



DRAFT

MINUTES

Regular Meeting – July 25, 2022, 9:00 a.m.

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

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Kate Dean and Commissioner Greg Brotherton participated in the meeting remotely. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments. None received.

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

1. **RESOLUTION NO. 32-22** re: Creating a County Project Designated as Center Road 2R M.P. 10.34 – M.P. 14.58; Jefferson County Public Works
2. **AGREEMENT** re: Solid Waste Facilities Replacement Planning Services; In the Amount of \$530,539; Jefferson County Public Works; Vitek Environmental Engineering, LLC
3. **AGREEMENT** re: Transfer Station Temporary Tipping Floor Improvements; In the Amount of \$21,993; Jefferson County Public Works; Agate Asphalt
4. **AGREEMENT, Amendment No. 1** re: Provide Services through Recovery Café for Individuals with Substance Abuse Disorders and/or Mental Health Issues; Additional Amount of \$10,525 for a Project Total of \$100,525; Jefferson County Public Health; Dove House Advocacy Services
5. **AGREEMENT, Amendment No. 2** re: Provide Training and Consultation Services to Intellectual/Developmental Disabilities County Programs and to Support Employment and Community Inclusion Providers; Additional Amount of \$1,100 for a Project Total of \$16,100; Jefferson County Public Health; Washington Initiative for Supported Employees (WISE)
6. **AGREEMENT, Amendment No. 3** re: Provide Training and Consultation Services to Intellectual/Developmental Disabilities County Programs and to Support Employment and Community Inclusion Providers; Additional Amount of \$10,000 for a Project Total of \$26,100; Jefferson County Public Health; Washington Initiative for Supported Employees (WISE)
7. **AGREEMENT, Amendment No. 2** re: Self-Determination and Self-Advocacy Services/Education; Additional Amount of \$10,000.00 for a Project Total of \$23,750; Jefferson County Public Health; People First of Washington State
8. **AGREEMENT, Amendment No. 1** re: Group Employment Services; Additional Amount of \$50,382 for a Project Total of \$76,967; Jefferson County Public Health; Cascade Community Connection

9. **AGREEMENT, Amendment No. 1** re: Community Inclusion Services; Additional Amount of \$14,000 for a Project Total of \$27,754; Jefferson County Public Health; Cascade Community Connections
10. **AGREEMENT, Amendment No. 1** re: Individual Supported Employment Services; Additional Amount of \$19,634 for a Project Total of \$180,890; Jefferson County Public Health; Cascade Community Connections
11. **AGREEMENT, Amendment No. 2** re: Individual Supported Employment Services; Additional Amount of \$300,000 for a Project Total of \$480,890; Jefferson County Public Health; Cascade Community Connections (*Original contract shown in Consent Agenda Item No. 10*)
12. **AGREEMENT, Amendment No. 2** re: Behavioral Health Counseling to Children and Youth Effected by Mental Health Issues; Additional Amount of \$30,568 for a Project Total \$229,706; Jefferson County Public Health; Olympic Educational Service District (OESD) District No. 114
13. **AGREEMENT, Amendment No. 1** re: Create Positive Behavior Support Plans for Individuals Experiencing Intellectual/Developmental Disability; Additional Amount of \$5,000 for a Project Total of \$9,950; Jefferson County Public Health; Jacqueline E. Chotiner, Ph.D. LLC
14. **AGREEMENT** re: Mental Health Navigator; In the Amount of \$108,994.25; Jefferson County Sheriff's Office; Washington Association of Sheriffs and Police Chiefs (WASPC)
15. **ADVISORY BOARD RESIGNATION** re: Gardiner Community Center Board of Directors (GCC); Member, Herb Cook
16. **ADVISORY BOARD APPOINTMENT** re: Gardiner Community Center Board of Directors (GCC); Three (3) Year Term to Expire December 31, 2025; Member, Janet Johnson
17. **MINUTES** re: Regular Meeting of July 18, 2022 and Special Meeting of July 18, 2022 (WSAC Virtual Assembly)
18. **Payment of Jefferson County Vouchers/Warrants** July 18, 2022 Totaling \$970,310.87
(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.)

