



DRAFT

MINUTES

Regular Meeting – December 5, 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.

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

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

1. **RESOLUTION NO. 62-22 re: HEARING NOTICE** re: 4th Quarter 2022 Budget Appropriations/Extensions; Various County Departments; Hearing Scheduled for December 19, 2022 at 10:30 a.m. in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA (HYBRID)
2. **RESOLUTION NO. 63-22** re: Certifying the Levies for Collection of Taxes in the Year 2023; Jefferson County Assessor's Office
3. **JOINT RESOLUTION NO. 64-22** re: Establishing a Multi-Governmental Process for Collaborating on Issues of Mutual Importance; Jefferson County Commissioners, City of Port Townsend, Port of Port Townsend and Jefferson County Public Utility District (PUD) No. 1; Jefferson County Clerk of the Board
4. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$50,000; Jefferson County Parks and Recreation
5. **AGREEMENT, Change Order No. 5** re: Purchase and Installation of High Visibility Fencing for JUMP! Project at HJ Carroll Park; Additional Amount of \$4,680.52 for a Project Total of \$775,516.93; Jefferson County Public Works; Interwest Construction
6. **AGREEMENT** re: Cultural Resources Assessment and Report for Olympic Discovery Trail, Anderson Lake Connection, County Project No. 1801989; In the Amount of \$10,260; Jefferson County Public Works; Lahren Associates
7. **AGREEMENT** re: Remotely Operated Vehicles (ROV) Based Kelp Survey Research; In the Amount of \$24,800; Jefferson County Environmental Public Health; Seattle Aquarium
8. **DEED OF RIGHT** re: Salmon Recovery Purposes, Baughman Property; Parcel No. 702 242 012; Jefferson County Environmental Public Health; Washington State Recreation and Conservation Office (RCO)
9. **ADVISORY BOARD RESIGNATION** re: Jefferson County Parks and Recreation Advisory Board; Roger Hall

10. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board; Two (2) Year Term to Expire December 10, 2024; District No. 2 Representative, Marianne Walters
11. **MINUTES** re: Regular Meeting of November 28, 2022 and Special Meeting of November 30, 2022 (WORKSHOP re: Forestry)
12. **Payment of Jefferson County Vouchers/Warrants** Dated November 28, 2022 Totaling \$433,599.74 and Dated November 29, 2022 Totaling \$258,725.32 (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 and Commissioner Dean discussed recent meetings they attended.

HEARING re: 2023 Jefferson County Mid-Biennium Review and Modification: County Administrator Mark McCauley and Finance Manager Judy Shepherd were present. Chair Eisenhour opened the public hearing. County Administrator McCauley gave a presentation on the Mid-Biennium Review and Modification, and answered questions posed by the Board.

After discussion, Chair Eisenhour opened the floor to allow for public testimony. The following individuals provided testimony: Steve Dittmar and Dean Crawford. Hearing no further comments, Chair Eisenhour closed the public hearing and deliberations ensued. The final budget will be adopted at the next Board of County Commissioners' meeting.

PRESENTATION re: United Good Neighbors (UGN) Give Jefferson 2022 Workplace Giving Campaign, November 11, 2022 – December 31, 2022 for Payroll Deduction(s) in 2023: Human Resources (HR) Director Sarah Melancon introduced Jefferson Community Foundation President and Chief Executive Officer Siobhan Canty to the Board. Ms. Canty provided a report on UGN activities and steps people can take to help keep their efforts going. HR Director Melancon stated that a lot of County employees support the UGN and other causes in Jefferson County.

EXECUTIVE SESSION: An Executive Session was scheduled from 10:45 a.m. to 11:45 a.m. Chair Eisenhour announced that the Executive Session will be held from 10:45 a.m. to 11:45 a.m. to review the performance of a public employee. No discussion of salaries, wages, and other conditions of employment to be generally applied with 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, under exemption RCW 42.30.110(1)(g) as outlined in the Open Public Meetings Act. Staff present: Human Resources Director. The Board concluded the Executive Session and resumed the regular meeting at 11:45 a.m. There was no proposed action, and therefore no public comment taken on this topic.

COMMISSIONERS' BRIEFING SESSION - Continued: Chair Eisenhour discussed recent meetings she attended. The Board provided a recap of the BOCC Special Meeting re: Forestry Workshop and discussed miscellaneous topics.

The meeting was recessed at 12:03 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

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 1:31 p.m. to 2:01 p.m. regarding Attorney-Client Privilege, Actual Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator and Chief Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 2:01 p.m.

Commissioner Dean moved to waive any conflict of interest that Chief Civil Deputy Prosecuting Attorney Philip Hunsucker has in representing the County in the lawsuit filed by Julie St. Marie. Commissioner Brotherton seconded the motion. Chair Eisenhour called for public comment on the proposed motion, and one comment was received. The Board questioned the requirement of calling for public comments, when the public has no knowledge of the subject matter. They agreed to ask Chief Civil Deputy Attorney Hunsucker about their question later in the meeting. Chair Eisenhour called for a vote on the motion. The motion carried by a unanimous vote.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:00 p.m. to 2:15 p.m. Chair Eisenhour announced that the Executive Session will be held from 2:04 p.m. to 2:30 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 Deputy Director. The Board concluded the Executive Session and resumed the regular meeting at 2:30 p.m.

Commissioner Dean moved to delegate authority to the County Administrator to finalize and sign on behalf of the County, tolling agreements. Commissioner Brotherton seconded the motion. Chair Eisenhour open the floor to allow for public comments, and one comment was received. Chair Eisenhour explained what a tolling agreement is. Shen then called for a vote on the motion. The motion carried by a unanimous vote.

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

- Calendar Coordination; Commissioners
- Discussion re: Forestry Workshop next steps
- Discussion re: Call for public comments after an Executive Session: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker confirmed that the Board is required to call for public comments after an Executive Session if there is a motion made. He added that the public only needs to know what the motion is. He also reviewed in-person meeting capacities during the County's declaration of emergency in effect.
- Discussion regarding legislative agendas and the 2023 Legislative Steering Committee (LSC); Commissioner Dean would like to continue to serve on LSC
- Boards and committee assignments; to be discussed in 2023
- BOCC Chair for 2023; tentatively Greg Brotherton
- Calendar Coordination; County Administrator

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:40 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member