



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – October 2, 2023 at 9:00 a.m.

This is a Hybrid meeting: Virtual and In-Person Attendance at
Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA

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

To view Agenda items, meeting materials and comments received, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – (Username and Password is: public) - Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – Month of the meeting – Day of the meeting

Due to technical issues, the video did not record for this meeting. The timestamps still work though. To view the backup Zoom video file, please go to: www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Zoom Meeting Files – then the date of meeting

You can join this meeting by using the following methods:

• 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 Clerk
• 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 Clerk Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384. If you need special accommodations, please contact our office 24 hours in advance.
• 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-person: You are welcome to join this meeting in-person.

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.

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.

Public Comment Periods are dedicated to listening to the public. Each person may address the Board one time during these periods. To ensure equal opportunity for the public to comment, all comments shall be limited to 2 or 3 minutes per person, depending on the volume of public in attendance. Some Agenda items may have additional Public Comment Periods – these comment periods are for listening to comments specific to that Agenda item. The Chair may add additional Public Comment Periods throughout the meeting.

9:00 a.m. [CALL TO ORDER](#) GB, KD, HE present
9:01 a.m. [PUBLIC COMMENT PERIOD](#) – **ALL TOPICS**

[09:02:26 AM \(00:02:32\)](#) Comment
[09:04:23 AM \(00:04:29\)](#) Comment
[09:07:47 AM \(00:07:53\)](#) Comment
[09:09:49 AM \(00:09:55\)](#) Comment
[09:12:24 AM \(00:12:30\)](#) Comment
[09:13:18 AM \(00:13:24\)](#) Response to comments

No set time [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. **AGREEMENT** re: Data Sharing Agreement: Sharing Childhood Deaths; October 2, 2023 through July 31, 2028; Public Health; Washington State Department of Health
 [PDF](#) 
2. **AGREEMENT** re: Nurse Family Partnership; Home Visit Services; In the Amount of \$419,557.29; Public Health; Washington State Department of Children, youth and Families
 [PDF](#) 
3. **LETTER of SUPPORT** re: Washington Department of Commerce Comprehensive Plan Periodic Update Grant
 [PDF](#) 
4. **AGREEMENT, CHANGE ORDER No. 3** re: Phase 1 Site Prep, Earthwork and Service Utilities for the Port Hadlock Sewer, Project No. 405-2114-0, Commerce Project No. 22-96515-026; Public Works; Seton Construction
 [PDF](#) 
5. **MOTION TO APPROVE** re: Lodging Tax Advisory Committee (LTAC) 2024 Hotel/Motel Funding Recommendations; In the Amount of \$749,904; County Administrator
 [PDF](#) 
6. **Payment of Jefferson County Vouchers/Warrants** Dated September 25, 2023 Totaling \$1,344,880.56
 [PDF](#) 

The Commissioners addressed public comments regarding the LTAC recommendation (Consent Agenda Item No. 5). After discussion, [MOTION:](#) KD moved to approve the Consent Agenda as presented, HE seconded the motion, unanimous.

REGULAR AGENDA:

No set time **PROCLAMATION** re: Proclaiming October 1-7, 2023 as Mental Illness Awareness Week  

Patrick Johnson, National Alliance of Mental Illness (NAMI) Jefferson County President
Val Phimister, NAMI Jefferson County Director
Anne Dean, Discovery Behavioral Health Director

[09:34:09 AM \(00:34:15\)](#) HE moved to approve the proclamation as read, KD seconded the motion, unanimous.

[09:34:24 AM \(00:34:30\)](#) PJ – the most important thing to help address mental health issues is housing. Stigma Reduction Program, request to advocate with State legislature.

[09:37:38 AM \(00:37:44\)](#) VP – Thanked the BOCC for opportunity. She shared a new NAMI brochure with the Board and explained program activities.

[09:41:31 AM \(00:41:37\)](#) Jim Novelli – Discovery Behavioral Health – thanked the Commissioners for opportunity to speak. Addressing stigma is important, he talked about programs.

[09:44:55 AM \(00:45:01\)](#) AD – present to speak about promoting mental health.

No set time **PROCLAMATION** re: Proclaiming October 2023 as National Disability Employment Month   - **Not discussed - moved to 10/09/23 Agenda**

9:45 a.m.

MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE

Dr. Allison Berry, Public Health Officer
Anna Piasecki, Emergency Management Program Coordinator

[09:49:22 AM \(00:49:28\)](#) Public Health update

[09:53:53 AM \(00:53:59\)](#) Addressing KPTZ Covid questions

[10:08:53 AM \(01:08:59\)](#) Emergency Management update: She provided update on upcoming events, which included the Washington Shakeout Drill October 19, 2023. She noted that she will be moving out of County. She answered questions posed by the Board re: upcoming winter storms.

[10:14:26 AM \(01:14:32\)](#) Recess

[10:16:37 AM \(01:14:48\)](#) Reconvene

10:15 a.m. **HEARING re:** Third Quarter 2023 Supplemental Budget Appropriations/Extensions; Various County Departments  

Mark McCauley, County Administrator
Judy Shepherd, Finance Manager

GB called the hearing to order.

[10:18:18 AM \(01:16:29\)](#) JS provided presentation and reviewed each department's 3rd Quarter budget appropriation requests.

[10:28:44 AM \(01:26:55\)](#) GB opened the floor to allow for public testimony. The following individual

provided testimony:

[10:29:45 AM \(01:27:56\)](#) Tom Thiersch – Jefferson County

[10:32:35 AM \(01:30:46\)](#) Testimony closed. Deliberations ensued. After discussion, **MOTION:** HE moved to approve **RESOLUTION NO. 40-23** re: Third Quarter 2023 Supplemental Budget Appropriations/Extensions; Various County Departments. KD seconded the motion which carried by a unanimous vote.

[10:40:18 AM \(01:38:29\)](#) Recess

[10:46:52 AM \(01:40:08\)](#) Reconvene. KD rejoined the meeting at 11:05 a.m.

10:45 a.m. **WORKSHOP and POTENTIAL ACTION** re: Strategic Plan Finalization  

Heidi Eisenhour, Commissioner District No. 2
Mark McCauley, County Administrator
Michelle Kennedy, Berry and Dunn
Wendy Davis, Communications Specialist

[10:52:11 AM \(01:45:27\)](#) MM reviewed the draft Strategic Plan.

[11:01:21 AM \(01:54:37\)](#) Discussion

[11:03:04 AM \(01:56:20\)](#) WD – appreciated working with Berry and Dunn.

[11:03:43 AM \(01:56:59\)](#) **ADDITIONAL PUBLIC COMMENT PERIOD:** Chair Brotherton opened the floor to allow for public comments. No comments received.

[11:05:49 AM \(01:59:05\)](#) KD rejoined the meeting and provided comments.

[11:06:40 AM \(01:59:56\)](#) **MOTION:** HE moved to approve **RESOLUTION NO. 41-23** re: Adopting a 5-Year Plan Jefferson County Strategic Plan. KD seconded the motion, unanimous.

No set time **COMMISSIONERS BRIEFING SESSION:** Commissioner Eisenhour discussed past meetings she attended and miscellaneous topics

11:15 a.m. **BRIEFING and POTENTIAL ACTION** re: Housing Infrastructure Grants  
  DCD PPT Housing Infrastructure Grants

Brent Butler, Chief Strategy Officer DCD

MM – introduced the grant program

[11:17:34 AM \(02:10:50\)](#) BB reviewed approaches to submit for the grant which included: UGA zoning, pro formas, zoning review, and SEPA questions.

[11:32:57 AM \(02:26:13\)](#) City of Port Townsend Project Manager Andre Harper, Bayside Housing Bill Rucker, OlyCAP Housing Director Kathy Morgan, Habitat for Humanity Maria Drury, were also present and provided comments.

Continued discussion followed. October 9th – will return and request a decision.

[11:56:24 AM \(02:49:40\)](#) **COMMISSIONERS BRIEFING SESSION** – Continued: Commissioner Dean discussed recent meetings she attended, and miscellaneous topics.

[12:01:45 PM \(02:55:01\)](#) Recess
[01:31:05 PM \(02:55:20\)](#) Reconvene

AFTERNOON SESSION 1:30 p.m.

1:30 p.m. **PROCLAMATION** re: Proclaim the Month of October 2023 as Community Planning Month  (moved from the morning session)

Josh Peters, Department of Community Development (DCD) Director

Each of the Commissioners read aloud the proclamation. HE moved to approve the proclamation. KD seconded the motion, unanimous.

[01:34:03 PM \(02:58:17\)](#) JP – said a few words about planning, as did the Commissioners.

