



DRAFT

MINUTES
Jefferson County Board of Commissioners
Jefferson County Marine Resources Committee
Special Meeting – October 4, 2022, 6:00 p.m.
Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA
(Virtual Meeting)

CALL TO ORDER: Chair Heidi Eisenhour called the Special Board of County Commissioners meeting to order in the presence of Commissioner Kate Dean, Marine Resources Committee (MRC) members and the public.

PRESENTATION re: Puget Sound Partnership (PSP) Update: Commissioner Dean provided a presentation on the PSP which included the following:

Puget Sound Partnership is a state agency that is tasked with protection and restoration of the Puget Sound. It is the smallest state agency at less than 50 employees, it is created by statute under the guidance of the Governor, and it is funded by the National Estuary Program.

Commissioner Dean reviewed recovery goals, strategic plan, and her own priorities which include: representing rural counties' needs and interests, be a voice for LIOs, direct funding to rural communities and projects, articulate the value of rural landscapes to the region, identify opportunities to reform Growth Management Act, advance regional efforts around transfer of development rights (TDRs), and infrastructure planning. She noted the importance of communicating the value of rural communities, ecosystem services, agriculture and forest products.

MRC members joined in group discussion with the Commissioners.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the BOCC Special Meeting after Commissioner Dean's presentation, as there was no longer a quorum at 7:00 p.m. The Marine Resources Committee continued with their regular meeting as scheduled.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member



DRAFT

MINUTES

Regular Meeting – October 10, 2022, 9:00 a.m.

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

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Kate Dean and Commissioner Greg Brotherton were present. Chair Eisenhour called the meeting to order at the appointed time and noted that today is Indigenous Peoples' Day.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and four comments were received. The Commissioners addressed comments and concerns raised during the Public Comment Period.

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

1. **AGREEMENT, Interlocal** re: Administration of Opioid Settlement Funds Distributed Per the Allocation Agreement between the State and Local Governments with 3 Large Distributors; In the Amount of \$430 Million Dollars in State Settlement; Clallam County, Jefferson County, Kitsap County and Salish Behavioral Health Administrative Services
2. **AGREEMENT** re: Provision and Maintenance of the Provider Resources Website; No Dollar Amount, Provided through Washington State Foundational Public Health; Jefferson County Public Health; Tacoma-Pierce County Health Department
3. **AGREEMENT, Amendment No. 7** re: 2022-2024 Consolidated Contracts; Decreased Amount of \$437,599 for a Total of \$4,104,511; Jefferson County Public Health Services; Washington State Department of Health (DoH)
4. **AGREEMENT, Amendment No. 1** re: Equipping Local Health Departments to Build COVID-19 Vaccine Confidence Project; Additional Amount of \$30,000 for a Total of \$45,000; Jefferson County Public Health; National Association of City and County Health Officials (NACCHO)
5. **MEMORANDUM OF UNDERSTANDING** re: Community Engagement Service in the Community Oriented Public Health Practice Program HSERV 531 Community Development Course; No Dollar Amount; Jefferson County Public Health; University of Washington, School of Public Health
6. **MEMORANDUM OF UNDERSTANDING** re: Provide Therapeutic Courts (Behavioral Health Court, Drug Court and Family Therapeutic Court); Additional Amount of \$37,051 in 2022 for a Total of \$97,275 and \$200,000 in 2023 for a Project Total of \$297,275 Funded through 1/10th of 1% Fund (Fund 131) Allocated by the Board of Commissioners and Behavioral Health Advisory Committee; Jefferson County Public Health; Jefferson County Superior Court and Jefferson County District Court

7. **MOTION** re: Approve Quilcene Historical Museum's Request for 25% Reduction in Temporary Food Service Fees; Jefferson County Environmental Public Health
8. **MINUTES** re: Regular Meeting of September 26, 2022 and October 3, 2022
9. **Payment of Jefferson County Payroll Warrants** Dated October 5, 2022 Totaling \$1,187,872.42 and A/P Warrants Done by Payroll Dated October 5, 2022 Totaling \$436,995.51 and Dated October 5, 2022 Totaling \$576,595.18 (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 Monday, October 10, 2022 as Indigenous Peoples' Day: All three Commissioners read aloud the proclamation. Commissioner Dean moved to approve the proclamation as read. Commissioner Brotherton seconded the motion which carried by a unanimous vote. Port Gamble and Jamestown S'Klallam Tribal members provided comments and a musical presentation.

WEEKLY COMMUNITY UPDATE: COVID-19, Monkey Pox Virus (MPV) and Emergency Management Update: Public Health Officer Dr. Allison Berry provided information on the viruses circulating in Jefferson County. Emergency Management Director Willie Bence provided an Emergency Management Update.

