



DRAFT

## MINUTES

### Jefferson County Board of County Commissioners

#### Regular Meeting – April 1, 2024, 9:00 a.m.

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

**CALL TO ORDER:** Chair Kate Dean and Commissioner Heidi Eisenhour participated in the meeting virtually. Commissioner Brother had an excused absence. Chair Dean called the meeting to order at the appointed time.

**PUBLIC COMMENT PERIOD:** Chair Dean called for public comments, and five comments were received. The Commissioners addressed the comments.

**APPROVAL AND ADOPTION OF THE CONSENT AGENDA:** Commissioner Eisenhour moved to approve the April 1, 2024, Consent Agenda as presented. Commissioner Dean seconded the motion. The motion carried.

1. **AGREEMENT** re: Investment Custody Services: In the Amount of \$4,000; Jefferson County Treasurer; Principal Bank
2. **AGREEMENT** re: Laundry Vouchers Program from February 20, 2024 through June 30, 2024; In the Amount of \$6,000; Jefferson County Public Health; Mom's Laundromat
3. **AGREEMENT** re: **Amendment No. 3** re: Community Navigator Assessment; In the Amount of \$25,000; Jefferson County Public Health; VillageReach
4. **RESOLUTION** re: In the Matter of Approving the Equipment Rental and Revolving Fund Rental Rates for the 2024 Calendar Year
5. **RESOLUTION** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus and Authorize Disposal
6. **ADVISORY BOARD APPOINTMENT** re: Solid Waste Advisory Committee (SWAC); Citizen At Large; Two Year Term to expire April 1, 2026; Phil Sonne
7. **ADVISORY BOARD APPOINTMENT** re: Olympic Area Agency on Aging; Three-Year Term Expiring April 1, 2027; Jeanette M. Siburg
8. **ADVISORY BOARD APPOINTMENT** re: Intellectual/Developmental Disabilities Advisory Board; Unexpired Three-Year Term to expire June 22, 2026; Kathy Morgan
9. **ADVISORY BOARD APPOINTMENT** re: Housing Fund Board; Unexpired Two Year Term to Expire December 31, 2026; Audrey Morford
10. **APPROVAL OF MINUTES:** Regular Meeting Minutes of March 25, 2024
11. **Payment of Jefferson County Vouchers/Warrants** Dated March 25, 2024 Totaling \$364,463.46

**PROCLAMATION re: Proclaiming April 1, 2024 as National Public Health Week**  
**PROCLAMATION re: Proclaiming November as Family Caregiver Month:** After Chair Dean and Commissioner Eisenhower read aloud the proclamation, Commissioner Eisenhower moved to approve the proclamation. Commissioner Dean seconded the motion. The motion carried. The following individuals were present and commented on the proclamation: Deputy Director of Public Health Veronica Shaw and Public Health Finance Manager Jennifer Mitchell.

**PROCLAMATION re: Proclaiming the Month of April as National County Government Month:** After Chair Dean and Commissioner Eisenhower read aloud the proclamation, Commissioner Eisenhower moved to approve the proclamation. Commissioner Dean seconded the motion. The motion carried. County Administrator Mark McCauley commented on the proclamation.

**COMMISSIONERS' BRIEFING SESSION:** The Commissioners discussed recent meetings they attended, and miscellaneous topics. County Administrator McCauley briefed the Board on recent meetings and conferences he attended.

**MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE:**  
Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson County and the United. She discussed measles outbreaks and preventable vaccines and answered KTPZ questions. Emergency Management Director Willie Bence provided information on the upcoming Environmental Health Emergency training on heat and smoke.

The meeting was recessed at 10:02 a.m. and reconvened at 10:15 a.m. with Chair Dean and Commissioner Eisenhower present.

**PRESENTATION re: 2024 Workplan for Central Services:** Central Services Director, Tracy Coleman provided a presentation on: Records Management, Informational Services, Court Rooms, Quilcene Transfer Station upgrade, Courthouse Fiber Project, Superior Court Records with LaserFiche, and Auditor's Office network upgrade. Information Services IV Mikey Forville and Information Services was present and answered questions posed by the Board.

The meeting was recessed at 11:15 a.m. and reconvened at 1:31 p.m. with Chair Dean and Commissioner Eisenhower present.

**WORKSHOP re: New Burn Restriction Model:** Building Officer/Fire Marshal Phil Cecere gave a presentation explaining the levels for burn restrictions and options on decision making moving forward.

- How to proceed on a fire danger rating system and options
  - Annual BOCC resolution
  - Forming a Burn Board
  - Fire Marshal Declaration

Department of Community Development Director Josh Peters was present and participated in discussion. Fire Marshall Cecere will reach out to neighboring Counties to see how they handle Tribal fireworks.

**CLOSED SESSION:** A Closed Session was scheduled from 2:30 p.m. to 3:00 p.m. Chair Dean announced that the Closed Session will be held from 2:30 p.m. to 3:00 p.m. to Discuss 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, as Outlined in RCW 42.30.140(4)(b). Staff present: County Administrator and Human Resources Director. Chair concluded the Closed Session and resumed the regular meeting at 3:00 p.m. There was no proposed action and therefore no public comment on this topic.

**COMMISSIONERS BRIEFING SESSION – Continued.** The Commissioners and County Administrator continued reviewing their meeting schedules.

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

- Healthier Together Task Force; staff to provide an application list

**NOTICE OF ADJOURNMENT:** Chair Dean adjourned the meeting at 3:01 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Adiel McKnight  
Deputy Clerk of the Board

Heidi Eisenhour, Member