



DRAFT

MINUTES

Regular Meeting – January 10, 2022, 9:00 a.m.

Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA

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

PUBLIC COMMENT PERIOD: The following is a summary of comments made virtually by individuals in attendance at the meeting and reflect their personal opinions:

- Comment voicing concern regarding Consent Agenda Item No. 7 re: Centralizing Servers; an error to the date on Consent Agenda Item No. 14 re: Ferry Advisory Committee appointment; and a suggestion that Jefferson Healthcare help fund the upcoming Public Health staff retreat.
- Comment regarding Omicron statistics, and deaths potentially related to the COVID-19 vaccination and booster shots.

The Commissioners and addressed comments and concerns raised during the Public Comment Period.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: The Commissioners noted corrections to two agenda items. After discussion, Commissioner Dean moved to adopt Consent Agenda, but change the Ferry Advisory Committee (Consent Agenda Item No. 14) date to 2023 and change “Dove House” to “Pfeiffer House” (Consent Agenda Item No. 9). Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 02-22** re: Emergency Load Limitations on County Roads, Jefferson County Public Works
2. **HEARING NOTICE** re: To Consider a Proposed Ordinance Inactivating Fund 202-000-030 - Road Improvement Bonds and Fund 602-000-010 – Road Improvement Guaranty Fund; Hearing Scheduled for Monday, January 24, 2022 at 10:30 a.m. in the Commissioners’ Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA (VIRTUAL)
3. **CALL FOR BIDS** re: Publication of County Legal Notices; Bids Accepted Until 9:30 a.m. and Opened and Read Publicly at 10:30 a.m. on Monday, March 7, 2022 in the Commissioners’ Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA (VIRTUAL)
4. **AGREEMENT** re: Collective Bargaining and Trust Participation; Various Amounts; Jefferson County Human Resources; Teamsters Local No. 589 and Washington Teamsters Welfare Trust

5. **AGREEMENT, Change Order No. 1** re: Oil City Road Ruby Creek Emergency Washout Repair, County Project No. 18021020, County Road No. 134309; Additional Amount of \$40,775.05 for a Project Total of \$194,775.05; Jefferson County Public Works; Bruch & Bruch Construction, Inc.
6. **AGREEMENT** re: Jail Lobby Floor Replacement; In the Amount of \$25,048.52; Jefferson County Central Services, Facilities; Division 9 Flooring
7. **AGREEMENT** re: Cooling for New Central County Server; In the Amount of \$20,427.82; Jefferson County Central Services, Facilities; Mayda Mechanical
8. **AGREEMENT** re: Quimper Wildlife Corridor Additions Project Conservation Futures Grant; No Dollar Amount; Jefferson County Environmental Public Health; Jefferson Land Trust
9. **AGREEMENT** re: 2022 Affordable Housing/Homeless Grant Funding for Young Adult Housing and Support Services; In the Amount of \$70,800; Jefferson County Administrator; Pfeiffer House
10. **MEMORANDUM OF UNDERSTANDING** re: Host One Family Partnership Nurse Home Visitor in Exchange for Office Space for Parent as Teachers (PAT) Visits; No Dollar Amount, Exchange of Services Only; Jefferson County Public Health; First Step Family Support Center
11. **MEMORANDUM OF UNDERSTANDING** re: Noxious Weed Control at the Jefferson County Solid Waste Transfer Station Property; In the Amount of \$2,500 for 2022, \$2,625 for 2023 and \$2,756 for 2024; Jefferson County Noxious Weed Control Board; Jefferson County Public Works
12. **MOTION** to Authorize the Department of Community Development (DCD) to Convert Two Two-Year Term Limited Positions to Permanent Positions and Commit to Funding those Two Positions with General Funds Transfer Dollars
13. **ADVISORY BOARD RESIGNATION** re: Ferry Advisory Committee; Local Government Planning Representative, Lance Bailey
14. **ADVISORY BOARD APPOINTMENT** re: Ferry Advisory Committee; Unexpired Four (4) Year Term to Expiring June 10, 2023; Local Government Planning Representative, Steve King
15. **MINUTES** re: Regular Meeting of January 3, 2022 and Special Meeting Minutes of January 3, 2022 (WSAC Virtual Assembly)
16. **Payment of Jefferson County Payroll Warrants** Dated January 5, 2022 Totaling \$1,244,778.81 and A/P Warrants Done by Payroll Dated January 5, 2022 Totaling \$1,076,794.80 (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)
17. **Payment of Jefferson County Vouchers/Warrants** Dated December 28, 2021 Totaling \$305,809.37 (Records of all claims submitted for payment along with vouchers approved and signed 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.

DISCUSSION: AGREEMENT re: Collective Bargaining and Trust Participation; Various Amounts; Jefferson County Human Resources; Teamsters Local No. 589 and Washington Teamsters Welfare Trust (Consent Agenda Item No. 4): Human Resources Manager Sarah Melancon explained that two pages of the agreement did not make it into the packet. She shared her screen to show the missing pages. The Commissioners stated they were satisfied with the missing pages as presented.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and Interim County Administrator continued discussing recent meetings they attended.

