. The County Attorney looks at those as interchangeable. The Treasurer stated there are very different rules in the awarding of an RFP or RFQ. An RFP you are bound by the results but professional services are exempted under GML 103. The County Administrator feels they look at both now.

OTHER BUSINESS:

Zoom meeting verses in person meeting. Several Supervisors are very much in support of having the zoom meetings because they are easier to access and attendance improved. One idea that has come up is the monthly Board meeting would be held in person and the zoom would be an available option for committee meetings. Support expressed for zoom committee meetings and in person only committee meetings. The County Attorney stated the only difference between COVID and pre-COVID is the no requirement to notice for the clerk the fact that the person is not attending in person and to publish the location from which they are participating to allow public participation. Zoom has always been an option it just that the technology has not been present to do it. Currently the notice requirement has been temporarily suspended and there is a proposal to make that change permanent. He stated the membership is participating on zoom and the meetings are also live streamed. Mr. Haff would like zoom and live stream to continue in the small committee room. Mr. Shaw would like department heads to attend in person because he has difficulty hearing them on zoom. Chairwoman Fedler stated it is the consensus except for Mr. Shaw that we can continue as is with zoom meeting as long as we are allowed and no objections voiced.

Temperature Checks – The understanding was that they were going to stay in place until review by Public Health and the CDC guidelines. Chairman Hall stated individual employees would not have to take the temperature check when coming in to work but for accountability purposes people coming in from the outside would still take their temperature and sign in for notification purposes if needed. Most state and federal buildings require people to register so they know who is in the building in case of emergencies. Temperature items were going to be discussed at the Health meeting with Public Health in attendance. Mr. Haff stated if a policy affects the County campus, a municipal building, it must go to the full Board. A motion to remove all these barriers, temperature checks, signing in and plastic barriers, was moved by Mr. Haff and seconded by Mr. Fisher. Discussion. Mrs. Clary stated signing in is a normal process done at schools and on hiking trails as an example. Currently there is no state of emergency in effect at the County. The County Attorney stated the Deputy Sheriff is protecting our asset, the employees. The County Clerk who has sat at the door for nine months as people came to the office stated there is no intimidation or animosity over the temperature checks and having them sign in. Many people thank the office for keeping them safe and protected and we are protecting everyone including our employees. The Public Health Director is not available for tomorrow's Health meeting so the County Administrator stated concerns are related to public safety and recommends sending this matter to that committee meeting on March 1st. A motion to forward to Public Safety to recommend removal of all of these barriers was moved by Mr. O'Brien but it did not receive a second. It was stated if you vote no you can do that. The motion to remove all these barriers; temperature checks, signing in and plastic barriers, was moved by Mr. Haff, seconded by Mr. Fisher, and defeated on the following roll call vote: AYES (2) Haff, Fisher, NOES (4) Fedler, O'Brien, Rozell, Wilson, ABSENT (1) Hicks. Mr. Wilson will put this on the agenda for the Public Safety Committee meeting.

The meeting adjourned at 11:52 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

WASHINGTON COUNTY TREASURER
5-YEAR CAPITAL PLAN SUMMARY
FOR THE PERIOD 01/01/2021-12/31/2025

Project Name	Cap Proj #	Project Year	Project Estimate	FUNDING				
				Project Cash	Debt Service	ARP Monies	Unfunded	Total Funding
Burgoyne Avenue Roof Replacement	125	2021	\$717,900.00		\$717,900.00			\$717,900.00
Burgoyne Avenue Parking Lot - Phase I	125	2021	\$51,362.00	\$51,362.00				\$51,362.00
Jail Rooftop Units (2)	125	2021	\$378,000.00	\$378,000.00				\$378,000.00
Barn Consolidation Study	125	2021	\$53,500.00	\$53,500.00				\$53,500.00
Total FY 2021			\$1,200,762.00	\$482,862.00	\$717,900.00	\$0.00	\$0.00	\$1,200,762.00
Burgoyne Avenue Campus Upgrades	125	2022	\$150,000.00	\$150,000.00				\$150,000.00
Jail Roof Replacement Engineering	125	2022	\$120,000.00	\$120,000.00				\$120,000.00
Jail Roof Replacement	125	2022	\$2,000,000.00				\$2,000,000.00	\$2,000,000.00
Engineering - Fort Ann & Middle Falls Barns	125	2022	\$250,000.00			\$250,000.00		\$250,000.00
Fort Ann Barn	130	2022	\$2,500,000.00			\$2,500,000.00		\$2,500,000.00
Middle Falls Barn	130	2022	\$2,500,000.00			\$2,500,000.00		\$2,500,000.00
Total FY 2022			\$7,520,000.00	\$270,000.00	\$0.00	\$5,250,000.00	\$2,000,000.00	\$7,520,000.00
Main Complex Elevator Replacements (3)	125	2023	\$270,000.00	\$270,000.00				\$270,000.00
Jail Rooftop Units (2) - Final	125	2023	\$300,000.00			\$300,000.00		\$300,000.00
Total FY 2023			\$570,000.00	\$270,000.00	\$0.00	\$300,000.00	\$0.00	\$570,000.00
Main Complex Fire System Upgrade	125	2024	\$110,000.00			\$103,920.00	\$6,080.00	\$110,000.00
Total FY 2024			\$110,000.00	\$0.00	\$0.00	\$103,920.00	\$6,080.00	\$110,000.00
DPW Shop Engineering	125	2025	\$500,000.00	\$128,287.00			\$371,713.00	\$500,000.00
Total FY 2025			\$500,000.00	\$128,287.00	\$0.00	\$0.00	\$371,713.00	\$500,000.00
Grand Total All Years			\$9,900,762.00	\$1,151,149.00	\$717,900.00	\$5,653,920.00	\$2,377,793.00	\$9,900,762.00

