



DRAFT

MINUTES

Regular Meeting – March 27, 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.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and no comments were received.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the items on the Consent Agenda as presented. Commissioner Dean seconded the motion. Chair Brotherton asked if there were any public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

1. **RESOLUTION NO. 12-23** re: Temporary Road Closure on West Valley Road, MP 3.56 to MP 3.60, County Road No. 514109
2. **BID AWARD re:** Designating the Official County Newspaper of Public Record for Legal Notices; In the Amount of \$13.00 per Column Inch; Port Townsend Leader
3. **CALL FOR BIDS - Amendment;** Change of Date and Time for Bid Opening; Port Hadlock Wastewater Facility Phase I, Site Preparation, Earthwork and Utilities; Public Works
4. **MEMORANDUM OF AGREEMENT (MOA)** re: Corrections Officer Hiring Incentive; In the Amount of \$15,000; Jefferson County Human Resources; Corrections Deputy, Justin Maher
5. **INTERLOCAL AGREEMENT** re: Moderate Risk Waste Facility Located at the Boat Haven; Public Works; Port of Port Townsend
6. **AGREEMENT** re: Mental Health Navigator; In the Amount of \$67,200 in 2023 and \$67,200 in 2024; Public Health; Port Townsend Police Department
7. **AGREEMENT** re: EnerGov Integration; Additional Amount of \$3,700, Public Health; Tyler Technologies
8. **AGREEMENT** re: Olympic Discovery Trails Trailhead/Viewpoint in the South Discovery Bay Area; In the Amount of \$20,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Peninsula Trails Coalition
9. **AGREEMENT** re: Winter Welcoming Shelter; In the Amount of \$20,000 ARPA Grant Funding; Jefferson County Administrator; Jefferson Interfaith Action Coalition
10. **AGREEMENT** re: Student Housing Upgrades; In the Amount of \$80,000 ARPA Grant Funding; Jefferson County Administrator; Northwest School of Wooden Boatbuilding
11. **AGREEMENT** re: Dundee Hill Affordable Housing Project; In the Amount of \$80,000 ARPA Grant Funding; Jefferson County Administrator; Olympic Housing Trust

Commissioners Meeting Minutes of March 27, 2023

12. **AGREEMENT** re: Jefferson County Scholarship Summit; In the Amount of \$20,000 ARPA Grant Funding; Jefferson County Administrator; Jefferson Community Foundation
13. **AGREEMENT** re: Adult Family Home Program; In the Amount of \$24,000 ARPA Grant Funding; Jefferson County Administrator; Olympic Neighbors
14. **AGREEMENT** re: Port Townsend Marine Trades Association Overhead Costs; In the Amount of \$15,000 ARPA Grant Funding; Jefferson County Administrator; Port Townsend Marine Trades Association
15. **AGREEMENT** re: Brinnon Community Center Water Treatment Shed Roof Replacement; In the Amount of \$8,649.45; Central Services; N&N Construction
16. **AGREEMENTS (2) re: Periodic Review of Shoreline Master Program:** 1) Amendment to Agreement to Shoreline User Guide; and 2) Agreement for Shoreline Master Program Update; Department of Community Development; Washington State Department of Ecology
17. **AGREEMENT, Amendment No. 1** re: COVID-19 Vaccination Video Services; Change in Quantity and Video Length; Public Health; Whaleheart Productions
18. **AGREEMENT, Amendment No. 2** re: Substance Use Prevention; Reduction of \$10,870; Public Health; Washington State Division of Behavioral Health and Recovery
19. **ADVISORY BOARD REAPPOINTMENT** re: North Pacific Coast Marine Resources Committee (NPC MRC); Two (2) Year Term to Expire January 9, 2025; Economic Groups Citizen Representative, Eileen Cooney
20. **ADVISORY BOARD REAPPOINTMENT** re: Conservation Futures Citizens Oversight Committee; District No. 1 Representative; Four-Year Term to Expire on January 12, 2027; Mary Biskup
21. **ADVISORY BOARD APPOINTMENT(s) (2):** Housing Fund Board; 1) One-Year Term to Expire December 31, 2023; Viki Sonntag; and 2) Three-Year Unexpired Term to Expire December 31, 2024; Julia Cochrane
22. **ADVISORY BOARD APPOINTMENT** re: Conservation Futures Citizens Oversight Committee; Wetlands Representative; Four-Year Term to Expire on March 27, 2027; Ryan McMackin
23. **MOTION** re: Authorization to hold USDA Congressionally Directed Spending Public Information Meeting for Early Learning and Family Support Center Project
24. **MINUTES** re: Regular Meeting of March 13, 2023
25. **Payment of Jefferson County Payroll Warrants** Dated 03/20/2023 Totaling \$91,351.88 (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.)
26. **Payment of Jefferson County Vouchers/Warrants** Dated 03/20/2023 Totaling \$393,768.32 (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.)

