DRAFT

MINUTES

Regular Meeting – February 13, 2023, 9:00 a.m.

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

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

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and one comment was received. The Commissioners addressed the comment.

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. **RESOLUTION NO. 02-23** re: Re-Establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments
2. **RESOLUTION NO. 03-23** re: Compost Procurement Policy
3. **RESOLUTION NO. 04-23** re: Temporary Road Closure of Snow Creek Road, County Road No. 352909
4. **CALL FOR BIDS** re: Approval of Plans for Improvements to a County Road, AND Approval of the Call for Bids for the Snow Creek Road MP 0.84 Culvert Replacement, Project No. 18020310, County Road No. 352909, FEMA Hazard Mitigation Grant No. D21-031
5. **AGREEMENT** re: Geotechnical Inspection Services for the Port Hadlock Sewer Project; In the Amount of $50,000; Public Works; HWA GeoSciences
6. **AGREEMENT** re: ARPA Assistance to Mason County PUD No. 1 for Broadband Access; In the Amount of $100,000; County Administrator; Mason PUD No. 1
7. **AGREEMENT** re: Epidemiologist Services and Data Dashboard Management; In the Amount of $27,488 in 2023 and $27,488 in 2024; Public Health; Kitsap Public Health District
8. **AGREEMENT** re: Department of Community Development (DCD) Fee Study; In the Amount of $24,000; DCD; FCS Group
9. **AGREEMENT** re: Chimacum-Port Hadlock Pollution Identification and Correction Project; 01/01/23 – 12/31/25; In the Amount of $407,074; Public Health; Washington State Department of Ecology
10. **AGREEMENT** re: Request to use Jefferson County Property for a Trail Kiosk in Quilcene; No Cost; Public Works; Count Me In for Quilcene
11. **AGREEMENT** re: Substance Use Disorder Evaluation Services for Individuals Incarcerated in the Jefferson County Jail; 01/01/23 – 12/31/24; Public Health; Gateway to Freedom

12. **AGREEMENT, Amendment No. 1** re: Dosewallips Wolcott Flats & Rocky Brook Planning; Salmon Recovery Funding Board #21-1024P Grant Agreement; 09/23/21 – 12/31/24; In the Amount of $192,500; Public Health; Washington recreation and Conservation Office
13. **AGREEMENT,** Amendment No. 5 re: Port Hadlock Wastewater System Final Design; An Additional Amount of $92,293; Public Works; Tetra Tech
14. **MOTION** re: Approve Port Townsend Heritage Association's Request for 25% Reduction in Temporary Food Service Fees
15. **ADVISORY BOARD REAPPOINTMENT** re: Solid Waste Advisory Committee (SWAC); Unexpired Two (2) Year Term to Expire February 13, 2024; Industry Representative (Waste Connection), Joey Deese
16. **MINUTES** re: Regular Meeting of February 6, 2023
17. **Payment of Jefferson County Payroll Warrants** Dated 02/03/23 Totaling $2,320,378.51 (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 Brotherton called for public comments, and two comments were received. The Commissioners addressed the comments.

COMMISSIONERS' BRIEFING SESSION: The Commissioners started discussing recent meetings they attended. During the Commissioners' Briefing Session, a member of the public attempted to provide public comment, but experienced technical difficulties. The Board continued reviewing their past meetings.

PUBLIC COMMENT PERIOD - Continued: Chair Brotherton called for public comments, and one comment was received. The Commissioners addressed the comment.

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

BRIEFING re: Olympic Terrace 2 Phase II Plat Alteration: Department of Community Development Acting Director Josh Peters and Lead Associate Planner David Wayne Johnson were present to provide information on the Port Ludlow Associates (PLA) Olympic Terrace 2 Phase II Plat Alteration.

Planner Johnson stated that he has been the Port Ludlow lead planner since 2007. He provided a presentation that reviewed the history of the Olympic Terrace 2 Subdivision, its unique and unusual subdivision characteristics, Development Agreement, plat alteration process, issues and BOCC approval process. There are 80 residentials lots in total and Phase I was finalized in 2007 for 41 lots. In May 2018, Port Ludlow Associates applied for a plat alteration for the remaining 39 lots.

