



DRAFT

MINUTES

Regular Meeting – August 21, 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 three comments were received. The Commissioners addressed the comments.

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

1. **RESOLUTION NO. 34-23** re: Amending Longevity Pay, Personal Time Off (PTO) Accrual Rates and 2023 Salary Schedule and Adopting the 2024, 2025 and 2026 Salary Schedule for FLSA and Union Exempt Management and Professional Employees; Human Resources
2. **AGREEMENT, Interlocal** re: CDC National Syndromic Surveillance Program (NSS) for Early Notification of Community Based Epidemic Data Sharing; No Dollar Amount, Data Sharing Only; Jefferson County Public Health; Washington State Department of Health; Clallam County Public Health; Kitsap County Public Health
3. **AGREEMENT, Amendment No. 1** re: Community Navigator Assessment; No change in Dollar Amount, Modification of Service Only; Public Health; VillageReach
4. **AGREEMENT, Amendment No. 3** re: Provide Infant Mental Health Reflective Supervision Consultation to the Nurse Family Partnership Staff; No change in Dollar Amount, Time for Performance Extension Only; Public Health; Gina Veloni
5. **AGREEMENT** re: Facilitate 'Becca Funding' Programs to include Truancy, At Risk Youth and 'Child in Need of Services'; Amount included in 2023-2024 Budget; Juvenile Services; Administrative Office of the Courts (AOC)
6. **AGREEMENT** re: Facilitate 'CASA-GAL Funding' to support Guardian ad Litem Program; In the Amount of \$41,530; Juvenile Services; Administrative Offices of the Courts (AOC)
7. **AGREEMENT** re: Facilitate 'Functional Family Therapy' (FFT); In the Amount of \$50,000; Juvenile Services; Marcus Farley, Options Counseling
8. **AGREEMENT** re: Facilitate 'Parents for Parents' (P4P) Program; In the Amount of \$20,774.05; Juvenile Services; Children's Home Society of Washington
9. **AGREEMENT** re: On-Call Building Services; In the Amount of \$30,000; Community Development; BHC Consultants, LLC

10. **AGREEMENT** re: On-Call Development Review and Long-Range Planning; In the Amount of \$500,000; Community Development; SCJ Alliance
11. **AGREEMENT** re: On-Call Development Review and Long-Range Planning; In the Amount of \$115,000; Community Development; Cross Sound Consulting, LLC
12. **FINAL PLAT ALTERATION APPROVAL** re: "Samaras Plat," SUB2022-00025, To Re-Locate a Utility Easement on Lot 1 of South Bay No. 2 Subdivision location at 310 Cameron Road, Port Ludlow, WA.; Applicant, Ernie and Kate Samaras; Community Development
13. **LETTER OF SUPPORT** re: Support for Olympic Neighbors; Housing Trust Fund, Department of Commerce
14. **ADVISORY BOARD RESIGNATION** re: Jefferson County Ferry Advisory Committee (FAC); Ferry User Representative, Valerie Pardo
15. **ADVISORY BOARD APPOINTMENT** re: Jefferson County Ferry Advisory Committee (FAC); Four (4) Year Term to Expire June 10, 2027; Ferry User Representative, Adam Levin
16. **Payment of Jefferson County Payroll Warrants** Dated August 4, 2023 Totaling \$159,744.43, Dated August 18, 2023 Totaling \$93,441.38 and Dated August 18, 2023 Totaling \$1,184.15
17. **Payment of Jefferson County Vouchers/Warrants** Dated August 14, 2023 Totaling \$597,676.31

DISCUSSION re: Department of Community Development (DCD) Permitting: DCD

Director Josh Peters was present to answer questions raised during the Public Comment Period. He updated the Board on pending contracts that will help DCD address the permitting issues. He stated he will get in contact with Associate Planner David Wayne Johnson to help answer a specific permit issue. The Board tabled discussion until Associate Planner Johnson could be present.