COMMISSIONERS' BRIEFING SESSION: Commissioner Dean discussed recent meetings she attended and miscellaneous topics.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and one comment was received. The Commissioners addressed the comment.

COMMISSIONERS' BRIEFING SESSION - Continued: Commissioner Eisenhour discussed recent meetings she attended, and miscellaneous topics. Chair Brotherton stated that on

Fridays at 12:30 p.m. KPTZ will be hosting a County Connections segment at 12:30 p.m. on Fridays starting on April 14, 2023.

PROCLAMATION re: Proclaiming the Month of April as National County Government Month: The Commissioners read aloud the proclamation. Commissioner Eisenhour moved to adopt the proclamation. Commissioner Dean seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, miscellaneous topics and upcoming meetings.

DISCUSSION re: Hearing Examiner Report and Recommendations, and Two Proposed Resolutions re: 1) Intent to Vacate a Portion of Gustavsen Road Right-of-Way, and 2) Intent to Vacate Ricky Beach Drive: Public Works Engineer Colette Kostelec was present to brief the Board on the two proposed road vacations. After discussion, Commissioner Dean moved to adopt the Hearing Examiner's recommendation, and expressing the Board's approval of **RESOLUTION NO. 13-23** re: Intent to Vacate a Portion of Gustavsen Road Right-of-Way, subject to petitioner meeting certain conditions. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

Engineer Kostelec explained the Ricky Beach Drive road vacation request. After discussion, Commissioner Eisenhour moved to approve **RESOLUTION NO 14-23** re: Intent to Vacate Ricky Beach Drive Right-of-Way, including conditions recommended to the BOCC which also include the updated language from the petitioner for Item A, underneath the fifth Whereas in the Resolution. Commissioner Dean seconded the motion. Chair Brotherton called for comments on the proposed motion. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

The meeting was recessed at 10:26 a.m. and reconvened at 10:34 a.m. with all three Commissioners present.

WORKSHOP re: County Communications Strategy Planning: Communications Specialist Wendy Davis was present to review the purpose, mission, objectives, adoption of plan roles, action plan to promote achievement of goals and objectives, media plan, and other topics. The Commissioners discussed the role of the Communications Specialist and how they'd like to see this new position progress. Chair Brotherton called for public comments, and no comments were received.

COMMISSIONERS' BRIEFING SESSION - Continued: Commissioner Dean explained that she is in Washington D.C. currently and attending the National Association of Workforce Board Conference, and she has served on the regional workforce board for about 7 years now. The trip is paid for by the regional Workforce Board. She noted the benefits of attending the conference and reviewed upcoming meetings and miscellaneous topics. Commissioner Dean provided a legislative update. The Board discussed the Washington State Department of Transportation (WSDOT) summer construction schedule. Commissioner Dean excused herself at 12:05 p.m. for the remainder of the meeting.

Commissioners Meeting Minutes of March 27, 2023

The meeting was recessed at 12:05 p.m. and reconvened at 1:31 p.m. with Chair Brotherton and Commissioner Eisenhower present.

WORKSHOP re: Department of Community Development (DCD) 2023 Work Plan:

DCD Director Brent Butler and DCD Deputy Director Josh Peters were present to brief the Board on emerging issues, projects overview: Housing, fiscal, intergovernmental, infrastructure, ranking and prioritizing, and next steps. They answered questions posed by the Board.

WORKSHOP re: Central Services Department 2023 Work Plan:

Central Services Director Chris Goy gave a presentation and had part of his Central Services team present. Some of the items he discussed were staffing, information technology, GIS, records management, Public Records Administrator, Fleet Services/ER&R and facilities. He answered questions posed by the Board.

WORKSHOP re: Public Health and Environmental Health 2023 Work Plan:

Public Health Director Apple Martine and Deputy Director Veronica Shaw were present to brief the Board on Emergency to Emergence, staffing, organizational structure, workforce wellbeing, social justice commitment, outreach, and program goals.

EXECUTIVE SESSION:

An Executive Session was scheduled from 3:15 p.m. to 3:30 p.m. Chair Brotherton announced that the Executive Session will be held from 3:40 p.m. to 4:00 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney, and Environmental Health Manager. The Board concluded the Executive Session and resumed the regular meeting at 4:01 p.m. There was no proposed action, and therefore no public comment taken on this topic.

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

- Closing remarks
- Boards and Committees Vacancies

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:04 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 Eisenhower, Member