



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – January 10, 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

COVID-19 NOTICE:

NO IN-PERSON ATTENDANCE ALLOWED
(Per Jefferson County RESOLUTION No. 45-21)

APPROVED 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.

MONDAY

9:00 a.m. **CALL TO ORDER** HE called to order.

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request

9:01 a.m. **PUBLIC COMMENT PERIOD - Up to 30 Minutes**

This is an optional 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 three minutes per person and each person may address the Board one time during the public comment period. Please start by stating your name and address.

Individuals may participate during the Public Comment Period using the following methods:

- Video: Refer to meeting instructions above
- Audio-only: Refer to meeting instructions above
- Email: jeffbocc@co.jefferson.wa.us (Comments received here will be added to the correspondence log)

PUBLIC COMMENTS RECEIVED/CORRESPONDENCE LOG:

[09:02:48 AM \(00:02:45\)](#) Comment re: Consent Agenda Item No. 7 re: Centralizing Servers, he is worried about putting all eggs in one basket, Consent Agenda Item No. 14 – the term that position is being filled will end in 2023, not 2024; and the Public Health staff retreat – would like to see Jefferson Healthcare pickup part of the tab.

[09:05:05 AM \(00:05:03\)](#) Comment re: Omicron stats, deaths potentially related to the COVID-19 vaccination and booster shots.

[09:08:20 AM \(00:08:17\)](#) The Commissioners addressed comments and concerns raised during the Public Comment Period.

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. 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

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-   **(also talked about later on in the meeting)**
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)
 

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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.)
 

[09:17:15 AM \(00:17:12\)](#) 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.

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): HR Manager 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 are in agreement with the missing pages as presented.

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

REGULAR AGENDA:

9:45 a.m. **WEEKLY UPDATE re: COVID-19**

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

[10:09:17 AM \(01:09:15\)](#) Emergency Management Update

[10:14:18 AM \(01:14:15\)](#) Dr. Berry update – continued

DISCUSSION AND POTENTIAL ACTION re: Declaration of Emergency Winter Storm Event



Willie Bence, Emergency Management Director
Monte Reinders, Public Works Director/County Engineer
Matt Stewart, Road Maintenance Superintendent

EM Director Bence explained the need for the Declaration of Emergency during the Winter Storm

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Event. Mason PUD Kristin Mastellar and Jefferson PUD Kevin Street talked about the destruction to power lines during the recent storm event. After discussion, **MOTION:** Commissioner Brotherton moved to approve **RESOLUTION NO. 03-22** re: Declaration of Emergency caused by adverse winter activity in Jefferson County. Commissioner Dean seconded the motion which carried by a unanimous vote.

[10:46:04 AM \(01:46:01\)](#) Recess

[10:52:16 AM \(01:47:49\)](#) Reconvene

WORKSHOP re: Presentation of the Public Health Staff Retreat, Pandemic Response Reflections and the Future of Public Health in Jefferson County



Apple Martine, Jefferson County Public Health Director

AM reviewed her plans for the upcoming Health Department staff one-day workshop. **MOTION:** 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 Eisenhour called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: 2022 Comprehensive Plan Amendment Cycle



Brent Butler, Community Development Director

David Wayne Johnson, Community Development Interim Planning Manager

BB noted that DWJ is staff, but no longer Interim Planning Manager and is not present for meeting. BB shared his screen to give a powerpoint presentation. After discussion, **MOTION:** Director Butler 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 Eisenhour called for a vote on the motion. The motion carried by a unanimous vote.

[11:57:48 AM \(02:53:22\)](#) Recess

LUNCH

[01:30:56 PM \(02:54:50\)](#) Reconvene

1:30 p.m. **COUNTY ADMINISTRATOR BRIEFING SESSION**

1:30 p.m.- 2:00 p.m. **EXECUTIVE SESSION** with Interim County Administrator/Central Services

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Agenda: January 10, 2022

Director, Chief Civil Deputy Prosecuting Attorney, Human Resources Manager and Prothman Representative re: Evaluate the Qualifications of Applicants for Public Employment; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g)

[01:31:34 PM \(02:55:27\)](#) Executive Session: 1:31 to 2:00 p.m.

