



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – August 22, 2022

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

Kate Dean, District 1 | Heidi Eisenhour, District 2 – Chair | Greg Brotherton, District 3

APPROVED MEETING MINUTES OF THIS MEETING:  

You can join this meeting by using the following methods:

- | |
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| <ul style="list-style-type: none">• Zoom Meeting: https://zoom.us/j/93777841705
This option will allow you to join the meeting live. You will need to enter an email address. If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand.” Participation will be up to the Chair and/or Clerk of the meeting. |
| <ul style="list-style-type: none">• Audio-only: Dial: 1-253-215-8782 and use Webinar ID: 937-7784-1705#
This option will allow you to listen to the meeting live. If you wish to provide public comment, press *9 to “raise your hand.” Participation will be up to the Chair and/or Clerk of the meeting.
Access for the hearing impaired and others can be accommodated using Washington Relay Service at 1-800-833-6384. |
| <ul style="list-style-type: none">• Website: www.co.jefferson.wa.us Follow the links under “Quick links,” “Videos of Meetings,” and click on “Today.” This option will allow you to watch the meeting live-streaming, with no participation. |

In the event of technical difficulties, at least one of the methods above will be accessible to the public. Please try all methods first before calling 360-385-9100 to report any issues.

Agenda items are listed on our website at: www.co.jefferson.wa.us Follow the links under “Quick links,” “Videos of Meetings,” and click on “Past,” “Today,” or “Upcoming” to find this meeting and view agenda items.

9:00 a.m. **CALL TO ORDER** H.E. called to order. Notified the public that next week is a 5th Monday and there is no BOCC meeting. The following week we will meet on Tuesday, Sept. 6. (Hybrid meeting)

9:01 a.m. **PUBLIC COMMENT PERIOD**

This is a time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to two or three minutes per person depending on the volume of public in attendance wishing to provide comment. Each person may address the Board one time during this period.

Individuals may provide Public Comment using the following methods:

- Video: Refer to meeting instructions above
- Audio-only: Refer to meeting instructions above
- Email: You may submit comments/correspondence to us at: jeffbocc@co.jefferson.wa.us up through 11:59 p.m. the day before the meeting. To view comments/correspondence received thus far, click here:

THE COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS
NOT LISTED ON THIS AGENDA.

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request

www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2022 Weekly Agenda Items – Month of the meeting – Day of the meeting

[09:03:27 AM \(00:02:07\)](#) No comments received.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

(Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.)

1. **RESOLUTION NO. 40-22** re: Establishing a Policy for Financial Assistance from the General Fund to Assist Operations or Expenditures to Special Revenue Funds, Jefferson County Finance Manager (approved with an edit)
 
2. **AGREEMENT** re: Castle Hill Offices Roof Top Heat Pump HVAC Replacement; In the Amount of \$15,002.90; Jefferson County Central Services, Facilities Department; Mayda Mechanical
 
3. **AGREEMENT** re: Criminal Record Microfilm Conversion to Digitization, Pursuant to Blake Decision Compliance for Cases from 1971 through 1996; In the Approximate Amount of \$8,350; Jefferson County Superior Court/County Clerk; Modus Technology, Inc.
 
4. **AGREEMENT, Amendment No. 4** re: Provide Training and Consultation Services to Intellectual/Developmental Disabilities County Programs and to Support Employment and Community Inclusion Providers; Additional Amount of \$1,221.25 for a Project Total of \$27,321.25; Jefferson County Public Health; Washington Initiative for Supported Employees (WISE)
 
5. **AGREEMENT, Amendment No. 1** re: Provide an Anti-Racist Literacy Training in Support of the COVID-19 Communications Specialist with a Goal of Reaching Increased Vaccine-Uptake Goals; Additional Amount of \$5,000 for a Project Total of \$14,999; Jefferson County Public Health; Usawa Consulting
 
6. **AGREEMENT** re: Rural Arterial Program (RAP) Final Prospectus for Paradise Bay Road, M.P. 3.743 – M.P. 6.000 Overlay Project; In the Amount of \$1,362,000; Jefferson County Public Works; Washington State, County Road Administration Board (CRAB)
 
7. **AGREEMENT, Supplement No. 2** re: Legislative Liaison Services – Port Hadlock Wastewater Project, Upper Hoh Road, Project No. 405-1693-0; Additional Amount of \$50,000 for a Project Total of \$168,000 and Time Extension; Jefferson County Public Works; Strategies 360 Inc.
 

