



DRAFT

MINUTES

Regular Meeting – April 17, 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. Human Resources Director Sarah Melancon attended the meeting as the Acting County Administrator in Mark McCauley's absence.

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 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: Programs for Youth and Families in Foster Care; In the Amount for \$15,000 in 2023 and \$15,000 in 2024 for a Total of \$30,000; Jefferson County Public Health; Olympic Angels
2. **AGREEMENT** re: Washington Conservation Corps Crew Time Maintaining Plantings on the Big Quilcene Floodplain; No Dollar Amount, Previously Provided by Grant; Jefferson County Environmental Public Health; Washington State Department of Ecology
3. **AGREEMENT** re: Interlocal to Focus on Harm Reduction Program, Sharing Mobile Drug Unit; No Dollar Amount, Exchange of Services Only; Jefferson County Public Health; Clallam County Health and Human Services
4. **AGREEMENT** re: Interlocal for Household Hazardous Waste Disposal; In the Amount Not to Exceed \$10,000; Jefferson County Public Works; Kitsap County
5. **AGREEMENT** re: HJ Carroll Caretaker Services; In the Amount of \$5,400; Jefferson County Public Works; Dustin Willis
6. **AGREEMENT** re: Noxious Weed Control of the Public Utility District Corridor; In the Amount of \$34,000; WSU Extension, Jefferson County Noxious Weed Control Board; EarthCorps, LLC
7. **BID AWARD** re: Supply of Aggregate for Bituminous Surface Treatment (BST) on County Roads in Calendar Years 2023 and 2024; In the Estimated Amount of \$480,000 over a Contracted Two (2) Year Period; Jefferson County Public Works; Northwest Rock, Inc.
8. **ADVISORY BOARD APPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board; Unexpired Term to End March 2, 2024; District No. 3 Representative, Karin Nyrop
9. **ADVISORY BOARD APPOINTMENT** re: Ferry Advisory Committee (FAC); Unexpired Term to End June 6, 2024; Commerce/Transit Representative, Nicole Gauthier

10. **REQUEST FOR APPROVAL** re: Superior Court Jury Fees Voucher; In the Amount of \$6,346.64; District Court Jury Fees Voucher; In the Amount of \$839.01
11. **Payment of Jefferson County Vouchers/Warrants** Dated April 10, 2023 Totaling \$748,446.46 (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.)

PROCLAMATION re: Proclaiming April 22, 2023 as International Earth Day: All three Commissioners read the proclamation aloud. Commissioner Dean moved to approve the proclamation. Commissioner Eisenhour seconded the motion which carried by a unanimous vote. The Board briefly commented on the County's climate goals.

PROCLAMATION re: Proclaiming the Week of April 16-23, 2023 as National Park Week: Chair Brotherton stated he would like to edit the draft version of the proclamation and bring it forward later in the meeting.

The meeting was recessed at 9:41 a.m. and reconvened at 9:46 a.m. with all three Commissioners present.

HEARING re: 2023 First Quarter Budget Appropriations/Extensions; Various County Departments: Finance Manager Judy Shepherd reviewed the various budget requests with the Board and the public in attendance. She answered questions posed by the Commissioners. After discussion, Chair Brotherton opened the floor to allow for public testimony. The following individual provided testimony: Tom Thiersch, Jefferson County.

After deliberations, Commissioner Dean moved to approve **RESOLUTION NO. 18-23** re: Order 2023 First Quarter Budget Appropriations/Extensions; Various County Departments. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

ADDITIONAL BUSINESS: DISCUSSION re: Renaming of Kilisut Harbor: Commissioner Dean noted that the Washington State Board on Geographic Names is renaming and naming places across the state. The Port Gamble S'Klallam Tribe has requested that Kilisut Harbor be renamed to Passage Through. Commissioner Dean stated that she checked with the Jamestown S'Klallam Tribe, and they agree with the renaming as well. Commissioner Dean stated she will provide a draft letter for the Board to approve later in the meeting. Due to time constraints, it was later determined in the meeting that the letter will be brought forward at an upcoming meeting.

