



DRAFT

MINUTES

Regular Meeting – December 20, 2021, 9:00 a.m.

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

CALL TO ORDER: Chair Kate Dean, Commissioner Greg Brotherton and Commissioner Heidi Eisenhour participated in the meeting remotely. Chair Dean called the meeting to order at the appointed time. She announced that today's meeting will be the last Board of County Commissioner meeting this year.

PUBLIC COMMENT PERIOD: The following is a summary of comments made virtually by individuals in attendance at the meeting and reflect their personal opinions:

- Comment regarding Board of Health Public Comment Period and a local resident injured by the COVID-19 vaccination.

The Commissioners addressed the comment reviewed during the Public Comment Period and via email.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton moved to approve the items on the Consent Agenda as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 88-21** re: Establish the Dates for the 2022 Mid-Biennium Review and Modification and 2024 - 2025 Biennial Budget Submissions, Review Hearings and Final Adoption; Jefferson County Administrator
2. **RESOLUTION NO. 89-21** re: Adoption of the 2021 - 2022 Jefferson County Cost Allocation Plan; Jefferson County Auditor
3. **RESOLUTION NO. 90-21** re: To Construct a Road and Utilities on a Portion of Public Right of Way known as Pittsburg Avenue; Jefferson County Public Works
4. **AGREEMENT, Supplement No. 4** re: Civil Engineering Services; Change in Beginning and Completion Dates; Jefferson County Public Works; Shea, Carr & Jewell, Inc. (dba SCJ Alliance)
5. **AGREEMENT** re: Oil City Road – Ruby Creek Washout, Project No. 18021020; In the Estimated Amount of \$154,000; Jefferson County Public Works; Bruch & Bruch Construction
6. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$40,000; Centrum
7. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$13,520; Jefferson County Farmers Market
8. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$64,271; Forks Chamber of Commerce
9. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$20,000; Jefferson County Chamber of Commerce

10. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$83,000; Jefferson County Historical Society (Gateway Visitor Center)
11. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$46,080; Jefferson County Parks and Recreation
12. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$3,102; Port Ludlow Village Council
13. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$2,004.64; Port Ludlow Village Council – Trail Committee
14. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$3,000; Quilcene Brinnon Garden Club
15. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$17,950; Quilcene Fair and Parade Association
16. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$62,935; Quilcene Historical Museum
17. **AGREEMENT** re: 2022 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$295,000; Tourism Coordinating Council
18. **AGREEMENT, Amendment No. 2** re: Hoh River Master Plan Phase I; Reduced Amount of \$8,000, for a Project Total of \$18,595; Jefferson County Public Health; Trout Unlimited
19. **AGREEMENT** re: School Based Mental Health Services; In the Amount of \$6,560; Jefferson County Public Health; Port Townsend School District
20. **AGREEMENT** re: School Based Mental Health Services; In the Amount of \$6,560; Jefferson County Public Health; Chimacum School District
21. **AGREEMENT** re: School Based Mental Health Services; In the Amount of \$3,280; Jefferson County Public Health; Quilcene School District
22. **AGREEMENT** re: School Based Mental Health Services; In the Amount of \$3,280; Jefferson County Public Health; Brinnon School District
23. **AGREEMENT** re: School Based Mental Health Services; In the Amount of \$199,138; Jefferson County Public Health; Olympic Educational School District (OESD) No. 114
24. **AGREEMENT, Modification No. 1** re: Dosewallips River Powerlines Reach Restoration; Extension of Time Only; Jefferson County Environmental Public Health; U.S. Forest Service
25. **AGREEMENT** re: Annual Maintenance Plan; In the Amount of \$2,060; Jefferson County Clerk's Office; FreeDoc Information Capture Solutions
26. **AGREEMENT, Amendment No. 3** re: Fairgrounds Supplies and Sundries; No Dollar Amount, Extending Time for Performance and Broadening the Population Being Served; Jefferson County Administrator; Dove House
27. **APPROVAL OF JEFFERSON COUNTY PUBLIC OFFICIALS POSITION SCHEDULE BOND NO. 52BSBHB6126**; Issued by Hartford Fire Insurance Company for the Treasurer, Clerk, Sheriff, Auditor, Prosecuting Attorney, Engineer, Commissioners District No. 1, District No. 2 and District No. 3, Judge and Assessor
28. **ADVISORY BOARD RESIGNATION** re: Lodging Tax Advisory Committee (LTAC); Kalaloch Lodge (West End) Representative, Joe Alfano
29. **ADVISORY BOARD REAPPOINTMENTS (2)** re: Lodging Tax Advisory Committee (LTAC); 1) Three (3) Year Term to Expire July 23, 2024; Quilcene Historical Museum Representative, Larry McKeehan; 2) Three (3) Year Term Expiring July 23, 2024; Jefferson County Historical Society Representative, Shelly Leavens

