



DRAFT

MINUTES
Community Conversations
Special Meeting – June 1, 2023, 6:00 p.m.
Port Ludlow Beach Club
121 Marina View Drive, Port Ludlow, WA 98365
(Hybrid)

CALL TO ORDER: Chair Greg Brotherton called the Community Conversations Special Meeting to order in the presence of Commissioner Kate Dean and Commissioner Heidi Eisenhour.

WELCOME and INTRODUCTIONS: Port Ludlow Village Council President Dave McDermid thanked the Commissioners, Jefferson County Elected Officials and Department Directors for holding the meeting in Port Ludlow.

JEFFERSON COUNTY UPDATE: County Administrator Mark McCauley provided a presentation which covered the Jefferson County budget, services, challenges, opportunities, priorities and progresses and more.

QUICK SNAPSHOTs: Jefferson County Commissioners, Elected Officials and Departments Directors provided updates for their departments. They answered questions posed by the public in attendance.

WRAP UP and THANKS: Chair Brotherton thanked everyone for attending.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 8:06 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

Regular Meeting – June 5, 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 Dean moved to approve the items on the Consent Agenda as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **AWARD of CONTRACT** re: Port Hadlock Wastewater Facility- Phase I, In the Amount of \$1,139,547 (plus tax); Public Works; Seton Construction
2. **AGREEMENT** re: Snow Creek Road MP 0.84 Culvert Replacement, Project No. 18020310, and Port Hadlock Wastewater Facility – Phase 1, Project No. 405-2115-0; In the Amount of \$31,000; Public Works; Krazan & Associates, Inc.
3. **AGREEMENT** re: Management of the Gateway Visitor Center; In the Amount of \$68,465; County Administrator; Tourism Coordinating Council
4. **AGREEMENT** re: Gateway to Freedom and East Jefferson Fire & Rescue (EJFR) Fire Community Assistance, Referral and Education Services (CARES); In the Amount of \$50,000 in 2023, and \$50,000 in 2024; Public Health; Gateway to Freedom and EJFR
5. **AGREEMENT** re: YMCA Family Resource Navigator; In the Amount of \$12,650; Public Health; Olympic Peninsula YMCA
6. **AGREEMENT, Amendment No. 2** re: North Pacific Coast Marine Resources Committee Projects; An Additional Amount of \$14,076 for a total of \$168,076; Public Health; Washington State Department of Fish & Wildlife
7. **MEMORANDUM of UNDERSTANDING** re: Early Childhood Services; MOU to Formalize Voluntary Commitment; Public Health; Olympic Community Action Projects (OlyCAP)
8. **INTERAGENCY REIMBURSEMENT AGREEMENT** re: Blake-Related Costs; In the Amount of \$135,028; Clerk's Office; Washington State Administrative Offices of the Courts
9. **ADVISORY BOARD RESIGNATION** re: Jefferson County Planning Commission; District No. 1 Representative; Arlene Alen
10. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Planning Commission; Four (4) Year Term to Expire March 17, 2027; District No. 1 Representative; Kevin Coker

11. **MINUTES** re: Regular Meeting Minutes of May 22, 2023, and Special Meeting Minutes of May 22, 2023 (Strategic Planning Retreat)
12. **Payment of Jefferson County Vouchers/Warrants** Dated May 22, 2023 Totaling \$931,833.83, and May 30, 2023 Totaling \$213,953.70 (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.)

PROCLAMATION re: Proclaiming June 2023 as Ride Transit Month: All three Commissioners read aloud the proclamation. Commissioner Eisenhower noted scrivener errors on the fifth Whereas. Commissioner Dean moved to approve the proclamation, as edited. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

Jefferson Transit General Manager Nicole Gauthier and Transportation Choices Interim Executive Director Kelsey Mesher were present and thanked the Commissioners for the proclamation. They commented on transportation in Jefferson County. Manager Gauthier explained the “Bus Roadeo,” where one of their drivers recently won an award.