WEEKLY UPDATE re: COVID-19: Public Health Officer Dr. Allison Berry provided information on the COVID-19 virus in Jefferson County and Emergency Management Director Willie Bence provided a situation report.

DISCUSSION re: Declaration of Emergency Winter Storm Event: Emergency Management Director Willie Bence explained the need for the Declaration of Emergency during the Winter Storm Event. Representatives from Mason PUD No. 1 and Jefferson PUD No. 1 were present to talk about the destruction to power lines and equipment during the recent storm. After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 03-33** re: Declaration of Emergency caused by adverse winter activity in Jefferson County. Commissioner Dean seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:46 a.m. and reconvened at 10:52 a.m. with all three Commissioners present.

WORKSHOP re: Presentation of the Public Health Staff Retreat, Pandemic Response Reflections and the Future of Public Health in Jefferson County: Public Health Director Apple Martine reviewed her plans for the upcoming Health Department staff retreat. After discussion, Commissioner Brotherton moved to support Public Health's retreat, and support them with the \$5,788 for venue, catering, presenter fees and supplies for staff activities for February 18, 2022 or rescheduling for whatever date works. Commissioner Dean seconded the motion and asked if it would be better to authorize more budget authority if additional expenditures arise? Interim County Administrator Mark McCauley stated the amount should be \$7,500. Commissioner Brotherton amended his motion to change the amount to \$7,500. Commissioner Dean approved the amendment. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: 2022 Comprehensive Plan Amendment Cycle: Department of Community Development (DCD) Director Brent Butler provided a presentation on the 2022 Comprehensive Plan Amendment Cycle. He stated that if there is no action taken by the Board today, DCD will move forward with the Comprehensive Plan Amendment Cycle as outlined. After discussion, Commissioner Brotherton moved to adopt the 2022 Comprehensive Plan Cycle to projects that advance the community's need for affordable and/or homeless housing and site-specific applications. Commissioner Dean seconded the motion. After further discussion, Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

The meeting was recessed at 11:57 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 Eisenhower announced that the Executive Session will be held from 1:30 p.m. to 2:00 p.m. with the Interim County Administrator/Central Services Director, Chief Civil Deputy Prosecuting Attorney, Human Resources Manager and Prothman Representative to Evaluate the

Qualifications of Applicants for Public Employment; under exemption RCW 42.30.110(1)(g) as outlined in the Open Public Meetings Act. The Board concluded the Executive Session and resumed the regular meeting at 2:01 p.m.

DISCUSSION re: Economic Development Council (EDC) Team Jefferson American Rescue Plan Act (ARPA) Small Business Grants: EDC Team Jefferson Executive Director Cindy Brooks, Business Services Director Brian Kuh, and Chair of the Board of Directors Ben Bauermeister were present to review business survey responses, ARPA final rules and guidelines, timeline, cost and expectations between the County and EDC Team Jefferson regarding management of ARPA funds. Commissioner Brotherton and Interim County Administrator Mark McCauley agreed to work with EDC Team Jefferson members on finalizing the criteria for business funds distribution.

After further discussion, Interim County Administrator McCauley asked if the Board would like to delegate authority to him to enter into the agreement with EDC Team Jefferson? Commissioner Brotherton moved to delegate authority to enter into the contract regarding the disbursement of the contract of \$500,000 of ARPA funds for small businesses and microenterprises in Jefferson County. Commissioner Dean seconded the motion. She stated the County should authorize \$50,000 for the expenditure of those ARPA funds as well. Interim County Administrator McCauley stated the \$50,000 would come out of the \$500,000 available and clarified the net for grant would be \$450,000. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: Communications Position: Commissioner Dean stated she met with Public Health staff regarding their current communications strategy. Human Resources Manager Sarah Melancon joined the discussion. The Commissioners discussed potentially combining Public Health communications with a County-wide Communications position.

COUNTY ADMINISTRATOR BRIEFING SESSION: Interim County Administrator/Central Services Director Mark McCauley reviewed the following with the Board:

- Chamber of Commerce; State of the County
- **ADDITIONAL BUSINESS: Approval of the 2022 Commissioner Board Assignments:** After review, Commissioner Dean moved to approve the 2022 Committee Assignments list for the Board of County Commissioners as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.
- Commissioners Briefing Session/Calendar Coordination

COUNTY ADMINISTRATOR BRIEFING SESSION - Continued: Interim County Administrator/Central Services Director Mark McCauley reviewed the following with the Board:

- Calendar Coordination – continued
- Legislative Update

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:27 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



DRAFT

MINUTES

Jefferson County Board of Commissioners
Special Meeting – January 10, 2022, 12:00 p.m.
Washington State Association of Counties Virtual Assembly
Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA
(Virtual Meeting)

CALL TO ORDER: Washington State Association of Counties (WSAC) staff called the Virtual Counties Update meeting to order. Jefferson County Commissioner/Chair Heidi Eisenhour, Commissioner Kate Dean, and many other Commissioners and County Officials across Washington State were in attendance.

DISCUSSION with Other Washington State Counties and Washington State Association of Counties (WSAC) Staff: The participants of the meeting discussed various County issues.

NOTICE OF ADJOURNMENT: The meeting was adjourned at 1:01 p.m. by Washington State Association of Counties staff.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member