PUBLIC COMMENT PERIOD - Continued: Chair Eisenhower called for public comments, and one comment was received.

COMMISSIONERS' BRIEFING SESSION: Commissioner Dean discussed recent meetings she attended and miscellaneous topics.

PUBLIC COMMENT PERIOD - Continued: Chair Eisenhower called for public comments, and one comment was received.

COMMISSIONERS' BRIEFING SESSION - Continued: Chair Eisenhower and Commissioner Brotherton discussed recent meetings they attended and miscellaneous topics.

WEEKLY UPDATE re: COVID-19: Public Health Officer Dr. Allison Berry provided information on the COVID-19 virus in Jefferson County. Emergency Management Director Willie Bence stated he did not have a COVID-19 update, but he discussed the July heatwave and provided tips and dealing with the high temperatures and heat-related illness.

HEARING re: Establishing a Jolie Way and Silver Berry Place No Shooting Area (NSA) Under Chapter 8.50 of the Jefferson County Code: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker gave a presentation on the proposed No Shooting Area (NSA). He noted that the Commissioners were briefed on this NSA on July 5, 2022 and they decided at that time to hold a hearing on the issue. He outlined the Greater Jolie Way and Silver Berry Place NSA proposal in detail.

Chair Eisenhower opened the hearing to allow for public testimony. She noted there was a lot of written testimony received on this issue. The following individuals provided testimony: Michael Moore, Tom Thiersch, Rosa Gonzalez, and Marianna Lodwick. Hearing no further testimony, Chair Eisenhower closed the public hearing.

Sheriff Joe Nole joined the deliberations to speak to enforcement of NSAs. After deliberations, Chair Eisenhower moved to adopt **ORDINANCE NO. 07-0725-22** re: In the matter of Establishing a Greater Jolie Way and Silver Berry No Shooting Area under Chapter 8.50 of the Jefferson County Code. Commissioner Dean seconded the motion. She noted that it is worth adding the verbiage “as presented today” to the motion. Chair Eisenhower agreed to amend her motion to include “as presented today. Commissioner Dean agreed to the friendly amendment. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote. Chair Eisenhower also thanked Sheriff Nole for assistance provided by deputies regarding recent burglaries at local farms.

The meeting was recessed at 11:02 a.m. and reconvened at 11:09 a.m. with all three Commissioners present.

DISCUSSION re: Consideration and Recommendation; ADVISORY BOARD REAPPOINTMENTS (2) re: Jefferson County Planning Commission; 1) Four (4) Year Term to Expire March 17, 2026; District No. 2 Representative, Lorna Smith; and 2) Four (4) Year Term to Expire March 17, 2026; District No. 3 Representative, Chris Llewellyn: During the Board of County Commissioner’s meeting on July 18, 2022, the Commissioners added, as Additional Business, the reappointment of Planning Commission members. Due to recent changes in the Open Public Meetings Act (OPMA), there should have been an opportunity for the public to provide comment prior to the Board taking final action. The Board is approving the reappointments again today, after comments are received.

Chair Eisenhower opened the floor to allow for public comments. No comments were received.

Commissioner Brotherton moved to approve Lorna Smith (District 2) and Chris Llewellyn (District 3) to 4-year terms on the Planning Commission. Chair Eisenhower seconded the motion which carried by a unanimous vote.

WORKSHOP re: Establishing Objectives and Procedures for the 2023 County Budget, 2023 Budget Assumptions and BOCC Budget Guidance: County Administrator Mark McCauley provided a presentation on Establishing Objectives and Procedures for the 2023 County Budget. He reviewed the financial forecast, 2023-2027 Budget Project and outlook as well. The Commissioners, Elected Officials and staff in attendance participated in discussion.

Chair Eisenhower opened the floor to allow for public comments. None received. The Commissioners

continued participating in discussion. This topic was discussed again during the afternoon session.

