



DRAFT

MINUTES

Regular Meeting – March 20, 2023, 9:00 a.m.

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

CALL TO ORDER: Chair Greg Brotherton and Commissioner Heidi Eisenhour participated in the meeting. Chair Brotherton called the meeting to order at the appointed time. Commissioner Kate Dean joined the meeting at 10:30 a.m.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and no comments were received. The Commissioners started reviewing the Consent Agenda and then returned to addressing public comments, where one comment was received.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the items on the Consent Agenda as presented. Chair Brotherton seconded the motion. The motion carried.

1. **RESOLUTION NO. 10-23** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus and Authorize Disposal; Jefferson County Treasurer
2. **RESOLUTION NO. 11-23** re: In the Matter of Updating Right-of-Way Acquisition Procedures and Replacing Jefferson County Resolution No. 05-11 and Superseding Previously-Adopted Appraisal Waiver Procedures; Jefferson County Public Works
3. **CALL FOR BIDS** re: Supply of Aggregate for Bituminous Surface Treatment Programs; Bids Accepted Until 9:30 a.m. on April 10, 2023 and Opened and Read Publicly at 10:45 a.m. or shortly thereafter on the same day in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, Washington (HYBRID)
4. **AGREEMENT, Supplement No. 1** re: Countywide Bridge Load Re-Rating; No Dollar Amount, Time Extension Only; Jefferson County Public Works; Sargent Engineers, Inc.
5. **AGREEMENT** re: Construction Surveying/Staking of Port Hadlock Wastewater Phase 1 – Site Preparation, Earthwork, and Utilities; In the Amount Not to Exceed \$30,000; Jefferson County Public Works; Van Aller Surveying
6. **AWARD OF CONTRACT** re: Snow Creek Road M.P. 0.84 Culvert Replacement Project, County Road No. 352909, County Project No. 18020310, FEMA Hazard Mitigations Grant No. D21-031; In the Amount of \$1,092,394; Jefferson County Public Works; Bruch & Bruch Construction, Inc.
7. **AGREEMENT** re: Authorization and Certification of Congressional Directed Spending with Passthrough Grant with Jefferson Healthcare for Jefferson County Child Care Capacity Expansion Project; In the Amount of \$1,450,000; Jefferson County Auditor's Office, Accounting Department; United States Department of Agriculture (USDA) Rural Department

8. **AGREEMENT** re: Noxious Weed Control; In the Amount of \$15,000; Washington State University (WSU), Jefferson County Extension, Noxious Weed Control Board; Clallam County Noxious Weed Control Board
9. **AGREEMENT, Amendment No. 1** re: Implementation of i-ACT (Individual Alternate Choice Training); Deceased Amount of \$12,000 from an original Total of \$60,388 to a Reduced Total of \$48,388; Jefferson County Juvenile Services; Washington State Department of Children, Youth and Families (DCYF)
10. **AGREEMENT No. ICA 23863, Interagency, Amendment No. 1** re: Technology and Retreat Attendance for FJCIP Program Coordinator to Improve Function of Dependency Court; In the Amount of \$8,000; Jefferson County Juvenile Services; Washington State Administrative Office of the Courts (AOC)
11. **AGREEMENT** re: 7th Haven Learning Center; In the Amount of \$100,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Olympic Peninsula YMCA
12. **AGREEMENT** re: Fairgrounds Commercial Kitchen; In the Amount of \$50,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Jefferson Healthcare
13. **AGREEMENT** re: Digital Equity Navigator; In the Amount of \$35,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Jefferson County Rural Library District
14. **AGREEMENT** re: Climate Change Resilience, Flood Protection and Water Walk Project; In the Amount of \$50,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Port of Port Townsend
15. **AGREEMENT** re: Mason Street Master Planning; In the Amount of \$80,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Habitat for Humanity of East Jefferson County
16. **AGREEMENT** re: Heavy Duty Truck to Tow a Veterinary Trailer; In the Amount of \$40,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Humane Society of Jefferson County
17. **AGREEMENT** re: Develop and Implement Coordinated Tobacco, Vapor and Marijuana Product Prevention and Intervention Strategies; In the Amount of \$5,000; Jefferson County Public Health; Jefferson County Farmers Market
18. **AGREEMENT, Amendment No. 2** re: Building of COVID-19 Vaccine Confidence (COVID) Projects; Additional Amount of \$25,000 for a Total of \$100,000; Jefferson County Public Health; National Association of City and County Health Officials (NACCHO)
19. **AGREEMENT** re: Develop and Implement Coordinated Tobacco, Vapor and Marijuana Product Prevention and Intervention Strategies; In the Amount of \$5,000; Jefferson County Public Health; Olympic Peninsula YMCA
20. **AGREEMENT No. 2163-23547, Amendment No. 2** re: Expansions of Community Inclusion Services; Additional Amount of \$75,014 for a Total of \$1,056,117; Jefferson County Public Health; Washington State Department of Social and Health Services (DSHS); the Developmental Disabilities Administration (DDA)
21. **AGREEMENT, Amendment No. 11** re: 2022-2024 Consolidated Contracts; Additional Amount of \$20,400 for a Total of \$4,350,976; Jefferson County Public Health; Washington State Department of Health (DoH)
22. **MEMORANDUM OF AGREEMENT (MOA)** re: Student Supervision by Jefferson County Public Health Medical Providers; No Dollar Amount, Cooperative Exchange of Service Only; Jefferson County Public Health; Spring Arbor University, Nursing Department

23. **MOTION** re: Approve Jefferson County Farmers Market Request for 25% Reduction in Temporary Food Services Fees for Chef Demonstration; In the Fee Amount of \$294 for a 25% Fee Reduction of \$73.50; Jefferson County Public Health
24. **APPROVAL** re: Personnel Administration Manual Revision - Bereavement Leave; Jefferson County Human Resources
25. **ADVISORY BOARD RESIGNATION** re: Olympic Area Agency on Aging (O3A); Member, Maria Ritter
26. **Payment of Jefferson County Payroll Warrants** Dated March 13, 2023 Totaling \$1,252,646.70 (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.)