30. **ADVISORY BOARD APPOINTMENT** re: Lodging Tax Advisory Committee (LTAC); To Serve an Unexpired Term through August 21, 2023; Kalaloch Lodge (West End) Representative, Amy Neil
31. **ADVISORY BOARD APPOINTMENT** re: Jefferson County Noxious Weed Control Board; Four (4) Year Term Expiring December 20, 2025; District No. 2 Representative, Christine Heycke
32. **MINUTES** re: Regular Meeting Minutes of December 6 and 13, 2021
33. **Payment of Jefferson County Vouchers/Warrants** Dated December 12, 2021 Totaling \$1,623,287.81 (Records of all claims submitted for payment along with vouchers approved and signed by the Board of Jefferson County Commissioners are retained by the Jefferson County Auditor and Public Works Department.)
34. **Payment of Jefferson County Payroll A/P Warrants** Done by Payroll Dated December 3, 2021 Totaling \$146,142.37 (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)

PUBLIC COMMENT PERIOD - Continued: Chair Dean allowed for additional public comments. The following is a summary of comments made virtually by individuals in attendance at the meeting and reflect their personal opinions:

- Comment thanking the Commissioners for their work throughout the year, County staff pay raises, and spoke against those against the COVID-19 vaccine and Dr. Berry.

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended and miscellaneous items.

WEEKLY UPDATE re: COVID-19: Public Health Officer Dr. Allison Berry provided information on the COVID-19 virus in Jefferson County and Emergency Management Director Willie Bence provided a situation report.

HEARING re: 4th Quarter 2021 Budget Appropriations/Extensions; Various County Departments: Interim County Administrator Mark McCauley explained a change to the proposed 4th Quarter Budget Appropriations. He stated that the Auditor's Office was unable to calculate the retroactive amounts required under the new agreements. December was the only month they were able to calculate in time. The Payroll Department will pay the remaining amount on January 5, 2022. He noted that this affects the amounts in the proposed resolution and that the updated draft resolution was part of the Agenda packet. He reviewed the salaries and benefits for every department, as well as the remainder of budget appropriation requests.

Chair Dean opened the hearing to allow for public testimony. Hearing no testimony, she closed the public hearing. Commissioner Brotherton noted that no written testimony was received. Commissioner Eisenhower moved to approve **RESOLUTION NO. 91-21** re: 4th Quarter Budget Appropriations/Extensions; Various County Departments. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:49 a.m. and reconvened at 11:01 a.m. with all three Commissioners present.

HEARING re: Pre-1971 Lots and Plats Ordinance 05-1004-21 and Ordinance 06-1011-21: Department of Community Development (DCD) Director Brent Butler provided a brief overview of the presentation which included: Lots of record: background, existing ordinance exceptions, proposed new exceptions, and management of workload priorities.

Associate Planner Shannen Cartmel reviewed nine exemptions and proposed changes to the moratorium. Director Butler addressed workload priorities.

Chair Dean opened the hearing to allow for public testimony. The following individuals provided testimony: Paul Mahan and Terry Smith. Hearing no further testimony, Chair Dean closed the hearing.