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8. **AGREEMENT** re: CASA/Volunteer Guardian Ad Litem; In the Amount of \$41,530; Jefferson County Juvenile & Family Services; Washington State Administrative Office of the Courts (AOC)
 
9. **AGREEMENT, Amendment No. 1** re: Parents for Parents; In the Amount of \$15,000; Jefferson County Juvenile and Family Services; Children's Home Society of Washington
 
10. **AGREEMENT** re: Disbursement of 1590 Grant Funding for 2022; In the Amount of \$440,000; Jefferson County Administrator; Olympic Community Action Program (OlyCAP)
  (Removed and approved later in the meeting)
11. **REQUEST FOR PROPOSALS (RFP)** re: Strategic Planning Services for Jefferson County, Washington; County Administrator
 
12. **LETTER OF SUPPORT** re: Department of Energy Marine Energy Grant; North Olympic Development Council (NODC) and Pacific Northwest National Lab
 
13. **ADVISORY BOARD APPOINTMENT** re: Lodging Tax Advisory Committee (LTAC); Three (3) Year Term Unexpired to End July 23, 2024; Quilcene Historical Museum Representative, Kevin Wooley
 
14. **MINUTES** re: Regular Meeting of August 15, 2022
 
15. **Payment of Jefferson County Payroll Warrants** Dated Augsut 19, 2022 Totaling \$66,543.68 and A/P Warrants Done by Payroll Dated August 19, 2022 Totaling \$13,815.67 (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)
 
16. **Payment of Jefferson County Vouchers/Warrants** Dated August 15, 2022 Totaling \$677,749.23 (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.)
 

[09:04:31 AM \(00:03:11\)](#) Commissioner Brotherton stated there has been a complaint against him regarding conflict of interest, he would like to remove Consent Agenda Item No. 10 re: Disbursement of 1590 Grant Funding for 2022; OlyCAP. He that he invited Chief Civil Deputy Prosecuting Attorney Philip Hunsucker to attend later in the meeting to discuss. The Commissioners continued commenting on other agenda items.

Commissioner Dean noted she would like a clarification in Consent Agenda Item No. 1 re: Financial Policy for assistance from the General Fund. She proposed removing the last sentence of the Purpose Statement in the policy. **MOTION** After discussion, Commissioner Dean moved to approve the Consent Agenda with a minor revision to Consent Agenda Item No. 1 (Establishing a Policy for Financial Assistance from the General Fund to Assist Operations or Expenditures to Special Revenue Funds) and pulling Item No. 10 (Disbursement of 1590 Grant Funding for 2022). Commissioner Brotherton seconded the motion which carried by a unanimous vote.

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[09:11:30 AM \(00:10:10\)](#) Call for public comments.

[09:12:12 AM \(00:10:52\)](#) Comment

[09:14:03 AM \(00:12:43\)](#) Call for public comments. None were received.

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

[09:45:52 AM \(00:44:32\)](#) Public Comment Period – closed: Chair Eisenhower commented on written public comments received.

REGULAR AGENDA:

9:45 a.m. **WEEKLY COMMUNITY UPDATE** re: COVID-19, Monkey Pox (MPV) and Emergency Management Update

Dr. Allison Berry, Public Health Officer
Willie Bence, Emergency Management Director

[10:04:35 AM \(01:03:15\)](#) Emergency Management Update: WB discussed omicron boosters and future mass-vaccination clinics, and All-County picnic.

[10:11:09 AM \(01:09:49\)](#) Recess

[10:17:37 AM \(01:10:40\)](#) Reconvene

PROCLAMATION re: Employee Appreciation Week, August 22-26, 2022



Mark McCauley, County Administrator
Sarah Melancon, Human Resources Director

The Commissioners, County Administrator and HR Manager all commented on the outstanding employees of Jefferson County.

[10:21:10 AM \(01:14:14\)](#) All three Commissioners read aloud the proclamation. KD moved to approve the proclamation, GB second, unanimous. Quite a few individuals have been with the County for a very long time.

[10:27:34 AM \(01:20:37\)](#) Recess

[10:33:26 AM \(01:21:02\)](#) Reconvene

10:30 a.m. **UPDATE** re: Washington State Department of Natural Resources 2nd Quarter County Income Report and **PUBLIC COMMENT**



Mona Griswold, DNR Regional Manager

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MG and DR present. DR provided information on the 2nd Quarter County Income Report and answered questions posed by the Board and staff. Assessor Jeff Chapman and Treasurer Stacie Prada joined the meeting to participate in discussion. HE thanked DNR/BNR staff for hosting site tours last week.

