



DRAFT

MINUTES

Regular Meeting – December 19, 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 six comments were received. During the Public Comment Period response, the Commissioners addressed some comments and concerns regarding Consent Agenda items. The Commissioners agreed to table discussion on the Consent Agenda until after the Public Health and Emergency Management updates.

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.

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

1. **RESOLUTION NO. 68-22** re: In the Matter of Updating the Jefferson County Americans with Disabilities Accommodation (ADA) Policy; Jefferson County Central Services
2. **RESOLUTION NO. 69-22** re: In the Matter of Appointing the Public Records Administrator as the Public Records Officer; Jefferson County Administrator
3. **RESOLUTION NO. 70-22** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus and Authorize Disposal; Jefferson County Treasurer
4. **RESOLUTION NO. 71-22** re: In the Matter of Delegation of Signature Authority for CDL Training Agreement; Jefferson County Public Works
5. **AGREEMENT, Change No. 6** re: JUMP! Project at HJ Carroll County Park; Additional Amount of \$5,105.22 for a Project Total of \$780,622.15; Jefferson County Public Works; Interwest Construction, Inc.
6. **AGREEMENT** re: Obligation of American Rescue Plan Act (ARPA) State and Local Fiscal Recovery (SLFR) Funds for the Port Hadlock Wastewater Project; No Match to Funds Required; \$1.5 Million of Jefferson County ARPA Funds Used; Jefferson County Public Works; Washington State Department of Commerce
7. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$30,000; Centrum

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8. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$14,500; Emerald Towns Alliance-ShrimpFest
9. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$60,390; Forks Chamber of Commerce
10. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$20,000; Jefferson County Farmers Markets
11. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$72,160; Jefferson County Historical Society
12. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$62,000; North Hood Canal Chamber of Commerce
13. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$91,655; Jefferson County Historical Society (Gateway Visitor Center)
14. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$30,000; Peninsula Trails Coalition
15. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$3,500; Port Ludlow Village Council
16. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$4,400 Port Ludlow Village Council Trails Committee
17. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$25,000; Quilcene Fair and Parade Association
18. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$80,000; Quilcene Historical Museum
19. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$80,000; The Production Alliance
20. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$295,000; Tourism Coordinating Council
21. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$35,000; The Wooden Boat Foundation
22. **AGREEMENT** re: American Rescue Plan Act (ARPA) Grant for Childcare Facility Planning, Design and Construction; In the Amount of \$290,000; Jefferson County Administrator; Olympic Peninsula YMCA
23. **AGREEMENT, Amendment No. 1** re: Affordable Housing and Homelessness Services; No Additional Dollar Amount, Time Extension Only; County Administrator; Habitat for Humanity
24. **AGREEMENT, Amendment No. 1** re: Fort Worden Public Infrastructure Funding (PIF) for Employee Housing; No Additional Dollar Amount, Time Extension Only; Jefferson County Administrator; Fort Worden Public Development Authority (PDA)
25. **AGREEMENT** re: Gardiner Community Center Management; In the Amount of \$3,958 with a 3% Escalator for 2024 and 2025; Jefferson County Administrator; Gardiner Community Center Board of Directors
26. **AGREEMENT** re: Port Townsend Senior Center Management; 2023: In the Amount of \$17,230 with a 3% Escalator for 2024 and 2025; Jefferson County Administrator; Port Townsend Senior Center
27. **AGREEMENT** re: Management of Three (3) Jefferson County Community Centers to include Tri-Area, Quilcene and Brinnon for 2023: In the Amount of \$173,500 with a 3% Escalator for 2024 and 2025; Jefferson County Administrator; Olympic Community Action Programs (OlyCAP)

