DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – December 11, 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 twelve comments were received.

DISCUSSION re: Board of Equalization Applicant Interviews: The Commissioners conducted interviews for the two vacant positions on the Board of Equalization (BOE). They heard from two candidates: 1) Joe Langjahr; and 2) Joni Blanchard.

Greg Brotherton explained the BOE membership and process. The Commissioners asked the applicants the same set of questions and then deliberated on the interviews. BOE Member Margaret Taylor was present and provided information to the Board. Commissioner Dean moved to appoint both Joe Langjahr and Joni Blanchard to serve on the Board of Equalization. Commissioner Eisenhour seconded the motion. Chair Brotherton opened the floor to allow for public comments and no comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson and Clallam County. Housing Fund Board member Julia Cochrane was present and answered questions regarding the warming center. Emergency Manager Willie Bence was not present to provide an update.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the Consent Agenda, minus Consent Agenda Item No. 1 regarding Fire Marshal Fee schedule. Commissioner Dean seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. XX** re: Adopting a Fee Schedule for the Office of the County Fire Marshal within the Department of Community Development (Not approved: this item was table for a future meeting)
2. **RESOLUTION NO. 63-23** re: Adoption of the 2024 Jefferson County Cost Allocation Plan
3. **RESOLUTION NO. 64-23** re: Imposing Emergency Load Limits on County Roads
4. **RESOLUTION NO. 65-23** re: Membership of the Marine Resources Committee

5. **RESOLUTION NO. 66-23** re: Establishing a Conservation Futures Program Application Period, Setting an Estimated Amount of Conservation Futures Funds Available, and Approving Program materials for Use in the 2024 Conservation Futures Funding Cycle; and Amending the Bylaws of the Conservation Futures Fund Citizen Oversight Committee
6. **INTERLOCAL AGREEMENT** re: Juvenile Detention Facility; In the Amount as Needed at $150 per day, per bed use; Juvenile Services; Kitsap County
7. **AGREEMENT re:** Fiscal Oversight for Opioid "Distributor" Settlement; County Administrator; Discovery Behavioral Healthcare
8. **AGREEMENT re:** Project Management Software to Improve Efficiency; In the Amount of $85,975; Prosecuting Attorney's Office (PAO); Karpel Computer Systems, Inc.
9. **AGREEMENT re:** Request funds be redirected from the Morgan Hill radio tower site to the Rainshadow Road radio tower site; County Administrator; KPTZ F.M. 91.9
10. **AGREEMENT re:** Legal Services to Establish a Line of Credit for the Port Hadlock Sewer Project; County Administrator; Foster Garvey PC
11. **AGREEMENT re:** Social Support Services; In the Amount of $30,000; Public Health; MCS Counseling Group
12. **AGREEMENT, Amendment No.** 1 re: Facilitation Services; Additional Amount of $16,195 for a Total of $26,153; County Administrator; Peak Sustainability
13. **AGREEMENT, Amendment No.** 8 re: Dosewallips R Powerlines Acquisition and Design; Additional Amount of $27,500 for a total of $616,619; Public Health; Washington State Recreation and Conservation Office (RCO)
14. **AGREEMENT, Change Order No. 1 re:** Oak Bay Campgrounds Electrical Project; Increase to $4,239.81 for a total of $82,92691; Public Works; Henden Electric
15. **AGREEMENT, Change Order No. 4** re: Port Hadlock Sewer Phase I – Site Prep, Earthwork and Service Utilities, Project No. 405-2114-0, Commerce Project No. 22-96515-026
16. **AGREEMENT, Change Order No. 5** re: Port Hadlock Sewer Phase I – Site Prep, Earthwork and Service Utilities, Project No. 405-2114-0, Commerce Project No. 22-96515-026
17. **REQUEST for PROPOSALS (RFP) re:** 2024 Affordable Housing Unallocated Funds; In the Amount of $194,130
18. **ADVISORY BOARD APPOINTMENT re:** Civil Service Commission, Term to expire December 11, 2028; Dan Taylor
19. **Payment of Jefferson County Payroll Warrants** Dated December 5, 2023 Totaling $1,052,381.79

BRIEFING re: Shoreline Master Program Periodic (SMP) Review Transmittal of Planning Commission Recommendation: BERK Consulting Principal Lisa Grueter and Shannon and Wilson Senior Biologist Amy Summe were present and provided a presentation and answered questions. They reviewed the SMP update, which was last approved in 2014. Department of Community Development (DCD) Director Josh Peters explained that the Board can either accept the Planning Commission recommendation and forward to the Washington State Department of Ecology, or set a public hearing. He reviewed the next steps if the Commissioners moved forward with a public hearing.

