



DRAFT

MINUTES

Regular Meeting – June 12, 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. Deputy County Administrator Chris Goy was present during County Administrator Mark McCauley's absence.

Chair Brotherton announced there will be a meet and greet with Jefferson County Department of Community Development staff on June 16, 2023. He also noted that Monday is the Juneteenth Holiday and there will be no Commissioners meeting that day. A regular Board of County Commissioners meeting was scheduled for June 20, 2023, but the Commissioners stated they would like to cancel that meeting and only hold it if there is an urgent matter. Later in the meeting the Board decided to hold a special meeting.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and two comments were received. The Commissioners addressed the comments.

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

1. **RESOLUTON NO. 22-23** re: In the Matter of Determining to Declare Certain Personal Property as Surplus and Authorized Disposal; Jefferson County Central Services
2. **RESOLUTION NO. 23-23** re: Final Approval of the Vacation of a Portion of Gustavsen Road; Jefferson County Public Works
3. **AGREEMENT** re: Pavement Markings on Various West Jefferson County Roads; In the Total Amount of \$92,500 (\$18,000 Per Year for Five (5) Years); Jefferson County Public Works; Washington State Department of Transportation (WSDOT)
4. **AGREEMENT** re: Interlocal to Provide Student Assistance Services to Increase Substance Abuse Prevention and Mental Health Support; In the Amount of \$23,140; Jefferson County Public Health; Quilcene School District No. 48
5. **AGREEMENT** re: Water Quality Monitoring; In the Amount of \$85,065; Jefferson County Public Health; Jefferson County Conservation District
6. **AGREEMENT, Amendment No. 1** re: Remedial Investigation and Cleanup Feasibility Study; In the Amount of \$200,000; Jefferson County Public Health; Washington State Department of Ecology

7. **AGREEMENT** re: Community Navigator Project; In the Amount of \$49,799; Jefferson County Public Health; Olympic Area Agency on Aging (O3A)
8. **AGREEMENT, Amendment No. 13** re: 2022-2024 Consolidated Contracts; Additional Amount of \$35,651 for a Total of \$4,407,844; Jefferson County Public Health; Washington State Department of Health (DOH)
9. **AGREEMENT re:** General Terms and Conditions to Govern Work Performed; No Dollar Amount, Services Shared Only; Jefferson County Public Health; Washington State Department of Social and Health Service (DSHS)
10. **AGREEMENT** re: Update/Maintain the Informational Disability Webpage - JC Choices; In the Amount of \$4,680; Jefferson County Public Health; Cold Pizza/Creative LLC
11. **Payment of Jefferson County Payroll Warrants** Dated June 5, 2023 Totaling \$2,282,090.78 (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.)

PROCLAMATION re: Proclaiming the Week of June 19 - 25, 2023 as Amateur Radio Week; and Amateur Radio Field Days as June 24 - 25, 2023: All three Commissioners read aloud the proclamation. Commissioner Dean moved to approve the proclamation as read. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

Jefferson County Emergency Management Logistics and Facilities Coordinator John Ebner was present and thanked the Commissioners for the proclamation. He spoke to the importance of amateur radio and reviewed upcoming events in Jefferson County.

PROCLAMATION re: Proclaiming Sunday, June 19, 2023 to be Juneteenth, a Holiday Commemorating the End of Slavery in the United States: All three Commissioners read aloud the proclamation. Commissioner Dean shared a few words on the history of Juneteenth. She moved to approve the proclamation as read. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

The meeting recessed at 9:58 a.m. and reconvened at 10:02 a.m. with all three Commissioners present.

HEARING re: County Fee Policy and Requirements, and Public Works, Parks and Recreation Division Fee Schedules, Amending Title 3 JCC, Title 12 JCC, and Appendix Fee Schedules; Repealing and Replacing Ordinance No. 05-0707-14 and Ordinance No. 12-1209-96; and Adopting a Fee Schedule for Department of Public Works, Parks and Recreation Division: Deputy Prosecuting Attorney Barbara Ehrlichman and Public Works Parks and Recreation Manager Matt Tyler were present to provide information and answer questions posed by the Board.

Chair Brotherton opened the floor to allow for public testimony. Hearing no testimony, he closed the public hearing.

After deliberations, Commissioner Eisenhower moved to adopt **ORDINANCE NO. 02-0612-23** re: County Fee Policy and requirements of Public Works Parks and Recreation division fee schedule amending Title 3 of the Jefferson County Code, Title 12 of the Jefferson County Code, and Appendix Fee Schedules; Repealing and Replacing Ordinance No. 05-0707-14 and Ordinance No. 12-1209-96, as

edited. Commissioner Dean seconded the motion which carried by a unanimous vote.

