



DRAFT

MINUTES

Regular Meeting – November 21, 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 Greg Brotherton were present in-person. Commissioner Kate Dean attempted to join the meeting remotely via phone, but had connectivity issues. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and two comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Consent Agenda Items No. 6 and 13 were addressed during response to the Public Comment Period. After discussion, Commissioner Brotherton moved to approve the items on the Consent Agenda as presented. Chair Eisenhour seconded the motion. The motion carried.

1. **HEARING NOTICE** re: 2023 Jefferson County Mid-Biennium Review and Modification; Hearing Scheduled for Monday, December 5, 2022 at 9:45 a.m. in the Commissioners Chambers
2. **RESOLUTION NO. 53-22** re: In the Matter of Designating the New County Critical Information Technology Room a "Special Facility;" Jefferson County Central Services
3. **RESOLUTION NO. 54-22** re: In the Matter of Imposing Emergency Load Limits on County Roads 2022-2023 Winter Season; Jefferson County Public Works
4. **AGREEMENT** re: Haul Road/Detour - Detouring SR-19 Traffic over Center Road (SR-19/SR-104 Roundabout Construction); No Dollar Amount; Jefferson County Public Works; Washington State Department of Transportation
5. **AGREEMENT** re: Haul Road/Detour - Detouring SR-116 Traffic over Chimacum Road and Irondale Road During Construction of a Bridge at Chimacum Creek; No Dollar Amount; Jefferson County Public Works; Washington State Department of Transportation
6. **AGREEMENT** re: Radio Tower Project: Morgan Hill Emergency Transmitter Project; In the Amount of \$65,000; Jefferson County Administrator; KPTZ FM 91.9
7. **AGREEMENT** re: Interlocal Olympic Consortium Board Operations for Workforce Innovation and Development: No Dollar Amount; Jefferson County Administrator; Kitsap County and Clallam County
8. **AGREEMENT** re: ARPA Grant Funding for Evans Vista Housing Project; In the Amount of \$500,000; Jefferson County Administrator; City of Port Townsend
9. **AGREEMENT** re: ARPA Grant Funding for Community Health and Wellness Center; In the Amount of \$100,000; Jefferson County Administrator; City of Port Townsend
10. **AGREEMENT, Amendment No. 1** re: Chimacum Confluence Project Phase I and II Environmental Site Assessments; In the Amount of \$20,750 provided by the MOU with North Olympic Salmon Coalition, Agreement No. TCPIPG-2123-JeCoPH-00039; Jefferson County Public Health; Evren Northwest, Inc.

11. **AGREEMENT, Amendment No. 1** re: Drop-In and Scheduled Mental Health Counseling for Youth Enrolled at Quilcene School District; Additional Amount of \$16,800 for a Total of \$40,200; Jefferson County Public Health; Ann Murray, DBA Content Counseling, LLC
12. **AGREEMENT** re: To Support Workforce Capacity and Emergency Response; In the Amount of \$35,000; Jefferson County Public Health; National Association of County and City Health Officials (NACCHO)
13. **AGREEMENT** re: Provide Five (5) Brief Videos to Combat the Concept of a “Faceless Government;” In the Amount of \$9,830 provided by the NACCHO Grant; Jefferson County Public Health; Whaleheart Productions
14. **AGREEMENT, Amendment No. 9** re: 2022-2024 Consolidated Contracts; Additional Amount of \$11,625 for a Total of \$4,125,549; Jefferson County Public Health Services; Washington State Department of Health (DoH)
15. **MEMORANDUM OF AGREEMENT (MOA)** re: Hiring and Retention Incentive for Corrections Officers; Various Amounts; Jefferson County Human Resources; Federal Order of Police (FOP) Union covering Jefferson County Sheriff’s Office Support Services (JCSOUSS)
16. **MEMORANDUM OF UNDERSTANDING (MOU), Amendment No. 1** re: Allow Employees Option to “Opt-Out” of Medical Coverage; No Dollar Amount, Terms Only; Jefferson County Human Resources; Teamsters Local No. 589 Union covering Public Works Department
17. **REQUEST TO CONVENE** re: Hearing Property Tax Appeals for the Year 2022; Jefferson County Board of Equalization
18. **MOTION** re: Request Authorization of County Administrator to Approve and Sign Agreement for EnerGov Software Implementation; Increase in Funding thought General Fund in the Amount of \$20,700, Jefferson County Department of Community Development; Tyler Technologies
19. **ADVISORY BOARD RESIGNATION** re: Conservation Futures Citizen Oversight Committee; Phil Andrus
20. **ADVISORY BOARD REAPPOINTMENT** re: Conservation Futures Citizen Oversight Committee; Four (4) Year Term to Expire October 10, 2026; Citizen-District No. 2 Representative, Joanne Pontrello
21. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board; Two (2) Year Term to Expire November 24, 2024; District No. 2 Representative, Roger Hall
22. **MINUTES** re: Regular Meeting of November 7, 2022
23. **Payment of Jefferson County Payroll Warrants** Dated November 4, 2022 Totaling \$1,081,075.24 and Dated November 5, 2022 Totaling \$5,644.02 and A/P Warrants Done by Payroll Dated November 4, 2022 Totaling \$536,965.77, Dated November 5, 2022 Totaling \$1,719.22, Dated November 7, 2022 Totaling \$376, 083.30, Dated November 7, 2022 Totaling \$2,687 and Dated November 14, 2022 Totaling \$13,006.10 (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.)