PROCLAMATION re: Proclaiming the Week of August 21-25, 2023 as Jefferson

County Employee Recognition Week: All three Commissioners read aloud the proclamation. Commissioner Eisenhower moved to approve the proclamation. Commissioner Dean seconded the motion which carried by a unanimous vote.

Human Resources Director Sarah Melancon was present and provided information to the Commissioners about Employee Recognition Week activities, with an employee picnic to be held on Thursday. She noted the service years of employees who are also recognized on the proclamation.

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County

Administrator discussed recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings.

The meeting was recessed at 10:27 a.m. and reconvened at 10:31 a.m. with all three Commissioners present.

UPDATE re: Washington State Department of Natural Resources (DNR) 2nd

Quarter County Income Report: DNR Acting Regional Manager Jill DeCianne, State Uplands Project Coordinator Mona Griswold, DNR Olympic Region State Lands Assistant Drew Rosanbalm and District Manager David Hurn were present for discussion. Assistant Rosanbalm reviewed the 2nd Quarter Income Report with the Board. Manager Hurn provided a presentation which included how DNR conducts timber sales, timeline, appraisals and contract administration.

Commissioner Dean excused herself from the meeting at 10:54 a.m. for an appointment, and returned at 11:24 a.m.

BRIEFING re: Public Works Capital Transportation Program: Public Works Director Monte Reinders, and Assistant Public Works Director Eric Kuzma were present to review projects on the Public Works Capital Transportation Program, and the upcoming 2024-2029 Six-Year Transportation Improvement Program (TIP). They answered questions posed by the Board.

The meeting was recessed at 12:06 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

WORKSHOP re: Lower Big Quilcene Riverscape Restoration Project, Linger Longer Bridge Grant: Natural Resources Program Coordinator Tami Pokorny, Jamestown S’Klallam Tribe Habitat Program Manager Randy Johnson, Hood Canal Salmon Enhancement Group Habitat Program Manager Gus Johnson, Public Works Director Monte Reinders, and Assistant Public Works Director Eric Kuzma were present to discuss the \$25 Million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for the Lower Big Quilcene Riverscape Restoration Project. Manager Johnson reviewed the project via powerpoint presentation, which included a potential southside setback levee project. The bridge on Linger Longer Road will be replaced with a ten-span bridge.

WORKSHOP re: Hoh River Resiliency – Lindner Complex Reach Agreement to Develop Reach-Scale Restoration Design: Natural Resources Program Coordinator Tami Pokorny was present to discuss the Hoh River Resiliency Project for Lindner Complex, which will be funded by the Washington State Recreation and Conservation Office. After discussion, Commissioner Eisenhour moved to approve the Hoh River Resiliency – Lindner Complex Reach Design Agreement; July 1, 2023 to June 30, 2026; to develop reach-scale restoration design in the amount of \$1,289,860. Commissioner Dean seconded the motion which carried by a unanimous vote.

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

- KPTZ; BOCC Radio Schedule
- Update re: DCD public comment; DCD requested two weeks to reply
- Shelton/Fairmont powerlines
- Calendar Coordination
- Update re: County email outage
- Closing remarks

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 3:28 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



DRAFT

MINUTES

Regular Meeting – August 28, 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 no comments were received.