WORKSHOP with Quarterly Elected Officials and Department Directors: Jefferson County Elected Officials and Department Directors met with Chair Eisenhower and Commissioner Brotherton to discuss the following:

- Communications
- Human Resources
- Diversity Equity and Inclusion
- Roundtable Discussion

Commissioner Dean was unable to participate during this portion of the meeting due to a scheduling conflict. The next Quarterly Elected Officials and Department Directors Workshop will be held on October 24, 2022.

The meeting was recessed at 1:00 p.m. and reconvened at 1:32 p.m. with all three Commissioners present.

WORKSHOP re: Emergency Management Emergency Response Procedures and Red Notebook: Emergency Management Director Willie Bence provided a presentation regarding Incident Command System, the Emergency Operations Center and the Policy Management Group. After discussion, Chair Eisenhower opened the floor to allow for public comments. No comments received.

WORKSHOP re: Olympic Discovery Trail (ODT) in Jefferson County: This item was not discussed and will be rescheduled for a later date.

WORKSHOP Continued re: Open Public Meetings Act (OPMA) Guidelines for Boards, Committees and Commissions: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker reviewed the draft OPMA Manual with the Board. He also reviewed the following policy choices that the Commissioners will need to provide direction on:

- Public Comment: How much additional Public Comment should be required?
- Hearings: Should BOCC establish County standards for hearings?
- Roberts Rules of Order for Small Boards: Should this be required?

After discussion, Chair Eisenhower opened the floor to allow for public comments. Two individuals provided comments. The Board continued discussion and review further at a future meeting.

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

- Boards and Committees Vacancies
- Continued Discussion re: 2023 Budget Assumptions and BOCC Budget Guidance
- Calendar Coordination

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:13 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member



DRAFT

MINUTES

Regular Meeting – August 1, 2022, 9:00 a.m.

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

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Kate Dean and Commissioner Greg Brotherton participated in the meeting remotely. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments. No comments were received. The Commissioners reviewed written comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dean voiced concerns regarding the first item on the Consent Agenda: Resolution re: Objectives and Procedures for the 2022-2023 Mid-Biennium Review and Modification (Consent Agenda Item No. 1). Commissioner Brotherton moved to remove Consent Agenda Item No. 1 and approve Consent Items 2-14 as presented. Commissioner Dean seconded the motion which carried by a unanimous vote. Commissioner Dean stated she will create draft language for the removed Consent item for the Board to review during the afternoon session.

1. **RESOLUTION NO. XX** re: Establishing Objectives and Procedures for the 2022 -2023 Mid-Biennium Review and Modification; Jefferson County Administrator *(removed and approved with edits later in the meeting)*
2. **RESOLUTION NO. 33-22** re: To Construct a Road and Utilities on a Portion of Public Right of Way Known as Charles Street; Jefferson County Public Works
3. **AGREEMENT No. FEMA-4650-DR-WA** re: Project Funding for Removal of Trees and Snow from County Roads (January 2022 Winter Storms); In the Approximate Amount of \$153,000; Jefferson County Public Works; Washington State Military Department
4. **AGREEMENT, Amendment No. 1** re: Transitional Housing Services; Additional Amount of \$3,701 for a Total of \$35,409.36; Jefferson County Public Health; Olympic Community Action Program (OlyCAP)
5. **AGREEMENT** re: Breast, Cervical and Colon Health Program Services; In the Amount of \$1,400; Jefferson County Public Health; Public Health of Seattle and King County
6. **AGREEMENT, Amendment No. 5** re: 2022-2024 Consolidated Contracts; Additional Amount of \$221,343 for a Total of \$3,109,100; Jefferson County Department of Health; Washington State Department of Health (DoH)
7. **AGREEMENT, Amendment No. 1** re: Longevity Payments; Various Amounts in One Lump Sum; Jefferson County Human Resources; Fraternal Order of Police (FOP) - JCSOUSS Employees Associations
8. **ADVISORY BOARD RESIGNATION** re: Lodging Tax Advisory Committee (LTAC); Representative, Larry McKeehan