24. **Payment of Jefferson County Vouchers/Warrants** Dated November 9, 2022 Totaling \$1,941.89 and dated November 14, 2022 Totaling \$1,334,786.42(Records of all claims submitted for payment along with vouchers approved by the Board of Jefferson County Commissioners are retained by the Jefferson County Auditor and Public Works Department.)

COMMISSIONERS' BRIEFING SESSION: Commissioner Brotherton played his accordion for the public. Chair Eisenhower and Commissioner Brotherton reviewed recent meetings they attended, upcoming meetings and miscellaneous topics.

MONTHLY PUBLIC HEALTH 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.

ADDITIONAL BUSINESS re: ARPA Childcare Project: County Administrator Mark McCauley stated that there was an American Rescue Plan Act (ARPA) workshop on November 7, 2022. Commissioner Dean notified him that YMCA has assumed leadership regarding the childcare project that was originally undertaken by Jefferson Healthcare, and approved at that meeting. He stated that he is seeking Board approval to move the funds from Jefferson Healthcare to the YMCA for the childcare project.

Commissioner Brotherton moved to authorize the County Administrator to shift responsibility and funding from Jefferson Healthcare to the YMCA for the childcare project and ARPA funds. Chair Eisenhower seconded the motion. The motion carried.

HEARING re: Setting the 2023 Ad Valorem Tax Levies for Jefferson County Levy in 2022 and Collection in 2023: Assessor Jeff Chapman and Levy Technician Lauralee Kiesel were present. Assessor Chapman explained the Ad Valorem Tax Levies. After discussion, Chair Eisenhower opened the hearing to allow for public testimony. The following individuals provided testimony: Jean Ball - Quilcene and George Yount - Port Townsend. Hearing no further testimony, Chair Eisenhower closed the public hearing.

After deliberations and further clarification on the 1% levy increase from Assessor Chapman, Commissioner Brotherton moved to approve **RESOLUTION NO. 55-22** re: Increase for the Jefferson Conservation Futures Levy for 2023 Taxes, as presented. Chair Eisenhower seconded the motion. The motion carried.

Commissioner Brotherton moved to approve **RESOLUTION NO. 56-22** re: Increase in the Jefferson County General Fund Levy for 2023 Taxes, as presented. Chair Eisenhower seconded the motion. The motion carried.

Commissioner Brotherton moved to approve **RESOLUTION NO. 57-22** re: Diversion of Road Levy for Traffic Law Enforcement for the 2023 General Fund Budget, as presented. Chair Eisenhower seconded the motion. The motion carried.

Commissioner Brotherton moved to approve **RESOLUTION NO. 58-22** re: Increase in the Jefferson County Road Levy for 2023 Taxes. Chair Eisenhower seconded the motion. The motion carried.

Commissioner Brotherton moved to send a **LETTER TO ASSESSOR** re: Setting 2023 Real and Personal Property Levy and Refund Amounts. Chair Eisenhower seconded the motion. The motion carried.

Commissioners Meeting Minutes of November 21, 2022

The meeting was recessed at 11:01 a.m. and reconvened at 11:05 a.m. with Chair Eisenhour and Commissioner Brotherton present.

HEARING re: In the Matter of Adopting the 2023-2028 Six-Year Transportation Improvement Program (TIP): Public Works Director Monte Reinders and Assistant Public Works Director Eric Kuzma were present to provide information on the TIP. Assistant Director Kuzma gave a presentation on the top 10 projects on the TIP. Director Reinders explained revenues, expenses and some of the projects in more detail. After discussion, Chair Eisenhour opened the hearing to allow for public testimony. The following individuals provided testimony: Tom Thiersch – Jefferson County, and Jean Ball – Quilcene. Hearing no further testimony, Chair Eisenhour closed the public hearing.

Commissioner Brotherton moved to approve **RESOLUTION NO. 59-22** re: In the matter of adoption of the 2023-2028 Six-Year Transportation Improvement Program (TIP). Chair Eisenhour seconded the motion. The motion carried.