[10:50:57 AM \(01:38:33\)](#) Call for public comments. No comments were received. HE noted written comments re: timber sales.

[10:51:53 AM \(01:39:29\)](#) Closing remarks.

DISCUSSION re: Disbursement of 1590 Grant Funding for 2022 (Consent Agenda Item No. 10):

Chief Civil Deputy Prosecuting Attorney Philip Hunsucker was present to address the Board's concern regarding a potential conflict of interest involving Commissioner Brotherton serving on the OlyCAP Board and approving OlyCAP documents as part of his role as Commissioner.

[10:54:59 AM \(01:42:36\)](#) PH provided a PowerPoint presentation.  

He reviewed the following:

- Commissioners are assigned to serve on the boards of various governmental entities or nonprofits
- Assignments are made public in an open public meeting
- Commissioners receive no financial compensation from the assigned entity
- There is a list of assignments that can be viewed on the County website.
- RCW 42.23.030 – what is prohibited
- Beneficial interest – definition was reviewed
- PH determined there is no conflict of interest

[11:01:43 AM \(01:49:19\)](#) Continued discussion. **MOTION** Chief DPA Hunsucker concluded that Commissioner Brotherton's role on the OlyCAP Board, does not conflict with his ability to approve OlyCAP contracts while serving as a Jefferson County Commissioner. After discussion, Commissioner Brotherton moved to approve Consent Agenda Item No. 10 regarding the Agreement for Disbursement of 1590 Grant Funding for 2022 in the amount of \$440,000 to OlyCAP. Commissioner Dean noted this was also recommended by the Housing Fund Board, and then she seconded the motion which carried by a unanimous vote.

AGREEMENT re: Disbursement of 1590 Grant Funding for 2022; In the Amount of \$440,000; Jefferson County Administrator; Olympic Community Action Program (OlyCAP)



DISCUSSION AND POTENTIAL ACTION re: Enter into Lease between Jefferson County and Olympic Community Action Programs (OlyCAP) for the Caswell-Brown Village Site and **PUBLIC COMMENT**



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Agenda: August 22, 2022

Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney
Mark McCauley, County Administrator

[11:09:14 AM \(01:56:51\)](#) PH provided a presentation of the proposed Lease agreement with OlyCAP. After discussion, the Commissioners agreed to have PH contact OlyCAP regarding timeline. If OlyCAP can wait until September 6, the Board would like to review and approve final contract. If they need it prior to then, they are in favor of delegating authority to the County Administrator for the agreement.

[12:02:29 PM \(02:50:06\)](#) Call for public comment.

[12:03:39 PM \(02:51:16\)](#) Comment

[12:05:45 PM \(02:53:21\)](#) Comment

[12:07:03 PM \(02:54:39\)](#) Comment

[12:09:33 PM \(02:57:09\)](#) Response to comments. Continued discussion. The Board expressed desire to remove a proposed buffer for the Larry Scott Trail.

[12:20:06 PM \(03:07:42\)](#) Recess

[01:32:20 PM \(03:08:51\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m.

WORKSHOP re: Jefferson County Public Works; Parks, Recreation, Open Space and Trails Comprehensive Plan and **PUBLIC COMMENT**



Monte Reinders, Public Works Director, County Engineer
Matt Tyler, Public Works, Parks and Recreation Manager

[01:34:42 PM \(03:11:13\)](#) MT provided a presentation on the 2022 proposed Parks, Recreation, Open Space and Trails Comprehensive Plan. PW Assistant Director Eric Kuzma was present for discussion (MR not present).

[01:50:49 PM \(03:27:19\)](#) Call for public comments

[01:51:28 PM \(03:27:58\)](#) Comment

[01:53:21 PM \(03:29:51\)](#) Comment

[01:54:44 PM \(03:31:15\)](#) Comment

[01:56:01 PM \(03:32:32\)](#) Closing remarks

CONTINUED DISCUSSION re: Enter into Lease between Jefferson County and Olympic Community Action Programs (OlyCAP) for the Caswell-Brown Village Site:

Chief Civil DPA Philip Hunsucker was present to continue review of the proposed OlyCAP lease. After discussion, **NEXT STEPS:** The Board agreed to hold a Special Meeting on Friday, August 26, 2022 at 9:00 a.m. for 30 minutes to review and take action on the OlyCAP lease.