The meeting was recessed at 10:26 a.m. and reconvened at 10:33 a.m. with all three Commissioners present.

HEARING re: Adopting the Jefferson County 2022 Parks, Recreation, Open Space and Trails Comprehensive Plan: Public Works Parks and Recreation Manager Matt Tyler was present and provided a presentation on the proposed plan. After comments and questions from the Commissioners, Chair Eisenhour opened the hearing to allow for public testimony. The following individual provided testimony: Tom Thiersch. Hearing no further testimony, Chair Eisenhour closed the public hearing.

After a brief discussion, Commissioner Brotherton moved to adopt a resolution adopting the Jefferson County 2022 Parks, Recreation, Open Space and Trails Plan. Commissioner Dean seconded the motion. She voiced concern regarding not having Tribal noted in the document. She requested language regarding ancestral lands and Tribes, but stated she would be happy if this verbiage made it into the next iteration. She suggested that she could add verbiage for the county profile page 11. Commissioner Brotherton withdrew his motion. Commissioner Dean will provide verbiage for approval and consideration during the afternoon session at 1:30 p.m.

WORKSHOP re: Next Steps for Jefferson County re: Rescission of Governor Emergency COVID-19 Proclamations and End of State of Emergency by October 31, 2022: Human Resources Director Sarah Melancon and Chief Civil Deputy Prosecuting Attorney Philip Hunsucker were present to provide presentations on the County's next steps on this issue. Public Health Director Apple Martine was also present to answer questions and provide insight. After discussion, Chair Eisenhour called for public comment, and one comment was received. Staff will prepare a 13th Temporary County Policy for review at a later date.

WOKSHOP re: Open Public Meetings Act (OPMA) Guidelines for Boards and Commissions and Committees: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker provided a presentation on the latest draft of the County's OPMA Guidelines. After discussion, Chair Eisenhour opened the floor to allow for public comment, and one comment was received. The Commissioners and staff responded to the comment. Staff will incorporate edits and bring forward the document for further review and potential action at a later date.

The meeting was recessed at 12:29 p.m. and reconvened at 1:31 p.m. with all three Commissioners present.

CONTINUED DELIBERATIONS re: HEARING re: Adopting the Jefferson County 2022 Parks, Recreation, Open Space and Trails Comprehensive Plan: Commissioner Dean and Parks and Recreation Manager Matt Tyler shared their changes to the draft plan with the Board. After review, Commissioner Dean moved to approve **RESOLUTION NO. 46-22** re: resolution adopting the Jefferson County 2022 Parks, Recreation, Open Space and Trails Plan as presented this afternoon. Chair Eisenhour seconded the motion which carried by a unanimous vote.

WORKSHOP re: Broadband Development: Jefferson Public Utility District (PUD) No. 1 General Manager Kevin Streett and Broadband and Communications Director Will O'Donnell were present to discuss their plans for broadband expansion in Jefferson County. After the presentation, Chair Eisenhour opened the floor to allow for public comments, and three comments were received.

WORKSHOP re: KPTZ Radio Tower Project: Morgan Hill Emergency Transmitter Project: Commissioner Brotherton provided a brief introduction to the request made by KPTZ Radio. KPTZ Chief Engineer Bill Putney and KPTZ Board Member Ray Serebrin were present for the workshop. Mr. Putney provided a presentation on the Broadcast Emergency Radio Network and explained the request for a Morgan Hill Emergency transmitter. They requested \$65,000 of County funds to support this project which includes \$15,000 for a contractor. Various KPTZ members and individuals with emergency management backgrounds were present for the workshop and voiced support for this request.

Chair Eisenhour called for public comments, none received. Commissioner Dean moved to authorize the County Administrator to allocate \$65,000 of the County's most recent American Rescue Plan Act (ARPA) funds to this project. Commissioner Brotherton seconded the motion which carried by a unanimous vote. County Administrator Mark McCauley noted that this will be contingent upon the County's receipt of ARPA funds.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:30 p.m. to 3:00 p.m. Chair Eisenhour announced that the Executive Session will be held from 2:45 p.m. to 3:15 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney, Civil Deputy Prosecuting Attorney III, Department of Community Development (DCD) Director, DCD Planning Manager and DCD Planning Supervisor. The Board resumed the regular meeting at 3:15 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 3:15 p.m. to 3:35 p.m. The Board resumed the regular meeting at 3:35 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 3:36 p.m. to

3:46 p.m. The Board concluded the Executive Session and resumed the regular meeting at 3:47 p.m. As there was no proposed action, Chair Eisenhower did not call for public comments.