Director Reinders addressed a comment made during the testimony regarding sight lines.

DISCUSSION re: in the Matter of Updating County Road Standards: Public Works Director Monte Reinders stated that all counties need to have adopted road standards per RCW 36.86 and WAC 136-50. He requested that the Commissioners approve the proposed resolution which includes Exhibit A regarding Jefferson County Roadway Typical Sections and Road Approach Details.

After discussion, Chair Eisenhour opened the floor to allow for public comments, and one comment was received. Director Reinders responded to the comment by saying that in regards to paving driveways that abut a County road, the current road standards are for newly permitted driveways, and does not cover past driveways.

Commissioner Brotherton moved to approve **RESOLUTION NO. 60-22** re: In the Matter of Updating County Road Standards; Jefferson County Public Works. Chair Eisenhour seconded the motion. The motion carried.

DISCUSSION re: Exception to the County Personnel Administration Manual Regarding Conflicts of Interest – Section 4: County Administrator Mark McCauley stated that employees who work near the OlyCAP 7th Haven housing project have had to endure noise, dust, hazards and inconvenience. OlyCAP stated they wish to gift to those employees a \$25 gift certificate to Mo-Chilli BBQ, and a \$10 gift certificate to Mean Bean Coffee. Together, this would total \$35 and per the County Personnel Manual, only non-nominal gifts of less than \$25 are allowable.

County Administrator McCauley explained that the next revision of the County Personnel Manual will link to the RCW's amount for non-nominal gifts, which is \$50. He is requesting that the Commissioners grant an exception to the Personnel Manual as it is a nice gesture and shows good faith on behalf of OlyCAP.

Commissioner Brotherton moved to approve **RESOLUTION NO. 61-22** re: Exception to the County Personnel Administration Manual Regarding Conflicts of Interest – Section 4, as presented today. Chair Eisenhour seconded the motion. Chair Eisenhour opened the floor to allow for public comments, and no comments were received. County Administrator McCauley noted that the gift cards were donated, so no public funds will be used. Chair Eisenhour called for a vote on the motion. The motion carried.

DISCUSSION re: Approval of 2023 Housing Fund Board Funding

Recommendations for Fund 148/149: Commissioner Brotherton stated that there were more requests for funding than funds available. The Housing Fund Board (HFB) met and originally recommended that the projects would be approved at 75%, and that the County try and use 1590 funds to fund the projects in full. After talking to legal counsel and staff, it was determined that there would need to be a new 1590 supplemental Request for Proposals (RFP). He added that current staff recommendation is not to approve the HFB recommendations as there will be a special meeting of the HFB on November 30, 2022 at 1:00 p.m. The 1590 supplemental RFP will be identical to the recent 148/149 RFP that was recently sent out.

Chair Eisenhour opened the floor to allow for public comments, and no comments were received.

The meeting was recessed at 12:18 p.m. and reconvened at 1:30 p.m. with Chair Eisenhour and Commissioner Brotherton present.

INTRODUCTION re: Chris Goy, New Central Services Director:

County Administrator Mark McCauley introduced new Central Services Director Chris Goy to the Board. His last position was as a Policy Analyst for the President of the Council in Philadelphia. Director Goy thanked everyone for the opportunity to serve the County and he's excited to get to know everyone. He added that in small governments, people have to wear a lot of hats, and he is currently learning which hates what employees wear.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Eisenhour announced that the Executive Session will be held from 1:35 p.m. to 2:05 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, Department of Community Development (DCD) Director, and DCD Planning Manager. The Board concluded the Executive Session and resumed the regular meeting at 2:05 p.m. There was no proposed action, and therefore no public comment taken on this topic.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:00 p.m. to 3:00 p.m. Chair Eisenhour announced that the Executive Session will be held from 2:06 p.m. to 2:36 p.m. to review the performance of a public employee. No discussion of salaries, wages, and other conditions of employment to be generally applied within the County; and, no final action on the hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee. Staff present: Human Resources Director. The Board concluded the Executive Session and resumed the regular meeting at 2:36 p.m.

DISCUSSION re: 2023 Lodging Tax Funding Recommendations from the Lodging Tax Advisory Committee (LTAC): Chair Eisenhour stated that LTAC received \$1.2 Million in funding requests through a recent LTAC Request for Proposals (RFP). She reviewed those requests and LTAC's funding recommendations with the Board.

After discussion, Commissioner Brotherton moved to affirm the 2023 Hotel Motel Fund expenditures as recommended. Chair Eisenhour seconded the motion. Chair Eisenhour called for public comments, and no comments were received. She called for a vote on the motion. The motion carried.

ADDITIONAL DISCUSSION ITEMS: Not discussed.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 2:49 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