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DISCUSSION AND POTENTIAL ACTION re: Proposed 12th Temporary COVID-19 Policy Based on Emergency Response to the COVID-19 Pandemic and **PUBLIC COMMENT**



Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney
Sarah Melancon, Human Resources Director

PH and SM reviewed the proposed 12th Temporary COVID-19 policy based on emergency response to the COVID-19 pandemic.

[02:37:04 PM \(04:13:35\)](#) Call for public comments. None were received.

MOTION: Commissioner Dean moved to approve **RESOLUTION NO. 41-22** re: 12th Temporary COVID-19 Policy Based on Emergency Response to the COVID-19 Pandemic, with the addition of one Whereas statement as discussed today. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS

- [Boards and Committees Vacancies](#) Review of vacancies
- [Calendar Coordination](#)
- [NOLA; housing legislative issues](#)
- [Legislative Update](#); WSAC LSC workgroup summary report
- [Calendar Coordination - continued](#) and miscellaneous topics

NOTICE OF ADJOURNMENT 3:20 p.m.

COMMISSIONERS MEETING SCHEDULE
Week of August 22, 2022

Monday – August 22, 2022

See Agenda

Noon	Board	SPECIAL MEETING re: WSAC Virtual Assembly	Virtual
1:30 p.m.	Board	AFTERNOON SESSION	Virtual

Tuesday – August 23, 2022

9:00 a.m.	Heidi	WORKGROUP re: Central Services Director Recruiting	Courthouse
11:00 a.m.	Kate	Granicus - Complimentary Short-Term Rental Regulation Review	Virtual
11:00 a.m.	Kate	EDC Finance Committee Meeting	Virtual
11:30 a.m.	Board	BoCC/CA Office Appreciation Lunch	Port Townsend
Noon	Kate	NOLA Subgroup on Housing and Legislative Meeting	Virtual
2:00 p.m.	Heidi	Solid Waste: Residential Garbage Support Meeting	Virtual

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2:00 p.m.	Greg	Pre-Application Conference: Caswell-Brown Village	Virtual
3:30 p.m.	Heidi	U.S Representative Kilmer Call re: Recompete Act	Virtual

Wednesday – August 24, 2022

10:30 a.m.	Kate	U.S. Representative Derek Kilmer Tour	Jefferson County
11:00 a.m.	Heidi	"Adapting to Wildfires: Planning for Inevitable Risks" Episode 4	Webinar
11:30 a.m.	Kate	Pump Track Meeting	Jefferson County Fairgrounds
Noon	Greg	7th Haven Development Team Meeting	Virtual
Noon	Heidi	Strait Ecosystem Recovery Network (ERN) Fiscal Sponsorship Meeting	Virtual
Noon	Greg	Kiwanis Lunch	Quilcene
1:30 p.m.	Kate	WSAC Transformation Panel Touch Base	Virtual
2:30 p.m.	Greg/Kate	Housing Fund Board Meeting	Virtual
2:30 p.m.	Heidi	Behavioral Health Advisory Committee Meeting	Virtual
3:00 p.m.	Kate	Housing Solutions Network Meeting	Port Townsend
3:30 p.m.	Kate	Port Townsend Empowered Teens Coalition Meeting	Virtual

Thursday – August 25, 2022

9:00 a.m.	Greg	JeffCOM 911 Board Meeting	Virtual
11:00 a.m.	Kate	Childcare Convening - Jefferson County Meeting	Virtual
Noon	Kate	Economic Development Council (EDC) Brown Bag Lunch	EDC Office, PT
2:00 p.m.	Kate	North Olympic Development Council (NODC) Monthly Meeting	Virtual
4:00 p.m.	Kate	THING2022 Music Festival Reception	Fort Worden
5:00 p.m.	Board	Employee Appreciation Week Employee Picnic	H.J. Carrol Park

Friday –August 26, 2022

11:00 a.m.	Greg	HUD House America-Jefferson County Check-In	Virtual
Noon	Heidi	Coordinated Community Response (CCR) Quarterly Meeting	Virtual
1:00 p.m.	Heidi	Participating in ‘Ian’s Ride’ Olympic Discovery Trail, Spruce Railroad Trailhead	

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