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

1. **AUTHORIZATION for Request for Proposals re:** Public Infrastructure Fund Recommendation for Public Infrastructure Funds; In an Amount Not to Exceed \$800,189
2. **AUTHORIZATION for Request for Proposals re:** Housing Fund Board Recommendation for Affordable Housing and Homeless Housing Funds; \$220,000 for Homeless Housing; and \$965,000 for Affordable Housing
3. **AGREEMENT re:** Community Planning Services; In the Amount of \$100,000; Department of Community Development; Atwell LLC
4. **AGREEMENT, Amendment No. 1 re:** Vehicle/Vessel Licensing; No Dollar Amount, Change of Auditor's Name Only; Auditor's Office; Washington State Department of Licensing
5. **AGREEMENT, Amendment No. 1 re:** Public Infrastructure Funding for the Sims Way and Boatyard Expansion; Time Extension Only; County Administrator; Port of Port Townsend, Jefferson County PUD No. 1, and the City of Port Townsend
6. **AGREEMENT, Amendment No. 1 re:** Quilcene Complete Streets; Time Extension Only; County Administrator; Jefferson County Public Works
7. **AGREEMENT, Amendment No. 2 re:** Rural Arterial Program (RAP) Project; Center Road 2R Overlay MP 10.34 to MP 14.58 Project No. 18020960, County Road Administration Board (CRAB) Project No. 1622-01; Public Works; CRAB
8. **EXERCISE of OPTION, Extension No. 2 re:** Contract for Hearing Examiner Services; In the Amount of \$25,000, Extended Through December 31, 2024; County Administrator; Gary N. McLean, Jefferson County Hearing Examiner
9. **APPROVAL of MINUTES:** Regular Meeting Minutes of July 24, 2023, and August 7, 2023, and Special Meeting Minutes of July 21, 2023 (Coordination), July 28, 2023 (Solid Waste Facility Task Force), and August 11, 2023 (Drainage District).

10. **ADVISORY BOARD APPOINTMENT re:** Jefferson County Board of Health; Unexpired Three-Year Term; Expiring on August 31, 2025; Consumer of Public Health Representative, Grey Schad
11. **ADVISORY BOARD RESIGNATION re:** Jefferson County Planning Commission; District No. 2 Representative, Lorna Smith
12. **ADVISORY BOARD RESIGNATION re:** Jefferson County Marine Resources Committee (MRC); District No. 1 Representative, Solenne Walker
13. **Payment of Jefferson County Vouchers/Warrants** Dated August 21, 2023 Totaling \$1,419,012.95

COMMISSIONERS' BRIEFING SESSION: Commissioner Eisenhour and Commissioner Dean discussed recent meetings they attended, and miscellaneous topics.

PROCLAMATION re: September 2023 Olympic Peninsula Eat Local First Month: After all three Commissioners read aloud the proclamation, Commissioner Dean moved to approve the proclamation. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

PROCLAMATION re: Overdose Awareness Day: After all three Commissioners read aloud the proclamation, Commissioner Dean moved to approve the proclamation. Commissioner Eisenhour seconded the motion which carried by a unanimous vote. Commissioner Eisenhour noted that she worked with Public Health Director Apple Martine and Community Health Educator Anya Callahan to refine the proclamation last week. They spoke of the importance of carrying Naloxone in the event someone is experience an overdose.

PRESENTATION re: Local Wildfire Awareness as Dry Conditions Persist and Community Wildfire Protection Plan Community Survey: East Jefferson Fire Rescue Chief Bret Black was present and provided a presentation and answered questions posed by the Board. He thanked Jefferson County Sheriff's Office for their drone assistance during a recent wildfire.

The meeting was recessed at 10:38 a.m. and reconvened at 10:49 a.m. with all three Commissioners present.

COMMISSIONERS' BRIEFING SESSION - Continued: Chair Brotherton discussed recent meetings he attended, and miscellaneous topics.

BRIEFING re: Humane Society Budget and Operations: Jefferson County Humane Society Executive Director Tammy Hanks was present and reviewed shelter statistics from 2017-2022. She requested a new building or remodel of the existing facility to accommodate dogs more efficiently. She noted that the restrictions of RCW 18.92.260 regarding low-income households, makes it harder to help the middle class in Jefferson County that do not qualify as low-income. She answered questions posed by the Board.

After discussion, Chair Brotherton opened the floor to allow for public comments. Ten individuals, which included Humane Society staff and volunteers, provided comments.

The meeting was recessed at 11:59 a.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 Brotherton announced that the Executive Session will be held from 1:31 p.m. to 2:00 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 and Chief Civil Deputy Prosecuting Attorney. The Board resumed the regular meeting at 2:01 p.m. Chair Brotherton announced that the Board will be extending the Executive Session from 2:01 p.m. to 2:06 p.m. The Board resumed the regular meeting at 2:06 p.m. Chair Brotherton announced that the Board will be extending the Executive Session from 2:08 p.m. to 2:13 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:14 p.m. There was no proposed action, and therefore no public comment taken on this topic.