PUBLIC COMMENT PERIOD - Continued: Chair Brotherton called for public comments, and two comments were received.

PROCLAMATION re: Proclaiming June 2023 as Pride Month: All three Commissioners read aloud the proclamation. Chair Brotherton noted that the proclamation states 2022, and it should be corrected to read 2023. Commissioner Eisenhower moved to approve the proclamation as edited. Commissioner Dean seconded the motion which carried by a unanimous vote.

Olympic Pride Board of Directors member Becca Mack was present and thanked the Commissioners for the recognition and commented on their upcoming events. The Commissioners commented on acceptance and diversity.

PUBLIC COMMENT PERIOD - Continued: Chair Brotherton called for public comments, and two comments were received.

COMMISSIONERS’ BRIEFING SESSION: Commissioner Dean reviewed recent meetings they attended. The Commissioners briefly discussed Economic Development Zones.

PUBLIC HEALTH UPDATE: Public Health Officer Dr. Allison Berry provided information on the viruses circulating in Jefferson County. Emergency Management Director Willie Bence was not able to attend the meeting. Dr. Berry noted that she would like to continue providing 30-minute briefings to the Commissioners once a month.

BRIEFING re: 2023 Recommendations for Conservation Futures Funds: Natural Resources Program Manager Tami Pokorny and Conservation Futures Citizen Oversight Committee (CFCOC) Chair Cameron Jones were present to brief the Board on three proposed projects and how the CFCOC came up with their recommendation to fully support all of the projects. Manager Pokorny discussed next steps. There will be an upcoming public hearing on the approval of Conservation Futures funding for these projects.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued discussing recent meetings they attended.

WORKSHOP re: Solid Waste Fees Schedule Update and Hearing Notice: Public Works Solid Waste Manager Al Cairns was present to review the proposed changes to the fee schedule. He responded to a comment that was made during the public comment period noting that the Solid Waste Advisory Committee (SWAC) has not provided a recommendation to the Board of County Commissioners. After discussion, the Commissioners requested that SWAC hold a special meeting and provide a formal recommendation to the Board.

Chair Brotherton opened the floor to allow for public comments, and one comment was received. After continued discussion, Commissioner Dean moved to approve a **HEARING NOTICE** re: Proposed Ordinance relating to County Fee Policy and requirements, and the Department of Public Works Solid Waste Fee Schedules and amending Title 8 of the Jefferson County Code and Appendix Fee Schedules; on Monday June 26, 2023 at 10:00 a.m. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued reviewing recent meetings they attended and upcoming meetings. They also discussed the recent Intergovernmental Collaborative Group (ICG) meeting cancellation/informational session. There will be an upcoming Special Meeting of the ICG on June 26, 2023 at 6:00 p.m. The Commissioners and County Administrator continued discussion on miscellaneous topics and upcoming meetings.

The meeting was recessed at 12:07 p.m. and reconvened at 1:30 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 1:31 p.m. to 1:46 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, Department of Community Development Director and Environmental Health and Water Quality Manager.

Discussion ensued regarding Pleasant Harbor Master Planned Resort – future staffing agreement. Chief Civil Deputy Prosecuting Attorney Philip Hunsucker provided a presentation on the Pleasant Harbor Master Planned Resort Agreement which covered: history of the project, status of the project, billing dispute resolution, and what the agreement will do.

After discussion, Commissioner Dean moved to approve the future staffing and consultant agreement for the Pleasant Harbor Master Planned Resort as presented. Commissioner 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.

