



DRAFT

MINUTES

Regular Meeting – February 27, 2023, 9:00 a.m.

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

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

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and five 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 Eisenhour seconded the motion which carried by a unanimous vote.

1. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$4,600; Public Health; Brinnon School District
2. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$5,000; Public Health; Olympic Angels
3. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$3,500; Public Health; WSU 4-H Rock and Jewelry Club
4. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$5,000; Public Health; OWL 360
5. **AGREEMENT, Amendment No. 1** re: Restoration at the Chimacum Confluence MOU; January 18, 2022 – June 30, 2023; Extension of completion date only; Environmental Health; North Olympic Salmon Coalition
6. **AGREEMENT, Amendment No. 2** re: EnerGov Database Support; Extension of Contract Period to June 30, 2024, and Additional Contract Amount of \$9,000; Environmental Health; Little River Enterprises
7. **AGREEMENT, Amendment No. 1** re: Interlocal Olympic Consortium Board Operations for Workforce Innovation and Development; No Dollar Amount; Jefferson County Administrator; Kitsap County and Clallam County
8. **Payment of Superior Court Jury Fees Voucher**, For the Month of January, 2023
9. **Payment of Jefferson County Vouchers/Warrants** Dated 02/21/23 Totaling \$424,379.22 and Dated 02/27/23 Totaling \$156,031.14 (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: The Commissioners discussed recent meetings they attended, and miscellaneous topics. Commissioner Eisenhower noted that Commissioner Dean has been appointed by Governor Inslee to the State Board of Health.

DISCUSSION re: American Rescue Plan Act (ARPA) Funding Requests: Chair Brotherton stated that there were 48 proposals for projects totaling over \$3 Million. The Commissioners ranked each project separately and County Administrator Mark McCauley combined their scores into one spreadsheet. The Commissioners started reviewing scoring of each project and agreed to table discussion until later in the meeting.

CONTINUED DELIBERATIONS re: Hearing re: Ordinance Relating to Courthouse Security; Repealing and Replacing Resolution No. 78-99: Chair Brotherton noted that written testimony on this issue was extended through Friday, February 24, 2023 at 4:30 p.m. County Administrator Mark McCauley reviewed the additional testimony received with the Board. Chief Civil Deputy Prosecuting Attorney Philip Hunsucker reviewed the proposed changes to the draft ordinance since the hearing. The Commissioners deliberated and made additional edits to the ordinance. After deliberations, Commissioner Dean moved to approve **ORDINANCE NO. 01-0227-23** re: Courthouse Security; Repealing and Replacing Resolution No. 78-99, as amended. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

CONTINUED DISCUSSION re: American Rescue Plan Act (ARPA) Funding Requests: The Commissioners continued reviewing the various proposals received, and started assigning funding amounts per project. They agreed to table discussion until the afternoon session.

The meeting was recessed at 12:00 p.m. and reconvened at 1:31 p.m. with all three Commissioners present.

DISCUSSION re: Olympic Terrace 2 Phase II Plat Alteration: Department of Community Development (DCD) Acting Director Josh Peters and Associate Planner David Wayne Johnson were present to review the plat alteration applied for by Port Ludlow Associations (PLA) under the Port Ludlow Development Agreement. Planner Johnson recapped the discussion held with the Commissioners during their February 13, 2023 meeting and explained the plat alteration process. Planner Johnson noted that in the staff report the reference to "Mount Walker" should read "Mount Wilder."

After discussion, Commissioner Dean moved to approve preliminary plat alteration as conditioned by the staff report for Olympic Terrace 2 [Phase II plat alteration]. Commissioner Eisenhower seconded the motion. Chair Brotherton called for public comments and three comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: Human Resources Department 2023 Work Plan: County Administrator Mark McCauley stated that departments will be meeting with the Commissioners in 2023 to review their work plans. Human Resources (HR) Director Sarah Melancon provided a presentation of 2022 activities, and 2023 and beyond goals for the HR department.

CONTINUED DISCUSSION re: American Rescue Plan Act (ARPA) Funding

Requests: The Commissioners reviewed the table of projects and ranking as shown below.

To note: some of the projects were tied in ranking, but numbers 1-17 were renumbered to reflect the final motion.