DISCUSSION re: Solid Waste Fee Schedule Implementation: Public Works Director and Solid Waste Manager Al Cairns were present to discuss the new fees at the Solid Waste Facility. County Administrator Mark McCauley shared the Paradigm Implementation Schedule with the Board. Public Works staff spoke to the issues surrounding implementation of the new fees, but noted they plan to have them in effect on October 3, 2023. Solid Waste Manager Cairns discussed recycling education.

WORKSHOP re: Trust Land Transfer Project Applications: Commissioner Eisenhour noted that there are four proposed parcels to be included in the Trust Land Transfer. The parcels in consideration would be managed for combined uses for timber harvest, open space and passive recreation. Chickadee Forestry owner Malloree Weinheimer and ecologist Catherine Copass reviewed the benefits of each of the proposed parcels.

Assessor Jeff Chapman was present and stated that he is in favor of the proposed projects, as long as the existing recreational uses can continue. The Commissioners agreed in moving forward with the four proposed parcels.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:30 p.m. to 3:00 p.m. Chair Brotherton announced that the Executive Session will be held from 3:25 p.m. to 4:05 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; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g). Staff present: Human Resources Director and County Administrator. The Board concluded the Executive Session and resumed the regular meeting at 4:05 p.m. There was no proposed action, and therefore no public comment taken on this topic.

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

- County Administrator – review of recent meetings, miscellaneous items, upcoming meetings
- Calendar Coordination
- Boards and Committees Vacancies

ADDITIONAL BUSINESS: Letter of Support re: Habitat for Humanity Critical Repair Program: Chair Brotherton reviewed a draft letter of support that Habitat for Humanity requested regarding a Washington State Department of Commerce critical home repair grant. After review of the letter, Commissioner Dean moved to approve signing the letter as the Board. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments on the motion. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:30 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



DRAFT

MINUTES

Regular Meeting – September 5, 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 no comments were received.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Acting County Administrator/Public Works Director Monte Reinders commented on Public Works items on the Consent Agenda, and updated the Commissioners on other Public Works projects. After discussion, Commissioner Eisenhour moved to approve the Consent Agenda as presented. Commissioner Dean seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 36-23** re: Authorizing a Washington Resource Conservation Office (RCO) Local Parks Maintenance Grant for Various County Parks Maintenance Projects
2. **AGREEMENT re:** Grant of Easement for Percolation Pond to Serve the Port Hadlock Wastewater Project; In the Amount of \$16,100; Public Works; Shold Excavating, Inc.
3. **AGREEMENT** re: Partial Funding for the Local Recycling Program, Project No. SWMLSWFA-2023-JCPWSW-000192; In the Amount of \$245,540.50; Solid Waste Department, Public Works; Washington State Department of Ecology
4. **AGREEMENT, Supplement No. 2** re: Construction Phase Funding, Road Departure Reduction Project No. 18020980; Additional Amount of \$145,275 for a Project Total of \$852,275; Public Works; Washington State Department of Transportation
5. **AGREEMENT, Amendment No. 1** re: Rocky Brook and Powerlines Reach Habitat Restoration Design Agreement; Additional Amount of \$27,500 for a Total of \$472,387; Public Health; Natural Systems Design
6. **MEMORANDUM of AGREEMENT** re: Clinical Education – Preceptor Services; No Dollar Amount; Public Health; Gonzaga University
7. **STATUS UPDATE BRIEFING** re: Stock Plans; Department of Community Development
8. **ADVISORY BOARD RESIGNATION re:** Conservation Futures Citizen Oversight Committee; District No. 3 Representative, Kalyn Marab
9. **Payment of Jefferson County Vouchers/Warrants** Dated August 28, 2023 Totaling \$184,824.39

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

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding COVID-19, the new vaccine, and RSV. Emergency Management Director Willie Bence provided information on wildfires, and neighborhood preparation groups.