Commissioner Eisenhower moved to approve **RESOLUTION NO 24-23** re: Adopting a Fee Schedule for Department of Public Works, Parks and Recreation Division. Commissioner Dean seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and Deputy County Administrator Chris Goy discussed recent meetings they attended and miscellaneous topics.

Chair Brotherton will work to schedule a Workshop regarding Behavioral Health Committee (BHC)/Behavioral Health Administrative Service Organization (BHASO)/Behavioral Health Advisory Committee (BHAC)/ Jefferson County Public Health (JCPH) regarding funding for staff positions, opioid funds and other topics.

BRIEFING re: Healthier Together Aquatic Center and Feasibility Study Update: Opsis Architecture Senior Associate Erica Dunn and Opsis Architecture Founding Partner Jim Kalvelage were in attendance and provided a presentation regarding community feedback on the Aquatic Center and Feasibility Study, program elements of importance, program options, estimated costs, site plan options and servicing areas, public funding considerations and next steps. They answered questions posed by the Board.

The meeting was recessed at 12:15 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

WORKSHOP re: 2023 Overview and Update of Regional Small Farms Program Activity to Include Food Access Programming: This item was not discussed and rescheduled for a later date.

BRIEFING re: Solid Waste Advisory Board Recommendations: Public Works Solid Waste Manager Al Cairns was present to brief the Board on the proposed changes to the Solid Waste fee schedule. There will be a hearing on this issue at a future meeting.

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

- Fletcher Group Inc.; request for letter
- **ADDITIONAL BUSINESS:** Appointment to National Association of Counties (NACo): Commissioner Eisenhower requested an appointment to NACo as the primary voting delegate for Jefferson County. Chair Brotherton moved to appoint Commissioner Eisenhower as the Jefferson County Board of Commissioners primary voting delegate for NACo in 2023. Commissioner Dena seconded the motion. Chair Brotherton opened the floor for public comments, and no comments were received. He called for a vote on the motion.

DISCUSSION re: Gatheringplace Request for a Grant Application Letter of

Support: Commissioner Dean briefed the Board on the opportunity for the Gatheringplace to have a permanent building at the Jefferson County Fairgrounds.

After discussion, Commissioner Eisenhour moved to approve Gatheringplace's request for a grant application letter of support. Commissioner Dean noted that she believes the motion should authorize staff to work on a letter of intent for Gatheringplace at the Fairgrounds. Commissioner Eisenhour stated she amends her motion authorize staff to work on a letter of intent for siting a facility for Gatheringplace at the Jefferson County Fairgrounds. Chair Brotherton seconded the motion which carried by a unanimous vote. The letter will be brought forward for approval by the Commissioners at a later date.

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

- Calendar coordination
- KPTZ schedule
- Pet Policy
- Wildfire; training on KN95 masks
- Human Services Meeting
- The Commissioners set a Special Meeting on Tuesday, June 20, 2023, at 1:00 p.m. (this meeting was later cancelled)
- The Commissioners set a Special Meeting on June 21, 2023 for the Community Wildfire Protection Plan

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 3:08 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

Adiel McKnight,
Executive Assistant

Heidi Eisenhour, Member



DRAFT

MINUTES

Jefferson County Board of Commissioners

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

Washington State Association of Counties

Consolidated Homeless Grant Program

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 Greg Brotherton 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 the Consolidated Homeless Grant Program.

NOTICE OF ADJOURNMENT: The meeting was adjourned at 1:00 p.m. by Washington State Association of Counties staff.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Greg Brotherton, Chair

ATTEST:

Heidi Eisenhour, Member

Adiel McKnight
Executive Assistant

Kate Dean, Member



DRAFT

MINUTES

Special Meeting – June 21, 2023, 8:30 a.m.
Community Wildfire Protection Plan (CWPP)
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. Various County staff, the Community Wildfire Protection Plan committee members, members of the public, and local fire department personnel were present for this special meeting.

PUBLIC COMMENT PERIOD: EJFR Fire Chief Bret Black thanked everyone for attending.

INTRODUCTIONS and OVERVIEW OF THE PROJECT: SWCA Environmental Consultants were present and introduced themselves, as did staff and other members of the public in attendance. SWCA staff provided an overview of the CWPP Advisory Group action plan which includes:

- Plan to reduce threats to life and property from wildfire
- Identify measures to reduce structural ignitability
- Make recommendations for fuel reduction
- Resilient landscapes
- Fire response capabilities
- Safe and effective wildfire response
- Setting priorities for action
- Outline of tasks for each advisory group meeting

Also discussed was survey results, outline of the CWPP document, review base maps and additional data needs, overview of community risk and hazard assessment, and external and internal communications.

SWCA and CWPP members answered questions posed by the Commissioners.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 10:26 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

Carolyn Gallaway, Clerk of the Board

Heidi Eisenhour, Member