28. **AGREEMENT** re: 2023 Conservation Water Quality Improvement and Natural Resources Protection Projects; In the Amount of \$57,935; Jefferson County Administrator; Jefferson County Conservation District
29. **AGREEMENT, Amendment No. 1** re: Solid Waste Management and Local Solid Waste Financial Assistance; No Change in Dollar Amount of \$160,866, Change in Distribution of Funds; Jefferson County Public Health; Washington State Department of Ecology
30. **AGREEMENT, Amendment No. 1** re: Medicaid Administrative Claiming; No Dollar Amount, Time Extension Only; Jefferson County Public Health; Washington State Health Care Authority
31. **AGREEMENT** re: Chimacum-Port Hadlock Pollution Identification and Correction Project; In the Amount of \$407,074; Jefferson County Public Health; Washington State Department of Ecology
32. **AGREEMENT, Amendment No. 2** re: Support for Septic System Monitoring Inspection Process in the New EnerGov Database; Time Extension Only; Jefferson County Public Health; Cities Digital, Inc.
33. **AGREEMENT** re: Data Sharing for Monitoring COVID-19 Vaccine Administration Level and Other Various Public Health Authority Data; No Dollar Amount; Jefferson County Public Health; Washington State Department of Health
34. **AGREEMENT, Amendment No. 2** re: Chimacum Confluence Project Phase I and II Environmental Site Assessment; Additional Amount of \$23,336.20 for a Project Total of \$44,086.20; Jefferson County Environmental Public Health; Evren Northwest, Inc.
35. **AGREEMENT** re: Rialto Beach Study to Collect Data on Timing of Two Landslides; In the Amount of \$28,696; Jefferson County Public Health; University of Washington
36. **AGREEMENT, Amendment No. 5** re: Community Prevention and Wellness Initiative Services; Additional Amount of \$82,500 for a Total of \$1,012,331; Jefferson County Public Health; Washington State Health Care Authority
37. **AGREEMENT NO. K4880, Amendment No. 2** re: Grant for the Residential Substance Abuse Treatment Services; Additional Amount of \$146,000 for a Total of \$292,000; Jefferson County Sheriff's Office/Jail; Washington State Health Care Authority
38. **AGREEMENT No. WQNEP-2020-JeCoWS-00067, Amendment No. 1** re: Strait Ecosystem Recovery Project; Time Extension Only; Jefferson County Extension, Washington State University; Washington State Department of Ecology
39. **AGREEMENT No. OTGP-2023-JeCoWS-0009** re: Marine Resources Committee (MRC) Sponsored Marine Stewardship Projects; In the Amount of \$118,800; Jefferson County Extension, Washington State University; Washington State Department of Ecology
40. **AGREEMENT** re: Corrections Officer Retention Incentive for Employees, Erik Allen, Ashley Moore and William Wells; In the Amount of \$15,000 per Employee; Jefferson County Human Resources; Fraternal Order of Police, Jefferson County Sheriff's Office Uniformed Support Services (JCSOUSS)
41. **AGREEMENT, Interlocal** re: Community Health and Wellness Center Planning; No Dollar Amount; Jefferson County Administrator; Jefferson County School District No. 50, City of Port Townsend, Jefferson County Hospital District No. 2, Port of Port Townsend
42. **AGREEMENT** re: Nurse Family Partnership Supervisor; In the Amount of \$75,000; Jefferson County Public Health; Kitsap Public Health District

- 43. **MEMORANDUM OF UNDERSTANDING (MOU)** re: Healthier Together – Community Health and Wellness Center; No Dollar Amount; Jefferson County Administrator; Jefferson County School District No. 50; City of Port Townsend; Olympic Peninsula YMCA, Jefferson County Hospital District No. 2; Port of Port Townsend; JeffCo Aquatic Coalition
- 44. **EXERCISE OF OPTION, Extension No. 1** re: Contract for Hearing Examiner Services; In the Amount of \$25,000, Extended Through December 31, 2023; Jefferson County Administrator; Gary N. McLean, Jefferson County Hearing Examiner
- 45. **ADVISORY BOARD REAPPOINTMENT** re: Climate Action Committee; Three (3) year Term to Expire December 31, 2025; Atmospheric Science/Agriculture/Environmental Management Representative, David Wilkinson
- 46. **MINUTES** re: Regular Meeting of December 12, 2022 and Special Meeting of December 12, 2022 (WSAC Virtual Assembly)
- 47. **Payment of Jefferson County Payroll A/P Warrants** Done by Payroll Dated December 19, 2022 Totaling \$10,306.79 (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.)
- 48. **Payment of Jefferson County Vouchers/Warrants** Dated December 12, 2022 Totaling \$1,031,252.43 (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.)

The meeting was recessed at 10:24 a.m. and reconvened at 10:30 a.m. with all three Commissioners present.