COMMISSIONERS' BRIEFING SESSION: Chair Brotherton, Commissioner Eisenhour and County Administrator Mark McCauley discussed recent meetings they attended, and miscellaneous topics. Commissioner Brotherton shared a video of the new artwork installation at 7th Haven.

PROCLAMATION re: Proclaiming March 20-26, 2023 as National Drug and Alcohol Facts Week: Chair Brotherton and Commissioner Eisenhour read aloud the proclamation. Commissioner Eisenhour moved to approve the proclamation. Chair Brotherton seconded the motion. The motion carried. Quilcene-Brinnon Empowered Teens Coalition member Holly Gumm was present to provide the history on National Drug and Alcohol Facts Week.

COMMISSIONERS' BRIEFING SESSION - Continued: Chair Brotherton, Commissioner Eisenhour and County Administrator Mark McCauley reviewed upcoming meetings.

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. The Commissioners and Dr. Berry discussed the possibility of switching the Public Health updates to the first meeting of every month.

The meeting was recessed at 10:16 a.m. and reconvened at 10:30 a.m. with all three Commissioners present.

UPDATE re: Washington State Department of Natural Resources (DNR) 4th Quarter County Income Report: DNR Olympic Region Manager Mona Griswold, Assistant Olympic Region Manager Drew Rosanbalm, Straits District Manager Brian Turner and Olympic Forest Manager Dave Hurn were present to brief the Board on the 4th Quarter County Income Report. They reviewed 2023 projections and answered questions posed by the Board.

COMMISSIONERS' BRIEFING SESSION - Continued: Commissioner Dean discussed recent meetings she attended, miscellaneous topics and reviewed upcoming meetings. The Commissioners discussed an upcoming WSDOT meeting that will be held during the lunch break, which Commissioner Dean will attend.

The meeting was recessed at 11:49 a.m. and reconvened at 1:35 p.m. with all three Commissioners present.

WORKSHOP re: Finance Department 2023 Work Plan: Finance Manager Judy Shepherd was present to review her department's 2023 goals.

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

- Discussion re: Bid Openings: Public Works Director Monte Reinders was present to discuss his request to hold bid openings outside of the Commissioners meetings. Chair Brotherton called for public comments and one comment was received. After discussion, the Commissioners agreed to allow Public Works to hold bid openings outside of the Commissioners meetings.
- County Connections; Radio Show: Every Friday at noon there will be a radio show that will cover Jefferson County topics. The Commissioners discussed scheduling and topics.
- **ADDITIONAL BUSINESS: LETTER of SUPPORT re: Port Townsend Skate Park Lighting:** The Commissioners discussed a request for the Port Townsend Skate Park for lighting. After discussion, Commissioner Dean moved to approve sending a letter of support for the T Mobile Grant for the City of Port Townsend as presented today. Commissioner Dean seconded the motion. Chair Brotherton called for public comments, and no comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.
- **ADDITIONAL BUSINES: LETTER of SUPPORT re: LETTER of SUPPORT re: USFS Olympic Wood Shed Project** Application for FY23 Community Wood Energy and Wood Innovation Program, (CFDA 10.708). After discussion, Commissioner Eisenhower moved to send a letter of support for the Olympic Wood Shed Project for the FY23 Community Wood Energy Wood and Wood Innovation Program. Commissioner Dean seconded the motion. Chair Brotherton called for public comments, and no comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.
- **CONTINUED DISCUSSION: LETTER OF SUPPORT re: New Foreign Trade Zone (FTZ)** Request from Port of Port Angeles: County Administrator McCauley explained request, and briefed the Board on what he learned by reaching out to other FTZ's in Washington state. He noted there should be no local tax implication, and if there is, it would be minor. Commissioner Eisenhower moved to support the Port of Port Angeles' pursuit of a Foreign Trade Zone designation for Clallam County, and sending a letter of support of this new Foreign Trade Zone. Chair Brotherton called for public comments, and no comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.
- **LETTERS OF SUPPORT re: 2023 Puget Sound Day on the Hill;** Federal Appropriation Requests Supporting Puget Sound Recovery: Commissioner Dean and County Administrator Mark McCauley explained the request. Commissioner Dean shared her screen so that the Board could review the three letters that will be sent to federal agencies if approved. After discussion, Commissioner Dean moved to sign the letters regarding Puget Sound recovery to various federal agencies as discussed today. Chair Eisenhower seconded the motion. Chair Brotherton called for public comments, and no comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.

The meeting was recessed at 2:54 p.m. and reconvened at 3:01 p.m. with all three Commissioners present.

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

- Addressing technical issues
- Upcoming BOCC Agenda

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 3:02 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