Rank	Project	Requested Amount	Awarded Amount
1	YMCA Early Learning Center at 7 th Haven	100,000	100,000
2	Quilcene Community Center: Commercial kitchen	100,000	50,000
3	Jefferson County Rural Library: Digital Equity Navigator	35,000	35,000
4	Port Townsend Pump Track: Plans and permitting	50,000	50,000
5	Jefferson Interfaith Action Coalition: Winter Welcoming Shelter	20,000	20,000
6	Northwest School of Wooden Boatbuilding: Student housing upgrades	100,000	80,000
7	Quilcene Community Center: Skate Park Development	100,000	20,000
8	Olympic Neighbors: Adult Family Home Program	24,000	24,000
9	Humane Society: Heavy duty truck to tow veterinary surgical trailer and associated costs	68,000	40,000
10	Jefferson Healthcare: Commercial Kitchen at Fairgrounds	100,000	50,000
11	Public Works: Shine Road embankment stabilization	200,000	100,000
12	Habitat for Humanity: Mason Street Project	100,000	80,000
13	Olympic Housing Trust: Dundee Hill Development; concrete work and carpentry	100,000	80,000
14	Port of Port Townsend: Flood Protection and Waterwalk Project Phase I	100,000	50,000
15	Peninsula Trails: ODT Trailhead and viewpoint in the area of South Discovery Bay (request is \$20,000 to \$50,000)	50,000	20,000
16	Jefferson Community Foundation: Jefferson County Scholarship Summit	45,000	20,000
17	Port Townsend Marine Trades Association: Maintain office space for 5 years	20,000	15,000
18	Chimacum School District: Development of Chimacum Creek Primary Campus into a school playground and community sports field	608,626	0
19	Jefferson County Search and Rescue: new vehicle	64,200	0
20	Community Build: Caswell-Brown indoor bathroom and laundry facility (request at least \$100,000 of the \$156,00 cost)	100,000	0
20	EJFR (Marrowstone Island Foundation is actual requestor of funds): Propane generator, propane tank, water tanks, heat pumps	81,200	0
22	EDC Team Jefferson: Economic stabilization, increase staffing, outreach, workshops, consultant, etc.	100,000	0
23	Port Townsend Marine Science Center: Installation of a gray whale skeleton at Union Wharf	20,000	0
24	Public Works: Rhody Drive/SR 19 Pedestrian and Bicycle Improvement project	140,000	0

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25	Jefferson County Farmers Market: Food assistance matching, education, permits, mobile kitchen, etc.	47,014	0
26	Toandos Emergency Preparedness Association: New heated well pump house/storage facility, emergency and medical supplies, etc.	80,000	0
27	The Nest: Youth Workforce development project	76,428	0
28	Pfeiffer House: Pfeiffer House operations	39,520	0
28	Quilcene Community Center: Computer system and internet	43,500	0
28	Jefferson County Aquatic Coalition: Swim scholarships	20,000	0
31	American Legion: heating improvement plan	17,831	0
32	Local 20/20: Transportation Lab Conference “moving in the right direction”	8,000	0
33	Bayside Housing and Services: Director of Supportive Services	81,902	0
33	Gathering Place: Supplies, equipment, event space	39,500	0
35	Jefferson County Tourism Coordinating Council	58,500	0
36	Jefferson County Environmental Health: Improve community resiliency and salmon habitat in Brinnon	33,015	0
37	Northwind Art: Education program support	79,800	0
38	Quilcene Community Center: Digital sign improvements	35,000	0
39	Port Townsend Pump Track: Large equipment operator/laborer	46,250	0
40	American Legion; exterior paint, materials, equipment rentals	18,838	0
41	Jefferson County Historical Society: Cemetery Panel discussion, collecting oral histories and writing biographies	10,000	0
42	Shine Residents: Improve the safety of Shine Road and Hicks Beach	0	0
43	Public Works; Snow Creek Road Culvert Replacement	150,000	0
44	Birchyville Garden Coop: Greenhouse, produce wash area and wheelchair access	15,000	0
45	Port Townsend Creative District	30,400	0
46	Birchyville Ranch Annex: Work with architect/designer and City of PT to create a vision and concept for adding living units to co-housing community	25,000 25,000	0
47	Salish Sound: Discounted audio and events for non-profits	20,000	0
48	Prosarus: Local food systems initiative, program development	90,000	0

After discussion, Commissioner Dean moved to approve the ranked last call ARPA funding requests as indicated as 1-17 [on the table above], and if there is additional funding available, we will continue to move down the list, contingent upon receipt of last tranche of ARPA funds. Commissioner Eisenhower seconded the motion. Commissioner Brotherton called for public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

The Commissioners noted that if Jefferson County receives additional funding, they will use the ranked list to possibly award funds to other projects. This item was briefly discussed towards the end of the meeting regarding clarification on the Public Work’s Shine Road award.