HEARING re: Fourth Quarter 2022 Budget Appropriations/Extensions; Various County Departments: County Administrator Mark McCauley provided a brief introduction as to the purpose of the hearing. Finance Manager Judy Shepherd gave a presentation on the budget appropriations and answered questions posed by the Board. After discussion, Chair Eisenhower opened the floor to allow for public testimony. The following individual provided testimony: Tom Thiersch. Hearing no further testimony, Chair Eisenhower closed the hearing and County Administrator McCauley responded to the comment received.

After deliberations, Commissioner Dean moved to approve **RESOLUTION NO. 72-22** re: Fourth Quarter 2022 Budget Appropriations/Extensions; Various County Departments. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

UPDATE re: Blake Funding from the Washington State Office of Public Defense: Jefferson County Clerk Ruth Gordon was present and explained the Blake funding opportunity for the County and answered questions posed by the Board.

COMMISSIONERS' BRIEFING SESSION: The Commissioners reviewed the remaining Agenda items. Commissioner Brotherton requested the Board review and approve a letter in support of the Olympic Housing Trust. Commissioner Dean stated she would like to check with the City of Port Townsend regarding their thoughts on the request. Commissioner Brotherton stated that he will bring forward the letter during the afternoon session.

ADDITIONAL BUSINESS: Letter of Support re: Bayside Housing/Woodley Place: County Administrator Mark McCauley stated that Bayside Housing is applying for a grant from

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Congress to acquire the Hadlock Motel and turn it into a housing program called Woodley Place. The grant will assist with expenses and renovation costs. Commissioner Dean moved to approve the letter of support from the Board of County Commissioners to Bayside Housing's application for Woodley's Place. Commissioner Brotherton seconded the motion. Chair Eisenhour called for public comments on the motion, none were received. She called for a vote on the motion. The motion carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners discussed recent meetings they attended, miscellaneous items and reviewed upcoming meetings.

The meeting was recessed at 11:59 a.m. and reconvened at 1:30 p.m. with all three Commissioners present. Chair Eisenhour announced that the Winter Welcoming Center at the Pope Marine Building is extending their hours to 3:00 p.m. on Friday as they had a record number of customers. She noted that there is a request for blankets, sleeping bags, sleeping pads and tents.

DISCUSSION re: In the Matter of Establishing a Conservation Futures Program Application Period, Setting an Estimated Amount of Conservation Futures Funds Available, and Approving Program Materials for Use in the 2023 Conservation Futures Funding Cycle: Natural Resources Program Manager Tami Pokorny introduced the Chair of the Conservation Futures Citizens Oversight Committee Guy Dobyns, who reviewed the 2023 Conservation Futures Funding Cycle with the Board.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 73-22** Establishing a Conservation Futures Program Application Period, Setting an Estimated Amount of Conservation Futures Funds Available, and Approving Program Materials for Use in the 2023 Conservation Futures Funding Cycle, as amended. Commissioner Dean seconded the motion. Chair Eisenhour called for public comments on the motion, none were received. She called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION re: Board of Natural Resources Election Ballot for Heidi Eisenhour, District No. 2 Commissioner: Chair Eisenhour explained that with the retirement of Clallam Commissioner Bill Peach, she announced her candidacy for the position that he held on the Board of Natural Resources (BNR). Washington State Association of Counties stated that each County gets to vote, and it could be a fractional vote. Commissioner Dean moved to dedicate Jefferson County's entire vote for the BNR open position to Chair Heidi Eisenhour. Commissioner Brotherton seconded the motion. Chair Eisenhour called for public comments on the motion and one comment was received. She 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:

- Boards and Committees Vacancies
- Boards and Committees Assignments: **ADDITIONAL BUSINESS:** Commissioner Dean moved to appoint Commissioner Brotherton as Chair to the Board of County Commissioners effective January 3, 2022. Chair Eisenhour seconded the motion and called for public comments, no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

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- Calendar Coordination
- **ADDITIONAL BUSINESS: Olympic Housing Trust (OHT) Letter of Support:**
Commissioner Brotherton continued reviewing the draft OHT letter of support. After review and edits, Commissioner Dean moved to approve the letter of support of OHT to the Washington Housing Trust, as amended. Commissioner Brotherton seconded the motion. Chair Eisenhower called for public comments on the motion, and none were received. She called for a vote on the motion. The motion carried by a unanimous vote.
- Closing remarks

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 2:30 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