WORKSHOP re: County Burn Ban Resolution: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker gave a presentation on the proposed County Burn Ban Resolution which covered: Background – History of the 2022 burn restrictions and contradictions between DNR and Jefferson County, and proposed edits to the resolution. Quilcene Fire Chief Don Svetich was present to review a current fire danger and outdoor burning map. He also explained fire danger rating areas and Western Washington Fire Danger Operating Plan. Assistant Chief of East Jefferson and Rescue Brian Tracer reviewed enforcement and elements of the proposed resolution. He added they the fire chiefs are looking for the Commissioners to take-action today on the proposed resolution. Chief DPA Hunsucker continued reviewing the draft resolution with the Board.

After discussion, Commissioner Eisenhower moved to approve **RESOLUTION NO. 21-23** re: Declaring a Jefferson County Outdoor Burn Ban and Establishment of the Fire Risk -Burn Level - Restriction Guidelines for the 2023 Fire Season. Commissioner Dean seconded the motion. Chair Brotherton called for public comment on the motion, and no comments were received. After a brief discussion, he called for a vote on the motion. The motion carried by a unanimous vote.

Fire department personnel in attendance discussed how the new metrics may affect this year's 4th of July firework activities.

The meeting was recessed at 12:07 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

CLOSED SESSION: A Closed Session was scheduled from 3:00 p.m. to 3:30 p.m. Chair Brotherton announced that the Closed Session will be held from 3:10 p.m. to 3:40 p.m. with the County Administrator, Human Resources Director, and Finance Manager, to Plan or Adopt the Strategy or Position to be taken by the governing body during the course of Collective Bargaining, Professional Negotiations, or Grievance or Mediation Proceedings, or to Review the Proposals Made in Negotiations or Proceedings while in progress not subject to the Open Public Meetings Act under exemption RCW 42.30.140(4)(b). The Board concluded the Closed Session and resumed the regular meeting at 3:40 p.m.

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

- Calendar coordination – Summer schedules and meeting schedules. The Commissioners discussed cancelling the BOCC meetings of June 20 and August 14, 2023. After discussion, they reserved the right to keep the meetings as scheduled, with the possibility of cancelling if needed. Commissioner Dean noted she may be attending meetings virtually for a majority of the summer.
- Jefferson County Fairgrounds; fundraiser
- Miscellaneous items

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 3:59 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 Commissioners

Special Meeting – June 5, 2023, 12:00 p.m.

Washington State Association of Counties Virtual Assembly

Jefferson County Courthouse – Commissioners' Chambers

1820 Jefferson Street, Port Townsend, WA

(Virtual Meeting)

CALL TO ORDER: Washington State Association of Counties (WSAC) staff called the Virtual Counties Update meeting to order. Jefferson County Commissioner Heidi Eisenhour and Commissioner Kate Dean and many other Commissioners and County Officials across Washington State were in attendance.

DISCUSSION with Other Washington State Counties and Washington State Association of Counties (WSAC) Staff: The participants of the meeting discussed various County issues.

NOTICE OF ADJOURNMENT: The meeting was adjourned at 12:55 p.m. by Washington State Association of Counties staff.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Greg Brotherton, Chair

ATTEST:

Heidi Eisenhour, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member



DRAFT

MINUTES
Community Conversations
Special Meeting – June 8, 2023, 6:00 p.m.
Point Hudson Pavilion
355 Hudson St. Port Townsend, WA 98368
(Hybrid)

CALL TO ORDER: Chair Greg Brotherton called the Community Conversations Special Meeting to order in the presence of Commissioner Kate Dean and Commissioner Heidi Eisenhour.

WELCOME and INTRODUCTIONS: Chair Brotherton welcomed the one member of the public for attending the meeting. Shortly after the meeting started, a second member of the public joined the meeting.

JEFFERSON COUNTY UPDATE: County Administrator Mark McCauley provided a presentation which covered the Jefferson County budget, services, challenges, opportunities, priorities and progresses and more.

QUICK SNAPSHOTS: Jefferson County Commissioners, Elected Officials and Departments Directors provided updates for their departments. They answered questions posed by the public in attendance.

WRAP UP and THANKS: Chair Brotherton thanked everyone for attending.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 6:58 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