ADDITIONAL BUSINESS: Letter of Support re: City of Port Townsend's

Healthier Together Initiative: Commissioner Dean presented the letter of support to the Board. Commissioner Eisenhour moved to send a letter to Senator Patty Murphy in support of the City of Port Townsend for their request of \$1 Million for the aquatic facility. Commissioner Dean seconded the motion. Chair Brotherton called for public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote

ADDITIONAL BUSINESS: Letter of Support re: Mason PUD No. 1's

Appropriations Request to Fund Their Grid Resiliency Project: Chair Brotherton presented the letter to the Board. He stated this project will help with electrical work in Brinnon. Commissioner Dean moved to approve the letter of support and send to our Senators for the Mason PUD No. 1 broadband project. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments, and one comment was received. He noted that the letter of support is not for broadband, but for an electrical substation in Brinnon. Commissioner Dean withdrew her motion. She moved to approve the letter of support and send to both Senators for a federal appropriation for the Mason PUD No. 1 electrical substation. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments and one comment was received. He called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL BUSINESS: Letter of Support re: Lower Big Quilcene Riverscape

Restoration Project: Chair Brotherton presented the letter to the Board. Commissioner Dean moved to approve the letter of support for the Lower Big Quilcene Riverscape Restoration Project through the RAISE program. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments. Hearing no comments, he 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:

- Letter of Support: Chair Brotherton presented a draft letter to the Board regarding the Dabob Area Inter-Trust Exchange 86-100443, which was proposed by Department of Natural Resources. The exchange would trade State Forest Lands for Common School lands. Discussion followed regarding the proposed exchange and the Commissioners reviewed the letter. The Board agreed to table conversation until next week.
- Department of Natural Resources; upcoming hearing
- Calendar Coordination
- Strategic Plan; Commissioner Dean requested clarification on the communication with the public and stakeholders on what the Strategic Plan is (how the county functions) versus what the Comp Plan is (community visioning). Commissioner Eisenhour requested that Berry Dunn meet with the Board to provide a progress update in the future.
- **CONTINUED ARPA Discussion:** Commissioner Dean sought clarification regarding the approval of Public Works ARPA funds for the Shine Road project. During the previous ARPA discussion, the Board had entertained the idea of awarding Public Works funding that could be distributed amongst their three requests. She voiced concern regarding the \$100,000, and wondered if it was not enough to get the Shine project underway? County Administrator Mark McCauley stated he will communicate with staff at Public Works to get their suggestion.

ADDITIONAL BUSINESS: Letter re: Washington State Department of Transportation (WSDOT); Hood Canal Bridge Construction Dates: The Commissioners discussed sending a letter to the WSDOT to advocate for a different set of Hood Canal Bridge closure dates. After discussion Commissioner Eisenhour moved to authorize Commissioner Dean to work with the County Administrator on drafting a letter to WSDOT with alternative proposals to their proposed schedule of closures in August to the Hood Canal Bridge, and the Commissioners will review the letter through the County Administrator. Chair Brotherton seconded the motion. He called for public comments, and one comment was received. He called for a vote on the motion. The motion carried by a unanimous vote.

Points the Commissioners stated they would like to see in the letter included:

- Switching to June construction dates
- Addressing Highway 101 closures during the Hood Canal Bridge closures
- Weight limit capacity over Little Quilcene River bridge
- Consideration of shorter and longer closures to spread out impacts
- Requesting that WSDOT participate in an Incident Management Team with Jefferson County
- Request for specific calendar of fish barrier work – avoiding construction during Hood Canal Bridge closures
- Be able to provide input on Hood Canal Bridge timed openings
- Requesting a second ferry to be returned to the Port Townsend run

All three Commissioners will sign the letter once completed.

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

- KPTZ – Weekly Radio Program
- Tuesday Board of County Commissioner Meetings; discussion only, no change in meeting dates
- Recycling videos and Special BOCC Meetings: Chair Brotherton would like to use County Facebook page, and post a special meeting at the Materials Recovery Facility (MRF)
- Boards and Committee Vacancies
- Legislative Update

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:06 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member