



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – December 12, 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](#)** H.E. called to order. GB and KD present. HE stated she has requested a public health update from Dr. Berry for today’s morning session. She thanked BOCC office staff, the HR Team, and the Finance Manager.

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:

Call for public comments, none received.

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. **RESOLUTION NO. 65-22** re: Adoption of the 2022-2023 Jefferson County Cost Allocation Plan; Jefferson County Auditors Office
 
2. **RESOLUTION NO. 66-22** re: Delegate Signature Authority for Volunteer Agreements; Jefferson County Public Works
 
3. **AGREEMENT No. ICA23016** re: Improving the Quality of Public Defense Services; In the Amount of \$32,375; Jefferson County Administrator; Washington State Office of Public Defense
 
4. **AGREEMENT** re: Commercial Driver's License (CDL) Tuition and Licensing Reimbursement; In the Amount of \$10,000; Jefferson County Human Resources; Karl Springer (Employee); Teamsters Local Union No. 589 of International Brotherhood of Teamsters
 
5. **AGREEMENT, Extension** re: Private Security Screening Services Nineteen (19) Day Extension for Continued Service through December 30, 2022; No Additional Dollar Amount, Time Extension Only; Jefferson County Central Services; PPC Solutions, Inc.
 
6. **AGREEMENT, Amendment No. 1** re: ARPA Grant to Provide Economic Assistance; No Dollar Amount, Time Extension for Reporting Only; Jefferson County Administrator; Economic Development Council (EDC) Team Jefferson
 
7. **MEMORANDUM OF UNDERSTANDING (MOU)** re: Annual Salary Support; In the Total Amount of \$163,528; Jefferson County Administrator; Jefferson County Extension, Washington State University
 
8. **DELEGATION OF SIGNATURE AUTHORITY** re: Authorize the County Administrator to Execute an Annual Subscription for Virtual Meeting Platform; In the Amount of \$6,838.28; ZOOM Video Communications, Inc
 
9. **REQUEST FOR AUTHORIZATION** re: To Terminate the Professional Services Agreement with Steve Shively, dba S3 Solutions; Jefferson County Administrator
 
10. **APPROVAL OF THE CONTINUATION OF THE JEFFERSON COUNTY PUBLIC OFFICIAL POSITION SCHEDULE BOND No. 52BSBHB6126**; Issued by Hartford Fire Insurance Company for the Treasurer, Clerk, Sheriff, Auditor, Prosecuting Attorney, Engineer, Commissioners No.1, No. 2 and No. 3, Judge and Assessor
 

11. **ADVISORY BOARD REAPPOINTMENT CLARIFICATION OF TERM** re: Marine Resources Committee; Four (4) Year Term to Expire August 16, 2024; District No. 2 and Acting Chair; Brenda Johnson
 
12. **TERMINATION OF INTERLOCAL AGREEMENT** re: Regional Septic Loan Program; Jefferson County Prosecuting Attorney's Office; Clallam, Kitsap, Jefferson and Mason Counties and the Kitsap Public Health District
 
13. **MINUTES** re: Regular Meeting of December 5, 2022
 
14. **Payment of Jefferson County Payroll Warrants** Dated December 5, 2022 Totaling \$1,170,032.33 and A/P Warrants Done by Payroll Dated December 5, 2022 Totaling \$549,968.17 and Dated December 6, 2022 Totaling \$412,429.12 (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.)
 

[09:09:40 AM \(00:08:49\)](#) KD moved to approve and adopt the Consent Agenda, GB second, unanimous.
[09:09:52 AM \(00:09:01\)](#) Call for public comments
[09:10:07 AM \(00:09:16\)](#) Comment
[09:12:12 AM \(00:11:21\)](#) Response to comments.

COMMISSIONERS BRIEFING SESSION: The Commissioners discussed recent meetings they attended, miscellaneous topics and reviewed upcoming meetings.

REGULAR AGENDA:

9:45 a.m.