COMMISSIONERS BRIEFING SESSION – Continued: Commissioner Brotherton discussed past meetings and miscellaneous topics. The Commissioners reviewed calendar coordination. County Administrator Mark McCauley briefed the Board on recent meetings he attended.

2:00 p.m. to 2:30 p.m. **EXECUTIVE SESSION** to Review the Performance of a Public Employee. No discussion of Salaries, Wages, and Other Conditions of Employment to be Generally Applied within the County; and, No Final Action on the Hiring, Setting the Salary of an Individual Employee or Class of Employees, or Discharging or Disciplining an Employee; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g). Staff present: County Administrator, Civil Deputy Prosecuting Attorney and Human Resources Director.

**DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re:
TOPIC OF THE EXECUTIVE SESSION**

Executive Session 2:03pm to 2:33pm
[02:34:58 PM \(03:27:07\)](#) End of Executive Session

ADDITIONAL DISCUSSION ITEMS

- [Letter of Support re: Mason PUD USDA Grant Application](#)  KD moved to approve signing and sending the letter of support for the Mason PUD USDA Grant application. HE seconded the motion. Vote on motion, unanimous.
- [Letter of Support re: North Olympic Peninsula Recompete](#) Coalition's Application for Recompete Plan Approval and Strategy Grant  After discussion, **MOTION:** KD moved to approve the letter of support re: NOPRC, as amended. HE second. GB called for public comment on the motion. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.
- [Calendar Coordination](#)

- [Legislative Agenda](#); Jefferson County to work with Strategies (S360) re: 2024 legislative

3:15 p.m. **WORKSHOP** re: Communications Program Update and Priority Setting  

Kate Dean, Commissioner District No. 1
Wendy Davis, Communications Specialist

WD provided a presentation on what has worked and not worked over the last 9 months about community outreach, press releases, and other projects. She answered questions posed by the Board.

3:45 p.m. **WORKSHOP and POTENTIAL ACTION** re: Authorization and Concurrence for the Piehl Property on the Big Quilcene River Floodplain    

Tami Pokorny, Natural Resources Program Coordinator

[03:45:53 PM \(04:38:02\)](#) TP provided a presentation and answered questions posed by the Board.

[03:51:32 PM \(04:43:41\)](#) he moved to authorize t in environmental health to undertake acquisition of the Piehl Property on the big quail flood plain, and all necessary steps required before action. (check recording for exact verbiage). KD seconded the motion.

[03:52:20 PM \(04:44:29\)](#) Call for public comment. Hearing no comment, vote on motion, unanimous.

[03:53:32 PM \(04:45:41\)](#) **ADDITIONAL DISCUSSION ITEMS:**

- [Healthier Together](#) – Port Townsend Aquatic Center

NOTICE OF ADJOURNMENT 4:02 p.m.

COMMISSIONERS MEETING SCHEDULE

The Week of October 2, 2023

A snapshot of the meetings the Commissioners will be attending this week are notated below. If you would like to get more information on these meetings, please contact the Commissioners' Office at 360-385-9100 or send us an email at: jeffbocc@co.jefferson.wa.us

Monday, October 2, 2023

9:00 a.m. BoCC Meeting - Hybrid (Board)

12:00 p.m. BoCC Special Meeting - WSAC Virtual Assembly (Board)

Tuesday, October 3, 2023

6:00 p.m. Marine Resources Committee Meeting – Virtual (Heidi)

Wednesday, October 4, 2023

10:00 a.m. BoCC Special Meeting – Department Budget Planning – Hybrid, Courthouse (Board)

Thursday, October 5, 2023

9:00 a.m. BoCC Special Meeting – Department Budget Planning – Hybrid, Courthouse (Board)

6:30 p.m. Jefferson county Peninsula Trails Coalition Meeting – Virtual (Heidi)

Friday, October 6, 2023

Agenda: October 2, 2023

6:00 p.m. BoCC Special Meeting, Community Conversations – Hybrid, Forks (Board)

The County has various Boards and Committees that are subject to the Open Public Meetings Act (OPMA). Agendas for those meetings will be posted to the Jefferson County website calendar 24 hours prior to the start of the meeting. The Agendas will contain information on how to provide public comment, meeting access, and meeting materials (if available).

For more information, go to: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of Commissioners – Boards & Committees or click on the Calendar tab on the home page of the website.

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request