Chief Civil Deputy Prosecuting Attorney Philip Hunsucker requested that DCD staff and himself have time to work on the language regarding Exception #6 and report back during the afternoon session. Chair Dean tabled deliberations until after the lunch recess.

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

The meeting was recessed at 12:01 p.m. and reconvened at 1:31 p.m. with all three Commissioners present.

CONTINUED DELIBERATIONS: HEARING re: Pre-1971 Lots and Plats Ordinance 05-1004-21 and Ordinance 06-1011-21: The Commissioners continued deliberations on the hearing regarding the moratorium. After discussion, Commissioner Brotherton moved to revise and adopt **ORDINANCE NO. 09-1210-21** regarding the moratorium and to take the revised Exception #6 and add Exception #10 as amended today, recognizing that the ordinance will be renumbered 09-1210-21, which will amend Ordinance No. 06-1011-21 Relating to Land Use and Building Regulations and Declaring an Emergency; Establishing a Moratorium on Acceptance and Processing of Applications that Require Recognition of Legal Lots of Record and Plats in Existence Prior to September 7, 1971 for the Purpose of Further Development. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

CONTINUED DELIBERATIONS re: Review of Three Finalized Options for 2021 Redistricting: Commissioner Eisenhower reviewed the three finalized options. She stated that the most public support has been for Option #1, and that Option #3 had the least support. After discussion, Commissioner Eisenhower moved to adopt County Commissioner District Proposal #1 for the Jefferson County Redistricting of the 2020 Census Data. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

CONTINUED DISCUSSION re: An Update on the Dabob Bay Trust Land Transfer; Amended Letter of Support: Commissioner Eisenhower reviewed the proposed amended letter with the Board. She stated that the Commissioner Brotherton and Northwest Watershed Institute

Executive Director Peter Bahls worked on changes to the draft letter. Commissioner Eisenhower moved to send the letter to Washington State Department of Natural Resources Uplands Deputy Supervisor Brodie in regards to the Dabob Bay Trust Land Transfer and Inter Trust Exchange. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

PRELIMINARY REVIEW re: Commissioner Committee Assignments in Preparation for 2022: The Commissioners reviewed Committee Assignments and started edits to the 2022 list. The Commissioners indicated they are in favor of Commissioner Eisenhower serving as Chair to the Board in 2022, but would take action during the January 3, 2022 meeting.

COUNTY ADMINISTRATOR BRIEFING SESSION: Interim County Administrator/Central Services Director Mark McCauley reviewed the following with the Board:

- Review of items to discuss
- Pleasant Harbor: Commissioner Brotherton and Chief Civil Deputy Prosecuting Attorney Philip Hunsucker both requested the Commissioners hold an Executive Session to discuss potential litigation.

ADDITIONAL BUSINESS: EXECUTIVE SESSION: An Executive Session was added to the meeting agenda. Chair Dean announced that the Executive Session will be held from 2:45 p.m. to 3:10 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: Interim County Administrator and Chief Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 3:11 p.m.

Commissioner Eisenhower moved to authorize Interim County Administrator Mark McCauley to finalize and sign a Settlement Agreement in the range as discussed in Executive Session. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

The meeting was recessed at 3:12 p.m. and reconvened at 3:21 p.m. with all three Commissioners present.

COUNTY ADMINISTRATOR BRIEFING SESSION - Continued: Interim County Administrator/Central Services Director Mark McCauley reviewed the following with the Board:

- Review of items to discuss
- County Administrator; hiring update
- Chamber of Commerce; State of the County Report
- Climate Action Committee (CAC) goals
- Septage; update to come
- Closing remarks

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:53 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member



DRAFT

MINUTES

Jefferson County Board of Commissioners

Special Meeting – December 20, 2021, 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/Chair Kate Dean, Commissioner Heidi Eisenhour, 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 12:57 p.m. by Washington State Association of Counties staff.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member