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

- Future BOCC Agenda re: Covid-19 update ending
- Commissioners Briefing Session, miscellaneous items and Calendar Coordination

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:08 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member



DRAFT

MINUTES

Regular Meeting – October 17, 2022, 9:00 a.m.

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

CALL TO ORDER: Chair Heidi Eisenhour and Commissioner Kate Dean were present in-person and Commissioner Greg Brotherton participated in the meeting remotely. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and a total of four comments were received. The Commissioners addressed the comments.

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

1. **RESOLUTION NO. 47-22** re: Finding and Determination to Declare Certain Personal Property as Surplus and Authorize Disposal; Jefferson County Treasurer
2. **RESOLUTION NO. 48-22** re: Cancellation of Unclaimed Warrants Exceeding One Year; Jefferson County Treasurer
3. **AGREEMENT** re: Human Growth and Development HIV/AIDS Education; In the Amount of \$5,071.50; Jefferson County Public Health; Quilcene School District
4. **AGREEMENT, Amendment No. 2** re: Nurse Family Partnership; Additional Amount of \$487,983.29 for a Total of \$923,618.58; Jefferson County Public Health; Washington State Department of Children, Youth and Families (DCYF)
5. **AGREEMENT** re: Special Healthcare Needs Program to Serve the Family Voice Role; In the Amount of \$1,500; Jefferson County Public Health; First 5 FUNDamentals
6. **AGREEMENT** re: Septic System Cost Share Program; In the Grant Funding Amount of \$483,570; Jefferson County Public Health; Washington State Department of Commerce, Community Development Block Grant (CDBG) Program
7. **AGREEMENT** re: Marine Advanced Technology and Education; In the Amount of \$6,690; Jefferson County Environmental Public Health; National Marine Sanctuary Foundation
8. **AGREEMENT** re: Big Quilcene River-Moon Valley Acquisition for Conservation Projects; In the Amount of \$89,500; Jefferson County Environmental Public Health; Hood Canal Salmon Enhancement Group
9. **ADVISORY BOARD RESIGNATIONS (2)** re: Olympic Area Agency on Aging (O3A) Advisory Council; 1) Member, Rebecca (Becca) Knievel; and 2) Member, Martha (Marti) Anthony
10. **ADVISORY BOARD REAPPOINTMENT** re: Olympic Area Agency on Aging (O3A) Advisory Council; Three (3) Year Term to Expire September 3, 2025; Member, Virginia (Ginny) Adams

11. **ADVISORY BOARD APPOINTMENT** re: Olympic Area Agency on Aging (O3A) Advisory Council; Three (3) Year Term to Expire June 24, 2025; Member, Maria Ritter
12. **ADVISORY BOARD APPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board (JCPRAB); Two Year Term to Expire May 16, 2024; District No. 3 Rep., Susie Marshall
13. **Payment of Jefferson County A/P Warrants Done by Payroll** Dated October 10, 2022
Totaling \$10,261.44 (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)
14. **Payment of Jefferson County Vouchers/Warrants** Dated October 10, 2022 Totaling
\$1,902,490.96 (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.)

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended and miscellaneous topics.

WEEKLY COMMUNITY UPDATE: COVID-19, Monkey Pox Virus (MPV) and Emergency Management Update: Public Health Officer Dr. Allison Berry provided information on the viruses circulating in Jefferson County. Emergency Management Director Willie Bence provided an Emergency Management update.

The meeting was recessed at 10:23 a.m. and reconvened at 10:31 a.m. with all three Commissioners present.

WORKSHOP re: Solid Waste Transfer Station Operating Hours: Acting County Administrator/Public Works Director Monte Reinders and Solid Waste Manager Al Cairns were present to discuss the Solid Waste Transfer Station staffing issues with the Board.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued discussing recent meetings they attended and reviewed upcoming meetings.

The meeting was recessed at 11:59 a.m. and reconvened at 1:31 p.m. with all three Commissioners present.

DISCUSSION re: In the Matter of Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker, Human Resources Director Sarah Melancon and Public Health Director Apple Martine were present to discuss a potential 13th Temporary County Policy regarding the Covid-19 pandemic. After discussion, Chair Eisenhower opened the floor to allow for public comments, and one comment was received. After further discussion, it was agreed that staff will incorporate edits to the draft document as discussed today and bring forward to the County Covid Coordination Committee for their further review before bringing back to the Board of County Commissioners.

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

- **ADDITIONAL BUSINESS:** Discussion re: Social Media postings: After discussion, Chair Eisenhour opened the floor to allow for public comments, and one comment was received. The Board agreed that Commissioner Dean and Clerk Gallaway could be appointed to maintain the County's Facebook page until the Communications Specialist position is filled. Chair Eisenhour called for public comments, none received.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 2:58 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member