



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – October 24, 2022

Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA

This is a Hybrid meeting: Virtual and In-Person Attendance

Kate Dean, District 1 | Heidi Eisenhour, District 2 – Chair | Greg Brotherton, District 3

To view Agenda items, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2022 Weekly Agenda Items – Month of the meeting – Day of the meeting

You can join this meeting by using the following methods:

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| <ul style="list-style-type: none">• Zoom Meeting: https://zoom.us/j/93777841705
This option will allow you to join the meeting live. You will need to enter an email address. If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand.” Participation will be up to the Chair and Clerk |
| <ul style="list-style-type: none">• Audio-only: Dial: 1-253-215-8782 and use Webinar ID: 937-7784-1705#
This option will allow you to listen to the meeting live. If you wish to provide public comment, press *9 to “raise your hand.” Participation will be up to the Chair and Clerk
Access for the hearing impaired and others can be accommodated using Washington Relay Service at 1-800-833-6384. |
| <ul style="list-style-type: none">• Website: www.co.jefferson.wa.us Follow the links under “Quick links,” “Videos of Meetings,” and click on “Today.” This option will allow you to watch the meeting live-streaming, with no participation. |
| <ul style="list-style-type: none">• In-Person: You are welcome to join the meeting in-person. This option may be limited as we are operating at 50% room occupancy at this time. |

In the event of technical difficulties, at least one of the methods above will be accessible to the public. Please try all methods first before calling 360-385-9100 to report any issues.

9:00 a.m. **[CALL TO ORDER](#)**

9:01 a.m. **[PUBLIC COMMENT PERIOD](#)** – **ALL TOPICS:** *Public Comment Periods are dedicated to listening to the public. Each person may address the Board one time during these periods. To ensure equal opportunity for the public to comment, all comments shall be limited to 2 or 3 minutes per person, depending on the volume of public in attendance. Some Agenda items may have additional Public Comment Periods – these comment periods are for listening to comments specific to that Agenda item. The Chair may add additional Public Comment Periods throughout the meeting.*

Individuals may provide Public Comment using the following methods:

- Video: Refer to meeting instructions above
- Audio-only: Refer to meeting instructions above
- Email: You may submit comments/correspondence to us at: jeffbocc@co.jefferson.wa.us up through 11:59 p.m. the day before the meeting. To view comments/correspondence received thus far, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2022 Weekly Agenda Items – Month of the meeting – Day of the meeting

[09:01:37 AM \(00:01:28\)](#) Comment

APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

(Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.)

1. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Board of Equalization (BOE); Three Year Term to Expire October 21, 2025; Member, Margaret Taylor

2. **MINUTES** re: Regular Meeting of October 10 and 17, 2022 and Special Meeting Minutes of October 4, 2022 (Jefferson County Marine Resources Committee Meeting)

3. **Payment of Jefferson County Payroll Warrants** Dated October 22, 2022 Totaling \$70,843.33 and A/P Warrants Done by Payroll Dated October 20, 2022 Totaling \$14,648.77 (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)

4. **Payment of Jefferson County Vouchers/Warrants** Dated October 17, 2022 Totaling \$1,388,035.85 (Records of all claims submitted for payment along with vouchers approved and signed by the Board of Jefferson County Commissioners are retained by the Jefferson County Auditor and Public Works Department.)


[09:03:53 AM \(00:03:44\)](#) KD – Evaluations are not your tax bill. County's portion of property tax can only go up 1% total. State's portion of sales tax has varied over the years. Voter-approved levies and bonds increase property taxes quite a bit. The Commissioners discussed property tax valuations, as Jefferson County residents received their 2023 valuations and have been asking a lot of questions.

[09:06:43 AM \(00:06:35\)](#) KD moved, GB second, unanimous.

[09:06:56 AM \(00:06:48\)](#) Call for Public Comments

[09:08:03 AM \(00:07:55\)](#) Comment

[09:09:08 AM \(00:08:59\)](#) Comment

[09:13:59 AM \(00:13:51\)](#) Response to public comments.

[09:17:10 AM \(00:17:02\)](#) Comment

[09:19:43 AM \(00:19:34\)](#) Response to public comments

COMMISSIONERS BRIEFING SESSION: The Commissioners discussed the BOCC Calendar. October 31, 2022 no BOCC meeting and they invited the public to come to the Courthouse to see the Halloween decorations. November 14, 2022 no BOCC meeting so Commissioners can attend the WSAC Conference. Last regular weekly Health Dept update today, then monthly updates on the third Monday of every month. The Commissioners discussed recent meetings they attended, and miscellaneous topics.