PUBLIC HEALTH UPDATE

Dr. Allison Berry, Public Health Officer

[09:46:26 AM \(00:45:35\)](#) Dr. Berry provided a health update.

DELIBERATION AND POTENTIAL ACTION re: Adopting the 2022-2023 Budget Modification for the General Fund and Other Funds, the 2023 Jefferson County Road Construction Program, the 2023 County Capital Improvement Program, and the Central Services 2023 Cost Allocation Plans



Mark McCauley, County Administrator

[10:00:38 AM \(00:59:47\)](#) MM last week we held a hearing and there was a presentation. Page 1 of memo – the totals were incorrect, in today's version it is correct. Testimony held last week. The Board asked for no changes, the final is identical to what was briefed last week. It's a balanced budget and 5-year projection very robust. Keeping our eye on financial indicators.

[10:02:21 AM \(01:01:31\)](#) Deliberations. Page 11 of expenditures. Reductions he would like explained. Finance Judy Shepherd answered the question. KD – asked about higher expenses for the North

Olympic Legislative Alliance (NOLA) and North Olympic Development Council (NODC) in 2023, and would like the County to budget for these higher expenses.

[10:10:25 AM \(01:09:35\)](#) During deliberations, County Administrator McCauley stated that he would like a motion regarding Blake funding refunds and administrative costs. Chair Eisenhower moved to contract outgoing Clerk Ruth Gordon to assist with Blake funding. County Administrator McCauley requested adding that this will not exceed a six-month term, so that she can have health coverage and retirement credit. He also noted he did not like using the term “contract.” Chair Eisenhower recalled her motion.

MOTION Clerk Gallaway paraphrased County Administrator’s original proposed motion as: “to authorize staff to bring on Clerk Ruth Gordon in the capacity to assist with Blake funding, and then staff will prepare a first quarter 2023 budget appropriation to recognize that expense.” Chair Eisenhower made that aforementioned motion. Commissioner Dean seconded the motion which carried by a unanimous vote.

MOTION GB moved to adopt the **RESOLUTION NO. 67-22** Adopting the 2022-2023 Budget Modification for the General Fund and Other Funds, the 2023 Jefferson County Road Construction Program, the 2023 County Capital Improvement Program, and the Central Services 2023 Cost Allocation Plans. KD seconded the motion, unanimous.

[10:15:59 AM \(01:15:09\)](#) Recess

[10:21:20 AM \(01:15:35\)](#) Reconvene

[10:21:58 AM \(01:16:12\)](#) Discussion re: Consent Agenda Item No. 7 and the Small farms coordinator position: Interim WSU Director Bridget Gregg was present to answer questions.

DISCUSSION AND POTENTIAL ACTION re: Letter to Department of Natural Resources (DNR) with comments regarding Carbon Project and
PUBLIC COMMENT



Heidi Eisenhower, District No. 2 Commissioner

HE reviewed the proposed letter with the Board and discussed potential edits.

[10:52:06 AM \(01:46:21\)](#) Call for public comments.

[10:53:12 AM \(01:47:26\)](#) Comment

[10:54:53 AM \(01:49:07\)](#) Comment

[10:57:41 AM \(01:51:56\)](#) Comment

[10:59:56 AM \(01:54:10\)](#) Comment

[11:02:27 AM \(01:56:42\)](#) Comment

[11:05:35 AM \(01:59:49\)](#) Addressing public comments and continued discussion. Chair Eisenhower will incorporate edits into the draft letter and present to the Board during the afternoon session at 2:00 p.m.

COMMISSIONERS BRIEFING SESSION – Continued: – The Commissioners and County Administrator continued discussing recent meetings they attended, miscellaneous topics and reviewed

upcoming meetings.