Planning Commission Chair Richard Hull provided information about their recommendations and input they received during their process. It was noted that most of the comments were regarding geoduck aquaculture. The Commissioners deliberated on their options on moving forward. After discussion, DCD Director Peters proposed a motion to direct staff to schedule a public hearing for the SMP proposed amendments. Commissioner Dean moved to make the aforementioned motion. Commissioner Eisenhour seconded the motion. Chair Brotherton opened the floor to allow for public comments, and there were twelve comments received. The Board and staff responded to the comments. Chair Brotherton called for a vote on the motion. The motion carried by a unanimous vote.

The meeting was recessed at 12:12 p.m. and reconvened at 1:32 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 1:45 p.m. Chair Brotherton announced that the Executive Session will be held from 1:33 p.m. to 1:48 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 and Chief Civil Deputy Prosecuting Attorney. The Board resumed the regular meeting at 1:48 p.m. Chair Brotherton announced that the Board will be extending the Executive Session from 1:48 p.m. to 1:55 p.m. The Board concluded the Executive Session and resumed the regular meeting at 1:55 p.m. There was no proposed action, and therefore no public comment taken on this topic.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:45 p.m. to 2:30 p.m. Chair Brotherton announced that the Executive Session will be held from 2:00 p.m. to 2:40 p.m. regarding Attorney-Client Privilege, Actual Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator and Chief Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 2:40 p.m. There was no proposed action, and therefore no public comment taken on this topic.

CONTINUED DELIBERATION re: Adoption of the Final 2024-205 Jefferson County Biennial Budget: County Administrator Mark McCauley provided a high overview of the Biennial Budget process. After a short deliberation, Commissioner Eisenhour moved to approve **RESOLUTION NO. 67-23** re: Adopting the 2024-2025 Biennial Budget for the General Fund and Other Funds, the 2024 Jefferson County Road Construction Program, the 2024 County Capital Improvement Program, and the Central Services 2024 Cost Allocation Programs. Commissioner Dean seconded the motion which carried by a unanimous vote.

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

DISCUSSION re: Aquatic Facility: Commissioner Dean noted that there was a meeting to discuss the proposed Aquatic Facility that she and the County Administrator attended, as well as other community partners. City of Port Townsend Director of Parks and Recreation Strategy Carrie Hite was present and answered questions regarding the option of forming a Public Facilities District (PFD). Members of the steering committee were present and provided comments.

County Administrator Mark McCauley noted that there would need to be an Interlocal Agreement (ILA) between the City of Port Townsend and Jefferson County to pay for the PFD, and that an independent financial review is also required before forming a PFD.

Commissioner Dean moved to authorize staff to bring forward more information regarding the formation of a PFD and to work with the City of Port Townsend to create an ILA to move forward with the independent financial review. Chair Brotherton seconded the motion. He opened the floor for public comments and five comments were received. After further discussion, Chair Brotherton called for a vote on the motion. Chair Brotherton and Commissioner Dean voted in favor of the motion. Commissioner Eisenhour voted against the motion. The motion carried.

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

- Calendar coordination and miscellaneous topics
- Commissioner Dean reported additional conservation acreage; 280 additional acres near Mount Walker and Notch Pass
- Board and Committee Assignments

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:21 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

DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – December 18, 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 nine comments were received. The Commissioners responded to comments, which included an update regarding the Warming Center, and discussion regarding Consent Agenda Item No. 6; Interlocal Agreement regarding a Public Facilities District.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dean moved to remove Consent Agenda Item No. 6; Interlocal Agreement regarding a Public Facilities District, and approve the remaining items on the Consent Agenda as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **ORDINANCE NO. 11-1218-23** re: Amending the Jefferson County Comprehensive Plan and Title 18 of the Jefferson County Code; Adding the Mineral Resource Lands Overlay to the Comprehensive Plan Land Use Map as proposed in File No. MLA2021-0019 (Miles Sand and Gravel); Approving Rezones as proposed in File No. ZON2023-00004 (Gifford-Yep) and ZON2023-00006 (Midori Farm/M&J Investments); Amending miscellaneous provisions in the Comprehensive Plan and Title 18 of the Jefferson County Code
2. **RESOLUTION NO. 68-23** re: Updating the Travel Policy as Appending 'D' of the Jefferson County Personnel Manual
3. **HEARING NOTICE** re: Shoreline Master Program – Hearing to be held January 8, 2024 at 10:30 a.m.
4. **CALL FOR BIDS** re: Port Hadlock Sewer Project; Phase 3 – Low Pressure Sewer Collection System
5. **APPROVAL OF THE CONTINUATION OF THE JEFFERSON COUNTY PUBLIC OFFICIAL POSITION SCHEDULE BOND No. 52BSBH126;** Issued by Harford Fire Insurance Company for the Treasurer, Clerk, Sheriff, Auditor, Prosecuting Attorney, Engineer, Commissioners #1, #2, and #3, Judge and Assessor
6. **INTERLOCAL AGREEMENT:** Between the City of Port Townsend and Jefferson County to Study a Possible County-wide Public Facilities District for Construction and Operation of Facility for a Pool and Other Activities (removed and discussed later in the meeting)