REGULAR AGENDA:

PROCLAMATION re: Proclaiming the Week of October 23 -29, 2022 as Pro Bono Week; Recognition of the work Volunteer Lawyers do through Clallam-Jefferson County Pro Bono Lawyers



Rafael Urquia, Clallam-Jefferson County Pro Bono Lawyers Bar President
Shauna Rogers McClain, Clallam-Jefferson County Pro Bono Lawyers Executive Director

[09:40:40 AM \(00:40:31\)](#) The Commissioners read aloud the proclamation.

[09:42:30 AM \(00:42:22\)](#) KD moved to approve the proclamation as read. GB second, unanimous.

[09:42:41 AM \(00:42:33\)](#) RU – honor to speak before the BOCC to discuss the importance of pro-bono work. Some clients experience 3-4 legal issues per year. He reviewed the statistics of services helping Clallam and Jefferson county residents through pro bono work.

9:45 a.m. **WEEKLY COMMUNITY UPDATE** re: COVID-19, Monkey Pox (MPV) and Emergency Management Update

Dr. Tom Locke, Deputy Public Health Officer
Willie Bence, Emergency Management Director

[09:45:45 AM \(00:45:36\)](#) Dr. Locke provided an update. This will be the last weekly health update. This will move to the third Monday of every month starting in November, 2022.

[10:15:48 AM \(01:15:40\)](#) Emergency Management update

[10:23:20 AM \(01:23:12\)](#) Closing comments/remarks

10:30 a.m. **WORKSHOP** re: **CONTINUED DISCUSSION AND POTENTIAL ACTION**
re: Open Public Meetings Act (OPMA) Guidelines for Boards and Committees and
PUBLIC COMMENT



Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney

PH reviewed latest draft of the OPMA Guidelines with the Board. The Board made edits to the document.

[11:29:39 AM \(02:29:30\)](#) Call for public comment

[11:30:31 AM \(02:30:23\)](#) Comment

[11:34:28 AM \(02:34:19\)](#) Comment

[11:37:33 AM \(02:37:25\)](#) Response to comments. Further discussion and edits. PH will bring back changes and bring forward the revised draft document for potential approval at the afternoon session.

[11:44:28 AM \(02:44:19\)](#) Recess

[12:02:14 PM \(02:45:18\)](#) Reconvene

NOON – 1:00 p.m. WORKSHOP with Quarterly Elected Officials/Department Directors

- [Update on Human Capital Management](#) (HCM) and Employee Self Service (ESS) Implementation

- [PERC](#) – Employee Engagement
- [Update on our interim plan](#) re: Social Media handling
- [Roundtable Discussion](#)
 - [Assessor](#)
 - [Sheriff's Office](#)
 - [Clerk's Office](#)
 - [Prosecutor's Office](#)
 - [Public Works](#)
 - [Treasurer's Office](#)
 - [District Court](#)
 - [Central Services](#)
 - [WSU Extension](#)
 - [Department of Community Development \(DCD\)](#)
 - [Sheriff's Office - continued](#)
 - [Public Health](#)
 - [Clerk's Office](#) (Superior Court)
 - [Miscellaneous items and BOCC update](#)
 - [Closing comments](#)

Next Quarterly Elected Officials/Department Directors Meeting January 23, 2023

[01:01:16 PM \(03:44:21\)](#) Recess

[01:31:37 PM \(03:44:53\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m.

[CONTINUED DISCUSSION](#) AND POTENTIAL ACTION re: In the Matter of Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic and **PUBLIC COMMENT**



Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney
Kate Dean, District No. 1 Commissioner
Apple Martine, Public Health Director

KD – provided info re: bringing the draft policy to the recent Covid Coordination meeting with staff. Human Resources Director Sarah Melancon and AM were present for discussion.

[01:58:29 PM \(04:11:45\)](#) Call for public comments

[01:59:04 PM \(04:12:20\)](#) Comment

[02:03:19 PM \(04:16:35\)](#) Comment

[02:05:08 PM \(04:18:24\)](#) Comment

[02:07:19 PM \(04:20:35\)](#) Comment

[02:08:33 PM \(04:21:49\)](#) Comment

[02:09:26 PM \(04:22:42\)](#) Response to comments and discussion before action.