PROCLAMATION re: Proclaiming September 2023 as Workforce Development Professionals Month: Commissioner Dean introduced Olympic Workforce Development Council Director Bill Dowling. She stated that she appreciates that Director Dowling tries to meet the needs of our community. All three Commissioners read aloud the proclamation. Commissioner Dean moved to approve the proclamation. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

Director Dowling thanked the Commissioners for the proclamation, and the work that Commissioner Dean has done for workforce development. He noted that he would like to schedule a future workshop with the Commissioners to discuss more ways in recruiting individuals into the workforce. Discussion followed regarding workforce development issues, strategies, equity, retention and more.

The meeting was recessed at 11:23 a.m. and reconvened at 11:29 a.m. with all three commissioners present.

COMMISSIONERS' BRIEFING SESSION - Continued: Chair Brotherton introduced a draft Request for Proposals (RFP) to upzone and sewer the Glen Cove area. He also noted that he would like to apply for the Brinnon sewer project as well. The Board was in favor of Chair Brotherton continuing to work on RFP submittals. The Commissioners continued discussion of miscellaneous items.

The meeting was recessed at 11:45 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

WORKSHOP re: Draft Agreement with Jefferson Land Trust for the Ruck Salmon Creek Conservation Futures Project: Natural Resources Program Coordinator Tami Pokorny and Jefferson Land Trust Executive Director Sarah Spaeth were present to review the draft agreement and proposed timeline for potential approval by the Board at a future date.

The meeting was recessed at 1:50 p.m. and reconvened at 3:16 p.m. with Chair Brotherton and Commissioner Dean present. Commissioner Eisenhower joined the meeting shortly after.

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

- KPTZ Radio Show; topics for County Connections segment
- Review of potential workshop sessions with the Board

EXECUTIVE SESSION: An Executive Session was scheduled from 3:30 p.m. to 4:00 p.m. Chair Brotherton announced that the Executive Session will be held from 3:31 p.m. to 4:01 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; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g). Staff present: Human Resources Director and Deputy Prosecuting Attorney. The Board resumed the regular meeting at 4:01 p.m. Chair Brotherton announced that the Board will be extending the Executive Session from 4:03 p.m. to 4:13 p.m. The Board resumed the regular meeting at 4:15 p.m. Chair Brotherton announced that the Board will be extending the Executive Session from 4:16 p.m. to 4:26 p.m. The Board concluded the Executive Session and resumed the regular meeting at 4:27 p.m. Chair Brotherton announced that the Board will be extending the Executive Session from 4:28 p.m. to 4:34 p.m. The Board concluded the Executive Session and resumed the regular meeting at 4:35 p.m. There was no proposed action, and therefore no public comment taken on this topic.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:35 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



DRAFT

MINUTES

Regular Meeting – September 11, 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 two comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Due to a public comment regarding Consent Agenda Items No. 1 and 2, the Commissioners agreed to pull those items until County Administrator Mark McCauley can review them. Acting County Administrator /Public Works Director Monte Reinders commented on Public Works contracts on the Consent Agenda. After discussion, Commissioner Eisenhour moved to approve the Consent Agenda, minus items No. 1 and 2, for further legal review. Commissioner Dean seconded the motion which carried by a unanimous vote.