7. **AGREEMENT and SUBSCRIPTION AGREEMENT** re: Collective Bargaining Agreement and Trust Participation for Jefferson County Sheriff's Office Administrative Staff Employees; January 1, 2024 through December 31, 2026; Teamsters Local No. 589 and Teamsters Welfare Trust
8. **AGREEMENT** re: Solid Waste Facilities Replacement Planning Services; In the Amount of $83,140; Public Works; Perteet, Inc.
9. **AGREEMENT re:** On-Call Environmental Services; Payment per fee schedule; Public Health; Mott Macdonald, LLC
10. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program Mini Grant; In the Amount of 1,000; Public Health; Brinnon School District No. 46
11. **AGREEMENT, Amendment No. 1** re: Fairgrounds Management; An additional amount up to $39,000, dependent upon fund balance; County Administrator; Jefferson County Fair Association
12. **AGREEMENT, Amendment No.** 1 re: Nurse Family Partnership Supervisor; Not to exceed $75,000; Public Health; Kitsap Public Health District
13. **AGREEMENT, Amendment No.** 1 re: Residential Substance Abuse Treatment Program; Sheriff's Office; Believe in Recovery
14. **AGREEMENT, Amendment No.** 2 re: Salish BH-ASO Interlocal Agreement; New Expiration Date of December 31, 2025; County Administrator; Salish Behavioral Health Interlocal: Kitsap County, Clallam County and Jamestown S'Klallam Tribe
15. **AGREEMENT, Amendment No.** 4 re: Residential Substance Abuse Treatment Program; Sheriff's Office; Washington State Health Care Authority
16. **AGREEMENT, Amendment No. 5** re: Periodic Review of the Shoreline Master Program; Additional Amount of $6,750; Department of Community Development; BERK Consulting, Inc.
17. **AGREEMENT, Change Order No. 6** re: Phase 1 – Site Prep, Earthwork, and Service Utilities for the Port Hadlock Sewer, Project No. 405-2114-0
18. **AGREEMENT, Amendment No. 8** re: Final Wastewater Treatment Plant Design Changes; Tetra Tech, Inc.
19. **REQUEST BOARD APPROVAL** re: Increase in 2024 Public Infrastructure Fund Project Funding by $176,000, from $809,000 to $985,000; and PIF Board 2024 Project Funding Recommendations
20. **ADVISORY BOARD RESIGNATION** re: Conservation Futures Citizen Oversight Committee; Guy Dobbyns
21. **ADVISORY BOARD APPOINTMENTS (1)** re: Jefferson County Public Infrastructure Fund (PIF) Board; Citizen – District No. 3, Four-year term to expire December 18, 2027
22. **ADVISORY BOARD APPOINTMENTS (2)** re: Jefferson County Board of Equalization; Letters to appointed members Joni Blanchard and Joe Langjahr
23. **Payment of Jefferson County Payroll Warrants** Dated December 5, 2023 Totaling $162,624.40
24. **Payment of Jefferson County Vouchers/Warrants** Dated December 11, 2023 Totaling $1,793.772.78 and Dated December 18, 2023 Totaling $234,851.80

DISCUSSION re: INTERLOCAL AGREEMENT (ILA): Between the City of Port Townsend and Jefferson County to Study a Possible County-wide Public Facilities District (PFD) for Construction and Operation of Facility for a Pool and Other Activities (Consent Agenda Item No. 6): The Commissioners reviewed the revised ILA for the Wellness Center in Port Townsend, which included amendments such as public showers, changing the date of the report to April 1, 2023, and specified that the cost for the study is $9,000. County Administrator Mark McCauley explained that the motion approved last week was to create an ILA to split the cost of the independent financial review, and that staff should study the formation of a PFD. The Commissioners discussed the proposed ILA. County Administrator McCauley answered questions posed by the Board. The item was table until later in the morning.

HEARING re: 4th Quarter Budget Appropriations/Extensions; Various County Departments: Finance Manager Judy Shepherd shared her screen to review the 4th Quarter Budget Appropriations and Extensions with the Board, which included increases to salaries and benefits in many departments.