DISCUSSION re: Capacity and Current Planning Permit Review Times; Jefferson County Department of Community Development (DCD): DCD Director Brent Butler and Deputy Director Josh Peters attended the discussion to request that the Board consider their request to hold limited office closures in the near future due to staffing issues. Deputy Director Peters reviewed the six open positions in DCD. He stated DCD is working with County Administrator Mark McCauley on posting the job openings and changing some job descriptions.

Director Butler proposed closing DCD offices for one week each month to allow time for staff to get caught up on work. Human Resources Director Sarah Melancon and Deputy Prosecuting Attorney Barbara Ehrlichman were present for discussion and answered questions posed by the Board. After discussion, Chair Brotherton called for public comments, and one comment was received.

The Commissioners reviewed DCD's request and proposed press releases. After discussion, Commissioner Eisenhower moved to approve a one-week permit catchup closure to be effective May 1, 2023, followed by one training week closure in the summer. Commissioner Dean asked to remove the one week during the summer to allow time to reassess how things worked with the first closure. Commissioner Eisenhower withdrew her motion. Commissioner Dean moved to approve a one-week permit catchup closure effective May 1, 2023 for DCD. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

The meeting was recessed at 11:23 a.m. and reconvened at 11:27 a.m. with all three Commissioners present.

DISCUSSION re: Commercial Property Assessed Clean Energy + Resiliency (C-PACER); Request for Proposals Ordinance to Adopt the Program and Amend the Fee Appendix: Department of Community Development (DCD) Director Brent Butler provided a presentation on C-PACER, action taken to-date, questions to consider which include: program administration, building size and ground lease, approval timelines, authorized fee, assigned assigner, and he reviewed next steps. Assessor Jeff Chapman and Treasurer Stacie Prada were present and participated in discussion.

The meeting was recessed at 11:57 a.m. and reconvened at 1:32 p.m. with all three Commissioners present.

WORKSHOP re: Solid Waste Fee Schedule; Jefferson County Public Works: Public Works Director Monte Reinders and Solid Waste Manager Al Cairns were present for discussion. Manager Cairns reviewed the Solid Waste fee schedule with the Board and explained their request for increased rates. After discussion, Chair Brotherton called for public comments, and one comment was received.

Director Reinders and Manager Cairns answered questions posed by the Board and reviewed the next steps, which include holding a public hearing at a later date.

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

- Review of items to discuss
- Letter re: Renaming of Kilisut Harbor - Continued; Commissioner Dean will bring forward a letter during a future meeting
- **PROCLAMATION - CONTINUED re: Proclaiming the Week of April 16-23, 2023 as National Park Week:** Chair Brotherton presented a revised draft proclamation to review with the Board. All three Commissioners read aloud the proclamation. Commissioner Dean moved to approve the proclamation as read. Commissioner Eisenhower seconded the motion. Chair Brotherton called for public comments on the motion, and no comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.
- BOCC Briefing/Calendar Coordination/miscellaneous topics
- BOCC to hold a Special Meeting on April 28, 2023 at approximately 11:30 a.m.

ADDITIONAL BUSINESS: CLOSED SESSION: A Closed Session was scheduled from 3:00 p.m. to 3:20 p.m. Chair Brotherton announced that the Closed Session will be held from 3:01 p.m. to 3:21 p.m. with the Acting County Administrator/Human Resources Director to Plan or Adopt the Strategy or Position to be taken by the governing body during the course of Collective Bargaining, Professional Negotiations, or Grievance or Mediation Proceedings, or to review the proposals made in negotiations or proceedings while in progress not subject to the Open Public Meetings Act under exemption RCW 42.30.140(4)(b). The Board concluded the Closed Session and resumed the regular meeting at 3:21 p.m.

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

- Calendar Coordination – continued
- Legislative update

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 3:50 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