1. **AGREEMENT** re: Increase Awareness and Accessibility for County Residents with Disabilities; In the Amount of \$5,678.52; Public Health; Washington State Employment Security Department **(removed for further discussion at a later date)**
2. **AGREEMENT** re: ADA Accessibility Upgrades; In the Amount of \$5,678.52; Public Health; Trinity United Methodist Church **(removed for further discussion at a later date)**
3. **AGREEMENT** re: Paper to Digital Conversion to Archives for Food Permits; In the Amount of \$8,674; Public Health; Office of Washington Secretary of State
4. **AGREEMENT, Amendment No. 1** re: Behavioral Health Consortium Project Director; Additional Amount of \$10,000 for a Total of \$136,000; Public Health; Fleming Professional Services, Lori J. Fleming
5. **AGREEMENT, Amendment No. 1** re: Chimacum Junior Senior High School Based Metal Health Services; Additional Amount of \$44,400 for a Total of \$67,800; Public Health; Cynthia Langston LLC
6. **AGREEMENT, Amendment No. 1** re: Port Townsend High School Based Mental Health Services; Additional Amount of \$44,400 for a Total of \$67,800; Public Health; Sun Path Healing, PLLC, Andrea Knutson
7. **AGREEMENT, Change Order No. 1** re: Phase 1 - Site Prep., Earthwork and Service Utilities for the Port Hadlock Sewer, Project No. 405-2114-0, Commerce Project No. 22-96515-026; Additional Amount of \$72,272.57 for a Project Total of \$1,316,518.35; Public Works; Seton Construction

8. **AGREEMENT, Change Order No. 2** re: Phase 1 – Site Prep., Earthwork and Service Utilities for the Port Hadlock Sewer, Project No. 405-2114-0, Commerce Project No. 22-96515-026; Additional Amount of \$134,009.17 for a Project Total of \$1,450,527.51; Public Works; Seton Construction
9. **LICENSE AGREEMENT re:** Use of County Property – Portion of Seal Rock Road Right-of-Way; Public Works; Judith Y. Meyers
10. **Payment of Jefferson County Payroll Warrants** Dated September 5, 2023 Totaling \$2,366,430.85

COMMISSIONERS' BRIEFING SESSION: Commissioner Dean discussed recent meetings she attended, and miscellaneous items.

PROCLAMATION re: Proclaiming September 11, 2023 as National Day of Service and Remembrance: All three Commissioners read aloud the proclamation. Commissioner Eisenhour moved to approve the proclamation as read. Commissioner Dean seconded the motion which carried by a unanimous vote. The Commissioners commented on the terrorist attacks that were carried out on September 11, 2001.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued discussing recent meetings they attended, and miscellaneous items.

MOMENT OF SILENCE: The Commissioners participated in a moment of silence, approximately around the time that the East Jefferson Fire Rescue was to be ringing the Port Townsend Bell Tower located at 310 Tyler Street in Port Townsend, to denote the time the South tower collapsed during the terrorist attack on September 11, 2001. The bell was rung a series of 3-4-3. The ringing protocol is used by many fire departments to honor the memory of firefighters and law enforcement who died in service, and the 2,997 who perished that day.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and Acting County Administrator continued discussing recent meetings they attended, and miscellaneous items.

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

- Calendar Coordination
- Miscellaneous topics
- Solid Waste; capital planning
- Community Wildfire Protection Plan; upcoming meeting
- WSAC; fall conference

The meeting was recessed at 11:11 a.m. and reconvened at 11:29 a.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 11:30 a.m. to 12:00 p.m. Chair Brotherton announced that the Executive Session will be held from 11:30 a.m. to 12:00 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; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g). Staff present: Human Resources Director and Deputy Prosecuting Attorney. The Board resumed the regular meeting at 12:01 p.m. Chair Brotherton announced that the Board will be extending the Executive Session from 12:02 p.m. to 12:30 p.m. The Board resumed the regular meeting at 12:32 p.m. Chair Brotherton announced that the Board will be extending the Executive Session from 12:36 p.m. to 12:46 p.m. The Board concluded the Executive Session and resumed the regular meeting 12:48 p.m. There was no proposed action, and therefore no public comment taken on this topic.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 12:48 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



DRAFT

MINUTES

Special Meeting – August 22, 2023, 6:00 p.m.

Jefferson County Board of Commissioners

Port Hadlock Sewer Project – Groundbreaking Celebration

236 Lopeman Road, Port Hadlock, WA 98339

CALL TO ORDER: Chair Greg Brotherton called the meeting to order in the presence of Commissioner Kate Dean, and Commissioner Heidi Eisenhour.