[11:30:55 AM \(02:25:10\)](#) Recess

AFTERNOON SESSION

[01:30:32 PM \(02:25:45\)](#) Reconvene

1:30 – 1:45 p.m. **EXECUTIVE SESSION** with the County Administrator and Chief Civil Deputy Prosecuting Attorney re: Actual Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

**DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re:
TOPIC OF THE EXECUTIVE SESSION**

[01:45:18 PM \(02:27:42\)](#) End of Executive Session

[01:45:36 PM \(02:27:59\)](#) Commissioner Dean moved that the Board of County Commissioners confirm the conflict waiver for Philip Hunsucker to continue to represent the County in the St. Marie lawsuit, this will be confirmed in writing with the Chair of the Board signing a written conflict waiver to be provided by the Prosecuting Attorney's Office. Commissioner Brotherton seconded the motion. Chair Eisenhour called for public comments and none were received. She called for a vote on the motion. The motion carried by a unanimous vote.

[01:46:39 PM \(02:29:03\)](#) Commissioner Brotherton moved that the Board of County Commissioners confirm that the County Administrator has authority to approve any litigation decisions in the St. Marie lawsuit, except for settlements. This motion does not excuse reports to the Board necessary to keep it advised of the progress of the St. Marie lawsuit. Commissioner Dean seconded the motion.

Call for public comments.

[01:47:25 PM \(02:29:49\)](#) Comment

Vote on motion, unanimous.

ADDITIONAL DISCUSSION ITEMS:

- Calendar Coordination

2:00 p.m. **Continued Discussion** re: **Letter to Department of Natural Resources (DNR) with comments regarding Carbon Project:** The Commissioners reviewed the edits incorporated by Chair Eisenhour. After discussion,

[02:17:53 PM \(03:00:16\)](#) GB moved to submit this letter as amended today. KD seconded the motion. Chair Eisenhour called for another public comment period on this topic. The following individuals provided comment:

[02:18:07 PM \(03:00:30\)](#) Comment

[02:19:24 PM \(03:01:48\)](#) Chair Eisenhour called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS

- [Calendar Coordination Continued](#)
- [County Administrator briefing](#) (timestamp off)
- [Communications Specialist and Database Specialist update](#)
- [Olympic Housing Trust; request for letter of good standing](#)
- [Database Specialist – continued](#)

NOTICE OF ADJOURNMENT 2:35 p.m.

**COMMISSIONERS MEETING SCHEDULE
Week of December 12, 2022**

Monday – December 12, 2022

9:00 a.m. - 4:30 p.m.	BoCC Meeting	Hybrid
Noon Board	SPECIAL MEETING re: WSAC Virtual Assembly	Virtual

Tuesday – December 13, 2022

10:00 a.m.	Greg	Tourism Coordinating Council Meeting	Virtual
10:00 a.m.	Heidi	Jefferson County Human Services Collaborators Meeting	Virtual
11:00 a.m.	Greg	Economic Development Council (EDC) Finance Committee Meeting	Virtual
3:00 p.m.	Kate	Climate Action Committee (CAC) Meeting	Virtual

Wednesday – December 14, 2022

5:30 p.m.	Greg	OlyCAP Board Meeting	OlyCAP Office, Port Townsend
6:30 p.m.	Heidi	Olympic Discovery Trail (ODT) Board Meeting	Virtual

Thursday – December 15, 2022

All Day	Kate	Puget Sound Partnership Leadership Council Meeting	Tacoma
10:00 a.m.	Kate	North Olympic Development Council Executive Board Meeting	Virtual
11:30 a.m.	Heidi	Jefferson County Community Foundation Board Meeting	Virtual
12:15 p.m.	Kate	Youth Advisory Board (YAB) Action Meeting	Virtual
2:30 p.m.	Board	Jefferson County Board of Health Meeting	Virtual

Friday – December 16, 2022

10:00 a.m.	Kate	PRTPO Executive Board Meeting	Virtual
10:30 a.m.	Kate	Jefferson County Coordination Meeting	Virtual
11:00 a.m.	Greg	House America Meeting	Virtual
1:00 p.m.	Kate	Jefferson Healthcare Ongoing Advocacy Touchbase	Virtual

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request