[02:14:44 PM \(04:28:00\)](#) KD moved to approve a **RESOLUTION NO. 49-22** re: Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic. GB second, unanimous. KD - Appendix I adopted by reference? Philip – yes.

WORKSHOP re: **CONTINUED DISCUSSION AND POTENTIAL ACTION** re: Open Public Meetings Act (OPMA) Guidelines for Boards and Committees and **PUBLIC COMMENT**
Estimated time 2:00 p.m. to 2:30 p.m. **(continued from morning session)**

[02:17:12 PM \(04:30:28\)](#) PH reviewed the final draft of the proposed OPMA Guidelines and Resolution, with the edits from the morning session as discussed by the Board.

[03:06:45 PM \(05:20:01\)](#) Call for public comments

[03:07:13 PM \(05:20:29\)](#) Comment

[03:10:19 PM \(05:23:35\)](#) GB made a motion, then retracted motion (check video for exact verbiage). GB moved to approve **RESOLUTION NO. 50-22** re: Adopting Open Public Meetings Act (OPMA) Guidelines for Boards, Commissions and Committees, as amended here today (check video for exact verbiage). KD second, unanimous.

REVIEW AND DISCUSSION re: Draft Comments as part of the Scoping for the Pacific Northwest National Scenic Trail (PNNST) Draft Comprehensive Plan and **PUBLIC COMMENT**



Heidi Eisenhour, District No. 2 Commissioner

Assessor Jeff Chapman present and participated in discussion. The Board reviewed the comment letter for all three to sign.

[03:24:05 PM \(05:37:20\)](#) GB authorized the Chair to make amendments discussed, and ?? and send these comments along. KD second, unanimous. (check video for exact verbiage)

ADDITIONAL DISCUSSION ITEMS

- [Boards and Committees Vacancies](#)
- [Commissioners Briefing Session – Continued & Calendar Coordination](#)

NOTICE OF ADJOURNMENT 3:40 p.m.

COMMISSIONERS MEETING SCHEDULE Week of October 24, 2022
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Agenda: October 24, 2022

Monday – October 24, 2022

9:00 a.m. - 4:30 p.m.	BoCC Meeting	Hybrid
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Tuesday – October 25, 2022

8:30 a.m.	Heidi	Jefferson County Finance Committee Meeting	Virtual
1:00 p.m.	Board	Jefferson Transit Authority (JTA) Board Special Meeting	Virtual
2:00 p.m.	Greg	Olympic Region Clean Air Agency Meeting re: Recreational Burning	Virtual
3:30 p.m.	Kate	Port Townsend Empowered Teens Coalition October Meeting	Virtual
5:00 p.m.	Greg	Brinnon Community OlyCAP Governance Meeting	Hybrid
7:00 p.m.	Kate	Climate Action Committee Special Meeting re: Forestry Presentation	Virtual

Wednesday – October 26, 2022

8:30 a.m.	Board	Jefferson County Budget Committee Meeting	Virtual
11:00 a.m.	Greg	Olympic Region Clean Air Agency Meeting re: Salary Survey	Virtual
1:00 a.m.	Kate	Childcare Convening - Jefferson County Meeting	Virtual
2:15 p.m.	Kate	Childcare / Family Support Center Project Meeting	Virtual
2:30 p.m.	Greg/Kate	Housing Fund Board Meeting	Hybrid
4:30 p.m.	Heidi	Community Foundation Event	Marrowstone Island

Thursday – October 27, 2022

1:00 p.m.	Kate	Puget Sound Partnership Ecosystem Coordination Board Meeting	Virtual
1:00 p.m.	Heidi	Trust Land Transfer Meeting	Virtual
2:00 p.m.	Kate	North Olympic Development Council Meeting	Virtual
3:30 p.m.	Heidi	WSAC Federal Issues and Relations Committee Meeting	Virtual

Friday – October 28, 2022

11:00 a.m.	Greg	HUD House America-Jefferson County Check-In Meeting	Virtual
12:30 p.m.	Greg	Salish Behavioral Health Organization (SBHO) Meeting	Virtual
1:00 p.m.	Heidi	Lodging Tax Advisory Committee Meeting	Virtual

NOTE: No BoCC Regular Meeting on October 31, 2022, 5th Monday

THE COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request