PUBLIC COMMENT PERIOD: There was one comment received.

WELCOME AND INTRODUCTIONS: Chair Brotherton asked everyone in attendance to introduce themselves. The Commissioners, State Representatives Steve Tharinger and Mike Chapman said a few words about the much-anticipated project. In addition to public in attendance, staff for Congressman Derek Kilmer and Senator Murray were also present, as well as various Jefferson County staff that helped bring this project to fruition.

CELEBRATORY EVENTS: Events for this special meeting included a tour of the infiltration pond, review of site plans, speaker presentations from County staff, housing representatives, Commissioners, and State Representatives.

At the end of the presentations, the Commissioners participated in excavator races that were judged by State Representatives Steve Tharinger and Mike Chapman, with Commissioner Dean winning the competition.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 7:49 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



DRAFT

MINUTES

Special Meeting – September 1, 2023, 2:00 p.m.

Jefferson County Board of Commissioners

Chimacum Drainage District – Drainage District No. 1

Hybrid Meeting at the Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA

CALL TO ORDER: Chair Greg Brotherton called the meeting to order in the presence of Commissioner Kate Dean, and Commissioner Heidi Eisenhour.

HEARING re: To Consider Whether to Dissolve Drainage District No.1, also known as the Chimacum Drainage District: Chair Brotherton opened the public hearing. County Administrator Mark McCauley provided a presentation on the Chimacum Drainage District which noted that in May 2023, the Chimacum Drainage District met the criteria to be dissolved. His recommendation is that the Board consider declaring the district inactive and dissolved. He stated that the district was formed in 1919 to manage a drainage and flood control system. There have been no district funds collected since mid-1960. The district has been inactive since 1974 when the governing board resigned.

County Administrator McCauley reviewed the district map, and what the term "inactivity" is per RCW 36.96.010. He reviewed the Board's options: 1) Declare the district inactive and leave it in place, as is; 2) Declare the district inactive and dissolve it; 3) Reactivate the district in its current form; and 4) Repurpose the district to add irrigation, watershed, management, and improvement, to its mission. Commissioner Eisenhour stated that stakeholders have expressed desire to have more time to deliberate on this issue.

After discussion, Chair Brotherton opened the hearing to allow for public testimony. The following individuals provided testimony: Roger Short; Chimacum, Jeff Chapman; Jefferson County, and Joe Holtrop; Jefferson County. Hearing no further testimony, Chair Brotherton closed the public hearing.

During deliberations, County Administrator McCauley shared a draft resolution with the Board. Commissioner Eisenhour moved to approve **RESOLUTION NO. 35-23** re: Determining the Chimacum Drainage District is inactive pursuant to Chapter 36.96 RCW. Commissioner Dean seconded the motion which carried by a unanimous vote. Chair Brotherton thanked Civil Deputy Prosecuting Attorney Barbara Ehrlichman for her work on this. Peak Consultant Vivian Ericson, who had been working on this issue, provided closing remarks.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 2:26 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



MINUTES

Jefferson County Board of County Commissioners Community Conversations

Special Meeting – September 8, 2023, 6:00 p.m.

Brinnon Community Center
306144 Highway 101, Brinnon, WA

CALL TO ORDER: Chair Greg Brotherton called the Community Conversations Special Meeting to order in the presence of Commissioner Heidi Eisenhour. Commissioner Dean had an excused absence.

WELCOME and INTRODUCTIONS: Chair Brotherton welcomed the Brinnon community members in attendance.

JEFFERSON COUNTY UPDATE: Chair Brotherton provided a presentation which covered the Jefferson County budget, services, challenges, opportunities, priorities and progresses and more.

QUICK SNAPSHOTS: Jefferson County Commissioners, Elected Officials and Departments Directors provided updates for their departments. They answered questions posed by the public in attendance.

WRAP UP and THANKS: Chair Brotherton thanked everyone for attending.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 8:08 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