9. **ADVISORY BOARD RESIGNATIONS (3)** re: Conservation Futures Citizens Oversight Committee; 1) Open Interest – Ecotourism Representative, Lorna Smith; 2) Open Interest – Agriculture, Scott Brinton; 3) Citizen - District No. 3 Representative, JD Gallant
10. **ADVISORY BOARD RESIGNATIONS (2)** re: Board of Health (BoH); 1) At-Large Community Representative, Sheila Westerman; and 2) At-Large Community Representative, Denis Stearns
11. **ADVISORY BOARD REAPPOINTMENT** re: Marine Resources Committee (MRC); Four (4) Year Term to Expire July 23, 2026; Recreation Alternate Representative; Roy Clark
12. **ADVISORY BOARD APPOINTMENTS (2)** re: Jefferson County Board of Health (BoH); 1) Three Year Term to Expire May 31, 2025; Consumer of Public Health Representative, Alexis “AJ” Hawkins; and 2) Three Year Term to Expire May 31, 2025; Other Community Stakeholder Representative, Amanda Funaro
13. **Payment of Jefferson County Payroll Warrants** Dated July 20, 2022 Totaling \$67,559.52 and A/P Warrants Done by Payroll Dated July 20, 2022 Totaling \$13,982.97 (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)
14. **Payment of Jefferson County Vouchers/Warrants** Dated July 25, 2022 Totaling \$1,130,233.90 (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.)

PUBLIC COMMENT PERIOD - Continued: Chair Eisenhower called for public comments. No comments were received.

COMMISSIONERS’ BRIEFING SESSION: Commissioner Brotherton discussed recent meetings he attended and miscellaneous topics.

PUBLIC COMMENT PERIOD - Continued: Chair Eisenhower called for public comments. One comment was received regarding recycling. The Commissioners addressed the comment received.

COMMISSIONERS’ BRIEFING SESSION - Continued: Chair Eisenhower and Commissioner Dean discussed recent meetings they attended and miscellaneous topics.

WEEKLY UPDATE re: COVID-19: Public Health Officer Dr. Allison Berry provided information on the COVID-19 virus in Jefferson County. Emergency Management Director Willie Bence stated he had no COVID-19 update. He briefed the Board on the current heat wave.

The meeting was recessed at 10:17 a.m. and reconvened at 10:31 a.m. with all three Commissioners present.

HEARING re: Conservation Futures 2022 Applications Cycle Projects: Natural Resources Program Coordinator Tami Pokorny stated that two projects were received: 1) Ruck Salmon Creek \$135,000 request; and 2) Quimper Trust Land Transfer \$215,000 request. Conservation Futures Citizens Oversight Committee (CFCOC) Chair Dave Seabrook explained the review, scoring and ranking process and stated that the CFCOC determined that both projects are worthy of funding. CFCOC member Blaise Sullivan and CFCOC Chair Seabrook reviewed the proposed projects.

Chair Eisenhower opened the hearing to allow for public testimony. The following individuals provided testimony: Owen Fairbanks and Jean Ball. Hearing no further testimony, Chair Eisenhower closed the public hearing.

After deliberations, Commissioner Brotherton moved to approve **RESOLUTION NO. 34-22** re: Dedication of Conservation Futures Funds to the Ruck Salmon Creek Project as Authorized by and In Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces. Commissioner Dean seconded the motion. Commissioner Brotherton moved to amend his motion to include correct a scrivener error and change “Hannan Farm” to “Ruck Salmon” on the Resolution. Commissioner Dean agreed to the amendment. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

Commissioner Brotherton moved to approve **RESOLUTION NO. 35-22** re: Dedication of Conservation Futures Funds to the Quimper Trust Land Transfer Project as Authorized by and In Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces, with the same scrivener error corrected in the Whereas [Change “Hannan Farm” to “Quimper Trust Land Transfer”]. Commissioner Dean seconded the motion which carried by a unanimous vote.

HEARING re: Amendments to Conservation Futures Resolutions: 1) Resolution No. 51-21 re: Hannan Farm Project; and 2) Resolution No. 53-21 re: Big Quilcene – Moon Valley Project: Natural Resources Program Coordinator Tami Pokorny stated that previously approved Resolution No. 51-21 re: Hannan Farm Project needs amending due to the value of the real estate which has gone up considerably. Regarding previously approved Resolution No. 53-21 re: Big Quilcene – Moon Valley Project, the Hood Canal Salmon Enhancement Group (HCSEG) requested an amendment because at the time the project was approved, it was contingent on a matching contribution. The new resolution would exclude the need for a match. HCSEG member Gus Johnson explained further.