[02:01:14 PM \(02:57:09\)](#) End of Executive Session. No action.

DISCUSSION re: Economic Development Council (EDC) Team Jefferson
American Rescue Plan Act (ARPA) Small Business Grants

Cindy Brooks, Executive Director, EDC Team Jefferson
Brian Kuh, Business Services Director, EDC Team Jefferson
Ben Bauermeister, Chair, Board of Directors, EDC Team Jefferson

BK reviewed Jefferson County Business Survey responses with the Board.

[02:14:51 PM \(03:10:46\)](#) SLFRF – Final Rule Overview for Small Businesses: Review ARPA final rules/guidelines. Discussion re: what business to distribute funding to

[02:55:17 PM \(03:51:12\)](#) Timeline and cost.

[03:04:05 PM \(03:59:59\)](#) Expectations between the County and EDC Team Jefferson re: Management of ARPA funds for businesses.

[03:20:15 PM \(04:16:09\)](#) GB and MM will work with EDC Team Jefferson members to review final criteria for funds distribution. When it is ready, it will be brought forward

ADDITIONAL BUSINESS: MOTION re: Delegation of authority to the Interim County

Administrator: 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 we should also authorize \$50,000 for the expenditure of those ARPA funds also. 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

Mark McCauley, Interim County Administrator/Central Services Director

KD met with Public Health staff re: Their communications strategy and looking at possibly combining Communications Position with Public Health. Discussion followed.

[03:35:36 PM \(04:31:31\)](#) HR manager provided input. Discussion followed.

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COUNTY ADMINISTRATOR BRIEFING SESSION:

- [State of the County](#) Upcoming Chamber of Commerce event
- **[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](#)

[04:05:49 PM \(05:01:44\)](#) Recess

[04:11:46 PM \(05:03:26\)](#) Reconvene

- [Calendar Coordination - continued](#)
- [Legislative Updates](#) (timestamp off)

NOTICE OF ADJOURNMENT 4:27 p.m.

**COMMISSIONERS MEETING SCHEDULE
Week of January 10, 2022**

Monday – January 10, 2022

See Agenda

Noon	Board	SPECIAL MEETING re: WSAC Virtual Assembly	Virtual
Noon	Heidi	NACo Professional Development Academy Program	Virtual
1:30 p.m.	Board	County Administrator Briefing Session	Virtual

Tuesday – January 11, 2022

10:00 a.m.	Heidi	Tourism Coordinating Council Meeting	Virtual
11:00 a.m.	Greg	Jefferson Transit Authority Board Sub-Committee Long Range Plan Meeting	Virtual

Wednesday – January 12, 2022

10:00 a.m.	Greg	Olympic Area Clean Air Agency Board Meeting	Virtual
Noon	Greg	7th Haven Development Team Meeting	Virtual
2:00 p.m.	Kate	Jefferson Healthcare Ongoing Advocacy Touchbase Meeting	Virtual
5:30 p.m.	Greg	Olympic Community Action Programs (OlyCAP) Board Meeting	Virtual
6:30 p.m.	Heidi	Olympic Discovery Trail (ODT) Board Meeting	Virtual

Thursday – January 13, 2022

10:30 a.m.	Greg	Mill Rd Update Meeting	Virtual
2:00 p.m.	Heidi	Port Townsend Pilot Derelict Vessel Recycling Program	Virtual
3:00 p.m.	Greg	Behavioral Health Consortium Meeting (BHC) Monthly Meeting	Virtual

Friday – January 14, 2022

11:00 a.m.	Heidi	NACo High Performance Leadership Academy	Virtual
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Noon	Kate	WSAC Legislative Steering Committee (LSC) Session	Virtual
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