Capital Plan Capital Project Recap:

	Budget	Expenses	Encumbrances	Unexpended
Contingency	518,287.00	0.00	0.00	355,549.00
Contingency ARP	653,920.00			
Cooling Tower Replacement 2019	167,895.00	167,895.00	0.00	0.00
LEC RTU Replacement 2019	499,800.00	499,800.00	0.00	0.00
2019 Access Control	26,214.00	26,213.73	0.00	0.27
Purchase of Real Property	275,668.00	275,668.14	0.00	(0.14)
2020 LEC RTU Replacement	378,000.00	9,453.20	0.00	500,546.80
DPW - Fuel System Upgrades	145,662.00	145,641.15	0.00	20.85
St. Paul Elevator Upgrade	93,112.00	93,112.00	0.00	0.00
Fort Ann Barn Engineering Study	30,000.00	0.00	30,000.00	0.00
Middle Falls Barn Engineering Study	23,500.00	0.00	23,500.00	0.00
Access Control	50,000.00	0.00	0.00	50,000.00
Burgoyne Ave Generator Purchase	42,500.00	42,500.00	0.00	0.00
Burgoyne Ave Roof Engineering	81,883.00	81,882.03	0.00	0.97
Burgoyne Ave Parking Improvements	51,362.00	47,462.17	0.00	3,899.83
Burgoyne Ave Arch. Survey	19,000.00	0.00	19,000.00	0.00
Burgoyne Ave Roof Replacement	717,900.00	679,630.00	38,270.00	32,100.00
Burgoyne Ave Repairs & Revonations	150,000.00	0.00	0.00	150,000.00
SAN Replacement	83,525.00	83,525.00	0.00	0.00
Pulse - VPN	11,318.00	11,317.50	0.00	0.50
Datacenter	29,340.00	29,340.18	0.00	(0.18)
Domain Controller	7,575.00	7,575.00	0.00	0.00
Burgoyne Technology Improvements	70,124.00	69,773.54	0.00	350.46
Firewall Replacement 2020	74,320.00	43,570.00	0.00	30,750.00
Cradlepoint Replacement	64,700.00	57,981.90	9,800.00	(3,081.90)
Interfund Transfer to General Fund	96,000.00	96,000.00	0.00	0.00
Total	4,361,605.00	2,468,340.54	120,570.00	1,120,136.46

POLICY CHANGE PROPOSED

Sole Source Purchases:

There are certain goods and or services that can only reasonably be purchased from one vendor. These goods and services are not common, but do exist. In the event a Department feels there is only one practicable vendor from which they can obtain a good or service, prior to making such a purchase, the Department must submit a brief written explanation of this justification to the Purchasing Agent/Coordinator (a form is available from the Purchasing Department).

The purchase authorization shall be according to the following cost requirements:

Cost	Requirement
< \$50,000	Approval of Purchasing Agent/Coordinator
> \$50,001	Approval of Purchasing Agent/Coordinator, Committee Approval and Board Authorization

If the Purchasing Agent/Coordinator agrees with the justification submitted by the requesting Department, the Purchasing Department shall proceed with the purchase and the submitted Sole Source Justification and other approvals as required shall be attached to the voucher when submitted for payment.