Chair Eisenhower opened the hearing to allow for public testimony. The following individual provided testimony: Owen Fairbank. Hearing no further testimony, Chair Eisenhower closed the public hearing.

Commissioner Brotherton moved to approve **RESOLUTION NO. 36-22** re: Amending Resolution No. 51-21, Dedication of Conservation Futures Funds to the Big Quilcene River – Moon Valley Acquisitions Project as Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces, as presented today. Commissioner Dean seconded the motion which carried by a unanimous vote.

Commissioner Brotherton moved to approve **RESOLUTION NO. 37-22** re: Amending Resolution No. 53-21 re: Dedication of Conservation Futures Funds to the Hannan Farm Project as Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces. Chair Eisenhower seconded the motion which carried by a unanimous vote.

HEARING re: In the Matter of Amending County Code Chapter 3.25, Lodging Tax; To Better Synchronize Code with State Statute and Improve Clarity: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker provided a presentation which explained the need for the County to synchronize the Lodging Tax portion of the County Code with State statute. He answered questions posed by the Board.

Chair Eisenhower opened the hearing to allow for public testimony. The following individual provided testimony: Tom Thiersch. Hearing no further testimony, Chair Eisenhower closed the public hearing.

After deliberations, Commissioner Brotherton moved to adopt **ORDINANCE NO. 08-0801-22** re: Amending Jefferson County Code Chapter 3.25 re: Lodging Tax; to Better Synchronize Code with State Statute and Improve Clarity. Commissioner Dean seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners reviewed upcoming meetings and discussed miscellaneous topics.

The meeting was recessed at 11:39 a.m. and reconvened at 1:32 p.m. with all three Commissioners present.

CONTINUED DISCUSSION re: Establishing Objectives and Procedures for the 2022 -2023 Mid-Biennium Review and Modification (Consent Agenda Item No. 1): The Commissioners reviewed draft edits proposed by Commissioner Dean. Treasurer Stacie Prada and Finance Manager Judy Shepherd also participated in discussion.

Chair Eisenhower opened the floor to allow for public comments. No comments were received.

Commissioner Brotherton moved to approve **RESOLUTION NO. 38-22 re: Establishing Objectives and Procedures for the 2022-2023 Mid-Biennium Budget Review and Modification**, as amended here this afternoon. Chair Eisenhower seconded the motion which carried by a unanimous vote.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:15 p.m. Chair Eisenhower announced that the Executive Session will be held from 1:49 p.m. to 2:19 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: Acting County Administrator/Public Works Director, Chief Civil Deputy Prosecuting Attorney, Deputy Prosecuting Attorney III, Public Works Sewer Project Manager, Department of Community Development (DCD) Director, and DCD Planning Manager. The Board resumed the regular meeting at 2:23 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:24 p.m. to 2:45 p.m. The Board resumed the regular meeting at 2:48 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:48 p.m. to 3:00 p.m. The Board resumed the regular meeting at 3:05 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 3:05 p.m. to 3:10 p.m. The Board concluded the Executive Session and resumed the regular meeting at 3:13 p.m.

WORKSHOP re: Proposed Caswell-Brown Lease: In September 2021, Jefferson County entered into a Professional Services Agreement (PSA) with Olympic Community Action Programs (OlyCAP) to manage properties acquired by the County for the purpose of relocating the unhoused population then residing at the County Fairgrounds site. Since then, OlyCAP has exerted much effort under the PSA to provide for the unhoused population. To secure a grant from the Department of Commerce, OlyCAP must have control of the site for at least 40 years. Chief Civil Deputy Prosecuting Attorney Philip Hunsucker reviewed the options for moving forward. The Board will have the opportunity to make a decision at a later date.

ADDITIONAL DISCUSSION ITEMS: Not discussed.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:42 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member