PLA's Director of Construction Cliff O'Brien was present to provide comments and answer questions posed by the Board.

The meeting was recessed at 10:24 a.m. and reconvened at 10:34 a.m. with all three Commissioners present.

CONTINUED DISCUSSION re: Letter of Support re: U.S. Department of Transportation RAISE Grants Program Application for the FY 2023 National Infrastructure Investments Program Regional Project Assistance Program (DOT-DOT X-20): During the February 6, 2023 Board of County Commissioner meeting, the Board held a Workshop on the Olympic Trails Coalition's (OTC) request for a support letter for a grant they were applying for. Commissioner Eisenhour worked with Public Works staff to draft the letter of support and presented it to the Board. She stated she also has attended trails meetings and relayed to them that Public Works does not have the capacity to assist with the project, but that the County could provide OTC with data as needed.

Commissioner Dean asked to walk-on an additional letter and requested that a public comment period be given for both letters prior to approval.

ADDITIONAL BUSINESS: LETTER of SUPPORT re: Expanding Healthcare for Rural Seniors: Commissioner Dean explained Jefferson Healthcare's request for funding the expansion of healthcare for rural seniors. She stated that she is in support of their request. The Board reviewed the letter on-screen and addressed a scrivener error. Commissioner Dean moved to approve a letter of support for appropriation for Jefferson Healthcare as presented. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments on the motion, hearing none, he called for a vote on the motion. The motion carried by a unanimous vote.

LETTER of SUPPORT re: U.S. Department of Transportation RAISE Grants Program Application - Continued: Commissioner Dean moved to approve a letter of support as a co-applicant for the Puget Sound to Pacific (PS2P) grant. Commissioner Dean seconded the motion. Chair Brotherton called for public comments on the motion, hearing none, he called for a vote on the motion. The motion carried by a unanimous vote.

CERTIFICATION OF ANNUAL INVENTORY OF THE CAPITALIZED ASSETS AS OF DECEMBER 31, 2022: The Board of County Commissioners certify the inventory of capitalized assets on an annual basis. Clerk of the Board Carolyn Gallaway administered the Verification of Oath for each of the Commissioners.

DISCUSSION re: Last Call American Rescue Plan Act (ARPA) Request for Proposals (RFP): Chair Brotherton noted that this item was set on the Agenda for the afternoon session. As Commissioner Eisenhour was attending virtually since she was in Washington D.C. for a National Association of Counties (NACo) Conference, the Board decided to discuss the item earlier in the day. The Commissioner discussed potentially using a scoring criteria system to sift through the ARPA RFPs submitted. After discussion, the agreed that each Commissioner will complete a ranked/weighted list and send to the County Administrator by Thursday, February 16, 2023. The Board will review the scores together on February 21, 2023.

COMMISSIONERS' BRIEFING SESSION and CALENDAR COORDINATION: The Commissioners and County Administrator reviewed upcoming meetings, legislative items, the upcoming Intergovernmental Collaborative Group (ICG) and Public Infrastructure Fund (PIF) meetings, and miscellaneous topics.

The meeting was recessed at 11:49 a.m. and reconvened at 1:31 p.m. with all three Commissioners present.

DISCUSSION re: Clarifying the Criteria for Adoption of Roads as County Roads: Public Works Director Monte Reinders was present to review the proposed resolution and answer questions posed by the Board. After discussion, Commissioner Dean moved to approve **RESOLUTION NO. 05-23** re: Clarifying the Criteria for Adoption of Roads as County Roads. Commissioner Eisenhour seconded the motion. Chair Brotherton opened the floor to call for public comments and one comment was received. Public works Director addressed the comment. After discussion, Chair Brotherton called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: Capital Facilities Planning: Central Services Director Chris Goy reviewed the process for developing a Capital Facilities Plan. Facilities Manager Matt Court, Central Services Financial Analyst Renee Talley, and Public Works Director Monte Reinders were also present for discussion. The Board discussed the structure of the newly forming Capital Facilities Planning Committee, scoring criteria for project requests, and other items. The team will report back to the Board at a later date.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 3:27 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