Chair Brotherton opened the hearing to allow for public testimony. Hearing no testimony, he closed the public hearing. After deliberations, Commissioner Dean moved to approve **RESOLUTION NO. 69-23.** Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

DISCUSSION and POTENTIAL ACTION re: Temporary Revisions to the Solid Waste Transfer Station Operating Hours: Public Works Director Monte Reinders and Solid Waste Manager Al Cairns were present and explained that they may need to close the Solid Waste Transfer Station in Port Townsend on Saturdays in January 2024. Although hopeful of new staffing and recruitment, they noted that there are too many variables at play, and they anticipate having to close on Saturdays. After discussion, Manager Cairns stated they are giving the Board notice of the potential closure to the facility.

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

CONTINUED DISCUSSION re: INTERLOCAL AGREEMENT: Between the City of Port Townsend and Jefferson County to Study a Possible County-wide Public Facilities District for Construction and Operation of Facility for a Pool and Other Activities (Consent Agenda Item No. 6): The Commissioners continued reviewing the draft ILA between the City of Port Townsend and Jefferson County. Additional amendments included striking Section 1A, and 2, and the first Whereas clause regarding the study. The Commissioners agreed to modify the ILA so that it only pertains to the independent financial review. County Administrator Mark McCauley stated that he will incorporate edits and bring forward later in the meeting.

The meeting was recessed at 11:13 a.m. and reconvened at 11:45 a.m. with all three Commissioners present.

CONTINUED DISCUSSION re: INTERLOCAL AGREEMENT: Between the City of Port Townsend and Jefferson County to Study a Possible County-wide Public Facilities District for Construction and Operation of Facility for a Pool and Other Activities (Consent Agenda Item No. 6): The Commissioners continued reviewing the draft ILA between the City of Port Townsend and Jefferson County. County Administrator Mark McCauley shared a tracked changes version of the ILA with the Board. The Commissioners discussed the edits. After discussion, Commissioner Eisenhour moved to approve the ILA between the City of Port Townsend and Jefferson County to complete and Independent Financial Feasibility Review of a possible County-wide Public Facilities District for construction and operation of a facility for a pool and other activities. Commissioner Dean seconded the motion.

Chair Brotherton opened the floor to allow for public comments, and four comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.

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

The meeting was recessed at 12:04 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

WORKSHOP re: Septage Capacity: Environmental Health and Water Quality Manager Pinky Mingo was present, along with RH2 Engineering staff, City of Port Townsend Wastewater Treatment Plant Operations Manager Bliss Morris, and Amanda Grace from Good Man Sanitation.

RH2 staff Dan Mahlum provided a presentation on the Septage Receiving Facility Expansion Alternatives Analysis which included: 1) Existing conditions: City of Port Townsend owns and operates a Septage Receiving Facility co-located with their compost facility at the County's solid waste site, and the City receives approximately 40% of total County septage generated each year; and 2) Project drivers: capturing County-wide septage generation; and 3) Major considerations: increases in flow and loading, on-site treatment facilities capacity limitations, and expansion alternatives. He reviewed the existing state waste discharge permit, Septage Receiving Facility and potential upgrades to the facility or the cost for a new facility. The Commissioners participated in discussion and the presenters answered questions posed by the board.

DISCUSSION re: Brinnon Reach Assessment and Conceptual Design: Natural Resources Program Coordinator Tami Pokorny was present, along with additional County staff, and Natural Systems Design Senior Biologist John Soden. Coordinator Pokorny provided a presentation on the Brinnon Reach Assessment and Conceptual Design Project. After the presentation, she asked the Board to approve the Brinnon Reach Assessment and Conceptual Design Project agreement and resolution for RCO #23-1062P.

Commissioner Dean moved to approve the agreement and authorizing resolution for the Brinnon Reach assessment and conceptual design. Commissioner Eisenhour seconded the motion, unanimous. **RESOLUTION NO. 70-23** was assigned to the RCO resolution/application.

DISCUSSION re: Letter re: Hood Canal Coordinating Council (HCCC) grant proposal for Snow & Salmon Creek Watershed Planning: Commissioner Dean noted that the Hood Canal Coordinating Council (HCCC) is planning to apply for the NOAA Coastal Resilience Grant Program. HCCC Chair Alicia Oliveras was present and stated they were just made aware that they could apply for the grant, which is due tomorrow. She added that they would like to apply for the Snow Creek and Salmon Creek Watershed Planning grant. Commissioner Eisenhour moved that the County sign a letter of support for the HCCC grant proposal for the Snow and Salmon Creek watershed planning. Commissioner Dean seconded the motion which carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS

- BOCC Briefing – Continued
- Calendar Coordination
- Board and Committee vacancies
- Board and Committee assignments

DISCUSSION re: Adopting a Fee Schedule for the Office of the County Fire Marshal within the Department of Community Development: DCD Director Josh Peters and Fire Marshal Phil Cecere were present and explained the proposed resolution. They indicated that these are new fees that they would like implemented. Fire Marshal Cecere noted that he is currently the only staff member, but he will be proposing additional staffing. After the presentation he provided, he answered questions posed by the Board.

After discussion, Commissioner Eisenhour moved to approve a resolution adopting a fee schedule for the Office of the Fire Marshal in the Office of Department of Community Development. Commissioner Dean seconded the motion. Chair Brotherton opened the floor to allow for public comments, and two comments were received.

Chair Brotherton requested a friendly amendment to the Appendix to move solar panels – roof mounted, under the Fire Construction Permit Fees header, and change that the Hospitality Life Safety Inspection to every two years. Commissioner Eisenhour and Dean agreed to the friendly amendment to the appendix. After further discussion, the Commissioners agreed to rescind the motion on the table.

Commissioner Dean moved to approve **RESOLUTION NO. 71-23** re: Adopting a Fee Schedule for the Office of the County Fire Marshal within the Department of Community Development as submitted, with changes to the Appendix regarding removal of the mobile food truck for now, switching Hospitality Life Safety inspection to every two years, and moving solar panel roof-mounted to under the Fire Construction Permit Fee header. Commissioner Eisenhour seconded the motion, which carried by a unanimous vote.

DISCUSSION re: Stock Plans: DCD Chief Strategy Officer Brent Butler was present and provided a powerpoint presentation on proposed stock building plans. He answered questions posed by the Board. He stated that he is requesting that the Commissioners establish pre-approved building plans. The conversation was tabled until later in the meeting.

ADDITIONAL BUSINESS: DISCUSSION re: Humanitarian Crisis between Israel and Palestine: The Commissioners reviewed a draft resolution regarding the current war between Israel and Palestine, and their support for long-term end to violence, warfare and indiscriminate bombing in Israel and occupied Palestine, the return of all hostages, and the delivery of humanitarian aid; and affirming opposition to antisemitism and islamophobia.

After discussing and making edits to the resolution. Commissioner Eisenhour moved to approve

RESOLUTION NO. 72-23 re: Supporting for long-term end to violence, warfare and indiscriminate bombing in Israel and occupied Palestine, the return of all hostages, and the delivery of humanitarian aid; and affirming opposition to antisemitism and islamophobia. Commissioner Dean seconded the motion. Chair Brotherton opened the floor to allow for public comments, and two comments were received.

The Commissioners discussed edits suggested during the public comment period. Commissioner Dean incorporated further edits. Chair Brotherton called for vote on the resolution, as presented and modified here. The motion carried by a unanimous vote.

DISCUSSION re: Stock Plans - Continued: Chief Strategy Officer Brent Butler stated that the City of Port Townsend plans to piggyback on the County's approved stock plans. He noted that the County will have a 20% fee, and the City is planning on subsidizing more. The plans will cost around $10,000 for eight plans. County Administrator Mark McCauley stated that the Commissioners could approve the increase requested for the DCD budget. Fire Marshal/Building Official Phil Cecere was also present and added that if these plans need to go to an outside reviewer, there is no anticipated increase in cost.

Commissioner Eisenhour moved that the County allocate up to $10,000, and make a transfer to DCD for review and approval of the eight stock plans presented in today's meeting. Commissioner Dean 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.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:27 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

MINUTES

Jefferson County Board of County Commissioners
Special Meeting – December 22, 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 Kate Dean participated in the meeting. Commissioner Heidi Eisenhour had an excused absence. Chair Brotherton called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and none were received.

HEARING NOTICE re: 2023 Emergency Budget Appropriation for the Public Health Department: Personnel Benefits, Insurance, Professional Services, Fund 127: County Administrator Mark McCauley requested the Board of County Commissioners consider a hearing for an emergency appropriation for Public Health. Finance Manager Judy Shepherd outlined the need for the request and Public Health Deputy Director Veronica Shaw explained that their department has put procedures in place to prevent the need for an emergency appropriation in the future.

After discussion, Chair Brotherton moved to approve **RESOLUTION NO. 74-23** re: 2023 Emergency Budget Appropriation for the Public Health Department: Personnel Benefits, Insurance, Professional Services, Fund 127. Commissioner Dean seconded the motion. The motion carried.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 9:08 a.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

Adiel McKnight, Executive Assistant

Heidi Eisenhour, Member